



COMMISSION ON REVENUE ALLOCATION

**INVITATION TO REGISTER SUPPLIERS FOR THE SUPPLY AND DELIVERY OF
GOODS, SERVICES, AND WORKS FOR FINANCIAL YEAR 2026-2028**

TENDER NO. CRA/PROC/OT/01/2026-2028

**NOTE: TO BE COMPLETED BY THE TENDERER. INDICATE THE FOLLOWING
INFORMATION.**

TENDERER'S NAME

CATEGORY NAME.....

CATEGORY NO.....

ITEM DESCRIPTION.....

CLOSING/OPENING OF TENDER DOCUMENTS

DATE: Tuesday 6th October, 2026 at 12 noon

INVITATION TO APPLY FOR REGISTRATION OF SUPPLIERS

Name of Contract: **REGISTRATION OF SUPPLIERS FOR GOODS, WORKS & SERVICES FOR THE YEARS 2026 -2028**

Registration Reference No.: **CRA/PROC/OT/01/2026-2028**

1. The Commission on Revenue Allocation (CRA) intends to register firms/companies who would be called upon as and when need arises to provide various services, goods and works.
2. This is open to all who are qualified as per the categories in the table below.

A. CATEGORY 1 – SUPPLY OF GOODS- CRA/GP/2026/2027-2027/2028		
REF	Item Description	Eligibilit
GP/01	Supply and delivery of Stationery & General Office Supplies	AGPO
GP/02	Supply of assorted office furniture & fittings including window blinds, curtains & safes	AGPO
GP/03	Supply, delivery and maintenance of ICT equipment including laptops, desktops, tablets, scanners, printers, accessories and ICT Consumables	Open
GP/04	Supply of computer software and licenses	Open
GP/05	Supply, delivery, installation, configuration, and maintenance of unified communications systems UCS (voice service, video conferencing) and PABX systems	Open
GP/06	Supply, delivery, installation, configuration and maintenance of Local Area Networks and network equipment	Open
GP/07	Supply and delivery of motor vehicle tyres, tubes, batteries and accessories	Open
GP/08	Supply and delivery of staff uniforms, clothing and protective gear	AGPO
GP/09	Supply and design of branded IEC & publication materials promotional materials e.g. (umbrellas, caps, t-shirts, bags, pens,	AGPO
GP/10	Supply, delivery, installation, configuration, and maintenance of surveillance CCTV, security and access control systems	Open
GP/11	Supply and delivery of library materials -books, periodicals & other educational related materials	Open
GP/12	Supply and delivery of daily newspapers, periodicals, editorials and publications/supply of digital newspapers and periodicals	AGPO
GP/13	Design, supply, delivery, installation, configuration and maintenance of cloud and colocation services	Open

GP/14	Supply, delivery, installation, configuration and commissioning of enterprise business systems (including ERP, CRM, electronic document management, electronic payment solutions, enterprise email/ collaboration)	Open
GP/15	Supply, delivery & commissioning, repair and maintenance of power systems (including UPSs, rectifies, inverters and generators)	Open
GP/16	Supply, delivery & commissioning, repair and maintenance of ICT enterprise infrastructure (servers, storage systems, network systems e.t.c)	Open
B. CATEGORY 2 – SERVICES – CRA/GS/2026/2027-2027/2028		
GS/17	Provision of asset tagging and coding services	AGPO
GS/18	Provision of air ticketing services/ travel agency Services - IATA/KATA registered firms	AGPO
GS/19	Provision of graphic designing, printing and binding services	Open
GS/20	Provision of asset valuation services	Open
GS/21	Provision of taxi and car hire services in all major towns	Open
GS/22	Provision of courier services	Open
GS/23	Provision of photography/ video graphic, documentaries, TV and radio infomercials, public address system and related services	Open
GS/24	Provision of design, development, and maintenance services for web-based applications including websites and mobile apps	Open
GS/25	Provision of cloud data backup and colocation services	Open
GS/26	Provision of bulk SMS Services	Open
GS/27	Provision of fleet management system services	Open
GS/28	Provision of enhancement and maintenance services of enterprise business systems (including ERP, CRM, electronic document management, electronic payment solutions, enterprise email/ collaboration)	Open
GS/29	Provision of hotels, conference and accommodation services in all county headquarters and major towns	Open
GS/30	Provision of catering services	AGPO
GS/31	Provision of creative design, proof reading, report writing, editing services, academic/ Short Story Writers, Illustrators, artists, rapporteurs, and design animation Etc.:	Open
GS/32	Provision of ICT professional services (including ICT advisory/ consultancy, compliance and security audit, certifications of ICT infrastructure) – firms	Open
GS/33	Provision of Auctioneering services	Open
GS/34	Provision of vehicle towing and breakdown services	Open

GS/35	Lease of ICT equipment such as computers, laptops, photocopiers, printers, scanners, audiovisual equipment, and networking equipment.	Open
GS/36	Provision of WAN and internet networking services	Open
GS/37	Provision of outdoor branding and signage works	Open
GS/38	Supply and delivery of drinking mineral water	AGPO
GS/39	Provision of helicopter and fixed wing aircraft services	Open
GS/40	Provision of billboards, large signages and related services	Open
GS/41	Provision of insurance and pension management services	Open
GS/42	Provision of manned security services	Open
GS/43	Provision of motor vehicle cleaning services	Open
C. CATEGORY 3 – CONSULTANCY/ SPECIALIZED SERVICES- CRA/CS/2026/2027-2027/2028		
CS/44	Provision of legal services (civil litigation and constitutional interpretation)	Open
CS/45	Provision of public relations and media management services	Open
CS/46	Provision of staff recruitment and job placement consultancy	Open
CS/47	Provision of human resource management consultancy and training	Open
CS/48	Provision of risk management framework services	Open
CS/49	Provision of corporate governance, principles, training and related, advisory services	Open
CS/50	Provision of corporate advisory services in financial services	Open
CS/51	Provision of training services in financial management and revenue mobilization strategies	Open
CS/52	Provision of sign-language and braille language services and interpretation	Open
CS/53	Provision of team building activities & capacity building services	Open
CS/54	Provision of general consultancy services (specify specialty)	Open
CS/55	Provision of event management services e.g. MC's, DJ's decoration, corporate gifts, dome tents, seats, tables, pyrotechnics & PA system	Open
CS/56	Provision of market survey for goods, works, and services	Open
CS/57	Knowledge management, training needs assessment & competency development.	Open
CS/58	Provision of motivational speaker services	Open
CS/59	Provision of revenue sharing consultancy services	Open
CS/60	Provision of public finance management consultancy services	Open
CS/61	Provision of revenue enhancement consultancy services	Open
CS/62	Provision of economic modeling and forecasting consultancy services	Open
CS/63	Provision of political economy consultancy services	Open
CS/64	Performance management, succession planning, coaching & mentorship	Open
CS/65	Provision of employee & customer surveys	Open
CS/66	Provision of external quality assurance	Open

CS/67	Provision of enterprise risk management consultancy services	Open
CS/68	Provision of social media consultant/influencers and content provider	Open
CS/69	Provision of Knowledge Management consultancy services	Open
D. CATEGORY 4 – REPAIRS AND MAINTENANCE SERVICES - CRA/MS/2026/2027-2027/2028		
MS/70	Repair and maintenance of ICT Equipment including PABX, computers, printers, UPS e.t.c	Open
MS/71	Repair & maintenance of multifunctional printers (MFP)	Open
MS/72	Repair and maintenance of office furniture & fittings	Open
MS/73	Repair, servicing & maintenance of motor vehicles-approved garages & authorized dealerships only	Open
MS/74	Repair and maintenance of air conditioning systems	Open
E. CATEGORY 5- WORKS-CRA/WS/2026/2027-2027/2028		
WS/75	Repair and maintenance of minor works including mechanical, plumbing and electrical services.	AGPO

REQUIREMENTS

Prospective suppliers or service providers shall be required to submit the following MANDATORY documents as proof of their eligibility: -

1. Certificate of Registration/Incorporation
2. Valid Tax Compliance Certificate
3. The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)
4. Copy of Current Trade License.
5. Company profile
6. Valid AGPO Certificate for the reserved groups
7. Duly Completed Confidential Business Questionnaire
8. Certificate from Kenya Bureau of Standards for Registration to Supply Mineral Water
9. For Repair & Maintenance works Firms MUST be registered by NCA
10. For provision of Outside Catering Services- bidders MUST avail a certificate of health for food handling issued by County Government
11. For provision of Ticketing Services prospective service providers MUST be registered with KCAA/IATA
12. Attach CR 12/ Directorship of the company
13. e-GP & IFMIS registration numbers
14. e-TIMs registration number

Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and Proof of membership to a professional body where relevant should be attached.

The registration documents, containing submission information, detailed terms and conditions of qualification may be viewed and downloaded free of charge from our website on the following link: <https://cra.go.ke/downloads/tenders.go.ke>

Duly completed Registration Documents in plain sealed envelopes clearly marked “Category No.....For the Supply/Provision of...” should be addressed to:

COMMISSION SECRETARY/CEO

Commission on Revenue Allocation

P.O Box 1310 – 00200

Nairobi Kenya

28th Floor Prism Tower, 3rd Ngong Avenue. Nairobi

and be deposited in the Tender Box located at the Commission on Revenue Allocation on the 28th floor Prism Tower, 3rd Ngong Avenue, so as to be received on or before **Tuesday 6th October, 2026 at 12 noon**

Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend, in the boardroom situated on 28th Floor, Prism Towers.

Yours sincerely,



COMMISSION SECRETARY/CEO

Commission on Revenue Allocation

SECTION 2: INSTRUCTIONS TO CANDIDATES

1.1 Introduction

2.1.1 Commission on Revenue Allocation (CRA) would like to invite interested candidates who must qualify by meeting the set criteria as provided by CRA to perform the contract of provision of goods, services and works to the CRA.

1.2 Format and Signing of Applications

1.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked ORIGINAL.

1.2.2 The registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration 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 initialled by the person or persons signing the registration document.

1.3 Submission of Applications

1.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **Tuesday 6th October, 2026 at 12 noon**. Applications received after the closing date and time shall be rejected and returned to the applicant unopened. However, 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

1.3.2 The Candidate shall seal the original registration document in one envelopes duly marked the **ORIGINAL**:

- a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.

- b) Bear the registration category, title and reference number of the registration document. In addition to the identification required in sub-Clause 2.2.1,
- 1.3.3 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 1.3.4 Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

1.4 Eligible Candidates

- 1.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to CRA so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.
- 1.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to CRA, as the CRA shall reasonably request.

1.5 Qualification Criteria

- 1.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.
- 1.5.2 The registration application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.
- 1.5.3 Experience: Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.
- 1.5.4 Personnel: The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1.
- 1.5.5 Financial Condition: The Suppliers financial condition will be not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

- 1.5.6 Confidential Business Questionnaire: The general information and details of nature of business and location should be included in Form RQ -2.
- 1.5.7 Past Performance: Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3.
- 1.5.8 Litigation History and Sworn Statement: Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-5.

1.6 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and CRA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

1.7 Clarification of Registration Documents

- 1.7.1 The prospective applicant requiring any clarification of the registration documents may notify CRA in writing or by email at the CRA's email address indicated in the registration data.
- 1.7.2 CRA will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the CRA's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the registration documents.

1.8 Amendment of Registration Documents

- 1.8.1 At any time prior to the deadline for submission of applications, CRA may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.
- 1.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub- Clause 2.7.2 and shall be communicated in writing or email to all who shall

have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the CRA.

- 1.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, CRA may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

1.9 Deadline for Submission of Registration Documents

- 1.9.1 Applications must be received by CRA at the address specified in Sub Clause 2.10.1, no later than the time and date stipulated in the notice for registration.
- 1.9.2 CRA may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of CRA and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

1.10 Opening of Registration Documents

- 1.10.1 CRA will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.
- 1.10.2 CRA shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.
- 1.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances. Applications sent online shall also be noted down and read out during the opening.

1.11 Process to be Confidential

- 1.11.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence CRA's processing of applications or approval decisions may result in the rejection of the applications.

1.12 Clarification of Applications and Contacting of the Institute

- 1.12.1 To assist in the examination, evaluation, and comparison of applications, CRA may, at its discretion, ask any applicant for clarification of his/her application.
- 1.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact CRA on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of CRA, he/she should do so in writing.
- 1.12.3 Any effort by any applicant to influence CRA in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

1.13 Examination of Registration Documents and Determination of Responsiveness

- 1.13.1 Prior to the detailed evaluation of applications, CRA will determine whether each application
 - a) has been properly signed and delivered pursuant to clause 2.3;
 - b) is substantially responsive to the requirements of the registration documents; and
 - c) provides any clarification and/or substantiation that CRA may require to determine responsiveness pursuant to Sub-Clause 2.15
- 1.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

A material deviation or reservation is one

- a) Which limits in any substantial way, inconsistent with the registration documents, the CRA's rights or the applicant obligations under the contract; or
 - b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.
- 1.13.3 If an application is not substantially responsive, it will be rejected CRA and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
 - 1.13.4 CRA, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in

order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

1.14 Notification of Qualified Applicants

1.14.1 Applicants whose applications are determined to be successful in accordance with sub- clause 2.15 will be notified by CRA within thirty (30) days from the date of opening of registration documents.

1.14.2 At the same time CRA notifies qualified Applicants that their applications are responsive, CRA shall notify the other Applicants whose applications are not responsive.

1.15 Evaluation and Comparison of Applications

1.15.1 CRA will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

1.15.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

1.16 CRA's Right to accept any Application and to reject any or all Applications

1.16.1 CRA reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

1.17 Notification of Approval

1.17.1 Prior to expiration of the period of registration validity prescribed by CRA, CRA will notify successful applicants through a list to be uploaded on CRA website.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- I. Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document and **ONE COPY**. (Unless submitting online)
- II. Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

No	Requirements	Score
1.	Certificate of Registration/Incorporation	Mandatory
2.	Certified copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
3.	For works Firms MUST be registered by NCA	Mandatory
4.	Copies of registration with relevant regulatory bodies where applicable e.g., KCAA, IRA, LSK, CMTE, IHRM, etc.	Mandatory
5.	Transport Hire firms must attach evidence of having taken all the Insurance Covers.	Mandatory
6.	Outside Catering Services bidders to avail a certificate of health for food handling from County Government	Mandatory
7.	Current practicing certificates for professionals where applicable	Mandatory
8.	Valid AGPO Certificate where applicable	Mandatory
9.	e-GP, IFMIS & eTIMs registration	Mandatory

Any applicant who fails to provide ALL the mandatory requirements shall NOT proceed to the next stage of the evaluation.

Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

EVALUATION CRITERIA

	Requirements	Score
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	40
3	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i. First client Organization (Attach documentall evidence)	10
	ii. Second client Organization (Attach documental evidence)	10
	iii. Third client Organization (Attach documental evidence)	10
4	Litigation History (Provide current sworn affidavit)	10
	TOTAL	100

The minimum pass mark to qualify for registration shall be 70. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.

**FORM RQ-1 REGISTRATION DATA SUPPLIERS/SERVICE PROVIDER
APPLICATION FORM**

I/We..... hereby apply for registration

(Name of Company/Firm) as suppliers of

.....

(Item Description)

Category No.....

Other branches and location

Organization & Business Information

Management Personnel Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners

.....

.....

.....

Indicate terms of trade/ sale /Payment.....

(20 points)

Enclose copy of profile of the firm indicating the main fields of activities

RQ-2 **CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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 offence to give false information on this form

Part 1- General:

Business Name.....
Plot No.....
Location of Business
Premises.....
Street/Road.....
Email address.....
Postal Address Tel No
Nature of Business..... Current Trade license.....
Expiring.....
Maximum Value of Business which you can Handle at Any Given Time:
Kshs.....
Name of Your
Bankers.....Branch.....

Part 2 (a) Sole Proprietor

Your Name in Full.....Age.....
Nationality.....Country of Origin.....
Citizenship Details

Part 2 (b) Partnership

Given Details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....			
.....			

(40 Points)

FORM RQ- 3 PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS

1. Name of 1st Client (organization)

- (i) Name of Client (organization)
- (ii) Address of Client (organization)
- (iii) Name of Contact Person at the Client (organization)
- (iv) Telephone No. of Client
- (v) Duration of Contract (date)
- (vi) Signature and Stamp of Organization.....

2. Name of 2nd Client (organization)

- (i) Name of Client (organization)
- (ii) Address of Client (organization)
- (iii) Name of Contact Person at the Client (organization)
- (iv) Telephone No. of Client
- (v) Duration of Contract (date)
- (vi) Signature and Stamp of Organization.....

3. Name of 3rd. Client (organization)

- (i) Name of Client (organization)
- (ii) Address of Client (organization)
- (iii) Name of Contact Person at the Client (organization)
- (iv) Telephone No. of Client
- (v) Duration of Contract (date)
- (vi) Signature and Stamp of Organization.....

(30 points)

FORM RQ-4 - **LITIGATION HISTORY**

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

(10 Points)

FORM RQ-5 - SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state:

- a) That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b) That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c) c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d) We/I enclose all the required documents and information required for the Registration evaluation.

Applicant's Name/Company

Name.....

Represented

By.....

Date.....

Signature & Stamp.....

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

GS/35	Lease of ICT equipment such as computers, laptops, photocopiers, printers, scanners, audiovisual equipment, and networking equipment.	Open
GS/36	Provision of WAN and internet networking services	Open
GS/37	Provision of outdoor branding and signage works	Open
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CS/48	Provision of risk management framework services	Open
CS/49	Provision of corporate governance, principles, training and related, advisory services	Open
CS/50	Provision of corporate advisory services in financial services	Open
CS/51	Provision of training services in financial management and revenue mobilization strategies	Open
CS/52	Provision of sign-language and braille language services and interpretation	Open
CS/53	Provision of team building activities & capacity building	Open
CS/54	Provision of general consultancy services (specify specialty)	Open
CS/55	Provision of event management services e.g. MC's, DJ's decoration, corporate gifts, dome tents, seats, tables,	Open
CS/56	Provision of market survey for goods, works, and services	Open
CS/57	Knowledge management, training needs assessment & competency development.	Open
CS/58	Provision of motivational speaker services	Open
CS/59	Provision of revenue sharing consultancy services	Open
CS/60	Provision of public finance management consultancy services	Open
CS/61	Provision of revenue enhancement consultancy services	Open
CS/62	Provision of economic modelling and forecasting consultancy services	Open
CS/63	Provision of political economy consultancy services	Open
CS/64	Performance management, succession planning, coaching & mentorship	Open
CS/65	Provision of employee & customer surveys	Open
CS/66	Provision of external quality assurance	Open
CS/67	Provision of enterprise risk management consultancy services	Open
CS/68	Provision of social media consultant/influencers and content provider	Open

CS/69	Provision of Knowledge Management consultancy services	Open
D. CATEGORY 4 – REPAIRS AND MAINTENANCE SERVICES - CRA/MS/2026/2027-2027/2028		
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MS/71	Repair & maintenance of multifunctional printers (MFP)	Open
MS/72	Repair and maintenance of office furniture & fittings	Open
MS/73	Repair, servicing & maintenance of motor vehicles-Approved garages & authorized dealerships only	Open
MS/74	Repair and maintenance of air conditioning systems	Open
E. CATEGORY 5- WORKS-CRA/WS/2026/2027-2027/2028		
WS/75	Repair and maintenance of minor works including mechanical, plumbing and electrical services.	AGPO

Note: 1) AGPO refers to Youth, Women & People with Disabilities.

2) Current registered suppliers are required to reapply.

A complete set of registration documents can be obtained from the Commission's Offices (Procurement department) located at 28th Floor of Prism tower 3rd Ngong Avenue, upon payment of a non-refundable fee of **Kshs 1,000/=** for each category, either in Cash or Banker's Cheque. One can also download it free of charge from the Commission's website www.cra.go.ke/ or the Public Procurement Information Portal (PIIP) www.tenders.go.ke free of charge.

Completed Registration Documents in plain sealed envelopes clearly marked **"REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2026/2027-2027/2028"**

Category No.....

Item Description.....

Should be addressed to:

The Commission Secretary/CEO

Commission on Revenue Allocation

P.O Box 1310-00100

Nairobi.

and deposited in the Tender Box situated at Commission's reception on the 28th Floor of Prism tower 3rd Ngong Avenue, so as to be received on/or before **Tuesday 12:00 noon on 6th October 2026**. Tenders will be opened immediately after the closing date and time in the presence of the tenderers or their representatives who choose to attend the opening in the Commission's main boardroom.