



**AFRICAN ORGANISATION FOR
STANDARDISATION**

**ORGANISATION AFRICAINE DE
NORMALISATION**

PRE-QUALIFICATION FOR SUPPLIER

FOR 2025 – 2027

Select Sections

CONTACT INFORMATION

AFRICAN ORGANISATION FOR STANDARDISATION

P.O. BOX 57363-00200

NAIROBI

3RD FLOOR INTERNATION HOUSE

MAMA NGINA STREET

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WEBSITE: www.arso-oran.org



INTRODUCTION

African Organisation for Standardisation (ARSO) is Africa's intergovernmental standards body formed by the OAU (Currently the AU). The fundamental mandate of ARSO is to develop tools for standards development, standards harmonization and implementation of these systems to enhance intra-, inter- and international trade in Africa by increasing Africa's product and service competitiveness globally and uplift the welfare of African communities.

ARSO plans to prequalify applicants for the provision of various goods and services. ARSO will shortlist suppliers from the list of applicants to supply the under listed goods and services. The prequalified suppliers shall be invited to give competitive quotations for the supply of the various goods and services in accordance with ARSO financial rules (Procurement Rules).

SECTION A: PRE-QUALIFICATION OF SUPPLIERS

1. INVITATION FOR PREQUALIFICATION

ARSO plans to prequalify applicants for the provision of the following goods and services on the **LISTED ITEM CODE BELOW ONLY**:

SUPPLY OF GOODS AND PROVISION OF SERVICES	
ITEM CODE	ITEM DESCRIPTION
ARSO/PRE/003/2025-27	Supply of Newspapers, Periodicals and Magazines
ARSO/PRE/004/2025-27	Supply and Delivery of Fresh Milk
ARSO/PRE/007/2025-27	Supply of Drinking Water
ARSO/PRE/008/2025-27	Provision of Document Translation Services (Arabic, French and English, Portuguese)
ARSO/PRE/009/2025-27	Provision of Audit Services
ARSO/PRE/011/2025-27	Cleaning Services (seats, Floors, Tiles)
ARSO/PRE/016/2025-27	Provision of Internet Service
ARSO/PRE/017/2025-27	Provision of Web Hosting and Domain Registration
ARSO/PRE/018/2025-27	Repair & Maintenance of Computer, Photocopiers, Printers Machines, Telephone
ARSO/PRE/023/2025-27	Training in Standardization and Conformity Assessment
ARSO/PRE/024/2025-27	Provision of Taxi Services
ARSO/PRE/026/2025-27	Provision of Simultaneous Interpretation Services (Arabic, French and English, Portuguese)

Pre-qualification should be returned to the ARSO Central Secretariat, during normal working days Monday to Friday between 9.00a.m and 4.00p.m upon payment of a **non-refundable fee of Kes. 500** per set for each category of goods and services, as downloaded from ARSO website: www.arso-oran.org/procurement



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Completed pre-qualification documents in sealed envelopes clearly marked “**ARSO/PRE/2025-27**” indicating the **Item Code No.** and **Item Description** that the applicant wishes to be prequalified for should be addressed and delivered to:

AFRICAN ORGANISATION FOR STANDARDISATION
CENTRAL SECRETARIAT
INTERNATIONAL HOUSE 3RD FLOOR
MAMA NGINA STREET
P.O. BOX 57363 – 00200,
NAIROBI

To be received **on** or **before**. Any document received after the deadline time and date shall be rejected. ARSO reserves the right to accept or reject any application and is not bound to give any reasons for its decision.

Note: This is a prequalification of Suppliers and not for supply of goods and services.



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2. INSTRUCTIONS TO APPLICANTS

- 2.1 ARSO plans to prequalify applicants for the provision of goods and services detailed in the invitation for prequalification.
- 2.2 Interested eligible candidates may obtain further information on the ARSO Website www.arso-oran.org/procurement
- 2.3 Prequalification applications will be received by ARSO on or before **14th November 2025 at 4.00p.m**
- 2.4 Applications are open to all suppliers including current contracted suppliers.
- 2.5 Prequalification applications shall be submitted in sealed envelopes clearly marked "**ARSO/PRE/2025-27**" indicating the **Item Code No.** and **Item Description** and addressed and delivered to:

**AFRICAN ORGANISATION FOR STANDARDISATION
CENTRAL SECRETARIAT
INTERNATIONAL HOUSE 3RD FLOOR, MAMA NGINA STREET
P.O. BOX 57363 – 00200,
NAIROBI.**

The applications close on **14th November 2025 at 4.00p.m.** Any document received after the deadline time and date shall be rejected. ARSO is not liable to give any reasons for any application that may be rejected.

2.6 ARSO will not be responsible for any costs or expenses incurred by the Tenderers in connection with the preparation or delivery of these prequalification Tender documents including any costs associated with the preparation of the Tender Document and attachments.

2.7 The tenderers must familiarize themselves with the requirements of the Tender as described in this Pre-qualification tender document including all attachments

2.8 All information requested for pre-qualification shall be provided in English Language

2.9 This is a tender for prequalification of Suppliers and not for supply of goods and services.

2.10 The tenderer must observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this, the Purchaser (ARSO):

- a) defines, for the purposes of this provision, the terms set forth below as follows:
- b) "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of an officer of the Purchaser in the pre-qualification process; and



c) "Fraudulent practice" means a misrepresentation of facts to influence the pre-qualification process to the detriment of the Purchaser.

2.10.1 will reject a tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;

2.10.2 will declare a Tenderer ineligible, for pre-qualification if at any time it determines that the Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract.

2.11 Tenderers shall furnish information as described in the pre-qualification document.

3 ADDITIONAL REQUIREMENTS

3.1 Agents/distributors shall provide copies of letters of appointment by the manufacturers to be dealers

3.2 **MUST BE A REGISTERED FIRM IN KENYA** with a certificate of registration or incorporation copies of which must be attached.

3.3 Must provide Copy of current relevant trade licenses.

3.4 Must provide copy of PIN Certificates.

3.5 Provide company profile

3.6 Provide list of clients you are serving currently (at three 3).

3.7 Applicants should provide accurate information on any litigation and arbitration resulting from contracts completed or under its execution over the last one year. 3.8

Proof of professionalism and commitment to best practices e.g. membership of Institute of Certified Public Accountants of Kenya (ICPACK), Federation of Kenya Employers (FKE), Kenya Institute of Management (KIM), IATA Registration is compulsory for Air Travel Agents. etc. Attach copy of proof of memberships to professional bodies.

3.9 You may provide any other qualification you deem advantageous in the supply of the goods/services for the category (ies) you are applying for.



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SECTION B: APPLICATION FORM

Official Receipt No. _____ Prequalification Document No. _____

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (*Firm Name*) _____ hereby apply for

Registration as supplier/(s) of _____ (Item Code No.)

_____ Postal Address _____

Telephone No. (fixed line) _____ Mobile No. _____

E-mail address _____

Town _____ Building _____

Floor / Room Office _____ Street _____

Full Name of Authorized signatory _____

Designation/position _____

Official Rubber stamp and Signature _____



SECTION C: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1(a) and either part 2(a), 2(b) or 2(c) whichever applies to your type of business.

YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM.

Part 1- General:

Business Name: _____

Location of business premises: _____

Plot No: _____

Postal address: _____

Nature of business: _____

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..... _____

Part 2 (a) – Sole Proprietor:

Your Name in full _____ Age _____

Nationality _____

Country of origin _____

Citizenship details _____

Part 2 (b)-Partnership

Give details of partners as follows:

	Name	Nationality	Citizenship Details	Shares
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____



5. _____

Part 2 (c) – Registered Company

Private or Public _____

State the nominal and issued capital of the company-

Nominal Kes. _____ Issued

Kes. _____

Give details of all directors as follows

	Name	Nationality	Citizenship details	Shares
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

If Kenya citizen, indicate "citizenship details" whether by Birth, Naturalization or Registration.

(You may attach a separate sheet if more space is required. The attachment must be duly signed and stamped.)

SECTION D: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

1. Certificate of Registration/Incorporation _____ (Attach copy)
2. Valid Trade License _____ (Attach copy)
3. State PIN No. _____ (Attach copy)

.....

5. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent),
Wholesaler, Retailer, etc _____



6. State any technological innovations or specific attributes which distinguishes you from your competitors

SECTION E: TERMS OF TRADE

Part II Terms of Trade (Payment Terms)

ARSO would wish to work on deliveries after issuance of a Local Purchase/Service Order for goods and services of and payment after deliveries are made.

Confirm acceptance of this: **Acceptable/Not acceptable.**

SECTION F: LITIGATION/ARBITRATION INCIDENCES

Litigation and Arbitration Incidences

- a) Enumerate any past litigation and arbitration incidences encountered by the firm.
- b) State if the company is/was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.



SECTION G: CLIENTS DETAILS

Give details of at least 3 Reputable Organizations where you are supplying/offering these goods/services.

Client 1: Details and Contacts	
Client 2: Details and Contacts	
Client 3: Details and Contacts	
Client 4: Details and Contacts	
Client 5: Details and Contacts	



SECTION H: DECLARATION

I/We have completed these forms accurately at the time of application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further processing.

Position in the company: _____

CONCLUSION

- (i) Pre-liminary Evaluation
The following documents shall form part of evaluation
 - a. Certificate of incorporation
 - b. Trading certificate where applicable
 - c. TAX Pin certificate
 - d. Company Profile
 - e. Completion of Questionnaire

- (ii) Technical Specification
Well and clearly answered questionnaire