



## **TENDER FOR THE PREQUALIFICATION OF SUPPLIES FOR THE YEARS 2026-2027**

**Kituo Cha Sheria (Legal Advice Centre)** invites applications from eligible and qualified suppliers for the prequalification of goods, works, and services for the years 2026–2027. The prequalification exercise aims to establish a register of approved suppliers to support the organization’s operations across its programmes and offices.

- **Deadline: 4<sup>th</sup> May 2026 at 5:00 PM (EAT)**
- **Application Fee: Ksh. 2000.00**
- **Email to: [procurement@kituochasheria.or.ke](mailto:procurement@kituochasheria.or.ke)**

<b>NO.</b>	<b>DESCRIPTIONS / SERVICES</b>	<b>CATEGORY</b>
1.	Microsoft, ERP	REG/CAT/1/2026
2.	Provision of OSHA Consultancy	REG/CAT/2/2026
3.	Provision of HR Information Systems	REG/CAT/3/2026
4.	Provision of Life Insurance Services	REG/CAT/4/2026
5.	Provision of General Insurance Services	REG/CAT/5/2026
6.	Provision of General Repair and Maintenance Services	REG/CAT/6/2026
7.	Supervision session services for the MHPSS officers	REG/CAT/7/2026
8.	Provision of Office Cleaning and Fumigation Services	REG/CAT/8/2026
9.	Provision of Plumbing Services	REG/CAT/9/2026
10.	Provision of Travel and Transport Services	REG/CAT/10/2026
11.	Provision of Catering Services	REG/CAT/11/2026
12.	Supply of Motor Vehicles	REG/CAT/12/2026
13.	Provision of Taxi and Vehicle Hire Service	REG/CAT/13/2026
14.	Provision of Garage Services and Motor Vehicle Repair and Maintenance	REG/CAT/14/2026
15.	Supply of Fuel	REG/CAT/15/2026
16.	Provision of Travel Agency Services, Ticketing and Visa Handling Service	REG/CAT/16/2026
17.	Provision of ICT Support Services and Maintenance	REG/CAT/17/2026
18.	Provision of Print Media Advertising Services	REG/CAT/18/2026
19.	Supply and Delivery of Corporate Mobile Phones and Airtime (Scratch/Calling Cards)	REG/CAT/19/2026



**KITUO CHA SHERIA**

**LEGAL ADVICE CENTRE**

*we care for justice*

<b>NO.</b>	<b>DESCRIPTIONS / SERVICES</b>	<b>CATEGORY</b>
20.	Leasing of Photocopying, Printing, Scanning, Digitization Services and Binding of Documents	REG/CAT/20/2026
21.	Supply and Delivery of ICT Consumables (Toners, Cartridges)	REG/CAT/21/2026
22.	Supply and Delivery of Networking and Telecommunication Equipment	REG/CAT/22/2026
23.	Supply of Computers, Laptops, Servers, UPS, Printers, Scanners and Allied Accessories	REG/CAT/23/2026
24.	Provision of Office Internet Services	REG/CAT/24/2026
25.	Provision of Printing, Branding and Promotional Services Including Banners, Posters, Brochures and Signposts	REG/CAT/25/2026
26.	Supply and Delivery of Drinking Water and Dispensers	REG/CAT/26/2026
27.	Supply and Delivery of Furniture, Equipment and Fixtures	REG/CAT/27/2026
28.	Supply of General Office Stationery	REG/CAT/28/2026
29.	Provision of Kitchen Consumables, Toiletries, Detergents and Cleaning Agents	REG/CAT/29/2026
30.	Provision and Maintenance of Fire, Health and Safety Equipment Services	REG/CAT/30/2026
31.	Supply and Delivery of Newspapers	REG/CAT/31/2026
32.	Provision of Courier and Mail Delivery Services	REG/CAT/32/2026
33.	Provision of Archiving Services	REG/CAT/33/2026
34.	Supply of Office Uniforms Including Repair and Maintenance	REG/CAT/34/2026
35.	Supply of Asset Tags	REG/CAT/35/2026
36.	Supply of Motor Vehicle Tyres, Batteries and Related Accessories Including Fitting, Alignment and Wheel Balancing	REG/CAT/36/2026
37.	Provision of Motor Vehicle Tracking Services	REG/CAT/37/2026
38.	Supply of Personal Protective Equipment (PPEs)	REG/CAT/38/2026



NO.	DESCRIPTIONS / SERVICES	CATEGORY
39.	Supply of Awards and Gifts (Branded Trophies, Plaques and Medals)	REG/CAT/39/2026
40.	Supply of General Hardware Items	REG/CAT/40/2026
41.	Provision of Hotel, Accommodation and Conferencing Services	REG/CAT/41/2026
42.	Provision of Interior Design Services	REG/CAT/42/2026
43.	Provision of Minor Building Works	REG/CAT/43/2026
44.	Provision of Electrical Works	REG/CAT/44/2026
45.	Provision of Mechanical Works	REG/CAT/45/2026
46.	Provision of Water Works - Supply and Installation of Solar Powered Water Pumps	REG/CAT/46/2026

## HOW TO APPLY

All tender documents including:

- Company Profile
- Certificate of Incorporation or Registration
- Valid Tax Compliance Certificate
- PIN/VAT Registration Certificate
- Proof of Past Experience or Samples
- Proof of Payment of the a non-refundable fee of KES 2,000
- Detailed Application Letter

should be submitted electronically via email to: [procurement@kituochasheria.or.ke](mailto:procurement@kituochasheria.or.ke)

### NOTE:

Payment should be made via the following bank details:

**Account Name: LAC - Kituo Cha Sheria - Ford**

**Bank Name: NCBA Bank Kenya PLC**

**Branch: The Junction**

**Account Number: 1344550133**