



PREQUALIFICATION OF SUPPLIERS 2026

Invitation to apply for prequalification as a HODI supplier

Reference	P-02-PQ/01/2026
Issued under	P-02 Procurement Policy and Procedures (2026)
Forms in this pack	P-002-FM5 Supplier Prequalification Application Form. P-002-FM6 Supplier Declaration and Undertaking.
Prequalification period	Two years from the date of approval
Cost to apply	Free. HODI charges nothing to apply and nothing to remain prequalified.
Date of issue	August 31, 2026
Closing date for the first round	September 10, 2026
Applications after that date	To be considered at the next review
Where to submit	HODI office, Moyale, or HODI HQ, Marsabit, or email through: info@hodiafrica.org

This is a short application. Most applicants will need one form, one signed declaration, and copies of documents they already hold. Read Part 1 first. It tells you which of the two document lists applies to you.



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PART 1. WHAT THIS IS, AND WHAT IT IS NOT

- 1.1 HODI is prequalifying suppliers. If you are prequalified, HODI will ask you for quotations when it buys the kind of goods or services you prequalified for.
- 1.2 Being prequalified is not a contract and does not promise you any order.
- 1.3 Prequalification does not change how HODI buys. [REDACTED]
- 1.4 If no prequalified supplier can supply what is needed, or in an emergency, HODI may proceed to complete purchases elsewhere.
- 1.5 There are two document lists. List A is short and applies to most lots. List B applies to the four lots where the work carries more risk: vehicles, works and hardware, security, and professional services. Part 3 shows which list applies to which lot.
- 1.6 You do not need to be a large company. Sole traders and small businesses are welcome and the requirements have been kept to what a small business already holds.

PART 2. HOW TO APPLY

- 2.1 Complete Form P-002-FM5. Tick every lot you want to prequalify for. One form covers all the lots you apply for. You do not need a separate application for each.
- 2.2 Sign Form P-002-FM6, the Supplier Declaration and Undertaking. Sign the annexes that apply to your lots, as shown in Part 4.
- 2.3 Attach photocopies of the documents in List A, and List B if any of your lots require it. Copies are fine. You do not need to have them certified.
- 2.4 Put everything in one envelope marked with your business name and the reference on the cover of this document, and hand it in at either HODI office or send it by email.
- 2.5 If you need help, ask at either office. A member of staff will sit with you and help you fill the form in.
- 2.6 If you already supply HODI, you still need to apply.

PART 3. LOTS AND REQUIREMENTS

Tick the lots you want on Form P-002-FM5. There is no limit on how many you apply for, but apply only where you can genuinely supply and have expertise.

Lot	Category	What it covers	List	Licence needed	Annex B needed
1	Fuel, lubricants and gas	Petrol, diesel, engine oils, LPG supply and refill	A	EPRA if available	No
2	Motor vehicle repair, maintenance, tyres and vehicle hire	Servicing, mechanical and body repair, tyres, batteries, hire of vehicles with driver	B	Commercial or PSV insurance; valid inspection certificate for hired vehicles	Yes



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Lot	Category	What it covers	List	Licence needed	Annex B needed
3	Hotels, conference facilities and catering	Accommodation, meeting rooms, meals, outside catering at community events	A	County public health certificate	Yes
4	Office consumables, stationery and general supplies	Stationery, printing and other consumables, cleaning and kitchen supplies, small office items	A	None	No
5	Printing, branding, visibility and photography	Banners, T-shirts, brochures, signage, design, photography and videography at activities	A	None	Yes
6	ICT equipment, connectivity and office equipment	Computers, printers, accessories, internet connectivity, software, equipment repair	A	CA licence for connectivity providers	No
7	Construction, works, hardware and community project supplies	Sports grounds, pitch works, building and WASH materials, agricultural and livestock inputs, tools	B	NCA registration where works are undertaken	Yes
8	Security services	Manned guarding, alarm response, CCTV supply and maintenance	B	PSRA registration	Yes
9	Professional and specialist services	Consultancy, training, facilitation, research, translation, insurance, legal, audit	B	IRA licence, LSK practising certificate or ICPAK registration as applicable	Yes

List A. Required for every lot

#	Document
1	Certificate of registration or incorporation, or business name certificate
2	KRA PIN certificate
3	Current county single business permit
4	Bank or M-Pesa payment details on the applicant's letterhead, or a cancelled cheque leaf
5	Sector licence listed against the lot in Part 3, where one applies
6	Form P-002-FM5 completed and signed
7	Form P-002-FM6 signed, with the annexes that apply to the lot



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List B. Additional, for lots 2, 7, 8 and 9 only

#	Document
8	CR12 issued within the last twelve months, for limited companies only
9	Two referees for whom comparable work has been done, with contact telephone numbers

Police clearance certificates are not required at the application stage. They are required for the individual workers a supplier sends to a school compound or a HODI activity, before those workers are deployed. This is set out at Annex B.



PART 4. THE ANNEXES, AND WHO SIGNS THEM

Annex	What it covers	Who signs it
Annex A	Supplier Code of Conduct. Bribery, gifts, fraud, fair dealing.	Every applicant, every lot.
Annex B	Child Safeguarding Code of Conduct.	Any applicant whose staff will be on a school compound, a sports ground, a training venue or any HODI activity. This is lots 2, 3, 5, 7, 8 and 9 by default, and any other lot where HODI tells you it applies.
Annex C	Data Protection Undertaking.	Any applicant who will handle the personal details of HODI participants. This includes printers producing beneficiary or participant lists, photographers, anyone collecting participant lists, and consultants or researchers who collect data.

Sign only the annexes that apply to you. If you are unsure, sign Annex A and ask HODI which of the others applies to the lots you have chosen.

PART 5. HOW APPLICATIONS ARE ASSESSED

- 5.1 Documents. HODI checks that the documents in the list that applies to you are present and valid. A missing or expired document means HODI will write to you and ask for it before deciding.
- 5.2 Assessment. A committee scores each application out of 50 on the five points below. The pass mark is 35.

#	What is assessed	Out of
1	Experience of supplying goods or services of this kind	10
2	Capacity to supply: premises, stock, equipment, vehicles or staff	10
3	Ability to deliver to Moyale, Marsabit and field sites, and normal lead time	10
4	Standing with previous clients, from referees or from HODI's own record of past purchases	10
5	Completeness and accuracy of the application	10
	Total	50
	Pass mark	35

- 5.3 Checks. HODI verifies the KRA PIN, may telephone your referees, and screens every applicant and its directors against international sanctions lists. This screening is a requirement of HODI's funding obligations.
- 5.4 Site visit. For lots 2, 7, 8 and 9 a member of HODI staff may visit your premises or work site.
- 5.5 Decision. HODI approves the prequalified supplier list. Every applicant is informed.



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PART 6. WHAT HODI EXPECTS ONCE YOU ARE PREQUALIFIED

1. Tell HODI in writing within thirty days if your registration, licence, ownership or tax status changes.
2. Declare any relationship with a HODI staff member, Board member or volunteer, at the time it arises. Declaring a relationship does not disqualify you. Concealing one does.
3. Deliver what was ordered, at the price and by the date agreed, and raise any problem before the delivery date rather than after it.

PART 7. COMPLAINTS AND REPORTING

- 7.1 No HODI staff member may ask a supplier for money, a gift, a favour or a commission at any stage. If anyone does, report it to the organization through info@hodiafrica.org.
- 7.2 Any complaints and follow ups can also be emailed through the email address above.
- 7.3 To report a safeguarding concern about a child or an adult at risk, contact HODI through the safeguarding incident reporting form on our website, <https://hodiafrica.org>. You may report anonymously. HODI will not penalise a supplier for making a report in good faith.



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FORM P-002-FM5. SUPPLIER PREQUALIFICATION APPLICATION FORM

Write N/A where something does not apply. Do not leave blanks.

Section 1. About the business

Registered name	
Trading name if different	
Type of business (sole trader, partnership, limited company, individual professional)	
Registration or incorporation number	
Year the business started	

Section 2. Contact

Physical location (town, building)	
County	
Postal address	
Telephone	
Second telephone	
Email	
Contact person and position	

Section 3. Payment details

Bank name and branch	
Account name	
Account number	
M-Pesa paybill or till number if used	



Section 4. Lots applied for

Tick every lot you can supply.

Lot	Category	Tick	Years doing this work
1	Fuel, lubricants and gas		
2	Motor vehicle repair, maintenance, tyres and vehicle hire		
3	Hotels, conference facilities and catering		
4	Office consumables, stationery and general supplies		
5	Printing, branding, visibility and photography		
6	ICT equipment, connectivity and office equipment		
7	Construction, works, hardware and community project supplies		
8	Security services		
9	Professional and specialist services (audits, consultancies etc)		

Section 5. Owners and directors

List at least one person who owns or directs the business. HODI needs these names to run the sanctions screening required by its funding obligations. Attach a sheet if there are more.

Full name	Position	Nationality

Section 6. Capacity

Premises: owned or rented, and what is on site	
Stock held, or where you source from	
Vehicles, equipment or tools available	
Number of staff, and any with a trade qualification	
Normal delivery time to Moyale	
Normal delivery time to Marsabit and field sites	



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Credit terms you can offer

Section 7. Referees

Required for lots 2, 7, 8 and 9. Optional but helpful for the others. Give two organisations you have supplied. Do not give a relative.

Organisation	What you supplied

Section 8. Relationship with HODI

Is any owner, director or employee of this business related to, or in business with, any HODI staff member, Board member, coach or volunteer? Yes or No	
If yes, give the name of the HODI person, their role, and the relationship. Declaring this does not disqualify you.	

Section 9. History

Has this business, or any of its directors, ever been removed or suspended from a supplier list, or had a contract terminated for non-performance? Yes or No, with detail	
Has this business, or any of its directors, been convicted of fraud, corruption or a related offence in the last five years? Yes or No, with detail	

I confirm that the information in this form is true and complete, and that I am authorised to sign for this business.

Name	Position	Signature and stamp	Date



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Section 10. Indicative price schedule

Give your normal selling prices for the items or services you have applied for. HODI uses the schedule to understand the market and to check quotations later.

Fill in only the lots you applied for. If you supply many items, list the ten or fifteen you sell most often rather than a full catalogue. Attach your own price list if you have one, and write see attached in the table. Please do not inflate prices above your normal rates for this purpose.

10.1 Price basis

Currency	
Are your prices inclusive or exclusive of VAT	
Is delivery included in the prices given	
If delivery is charged separately, your charge to Moyale	
If delivery is charged separately, your charge to Marsabit	
If delivery is charged separately, your charge to field sites	
Payment terms you normally offer	
Credit period you can offer HODI	
Discount offered for orders above a stated value, and the value	

10.2 Goods

#	Item and specification	Unit	Price per unit	Minimum order	Delivery time
1					
2					
3					
4					
5					
6					
7					
8					



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10.3 Services and labour rates

#	Service	Charged per (hour, day, job, person, night)	Rate	What the rate includes	What is charged extra
1					
2					
3					
4					
5					



10.4 Regulated and volatile prices

Fuel prices are capped by EPRA and change frequently. Do not give a fixed pump price. State instead the discount, if any, you offer against the gazetted maximum for Moyale or Marsabit.

Discount offered against the EPRA gazetted maximum, per litre or as a percentage	
Any other item in your schedule whose price is set by a regulator or by an exchange rate, and what it is tied to	

10.5 How long these prices hold

Date this schedule was prepared	
Period the prices hold from that date, in months	
What would cause them to change before that period ends	

10.5.1 Prices should hold for at least six months from the date HODI approves your prequalification. If you cannot hold prices for six months, say what period you can hold and why.

10.5.2 If your prices change, tell HODI in writing at least fourteen days before the change takes effect, and send a revised schedule. HODI will replace the schedule on file. You do not need to apply again.

10.5.3 You may submit a revised schedule at any time. HODI will ask every prequalified supplier for a refreshed schedule once a year.

10.5.4 If your future quoted price is more than ten per cent above the figure in your current schedule, attach a short written reason. HODI checks this at bid analysis. A quotation without an explanation may be set aside.

10.5.5 HODI does not show your schedule to other applicants or to other suppliers.

10.6 Declaration on prices

I confirm that the prices in this schedule are the prices this business genuinely charges its customers, that they have not been agreed with any other supplier, and that they will hold for the period stated at Section 10.5 unless HODI is notified in writing under 10.5.2. I confirm that the information in this form is true and complete, and that I am authorised to sign for this business.

Name	Position	Signature and stamp	Date



FORM P-002-FM6. SUPPLIER DECLARATION AND UNDERTAKING

One signature covers all six undertakings below. Sign this once when you apply. It is binding for as long as the business is on the HODI prequalified supplier list and applies to every purchase HODI makes from it.

1. Legal and tax standing. The business is lawfully registered, the documents supplied with this application are genuine, and HODI will be told within thirty days if any of that changes.
2. Conduct. The business and its staff will comply with the Supplier Code of Conduct at Annex A.
3. Conflict of interest. Every relationship with a HODI staff member, Board member, or volunteer has been declared at Section 8 of Form P-002-FM5, and any that arises later will be declared in writing without delay.
4. Child safeguarding. Where Annex B applies, the business and its staff will comply with it, and will not deploy anyone to a school compound, sports ground, training venue or HODI activity without the police clearance required by that annex.
5. Sanctions and counter-terrorism. Neither the business nor any person named at Section 5 of Form P-002-FM5 appears on the United Nations Consolidated List, the OFAC Specially Designated Nationals List, the European Union Consolidated List or the United Kingdom HM Treasury Consolidated List, or is associated with anyone who does. The business does not and will not provide support to any sanctioned or terrorist entity. The business consents to HODI screening it and those persons against those lists at prequalification and at any time afterwards.
6. Data protection. Where Annex C applies, the business will comply with it and with the Data Protection Act 2019. The business consents to HODI holding the information in this application for ten years for evaluation, contracting, reporting and audit, and to HODI sharing it with its funders and auditors where a grant agreement requires it.

I have read the six undertakings above and the annexes that apply to the lots this business has applied for. I sign for the business and I am authorised to do so. I understand that a false statement here, or a breach of any undertaking, may result in removal from the prequalified supplier list and termination of any order in progress, and may be reported to relevant authorities.

Name	Position	Signature and stamp	Date

Annexes signed with this declaration. Tick.

Annex	Title	Signed
A	Supplier Code of Conduct	
B	Child Safeguarding Code of Conduct	
C	Data Protection Undertaking	



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ANNEX A. SUPPLIER CODE OF CONDUCT

Signed by every prequalified supplier.

- A1 The supplier will not offer or give money, a gift, a favour, hospitality, a commission or any other inducement to a HODI staff member, Board member, or volunteer or their family, at any stage of a purchase or afterwards.
- A2 The supplier will report any person who asks it for any of those things through info@hodiafrica.org or any other method.
- A3 The supplier will not agree prices with other suppliers, share the content of a quotation with another supplier, or submit a quotation on behalf of another business.
- A4 Quotations, invoices, delivery notes and receipts issued to HODI will be accurate and will describe what was actually supplied. The business will not issue a document for goods or services not delivered.
- A5 The supplier will not use child labour or forced labour, and will comply with all legal obligations.
- A6 The supplier will not discriminate by ethnicity, religion, gender, disability or age in its hiring or in how it serves HODI and the communities HODI works with.
- A7 The supplier will treat HODI staff, participants and community members with respect, and will not harass, threaten or intimidate any of them.
- A8 The supplier will avoid unnecessary environmental harm in delivering goods and services.

Signed for and on behalf of the business.

Name	Position	Signature and stamp	Date



ANNEX B. CHILD SAFEGUARDING CODE OF CONDUCT

Signed by any supplier whose staff will be present on a school compound, a sports ground, a training venue, a community activity or any other place where HODI works with children or adults at risk. HODI runs sporting and community activities where children are present. This annex exists because of that.

This annex sits under HODI Policy P-18 on the Prevention of Sexual Exploitation, Abuse and Harassment.

B1. What the business undertakes

- B1.1 To brief every worker it sends to a HODI site or activity on this annex before that worker is deployed, and to keep a record of having done so.
- B1.2 To provide a valid police clearance certificate for every worker who will be regularly present on a school compound or at a HODI activity, before that worker is deployed. HODI requires the same of its own coaches.
- B1.3 Not to deploy any person who has been convicted of, charged with, or dismissed for an offence against a child, a sexual offence, or an offence of violence.
- B1.4 To tell HODI immediately if any of its workers is accused of any such conduct while engaged on HODI work.
- B1.5 To accept that HODI may require a worker to be removed from a site immediately, without giving reasons in detail, where a safeguarding concern has been raised.

B2. What every worker must do

- B2.1 Not be alone with a child. Stay in sight of another adult.
- B2.2 Not give a child money, gifts, food, airtime or a lift, and not arrange to meet a child away from the site.
- B2.3 Not take, keep or share photographs or video of a child except where HODI has arranged it in writing and consent has been given.
- B2.4 Not ask for or take a child's telephone number or contact details, and not contact a child on social media.
- B2.5 Not hit, shout at, humiliate or use degrading language towards a child.
- B2.6 Not use alcohol or drugs on site, and not attend a HODI site or activity while under the influence.
- B2.7 Not engage in any sexual activity with any person under eighteen, and whatever the person says their age is.
- B2.8 Not exchange money, goods, work or assistance for sex, with anyone, at any time.
- B2.9 Keep tools, machinery, vehicles, materials and excavations secured while children are on the compound.
- B2.10 Report any concern about a child, whether it involves a colleague, a HODI staff member or anyone else.



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B3. How to report

Any worker or manager may report a concern to the HODI Safeguarding Focal Point through email at safeguarding@hodiafrica.org or through the safeguarding reporting form on [our website](#). Reports can be made anonymously. A report made in good faith will not be held against the supplier or the worker, even if it turns out to be mistaken.

Signed for and on behalf of the business. The person signing confirms they will brief every worker deployed to HODI work on this annex.

Name	Position	Signature and stamp	Date



ANNEX C. DATA PROTECTION UNDERTAKING

Signed by any supplier who will see or handle the personal details of HODI participants. HODI is a registered Data Controller with the Office of the Data Protection Commissioner.

Typical cases: a printer producing participant or beneficiary lists, a photographer at an activity, a hotel collecting participants list, and a consultant or researcher collecting data from communities.

- C1 The supplier will use participant data only to do the work HODI has asked it to do, and for nothing else.
- C2 The supplier will not copy, sell, publish or pass participant data to anyone else without HODI's written instruction.
- C3 The supplier will keep participant data secure, in a locked place or a password-protected device, and will limit access to the staff who need it for the work.
- C4 The supplier will return or destroy all participant data when the work is finished, and confirm to HODI in writing that it has done so.
- C5 The supplier will tell HODI within twenty-four hours if participant data is lost, stolen, sent to the wrong person or accessed by anyone who should not have seen it.
- C6 Where the supplier takes photographs or video of participants, it will do so only with HODI present or on HODI's written instruction, will not use the images for its own promotion, and will hand over all originals to HODI.
- C7 The supplier will comply with the Data Protection Act 2019 and will cooperate with any request HODI receives from a participant about their own data.

Signed for and on behalf of the business.

Name	Position	Signature and stamp	Date