



KENYA SOCIETY FOR THE PROTECTION AND CARE OF ANIMALS

**PREQUALIFICATION AND REGISTRATION OF SUPPLIERS FOR
SUPPLY/PROVISION OF GOODS, SERVICES FOR THE STRATEGIC
PERIOD 2026-2027**

TENDER NUMBER : KSPCA/PQ/2026

JANUARY 2026

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1 INVITATION FOR PRE-QUALIFICATION.

1.1 Introduction

Kspca is the leading animal welfare charity in Kenya that is dedicated to preventing cruelty against animal and promoting the humane treatment of all animals. Established over a century ago, we have expanded our reach with headquarters in Nairobi and branches in Naivasha, Nanyuki, Watamu and Mombasa.

The organization solely relies on fundraising efforts and donations to fulfil our mission.

More about KSPCA can be found here - <https://kspca.or.ke/>

KSPCA invites applications for pre-qualification form interested vendors, including current suppliers for the provision of goods, services, works and consultancy to the organization for the period January 1,2026 to December 31, 2027.

Prequalification is open to eligible companies, individuals and voluntarily formed joint ventures as indicated in the instructions to companies.

1.2 Sustainable procurement at KSPCA.

KSPCA has been intentional about incorporating sustainable procurement practices in its initiatives. To this end, we encourage suppliers to consider adopting best practices in the delivery of both goods and services.

KSPCA views sustainable procurement as prioritizing the procurement of products and services that have the lowest environmental and ethical impact and the most positive social results, while still achieving the best overall value. It is about embedding relevant sustainability considerations into processes for selecting services and goods, alongside traditional considerations like price, quality, service and technical specifications. In practice, this means considering sustainability in every stage of purchasing services or products.

1.3 Categories

Applications are invited from eligible bidders for prequalification under the following categories for the period 2026- 2027;

NO.	REFERENCE NO.	ITEMS OR SERVICES DESCRIPTIONS
CATEGORY A- SUPPLY OF GOODS		
1	KSPCA/PQ/01/2025	Supply and delivery of general printed office stationery, general office equipment and related items.
2	KSPCA/PQ/02/2025	Supply and delivery of office furniture, fittings & furnishing
3	KSPCA/PQ/03/2025	Supply and delivery of toners, cartridges, printer ink and other accessories
4	KSPCA/PQ/04/2025	Supply and delivery of dry dog and cat food, wet canned/ alutray dog and cat food and cat litter.
5	KSPCA/PQ/05/2025	Supply and delivery of structured cabling, networking equipment and tools
6	KSPCA/PQ/06/2025	Supply and installation of computer software and licenses
7	KSPCA/PQ/07/2025	Supply of ICT hardware (computers and printers accessories)
8	KSPCA/PQ/08/2025	Supply and delivery of hay, horse cubes, molasses, pollard, salt licks, and wheat Bran.
9	KSPCA/PQ/09/2025	Supply and delivery of Broken Rice
10	KSPCA/PQ/10/2025	Supply and delivery of Minced meat & meat pet food
11	KSPCA/PQ/11/2025	Supply and delivery of medicine, medical equipment supplies for the vet clinic
12	KSPCA/PQ/12/2025	Supply and delivery of cleaning materials and toiletries

CATEGORY B- PROVISION OF SERVICES AND WORKS		
COMMUNICATIONS		
13	KSPCA/PQ/13/2025	Design, artwork and printing of promotional, communication and advertising materials
14	KSPCA/PQ/14/2025	Provision of branding services
OPERATIONS		
15	KSPCA/PQ/15/2025	Provision of Waste Management Services
16	KSPCA/PQ/16/2025	Repair and maintenance of firefighting equipment & first Aid Kits
17	KSPCA/PQ/17/2025	Provision of motor vehicle repair services
18	KSPCA/PQ/18/2025	Provision of general office supplies: water, kitchen supplies etc
19	KSPCA/PQ/19/2025	Provision of security and guarding services

2 PRE-QUALIFICATION INSTRUCTIONS.

2.1 Introduction

KSPCA invites interested and eligible candidates who meet the set criteria to apply for prequalification. Current suppliers **must** also reapply if they wish to continue working with KSPCA.

2.2 Objective

To establish a list of qualified and reliable suppliers who may be invited to provide goods, works or services under framework agreements or request-for-quotation processes during the specified period.

2.3 Experience

Prospective suppliers must demonstrate successful delivery of similar goods or services to reputable organizations (Government, NGOs, or Corporations). Evidence of experience and commitment to meet KSPCA standards is required.

2.4 Submission Requirements

Applicants must complete and submit all required forms and documentation. Incomplete submissions or failure to meet mandatory requirements will lead to disqualification.

2.5 Submission Deadline

Prequalification documents must reach the KSPCA offices no later than Friday 13th February 2026, at 12:00 noon.

2.6 Additional Information

KSPCA reserves the right to ask for additional information or clarification from applicants.

2.7 Request for Quotations or Framework Agreements

Only successfully prequalified suppliers will be invited to participate in subsequent competitive procurement processes.

3 CONTRACT REGULATIONS

3.1 Contract Price

Contracts shall be based on unit pricing. Quantities may vary depending on demand. Prices quoted must remain valid for 90 days.

3.2 Payments

Payments will be made within 30 days of delivery or completion, subject to satisfactory performance and receipt of valid invoices.

3.3 Confidentiality

Information related to evaluation and qualification processes shall remain confidential. Any attempt to influence the process may result in automatic disqualification.

3.4 Notification

Only successful applicants will be notified in writing.

3.5 Right to Accept or Reject

KSPCA reserves the right to accept or reject any application and to annul the process without incurring any liability or obligation to inform affected applicants.

4 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

4.1 Invitation to prequalification

Companies/Businesses registered under the Laws of the Land in respective services/consultancies are invited to submit their tender documents to KSPCA so that they may be pre-qualified for submission of tenders/quotations. All mandatory information must be provided by any eligible and interested firm.

4.2 Past experience

Prospective companies must have carried out successful supply and delivery of similar items/services to institutions of similar size and complexity. Potential companies must demonstrate the willingness and commitment to meet the tender criteria.

4.3 Eligible companies/consultants

The procuring entity strongly encourages submissions from people living with disabilities, women, and marginalized groups to promote inclusivity and diversity in the procurement process.

4.4 Safeguarding, corruption and terrorism

Eligible and interested companies acknowledge that:

- KSPCA has a zero-tolerance attitude towards acts or omissions, whether actual or alleged, that could be construed as sexual harassment or bullying, or the failure to prevent sexual harassment or bullying, by or of the Tenderer's Personnel, KSPCA staff members or consultants, or beneficiaries whom the services are intended to benefit.
- Given, offered, accepted or agreed to give, offer, or accept any gift or consideration or other advantage of any kind as an inducement or reward for: (i) doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of any tender (including, without limitation, this tender), the grant of any right or license or the exercise of any function or activity; and/or (ii) showing favour or forbearing to show favour or disfavor of any nature to any person or entity in relation to any tender,

contract, right, license or to the exercise of any function or activity, where to do so would amount to a bribe or inducement under Kenyan law.

- Have not provided support of any kind in violation of applicable law to a person or entity that the tender knows or has reason to know advocates terrorism or engages in terrorist activity.

4.5 Pre-qualification fee

Interested individuals/companies shall not be required to pay any fees for the prequalification.

4.6 Questions arising from pre-qualification documents

Questions and clarification that may arise from the Pre-qualification documents should be sent to the email address procurement@kspca.or.ke on or before **23RD FEBRUARY 2026, 12:00 PM (EAT)**

KSPCA reserves the right to request the submission of additional information from prospective companies.

4.7 Invitation to tender/quotation

Bidding documents (Tender/Quotation) will be made available only to those bidders whose qualifications are accepted by KSPCA after the completion of the prequalification process.

4.8 Statement

Application must include a sworn statement by the tender applicant ensuring the accuracy of the information given.

5 FORM PQ-A: REGISTRATION DOCUMENTATION

5.1 Mandatory Requirements

All eligible and interested companies/individual(s) must provide the following documents:

A copy of Certificate of Registration.

A copy of KRA PIN & Tax Compliance Certificate.

A copy **KRA Etims** Registration certificate of official proof of compliance.

Your Company Profile.

A copy of your county Business permit.

6 FORM PQ-B: PRE-QUALIFICATION DATA

6.1 Organization & Business Information

Email Address:

Full Name of applicant:

Other branch's location:

Management Personnel

Chief Executive Officer:

General Manager:

Treasurer:

Other:

Partnership (if applicable):

Names of Partners:

Business founded or incorporated:

7 FORM PQ-C: CONFIDENTIAL BUSINESS QUESTIONNAIRE

Location of business premises.....

Plot No.

Street/Road.....

Postal Address.....

Tel. No.

Email address.....

Nature of business.....

Name of your banker we shall be dealing with:

A/C Name.....

Account No.

Branch.....

Swift code.....

8 FORM PQ-D SUPPLIERS DECLARATION FORM

These declaration forms are to be completed and signed by all suppliers applying for prequalification.

8.1 Declaration of Conflict of Interest

I/We, the undersigned, declare that:

I/We have no conflict of interest in relation to this procurement process.

I/We have not participated, and will not participate, in any activity that would place us in a conflict of interest with the procuring entity.

I/We have not offered any inducement to any member of staff or agent of the procuring entity to influence the outcome of this prequalification process.

I/We understand that failure to disclose any conflict of interest may lead to rejection of our application or termination of any future contract.

Name of Applicant/Supplier:

Name of Authorized Representative:

Designation:

8.2 Declaration on Corrupt or Fraudulent Practices

I/We, the undersigned, declare that:

- I/We have not been convicted of any corruption or fraudulent practices by any court of law in Kenya or elsewhere.
- I/We have not been debarred from participating in any procurement proceedings by the Public Procurement Regulatory Authority (PPRA) or any other regulatory body.
- I/We shall not engage in any corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for or executing any contract.
- I/We understand that the procuring entity may reject our application or terminate any existing contract if this declaration is found to be false.

Name of Applicant/Supplier:

Name of Authorized Representative:

Designation:

Signature:

Date: / /

Official Stamp:

8.3 FORM PQ-E: SWORN STATEMENT

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

The information furnished in our application is accurate to the best of our knowledge.

That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.

We enclose all the required documents and information required for the pre-qualification evaluation.

Name of Applicant/Supplier:

Name of Authorized Representative:

Designation:

Signature:

Date: / /

Official Stamp: