



**PRE-QUALIFICATION OF SUPPLIERS FOR THE SUPPLY OF GOODS,
WORKS AND SERVICES.**

The Anglican Development Services (ADS) Kenya is the Specialized Development arm of the Anglican Church of Kenya. We collaborate with stakeholders and communities to implement social transformation programs that seek to empower communities to address their needs. We work across the country through 10 Regional offices with ADS Kenya being the secretariat.

To support program delivery and ensure seamless operations, we are in the process of preparing and updating our register of suppliers for various goods, Services/ consultancies and works. This register will cover the period 2025 - 2027.

Detailed Tender documents indicating the supplier categories and eligibility requirements may be accessed on the ADS Kenya website: www.adskenya.org/publications. Interested and Suitable suppliers are invited to make submissions as outlined in the tender Documents.

Duly filled documents should be electronically submitted latest 8th of August, 2025, addressed to:

Chair of the Procurement Committee:

procurement@adskenya.org

For Inquiries, request(s) for addenda and Technical support, kindly contact us via procurement@adskenya.org/ admin@adskenya.org or through +254 111038600.

Successful vendors will be notified of their selection via Email.

Bids will be opened promptly thereafter in the presence of the Tenderers or their representatives who request to attend at our office located on the 2nd floor of the ACK Language School Building, Bishop's Road (Opp. NSSF Building) in Nairobi.

Please note: Prequalification is not a guarantee for Business Engagement. This Invitation may be extended on a Need-Basis, subject to available opportunities. ADS Kenya Reserves the right to accept or reject any submission, in whole or in part, at its sole Discretion.

THIS PROCESS IS ENTIRELY FREE.

CATEGORY A: SUPPLY OF GOODS	
REF. NO.	ITEM DESCRIPTION
ADS-K/01/2025 - 2027	GENERAL OFFICE STATIONERY
ADS-K /02/2025 - 2027	COMPUTER HARDWARE, SOFTWARE AND NETWORKING EQUIPMENT
ADS-K /03/2025 - 2027	COMPUTER CONSUMABLES AND ACCESSORIES
ADS-K /04/2025 - 2027	OFFICE FURNITURE, FITTINGS AND EQUIPMENT
ADS-K /05/2025 - 2027	SUPPLY OF BRANDED PROMOTIONAL ITEMS
CATEGORY B: SERVICES AND CONSULTANCIES	
ADS-K /06/2025 - 2027	PRINTING SERVICES FOR CALENDARS, DIARIES, CHRISTMAS CARDS, BROCHURES, MAGAZINES, REPORTS AND IEC MATERIALS ETC.
ADS-K/07/2025 - 2027	PROPOSAL AND CONCEPTS DEVELOPMENT OR WRITING
ADS-K/08/2025 - 2027	MONITORING AND EVALUATIONS OF PROJECTS AND PROGRAMS
ADS-K /09/2025 - 2027	TRAVEL AGENCY AND AIR TICKETING SERVICES (IATA, KATA REGISTERED)
ADS-K /010/2025 - 2027	TAXI SERVICES AND CAR HIRE
ADS-K /011/2025 - 2027	REPAIR & SERVICE MAINTENANCE OF MOTOR VEHICLES: (MINISTRY OF TRANSPORT APPROVED GARAGES/ DEALERS ONLY)
ADS-K /012/2025 - 2027	PROVISION OF CLEANING, GABBAGE COLLECTION, GROUNDS MAINTENANCE AND ENVIRONMENTAL SERVICES
ADS-K /013/2025 - 2027	PROVISION OF FUMIGATION AND PEST CONTROL SERVICES
ADS-K /014/2025 - 2027	REPAIR & MAINTENANCE OF PHOTOCOPIER MACHINES, TELEPHONES HEADS
ADS-K /015/2025 - 2027	COURIER SERVICES
ADS-K /016/2025 - 2027	PROVISION OF GRAPHIC DESIGN AND CREATIVE SERVICES
ADS-K /017/2025 - 2027	PROJECT DOCUMENTATION SERVICES.
ADS/018/2025 - 2027	PROVISION OF CORPORATE BRANDING SERVICES, BINDING, OUTDOOR BRANDING AND SIGNAGE WORKS

ADS-K /019/2025 - 2027	SUPPLY AND REPAIR OF COMMUNICATION EQUIPMENT (VIDEO AND DIGITAL PROJECTION EQUIPMENT SERVICES)
ADS-K /020/2025 - 2027	HOTELS, CONFERENCING AND CATERING SERVICES
ADS-K /021/2025 - 2027	PROVISION OF OFFICE SERVICES: MILK, NEWSPAPERS, AIRTIME AND FRUITS (Indicate the specific item/ service)
ADS-K /022/2025 - 2027	HUMAN RESOURCE MANAGEMENT CONSULTANCY SERVICES AND TRAINING
ADS-K /023/2025 - 2027	MEDIA AND ADVERTISMENT (Indicate the specific item/ service)
CATEGORY C: WORKS	
ADS-K /024/2025 - 2027	GENERAL CONTRACTORS
ADS-K /025/2025 - 2027	SMALL CONTRACTORS – ELECTRICAL WORKS
ADS-K /026/2025 - 2027	SMALL CONTRACTORS – CIVIL WORKS
ADS-K /027/2025 - 2027	SMALL CONTRACTORS – PLUMBING WORKS
ADS-K /028/2025 - 2027	FABRICATION WORKS
ADS-K/029/2025 - 2027	OFFICE REPAIRS

MANDATORY REQUIREMENTS

Interested firms should submit company profiles detailing:

- i.** Certificate of Incorporation
- ii.** Valid Business Permit Certificate
- iii.** Valid Latest Tax Compliance Certificate
- iv.** Details of Company Directors
- v.** Valid Registration/ licensing by relevant professional body
- vi.** Audited Accounts for the last three years for the company
- vii.** Letters of Recommendation from three of your major clients
- viii.** Evidence of possession of Electronic Tax Registers
- ix.** Completed Confidential Business Questionnaire in the prescribed format

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part I and either Part 2(a), 2(b) or 2(c) whichever applies to your type of business. You are advised that it is a serious criminal offence to give false information on this form.

Part 1 – General		
Business Name.....		
Location of business premises.....		
Plot No.....	Street/Road.....	
Postal Address.....	Tel.....	Email.....
Nature of Business.....		
Registration Certificate No.....		
Maximum value of business which you can handle at any one-time. Ksh.....		
.....		
Name of your Bankers.....		
Branch.....		
Part 2(a) – Sole Proprietor		
Your Name in full.....		
Age.....		
Nationality.....		
Country of origin.....		
Part 2(b) - Partnership		
Give details of partners as follows: -		
<u>Name</u>	<u>Nationality</u>	<u>Shares</u>
1.
2.
3.
Part 2(c) – Registered Company		
Private or Public.....		
State the nominal and issued capital of company		
Nominal Kshs.....		
Issued Kshs.....		
Give details of all directors as follows: -		
1.		
2.		
3.		
4.		
Date.....		
Signature of Candidate.....		