



The Professional Body of HR Practitioners in Kenya

P. O. Box 6132-00300, NAIROBI, KENYA. TELEPHONE: 0727792001
Email: procurement@ihm.or.ke OFFICE OF THE EXECUTIVE DIRECTOR

TENDER NOTICE

The Institute of Human Resource Management (IHRM) intends to prequalify, register and tender for goods, and services, through framework contracting for selected categories, from interested and eligible bidders. Bidders may inspect tender documents from the Procurement Department at our offices during normal working hours. Bidders can download the tender documents from the Institute website <https://www.ihm.or.ke> free of charge.

For the full list of categories of goods, works, and services, kindly visit the Institute's website <https://www.ihm.or.ke>

Sealed and duly completed documents in plain sealed envelopes clearly marked: **"REGISTRATION /TENDER DOCUMENTS FOR SUPPLY OF GOODS, AND SERVICES /2025-2026**

Should be addressed to:

**THE EXECUTIVE DIRECTOR
INSTITUTE OF HUMAN RESOURCE MANAGEMENT
P.O. BOX 6132 – 00300,
NAIROBI**

Or deposited in the tender box situated at the **Kings Prism Towers, 24th Floor**, so as to be received before **Friday, 3rd January, 2025** at **2.00 PM**. The tender documents will be opened thereafter in the presence of participants who choose to attend and witness the opening session at the Executive Boardroom.



The Professional Body of HR Practitioners in Kenya

TENDER NOTICE

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS, AND SERVICES FOR THE YEAR ENDING 31ST DECEMBER 2026

1.0 INTRODUCTION

The Institute of Human Resource Management (IHRM) is a Statutory Professional Body established under the Human Resource Management Professionals (HRMP) Act, No. 52 of 2012.

The Institute wishes to invite all eligible, competent, and qualified firms to submit applications for purposes of registration for supply of goods, works and Services for the period 1st January 2025 to the year ending 31st December 2026. Suppliers that are currently registered by IHRM are required to register a fresh if they wish to participate. The categories for consideration are listed below:

2.0 LIST OF IHRM PROCUREMENT CATEGORIES

Instructions to Bidders:

- i. Bidders **MUST** complete the preferred Category as per the Table format provided below.
- ii. Bidders **MUST** provide a substantive response in the format provided.
- iii. Bidders are allowed to register up to a **Maximum of Three (3)** Lots in any of the categories (A, B & C) by indicating **YES** to the preferred category.
- iv. Bidders interested in registering for AGPO opportunities **Must** indicate the Preferred category either with or without Previous experience.
- v. Bidders **MUST** only submit one Tender Document
- vi. Bidders to be considered for registration for the preferred category **MUST** meet the evaluation criteria provided below.

No.	Categories	Must indicate Category
A.	Goods	Maximum of Three (3) lots for all three categories
B.	Works	
C.	Services	

N/B – Bidders who select more than **Three (3)** lots will be evaluated on the first Three (3) ONLY.

CATEGORY OF ITEMS TO BE APPLIED FOR

CATEGORY	ITEM DESCRIPTION	SPECIAL CONDITIONS	TARGET GROUP
CATEGORY (A) REGISTRATION OF SUPPLIERS FOR PROVISION OF GOODS 2023 - 2024			
CATEGORY	ITEM DESCRIPTION	SPECIAL CONDITIONS	TARGET GROUP
IHRM/01/2025 - 2026	Design and Branding of Promotional Materials, T-Shirts, Caps, Banners, Posters, Calendars, Diaries, Flags, Shirts, Hoodies, and Give Away		Reserved
IHRM/02/2025 - 2026	Supply and Delivery of Computers, Servers, Printers, UPS, Scanners Computer Spare parts, Consumables, Toners, Cartridges and Accessories		Open
IHRM/03/2025 - 2026	Supply and Delivery of Office Equipment, Furniture and related office fittings		Open
IHRM/04/2025 - 2026	Supply and Delivery of various Kitchen equipment and supplies		Reserved
IHRM/05/2025 - 2026	Supply and Delivery of Various Office Stationery Items		Reserved
IHRM/06/2025 - 2026	Supply and Delivery of Kitchen Equipment, Utensils, Crockeries, and		Open

CATEGORY	ITEM DESCRIPTION	SPECIAL CONDITIONS	TARGET GROUP
	Cutleries.		
CATEGORY(B) REGISTRATION OF SUPPLIERS FOR PROVISION OF SERVICES 2023 - 2024			
IHRM/07/2025 - 2026	Provision of Sanitary Services, Pest Control and Fumigation.		Reserved
IHRM/08/2025 - 2026	Provision of Insurance Brokerage Services.		Preference
IHRM/09/2025 - 2026	Provision of Office Cleaning		Reserved
IHRM/10/2025 - 2026	Provision of Legal Service.		Open
IHRM/11/2025 - 2026	Provision of Company Secretarial Services.		Open
IHRM/12/2025 - 2026	Provision of Security Services.		Reserved
IHRM/13/2025 - 2026	Provision of Corporate Transport and Moving Services.		Reserved
IHRM/14/2025 - 2026	Provision of Tents, Chairs, and PA System		Open
IHRM/15/2025 - 2026	Provision of Messenger Services.		Preference
IHRM/16/2025 - 2026	Provision of Insurance Agents'/brokerage Services.		Open
IHRM/17/2025 - 2026	Provision of Taxation/Accounting Support Services.		Open
IHRM/18/2025 - 2026	Provision of Air Tickets and Booking Services	IATA Registered firms only	Preference
IHRM/19/2025 - 2026	Provision of Catering Services		Preference
IHRM/20/2025 - 2026	Provision of Hotel Services and Conference Facilities		Open
CATEGORY (C) WORKS, REPAIR, INSTALLATION AND MAINTENANCE SERVICES 2023 - 2024			
IHRM/21/2025 - 2026	Repair and maintenance of photocopier and printing machines.		Open

CATEGORY	ITEM DESCRIPTION	SPECIAL CONDITIONS	TARGET GROUP
IHRM/22/2025 - 2026	Repair and service of motor vehicles		Open
IHRM/23/2025 - 2026	Repair of Kitchen Equipment		Open
IHRM/24/2025 - 2026	Repair and Maintenance Of Computers, Printers and Accessories and Other Electronic Equipment.		Open
IHRM/25/2025 - 2026	Provision and Administration of IHRM Elections.		Open
IHRM/26/2025 - 2026	Provision of Software Solutions, Web Development, Mobile Apps and Development, Hosting, Live Streaming, and Licensing.		Open
IHRM/27/2025 - 2026	Provision and Maintenance of Internet Service.		Open
IHRM/28/2025 - 2026	Installation and maintenance of CCTV system		Open
IHRM/29/2025 - 2026	Installation and maintenance of the biometric system/equipment		Open
IHRM/30/2025 - 2026	Maintenance of telephones and PABX		Open
IHRM/31/2025 - 2026	Repair and Maintenance of Buildings, Civil Works, Electrical Works and Sewerage Services	NCA Registered firms only	Open
IHRM/32/2025 - 2026	Office Partitioning, Repair and Maintenance of Building Works, Interior Design and Related Services	NCA Registered firms only	Open

The Institute of Human Resource Management, invites sealed applications from interested/ eligible and competent candidates for the purpose of tendering and registering suppliers for goods, works and services for the year's 2025 and 2026

Interested and eligible bidders. Bidders may inspect tender documents from the Procurement Department at our offices during normal working hours .Bidders can download the tender documents from the Institute website <https://www.ihrm.or.ke> free of charge. Relevant licenses, PIN, VAT, trading licenses, certificate of registration/incorporation and physical addresses must be submitted with other documents.

Those wishing to register in more than one category will be required to download documents for each category.

Note:

- a) Submission of the names shall be continuous and the registration list shall be updated periodically as prescribed in the regulations and the Public Procurement and Asset Disposal Act 2015
- b) Reserved means it is open to women, youth and persons with disability only.
- c) Open means Women, Youth and Persons with disability are eligible to participate
- d) Preference means Women, Youth and Persons with disability will be given preference during evaluation.

Sealed and duly completed documents in plain sealed envelopes clearly marked:

'REGISTRATION / TENDER DOCUMENTS FOR SUPPLY OF GOODS, AND SERVICES /2025-2026'

Should be addressed to:

**THE EXECUTIVE DIRECTOR
INSTITUTE OF HUMAN RESOURCE MANAGEMENT
P.O. BOX 6132 – 00300, NAIROBI**

Or be deposited in our tender box situated at the IHRM HQ office by **Friday, 3rd January 2025 at 2.00p.m.** Tender documents will be opened immediately after closing in the presence of bidders or their representatives who choose to attend the opening session at the Executive Boardroom. Any canvassing will lead to automatic disqualification of the bidder.

3.0 GENERAL INSTRUCTIONS

You are requested to provide particulars as indicated in part II, III, IV, V, VI 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.

IHRM 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.

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

All the information provided would be treated as confidential.

This Registration Document is eligible for one specific lot which should be clearly written at the top of the form.

Your registration documents should be submitted properly book bound, filled and paginated. IHRM shall not be responsible for Loss of documents not bound together.

4.0 REGISTRATION INSTRUCTIONS

4.1 Introduction

The Institute of Human Resource Management (IHRM) would like to invite interested candidates who must qualify by meeting the set criteria as provided by the IHRM to perform the contract of supply and delivery or provision of goods, works and services to IHRM.

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 IHRM on and as when required during the stated period.

Suppliers registered under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Secretary/ED IHRM, so that they may be registered under the specific Lots. Bids will be submitted in separate Envelopes for every Lot Singly. 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.

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 Distribution of Registration Documents

A copy of the completed Registration data and other requested information shall be submitted to reach:

**THE EXECUTIVE DIRECTOR
INSTITUTE OF HUMAN RESOURCE MANAGEMENT
P.O. BOX 6132 – 00300, NAIROBI**

4.7 Additional Information

The Institute of Human Resource Management (IHRM) 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 IHRM 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 for submission of tender for the specific Lot.

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 IHRM 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 IHRM 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) IHRM 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.

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 providing letters of reference from their bankers regarding suppliers/contractors' credit position submitted with the Registration documents. 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 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 IHRM 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 IHRM panel of suppliers.

All suppliers MUST have a valid email address and any change must be communicated to IHRM.

6.0 REGISTRATION EVALUATION CRITERIA A: OPEN CATEGORY:

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

No	Requirements	Score
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of Valid Tax Compliance Certificate	Mandatory
3	Valid Single Business Permit from a County Government	Mandatory
4	A Copy of CR 12 for companies issued within the last 6 months	Mandatory
5	Certificates from affiliated Professional Bodies/ Associations, where thenature of supply or service is applicable/specific to your line of business e.g. CA, LSK, etc.	Mandatory
6	Firm's audited accounts for previous one year. (attach proof)	Mandatory
7	All the pages of the tender document/attachments must be serialized	Mandatory
8	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII &IX	Mandatory

CATEGORY B: YOUTH, WOMEN & PERSONS WITH DISABILITY**PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)**

	Requirements	Score
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	Mandatory
3	A Copy of CR 12 for companies issued within the last 6 months i.e from February 2022	Mandatory
4	Valid Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)	Mandatory
5	Letter of Reference from the bank regarding credit position	Mandatory

PART I: REGISTRATION DOCUMENTATION

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

- 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

Pin No.....

Reg. Certificate No.....

(Attach copy registration certificate)

Address

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

Telephone Nos Mobile Nos.....

Email Address:

Website address (If any)

Physical Address

Business Location

Name of building

Plot No.Road/Street NameFloor No.

Room No.

NATURE OF BUSINESS

Please list the goods or services you provide specific to Lot. No, Lot Description applied for:

1.....

2.....

3.....

4.

For Contractors, state your area of specialization specific to Lot. No, Lot Description applied for: -

- 1.....
- 2.....
- 3.....

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 as proof of ability to execute the items applied for.

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

State terms of payment in preference order

- i.....
- ii.....
- iii.....
- iv.....

Note: IHRM prefers payment to be made within 30 days after delivery of goods, Works or services.

PART IV: ELIGIBILITY

Are you related to an Employee or Institute Member of IHRM? Yes/No If answer in '3' is YES give the relationship.

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-

Does an Employee or Member of IHRM 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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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 IHRM 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.

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

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.....

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 IHRM.

Attach CV's 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

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PART VI: PAST PERFORMANCE & EXPERIENCE

Please provide at least four (4) 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 of 4th 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)

Trade References

Attach at least two (2) current letters of recommendation / Reference from reputable organizations that you have supplied goods, works/service for the last three years.

Name and address of your Bankers.....

Have you ever had an order/contract issued and cancelled in whole or part by IHRM? Yes/No
If yes give reasons for cancellation

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

If yes give reasons for not submitting:

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

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Has your company ever been involved in litigation/arbitration with clients/consultants? If yes, give details

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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 IHRM supplier.

N o.	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 the Institute of IHRM 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 IHRM.

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 IHRM.

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:	
Designation	
Signature:	
Stamp or seal	
Date:	