



**SUPPLIERS PRE-QUALIFICATIONS FOR THE YEAR
2025 - 2026.**

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1. Introduction

Established in 2019, Amahoro Coalition is the leading convener of African private sector leaders for social impact. We provide tailored solutions to the private sector, enabling them to tap into the African demographic dividend, including in vulnerable settings like displaced communities. We also empower the youth of Africa, including those in displaced communities, through strategic connections with the private sector to co-create breakthrough opportunities for all.

The Coalition is seeking to pre-qualify suppliers for the provision of various goods and services for the year 2025-2026. The goal of this process is to identify reliable suppliers with the capacity to deliver high-quality products and services in a timely and cost-effective manner. This exercise will also serve to screen potential suppliers and service providers.

Existing suppliers who wish to be retained must also re-apply and submit information requested in the pre-qualification document.

2. CATEGORIES.

2.1. Category A - Supply of goods.

REFERENCE NUMBER	DESCRIPTION.	LOCATION
AC/01/2025 2026	- Supply of Printing, Branding and Promotional materials.	Kenya, Ghana, Rwanda
AC/02/2025 2026	- Supply of Office Water (ISO Certified)	Kenya, Ghana
AC/03/2025 2026	- Supply of IT Equipment eg Laptops, scanners, toners, printers, softwares, computers	Kenya, Ghana, South Africa, Ethiopia, Uganda, Rwanda
AC/04/2025 2026	- Supply of office furniture and equipment	Kenya, Ghana
AC/05/2025 2026	- Supply of kitchen items and office stationery -	Kenya, Ghana

2.2. Category B -Provision of General Services.

REFERENCE NUMBER	DESCRIPTION.	LOCATION
AC/06/2025 2026	- Company auditing services and Tax Advisory Services	Kenya, Ghana

AC/07/2025 2026	- Repair and maintenance of IT equipment	Kenya, Ghana
AC/08/2025 2026	- Provision of Web designs, pitch decks, graphic designs etc	-
AC/09/2025 2026	- Provision of insurance services (registered with IRA). (Medical, WIBA, GPA)	Kenya, Ghana
AC/10/2025 2026	- Provision of office repair services - plumbing, electricals, kitchen equipments, masonry, painting, repairs and maintenance works etc (Registered with relevant authorities)	Kenya, Ghana
AC/11/2025 2026	- Repair of furniture and fittings	Kenya, Ghana
AC/12/2025 2026	- Provision of Team Building services and Events facilitators	-
AC/13/2025 2026	- Provision of Accommodation services - Nairobi, Kakuma, Kitale	Kenya
AC/14/2025 2026	- Provision of Conference location and services	Kenya
AC/15/2025 -2026	Provision of Car Hire Services	Kenya, Ghana
AC/16/2025- 2026	Provision of Air ticketing and Travel Agency Services	Kenya
AC/17/2025 -2026	Provision of Fellowship counseling services	-
AC/18/2025 2026	- Provision of Fellowship Curriculum Development and Training services.	-

AC/19/2025 2026	- Provision of Photography and Videography Services	Kenya, Ghana, Rwanda, South Africa
AC/20/2025 2026	- Provision of Entertainment Services eg DJ services, Live bands, stage designers, dancers or performers, sound equipments etc	Kenya, Ghana
AC/21/2025 2026	- Provision of Fire Extinguishers Maintenance services.	Kenya, Ghana
AC/22/2025 2026	- Provision of Air Conditioning and HAVC Maintenance services.	Kenya, Ghana
AC/23/2025 2026	- Provision of Plant Maintenance Services	Kenya, Ghana

2.3. Category B -Provision of Consultancy Services

REFERENCE NUMBER	DESCRIPTION.	LOCATION
AC/24/2025 2026	- Provision of Legal Consultancy services	-
AC/25/2025 2026	- Provision of Communications consultancy services	-
AC/26/2025 2026	- Provision of Fellowship consultancy services	-
AC/27/2025 2026	- Provision of Government Relations consultancy services	Kenya, Ghana
AC/28/2025	- Provision of Analytics consultancy services	-

2026		
AC/29/2025 - 2026	Provision of Private Sector Partnership consultancy services	-
AC/30/2025 - 2026	Provision of Financial Management consultancy services	-
AC/31/2025 - 2026	Provision of Human Resource Consultancy services	-
AC/32/2025 - 2026	Provision of Monitoring and Evaluation consultancy services	-
AC/33/2025 - 2026	Provision of Security Advisory Services	-

NB: Tenders with multiple locations, Bid for countries you have operations in that you can service.

3. MANDATORY REQUIREMENTS.

For eligibility to the procurement process , the candidates MUST provide copies of the following documents;

1. Suppliers must provide a valid tax compliance certificate or equivalent proof of tax compliance from their respective tax authority: Tax Compliance or Clearance Certificate (TCC) in Kenya, South Africa, Form 147C for EIN confirmation for US resident suppliers etc.
2. Tax Pin Certificate in country of residence as applicable e.g. KRA Pin Certificate in Kenya, EIN and ITIN for US resident individuals and companies etc.
3. Certificate of Incorporation for organizations and identification documents for individuals (e.g. National Identification Card, Passport, Tax identification document etc)
4. Insurance providers must be licensed by the relevant regulatory authority in their country of operation and provide proof of registration: Insurance Regulatory and Development Authority of India (IRDA) in India, Insurance Regulation Authority (IRA) in Kenya, National Association of Insurance Commissioners (NAIC) and state-level regulators for US based companies etc.
5. Current trade license or Business permit.
6. Three letters of recommendation from clients you have provided services to.
7. Audited financial statements for the last three(3) years
8. For repair and maintenance works: Firms in Kenya MUST provide a National Construction Authority (NCA) certificate, or the equivalent in your country. Firms from other countries MUST submit a copy of a certificate from their local construction regulatory body as applicable.

4. CONTRACT REGULATIONS

4.1. Payments and Taxes

The Amahoro Coalition is not exempt from taxes. All professional payments will be subject to Withholding taxes, depending on residency and contracting terms.

For Kenyan suppliers, all suppliers MUST provide valid eTIMS-compliant invoices furnished with our company PIN, which will be shared during contracting. US based suppliers will need to fill all relevant tax forms deemed necessary.

Payments are usually made within Thirty (30) working days from the date of invoice. For delivery based agreements, this is dependent on confirmation of deliverables.

Note that, Amahoro Coalition will only make payment in USD (US Dollars), KES (Kenya Shillings), or GHS (Ghanian Cedis). Bids must be in either of the three currencies.. The coalition will not take financial responsibility for any forex fluctuations after contracting.

4.2. Confidentiality

Information relating to the examination, evaluation of applications and recommendations for prequalification of the successful participants shall not be disclosed to applicants or any other persons not officially concerned with the process until pre-qualification of the successful applicant has been announced. Canvassing will lead to automatic disqualification.

4.3. Notification of Qualified Applicants

Applicants whose applications are determined to be successful will be notified in writing by the organization from an official email from the coalition's official domain.

4.4. Additional Information

The Amahoro coalition reserves the right to request submission of additional information from prospective bidders. Bidders will be in charge of all costs associated with submitting this tender. **Current suppliers are required to submit bids.**

The Amahoro Coalition has the right to accept or reject any application, and to annul the prequalification process and reject all applications, at any time prior to approval of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for the action taken.

5. SUBMISSION INSTRUCTIONS.

Suppliers are required to submit the following documents in their application on or **before 25th February, 2025** to: accounts@thecoalitionfrica.com

Subject: Pre-Qualification Application for [Service or Goods] e.g. Pre-qualification for the supply of Computer and Equipment.

For any inquiries concerning the pre qualification process please contact : **+254 718 374 347** or send an email to accounts@thecoalitionfrica.com

Late submissions will not be considered.

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

6. PRE-QUALIFICATION AND DATA INSTRUCTIONS.

Requests for Proposals/Quotations will be made available only to those bidders whose qualifications are accepted by The Amahoro Coalition after scoring at **least 75 points on completion** of the pre-qualification evaluation process.

6.1. Pre-qualification Data Forms.

The attached questionnaire forms AC-1, AC-2, AC-3, AC-4, AC-5, AC-6 and AC-7 are to be completed by prospective suppliers/service providers who wish to be pre-qualified for submission of quotations for the specific tender. Pre-qualification forms not filled out completely and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English.

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Amahoro Coalition in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

Prospective bidders will not be considered qualified unless in the judgment of Amahoro Coalition, they possess capability, experience, availability and suitability or working capital to satisfactorily execute the contract for the supply of goods or services.

6.2. Essential Criteria for Pre-qualification

a) Prospective Bidders/Suppliers.

Prospective bidders must have at least three years of experience in supplying goods, services, and related items. Potential suppliers must demonstrate competence, willingness, and capacity to fulfill the contract. Additionally, they must show specialized experience and the capability to organize the supply and delivery of items or services on short notice.

b) Personnel

The names and pertinent information of the personnel to execute the contract must be indicated in form AC -3.

c) Financial Condition.

The supplier’s financial condition will be determined by the latest financial statement submitted with the prequalification documents as well as letter of reference from their bankers regarding suppliers/service providers credit position. Potential suppliers/service providers will be pre-qualified on the basis of information given.

d) Past Performance Contract.

Past performance will be given due consideration in pre-qualifying of bidders. Letters of reference from past customers must be included in Form AC -6.

e) Withdrawal of Pre qualification.

Should a condition arise between the time the firm is pre—qualified 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, Amahoro Coalition reserves the right to reject the tender from such a bidder, even though they may have been initially pre-qualified.

f) Pre Qualification Criteria.

Suppliers shall be qualified based on the data and scores below;

No.	Required Information	Form Type	Points Score
1	Registration Document	AC- 1	20
2.	Pre- qualification Data	AC- 2	10
3	Financial Position	AC-3	15
4	Past Experience	AC-4	20
5	Tax Compliance	AC-5	10

6	Confidential Questionnaire	AC-6	20
7	Tax Compliance Sworn Statement	AC-7	05
	TOTAL		100

7. PRE-QUALIFICATION FORMS.

7.1. FORM AC -2 - PREQUALIFICATION DATA

General Information:

Legal Name of Firm/ Individual: _____

Post Office Address: _____

Legal Office Address: _____

City: _____

Country: _____

Telephone Number: _____ Email: _____

Contact Person: _____

Position/ Title: _____

Bank Reference(Attach Bank Details In a Letterhead and in PDF. Include address, Swift Code)

Bank name: _____

Bank address: _____

7.2. FORM AC -3 - FINANCIAL POSITION

Attach a copy of the firm's two recent and certified financial statements giving summary of assets and current liabilities/or any other financial support.

7.4. FORM AC -4 - PAST EXPERIENCE.

Names of the Applicants Clients in the last **three** years:

1st Client (Organization)

a. Name of Organization _____

b. Address of Organization _____

c. Name of Contact Person at the Organization _____

d. Telephone Number of Organization _____

e. Value of Contract (KES/USD/GHS) _____

f. Period of contract (start and end dates) _____

2nd Client (Organization)

a. Name of Organization _____

b. Address of Organization _____

c. Name of Contact Person at the Organization _____

d. Telephone Number of Organization _____

e. Value of Contract (KES/USD/GHS) _____

f. Period of contract (start and end dates) _____

3rd Client (Organization)

a. Name of Organization _____

b. Address of Organization _____

c. Name of Contact Person at the Organization _____

d. Telephone Number of Organization _____

e. Value of Contract (KES/USD/GHS) _____

f. Period of contract (start and end dates) _____

7.5. FORM AC-5 - LITIGATION HISTORY

Name of Supplier/Service Provider 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 or Against	Name of Client, Cause of Litigation and matter in dispute	Disputed Amount (Current value, KES/USD equivalent)

7.6. FORM AC-6 - CONFIDENTIAL QUESTIONNAIRE.

Give the particulars indicated in part 1 and either part 2(a) 2(b) or 2(c) whichever applies in your type of business.

PART 1 GENERAL

Business Name _____

Location of Premises _____

Plot No _____ Street/Road _____

Postal Address _____ Telephone No _____

Nature of Business _____

Current Trade License No _____ Expiring Date _____

Maximum value of business which you can handle at one time in USD _____

Countries of Operation _____

PART 2 (A) – SOLE PROPRIETOR

Full Name _____ Age _____

Nationality _____ Country of Origin _____

Citizenship Details _____

ID/Passport Number _____

Do you have a forced displacement background? Y/N: _____

Are you related with any of Amahoro Coalition Employee? Y/N: _____

PART 2 (B) - PARTNERSHIP

Provide details of the partnership in the as below:

Name	Nationality	Details	Shares

Are any of the o you have a forced displacement background? Y/N: _____

Are you related with any of Amahoro Coalition Employee? Y/N: _____

PART 2 (C) – REGISTERED COMPANY

Private or Public _____

State the nominal and issue capital of the company

Nominal (KES/USD/GHS) _____

Issued (KES/USD/GHS) _____

Give details of all directors as follows:

Name	Nationality	Details	Shares

Date _____

Signature & Stamp of Tenderer _____

7.7. FORM - AC -7 - SWORN STATEMENT.

Having studied the pre-qualification information we/I hereby state:

- a) 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/me the right to participate in due time in submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we/I shall inform you and acknowledge your right to review the pre-qualification made.
- d) We/I enclose all the required documents and information required for the prequalification evaluation.

Date _____

Applicant's Name _____

Represented By _____

Signature _____

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