
KENYA INVESTMENT AUTHORITY (INVEST KENYA)**REQUEST FOR REGISTRATION****Reference No.: InvestKenya/IPREG/1/2026–2027****REGISTRATION FOR PANEL INVESTOR SERVICE PROVIDERS**

Closing Date & Time: 21st August 2026 at 11:00 a.m. (East Africa Time)

1.0 INTRODUCTION

Kenya Investment Authority (Invest Kenya) is a State Corporation established under the Investment Promotion Act, 2004, Cap 485, mandated to promote and facilitate investment in Kenya. As the country's focal investment promotion agency, Invest Kenya provides investors with investment information, facilitation services, aftercare support and policy advocacy.

Investors setting up offices and operations in Kenya need reliable local providers of everyday goods and services, from banking and insurance to ICT, premises, logistics and travel. Invest Kenya is therefore registering a Panel of Service Providers to Investors and invites applications from firms that wish to be listed.

2.0 OBJECTIVE OF THE PANEL

The objective of this registration is to prequalify and maintain a panel of competent and reputable service providers, in the categories set out in Section 3, for referral to investors setting up or operating in Kenya. The terms of each engagement are agreed directly between the investor and the firm and will vary according to individual investor requirements.

3.0 SCOPE OF SERVICES AND CATEGORIES

The panel covers the goods and services most frequently required by investors establishing and operating in Kenya. Applicants should indicate the category code or codes applied for:

Category code	Description
InvestKenya/IP/001/2026–2027	Provision of Banking Services
InvestKenya/IP/002/2026–2027	Provision of Insurance Services
InvestKenya/IP/003/2026–2027	Provision of Systems and Software, Internet Service Provider (ISP) and Related ICT Services
InvestKenya/IP/004/2026–2027	Provision of Property and Real Estate Management Services
InvestKenya/IP/005/2026–2027	Provision of Travel Agency Services, Air Ticketing and Travel Arrangements (IATA Registered)
InvestKenya/IP/006/2026–2027	Provision of Transport and Logistics, Car Hire and Taxi Services
InvestKenya/IP/007/2026–2027	Provision of Customs Clearing Services
InvestKenya/IP/008/2026–2027	Provision of Warehousing and Material Handling
InvestKenya/IP/009/2026–2027	Provision of Delivery, Courier and Freight Services

4.0 BENEFITS OF PANEL MEMBERSHIP

Invest Kenya is the first port of call for investors establishing operations in Kenya, and panel firms are those investors are referred to for the goods and services they need. Panel membership offers your firm:

- Direct referrals to a growing pipeline of domestic and foreign investors setting up and operating in Kenya;
- National and global visibility, with your firm listed in Invest Kenya's published panel of service providers and promoted across the Authority's website, publications and digital channels;
- Global marketing exposure through Invest Kenya's investment promotion activities, including the flagship "Why Kenya" investor presentations delivered at international conferences, global roadshows, trade and investment missions and diaspora engagements;
- Priority invitations to investor conferences, sector forums and business matchmaking events convened by Invest Kenya in Kenya and abroad;
- Early insight into investor demand across sectors; and
- A gateway to long-term client relationships, as investors referred at market entry grow into established operations.

5.0 ELIGIBILITY AND MANDATORY DOCUMENTS

To be eligible, applicants must submit copies of the documents below. These are assessed on a pass/fail basis, and a missing document may lead to disqualification.

- Company profile;
- Certificate of Incorporation or Business Name registration, with CR12 for limited companies issued within the last three (3) months;
- Valid Tax Compliance Certificate and the company's VAT/PIN certificate;
- Valid business permit from the relevant licensing authority;
- At least five (5) letters of commendation from corporate clients;
- For services of a professional nature, certification and registration with the relevant regulator or professional body; and
- Duly completed and signed forms in Annexes A to F.

Applicants must also comply with all statutory requirements, including registration for VAT and remittance of taxes due. All pages of the submission and its attachments should be securely bound, paginated, and serialised.

6.0 QUALIFICATION AND EXPERIENCE

- i. Company profile and capacity: complete Annex B, setting out the firm's legal status, licensed line of business, personnel, facilities and the maximum value of business it can handle at any one time.
- ii. Relevant experience: details of at least five (5) previous contracts in the goods or services applied for, with client names, contract values and contact details.

iii. Standards and certification: evidence of Kenya Bureau of Standards or equivalent certification where applicable and authorised-dealer status where the applicant is not the manufacturer.

7.0 EVALUATION CRITERIA AND METHODOLOGY

Stage 1: Preliminary (Mandatory) Evaluation. Applications are checked for completeness and for the mandatory documents in Section 5 on a pass/fail basis. Only applications that pass proceed to Stage 2.

Stage 2: Technical Evaluation. Compliant applications are scored against the criteria below. A firm must attain the minimum qualifying score of 70% to be admitted to the panel.

Evaluation criterion	Weight (%)
Firm experience and track record in similar goods or services	30
Capacity to deliver: personnel, facilities, equipment and stockholding	25
Client references and past performance	20
Geographic coverage, responsiveness and service levels	20
Completeness and quality of submission	5
TOTAL	100

Invest Kenya may verify any information submitted and undertake further due diligence where necessary, including by visiting the applicant's premises. Firms should apply only within the lines of their registered business.

8.0 PANEL TERMS AND CONDITIONS

- The panel shall be valid for two (2) years, subject to periodic review, after which it may be renewed or re-advertised;
- Referrals shall be made on a transparent, fair and non-exclusive basis, with investors selecting their preferred firm from the panel;
- All contractual and commercial arrangements shall be solely between the investor and the selected firm, and Invest Kenya shall bear no liability for such engagements;
- Successful firms will be required to sign a Panel/Service Level Agreement, comply with the Invest Kenya Code of Conduct, and maintain all applicable registrations and insurance;
- Invest Kenya may invite open tenders for goods, works or services in any category as and when required, in line with the Public Procurement and Asset Disposal Act, 2015 and the Regulations.

9.0 GOVERNANCE, SAFEGUARDS AND DISCLAIMERS

- Panel membership is open to all qualifying applicants on published criteria. No applicant is granted preferred status;

- ii. Invest Kenya acts as facilitator and convenor, not as a broker or agent. Panel membership is not accreditation, endorsement, investment advice, credit approval, a guarantee of work or referrals, a Government guarantee or a commitment of public funds;
- iii. On admission, successful firms will receive a service level agreement setting out contract conditions, service standards and any applicable registration or administrative fees;
- iv. Applicants must disclose any conflicts of interest that may arise;
- v. Invest Kenya reserves the right to accept or reject any application, to verify any information submitted including through site visits, and to amend, suspend or cancel this process at any stage without incurring any liability. Applicants bear their own costs of preparing and submitting applications;
- vi. Information is provided for preliminary screening only. Anyone supplying information must correct a material inaccuracy promptly. So far as the law allows, Invest Kenya gives no warranty as to completeness, accuracy, bankability or outcome; and
- vii. Nothing in this document excludes any public-law duty, or any liability that cannot lawfully be excluded, including liability for fraud, willful misconduct, gross negligence, breach of confidence or breach of data-protection law.

10.0 CONFIDENTIALITY AND DATA PROTECTION

Information submitted will be treated in accordance with the Data Protection Act, 2019. By applying, firms consent to Invest Kenya publishing their name and service category in the panel of service providers made available to investors. Personal data collected will be used only for the purposes of this registration and the operation of the panel.

11.0 REQUESTS FOR CLARIFICATION

Interested applicants may obtain further information in writing from the address below during official working hours. All requests for clarification shall be received at least seven (7) days before the closing date.

Managing Director/CEO

Kenya Investment Authority (Invest Kenya)

Old Mutual Tower, 14th & 15th Floors, Upper Hill Road

P.O. Box 55704-00200, Nairobi, Kenya

Email: procurement@investkenya.go.ke | Copy to: ceo@investkenya.go.ke

Tel: +254 730 104 200 / +254 730 104 210

12.0 SUBMISSION OF APPLICATIONS

The registration documents may be downloaded from the Invest Kenya website (<https://www.investkenya.go.ke/resources/>) or the Public Procurement Information Portal (www.tenders.go.ke). Firms that download the documents are encouraged to register their details by emailing procurement@investkenya.go.ke to receive any clarifications or addenda.

Applications should state clearly the category code or codes applied for, be signed by an authorized representative under the company seal or stamp, and include all supporting documents. Answers should be relevant to the goods or services applied for and as clear and concise as possible.

Completed applications may be delivered either:

- In hard copy, in a plain sealed envelope clearly marked with the relevant category code and description (for example, "InvestKenya/IP/001/2026–2027: PROVISION OF BANKING SERVICES"), and deposited in the Submission Box (Tender Box) on the 15th Floor, Old Mutual Tower, Upper Hill Road, Nairobi, or addressed to:
Managing Director/CEO
Kenya Investment Authority (Invest Kenya)
15th Floor, Old Mutual Tower, Upper Hill Road
P.O. Box 55704–00200, City Square
Nairobi, Kenya
- By email to procurement@investkenya.go.ke, quoting the relevant category code and description in the subject line.

Submissions must be received on or before the closing date and time indicated on the cover. Applications received after the deadline shall not be considered.

Applications will be opened immediately thereafter in the 15th Floor Boardroom in the presence of applicants or their representatives who choose to attend.

MANAGING DIRECTOR/CEO

KENYA INVESTMENT AUTHORITY (INVEST KENYA)

Annex A APPLICANT DETAILS

Name / Business Name

Postal Address

Telephone / Fax

E-mail

Category Code

Category Description

Date Submitted

Annex B SERVICE PROVIDER REGISTRATION QUESTIONNAIRE

Carefully read the instructions in this document before completing the questionnaire. Answers should be relevant to the goods, services or works applied for and as clear and concise as possible.

A. Company Profile

Company Name

Trading Name (if different)

Legal status (partnership / sole proprietor / limited company, etc.)

Nature of business licensed to operate

Contact person: Name and Title

Telephone and E-mail

Physical location and Postal Address

Website

Names of Directors and their nationality

Name of Bank and Branch

Name of Insurers

B. Eligibility

1. Have you or your principals been the subject of legal proceedings for insolvency, bankruptcy or receivership, or had business activities suspended for related reasons? (If yes, provide documentary evidence that you are cleared and solvent.)
2. Are you, your servants or agents the subject of legal proceedings for corrupt or unethical business practice, or have you offered any inducement to a procurement entity? (Yes / No)
3. Has the firm or any of its directors been debarred or suspended from participating in public procurement, or have any such proceedings been initiated? (Yes / No)

C. Capability and Competence

What goods/services do you wish to be considered for (indicate category and code)?

Number of employees (permanent and temporary)

Are you a manufacturer / wholesaler / retailer / other (specify)?

Are your products/services certified by the Kenya Bureau of Standards or an accredited body (attach evidence)?

If not a manufacturer, are you an authorised dealer?

Major corporate clients for the past two (2) years (name, service, value and contact)

Average response time to a request for quotation/RFP

Maximum value of business you can handle at any one time (KES)

Do you accept payment terms of 30 days from date of invoice/acceptance? (Yes / No)

D. Past and Current Performance

Prospective service providers are required to demonstrate their experience by providing details of at least five (5) previous contracts (attaching copies of contracts or orders):

No.	Name of organization	Item description	Value of contract	Contact person
1				
2				
3				
4				
5				

Annex C CONFIDENTIAL BUSINESS QUESTIONNAIRE

The Applicant is instructed to complete the particulars in this form (one form for each entity if a joint venture). It is an offence to give false information on this form.

Applicant's Details

Name of the Procuring Entity: Kenya Investment Authority (Invest Kenya)

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Reference number of the registration

Name of the Applicant

Full address and contact details (country, city, location, building, floor, postal address, contact person and e-mail)

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Current trade licence registration number and expiry date

Registering body/agency (name, country and full address)

Description of nature of business

Maximum value of business the Applicant handles

Whether listed on a stock exchange (state which)

Disclosure of Interest

Are there any persons in Kenya Investment Authority who have an interest in or relationship with this firm? (Yes / No).

If yes, provide the name, designation in the procuring entity, and the interest or relationship with the Applicant.

Annex D CERTIFICATE OF INDEPENDENT SUBMISSION

I, the undersigned, in submitting the accompanying registration to Kenya Investment Authority, certify the following to be true and complete in every respect:

- i) I have read and understand the contents of this Certificate;
- ii) I understand that the application will be disqualified if this Certificate is found not to be true and complete;
- iii) I am the authorised representative of the Applicant with authority to sign this Certificate and to submit this application on behalf of the Applicant;

- iv) The Applicant has arrived at this application independently, without any consultation, communication, agreement or arrangement with any competitor regarding prices, methods or formulas used to calculate prices, the intention to submit (or not submit) an application, or the submission of an application that does not meet the requirements, except as specifically disclosed; and
- v) The terms of the application have not been, and will not be, knowingly disclosed by the Applicant, directly or indirectly, to any competitor prior to the official opening of applications or admission to the Panel, whichever comes first, unless otherwise required by law.

Name

Title / Designation

Signature and Date

Annex E SELF-DECLARATION FORMS

Form SD1: Declaration that the Applicant is not debarred under the Public Procurement and Asset Disposal Act, 2015

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

1. THAT I am the Company Secretary / Chief Executive / Managing Director / Principal Officer / Director of (insert name of the company), which is a Applicant in respect of registration No. for (insert title), and I am duly authorized and competent to make this statement;
2. THAT the aforesaid Applicant, its directors and subcontractors have not been debarred from participating in procurement proceedings under Part IV of the Act; and
3. THAT what is stated herein above is true to the best of my knowledge, information and belief.

Name

Title

Signature

Date

(Affix Applicant's official stamp)

Form SD2: Declaration that the Applicant 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 the following statement:

1. THAT I am the Chief Executive / Managing Director / Principal Officer / Director of (insert name of the company), which is a Applicant in respect of registration No. for (insert title), and I am duly authorised and competent to make this statement;

2. THAT the aforesaid Applicant, its servants, agents and/or subcontractors will not engage in any corrupt or fraudulent practice, and have not offered or been requested to pay any inducement to any member of the Board, management, staff, employees or agents of Kenya Investment Authority;
3. THAT the aforesaid Applicant will not engage in any collusive practice with other applicants participating in the subject registration; and
4. THAT what is stated herein above is true to the best of my knowledge, information and belief.

Name

Title

Signature

Date

(Affix Applicant's official stamp)

Annex F DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I, (name), on behalf of (name of the business/company/firm), declare that I have read and fully understood the contents of the Public Procurement and Asset Disposal Act, 2015, the Regulations, and the Code of Ethics for persons participating in public procurement and asset disposal in Kenya, and my responsibilities under the Code. I hereby commit to abide by the provisions of the Code of Ethics.

Name of authorised signatory

Position

Name of firm/company

Office address

Telephone and e-mail

Signature and date

(Company seal / rubber stamp where applicable)

Witness

Name

Signature and date