



Salaries & Remuneration
Commission

R e w a r d i n g p r o d u c t i v i t y

SALARIES AND REMUNERATION COMMISSION
P.O BOX 43126– 00100
NAIROBI
EMAIL: procurement@src.go.ke/ info@src.go.ke

TENDER NO. SRC/OP/42/2025-2026

REGISTRATION OF SUPPLIERS FY 2025/2026- 2027/2028

SECTION I

INVITATION TO APPLY FOR REGISTRATION OF SUPPLIERS

Name of Contract: **REGISTRATION OF SUPPLIERS**

Registration Reference No.: **SRC/OP/42/2025- 2026**

1. The Salaries and Remuneration Commission (SRC) intends to register firms/companies that would be called upon for quotation on and-when need arises to provide various services, goods, and works.
2. It is expected that the Invitation for registration will be made in March 2026. This is open to all who are qualified as per the category table below.

No	Category	Eligibility
1	Provision of general supplies	AGPO
2	Provision of creative design, promotional items, and general printing works	AGPO
3	Supply of computer hardware, software, and related accessories	AGPO
4	Supply of office equipment	AGPO
5	Supply of furniture and fittings	AGPO
6	Supply of office stationery	AGPO
7	Provision of air tickets	AGPO
8	Provision of airtime	OPEN
9	Provision of car service and maintenance	APPROVED GARAGES BY PUBLIC WORKS
10	Provision of outside catering, conference, and hotel services	OPEN
11	Provision of car wash services	OPEN
12	Provision of short-term survey services	OPEN
13	Repairs and general maintenance of buildings and other related works	AGPO
14	Supply of water and lease dispensers	OPEN
15	Provision of Electrical Works	AGPO
16	Provision of plumbing works	OPEN
17	Provision of furniture repair works	OPEN
18	Provision of legal services	OPEN

19	Provision of courier services	OPEN
20	Provision of preventive maintenance, repair of computers, printers, photocopiers and other office equipment	OPEN

3. Instructions to tenderers as below can be viewed and downloaded for free from the website www.src.go.ke; and www.tenders.go.ke; . Tenderers are expected to upload their documents as per the instructions to tenderers.
4. Applications for Registration should be submitted online at SRC website- supplier registration form, link <https://src.go.ke/work-with-us/tenders/> or before **18th March 2026 at 10.00 am.**
5. Late applications will be rejected.
6. The addresses referred to above are

Address for obtaining further information

Salaries and Remuneration Commission

5th Floor, Williamson House, 4th Ngong Road, Upper Hill- Nairobi

P.O. 43126 – 00100

NAIROBI, KENYA

Head of Procurement, Tel: 020 2710065 Email: procurement@src.go.ke

**COMMISSION SECRETARY
3RD MARCH 2026**

SECTION II

INSTRUCTIONS TO TENDERERS MANDATORY REQUIREMENTS

REGISTRATION DATA SHEET (RDS)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
ITA 1.1	<p>The Procuring Entity is: SALARIES AND REMUNERATION COMMISSION P.O BOX 43126- 00100, NAIROBI TEL: +242 (020) 2710065 WEBSITE: WWW.SRC.GO.KE</p> <p>The identification of the Invitation for Registration is: SRC/OP/42/2025/2026-2027/2028</p> <p>The particular type of Registration is on: List of suppliers</p>
ITA 5.2	Maximum number of members in the JV shall be: NOT REQUIRED
B. Contents of the Document	
ITA 8.1	For clarification purposes, the Procuring Entity's address is procurement@src.go.ke
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than Seven (7) days from closing date.
ITT 9.2	Addendum issued shall be published at the website www.src.go.ke
C. Preparation of Applications	
ITA 12.1 (d)	The Applicant shall submit with its Application, the following additional documents: <i>(NOT APPLICABLE)</i>
ITA 15.2(b)	The source for determining exchange rates is <i>[NOT APPLICABLE]</i>
D. Submission of Applications	
ITA 17.1	The deadline for Application submission is: 18th March 2026 at 10.00am
ITA 18.1	Late Applications will be rejected
ITA 19.1	The Procuring Entity will not accept late applications.
ITA 20.1	The opening of the Applications shall be at 18 th March 2026 at 10.00am
E. Documents to upload	
<p>The following entries/documents have to be uploaded through the online supplier registration form at the SRC website- link https://src.go.ke/work-with-us/tenders/</p> <p>1. Details Supplier (Name, email address, telephone number)</p>	

2. Select the appropriate category
3. Director's names and attached IDs
4. e-GP Number
5. Copy of KRA PIN certificate
6. Registration Certificate
7. CR12 or any other ownership document
8. Copy of valid Tax Compliance
9. AGPO Certificate (if any)

Suppliers who apply for Categories 7, 8, 9, and 10 will be engaged in a framework contract after registration by the Commission.

F. Procedures for Evaluation of Applications

ITA 25.1	At this time the Procuring Entity <i>does not intend</i> to execute certain specific parts of the Works by sub-contractors selected in advance.
ITA 31.1	<p>An Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint in writing (by the quickest means available, that is either by hand delivery or email), to the address below;</p> <p>Commission Secretary Salaries and Remuneration Commission (SRC) P.O Box 43126- 00100 NAIROBI Email. procurement@src.go.ke</p>