



PRE- QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE YEAR 2026-2027



RELI

Regional Education
Learning Initiative





SECTION 1: INVITATION FOR PREQUALIFICATION

1.1 Introduction

RELI Africa is a not-for-profit regional non-governmental organization duly registered in Kenya under section 10 of the Non-Governmental Organizations Co-ordination Act. RELI Africa is a member-driven and peer learning initiative that brings together over seventy Civil Society Organizations from the East African region working on education with the main aim to enhance learning outcomes in our education systems so that no child is left behind. Created in 2017, RELI is already seen as the strongest, largest education network in East Africa. Membership is by invitation and brings together a diverse, energetic, and impactful group of members from across Kenya, Tanzania, and Uganda. RELI members are committed to local education organizations in the region, working tirelessly for the most vulnerable children. Our approach is guided by evidence-based practice drawn from lessons, experiences, and insights from our work and collaboration. It achieves this by leveraging local knowledge and expertise to influence education policy and practice.

For RELI Africa to carry out its work in an efficient manner, we need reliable service providers for the various goods and services required to support implementation of our annual work plans. RELI Africa is proud to announce that we are undertaking a prequalification of suppliers for 2026; an exercise for the selection of potential suppliers of various goods and services. The purpose of this exercise is to promote supplier partnership and improve quality of products and services procured whilst achieving the most competitive prices.

A comprehensive list of required good and services is provided below and we invite firms with the required capacity to apply.

1.2 Notification of Qualified Applicants

Applicants whose applications are determined to be successful will be notified in writing by the organization within quarter 3 of 2026.

1.3 Categories

RELI Africa invites applications for prequalification from interested, competent Consultancy Firms, Individuals and or APO (Women, Youth and Persons with Disability-PWD) firms (suppliers) to submit applications to be pre-qualified to tender for the supply of goods and services in the listed categories for the year 2026-2027:

Category A: Provision of Services		
ITEM NO.	CATEGORY NO.	ITEM DESCRIPTION
1	RELI/008/2026	Provision of workshop technical facilitation, training in various technical areas in education, gender, and policy and advocacy engagement; master of Ceremony (MC) services and rapporteuring services
2	RELI/010/2026	Provision of editorial and report writing services
3	RELI/011/2026	Provision of MEARL services and data analysis
4	RELI/012/2026	Provision of Consultancy Services for Strengthening Communities of Practice and Learning
5	RELI/013/2026	Provision of research and data analysis
6	RELI/016/2026	Provision of Computer and IT accessories





1.4 Prequalification Documents

Interested parties may send duly filled pre-qualification forms in soft copies (scanned) to Regional Education Learning Initiative (RELI) via email info@reliafrica.org on or before 5th May, 2026.

SECTION 2: INSTRUCTIONS TO APPLICANTS

2.1 Format and Signing of Application

- a) The applicants shall prepare the prequalification document clearly marked with the category.
- b) The prequalification document should be typed or written in indelible ink and should be signed by a person or persons duly authorized to sign on behalf of the applicant.
- c) Supporting documents showing firm ownership (where applicable) and compliance with KRA tax requirements (tax compliance certificate), evidence of registration or permit to operate in the country of operation

The prequalification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initiated by person or persons signing the prequalification.

2.2 Submission of Application

Application for pre-qualification shall be submitted via email with the prequalification document name and reference code numbers by **5th May, 2026**

Please note:

Late submission of documents will not be accepted. Canvassing for tenders by applicants or by proxy shall lead to automatic disqualification.

- a) The applicants are required to submit pre-qualification request per category in separate emails if the applicant is interested in more than one category.
- b) Multiple applications sent via one email will be disqualified from further review and consideration.
- c) Each application email must have a clear subject with the tender category reference code number the supplier is applying for prequalification.
- d) Any prequalification document received after the deadline will be disqualified.
- e) Applications received after the closing date shall be rejected.





SECTION 3: MANDATORY REQUIREMENTS

3.1 Information

To be eligible, the candidate must prove that they qualify to participate in procurement by providing the MANDATORY REQUIREMENTS (copies) as listed below;

- 1) Certificate of Incorporation / Registration; where registered as a legal entity
- 2) Current Trade License / Business Permit;
- 3) Certificates from affiliated regulatory or accrediting bodies/associations (where applicable); e.g. (air ticketing, among others);
- 4) Current Tax Compliance Certificate;
- 5) Three (3) letters of recommendation / references from your previous clients;
- 7) KRA PIN Certificate;
- 8) Evidence of physical registered office or physical location of the business;
- 9) Current curriculum vitae (for individual consultants);
- 10) Audited financial reports for the last three (3) years for registered entities. (where applicable)

The Tenderer **MUST** submit a valid copy of respective Access to Government Procurement Opportunity AGPO (Youth, Women and Persons with Disabilities) certificate as per the respective category applied for. In addition, the youths must submit copy of certified ID and must be 35 years of age and below.

Persons living with disabilities (PWDs) must attach a certified copy of registration card from National Council for *Persons with Disabilities*





Tenderers have to provide all the mandatory requirements to qualify for detailed Technical Evaluation

NB: Giving false information on this form will constitute a serious offence and will form basis for disqualification

(I) SOLE PROPRIETOR

Name:.....

Nationality:.....

Country of Origin:.....

Citizenship details:.....

Date:.....

Business Name:.....

Nature of Business.....

Location of Business Premises.....

City/Town.....

Tel No:

Physical location.....

E-mail address.....

Website.....

(II) COMPANY

Company Name

Trading Name (if different from above)

Legal status (partnership Ltd. Company)

Nature of business licensed to operate

Person: Name.....

Title.....

Tel No.....

Postal Address:

Names of Directors of the Company and their nationality:





1.

2.

3.

4.

Name of Bank.....

Branch.....

(III) INDIVIDUAL CONSULTANT

Name.....

Nationality.....

Copy of Nationality ID.....

Career specialization.....

Attach Detailed Curriculum Vitae

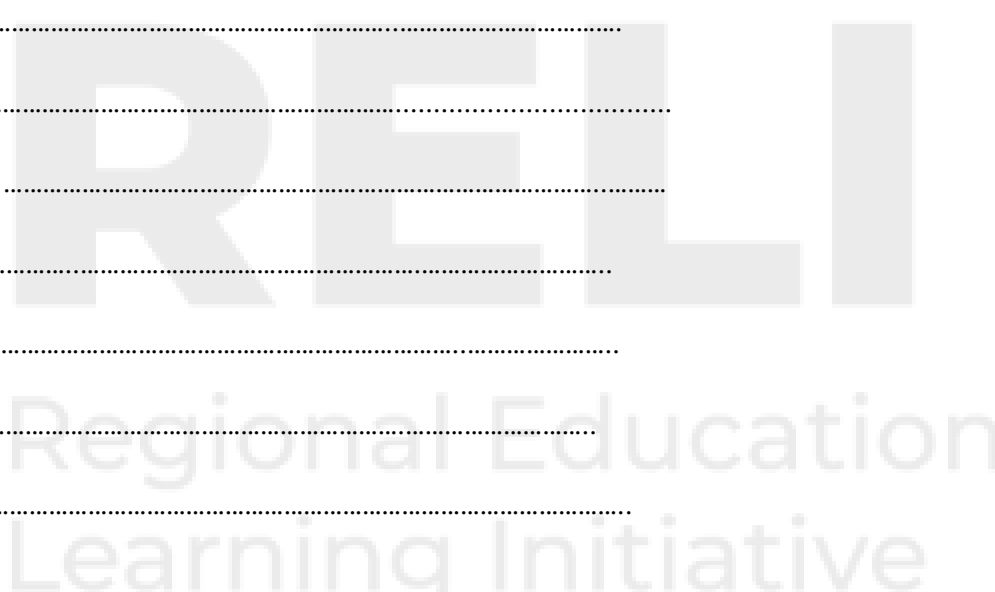
Postal Address.....

City/Town.....

Tel No:

Physical location.....

E-mail address.....



3.2 Capability and competence to deliver goods, works or services

1. What products/services do you want to supply? (Indicate the relevant category, Tender No. and the Tender Title)

.....
.....

2. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender?

Yes.....No.....





3. Is the firm/ Company making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity-initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?

.....

4. Are you a manufacturer/wholesaler/retailer/other? (Please specify)

.....

5. If a manufacturer or service organization, are your products certified by Kenya Bureau of Standards or are you affiliated to a recognized accrediting body?

Yes/No..... (Attach documentary evidence of certification)

6. What is your average response to delivery (lead time) of goods/services after issuance of an LPO?

.....

7. What is the maximum value of business you can handle at any given time?

Kshs/USD.

8. Who has been your major clients for the past 2 years? State client's name, Product/service provided, Value of goods, works or service and contact person Applicable to general suppliers; (fill in part F)

9. What is your average response time to a request for quotation/proposal?

.....

10. Our Payment Terms are 10 working days from the date of invoice/deliver on receipt and acceptance of goods/services.

Do you accept? Yes.....No.....

If No, what are your payment terms.....

11. Declaration of conflict of interest: Do you have any relationship with any member of staff/director at RELI Africa? Yes.....No.....

If yes, what is the position of the above person at RELI Africa.....





3.3 Past and current contract awarded

Bidders are required to demonstrate their experience in the field applied for by Listing (and provide evidence) of 3 major current references with their contacts within the last two years. State product/service provided, value of goods/service and the contract person.

No.	Name of organization	Item Description	Value of contract	Contact person & phone number
1				
2				
3				

SECTION 4: DECLARATION

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

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. 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.
- c. That, pre-qualified bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the pre- qualification evaluation.
- e. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
- f. We understand you are not bound to accept either in part or whole any tender/quotation you receive.

Date:

Applicant's Name.....

Represented by.....

Signature.....

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

