



MUSLIM WOMEN ADVANCEMENT OF RIGHTS AND PROTEC

DOCUMENT FOR PRE-QUALIFICATION / REGISTRATION OF SUPPLIERS & CONTRACTORS

Provision of Goods, Services and Works — Financial Year 2026/29

CLOSING DATE: THURSDAY, 13th SEPTEMBER 2026, CLOSE OF BUSINESS

Muslim Women Advancement of Rights and Protection (MWARP)

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INTRODUCTION

Muslim Women Advancement of Rights and Protection (MWARP) is a non-governmental, non-partisan, not-for-profit making organization. It has its head-quarters in Mombasa and county offices in Kwale, Kilifi, Tana River, Lamu and Garissa. The main aim of the organization is to exist and work as a Women Rights Organization that agitates for and promotes the protection and advancement of the rights of marginalized groups, i.e. Muslim women, women in rural and hard-to-reach areas, and women and girls with no or low levels of education, among others.

The mission of the organization is to actualize and advance women's and girls' social, economic and civil rights, and it envisions "A just society where women and girls realize, embrace and enjoy their full rights and dignity." MWARP also believes in the following values: professionalism, respect for human rights, constitutionalism and the rule of law, inclusiveness, transparency and accountability, equity, and excellent quality of service.

MWARP operates under four thematic areas:

1. **Women peace and security**
2. **Women participation in leadership and governance**
3. **Sexual & gender-based violence against women and girls**
4. **Institutional strengthening and knowledge management — through research, learning, evaluation and innovation — supporting the three thematic pillars above.**

Three overarching strategies are explored across the four thematic areas:

- i. **Access to justice for women and girls**
- ii. **Systems strengthening and capacity development**
- iii. **Solidarity / movement building**

MWARP's focus has consistently been on women's rights at the heart of everything it does, using bold, innovative and holistic interventions. Our programs have over the years focused on challenging practices that undermine equity, equality and constitutionalism, promoting women's participation in decision making, and building women's financial resilience through economic empowerment.

This procurement pre-qualification document has been prepared for use by the procuring entity, Muslim Women Advancement of Rights and Protection, for prequalifying candidates wishing to tender for the supply of goods, services and works, or any other area where MWARP finds it necessary for procurement to be made through a pre-qualification process.

This document includes a form for invitation for pre-qualification, instructions to bidders, and an appendix to instructions to bidders with attached forms for candidates to complete. It was written to supply specific works, goods and services for a simple presentation; care should be taken when preparing pre-qualification documents for particular cases to ensure the criteria are clear, explicit, and reflect the needs and characteristics of the specific procurement.

Notes on using this document

- a) The forms shall require adaptation to suit the requirement of each proposed procurement as per the sub-categories listed, and can only apply to a single sub-category.
- b) Specific details, such as the names of applicants, should be furnished in the spaces indicated in the pre-qualification Form (PQ-1).
- c) Where alternative clauses or texts are shown, the user should select those that best suit the particular contract, and discard text that does not apply.
- d) The instructions to candidates should basically remain unchanged. Any necessary amendments should be made through Addenda to the Instructions for Candidates.
- e) Notes in the text of the pre-qualification document are meant to assist the procuring entity in preparing the document. They are not part of the pre-qualification document and should be deleted as the document is finalized.

Tender Name: Pre-qualification / Registration Document for Provision of Goods, Services and Works for the Financial Year 2026/29

1. Muslim Women Advancement of Rights and Protection (MWARP), herein referred to as the "Procuring Entity", intends to pre-qualify competent institutions or persons for the provision of goods, services and works, as per the sub-categories given herewith, for the financial year 2026/29.
2. Pre-qualification is open to all local suppliers duly registered in Kenya (new, and not currently registered with MWARP).
3. Tender documents containing detailed specifications, terms and conditions of tender may be obtained from our website, www.mwarp.or.ke.
4. The minimum requirements for eligibility to be pre-qualified to submit a tender for the proposed works are specified in the Instructions to Candidates and Appendix to Instructions to Bidders.
5. Applications for prequalification must be submitted via email, quoting the Tender Name and Reference Number, to the address below, not later than 13th September 2026, close of business.

THE ADHOC EVALUATION COMMITTEE
MUSLIM WOMEN ADVANCEMENT OF RIGHTS AND PROTECTION
Email: procurement@mwarp.or.ke

6. Any queries or questions arising from this document shall be directed to the Adhoc Evaluation Committee at the address above, no later than 7th September 2026.
7. Youth, Women, Persons with Disabilities (PWD) and other disadvantaged groups are highly encouraged to participate and should attach their current AGPO certificate.
8. All candidates whose applications have been received before the closing date and time will be advised in due course of the results of their applications. Only candidates pre-qualified under this pre-qualification process will be invited to tender.

1. Scope of Tender

Muslim Women Advancement of Rights and Protection, herein referred to as the Procuring Entity, intends to prequalify suppliers for the provision of goods, services and works, as explained in the Appendix to Instructions to Bidders, for the financial year 2026/2029.

2. Pre-qualification Document

This procurement pre-qualification document has been prepared for use by MWARP and is intended for prequalifying candidates wishing to tender for the supply of goods, services and works, or any other area where MWARP finds it necessary for procurement to be made through a pre-qualification process. The Procuring Entity may also use it to register candidates. The following information should therefore be observed when using this standard document:

- i. The forms shall require adaptation to suit the requirement of each proposed procurement as per the sub-categories listed.
- ii. Specific details, such as the applicant's names, should be furnished in the spaces indicated in the pre-qualification Form (PQ-1).
- iii. This document has been prepared to register providers of goods, services and works across all categories, customized to the needs of each. Care should be taken when preparing pre-qualification documents for specific cases to ensure the criteria are clear, explicit, and reflect the needs and characteristics of the specific procurement/category.

3. Submission of Application

- i. Applications for prequalification must be submitted via email, quoting the Tender Name and Reference Number, to the address below, not later than 13th September 2026, close of business (see Section I for the submission address).
- ii. All information requested for pre-qualification shall be provided in English. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English; the translation will govern and be used to interpret the information.
- iii. Failure to provide essential information for effective evaluation of the applicant's qualifications, or to provide timely clarification or substantiation of the information supplied, may result in the applicant's disqualification.
- iv. No consultations or clarification meetings will be held after the closing date above.

4. Eligible Candidates

- i. This invitation for pre-qualification is open to all eligible candidates.
- ii. All vendors found capable of performing the contract satisfactorily, in accordance with the set pre-qualification criteria, shall be prequalified.
- iii. To be eligible to tender, the applicant must:
- iv. Be duly registered in Kenya under the Companies Act of Kenya.
- v. Have a PIN certificate and valid Tax Compliance Certificate from the Kenya Revenue Authority, and other relevant mandatory pre-qualification information as required by the criteria.
- vi. Persons or institutions of persons with disabilities, women and youth with AGPO, who meet the above pre-qualification criteria, are highly encouraged to participate.

5. Tender Evaluation Period

The tender evaluation committee shall evaluate the pre-qualification within 10 days of the validity period from the tender opening date.

6. Notification of Award

- i. Before the expiration of the tender validity period, MWARP shall notify the successful Tenderers in writing that their pre-qualification has been accepted.
- ii. The notification of award shall not constitute the formation of the contract until one is finally signed by both parties.
- iii. Simultaneously with the issuance of the Notification of Award to successful Tenderers, MWARP may notify each unsuccessful applicant of their pre-qualification outcome.

SECTION III — APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the pre-qualification of candidates 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 this Appendix, the provisions of the Appendix shall prevail.

Clause Ref.	Requirement	Appendix to Instructions to Candidates
3.1.1	Name and address of the procuring entity	The name of the Client is MUSLIM WOMEN ADVANCEMENT OF RIGHTS AND PROTECTION. P.O. Box 34242-80118, Mombasa. Email: procurement@mwarp.or.ke
3.1.2	Tender Title	Pre-qualification document for the provision of goods, services and works for the financial year 2026/29.
3.1.3	Scope of the tender	General Information: a) This tender document is intended for use in prequalifying candidates wishing to tender for the supply of goods, services and works for all categories, or any other area where MWARP finds it necessary for procurement to be made through a prequalification process. b) It may also be used for the purpose of registration of candidates; care should be taken when preparing the document for a specific category to ensure the prequalification criteria are clear, explicit, and reflect the needs and characteristics of that category. c) Only one document will be used to apply for prequalification for one sub-category, and should be customized to fit the selected sub-category code. Using one document to apply for two sub-categories will lead to automatic disqualification. d) Specified Information: e) The forms shall require adaptation to suit the requirement of each proposed procurement per the sub-categories listed, and can only apply to a single sub-category. f) Specific details, such as the names of the applicant, should be furnished in the spaces indicated in the pre-qualification Form (PQ-1).
3.1.4	Statutory Requirements	Supplier's Information: a) The firm must be registered in Kenya, with a Certificate of Registration or Incorporation. b) The firm must show proof that it has paid all its tax obligations and hold a current Tax Compliance Certificate or other relevant certificate. c) The firm / individual must declare any conflict of interest. d) MWARP may carry out a source audit exercise for shortlisted prequalified suppliers. e) Any effort by a tenderer to influence MWARP in the tender evaluation, tender comparison, or contract award decisions may result in rejection of that tenderer's tender.
3.1.5	Affirmation Statement	Application must include a sworn statement form by the Tenderer, ensuring the accuracy of the information given.
3.1.6	Withdrawal of the 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

Clause Ref.	Requirement	Appendix to Instructions to Candidates
		the bidder or its ability to perform — such as, but not limited to, bankruptcy, change in ownership, or new commitments — MWARP reserves the right to reject the tender from such a bidder even though it was initially pre-qualified.
3.1.7	Type of Contract	The contract will be a fixed-sum contract based on the unit price of items listed in the bidding documents. There shall be no variation of price.
3.1.8	Date & time of closure of applications	The deadline for submission shall be before 13 th September 2026, close of business.

Standard Forms

MWARP shall consider the following criteria when assessing the application for prequalification. This prequalification application comprises the following components, all of which must be completed by the applicant:

Form	Required Information
PQ-1	Registration Documents
PQ-2	Pre-qualification Data
PQ-3	Basic Application Data
PQ-4	Financial Information
PQ-5	Sworn Statement / Affirmation

- a) Only the English Language is to be used in this prequalification application form.
- b) The prequalification application form must be typed or clearly written in indelible ink.

Form 1: Registration Documents (PQ-1)

To pre-qualify, the applicant must meet the following mandatory criteria for preliminary evaluation and attach copies of the same:

1. Certificate of registration / incorporation.
2. PIN certificate of the firm / company or individual from the KRA.
3. All Kenya Revenue Authority requirements, i.e. Tax Compliance Certificate.
4. A correctly filled Prequalification Application Form, submitted in the prescribed manner.
5. AGPO Certificate (where applicable).

I / We (Name of Company / Firm)

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Hereby apply for registration as supplier(s) for (Item Description)

Category No.

Date	Signature

Company Stamp

Confidential Business Questionnaire

You are requested to give the particulars as indicated in the registration documents. Be advised that it is a serious offence to give false information on this form.

Legal Name of the Firm

Post Office Address

Counties of Operation

Telephone	Email
Contact Person	Title

Incorporation and Registration

Date of Incorporation	Certificate Number

Nature of Business

Net worth of business (Kshs.)	Maximum value of contract you can handle at one time (Kshs.)

Your Bankers**Bank Name**

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Branch

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Postal Address

Having studied the pre-qualification information for the above project, we / I hereby state:

- f) The information furnished in our application is accurate to the best of our knowledge, and I / we have enclosed all the required documents and information required for the prequalification evaluation.
- g) That, in case of being pre-qualified, 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.

Date	Applicant's Name

Represented By (full name and designation of the person signing, official stamp or seal)

Signature

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