



ZADE ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS
YOUR PARTNERS IN GROWTH!

PREQUALIFICATION FOR REGISTRATION OF SUPPLIERS FOR GOODS AND PROVISION OF SERVICES FOR THE PERIOD 2027-2029

Ref No: ZADE/PREQ/2027-2029

Issue Date: 04th September 2026

Closing Date: 29th September 2026

REGISTRATION OF SUPPLIERS FOR THE YEARS 2027-2029

Table of Contents

SECTION I: INTRODUCTION & INVITATION FOR REGISTRATION OF SUPPLIERS	2
SECTION II: QUALIFICATION CRITERIA AND REQUIREMENTS.....	5
SECTION III: PRE-QUALIFICATION/REGISTERED DATA INSTRUCTIONS	6
SECTION IV: REGISTRATION OF SUPPLIERS FORM.....	7
SECTION V: LITIGATION HISTORY	11
SECTION VI: DECLARATION.....	12

SECTION I: INTRODUCTION & INVITATION FOR REGISTRATION OF SUPPLIERS

Zade Associates LLP is a professional advisory and assurance firm providing audit, tax, financial management, human resource, risk, compliance and business advisory services to organizations across Kenya.

The Firm operates within a professional and regulatory environment that places increasing emphasis on accountability, sound financial management, effective governance, regulatory compliance, risk management and transparency. Its work is guided by applicable Kenyan laws and regulatory requirements, relevant professional standards and frameworks, including International Financial Reporting Standards (IFRS), International Standards on Auditing (ISA) and other sector specific regulatory requirements applicable to its engagements.

As the Firm continues to grow and diversify its operations, Zade Associates LLP recognizes the importance of maintaining a reliable, competent and diverse network of suppliers and service providers capable of supporting its operational and professional requirements. The Firm therefore invites eligible businesses, professionals and service providers to register for the various categories of goods and services identified in this document.

The supplier registration exercise seeks to establish a structured and credible supplier database from which Zade Associates LLP may identify suitable suppliers and obtain competitive quotations or proposals as and when specific requirements arise. Registration is intended to provide opportunities for qualified suppliers, including emerging businesses and specialized service providers, while enabling the Firm to assess supplier capacity, experience, compliance, financial capability and suitability for the respective categories.

The resulting supplier register will form part of the Firm's procurement and supplier management framework for the period 2027–2029 and will support transparent, competitive, efficient and value driven sourcing of goods and services.

1.1. Name of Contract: **REGISTRATION OF SUPPLIERS**

1.2. Registration Reference No.: **ZADE/PREQ/2027-2029**

1.3. ZADE ASSOCIATES LLP invites sealed applications from ALL eligible firms to participate in the registration application for the applicable categories as tabulated below for the financial year 2027-2029

Ref No.	Category
Section 1: Supply of Goods	
ZADE/GDS/01/PREQ/2027-2029	Supply of General Office Stationery
ZADE/GDS/02/PREQ/2027-2029	Supply of Office Furniture, Furnishings & Fittings
ZADE/GDS/03/PREQ/2027-2029	Supply of Office Equipment
ZADE/GDS/04/PREQ/2027-2029	Supply of Electrical, Electronic, Hardware & Maintenance Materials
ZADE/GDS/05/PREQ/2027-2029	Supply of Cleaning Materials & Consumables
ZADE/GDS/06/PREQ/2027-2029	Supply of Computers, Laptops, Servers, ICT Equipment & Accessories
ZADE/GDS/07/PREQ/2027-2029	Supply of Printers, Scanners, Toners & Printing Consumables
ZADE/GDS/08/PREQ/2027-2029	Supply of Safety, Fire & Security Equipment
Section 2: Provision of Services	
ZADE/SER/09/PREQ/2027-2029	Website Design, Development, Hosting & Maintenance
ZADE/SER/10/PREQ/2027-2029	Bulk SMS & Communication Solutions
ZADE/SER/11/PREQ/2027-2029	Software, IT Licenses, Cloud Computing & Digital Solutions
ZADE/SER/12/PREQ/2027-2029	Printing & Publishing Services
ZADE/SER/13/PREQ/2027-2029	Branding, Signage, Promotional Materials & Corporate Printing
ZADE/SER/14/PREQ/2027-2029	Digital Marketing, Social Media Management & Online Communications
ZADE/SER/15/PREQ/2027-2029	Photography, Videography, Graphics design & Content Production
ZADE/SER/16/PREQ/2027-2029	Interior Design, Space Planning & Workspace Consultancy
ZADE/SER/17/PREQ/2027-2029	Office Fit-Out, Renovation & Building Maintenance
ZADE/SER/18/PREQ/2027-2029	Curtains, Blinds, Carpets & Office Furnishings
ZADE/SER/19/PREQ/2027-2029	Corporate Décor, Furniture Installation & Workspace Enhancement
ZADE/SER/20/PREQ/2027-2029	Corporate Training & Capacity Building
ZADE/SER/21/PREQ/2027-2029	Leadership Development & Executive Coaching
ZADE/SER/22/PREQ/2027-2029	Facilitation & Moderation Services
ZADE/SER/23/PREQ/2027-2029	Professional Consultancy & Advisory Services (Legal, Governance etc.)
ZADE/SER/24/PREQ/2027-2029	External Audit Services
ZADE/SER/25/PREQ/2027-2029	Conference Facilities & Meeting Venues
ZADE/SER/26/PREQ/2027-2029	Event Equipment & Management Services
ZADE/SER/27/PREQ/2027-2029	Catering Services
ZADE/SER/28/PREQ/2027-2029	Travel Agency, Ticketing & Accommodation Services
ZADE/SER/29/PREQ/2027-2029	Staff Medical Insurance Cover
ZADE/SER/30/PREQ/2027-2029	Group Life Insurance Cover
ZADE/SER/31/PREQ/2027-2029	General Insurance Services
ZADE/SER/32/PREQ/2027-2029	Cleaning Services
ZADE/SER/33/PREQ/2027-2029	Office Relocation, Moving & Storage Services
ZADE/SER/34/PREQ/2027-2029	Fumigation & Pest Control
ZADE/SER/35/PREQ/2027-2029	Document Management, Records Management, Scanning & Archiving Services
ZADE/SER/36/PREQ/2027-2029	Courier, Logistics & Delivery Services
ZADE/SER/37/PREQ/2027-2029	ISO Certification, Information Security, Data & Quality Management

1.4. Applicants must fill in information in the space provided in the prequalification document

1.6. The pre-qualification forms shall be downloaded from our website www.zadeassociates.co.ke.

1.7. The Registration Application must be prepared in indelible ink with no interlineations or overwriting, except for necessary to correct errors made by the applicant. Any such corrections must be initialized by the person or persons signing the Registration Application.

1.8. All applicants should clearly indicate in the envelope the category they are interested in. One document shall present ONLY ONE category. For those interested in various categories, they should submit separate documents in the various categories.

1.9. Prequalification charges shall be non-refundable **Kshs. 1,500/=** per category to be deposited to:

COOPERATIVE BANK OF KENYA

Zade Associates LLP

A/C No.: 01192865927500

and receipt attached. *(Missing receipt will result in automatic disqualification)*

1.10. Registration Application Submission

The Registration Application may be submitted through **either of the following methods:**

i. Physical Submission

The Registration Application should be prepared and submitted in a plain-sealed envelope clearly marked: **Ref No:** (Indicate the Ref No. of the category you are applying for as provided under clause 1.3 above) and addressed to:

The Chief Executive Officer,

Zade Associates LLP,

P.O. Box 682-00200,

Nairobi.

And shall be physically deposited in the at the Firm`s Office on the 4th Floor of Jimkan House, Woodvale Grove, Nairobi.

ii. Electronic Submission

Applicants may alternatively submit their completed Registration Application **electronically by email** to procurement@zadeassociates.co.ke . The emailed application should comprise the duly completed and signed Registration Application together with all required supporting documents and attachments, either as scanned copies or electronically completed documents, as applicable.

The email subject line should clearly indicate: **“PREQUALIFICATION/REGISTRATION APPLICATION – [CATEGORY REFERENCE NUMBER] – [SUPPLIER NAME]”**

Applicants submitting their applications electronically shall ensure that all documents are complete, legible and properly labelled. The submission should be received by Zade Associates LLP on or before the stipulated closing date and time.

Note: Applicants are required to submit their application through only one of the above methods and should not submit duplicate applications through both physical and electronic channels.

1.11. Deadline

The closing date for submission of registration documents shall be on **29th September 2026 at 04:00PM**

1.12. All participants shall be notified formally of the outcome after completion of the prequalification process.

1.13. Any form of canvassing will lead to automatic disqualification.

1.14. Queries and Clarifications

For further information relating to this Registration/Prequalification Document, applicants may contact Zade Associates LLP via email at procurement@zadeassociates.co.ke.

All queries and requests for clarification should be submitted not later than seven (7) working days before the stipulated closing date for submission of applications. Responses to material queries or clarifications may be communicated to the applicant and, where deemed necessary, shared with all prospective applicants to ensure equal access to information. No queries or requests for clarification submitted after the stated deadline may be considered.

N/B: KINDLY NOTE THAT THIS IS NOT A TENDER

SECTION II: QUALIFICATION CRITERIA AND REQUIREMENTS

The Firm will examine all the tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

No.	Item Description
1	Copy of Certificate of Incorporation/Registration
2	Copy of KRA PIN Certificate
3	Valid KRA Tax Compliance Certificate
4	Evidence of physical registered office
5	Duly Filled Confidential Business questionnaire
6	Duly signed application document
7	Certificate of Registration with relevant Regulatory Bodies
8	Copies of National IDs/ Passports of Directors
9	Copy of CR12 certificate
10	Valid Single Business Permit from County
11	Audited Accounts for the last (two) years

NOTE:

- ***Youth, Women and people with disability will be deemed to be technically qualified if they present all mandatory requirements above.***
- ***The list will be used to source for quotations on a competitive basis as and when needs arise.***
- ***Bidders who pass shall be engaged in framework contracts on as and when basis as per their first competitive bid price.***

SECTION III: PRE-QUALIFICATION/REGISTERED DATA INSTRUCTIONS

Registration data form

The attached form is to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for specific category.

The pre-qualified/registered application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

Qualification

It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by the firm in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of the firm they possess capability, experience, qualified personnel available and suitability of equipment and net current asset or working capital sufficient to satisfactorily execute the contract for goods/services.

SECTION IV: REGISTRATION OF SUPPLIERS FORM

The registration of supplier's form aims at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

PART I: DETAILS OF THE APPLICANT

1. Name of Applicant

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2. Physical Address

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3. Postal Address: 4. Postal Code:

5. E-mail: 6. Telephone No.:

7. Contact Person Name & Designation

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8. E-mail: 9. Mobile Phone No.:

10. Category Ref No.....

11. Category Description

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12. Overview of the enterprise

Type of ownership (Tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify]
Number of employees (Tick one)	[0-5] [6-25] [26-49] 50-59] [100-250]
Initial Investments (KES)	
Total Annual Sales for the previous year (Turnover KES)	
Experience in the sector in years	

Ownership Details

Part 12 (a) - Sole Proprietor or name of registered business, where applicable

Name in Full:

Identity/Passport No.:

Age:

Part 12 (b) - Partnership Details

Name	Nationality	ID/Passport No.	Shares

Part 12 (c) – Registered Company

State the nominal and issued capital of company

Nominal Kshs.....

Issued Kshs.....

Directors' Details

Name	Nationality	ID/Passport No.	% Shares

Part 2: CONFIDENTIAL BUSINESS QUESTIONNAIRE

(To be filled by all prospective suppliers)

- a) How many years have you been in business under the present business name?
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- b) What is the maximum value of business which you can handle at any one time?
Kshs.....
- c) State some of the factors that in your own opinion distinguish you from other competitors.
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- d) State whether or not you have experienced, in the area of non-performance by your company, any problem(s) with any contract(s) awarded to you by any organization during the last 12 months and give a brief explanation/description of the problem(s) and how you managed to solve it.
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- e) Give any other information relating to your company that you may consider relevant to your bid to do business with Zade Associates LLP.
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Part 3: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

a) VAT registration number:

b) PIN Number:

c) State any Quality Assurance Certification e.g. ISO 9000 held by the company
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d) State if the Company is a subject of bankruptcy proceedings, in receivership, administrative receivership or any other form of liquidation as defined by the applicable law.
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e) Assets and Liabilities:

Total assets in Kshs.....

Current assets in Kshs.....

Total liabilities in Kshs.....

Net worth (Total assets – Total liabilities) in Kshs.....

Working capital in Kshs.

f) Terms of sale/trade:

Credit period: Yes/No.

If yes please indicate number of credit days.

g) Name of Bankers, Branch & Account Number:

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SECTION V: LITIGATION HISTORY

Name of Contractor/Supplier:

Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution

<i>Year</i>	<i>Award for or against</i>	<i>Name of client cause of litigation and matter in dispute</i>	<i>Disputed Amount (Current Value, Ksh (Equivalent))</i>

SECTION VI: DECLARATION

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

1. That the information furnished in our/my application is accurate to the best of our/my knowledge.
2. 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 on the basis of provision in the tender or quotation documents to follow.
3. That pre-qualified suppliers will be invited randomly to participate in the tender/quotations as and when there is a requirement.
4. That We/I enclose all the required documents and information required for the pre-qualification evaluation.

We understand you are not bound to accept either in part or whole any tender you receive.

Applicant's Name.....

Designation.....,

Signature.....

Date.....

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