Regional Centre for Mapping of Resources for Development
RCMRD

PREQUALIFICATION OF SUPPLIERS, CONTRACTORS, AND SERVICE PROVIDERS

Financial Years 2026–2028

The **Regional Centre for Mapping of Resources for Development (RCMRD)** is an intergovernmental organization that provides specialized services in surveying, mapping, remote sensing, geographic information systems (GIS), and related technical support to its Member States, partners, and clients. Established under the auspices of the **United Nations Economic Commission for Africa** and the **African Union**, RCMRD currently has **20 contracting Member States** in Eastern and Southern Africa: **Botswana, Burundi, Comoros, Eswatini, Ethiopia, Kenya, Lesotho, Malawi, Mauritius, Namibia, Rwanda, Seychelles, Somalia, South Africa, South Sudan, Sudan, Tanzania, Uganda, Zambia, and Zimbabwe.**

RCMRD Headquarters: Kasarani Road, opposite Kasarani Police Division Headquarters, Nairobi, Kenya.

RCMRD wishes to pre-qualify suppliers, contractors, and service providers for the provision of goods, works, and services for the financial years 2026–2028.

CATEGORIES OF PREQUALIFICATION

CATEGORY A: GOODS

CODE	DESCRIPTION
A1	Supply of stationery and large format papers (24", 36", 42")
A2	Supply of office furniture and fittings
A3	Supply of genuine printer cartridges and toners
A4	Supply and/or hire of surveying equipment (total stations, GPS, PDAs, drones, LiDAR scanners)
A5	Supply of computer hardware, software, servers, printers, ICT accessories, and technical support
A6	Printing and branding services (calendars, diaries, brochures, annual reports, T-shirts, conference bags)
A7	Supply or hire of audiovisual equipment, networking and telecommunication equipment, videography and photography services

A8	Supply of cleaning materials, janitorial equipment, gardening tools, PPE (personal protective equipment)
A9	Supply of corporate promotional items and gifts
A10	Supply of networking and telecommunications equipment
A11	Supply of drinking water and leasing of water dispensers
A12	Supply of medical and first-aid equipment

CATEGORY B: WORKS

CODE	DESCRIPTION
B1	General building construction, renovation, and maintenance
B2	Maintenance of generators, solar installations, and standby power systems
B3	Maintenance of PABX, IP phone systems, and CCTV systems
B4	Firefighting equipment, fire alarm, and detection systems installation & maintenance
B5	Borehole drilling, maintenance, and water pump services
B6	Installation and maintenance of mechanical ventilation and air conditioning systems
B7	Maintenance and servicing of lifts and escalators
B8	Swimming pool chemicals supply and maintenance services
B9	Water purification consumables and servicing of water purification plants
B10	Electrical installation and maintenance services
B11	Plumbing, drainage, and sanitation maintenance services
B12	Carpentry, joinery, partitioning, painting, and interior decoration services
B13	Pest control, fumigation, and rodent management services
B14	Waste management, collection, recycling, and disposal services
B15	Access control and biometric systems installation and maintenance
B16	Vehicle maintenance, servicing, and repair, including supply of spare parts
B17	Water heating and solar equipment supply, repair & maintenance

CATEGORY C: SERVICES

CODE	DESCRIPTION
C1	Outsourced security services
C2	Transport services, including hire of saloon cars, 4WDs, buses, and airport transfers
C3	Outsourced cleaning services and sanitary bin management
C4	Consultancy services (organizational review, strategic planning, training, proposal writing)
C5	Leasing of multifunctional printers, plotters, and large format printers (≥42 inches)
C6	Website design, development, and hosting services
C7	ICT consultancy, systems development, cloud, and cybersecurity services
C8	Audit services (financial, IT, compliance, environmental)
C9	Insurance services and risk advisory

C11	Courier, logistics, and local/international moving services
C12	Translation and interpretation services
C13	Video production, corporate photography, live streaming services
C14	Travel management and air ticketing services
C15	Training and capacity building services (technical and non-technical)
C16	Legal advisory and corporate governance services

APPLICATION INSTRUCTIONS

1. All applications must be submitted using the **Supplier Prequalification Questionnaire**, available at the RCMRD eProcurement Portal by 2 pm 24th August 2026 on https://eprocurement.rcmrd.org/.

2. A **non-refundable fee of Kshs 2,000** per category/service/item applies. Payment must be made via:

    - NCBA, Thika Road Mall Branch – Account No.6436130012
    - Paybill 880100 – Account No.6436130012

3. Applications must be submitted **before the stated deadline** on the eProcurement portal. Late submissions will **not be accepted**.

4. All suppliers, including those currently on RCMRD's list, must **apply afresh**.

5. Proof of payment must be uploaded .

6. Enquiries that may arise from the pre-qualification document should be channeled to the procurement@rcmrd.org cc: rcmrd@rcmrd.org

7. All applications must be addressed to;

THE DIRECTOR GENERAL
REGIONAL CENTRE FOR MAPPING OF RESOURCES
FOR DEVELOPMENT
Kasarani Road, P. O. Box 632-00618 Thika Road, Nairobi, Kenya
Tel: +254-20-8560227/8561775/8560265/Fax: +254-20-8561673
Website: http://www.rcmrd.org

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SECTION 2: CONFIDENTIAL QUALIFICATION QUESTIONNAIRE

INSTRUCTIONS

1) You are requested to provide particulars as in part II, III, IV, V, VI, VII, VIII, IX & X of this form.
2) RCMRD attaches great importance to correct information given. If the information given is found to be incorrect, the applicants shall be rendered ineligible for qualification.
3) RCMRD reserves the right to visit and inspect business of all applicants.
4) All the information provided will be treated as confidential but will not necessarily be used as the only basis of qualifying or rejecting an applicant as a supplier/contractor.
5) Copies of all relevant registration certificates, Licenses **MUST** be attached.
6) This form is eligible for one category/specialty of goods/services. Suppliers/contractors who wish to be qualified for more than one category need to pay for each category.
7) Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to RCMRD. Suppliers who are not prequalified or fail to meet the prequalifying criteria will not be allowed to participate in the Tenders/RFQs/RFPs
8) Please upload proof of payment of the nonrefundable Kes. 2,000.00.
9) Prospective suppliers and contractors must have carried out successful supply and delivery of similar items / services to other institutions. Potential candidates must demonstrate the willingness and commitment to meet the pre-qualification criteria.
10) The document includes questionnaires for s and instructions for prospective suppliers. In order to be considered for pre-qualification, prospective supplier must provide requested proof and all other information requested.
11) Enquiries that may arise from the pre-qualification document should be sent to the procurement@rcmrd.org cc: rcmrd@rcmrd.org
12) Interested firms may upload documents from https://eprocurement.rcmrd.org/

EVALUATION CRITERIA

Evaluation Criteria	Required Information	Score
Presentation of the document	Duly filled Confidential Business Questionnaire; Having all the necessary sections, document having page numbers	5
Address and Contact Information	Physical address, postal address, email addresses, telephone numbers, contact persons, website and other digital presence	10
Human Resource	Details of key staff depending with the category applied for, should include required qualification (copies of certificates), organization structure, experience of staff Qualification of CEO, Director or sole proprietor	20 10
Company Experience	Relevant previous experience descriptions well indicating, the amount involved and contact person with Telephone No and email. 5 marks for each to a maximum of 5 Relevant previous experience evidence, like LPO, Contract, award letter, recommendation letters, completion letter. 10 marks if not listed thus have not earned the marks in above and 5 marks if has earned on listing.	25 25
General Assessment	Description of their process, SOP, work plan of operations, evaluation of their presence in digital space, their vision, mission, core values etc.	5
TOTAL		100

Qualification threshold: 70 points and above