



REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES

The Taita Taveta Wildlife Conservancies Association (TTWCA) is a regional membership/Non-Profit organization established in 2013 to unify and coordinate community-led conservation efforts by Taita Taveta ranches and conservancies for the benefit of the people and biodiversity. We are based in Taita Taveta County, Kenya, within the wider Tsavo Landscape.

TTWCA invites applications from interested, qualified and competent firms/companies for Pre-qualification of suppliers for goods, works and services for the year 2026 in the following listed categories.

SECTION 1: SUPPLY AND DELIVERY OF GOODS (*Pick only two*)

S.NO	CATEGORY	REFERENCE NUMBER
1.	Supply and delivery of general office supplies and stationeries.	TTWCA/A01/2026-2027
2.	Supply and delivery of office furniture, and general fittings	TTWCA/A04/2026-2027
3.	Supply and delivery of Fuel, and lubricants	TTWCA/A06/2026-2027
4.	Supply and delivery of firefighting equipment, firefighting safety gears	TTWCA/A07/2026-2027
5.	Supply and delivery of general Electrical fittings and lighting materials	TTWCA/A08/2026-2027
6.	Supply and delivery of breeding bulls, Goats, sheep	TTWCA/A09/2026-2027
7.	Supply and delivery of tractor blades and other accessories	TTWCA/A10/2026-2027
8.	Supply and delivery of Pipes, and fittings, water tanks and other related accessories	TTWCA/A11/2026-2027
9.	Supply and delivery of distilled drinking water, soft drinks, and snacks	TTWCA/A12/2026-2027
10.	Supply and delivery of farm inputs, animal feeds, seedlings	TTWCA/A13/2026-2027
11.	Supply and delivery of beehives, beehive stands and safety gears	TTWCA/A14/2026-2027
12.	Supply and delivery of refrigerating devices i.e. cooler boxes and or other related accessories	TTWCA/A15/2026-2027
13.	Supply and delivery of general sanitary i.e. Liquid soap, washing materials, brooms, moppers.	TTWCA/A16/2026-2027
14.	Supply and delivery sleeping bags, Tents, lion lights, movable predator proof bomas	TTWCA/A17/2026-2027

15.	Supply and delivery of Electronics and scientific equipment (GPS, Camera traps, cameras, Binoculars etc.)	TTWCA/A18/2026-2027
16.	Supply and delivery of Leather processing machines- beam house machines, tannery and retanning machines and post-tanning machines	TTWCA/A19/2026-2027
17.	Supply and delivery of Mini machines for processing sisal fibers.	TTWCA/A20/2026-2027
18.	Supply and delivery of Branded uniforms, safety gear and equipment, and accessories.	TTWCA /A21/2026-2027
19.	Supply and delivery of food rations and food items	TTWCA /A22/2026-2027
20.	Supply and delivery of communication equipment and infrastructure (handheld radios, smartphones, internet infrastructure etc.)	TTWCA /A23/2026-2027

SECTION 2: PROVISION OF BUILDING WORKS, CIVIL WORKS AND OTHER SERVICES (pick only two)

S. NO	CATEGORY	REFERENCE NO
1.	Contractors for Electrical/Solar installation works	TTWCA/B23/2026-2027
2.	Provision of Printing services and graphics and design works	TTWCA/B24/2026-2027
3.	Provision of repair services and maintenance services of Motor vehicles, motorbikes, tractors etc.	TTWCA/B25/2026-2027
4.	Provision of tracking systems for Motor Vehicle and Motor Bikes	TTWCA/B26/2026-2027
5.	Establishment of masts	TTWCA/B27/2026-2027
6.	Provision of Taxi and Car hire services	TTWCA/B28/2026-2027
7.	Provision of repairs services for Computers, laptops, printers, photocopiers, and other office equipment	TTWCA/B29/2026-2027
8.	Provision of Event management services i.e. Hiring of tents, chairs, tables, public address systems and or other related items	TTWCA/B30/2026-2027
9.	Provision of Audiovisual production and video editing services	TTWCA/B31/2026-2027
10.	Provision of Advertising and marketing services i.e. In Televisions and radios, internet etc.	TTWCA/B32/2026-2027
11.	Provision of CCTV, installation and maintenance.	TTWCA/B33/2026-2027
12.	Provision of hotel accommodation, conference facilities and catering services	TTWCA/B34/2026-2027
13.	Provision of website development, management and internet services	TTWCA/B35/2026-2027

SECTION 3: MANDATORY REQUIREMENTS

To be eligible, the Company/Firm must prove that they qualify to participate in procurement by providing the following;

1. Certified copy of Registration/Incorporation
2. Valid Tax Compliance Certificate/Exemption certificate
3. Valid KRA PIN certificate
4. Copies of Valid Registration with the National Construction Authority or any valid practicing certificates for relevant Works i.e. building, water, electrical etc.;
5. One (1) letter of commendation/references from your corporate/ major clients.
6. Audited financial reports for the last Two (2) years.
7. Proof of previous work experience by attaching Local Purchase Order (LPOs), Local Service Order (LSOs), Completion certificates for works, Award Letters, e.t.c.

Tenderers must provide all the mandatory requirements to qualify for a detailed technical evaluation.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

you are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) and 3 whichever applies to your type of business

NB: Giving false information on this form will constitute a serious offence

TTWCA

Part 1-General:

Business Name.....Location of business premises.....
Plot No..... Street/Road.....Postal Address..... Tel.
No.....Email Address.....Nature of
business.....Current Trade License No..... Expiring Date.....
Name of our bankers.....Branch.....

Part 2 (a)-Sole Proprietor:

Your name in full.....Age.....Nationality.....
Country of origin.....Citizenship details.....

Part 2 (b) partnership:

Given details of partners as follows

	<u>Name</u>	<u>Nationality</u>	<u>Citizenship details</u>	<u>Shares</u>
1.
2.
3.
4.
5.

Part 2 (c) -Registered Company:

Private or public.....State the nominal and issued capital of company-
Nominal Kshs.....Issued Kshs.....

Give details of partners as follows

	<u>Name</u>	<u>Nationality</u>	<u>Citizenship details</u>	<u>Shares</u>
1.
2.
3.
4.
5.

Part 3 -References

Give details of substantial reference sites of similar assignment

Client Name and Address	Project Type	Project Cost(Ksh)	Project Duration	Contact person

NB: Attach supporting documents where necessary

Date.....Signature and Official stamp of Candidate.....

3.1. Capability and competence to deliver goods, works or services

1. What products/services do you want to supply? (Indicate the relevant category, Tender No. and the Tender Title)

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2. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender?

Yes..... No.....

3. Is the firm/ Company making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity-initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?

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4. Are you a manufacturer/wholesaler/retailer/other? (Please specify)

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5. If a manufacturer or service organization, are your products certified by Kenya Bureau of Standards or are you affiliated to a recognized accrediting body? Yes/No.....
(Attach documentary evidence of certification)

6. What is your average response to delivery/provision (Lead time) of goods/services/works after issuance of an LPO/LSO?

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7. What is the maximum value of business you can handle at any given time?
Kshs.

8. Who have been your major corporate clients for the past 2 years? State client's name, Product/service(s) provided, Value of goods, works or service and contact person
Applicable to general suppliers; (3.2)

9. What is your average response time to a request for quotation/Proposal?

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3.2. Past and current contract awarded

Bidders are required to demonstrate their experience in the field applied for by Listing (and providing evidence) of 3 major current references with their contacts within the last two years. State product/service provided, value of goods/service and the contract person.

No	Name of Organization	Item Description	Value of Contract	Contact person & phone number
1.				
2.				
3.				

SECTION 4: DECLARATION

Having studied the pre-qualification information for the above tender category, We/I hereby state:

- a) That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b) That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation based on provision in the tender or quotation documents to follow.
- c) That, pre-qualified bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d) We/I enclose all the required documents and information required for the pre-qualification evaluation.
- e) Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
- f) We understand you are not bound to accept either in part or whole any tender/quotation you receive.

Date:.....

Applicant's Name:.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal)

NB: Youth, Women and PLWDs are encouraged to apply.

HOW TO APPLY

Documents should be filled and merged with any attachments (mandatory documents, certificates, LPOs, etc.) They **should not** be sent separately.

Completed pre-qualification documents clearly labelled appropriately "Reference No. & Category" along with any other additional information the applicants may wish to provide, should be sent by email to procurement@ttwcakenya.com, on or before **04/03/2026**.

NB: The credit period for Supply and Delivery of goods and services will be **60 days**, and for works, **90 days**.

