SUPPLIER REGISTRATION & PREQUALIFICATION FORM

Document Reference: FIN-FRM-001

Registration Reference: LY/PQ/001/2026–2028

Version: 1.0

Validity: Two (2) years from the date of approval

To be completed by prospective suppliers who wish to provide goods or services to Leading Young.

The information provided is confidential and solely for the use of Leading Young.

SECTION I: INVITATION TO REGISTER AS A SUPPLIER

1. Leading Young invites applications for registration of suppliers of goods and services for the period 2026–2028, under Registration Reference LY/PQ/001/2026–2028.
2. Applicants must indicate the category code(s) and description(s) applied for, drawn from the Schedule of Categories at the end of this Form, and must provide the mandatory documents listed in Section III.
3. Completed forms and supporting documents shall be submitted by email to *procurement@leadingyoung.org,* with the subject line: LY/PQ/001/2026–2028 | (Category Code)| (Business Name), on or before (30th November 2026 at 12.00 Noon), which shall be set not less than twenty-eight (28) days from the date of invitation. Late applications will not be accepted.
4. Applications will be evaluated within approximately fourteen (14) days of the closing date, and feedback will be communicated by email. Leading Young may seek clarification and reserves the right to verify any information provided, including by visiting the applicant's premises, without notice.
5. Registration does not create any contractual obligation on the part of Leading Young, and Leading Young is not obliged to invite quotations or award any business to any registered supplier. Leading Young reserves the right to accept or reject any application without assigning reasons.
6. Registration is valid for two (2) years, subject to continued statutory compliance. Registered suppliers shall provide an updated Tax Compliance Certificate annually, shall notify Leading Young of any material change in their circumstances, and may be re-screened at any time. Registration may be suspended or withdrawn where a supplier no longer meets the requirements of this Form.
7. Requests for clarification may be made in writing to (*procurement@leadingyoung.org*) not later than (seven (7) days)before the closing date.

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SECTION II: ELIGIBILITY AND INSTRUCTIONS

Eligibility

- Employees and Board members of Leading Young, and their spouses and children, are not eligible to register as suppliers.
- An applicant related to, or with any business or personal connection to, any Leading Young employee or Board member must disclose the relationship in Part C. Non-disclosure is grounds for disqualification and removal from the register.
- Applicants involved in corrupt or fraudulent practices, debarred from participating in public procurement, or subject to related proceedings, are not eligible.
- Applicants must have complied with all statutory requirements, including tax registration, remission of taxes, and onboarding on the Kenya Revenue Authority's electronic Tax Invoice Management System (eTIMS).
- Small-scale suppliers and individual professionals without business registration are eligible under the individual tier of Section III, for routine, low-value supply categories only, within the procurement thresholds set in the Finance Policy & Procedures Manual. Where engagements with such a supplier become substantial or recurring, continued registration for the affected categories requires upgrade to the registered-business tier within ninety (90) days.

INSTRUCTIONS.

- Read the whole Form before completing it. Answers must be relevant to the category applied for, clear, and concise.
- The Form must be completed in full and signed by an authorised representative under the business's stamp or seal. Submission of false information leads to automatic disqualification.
- Suppliers are registered within the lines of their registered business. Apply only for categories you are licensed and able to serve.

PAYMENT TERMS AND CHANNELS.
Leading Young pays suppliers by bank transfer or to a registered business paybill or till only never to a personal mobile money line. Payment is made against a valid eTIMS invoice, within thirty (30) days of delivery and acceptance of goods or services, subject to withholding tax where applicable by law. The payment details provided in Part B of this Form constitute the supplier's payment mandate. Any change to payment details must be instructed in writing by an authorised signatory of the supplier and will be verified by a call-back to the authorised signatory's telephone number held on this Form never to a number provided in the change request itself before taking effect.

SECTION III: MANDATORY REQUIREMENTS

Attach copies of the following. Only applications meeting all mandatory requirements proceed to evaluation.

Requirements are tiered so that capable small suppliers and individual professionals are not excluded. Items 1—5 apply to ALL applicants; items 6—8 apply to registered businesses; item 9 applies to individual professionals, sole practitioners, and small-scale traders.

NO.	MANDATORY DOCUMENT	ATTACHED
1	KRA PIN Certificate	☐
2	Valid Tax Compliance Certificate	☐
3	Evidence of eTIMS onboarding (e.g. a sample eTIMS invoice). This is a statutory requirement for payment and cannot be waived; applicants not yet onboarded may apply and complete eTIMS Lite onboarding (via eCitizen) before first engagement our Finance Office can guide you.	☐
4	Proof of bank account in the applicant's name (bank letter, cancelled cheque, or recent statement header)	☐
5	Duly completed and signed Supplier Registration & Prequalification Form	☐
6	Certificate of Business Registration or Incorporation in Kenya (registered businesses)	☐
7	Valid Business Permit (registered businesses)	☐
8	CR12 Certificate of Confirmation of Directors and Shareholding (limited companies)	☐
9	National ID and, where applicable, professional licence or certification (individual professionals, sole practitioners, and small-scale traders; a professional licence may stand in lieu of a Business Permit where a permit is not applicable to the practice)	☐

Client references are provided in Part E and verified during evaluation.

SECTION IV

SUPPLIER QUESTIONNAIRE — TO BE COMPLETED BY THE APPLICANT

PART A — BUSINESS PROFILE

Business / Company name	
Trading name (if different)	
Legal status (sole proprietor / partnership / limited company / other)	
Nature of business licensed to operate	
Business Registration / Incorporation No.	
KRA PIN	
Contact person (name and title)	
Telephone	
Email address	
Postal address	
Physical location (building, street, town)	
Directors / partners / proprietor (names and nationality)	
Category code(s) and description(s) applied for	

PART B — PAYMENT DETAILS (SUPPLIER PAYMENT MANDATE)

Bank name and branch.	
Bank account name (must be the business name).	
Bank account number.	
M-Pesa paybill / business till number (if any).	
Registered name of the paybill / till (must match the invoicing name).	
Authorised signatory for payment matters (name, position, and direct telephone number — used to verify any future change to these details).	
Proof of bank account attached (Section III, item 4).	☐ Yes

I confirm that the accounts above are the business's own corporate collection channels, that the registered names match the name under which this business invoices, and that any change to these details will be instructed in writing by an authorised signatory and is subject to verification by Leading Young before taking effect. Initials: _____

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PART C — ELIGIBILITY AND INTEGRITY

NO.	QUESTION	RESPONSE
C1	Have you or your principals been subject to legal proceedings for insolvency, bankruptcy, or receivership, or had business activities suspended for related reasons? If Yes, attach evidence of clearance.	☐ Yes ☐ No Details:
C2	Have you, your directors, or agents been subject to proceedings for corrupt or unethical business practice?	☐ Yes ☐ No Details:
C3	Have you, your directors, or agents offered any inducement to any entity to be considered for an award of business?	☐ Yes ☐ No Details:
C4	Has the business or any of its directors been debarred or suspended from participating in public procurement, or listed on any donor or multilateral debarment list (e.g. World Bank, United Nations), or are such proceedings pending?	☐ Yes ☐ No Details:
C5	Is the business or any director currently involved in litigation that is material to this application?	☐ Yes ☐ No Details:
C6	Is any director, partner, proprietor, shareholder, or beneficial owner of this business connected to any employee or Board member of Leading Young? “Connected” means: a family relationship; a financial interest or shareholding; current or recent (past 24 months) employment or engagement; or any other relationship that could reasonably be seen to influence impartiality. If Yes, state the names and the nature of the connection.	☐ Yes ☐ No Details:

Ongoing duty: if any answer in this Part changes during the registration period, the supplier shall notify Leading Young in writing within fourteen (14) days. Failure to do so is grounds for removal from the register.

PART D — CAPABILITY AND COMPETENCE

Are you a manufacturer / wholesaler / retailer / small-scale trader / service provider / authorised dealer? (specify; attach dealership or certification evidence where applicable)	
Number of employees (permanent / temporary)	
Relevant certifications (e.g. KEBS, professional body)	
Maximum value of business you can handle at any one time (KES)	
Average response time to a request for quotation	
Average delivery time after issuance of an LPO	
Do you accept Leading Young's payment terms (30 days from valid eTIMS invoice and acceptance, paid to the corporate channels in Part B)?	☐ Yes ☐ No

PART E — EXPERIENCE AND REFERENCES.

Provide at least three (3) verifiable references, recent contracts or clients relevant to the category applied for, up to a maximum of five (5). References will be contacted during evaluation. A business or practitioner operating for less than one year may instead provide one verifiable reference together with a portfolio or samples of relevant work.

NO.	CLIENT / ORGANISATION	GOODS OR SERVICES PROVIDED	APPROX. VALUE (KES)	CONTACT PERSON AND TELEPHONE
1				
2				
3				
4				
5				

PART F — CONDUCT, ETHICAL STANDARDS, AND DATA PROTECTION.

- We shall comply with Leading Young's ethical standards, including its prohibitions on fraud, corruption, and conflicts of interest, in all dealings with the Organisation.
- Where our personnel interact with program participants or young people in the course of an engagement, we shall comply with Leading Young's Ethical Responsibility Policy and ensure our personnel are appropriately vetted.
- We shall handle any personal data obtained in the course of an engagement in accordance with the Data Protection Act, 2019, and only on Leading Young's instructions.
- We consent to Leading Young processing the information in this Form for supplier registration, due diligence, and procurement purposes.

DECLARATION

I, the undersigned, declare that the information provided in this Form and its attachments is true, complete, and accurate; that I am authorised to make this application on behalf of the business; and that I understand that false information leads to automatic disqualification and removal from the supplier register. I authorise Leading Young to verify any information provided herein.

NAME.	
DESIGNATION.	
SIGNATURE AND BUSINESS STAMP / SEAL.	
DATE.	

FOR OFFICIAL USE ONLY

Leading Young — Finance Office

Received by / date	
Mandatory documents complete (Section III)	☐ Yes ☐ No — returned for completion
Due diligence completed (Partner Due Diligence Checklist, Stakeholder & Partnership Management Policy, Appendix B)	☐ Yes ☐ N/A
Conflict of interest disclosed (Part C6)	☐ None declared ☐ Declared — management measure recorded and reviewed by an officer independent of the conflict (note attached)
Recommendation	☐ Register ☐ Decline ☐ Defer — reasons on file
Category code(s) approved	
Approved by (name, signature, date)	
Supplier register updated (date / by)	

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SCHEDULE OF CATEGORIES

Registration period 2026-2028

ITEM CODE	ITEM DESCRIPTION
CATEGORY A — SUPPLY AND DELIVERY OF GOODS	
LY/PQ/01/2026-28	Supply of general office stationery and supplies.
LY/PQ/02/2026-28	Supply of computers, printers, ICT equipment, accessories, and consumables.*
LY/PQ/03/2026-28	Supply of branded merchandise, apparel, and promotional items.
LY/PQ/04/2026-28	Corporate and executive gifting .
LY/PQ/05/2026-28	Printing and supply of books, publications, training materials, and certificates. *
LY/PQ/06/2026-28	Supply of office furniture, fittings, and equipment.*
CATEGORY B — PROVISION OF SERVICES	
LY/PQ/07/2026-28	Venues, accommodation, and conferencing facilities.*
LY/PQ/08/2026-28	Catering and event planning services.*
LY/PQ/9/2026-28	Transport, travel, and shuttle services.*
LY/PQ/10/2026-28	Graphic design, branding, and printing services.*
LY/PQ/11/2026-28	Photography, videography, and media production.*
LY/PQ/12/2026-28	AV systems and event production — sound, staging, screens, and technical crew.*
LY/PQ/13/2026-28	ICT support, software, and systems services.*
LY/PQ/14/2026-28	Website development, hosting, and maintenance.*
LY/PQ/15/2026-28	Training, facilitation, and coaching services.*
LY/PQ/16/2026-28	Psychometric assessments, profiling tools, and debriefs.*
LY/PQ/17/2026-28	Content development, editorial, and translation services.*
LY/PQ/18/2026-28	Monitoring & evaluation, research, and learning services.*
LY/PQ/19/2026-28	Audit and Insurance services.*
LY/PQ/20/2026-28	Legal services.*
LY/PQ/21/2026-28	Courier and logistics services.*

Substantial-value categories. Orders under categories marked with an asterisk are typically of substantial value. Registration under these categories is open only to registered businesses meeting Section III items 1–8; the small-scale trader and individual tier does not apply, and awards follow the competitive quotation and approval thresholds in the Finance Policy & Procedures Manual.