



KENYA HIGH COMMISSION, DAR ES SALAAM

SUPPLIER PREQUALIFICATION APPLICATION FORM

TENDER NO: KHCD/PQF/001/2026-2028

Financial Years: 2026/2027- 2027/2028

SECTION A: GENERAL INFORMATION

1. Category I. Supply of Goods

Applied For (tick as appropriate – refer to Invitation for Pre-qualification):

- ☐ A1 - Supply of Office Equipment
- ☐ A2 - Supply of Furniture and Fittings
- ☐ A3 - Supply of General Office Stationaries
- ☐ A4 - Supply of Tonners and other Computer Consumables & Accessories
- ☐ A5 - Supply of Hardware & Electrical items & Services
- ☐ A6 - Supply and delivery of Bottled Mineral Water
- ☐ A7 - Supply of Office Flowers
- ☐ A8 - Supply of Electrical Equipment and materials
- ☐ A9 - Supply of Motor Vehicle Fittings, Tyres, Tubes and Batteries.
- ☐ A10 - Supply of Toiletries
- ☐ A11- Supply of Fuel, oils and lubricants.
- ☐ A12 - Supply of Security cabinets, Locks and Safe Boxes
- ☐ A13 – Supply of Newspapers and Periodicals
- ☐ A14 - Supply of Computers, Printers and other ICT Equipment.

2. Category II. Provision of Services

Applied For (tick as appropriate – refer to Invitation for Pre-qualification):

- ☐ B1 - Provision of travel, air ticketing services (IATA/KATA registered firms)
- ☐ B2 - Provision of projection services, graphic designs and printing services.
- ☐ B3 - Design and production of branded promotional materials (Diaries, calendars, pens, folders, brochures, fliers, banners, roll-up banners)

- ☐ B4 - Provision of cleaning services, cleaning of carpets, curtains, sheets, blinds, sofa sets and other upholstery
- ☐ B5 - Provision of repairs, maintenance and servicing of Office Machines and Equipment, i.e. Printers, Photocopies and Computers
- ☐ B6 - Provision of fumigation and pest control services for Rodents, Cockroaches Termites, etc.
- ☐ B7 - Provision of catering services/hire of Hotels/ Conferences
- ☐ B8 - Repairs, servicing, and maintenance of Motor vehicles
- ☐ B9 - Provision of Plumbing services and related works like sewerage draining
- ☐ B10 - Interior and exterior refurbishment of buildings – minor works.
- ☐ B11- Provision of Insurance services for Health/Medical, Motor Vehicle and Buildings
- ☐ B12 - Provision of legal services and Consultancy
- ☐ B13 - Provision of Security services
- ☐ B14 – Provision of Event Planning and Decoration Services

3. **Name of Applicant/Company:** _____
 4. **Postal Address:** _____
 5. **Physical Address:** _____
 6. **Telephone Number(s):** _____
 7. **Email Address:** _____
 8. **Website (if any):** _____
 9. **Contact Person:** _____
Designation: _____
 10. **Business Registration/Incorporation Number:** _____
 11. **TIN Number:** _____
 12. **Business Permit/License Number:** _____
-

SECTION B: LEGAL & STATUTORY DOCUMENTS

(Attach copies of the following documents – mark “√” if attached)

Document	Attached
Business Registration Certificate	
TIN Certificate	
Current Business Permit	
References	

SECTION C: BUSINESS PROFILE

1. **Year of Establishment:** _____
2. **Number of Employees:** _____
3. **Type of Business:** (tick)
☐ Sole Proprietorship
☐ Partnership
☐ Limited Company
☐ Other (specify): _____
4. **Main Business Activity:** _____
5. **Experience in Similar Assignments (last 3 years):**

Client Name	Description of Work/Service/Goods	Contract Value	Year Completed

SECTION D: DECLARATION

I/We declare that the information given in this application is true and correct to the best of my/our knowledge. I/We understand that false information may lead to disqualification or termination of prequalification status.

Name: _____
Designation: _____
Signature & Stamp: _____
Date: _____

FOR OFFICIAL USE ONLY (Kenya High Commission)

Application Received On: _____
Application Reference No.: _____
Evaluation Outcome: ☐ Prequalified ☐ Not
Prequalified Remarks: _____

Evaluator's Name: _____
Signature: _____
Date: _____