



SUPPLIER PREQUALIFICATION GUIDE AND INSTRUCTIONS

Closing on 9th October 2024, at 1700hours, EAT

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

Britam is a leading diversified financial services group, listed on the Nairobi Securities Exchange. The group has interests across the Eastern and Southern Africa region, with operations in Kenya, Uganda, Tanzania, Rwanda, South Sudan, Mozambique and Malawi. The group offers a wide range of financial products and services in Insurance, Asset management, Banking and Property. **Britam Holdings PLC** invites applications from interested, competent and eligible firms for pre-qualification for the under listed goods, works and services for the period 2024-2027.

The pre-qualification process will be conducted electronically on **SRM eProcurement Portal** i.e www.srmhub.com. The categories for the supply of various goods and services are listed on <https://shorturl.at/EASc9>

Britam Holdings PLC reserves the right to accept or reject any application in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

Head of Procurement

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 **Britam Holdings PLC** herein referred to as “the organization’ or `Britam”, invites applicants who meet the criteria set out by the organization to apply for registration of pre-qualification.
- 2 This invitation of application for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
- 3 The Supplier registration process shall be completed online via Bold Insight’s eProcurement portal (SRM eProcurement)
- 4 Interested bidders will access and register on www.srmhub.com for more information and step by step application process available on supplier’s dashboard.
- 5 Access to submit the application shall be automatically granted upon payment of a non-refundable tender fee categorized as follows;
 - a. Minority groups (Women owned Businesses and Youth Owned businesses) shall pay Kes 1,500 per category selected
 - b. Business owned People with Disability (PWD) shall not pay bidder fee
 - c. All other organizations shall pay a bidder fee of Kes 3,000 per category selected
- 6 The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier’s dashboard. You are advised to download and review these documents before beginning the application process.
- 7 Bidders may request clarification in relation to the prequalification by submitting a written request using the **Contact us** functionality of the supplier dashboard, until **3rd October 2024**. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
- 8 Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
- 9 The successful applicants will be registered in the organisation’s suppliers list for a two-year period and the organization will only deal with the firms that are registered.

- 10 Applicants must submit duly completed Confidential Business Questionnaire and all other mandatory requirements in electronic form.
- 11 The Organization reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
- 12 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization
- 13 The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
- 14 Failure to submit any of the mandatory requirements indicated under special conditions will lead to automatic disqualification.
- 15 The application of this call closes on **9th October 2024 at 1700hours.**
- 16 SRM team will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete electronic questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.

SECTION III. EVALUATION CRITERIA

- 1 Bold Insight will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.
- 2 Applicants shall not contact Britam or Bold Insight on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence the Britam or Bold Insight in the evaluation may result in the cancellation of their application.
- 3 Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.

4 The applicants must have registered offices and Britam reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.

5 Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.

6 Britam reserves the right to accept or reject any or all applications.

7 There shall be two phases of carrying out the evaluation of registration applications:

- a. Preliminary Evaluation; and
- b. Qualification/Technical Evaluation.

a. Preliminary Evaluation

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria on categories that have special conditions. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

a) All the applications shall be sorted out according to the various categories contained in the application for registration form.

b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:

- i. Self-declaration form
- ii. Britam's code of conduct
- iii. Confidential Business Questionnaire (Electronic)
- iv. Incorporation/Registration certificate
- v. Business permit
- vi. VAT Registration Certificate
- vii. Tax clearance certificate

c) A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

b. Qualification Evaluation

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criterion.

- a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.
- b) A detailed assessment of each applicant will be made in the course of evaluating the application.
- c) Applications will be evaluated against the criteria in the table below.

Evaluation Criteria

Preliminary Evaluation.

The following documents will be required from all applicants in the preliminary evaluation.

#	Mandatory Requirements	Required (Yes/No)	Max Score
1	Bidder Declaration Form (available on supplier's dashboard on SRM eProcurement Portal)	Yes	Pass/ fail
2	Signed Supplier Code of Conduct (available on supplier's dashboard on SRM eProcurement Portal)	Yes	Pass/ fail
3	Confidential Business Questionnaire (available on supplier's dashboard on SRM eProcurement Portal)	Yes	Pass/ fail
4	Copy of Certificate of Incorporation/Business Registration	Yes	Pass/ fail
5	Copy of a valid and current Tax Compliance Certificate	Yes	Pass/ fail
6	Copy of PIN/VAT Certificate or proof of etims compliance	Yes	Pass/ fail
7	Copy of Current Trade License / Business Permit	Yes	Pass/ fail
8	Copy of memorandum of association or CR 12 or CR 13	Yes	Pass/ fail
9	Specific category requirements e.g. Valid Practicing certificates, Manufacturers or distributors license, Special Licenses, Registration with Professional bodies etc (if required in your category - refer to the category requirements on section IV of this supplier guide)	Yes	Pass/ fail

Technical Evaluation Criteria

Demonstration of Past Experience	
<p>a) Age of Company</p> <p>Above 10 years (5 Marks)</p> <p>Between 7-10 Years (4 Marks)</p> <p>Between 4-6 Years (3 Marks)</p> <p>Between 1-3 Years (2 Marks)</p> <p>Below 1 Year (1 Marks)</p>	5
<p>b) Three letters of recommendation from your major clients for similar services- 5 marks each, Total 15 Marks</p>	15
<p>c) At least three copies of LPOs or Contracts from your major clients for the last 3 years - 5 marks each, Total 15 Marks</p>	15
<p>d) Quality assurance policy</p> <ul style="list-style-type: none"> • Provide copy of your quality assurance policy • Outline principles under which the policy is based on • Outline quality assurance accreditation that your company holds • Outline how the policy commits the company to a program of improvement • Outline how the policy extends to the products and services supplied <p>1 mark for each, Total 5 Marks</p>	5
<p>e) Environmental policy</p> <ul style="list-style-type: none"> • Provide copy of your environmental policy • Outline guiding principles for environmental stewardship and sustainability • Outline how the policy commits the company to a program of improvement in its environment • Outline how the policy extends to the products and services supplied • Outline how the policy complies with relevant environmental laws <p>1 mark for each, Total 5 Marks</p>	5
<p>f) Human Rights Policy</p> <ul style="list-style-type: none"> • Outline the scope of your human rights policy • Provide an outline of issues on non-discrimination • Provide and outline of issues on labor rights • Provide an outline of issues on child labour • Provide details of training and capacity building <p>Total 5 Marks</p>	5
<p>g) Customer service and support policy</p>	

<ul style="list-style-type: none"> • Provide copy of your customer service and support policy • Outline values that customer service is anchored on • Outline personnel responsible for the account management • Outline how customers follow up on their orders • Outline how customer complaints are monitored and resolved 1 mark for each, Total 5 Marks 	5
h) Business Continuity Plan (BCP) plan Provide your business continuity plan or ISO certification on business continuity management or equivalent	3
i) Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility bill utility bill=1 Mark; tenancy agreement/lease/title= 3 Marks	3
Financial Capacity	
a) Audited financial statements for the last 3 years (2023, 2022, 2021) signed by qualified registered auditors– 3 marks each, Total 9 Marks If Audited financial statements are not provided, please provide Bank statement for the last 3 months - 5 marks	9
b) Liquidity Ratio– 1 mark for each year if ratio >1, Total 2 Marks	2
c) Attach letter of reference from the Banker to support bank relations = 5 marks	5
Manpower and staffing	
a) Company Profile (organogram, business overview, products/services, clients, vision, mission, markets)– 1 mark each, Total 6 Marks	6
b) At least 3 CVs of key management personnel and supervisory team -2 marks each, Total 6 Marks	6
c) Academic and professional qualification (e.g. masters, bachelors, diploma degree certification) of at least 3 key staff for matching CVs provided above- 2 marks each, Total 6 Marks	6
d) Indicate the number of staff in your organization: Above 20 (5 Marks) Between 11-20 (4 Marks) Between 6-10 (3 Marks) Between 1-5 (2 Marks)	5
TOTAL (Weighted to 100%)	100

Section iii Registration categories

Category No.	Proposed Categories 2025/2027	Special Requirements
	Property Services	
BRT/2025/01	Provision of Letting and property management Services	<ul style="list-style-type: none"> i) Registration with EARB and ISK ii) ISK certificate for good standing
BRT/2025/02	Consultancy Services - Provision of property valuation Services	<ul style="list-style-type: none"> i) Valid practicing license/certificate from Valuers Registration Board (VRB) ii) ISK certificate for good standing
BRT/2025/03	Consultancy Services - Provision of property market research and feasibility studies	
BRT/2025/04	Consultancy Services – Architectural and Master planning	<ul style="list-style-type: none"> i) Registration certificate with Board of Registration of Architects and Quantity surveyors (BORAQ's) for Firm ii) Valid practicing License for from BORAQ's for Firm OR iii) Valid license from IQSK
BRT/2025/05	Consultancy Services – Mechanical, Electrical and Plumbing engineering	<ul style="list-style-type: none"> i) Professional certification by either EBK and IEK for engineers, BORAQS for Architects &Quantity Surveyors among others. ii) Certificate of good standing
BRT/2025/06	Consultancy Services – Civil & Structural Engineering	<ul style="list-style-type: none"> i) Professional certification by either EBK and IEK for engineers, BORAQS for Architects &Quantity Surveyors among others. ii) Certificate of good standing
BRT/2025/07	Consultancy Services – Project and development management	<ul style="list-style-type: none"> i) Professional certification by either EBK and IEK for engineers, BORAQS for Architects &Quantity Surveyors among others ii) Project Management Certification

BRT/2025/08	Consultancy Services – Quantity Surveying and Cost management	Valid BORAQS license or valid IQSK license
BRT/2025/09	Consultancy Services – Land Surveying services	ISK membership and certificate of good standing
	Facilities	
BRT/2025/10	Supply, Installation and Maintenance of Fire Fighting Equipment, Smoke Detectors and Fire Alarm System Maintenance, Fire Suppression System Services	Provide copy of Fire Fighting Certificate from the County Government
BRT/2025/11	Provision of Clean Power, Air Conditioning Equipment, Support and Maintenance	Electrical Installation Certification (ERC or equivalent). HVAC-related certifications (e.g., from manufacturer).NCA 4-6 certification in mechanical and electrical works.
BRT/2025/12	Supply, Installation, Repairs and Maintenance of Air Conditioning systems and mechanical ventilations	<ul style="list-style-type: none"> i) Valid Registration from National Construction Authority (NCA) 4-6 ii) Valid Tenderer’s Practicing License iii) Manufacturers Authorization Certificate and Warranty
BRT/2025/13	Supply, Installation Repairs and Maintenance of Electrical appliances, fittings & Equipment/Services	Valid NCA - Electrical Engineering specialization and valid EPRA certification
BRT/2025/14	Provision of Plumbing Installations and Maintenance Services	Valid NCA - Mechanical Engineering specialization
BRT/2025/15	Provision of interior design services	<ul style="list-style-type: none"> i) Valid NCA - Building Works specialization ii) Registration with IDAK
BRT/2025/16	Provision of General minor/routine building maintenance and repairs - Mechanical, Electrical, Plumbing, painting and small civil works	<p>Valid NCA - Building Works specialization 5-6.</p> <p>Electrical: Licensed electricians certified by the Energy and Petroleum Regulatory Authority (EPRA).</p> <p>Plumbing: Certified plumbers experienced in the maintenance of water, drainage, and sanitation systems.</p> <p>Mechanical: Technicians skilled in HVAC, pumps, and minor mechanical works.</p> <p>Painting: Skilled painters with experience in</p>

		<p>surface preparation, coating, and using appropriate materials for building maintenance.</p> <p>Civil Works: Capability in minor masonry, carpentry, and repairs to structures</p>
BRT/2025/17	Supply of Generator Diesel	Provide copy of valid Energy & Petroleum Regulatory Authority License (EPRA)
BRT/2025/18	Provision of Major Building and General Construction Services (Design & Build)	<p>Valid NCA - Building Works specialization 1-2</p> <p>Architects: Registered with the Board of Registration of Architects and Quantity Surveyors (BORAQS).</p> <p>Engineers: Registered with the Engineers Board of Kenya (EBK).</p> <p>Quantity Surveyors: Registered with BORAQS.</p> <p>Construction Team: Contractors must have qualified site managers, civil engineers, and skilled workers for the construction phase. Teams should be certified and experienced in delivering major construction projects.</p>
BRT/2025/19	Supply, Installation and Maintenance of Building Management System (BMS)	Manufactures Authorization letter or distributors license or certificate of partnership
BRT/2025/20	Supply, service and maintenance of Backup Generators	<p>i) Valid Registration License with Energy and Petroleum Regulatory Authority (EPRA)</p> <p>ii) Manufacturers Authorization Certificate and warranty</p>
BRT/2025/21	Supply, service and maintenance of UPS systems and inverters	Manufactures Authorization letter or distributors license or certificate of partnership, EPRA
BRT/2025/22	Provision of water bowser services	<p>i) County Government license</p> <p>ii) Valid WARMA permit</p>
BRT/2025/23	Provision and maintenance of reverse osmosis plant (RO Systems)	i) Manufactures Authorization letter or distributors license or certificate of partnership

		ii) Valid WARMA permit
BRT/2025/24	Supply of general hardware items	Provide a catalogue
BRT/2025/25	Provision of pumps servicing and maintenance e.g booster pumps, fire pumps, submersible pumps	Manufactures Authorization letter or distributors license or certificate of partnership
BRT/2025/26	Provision of Maintenance Services for Borehole/Pump, Water Tanks, Water Treatment Chemicals	i) Valid NCA - water works specialization ii) Manufactures Authorization letter or distributors license or certificate of partnership
BRT/2025/27	Provision of maintenance services for sewerage, septic pits, manholes and reservoir tanks	i) Valid NCA - Building works ii) NEMA license iii) WASREB license
BRT/2025/28	Provision of fabrication and fabricated items services e.g. roller shutter	Valid NCA - Civil works
BRT/2025/29	Provision of lift inspection services	Certificate from the Directorate of Occupational Safety & Health Services (DOSHS)
BRT/2025/30	Provision of lift maintenance services	Certificate from the Directorate of Occupational Safety & Health Services (DOSHS)
BRT/2025/31	Provision of Gardening, Landscaping and Indoor Plants Maintenance	i) Proof of National Environment Management Authority (NEMA) License ii) Valid PCPB license
BRT/2025/32	Supply, installation and maintenance of Signage, building interior and exterior branding services	County Government license
BRT/2025/33	Supply of Personal Protective Equipment (PPE)	i) Certificate from the Directorate of Occupational Safety & Health Services (DOSHS) ii) Manufactures Authorization letter or distributors license or certificate of partnership

BRT/2025/34	Supply, Installation and Maintenance of Solar Photo Voltaic Systems	Valid NCA - Electrical Engineering specialization and valid EPRA certification
BRT/2025/35	Provision of Environmental Impact Assessment services	Valid National Environment Management Authority (NEMA) License
BRT/2025/36	Provision of Energy Audit Services	<ul style="list-style-type: none"> i) Registration with Engineers Board of Kenya and EPRA ii) Certified Energy Manager (CEM®). iii) Certified Measurement & Verification iv) Professional (CMVP®). v) Certified Energy Auditor (CEA®) vi) NCA Registration for Specialized Services. vii) ISO 50001 Certification: Contractors familiar with the ISO 50001 Energy Management Systems (EnMS) standard
BRT/2025/37	Provision of Physical Planners Services	Registration with Physical planners Registration Board
BRT/2025/38	Provision of disposal of hazardous waste E.g. E-waste	Valid National Environment Management Authority (NEMA) License
BRT/2025/39	Provision of Leased Services for Supply, Installation and Maintenance of Queue Management System	Manufactures Authorization letter or distributors license or certificate of partnership
BRT/2025/40	Supply, Installation and Maintenance of Mantrap Doors, Magnetic and/or Electric Door Locks	Valid NCA - Electrical Engineering Specialization or Building works
	Security	
BRT/2025/41	Supply, Installation and Maintenance of CCTV Surveillance services	Manufactures Authorization letter or distributors license or certificate of partnership, Private security regulatory Authority license (PSRA)
BRT/2025/42	Supply, Installation and Maintenance of security Equipment i.e. X-Ray Equipment, Access Control, Handheld Metal Detectors, Explosive Trace Detectors, Security Padlocks,	Manufactures Authorization letter or distributors license or certificate of partnership

	Motor Vehicles Scanners, Visitor Management System Etc.	
BRT/2025/43	Supply, Installation and Maintenance of Access Control System	Manufactures Authorization letter or distributors license or certificate of partnership
BRT/2025/44	Provision of Fire Safety Emergency response services and drills	Directorate of occupational Health and safety (DOSH) approvals, County Government fire safety operation service license
BRT/2025/45	Provision of Office Guarding & Alarm Back Up Services	<ul style="list-style-type: none"> i. Valid certificate from Kenya Security Industry Association (KSIA) or Protective Security Industry Association (PSIA) or its equivalent ii. Provide copy of valid License from Private Security Regulatory Authority (PSRA) iii. Provide copy of a valid frequency Communication Commission of Kenya (CCK) Radio & Alarm license.
BRT/2025/46	Supply and servicing of radio communication equipment	Manufactures Authorization letter or distributors license or certificate of partnership
BRT/2025/47	Provision of integrated security solutions	Manufactures Authorization letter or distributors license or certificate of partnership
BRT/2025/48	Supply, installation and maintenance of electric fencing and backup services	Valid NCA - Electrical Engineering Specialization
BRT/2025/49	Provision of emergency evacuation services	<ul style="list-style-type: none"> i) Valid certificate from Kenya Security Industry Association (KSIA) or Protective Security Industry Association (PSIA) or its equivalent ii) Provide copy of valid License from Private Security Regulatory Authority (PSRA)
BRT/2025/50	Provision of security and safety training services	<ul style="list-style-type: none"> i) Valid certificate from Kenya Security Industry Association

		<p>(KSIA) or Protective Security Industry Association (PSIA) or its equivalent</p> <p>ii) Provide copy of valid License from NITA</p>
BRT/2025/51	Provision of private investigation services	Valid certificate from Kenya Security Industry Association (KSIA) or Protective Security Industry Association (PSIA) or its equivalent
BRT/2025/52	Provision of security consultancy services	Valid certificate from Kenya Security Industry Association (KSIA) or Protective Security Industry Association (PSIA) or its equivalent
BRT/2025/53	Provision of security control room services	<p>i) Valid certificate from Kenya Security Industry Association (KSIA) or Protective Security Industry Association (PSIA) or its equivalent</p> <p>ii) Provide copy of valid License from Private Security Regulatory Authority (PSRA)</p>
BRT/2025/54	Provision of ISO certification services	Accreditation for certifying ISO standards and perform conformity assessment activities, by a national accreditation body i.e. KENAS.
BRT/2025/55	Provision of ISO consultancy services	Accreditation for certifying ISO standards and perform conformity assessment activities, by a national accreditation body i.e. KENAS.
BRT/2025/56	Security Audits and Compliance Services	<p>i) Valid certificate from Kenya Security Industry Association (KSIA) or Protective Security Industry Association (PSIA) or its equivalent</p> <p>ii) Provide copy of valid License from Private Security Regulatory Authority (PSRA)</p>
BRT/2025/57	Event Security Services	i) Valid certificate from Kenya Security Industry Association (KSIA) or Protective Security

		<p>Industry Association (PSIA) or its equivalent</p> <p>ii) Provide copy of valid License from Private Security Regulatory Authority (PSRA)</p>
	Administration	
BRT/2025/58	Supply of General Office Stationery	
BRT/2025/59	Supply of printed stationery	Equipment list including ownership or leasing agreement
BRT/2025/60	Supply of Kitchen Appliances and General Equipment	Manufactures Authorization letter or distributors license or certificate of partnership
BRT/2025/61	Provision of Office Drinking Water	<p>i) Provide a valid laboratory test report issued by Kenya Bureau of Standards (KEBS)</p> <p>ii) Food handlers license</p>
BRT/2025/62	Provision of International and local Courier Services	<p>i) Provide valid copy of a license to operate as an International Courier Service Provider</p> <p>ii) Provide evidence of Membership to the following: - a) Courier Association of Kenya OR b) International Air Transportation Association (IATA) Certification</p>
BRT/2025/63	Provision of Repair and Maintenance of Office Furniture	
BRT/2025/64	Provision of Catering Services	<p>i) Valid food handlers' certificate from public health for the personnel-at least 5 personnel</p> <p>ii) Valid food handlers' certificate from public health for the company</p> <p>iii) Valid certificate of inspection by department of public health</p> <p>iv) Waste management policy</p>

BRT/2025/65	Provision of Car Hire Services and taxi services	<ul style="list-style-type: none"> i) Relevant valid road licenses from NTSA ii) Provide evidence of fleet (Owned or leased). Copy of logbook or copy of certified lease agreement iii) Provide evidence of drivers' licenses iv) Provide copy of comprehensive insurance cover for the fleet
BRT/2025/66	Provision of Laundry Cleaning Services	Equipment list including ownership or leasing certificate
BRT/2025/67	Supply of Newspapers/Dailies (hard copies and digital)	
BRT/2025/68	Provision of Hotel Accommodation and Conferencing Services	<ul style="list-style-type: none"> i) Certified copy of Certificate recognized in the Hotel and restaurant Industry operations Issued by Tourism Regulatory Authority ii) Certified copy of Food Hygiene License from relevant Government Agency/ Certification by Public Health or such other hospitality industry requirements iii) Provide Evidence of Star Rating of the Hotel Issued by Tourism Regulatory Authority or equivalent agency
BRT/2025/69	Provision of Document Management and Archiving Services	
BRT/2025/70	Provision of Transport and Relocation Services (Movers)	Provide evidence of moving equipment and status of ownership e.g., loaders, packaging materials, vehicles
BRT/2025/71	Provision of tea stewards services	<ul style="list-style-type: none"> i) Food handlers' certificates from public health, ii) Valid NEMA License iii) Valid copy of Occupational Health and Safety Certificate Issued by the

		<p>Directorate of Occupational Safety and Health (DOSHS)</p> <p>iv) Attach Evidence that the firm has a Workman Injuries Benefit insurance cover for its workers (WIBA policy).</p> <p>v) Compliance certificate from Ministry of Labour</p> <p>vi) NHIF and NSSF Compliance</p>
BRT/2025/72	Provision of Office Cleaning Services	<p>i) Valid NEMA License</p> <p>ii) Valid copy of Occupational Health and Safety Certificate Issued by the Directorate of Occupational Safety and Health (DOSHS)</p> <p>iii) Attach Evidence that the firm has a Workman Injuries Benefit insurance cover for its workers (WIBA policy).</p> <p>iv) Compliance certificate from Ministry of Labor, v) NHIF and NSSF Compliance certificate</p>
BRT/2025/73	Supply of cleaning materials (Toiletries, Detergents etc.)	Manufactures Authorization letter or distributors license or certificate of partnership
BRT/2025/74	Provision of Sanitary bin management Services	<p>i) Valid NEMA License</p> <p>ii) Valid copy of Occupational Health and Safety Certificate Issued by the Directorate of Occupational Safety and Health (DOSHS)</p> <p>iii) Attach Evidence that the firm has a Workman Injuries Benefit insurance cover for its workers (WIBA policy).</p> <p>iv) Waste disposal policy</p>
BRT/2025/75	Provision of Pest Control and Fumigation Services	<p>i) Valid NEMA License</p> <p>ii) Valid copy of Occupational Health and Safety Certificate Issued by the Directorate of Occupational Safety and Health (DOSHS)</p>

		iii) Registration with PCPB
BRT/2025/76	Provision of Garbage Collection Services	<ul style="list-style-type: none"> i) Valid NEMA License ii) Valid copy of Occupational Health and Safety Certificate Issued by the Directorate of Occupational Safety and Health (DOSHS) iii) Waste disposal policy
BRT/2025/77	Provision of Occupational, Safety and Health (OSH) Regulatory Audit, Registration and Training Services	<ul style="list-style-type: none"> i) Provide evidence of valid registration with Occupational Safety and Health by the Directorate of Occupational Safety and Health Services (DOSHS) ii) Provide evidence of registration with National Industrial Training Authority (NITA) iii) Provide valid certificates of the Lead Safety and Health Advisor/Auditor-Must be registered with Directorate of Occupational Safety and Health Services (DOSHS) as a Safety and Health Advisor, Auditor, Trainer
BRT/2025/78	Supply of Office Furniture	Manufactures Authorization letter or distributors license or certificate of partnership
BRT/2025/79	Provision of Air Travel Agency Services (Flights, Ticketing & Hotel Reservation)	<ul style="list-style-type: none"> i) Copy of Valid IATA Certificate of Accreditation ii) Copy of Valid KATA membership certificate iii) TRA license
BRT/2025/80	Supply, Repair and Maintenance of Office Equipment (Shredders, Binding Machines - Electronic and Manual, Safes and Bulk Fillers)	Manufactures Authorization letter or distributors license or certificate of partnership

BRT/2025/81	Supply, Installation and Maintenance of Office First Aid Equipment	i) Manufactures Authorization letter or distributors license or certificate of partnership ii) KEBS certification
BRT/2025/82	Supply of canvas mail bags	
BRT/2025/83	Provision of Vehicle Tracking Services	License from CAK
BRT/2025/84	Provision of carwash services	
	Marketing, CX and Brand	
BRT/2025/85	Provision of Interior Design and Office Branding Services	
BRT/2025/86	Supply of Branded Merchandise and Promotional Materials	Equipment list including ownership or leasing certificate or partnership agreement
BRT/2025/87	Provision of Market and Mobile Research Services	
BRT/2025/88	Supply of Corporate Gifts and Awards	Equipment list including ownership or leasing certificate or partnership agreement
BRT/2025/89	Provision of Digital Experience Platforms	
BRT/2025/90	Provision of Experiential Marketing Services - on ground activations/roadshows	Equipment list including ownership or leasing certificate or partnership agreement
BRT/2025/91	Outbound Sales	
BRT/2025/92	Provision of External & Internal Signage's and Branding Services (Visual Communication Solutions)	
BRT/2025/93	Provision of Events Management Services - end to end events management	Equipment list including ownership or leasing certificate or partnership agreement
BRT/2025/94	Provision of sports events marketing services i.e. Golf management, Marathons, sports day facilitations	Equipment list including ownership or leasing certificate or partnership agreement
BRT/2025/95	Provision of Professional Decoration Services - Draping, Tents, chairs etc.	Equipment list including ownership or leasing certificate or partnership agreement
BRT/2025/96	Provision of Live streaming services	Equipment list including ownership or leasing certificate or partnership agreement

BRT/2025/97	Provision of Corporate Photography and Videography Services	Equipment list including ownership or leasing certificate or partnership agreement
BRT/2025/98	Provision of Entertainment Services i.e. DJ & Sound Systems Services, MC Services & Other Related Services	Equipment list including ownership or leasing certificate or partnership agreement
BRT/2025/99	Provision of Public Relations (PR) Services	
BRT/2025/100	Provision of Creative and Advertising Agency Services	Relevant Partnership agreements
BRT/2025/101	Supply of Out of Home Advertising and Billboard Services	Relevant Partnership agreements
BRT/2025/102	Provision of digital media agency, digital marketing strategy and web development/web hosting services	Relevant Partnership agreements
BRT/2025/103	Provision of digital content, animators and animation	Relevant Partnership agreements
BRT/2025/104	Supply of branded tents, activation tables, chairs and table cloths	Equipment list including ownership or leasing certificate or partnership agreement
BRT/2025/105	Supply and printing of outdoor and indoor marketing banners	Equipment list including ownership or leasing certificate or partnership agreement
BRT/2025/106	Provision of printing services I.e. annual reports, calendars, letter heads etc.	Equipment list including ownership or leasing certificate or partnership agreement
BRT/2025/107	Provision of media monitoring services	
BRT/2025/108	Provision of contact center services (agents)	
BRT/2025/109	Provision of contact center services (software)	
	Claims and Related Services	
BRT/2025/110	Provision of Windscreen Fitters' Services	Confirm if can do mobile windscreen fitting.
BRT/2025/111	Provision of Vehicle Towing and Recovery Services	i) Relevant valid road licenses from NTSA

		ii) Provide evidence of fleet (Owned or leased). Copy of logbook or copy of certified lease agreement
BRT/2025/112	Provision of Motor Vehicle Assessment Services	i) IRA license ii) Professional Certificate (COP) iii) Professional Indemnity Insurance
BRT/2025/113	Provision of Storage Space for Salvage Motor Vehicles	i) Business premise certificates from relevant authorities showing a yard. ii) Proof of Insurance for the premise covering assets held on trust.
BRT/2025/114	Provision of Motor Vehicle Repair Services - Garages	i) Public of Works certification/ inspection report ii) Kenya Motors Repairers Association (KEMRA) certification iii) Proof of Insurance for the premises occupied
BRT/2025/115	Provision of Loss Adjustment services	i) IRA license ii) Professional Certificate (COP) iii) Professional Indemnity Insurance
BRT/2025/116	Provision of Insurance investigation Services (Life and GI)	i) Professional Certificate (COP) ii) Professional Indemnity Insurance
BRT/2025/117	Provision of Second Medical Assessments and Reviews - Doctors	i) Certificate/ License of practice. ii) Professional indemnity insurance.
BRT/2025/118	Provision of global marine recoveries	i) Relevant licenses from regulators. ii) Professional indemnity insurance.
BRT/2025/119	Provision of courtesy Car Services	i) Relevant valid road licenses from NTSA ii) Provide evidence of fleet (Owned or leased). Copy of logbook or copy of certified lease agreement iii) Provide copy of comprehensive insurance cover for the fleet
BRT/2025/120	Provision of salvage disposal services i.e e-auction	Current practicing certificate issued by the Auctioneers licensing Board or proof of membership from Kenya National Auctioneering Association

BRT/2025/121	Provision of technical opinion and repairs for electronic items	Certification in electrical and electronics works, proof of a workshop and equipment
BRT/2025/122	Provision of 24/7 rescue services - accident scene management	Provide evidence of fleet ownership or lease arrangement
BRT/2025/123	Provision of medical statistics and trends	i) Certificate/ License of practice. ii) Professional indemnity insurance.
	Underwriting	
BRT/2025/124	Provision of Valuation Services – Motor Vehicle Services	i) Valid practicing license/certificate from IRA ii) URL for the portal iii) API Integration capability. iv) Professional indemnity insurance
BRT/2025/125	Provision of Marine Cargo Surveillance Services	IRA certification
BRT/2025/126	Provision of Risk Surveyor Services	IRA certification
BRT/2025/127	Provision of Valuation Services- Artefacts/Jewelries	Valid practicing license/certificate from Valuers Registration Board (VRB)
	HR & Related Services	
BRT/2025/128	Provision of Team Building Facilitation Services	i) Relevant Certification. ii) Valid NITA registration is added advantage
BRT/2025/129	Provision of Employee Wellness Programs and Services	i) Relevant Certification. ii) Valid NITA registration is added advantage
BRT/2025/130	Provision of Surveys Services with Specialty in HR	i) Relevant Certification ii) Valid NITA registration is added advantage
BRT/2025/131	Provision of Training Services - Curriculum development	Valid National Industrial Training Authority (NITA) Certificate OR Equivalent
BRT/2025/132	Provision of Training Services - Business Skills	Valid National Industrial Training Authority (NITA) Certificate OR Equivalent
BRT/2025/133	Provision of Training Services - Leadership Development and coaching	i) Valid National Industrial Training Authority (NITA) Certificate or equivalent. ii) ICF certification

BRT/2025/134	Provision of Training Services - Insurance based technical skills	Valid National Industrial Training Authority (NITA) Certificate or equivalent, insurance certification qualification from recognized body
BRT/2025/135	Provision of psychometric assessments	Valid authorization from relevant body
BRT/2025/136	Provision of pre-employment screening/background checks	Provide relevant certification
	Finance	
BRT/2025/137	Provision of Accounting Support Services (Reconciliations, Secondment etc.)	Certificate of registration with the Institute of Certified Public accountants of Kenya (ICPAK) practicing certificate or The Institute of Internal Auditors (IIA) for the firm
BRT/2025/138	Provision of Actuarial Consulting & Other Services	i) Certificate of registration with a IFOA ii) Licensed and Qualified Actuary
BRT/2025/139	Provision of Tax and Auditing consultancy	Certificate of registration with the Institute of Certified Public accountants of Kenya (ICPAK) practicing certificate
BRT/2025/140	Provision of Debt Collection Services	Current practicing certificate issued by the Auctioneers licensing Board or proof of membership from Kenya National Auctioneering Association
BRT/2025/141	Provision of Data Modelling and Analytics	Relevant academic qualification
BRT/2025/142	Provision of Disposal services for General furniture and fittings	Valid NEMA License
BRT/2025/143	Provision of Disposal services IT Equipment, Electronics waste and recycling	Valid NEMA license for e-waste
BRT/2025/144	Provision of fixed assets valuation	Valid practicing license/certificate from Valuers Registration Board (VRB)
BRT/2025/145	Provision of assets Auctioneering and Disposal Services - Auctioneers	Current practicing certificate issued by the Auctioneers licensing Board or proof of membership from Kenya National Auctioneering Association
BRT/2025/146	Provision of assets verification and tagging services	

	IT & Related Services	
BRT/2025/147	Provision of Internet Services and SDWAN	
BRT/2025/148	Provision of Data Center, WAN, Campus LAN and Related Network, Firewall Equipment, Support and Maintenance Services	<ul style="list-style-type: none"> i) Manufacturers Authorization Form ii) 3 certified personnel iii) Bronze and above partnership level with Manufacturer or equivalent
BRT/2025/149	Provision of Data Center Facilities Collocation and Leasing Services	
BRT/2025/150	Provision of Network Infrastructure Services, Data Communication Services, Computer Networks and Structured Cabling	<ul style="list-style-type: none"> i) Manufacturers Authorization Form ii) 3 certified personnel iii) Bronze and above partnership level with Manufacturer or equivalent
BRT/2025/151	Provision of Data Center Computer, Storage, Backup Equipment, Support and Maintenance	
BRT/2025/152	Provision of Printer Leasing Services	<ul style="list-style-type: none"> i) Manufacturers Authorization Form ii) 3 certified personnel iii) Bronze and above partnership level with Manufacturer or equivalent
BRT/2025/153	Supply of Desktops, Laptops and End User IT Consumables	<ul style="list-style-type: none"> i) Manufacturers Authorization Form ii) 3 certified personnel iii) Bronze and above partnership level with Manufacturer or equivalent
BRT/2025/154	Supply of iPads	<ul style="list-style-type: none"> i) Manufacturers Authorization Form ii) 3 certified personnel iii) Bronze and above partnership level with Manufacturer or equivalent
BRT/2025/155	Provision of Project Management & Business Analysis Consultancy Services	
BRT/2025/156	Repair and Maintenance of Laptops and IT equipment	<ul style="list-style-type: none"> i) Manufacturers Authorization Form ii) 3 certified personnel iii) Bronze and above partnership level with Manufacturer or equivalent
BRT/2025/157	Provision for cloud services	Bronze and above partnership level with Manufacturer or equivalent

	Legal & Governance	
BRT/2025/158	Provision of AGM hosting and facilitation services	
	Sustainability	
BRT/2025/159	Provision of ESG strategy development and implementation consultancy	Lead Consultant: GRI Certified/Certified Sustainability Professional (CSP)
BRT/2025/160	Provision of consultancy services for sustainability reporting and assurance	Lead Consultant: GRI Certified/Certified Sustainability Professional (CSP) & Certified Public Accountant (CPA)
	Risk	
BRT/2025/161	Provision of ESG Risk Assessment and audit services	Professional certification
BRT/2025/162	Consultancy Services - Risk & Compliance, Enterprise Risk Management, Business Continuity and Disaster Recovery - include forensics	Professional certification

