

# CALL FOR PREQUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS

**M-taka Waste Solutions Ltd**

*Reference No: MTAKA/PREQ/2025/001*

**Prequalification Period: January 2026 – January 2027**

## 1. Introduction

M-taka Waste Solutions Ltd is a tech-enabled circular economy enterprise based in Kenya, leveraging digital platforms to formalize and strengthen the waste recovery and recycling value chain. M-taka works with agents, aggregators, recyclers, and county partners to provide inclusive, traceable, and climate-smart material recovery systems.

In pursuit of quality, transparency, and timely procurement, M-taka invites **eligible and competent firms/individuals** to submit their applications for **prequalification for the supply of goods, services, and works** for the 2025/26 financial year.

## 2. Categories for Prequalification

Applicants may apply for one or more categories by referencing the specific **Category Code** indicated below:

| No. | Category                                                      | Category Code      |
|-----|---------------------------------------------------------------|--------------------|
| 1   | General Office Supplies and Stationery                        | MTAKA/PREQ/2025/01 |
| 2   | ICT Equipment and Accessories (Laptops, Printers, Networking) | MTAKA/PREQ/2025/02 |
| 3   | Design, Printing, Branding & Promotional Materials            | MTAKA/PREQ/2025/03 |
| 4   | Catering & Event Support Services                             | MTAKA/PREQ/2025/04 |

|    |                                                      |                    |
|----|------------------------------------------------------|--------------------|
| 5  | Vehicle and Motorbike Hire Services                  | MTAKA/PREQ/2025/05 |
| 6  | Personal Protective Equipment (PPE) and Safety Gear  | MTAKA/PREQ/2025/06 |
| 7  | Waste Collection & Material Recovery Tools/Equipment | MTAKA/PREQ/2025/07 |
| 8  | Hall and Meeting Venue Hire                          | MTAKA/PREQ/2025/08 |
| 9  | Photography, Videography and Media Production        | MTAKA/PREQ/2025/09 |
| 10 | Software Development, ERP & Digital Systems Support  | MTAKA/PREQ/2025/10 |
| 11 | General and Technical Consultancy Services           | MTAKA/PREQ/2025/11 |
| 12 | Other Specialized Supplies or Services (Specify)     | MTAKA/PREQ/2025/12 |

### 3. Eligibility Criteria

Interested applicants are required to submit the following:

- Cover letter clearly indicating the **Category Code(s)** applied for
- Company/individual profile including address and contact information
- Certificate of Registration/Incorporation
- Valid KRA Tax Compliance Certificate
- KRA PIN Certificate
- Current Business Permit (where applicable)
- At least **three (3) reference letters or LPOs/invoices** for similar services delivered in the last 2 years
- CVs of key personnel (for consultancy and technical categories)
- Any applicable certifications or registrations with relevant bodies
- Bank statement or audited accounts for the last 12 months (for categories 2, 5, 10, and 11)

### 4. Submission Guidelines

Applicants must submit completed prequalification documents **in a sealed envelope** or via email, clearly labeled as follows:

**“PREQUALIFICATION FOR SUPPLY OF GOODS/SERVICES – CATEGORY CODE:  
[Insert Code]”**

All submissions should be addressed to:

**Procurement Committee**

M-taka Waste Solutions Ltd  
P.O. Box 1608, Kisumu, Kenya  
Email: [procurement@m-taka.co.ke](mailto:procurement@m-taka.co.ke)

**Deadline for submission:** *20th February 2026*

Late or incomplete applications will not be accepted.

## 5. Important Notes

- Applicants may apply for multiple categories but must submit a **separate application** for each category code.
- M-taka is not bound to prequalify the lowest bidder nor any applicant.
- Prequalification does not constitute a contract award.
- Shortlisted vendors will be notified and invited to participate in restricted tenders, RFQs, or direct engagements, as applicable.

## 6. Clarifications

For any clarification regarding this call, contact the Procurement Committee via:

**Email:** [info@m-taka.co.ke](mailto:info@m-taka.co.ke)

**Deadline for inquiries:** [Insert date at least 3 days before submission deadline]



Issued by:

Procurement Committee

M-taka Waste Solutions Ltd