



KENYA WILDLIFE SERVICE

REGISTRATION OF PROFESSIONAL AND CONSULTING SERVICES

TENDER NO: KWS /SCM/REG/PR/48/2025-2026

CLOSING DATE: 5TH NOVEMBER, 2025 AT 11:00AM

KENYA WILDLIFE SERVICE

ADDRESS: P.O BOX

40241- 00100

NAIROBI

EMAIL:

hps@kws.go.ke

**PHYSICAL ADDRESS: KWS HEADQUARTERS, LANG'ATA
ROAD, OPPOSITE LANG'ATA CEMETERY**

Contents

SECTION 1: INVITATION FOR REGISTRATION.....	3
1.0 SECTION II- TENDER SUBMISSION CHECKLIST.....	4
2.0 EVALUATION.....	6
3.0 APPLICATION PROCEDURE.....	7
TABLE 1: THEMATIC AREAS ON CALL FOR REGISTERED CONSULTANTS.....	8
KENYA WILDLIFE SERVICE	13
FORM 1A: REGISTRATION OFCONSULTANT FORM(INDIVIDUAL EXPERTS/LEAD CONSULTANT....	13
FORM 1B: FORM OF CURRICULUM VITAE.....	14
SIGNATURE.....	16
FORM 2: CONFIDENTIAL BUSINESS QUESTIONNAIRE.....	17
FORMS 3A : SELF DECLARATION FORMS – DEBARRED.....	18
FORM 3B - SELF DECLARATION FORMS - CORRUPT OR FRAUDULENT PRACTICE SELF DECLARATION THAT THEPERSON/ TENDERER WILLNOT ENGAGE IN ANYCORRUPT OR FRAUDULENT PRACTICE.19	FORM 4: - REGISTRATION SUBMISSION FORM.....20

1.0 SECTION 1: INVITATION FOR REGISTRATION

TENDER NAME: REGISTRATION OF PROFESSIONAL AND CONSULTING SERVICES FOR A PERIOD OF TWO (2) YEARS. (2025-2026 & 2026-2027 FY)

TENDER NO: KWS /SCM/REG/PR/48/2025-2026

Kenya Wildlife Service (KWS) seeks to register eligible, qualified, knowledgeable, and experienced professionals from various disciplines to be engaged periodically on a short-term basis for consultancy services, either as independent individuals or firms, for a period of two years (FY 2025–2026 and 2026–2027).

Interested eligible candidates may obtain further information and registration documents from the Kenya Wildlife Service website: www.kws.go.ke or PPIP portal: www.tenders.go.ke free of charge or at the Deputy Director Supply Chain Management Office, situated at KWS HEADQUARTERS, LANG'ATA ROAD, OPPOSITE LANG'ATA CEMETERY.

Completed Registration documents are to be enclosed in plain sealed envelopes, clearly marked with the tender number and tender name and be deposited in the Tender Box situated at Main Reception Lobby, Main Entrance, KWS Headquarters, Lang'ata Road or be addressed to:

**THE DIRECTOR GENERAL
KENYA WILDLIFE SERVICE
P.O BOX 40241- 00100 NAIROBI**

KWS HEADQUARTERS, LANG'ATA ROAD P.O BOX 40241 - 00100 NAIROBI

So as to be received on or before 5th November, 2025 at 11:00am

Registration documents will be opened immediately after the deadline date and time specified above or any dead line date and time specified later. Registration documents will be publicly opened in the presence of the firm's designated representatives who choose to attend at the address below.

Kenya Wildlife Service
Vet Boardroom
P.O Box 40241- 00100, Nairobi

2.0SECTION II - TENDER SUBMISSION CHECKLIST

This list contains the mandatory requirements for the registration which must be met by each of the applicant's failure to which shall result to disqualification

2.1. Basic Eligibility Criteria

A person or firm who wishes to express interest must meet the following basic criteria:

a) Individual Consultant:

1. Have a basic university degree, in relevant area;
2. Qualification and Experience as per Table 1 below. Include persons or institutions and contact addresses (phone, email) who can be contacted on the same.
3. Submit CV, certificates and testimonials, to demonstrate that they expertise in the relevant subject matter or thematic area;
4. The Consultant Must have a current license or certificate of practice issued by the professional body;
5. The Consultant must be a Kenyan citizen and must also have a permanent Residence in the Country.
6. The Individual Consultant will remunerated in accordance with the rates determined by the KWS.
- 7.All the pages of the registration document MUST be chronologically serialized from cover page to the last page in THE FORMAT 1, 2, 3...and Must be book bond.
- 8.Where the applicant is a consulting firm the following must be met and submitted -:
 - a) Lead consultant must meet the individual criteria set out in paragraphs (1) to (7).
 - b) Certificate of Incorporation/Certificate of Business Registration) applies to consulting firms only.
 - c) A copy of Valid Tax Compliance, (If it's a consulting firm we require a valid tax compliance for the firm but for individual consultants attach a valid tax compliance for the individual consultant)
 - d) A certified copy of the county Government Business permits
 - e) Letter of recommendations from five major clients (give period and name of contact person in each organization).

- f) Demonstrate relevant experience in the area of specialization as indicated in the table 1 below. Attach proof of LSO/Contracts/service level agreements and letter of awards.
- g) Evidence of Physical address and premises (Attach copies of utility bills e.g. Electricity/water or lease agreement /title deed). KWS may visit the premises to ascertain physical address.
- h) Duly licensed by a relevant professional body and members in good standing in the professional association
- i) Audited accounts for the last two years (i.e. 2022, 2023) or Bank statements for the last 6 months. (Applies to Consulting Firms)
- j) Certified copy of Certificate of Confirmation of Directors and Shareholding (CR12) (Issued within the last 12 Months to registration Opening Date) (This applies to the consulting firm)
- k) Dully filled, signed and stamped self-declaration form that the tenderer will not engage in any corrupt or fraudulent practice, self-declaration form that the tenderer is not debarred.
- l) Power of Attorney
- m) Provide a profile demonstrating core business of the firm.
- n) Dully filled and signed confidential business question (Form S33)

3.0 EVALUATION

Firms will be shortlisted based on their technical capabilities in response to the eligibility criteria under clause 2.1.

Registration of supplier's documents received will be evaluated by the KWS and firms/individuals who meet the minimum requirements will be shortlisted. The KWS will notify both for the successful and unsuccessful individuals experts or firms. The KWS will do its due diligence to confirm information provided for the purpose of the evaluation exercise.

4.0 APPLICATION PROCEDURE

The Interested qualified individuals or firms should—

1. Download the registration document from the KWS website
2. Fill duly completed Registration of Supplier Form and Form of Cvs together with scanned copies of certificates, testimonies documents and other requirements needed, in a plain

sealed envelope marked; REGISTRATION OF PROFESSIONAL AND CONSULTING SERVICES, PREQUALIFICATION NO:

KWS /SCM/REG/PR/48/2025-2026 should be deposited in the Tender Box situated at Main Reception Lobby, Main Entrance, KWS Headquarters, Lang'ata Road.

3. Registration documents may be viewed and downloaded for free from the website www.kws.go.ke . Tenderers who download the tender document must forward their particulars immediately to hps@kws.go.ke , Telephone: +254726610508, postal address: P.O Box 40241-00100 Nairobi to facilitate any further clarification or addendum.

Deputy Director Supply Chain Management
Postal Address: P.O Box 40241-00100 Nairobi
Physical Address:
Telephone: +254726610508
Email address: hps@kws.go.ke

TABLE 1: THEMATIC AREAS ON CALL FOR REGISTERED CONSULTANTS

No	REFERENCE NO	TYPE OF CONSULTING SERVICES	EXPERIENCES NEEDED FOR INDIVIDUAL CONSULTANT AND LEAD CONSULTANT IN THE CASE OF A FIRM	STATUS
1	KWS/REG/1/2025 – 2026	Provision of Consultancy for works services (Specify the field of competency)	Registered as a Professional Architect, Quantity Surveyor, Civil Engineer, or Structural Engineer with the Board of Registration of Architects and Quantity Surveyors (BORAQS), or as a Professional Engineer with the Engineers Board of Kenya (EBK), holding a valid practicing license and possessing a minimum of five years of professional experience.	Open to all
2	KWS/REG/2/2025 – 2026	Provision of Consultancy services for MEP (mechanical, electrical, and plumbing) engineer (Specify the Discipline)	A duly registered Professional Engineer licensed by the Engineers Board of Kenya (EBK) with a minimum of five years of relevant professional experience	Open to all
3	KWS/REG/3/2025 – 2026	Provision of legal services	Registered with the Law Society of Kenya as an advocate, holding a valid practicing license and possessing a minimum of five years of professional experience.	Open to all

4	KWS/REG/4/2025–2026	EIA consultant	An Environmental Impact Assessment (EIA) expert duly registered and licensed by the National Environment Management Authority (NEMA).	Open to all
5	KWS/REG/5/2025–2026	Land surveyor	Registered as land surveyor with lands surveyor's board of kenya with a five years' experience	
6	KWS/REG/6/2025–2026	Land valuer	Registered as Valuer with valuers Registration Board (VRB) with valid license and least with a five years' experience	
7	KWS/REG/7/2025–2026	Debt collectors	Business registration certificate/Certificate of incorporation, Valid Tax compliance certificate and CR 12 not older than 12months.	
Submit supporting evidence consisting of three Local Purchase Orders with a combined value of at least Ksh. 1 million, or copies of contract agreements executed within the past two years with a total value of not less than Ksh. 1 million.				

FORM 1 A: REGISTRATION OF CONSULTANT FORM (INDIVIDUAL EXPERTS/LEAD CONSULTANT)

NAME OF APPLICANT:

POSTAL ADDRESS:

PHYSICAL ADDRESS:		
E-MAIL:		
TELEPHONE NUMBER:		
PROFILE OF INDIVIDUAL (IN NOT MORE THAN 100 WORDS):		
THEMATIC AREAS OF INTEREST (Specify area of discipline from category KWS/REG/1-7/2025– 2026)		
MAIN THEMATIC AREA (Max. of 3)		
1.	Ref No	Type of Consulting Services
2.		
3.		
4.		
Attached are the curriculum vitae, relevant certificates & testimonials		
SIGNATURE:		DATE:

FORM 1B: FORM OF CURRICULUM VITAE

NOTE: READ ALL THE INSTRUCTIONS BEFORE YOU START FILLING EACH PART. DO NOT DELETE ANY ROW OR COLUMN OF THIS TABLE, WHETHER OR NOT IT IS FILLED IN.

PART A: PERSONAL INFORMATION		
1.	NAME	
2.	NATIONALITY	
3.	POSTAL ADDRESS	

4.	PHYSICAL ADDRESS			
5.	EMAIL			
6.	TELEPHONE			
PART B: ACADEMIC QUALIFICATIONS				
7.	UNIVERSITY/UNIVERSITIES ATTENDED	UNIVERSITY	ATTAINMENT	YEAR
8.	HIGHEST DEGREE ATTAINED			
9.	OTHER DEGREES/CERTIFICATES [MAX OF 3]	INSTITUTION	ATTAINMENT	YEAR
PART C: PROFESSIONAL QUALIFICATIONS [MAX. OF 5 QUALIFICATIONS]				
10.	INSTITUTION	ATTAINMENT		YEAR

11.			
12.			
13.			
14.			
15.			
PART D: AREAS OF SPECIALISATION [NOT MORE THAN 200 WORDS]			
16.			

PART E: EMPLOYMENT HISTORY (STARTING WITH THE MOST RECENT) [MAX OF 5 INSTITUTIONS]			
	INSTITUTION	KEY RESPONSIBILITIES	YEAR(S)
17.			
18.			
19.			
20.			
21.			
PART F: TRAININGS FACILITATED IN THE LAST THREE YEARS (MAX. OF FIVE)			
	CLIENT	DESCRIPTION OF THE TRAINING	DATE
22.			
23.			
24.			
25.			
26.			

I certify that the information I have given above is accurate and true.

SIGNATURE:

DATE:

TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

a) Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

A. Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	
8		

General and Specific Details

b) Sole Proprietor, provide the following details.

Name in full _____

Age _____ Nationality _____

Country of Origin _____ Citizenship _____

c) Partnership, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

(d) Registered Company, provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent)
 Issued Kenya Shillings (Equivalent)

.....

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

(e) DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

(i) Are there any person/persons in (*Name of Procuring Entity*) who has an interestor relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in theProcuring Entity	Interest Relationship or wit hTenderer
1			
2			
3			

(ii) Conflict of interest disclosure

	Type of Conflict	Disclos ure YES ORNO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectlycontrolled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirectsubsidy from another tenderer.		
3	Tenderer has the same legalrepresentative as another tenderer		

4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this TenderDocument.		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

(f) Certification

On behalf of the Tenderer, I certify that the information given above is correct. Full Name_____

Title or Designation_____

(Signature)

(Date)

FORMS 3A: SELF DECLARATION FORMS – DEBARRED

(r.47)
FORM
SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE
MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,, of Post Office Box
being a resident of. in the Republic
of
.....do hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director / Principal Officer/Director of.(insert name of the Company) who is a Bidder in respect of Tender No. for (insert tender title/description) for..... (insert name of the Procuring entity) and duly authorized and competent to make this statement. Kenya Subsidiary Legislation, 2020
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....
(Title)

(Signature)

.....
(Date) Bidder Official Stamp

FORM 3B- SELFDECLARATION FORMS - CORRUPT OR FRAUDULENT PRACTICE
SELFDECLARATION THAT THE PERSON/ TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, of P. O. Box being a resident of
..... in the Republic of do
hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of
..... (insert name of the Company) who is a Bidder in respect of
Tender No. for
.....
(insert tender title/description) for (insert name of the Procuring
entity) and duly authorized and competent to make this statement, Kenya Subsidiary Legislation, 2020

2. THAT the aforesaid Bidder, its servants and/or agents/subcontractors will not engage in
any corrupt or fraudulent practice and has not been requested to pay any inducement to any
member of the Board, Management, Staff and/or employees and/or agents of ... (insert name
of
the
Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not
offered any inducement to any member of the Board, Management, Staff and/or
employees and/or agents of
(name
of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corruptive practice
with other bidders participating in the subject tender

5. THAT what is deposed to hereinabove is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
Date

FORM 4: - REGISTRATION SUBMISSION FORM

To:

Date: _____

Tender No.:

The Director General
Kenya Wildlife Service Po
Box 40241-00100
Nairobi

Dear Madam,

We/I, the undersigned, offer to provide the required services in accordance with your instructions and we hereby submit our Registration Document.

Our Application is binding to us and if found acceptable we shall be pleased to be included in the list of registered firms.

We understand you are not bound to accept any application you receive.

Authorized Signature:

..... Name and Title of

Signatory Name of

Tenderer

Address:

.....