

LENANA



SCHOOL

Email: lenanaschool@gmail.com
website: lenanaschool.sc.ke

**Formerly
Duke Of York School**

P.O. BOX 30253-00100
GPO, Nairobi Kenya
Tel: 0722 977 795 | 0708 952 250

**REGISTRATION OF SUPPLIERS FOR
GOODS, WORKS AND SERVICES FOR THE
FINANCIAL YEAR 2026-2027**

TENDER NO:

CATEGORY APPLIED

CATEGORY NO

CLOSING DATE: MONDAY 29TH JUNE, 2026

TIME: 10:00 AM

INVITATION FOR REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2026/2027.

Tender No:

Tender Name: REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2026/2027.

Lenana School is an integrated public boarding institution for boys, proudly classified as a C1 school under the Competency-Based Education (CBE) curriculum. Located in the serene environment of Dagoretti Sub-County, Nairobi County.

Lenana School 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 2026/2027 financial year.

The prequalification requirements with the tender documents can be downloaded free of charge from Lenana School website, <https://www.lenanaschool.sc.ke/> or suppliers’ portal (PPIP). The categories are as listed below:

PRE- QUALIFICATION /REGISTRATION CATEGORIES			
S/N	TENDER NO	DESCRIPTION	ELIGIBILITY CATEGORY

SUPPLY AND DELIVERY OF GOODS AND SERVICES

1	Tender No. LS/29/TDR/2026-2027	Small works contractors	Open
2	Tender No. LS/30/TDR/2026-2027	Landline telephones Service & maintenance	OPEN
3	Tender No. LS/31/TDR/2026-2027	Repair and maintenance of School vehicles and Generators	OPEN
4	Tender No. LS/32/TDR/2026-2027	Supply & maintenance of CCTV & other security systems	OPEN
5	Tender No. LS/33/TDR/2026-2027	Provision of Tents, Plastic Chairs & TV Screens Services	RESERVED
6	Tender No. LS/34/TDR/2026-2027	Supply of Office equipment, furniture, chairs, desks, beds, & Lockers	OPEN
7	Tender No. LS/35/TDR/2026-2027	Supply of Vehicle Tyres	OPEN
8	Tender No. LS/36/TDR/2026-2027	Supply & Maintenance of ICT and other office equipment	OPEN
9	Tender No. LS/37/TDR/2026-2027	Repair & Maintenance of Energy Saving Jikos, Deep Freezers and Kitchen Utensils	OPEN
10	Tender No. LS/38/TDR/2026-2027	Supply of Golf Bermuda Grass	OPEN

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 from respective area of business operation.
5. Company profile
6. Valid AGPO Certificate for the reserved groups
7. Duly Completed Confidential Business Questionnaire
8. For Provision of motor vehicle fuel and lubricant cards prospective bidders **MUST** provide award letter from Public Works
9. For Provision of repair, maintenance and servicing of Motor Vehicles prospective bidders **MUST** provide a certificate from Public Works
10. For Repair & Maintenance works Firms **MUST** be registered by NCA
11. Attach CR12/ Directorship of the company
12. For provision of Provision of Security, Safety, Background Check and Due diligence services prospective bidders **MUST** be licensed by Private Security Regulatory Authority.
13. Copies of registration with relevant regulatory bodies where applicable e.g., IRA, LSK, CMTE, IHRM etc.

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://www.lenanaschool.sc.ke>

Completed registration documents should be dropped in the tender box located within administration block next to the principal's office, off Ngong Road and should be in plain sealed envelope, clearly marked with Category description, Category number and addressed to:

The Chief Principal,

Lenana School,

P.O Box 30253-00100,

Nairobi.

So as to be received on or before **Monday 29th June, 2026 at 10.00a.m.** Registration documents will be opened immediately thereafter in presence of bidders or their representatives who choose to attend. Special groups comprising youth, women and persons with disability who are dully registered with the Directorate of Public Procurement at the National Treasury are encouraged to apply and will be given preference.

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.

Yours sincerely,

MR. WILLIAM KEMEI
CHIEF PRINCIPAL

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1.1 Lenana School would like to invite interested candidates who must qualify by meeting the set criteria as provided by Lenana School to perform the contract of provision of goods, services and works to Lenana School.

2.2. Format and Signing of Applications

2.2.1 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.

2.2.2 The document of the registration shall be typed or written in indelible ink 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 initialed by the person or persons signing the registration document.

2.3 Submission of Applications

2.3.1 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 **Monday 29th June, 2026 at 10.00a.m.** 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.

2.3.2 The Candidate shall seal the document of the registration duly marking the envelope as ORIGINAL. The envelope shall then be:

- (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,
- (c) The envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened if it is declared pursuant to Clause 2.3.1.

2.3.3 If the envelope is not sealed and marked as instructed above, Lenana School will assume no responsibility for the misplacement or premature opening of the registration document.

If the envelope discloses the Candidates identity Lenana School will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 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.

2.3.5 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.

2.3.6 Bidders who will wish to apply more than one category, will be required to submit in separate envelopes.

2.4 Eligible Candidates

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to Lenana School 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.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to Lenana School, as the Lenana School shall reasonably request.

2.5 Qualification Criteria

2.5.1 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, and RQ-6 are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 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.

2.5.3 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.

2.5.4 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 and RQ- 4

2.5.5 Financial Condition

The Suppliers financial condition will not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

2.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form RQ 2.

2.5.7 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.

2.5.8 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.

2.6 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 Lenana School will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 Clarification of Registration Documents

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify Lenana School in writing or by email at the Lenana School email address indicated in the registration data OR lenanaschool@gmail.com

2.7.2 Lenana School 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 Lenana School'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.

2.8 Amendment of Registration Documents

2.8.1 At any time prior to the deadline for submission of applications, Lenana School 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.

2.8.2 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 Lenana School.

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

2.9 2. Deadline for Submission of Registration Documents

2.9.1 Applications must be received by Lenana School at the address specified in Sub Clause 10.1, no later than the time and date stipulated in the notice for registration.

2.9.2 Lenana School 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 Lenana School and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Opening of Registration Documents

2.10.1 Lenana School 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.

2.10.2 Lenana School shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances. Electronic tenders will not be permitted.

2.11 Process to be Confidential

2.11.1 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 Lenana School's processing of applications or approval decisions may result in the rejection of the applications.

2.12 Clarification of Applications and Contacting of the Institute

2.12.1 To assist in the examination, evaluation, and comparison of applications, Lenana School may, at its discretion, ask any applicant for clarification of his/her application.

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact Lenana School 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 Lenana School, he/she should do so in writing.

2.12.3 Any effort by any applicant to influence Lenana School in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

2.13 Examination of Registration Documents and Determination of Responsiveness

2.13.1 Prior to the detailed evaluation of applications, Lenana School will determine whether each:

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 Lenana School may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 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 Lenana School'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.

2.13.3 If an application is not substantially responsive, it will be rejected by Lenana School and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 Lenana School, 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.

2.14 Notification of Qualified Applicants

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

2.14.2 At the same time Lenana School notifies qualified Applicants that their applications are responsive, Lenana School shall notify the other Applicants whose applications are not responsive.

2.15 Evaluation and Comparison of Applications

2.15.1 Lenana School will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

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

2.16 Lenana School's Right to accept any Application and to reject any or all Applications

2.16.1 Lenana School 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.

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.**

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 Provision of Works Firms MUST be registered by NCA	Mandatory
4	Duly Completed Confidential Business Questionnaire	Mandatory
5	The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)	Mandatory
6	For provision of Outside Catering Services, conference and accommodation- bidders MUST avail a certificate of health for food handling issued by the County Government	Mandatory
7	Copy of Current Trade License from respective area of business operation.	Mandatory
8	For Provision of motor vehicle fuel and lubricant cards prospective bidders MUST provide award letter from Public Works	Mandatory
9	For Provision of repair, maintenance and servicing of Motor Vehicles prospective bidders MUST provide a certificate from Public Works	Mandatory
10	For provision of Ticketing Services prospective service providers MUST be registered with KCAA, KATA and IATA	Mandatory
11	Attach CR 12/ Directorship of the company	Mandatory
12	For provision of Provision of Security, Safety, Background Check and Due diligence services prospective bidders MUST be licensed by Private Security Regulatory Authority.	Mandatory
13	Company Profile	Mandatory
14	Copies of registration with relevant regulatory bodies where applicable e.g., KCAA, IRA, LSK, CMTE, KATA, IATA, IHRM etc.	Mandatory
15	Transport Hire firms must attach evidence of having taken all the Insurance Covers.	Mandatory
16	AGPO Certificate where applicable	Mandatory

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

2.5 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

S/N	Requirements	Score
1	Duly filled Registration Data	30
2	Duly filled, Signed and Stamped Confidential Business Questionnaire	30
3	Relevant Past Experience	20
4	Supervisory Personnel	10
6	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

1.

2.

3.

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

(30 points)

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

FORM 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.....
Official 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: Ksh.....
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
1.			
2.			
3.			

(30 Points)

FORM RQ -3 PAST EXPERIENCE NAMES OF AT LEAST TWO 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.....

(20 points)

FORM RQ - 4 – SUPERVISORY PERSONNEL

1. Staff 1

Name..... **Age**

Academic Qualification

i.

ii.

iii.

iv......

Professional Qualification

i......

ii.

iii.

iv......

Length of service with contractor or supplier

Position held

2. Staff 2

Name..... **Age**

Academic Qualification

i.

ii.

iii......

Professional Qualification

i.

ii.

iii.

iv.

Length of service with contractor or supplier

Position held

(10 Points)

FORM RQ - 5 - LITIGATION HISTORY

Name of Contractor/ 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)