



OFFICE OF THE REGISTRAR OF POLITICAL PARTIES

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE
FINANCIAL YEARS 2026-2027 & 2027-2028**

TENDER NO. ORPP/OT/01/2026-2027

CLOSING DATE: 18th August, 2026 AT 11:00 A.M

CATEGORY NO

ITEM DESCRIPTION.....

GROUP (OPEN/ AGPO):

The Office of the Registrar of Political Parties,

P.O BOX 1131-00606,

Lion Place 1st 2nd and 4th Floor,

Off Waiyaki Way.

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2026-2027 & 2027-2028.

1.0 INTRODUCTION

The Office of the Registrar of Political Parties (ORPP) is a state office established under the Political Parties Act, 2011 pursuant to provisions of Articles 91 and 92 of the Constitution. The mandate of the Office is to register and regulate political parties and to administer the Political Parties Fund under the Act.

The Office of the Registrar of Political Parties invites applications for registration from interested eligible bidders/vendors (including current suppliers) for supply of the under listed goods, works and services “as and when required basis” for the financial years **2026-2027 & 2027-2028**.

The registration of suppliers’ requirements with the tender documents can be downloaded free of charge from the Office of the Registrar of Political Parties website, <https://orpp.or.ke> or **Public Procurement Information Portal (PIIP)**- <https://tenders.go.ke> **FREE OF CHARGE**.

2.0 INSTRUCTIONS TO BIDDERS:

- i. Bidders interested in registering for AGPO opportunities **MUST** indicate the Preferred category either with or without Previous experience.
- ii. Bidders **SHALL** submit only one (1) tender document.
- iii. Bidders wishing to register in more than one category will be required to download documents for each category.
- iv. Bidders to be considered for registration for the preferred category **MUST** meet the evaluation criteria provided.

2.1 List of ORPP Procurement Categories

a) SUPPLY OF GOODS

CATEGORY NO	ITEM DESCRIPTION	CATEGORY
ORPP/NO.01/2026-2028	Supply and Delivery of General Office Stationery	AGPO
ORPP/NO.02/2026-2028	Supply and Delivery of Office Furniture and Furnishings including Blinders & Fittings	AGPO
ORPP/NO.03/2026-2028	Supply and Delivery of Motor Vehicle Tyres, Tubes, Rims	OPEN
ORPP/NO.04/2026-2028	Supply and Delivery of Mineral Drinking Water and dispensers	AGPO
ORPP/NO.05/2026-2028	Supply, Delivery and Installation of Office ICT equipment e.g. computers, laptops, CCTV, UPS, and other related ICT Hardware.	OPEN
ORPP/NO.06/2026-2028	Supply and Delivery of Communication Equipment's. e.g. Mobile Phones, IP phones, Cameras and Camera Accessories	OPEN

CATEGORY NO	ITEM DESCRIPTION	CATEGORY
ORPP/NO.07/2026-2028	Supply and delivery of printers, scanners, Photocopiers cartridges and various toners	OPEN
ORPP/NO.08/2026-2028	Supply and Delivery of Staff Uniforms, Branded Clothing and Protective Gears	AGPO
ORPP/NO.09/2026-2028	Supply and delivery of Newspapers and Periodicals	AGPO
ORPP/NO.10/2026-2028	Supply and Delivery of Library Books	OPEN
ORPP/NO.11/2026-2028	Supply and Delivery of Airtime	AGPO
ORPP/NO.12/2026-2028	Supply and Delivery of General Office Equipment	AGPO
ORPP/NO.13/2026-2028	Supply and Delivery of General Office Cleaning supplies	AGPO

b) PROVISION OF SERVICES

CATEGORY NO	ITEM DESCRIPTION	CATEGORY
ORPP/NO.14/2026-2028	Provision of Website/email Re-Designing, Hosting and Maintenance Services.	AGPO
ORPP/NO.15/2026-2028	Provision of Bulk SMS/ Mobile application Services	OPEN
ORPP/NO.16/2026-2028	Provision and Supply of Computer Software, Licenses, and Anti-Virus	OPEN
ORPP/NO.17/2026-2028	Repair and Servicing of Motor Vehicles. (Approved Dealers/Garages Appointed by the Ministry of Transport and Infrastructure only)	OPEN
ORPP/NO.18/2026-2028	Provision of Transport Services (Taxi, Car Hire, Buses, Trucks).	OPEN
ORPP/NO.19/2026-2028	Provision Outside Catering Services including provision of Tents, Chairs, Tables, Podium and Public Address systems, Entertainment (DJ's, Bands, Dancers, Musicians MC's) and Related Services.	OPEN
ORPP/NO.20/2026-2028	Provision of Hotel Conference and Accommodation facilities. (Country wide)	OPEN
ORPP/NO.21/2026-2028	Provision of documentary production, news coverage, photography services, video graphics and public address Systems.	AGPO
ORPP/NO.22/2026-2028	Provision of Valuation, Tagging and Labeling of Assets.	OPEN
ORPP/NO.23/2026-2028	Provision of Travel Agency and Air Ticketing Services (KCAA /IATA registered firms)	OPEN
ORPP/NO.24/2026-2028	Provision of Legal Services	OPEN
ORPP/NO.25/2026-2028	Provision of Cleaning, Sanitary pickups bins and fumigation services	AGPO
ORPP/NO.26/2026-2028	Provision of corporate branding services- Interior and Exterior branding services i.e. Outdoor Signage	AGPO
ORPP/NO.27/2026-2028	Provision of courier Services (local/international)	OPEN
ORPP/NO.28/2026-2028	Provision of Auctioneering services	OPEN

CATEGORY NO	ITEM DESCRIPTION	CATEGORY
ORPP /NO.29/2026-2028	Provision of Internet & networking services, installation of Lan & Wan	OPEN
ORPP/NO.30/2026-2028	Design and Printing of corporate publications, Promotional materials and General Printing.	AGPO
ORPP/NO.31/2026-2028	Provision of transcription (braille, audio visual and other PWD responsive format) services.	AGPO
ORPP /NO.32/2026-2028	Repair, Maintenance and servicing of ICT equipment including computer hardware, Laptops, photocopiers, air conditioners, CCTV and printers	AGPO
ORPP/NO.33/2026-2028	Provision of Office Repair and Maintenance Services (Electronic Equipment Appliances, Plumping, Furniture and Fixtures)	AGPO
ORPP/NO.34/2026-2028	Supply and Delivery of Petrol, Oils, Lubricants and Fuel Cards	OPEN
ORPP/NO.35/2026-2028	Supply and Maintenance of Fire Fighting Equipment, Alarm and Suppression Systems (Approved firms by the Directorate of occupational safety and health service)	OPEN

c) PROVISION OF CONSULTANCY SERVICES

CATEGORY NO	ITEM DESCRIPTION	CATEGORY
ORPP/NO.36/2026-2028	Provision of ICT Consultancy Support and system development	OPEN
ORPP/NO.37/2026-2028	Provision of Human Resource Consultancy Services, Training, Capacity Building and Team Building.	OPEN
ORPP/NO.38/2026-2028	Provision of Training and Education Content Development services for Continuous Development and Capacity Building	OPEN
ORPP/NO.39/2026-2028	Provision of Security, Safety, Background Check and Due diligence services	OPEN

d) PROVISION OF WORKS

CATEGORY NO	ITEM DESCRIPTION	CATEGORY
ORPP/NO.40/2026-2028	Provision of Small Contractual Works General Office Designs, Repairs and maintenance, partitioning, renovations, (Registered with NCA)	OPEN

Completed registration documents should be dropped in the ORPP tender box located at the Lion Place 1st Floor, off Waiyaki Way. All pages of the tender documents must be duly paginated sequentially clearly marked and should be in plain and sealed envelope (s), clearly marked with **Item description, Category number and addressed to**:

The Office of the Registrar of Political Parties,

P.O BOX 1131-00606,

Lion Place 1st 2nd and 4th Floor,

Off Waiyaki Way.

So as to be received on or before **Tuesday 18th August, 2026 at 11.00am**

3.0 GENERAL INSTRUCTIONS

You are requested to provide particulars as indicated in **part II, III, IV, V, VI, VII, VIII and IX** of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.

ORPP attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.

ORPP reserves the right to visit and inspect business premises of all the applicants to verify information provided.

All the information provided will be treated as confidential.

All pages of the tender documents must be duly paginated sequentially

Registration documents will be opened immediately thereafter in presence of bidders or their representatives who choose to attend.

This exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

4.0 REGISTRATION INSTRUCTIONS

4.1 Introduction

Office of the Registrar of Political Parties (ORPP) would like to invite interested candidates who must qualify by meeting the set criteria as provided by ORPP to perform the contract of provision of goods, services and works to the ORPP.

4.2 Registration Objective

The main objective is to be invited to participate in Procurements for supply and delivery of assorted Goods, Works and services from relevant Request for quotations to ORPP on and as when required during the stated period.

4.3 Invitation of Registration

Suppliers registered under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to the Office of The Registrar of Political Parties (ORPP), so that they may be registered under the specific Lots. The prospective suppliers are required to supply mandatory information for Registration.

4.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the Registration criteria. While for Youth, Women and Persons with Disability no previous experience is required.

4.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for Registration, prospective suppliers must submit all the information herein requested.

4.6 Additional Information

The Office of The Registrar of Political Parties (ORPP) reserves the right to request submission of additional information from prospective bidders.

Invitation to Bid will be made available only to those bidders whose qualifications are accepted by ORPP upon completion of the Registration process.

5.0 REGISTRATION DATA INSTRUCTIONS

5.1 Registration data forms

- a) The attached questionnaire forms described as **PART II, III, IV, V, VI, VII, VIII and IX** are to be completed by prospective suppliers/contractors who wish to be registered.
- b) The registered application forms which are not dully filled and submitted in the prescribed format shall not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

5.2 Qualification

- a) It is understood and agreed that the Registration data on prospective bidders is to be used by ORPP in determining, according to its sole judgment and discretion, the registration of prospective bidders to perform in respect to each tender item/category as described by the client.
- b) Prospective bidders will not be considered qualified unless in the judgment of ORPP they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

5.3 Essential Criteria for Registration

- a) Experience: Only for Open eligibility categories prospective suppliers shall have at least 2 years' experience in the supply of goods and services, while for Youth, Women and Persons with Disability no previous experience is required. For both eligibilities, potential supplier/contractor should show competence, willingness and capacity to service the contract.
- b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.
- c) ORPP reserves to request for additional qualification information as the tender/quotation stage to suit particular procurement.
- d) The firms must be registered in Kenya, with certificate of Registration, Incorporation copies of which must be attached.
- e) The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- f) Firms must submit CR12 issued within the last six (6) months and which must be attached. I.D copies for the directors in case of a sole proprietor & partnership companies will be acceptable.
- g) Public Officers of the Procuring Entity, their spouses, child, parent, brothers or sister, child, parent, brother or sister of a Spouse in which they have a substantial or controlling interest shall not be eligible to tender or be awarded contract. Public Officers are also not allowed to participate in any procurement proceedings.

5.4 Personnel

The Suppliers/Contractors shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs of the key personnel for individual or group to execute the contract must be indicated in **PART V**.

5.5 Financial Condition

- a) The Supplier's financial condition will be determined by letters of reference from their bankers regarding suppliers/contractors' signatories for the **AGPO group** or latest audited accounts for the **OPEN groups**. Potential suppliers/contractors will be Registered on the satisfactory information given.
- b) However, potential bidders should provide evidence of financial capability to execute the contract.

5.6 Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference from past customers where applicable should be included in **PART VI**.

5.7 Statement

Application must include a sworn statement on **PART IX** by the Tenderer ensuring the accuracy of the information given.

5.8 Withdrawal of Registration.

- a) Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the ORPP reserves the right to reject the tender from such a bidder even though they have been initially registered.
- b) Any form of Corruption shall lead to deregistration from the list of registered suppliers.

5.9 Invitation to Tender.

The successful firms that will be registered will be issued with Request for Quotation documents from time to time and as and when need arises and all firms invited are expected to quote. Those wishing not to participate are required to indicate reasons for non-participation on the tender/quotation form/email failing which the firm may be deleted from ORPP panel of suppliers.

All suppliers MUST have a valid email address, e-GP Number and IFMIS number. Any change must be communicated to ORPP.

6.0 REGISTRATION EVALUATION

CRITERIA A: OPEN CATEGORY:

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

No	Requirements	Compliance (Yes/No)
1	Copy of Certificate of Registration/Incorporation	
2	Copy of Valid Tax Compliance Certificate	
3	Valid Single Business Permit	
4	A Copy of CR 12 for companies issued within the last 6 months or I.D copies for the directors in case of a sole proprietor & partnership companies	
5	Latest Audited accounts for last two years (2024 and 2025)	
6	Certificates from affiliated Professional Bodies/ Associations, where the nature of supply or service is applicable/specific to your line of business e.g. CA, LSK, etc.	
7	Supplier e-GP registration number	
8	Current letters of recommendation or LPOs/LSOs from previous organizations served (provide at least 2)	
9	All the pages of the tender document/attachments must be serialized	
10	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII & IX	

CATEGORY B: YOUTH, WOMEN & PERSONS WITH DISABILITY (AGPO)

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

No	Requirements	Compliance (Yes/No)
1.	Copy of Certificate of Registration/Incorporation	
2.	Copy of Valid Tax Compliance	
3.	Supplier e-GP registration number	
4.	A Copy of CR 12 for companies issued within the last 6 months or I.D copies for the directors in case of a sole proprietor & partnership companies	
5.	Valid AGPO Certificate	

6.	Letter of Reference from the bank regarding Bank Signatories who must appear in the AGPO Registration Certificate with the National Treasury.	
7.	All the pages of the tender document/attachments must be serialized	
8.	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII & IX	

PART I: REGISTRATION DOCUMENTATION

Firms must provide copies of the following applicable to Open & AGPO -

- a) Copies of Certificate of Incorporation/Partnership deed/Business registration
- b) Copy of Valid AGPO Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
- c) Valid Tax Compliance Certificate
- d) Copy of valid Single Business Permit from County Government for non AGPO firms
- e) Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, NCA, AAK, MISK, CA, LSK, ACPAK, ACPSK, ISPAK, PCB etc.
- f) Current letters of recommendation or LPOs/LSOs from previous organizations served (provide at least 2) for Non AGPO.
- g) Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.
- h) Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
- i) Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc. or tenancy agreements

PART II: SUPPLIER REGISTRATION DATA

Business Name

KRA Pin No.....

Incorporation/Reg. Certificate Number.....

IFMIS Number.....

e-GP Number.....

Address

P.O. Box..... Postal Code.....City/Town.....

Telephone Nos Mobile Nos.....

Official Email Address:

Website address (If any)

Physical Address

Business Location

Name of building

Plot No.Road/Street NameFloor No.....

Room No.

PART III: FINANCIAL POSITION / INVESTMENT

Provide and attach certified audited financial statements for the previous (latest) One year or Letter of Reference for the AGPO groups certified by the issuing bank the Bank signatories.

Maximum value of business which you can handle at any time Kshs.....

Note: ORPP prefers payment to be made within 30 days after delivery of goods, Works or services subject to receipt of ex-chequer

PART IV: ELIGIBILITY

1. Are you related to an Employee of ORPP? Yes/No

If answer in '1' is YES give the relationship.

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2. Does an Employee of ORPP sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes/No

If answer in above is YES give details.

.....

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3. Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by ORPP to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation? Yes/No

If answer in above is YES give details.

.....

.....

.....

Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES/No

If answer in above is YES give details:

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.....

.....
4. Have you offered or given anything of value to influence the procurement process? Yes/No
If answer in above is YES give details
.....
.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date.....

Signature of candidate

PART V: MANPOWER

Name of Chief Executive Officer/Principal Officer.....

How many staff does your organization have?

Indicate the number in each category:

Technical:

(Permanent.....Temporary.....)

Semi-Skilled.....

(Permanent.....Temporary.....)

Please describe generally the experience and expertise your organization possesses that will generally enable you to effectively and efficiently undertake the services that you are applying for as required by **ORPP**.

Attach CVs of key professional / technical personnel in the following format.

Name:

Academic Qualification

Undergraduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

(Attach Certificates if any) Length of service with the firm Position held

PART VI: PAST PERFORMANCE & EXPERIENCE

Please provide at least Three (3) major supplies / services / projects / assignments you have undertaken relevant to the job you are applying registration performed over the last three (3) years:

Name of 1st Client

- i. Name of Client.....
- ii. Address of Client
- iii. Name of Contact Person at the client
- iv. Telephone Contact.....
- v. Value of Contract
- vi. Duration of Contract(date).....
- vii. Signature and Date.....
- viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Name of 2nd Client

- i. Name of Client.....
- ii. Address of Client
- iii. Name of Contact Person at the client
- iv. Telephone Contact.....
- v. Value of Contract
- vi. Duration of Contract(date).....
- vii. Signature and Date.....
- viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Name of 3rd Client

- i. Name of Client.....
- ii. Address of Client
- iii. Name of Contact Person at the client
- iv. Telephone Contact.....
- v. Value of Contract
- vi. Duration of Contract(date).....
- vii. Signature and Date.....

viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Name and address of your Bankers.....

Have you ever had an order/contract issued and cancelled in whole or part by ORPP? Yes/No

If yes give reasons for cancellation

.....
.....
.....
.....

Have you ever been issued with a tender/quotation document by ORPP and you failed respond/submit?
Yes/No

If yes give reasons for not submitting:

.....
.....
.....

Do you have any objection in ORPP obtaining a confidential financial report from your bankers?

.....
.....

Has your company ever been involved in litigation/arbitration with clients/consultants?

If yes, give details

.....

PART VII: BUSINESS PROBITY

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential ORPP supplier.

No.	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	
3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Ethics & Anti-Corruption Commission or similar authority in the country in which your organization is established?	
4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	
5	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed or member of ORPP and who is in a position to influence the award of any supply. For purpose of Registration process close relative refers to parents, siblings' spouse or children	
6	Supplier is directly or indirectly controlled by or is under common control with another Supplier.	

PART VIII: LITIGATION HISTORY

Name of Contractor/Supplier.....

Contractor/Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for Against	Name of Client cause of Litigation and matter in dispute	Disputer amount (Current Value Kshs. Equivalent)

PART IX: SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this Registration questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with ORPP

Having studied the Registration information for the above provision of goods, works or services applied for I hereby state:

The information and answers furnished in this Registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with ORPP.

That in case of being registered 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 Registration evaluation.

We will not engage in corrupt practices with the Service / Members of Staff. We have not been debarred from participating in Public Procurement Proceedings.

FORM COMPLETED BY	
Date:	
Name:	
Designation	
Signature:	
Stamp or seal	

(Full name and designation of the person signing and affix Rubber stamp/seal)

Certification

On behalf of the Supplier, I certify that the information given above is correct.

Full Name_____

Title or Designation_____

(Signature)

(Date)