



## Supplier Database Registration Notice

iWorkers Kenya invites qualified suppliers, consultants, trainers and service providers to register in its supplier database for future procurement opportunities under its programmes.

This process is not a public tender and does not constitute a contract award. Registered suppliers may be invited to submit quotations, proposals or terms of reference responses as needs arise, in line with iWorkers procurement policies, donor compliance requirements and applicable Kenyan law.

### Areas of Interest

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- Professional and consulting services
- Event management, venues, catering and participant support
- Travel, logistics, transport and accommodation services
- Training materials, printing and learning supplies
- Technology, software tools, ICT equipment and digital services
- Monitoring, evaluation, audit, safeguarding and compliance support

### Documents to Prepare

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- Company, consultant or individual profile
- Certificate of registration, incorporation, national ID or professional registration, where applicable
- KRA PIN certificate and current tax compliance documentation, where applicable
- Relevant licenses, certifications, professional registrations or authorizations, where applicable
- Summary of similar assignments, clients, contracts, portfolio samples or rate cards
- Contact details for at least two referees
- Safeguarding, data protection, insurance, health and safety documents where relevant to the service category

### Submission

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Deadline: 15 May 2026

Applications should be submitted through <https://admin.iworkers.co/supplier-prequalification-application> before the deadline.



### Review Approach

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- Submissions will be reviewed for completeness, eligibility, relevant experience, capacity and suitability for the selected service categories.
- Registration does not guarantee that a supplier will be invited for every opportunity, nor does it guarantee award of work.
- Future procurement opportunities will be handled through fair, transparent, competitive and auditable selection processes.
- iWorkers may request clarification, additional documentation or updated compliance documents where necessary.

### Ethics and Compliance

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- Applicants must declare any actual, potential or perceived conflict of interest.
- Fraud, bribery, collusion, coercive practices and misrepresentation are prohibited.
- Suppliers working with participants, community members, personal data or programme records must comply with iWorkers safeguarding, confidentiality and data protection requirements.
- iWorkers reserves the right to accept or reject any registration, revise categories, or remove a supplier from the database where performance, compliance or integrity concerns arise.

### Applicant Declaration

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By submitting an application, the applicant confirms that the information provided is accurate to the best of their knowledge, that they are authorized to submit the profile, and that they accept iWorkers' supplier registration and compliance requirements.

Applicant / Supplier Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_