REPUBLIC OF KENYA

BRS BUSINESS REGISTRATION SERVICE
Doing Business Made Easier

TENDER NO: BRS/OR/PQS/001/2026-2028

PREQUALIFICATION/REGISTRATION OF INSOLVENCY PRACTITIONERS FOR OFFICIAL RECEIVER FOR THE PERIOD 2026- 2028.

RELEASE DATE: THURSDAY,29TH OCTOBER,2026

CLOSING DATE: THURSDAY, 12TH NOVEMBER,2026 AT 10.00AM

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1.0 SECTION I-INVITATION FOR PREQUALIFICATION (IFQ)

PREQUALIFICATION/REGISTRATION OF INSOLVENCY PRACTITIONERS FOR OFFICIAL RECEIVER FOR THE PERIOD 2026- 2028.

The Office of the Official Receiver in Insolvency is established under the Insolvency Act, 2015 as the Official Receiver in Insolvency. The office is a department under the Business Registration Service, a Semi-Autonomous Government Agency under the Office of the Attorney General & Department of Justice. Our governing law is the Insolvency Act, 2015 and its Regulations.

MANDATE, POWERS AND FUNCTION

Implementation of the Insolvency Act 2015 and its Regulations.
Regulate Insolvency Practice in Kenya.
Manage affairs of Bankrupts' estates (Bankruptcy Trustee).
Liquidation and administration of insolvent and financially distressed companies.
Investigate into the conduct of any person or company subject to the Insolvency Act.
Act as officers of the Court.
Investigate offences under the Insolvency Act

1. Business Registration Service-Official Receiver intends to Prequalify /Register insolvency practitioners for Official Receiver for the provision of insolvency services for the period 2026-2028. Interested eligible service providers are invited to apply for registration.

2. Insolvency practitioners who are currently in the list of Official Receiver are advised to participate.

S/NO	ITEM DECSRIPTION	REQUIREMENTS
1.	**BRS/OR/PQS/001/2026-2028** PREQUALIFICATION/REGISTRATION OF INSOLVENCY PRACTITIONERS FOR THE OFFICIAL RECEIVER.	Must be licensed Insolvency Practitioners

The firms to attach qualifications of the technical personnel, CV & recommendation letters from Government Institutions/Agencies.

Interested and eligible bidders can view and download the prequalification document free of charge from the BRS website: **www.brs.go.ke** and on the Public Procurement Information Portal(ppip) **(www.tenders.go.ke)**

Duly completed pre-qualification documents enclosed in plain sealed envelopes clearly marked with the **CATEGORY NUMBER** and **ITEM DESCRIPTION** addressed to: -

THE OFFICIAL RECEIVER,

BUSINESS REGISTRATION SERVICE,

17th FLOOR, 316 UPPER HILL CHAMBERS, 2nd NGONG AVENUE,

P.O BOX 30404-00100,

NAIROBI, KENYA

Or be deposited in the tender box located at 316 upper hill Chambers, 2nd Ngong Avenue 17th Floor so as to be received on or before Friday**, 12th November,2026 at 10.00 a.m.** on the closing date.

Documents received after closing time shall not be accepted.
The prequalification documents will be opened immediately after the closing time at the
Business Registration Service Main boardroom ,17th floor 316 upper hill chambers Bidders or their representatives are welcome to attend.

2.0 SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1.1 Business Registration Service-Official Receiver intend to prequalify/register insolvency practitioners for the period 2025-2026, interested eligible candidates who must qualify by meeting the set-out criteria as provided for in clause 2.6 are encouraged to apply.

2.1.2 Applicants are informed that the consultancies will be procured on the basis of ***as and when required.***

2.1.3 Upon pre-qualification THE OFFICIAL RECEIVER does not bind itself for the provision or procurement

of any consultancies but shall endeavor to ensure equitable distribution of available briefs/Quotations/tenders among the pre-qualified firms taking into account the experience, qualifications and geographical location of the individual firms.

2.1.4 Applicants will be informed in writing/ electronic media/adverts of the results of the application.

2.2 Eligible Candidates

2.2.1 This invitation for pre-qualification is open to all candidates who are eligible under as defined in Kenya 'Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

2.2.2 The BRS employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in this tender.

2.2.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified

2.3 Cost of Application

2.3.1 The applicant shall bear all costs associated with the preparation and submission of its tender, and BRS, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process. The tender document can be downloaded from the company website www.brs.go.ke or Public Procurement Information Portal **(www.tenders.go.ke)** free of Charge.

2.4 Format of application

2.4.1 The applicant shall prepare an original and copy of Pre-qualification document, clearly marked "**ORIGINAL"** and **COPY** of the Pre-qualification. In the event of discrepancy, the original shall prevail.

2.4.2 The **ORIGINAL** and **COPY** of the pre-qualification document shall be typed or written in indelible ink (photocopies are acceptable for the COPY) and shall be signed by persons or persons duly authorized on behalf of the applicant. The person or persons signing the pre-qualification document shall initial all pages of the pre-qualification document.

The pre-qualification document shall be without alterations, omissions or conditions except as necessary to correct errors

made by Applicant, in which case such corrections shall be initialed by the person or persons signing the pre- qualification document.

2.4.3 All the information requested for pre-qualification shall be provided in the English language only

2.4.4 The Bidders who already bided and were successful need NOT to submit their documents again.

2.5 Validity Period

2.5.1 The request for pre-qualification must remain valid for not less than 30 days from the date of submission. BRS will make best effort to complete the evaluation and communicate within this period.

2.6 Submission and Deadline of Application.

2.6.1 Applications for prequalification shall be submitted in sealed envelopes clearly marked with the tender No, tender name, Category number and Item description and **deposited** in the tender box at reception area 17thFloor at Business Registration Service, 316 upper hill chambers, 2nd Ngong Avenue so as to be received on or before **12th November,2026 10.00 a.m.** on the closing date.

2.6.2 The candidate shall seal the **ORIGINAL** and the **COPY** of the pre-qualification document in separate envelopes duly marking the envelopes **"ORIGINAL"** and **"COPY".** The envelopes shall then be sealed in an outer separate envelope

The inner and outer envelopes shall:

(a) Be addressed, delivered or posted to The Official Receiver, at the address given in the Invitation to Tender.

(b) Bear the tender No, tender name, Category code and Item description.

(c) On the back of both of the inner envelope the applicant shall indicate its name and address to enable the application to be returned unopened in case it is declared "late" pursuant to clause 2.6.1

2.6.3 If the outer envelope is not sealed and marked as instructed in clause 2.6.2. The Official Receiver will assume no responsibility for the misplacement or premature opening of the pre-qualification document.

2.7 Qualification Criteria

2.7.1 The official Receiver evaluation committee will examine the applicants to determine completeness, general orderliness and sufficiency in responsiveness.

2.7.2 The applicants should have registered offices and THE OFFICIAL RECEIVER reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said service.

2.7.3 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set out in the Appendix to instructions to candidates. The declaration will be either pass or fail regarding the applicant's completed/submission of Mandatory requirement and completion of the following attached forms-PQ-1, PQ- PQ-
3, PQ-4, PQ-5, PQ-6, PQ-7 and Form-8 to be submitted together with the letter of application.
TTHE OFFICIAL RECEIVER reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.7.4 The pre-qualification application Form–FORM PQ-1 which are not dully filled out and submitted in the prescribed manner will not be considered.

2.7.5 Statutory Registration documents
The applicant **must** attach certified statutory registration documents.

2.7.6 Confidential business Questionnaire
The general information and details of nature and location of the applicant should be included in Form PQ-2

2.7.7 Experience. The applicant shall meet the following minimum criteria
(a) experience in the supply of the mentioned services
(b) Past performance –Dully filled Form PQ-3

2.7.8 Financial position. The applicant shall demonstrate that it has access to, or has available, liquid assets, lines of The Audited Accounts for the last 1 year for firms which have been in existence for the last one year (individuals and partnership firms may not necessarily submit the audited accounts but must submit the bank statements).

2.7.9 Personnel capabilities.
The applicant must have suitably two (2) qualified personnel with their CV provided in form PQ-5.

2.7.10 Litigation history
The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the **last one year** in Form PQ-6. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

2.7.11 Declaration statement

The applicant should make a declaration statement ensuring the accuracy of the information g i v e n in Form PQ-8.

2.8 Clarification of Pre-Qualification Documents

2.8.1 An applicant making inquiries of the pre-qualification documents may notify THE OFFICIAL RECEIVER in writing or e-mail which it receives not later than seven (7) days prior to the deadline for the submission of the pre-qualification documents.

2.8.2 BRS shall reply to any clarifications sought by the applicant within 2 working days of receiving the request to all prospective applicants who will have downloaded the pre-qualification documents to enable the applicants to make timely submission of its application.

2.8.3 To assist in the examination, evaluation and comparison of tenders THE OFFICIAL RECEIVER may, at its discretion, ask the applicant for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted

2.9 Amendments of Pre-Qualification Documents

2.9.1 At any time prior to the deadline for submission of tenders THE OFFICIAL RECEIVER, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, may modify the tender documents by issuing an addendum

2.9.2 All prospective applicants who have obtained the tender documents will be notified of the amendment by post, or email and such amendment will be binding on them.

2.9.3 In order to allow prospective applicants reasonable time in which to take the amendment into account in preparing their tenders, the THE OFFICIAL RECEIVER, at its discretion, may extend the deadline for the submission of tenders.

2.10 Opening of Pre-qualification documents

2.10.1 BRS will open all applications documents in the presence of

applicant's representatives who choose to attend, at ***10.00AM on 12th November 2026,*** and in the location specified in the invitation for pre- qualification. The applicant's representatives who are present shall sign a register evidencing their attendance

2.10.2 BRS will prepare minutes of the opening of the Pre-qualification documents which will be submitted to applicants that signed the tender opening register and will have made the request.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of any circumstances.

2.11 Process to be confidential

2.11.1 Information relating to the examination, evaluation of applications and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by any applicant to influence BRS evaluation process or approval decisions will result in the rejection of the applications.

2.12 Preliminary examination and determination of responsiveness of pre- qualification documents

2.12.1 Prior to the technical evaluation of the pre-qualifications, THE OFFICIAL RECEIVER will determine whether each application substantially responsive that's:

- Has been properly signed and delivered/submitted pursuant to clause 2.5
- Meets all the mandatory requirements

2.12.2 If an application is not substantially responsive, it will be rejected and will not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservations.

2.13 Technical evaluation of applications

2.13.1 THE OFFICIAL RECEIVER will evaluate and compare only the applications determined to be substantially responsive in accordance with clause 2.11

2.13.2 Prequalification will be based on meeting the minimum requirements to pass in the criteria as set out in the instructions to applicants or pursuant to clause 2.6

2.14 BRS right to accept or reject any or all applications

2.14.1 BRS reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time prior to prequalification approval, without thereby incurring any liability to the affected applicant or applicants or any obligation to inform the affected applicant or applicants of the grounds for the BRS's action.

2.15 Notification of approval

2.15.1 Prior to expiration of the period of prequalification validity period clause- THE OFFICIAL RECEIVER will notify the successful applicant that its application has been accepted, the BRS will simultaneously inform the other applicants that their applications have not been successful.

2.16 Acceptance of the Approval

2.16.1 The successful suppliers shall be required to acknowledge in writing the acceptance of their pre-qualification to BRS**.**

2.17 Conflict of Interest

2.17.1 The applicant shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the specifications and bidding documents for the tender, Quotations and/or proposal. Any such association must be disclosed and may result in the dis-qualification of the applicant.

2.18 Updating Pre-Qualification Information

2.18.1 Prequalified candidates shall be required to update the financial information used for pre-qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected

if the applicant's qualification thresholds are no longer met at the time of bidding.

2.19 Corrupt or Fraudulent Practices

2.19.1 BRS requires that applicants observe the highest standard of ethics during the selection process and execution of contracts. Applicants shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.19.2 THE OFFICIAL RECEIVER will reject application for award if it determines that the applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question

3.0 APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the pre-qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

3.1 PRELIMINARY EVALUATION –MANDATORY REQUIREMENTS

NO.	REQUIREMENT	Mandatory
1.	Must be a license Insolvency practitioner	Mandatory
2.	Certificates of membership to a recognized professional body (ICPAK & LSK).	Mandatory
3.	Copy of degree and academic certificates	Mandatory
4.	Tax clearance certificate and PIN Certificate copy from KRA	Mandatory
5	A Certificate of Good Conduct from the Kenya Police	Mandatory

6	Evidence of having undertaken insolvency assignments (deeds of appointment, gazette Notices, Orders)	Mandatory
7	A detailed CV detailing the Insolvency Assignments handled by the applicant	Mandatory
8	Copy of the National Identity Card or passport of the applicant	Mandatory
9	Holds a degree from a university recognized in Kenya	Mandatory
10	Has at least five years professional experience as a member of a professional body recognized under section 7 of the Act	Mandatory
11	Has at least two years' experience in insolvency practice before commencement of the Act	Mandatory
12	Has at least two years' experience in insolvency practice before commencement of the Act	Mandatory
13	Has worked under the apprenticeship of an insolvency practitioner for at least four years and satisfies the requirements of Chapter 6 of the constitution	Mandatory

The applicant must provide/meet the above Mandatory requirements to proceed to the next stage.

3.2 TECHNICAL REQUIREMENTS CRITERIA

NO.	REQUIREMENT	YES	NO
1.	Dully filled Pre-qualification data-Form –PQ 1(Application)		
2.	Dully filled confidential business questionnaire-Form PQ 2		
3.	Dully filled Applicant Past Experience-Form PQ 3		
4.	Dully filled Applicant Financial Position-Form PQ 4		

5.	Dully filled Applicant Key Personnel-Form PQ 5		
6.	Dully filled Applicant Litigation History-Form PQ 6		
7.	Dully filled Applicant Declaration Statement-Form PQ 7		
8.	Dully filled Applicant Declaration Statement-Form PQ 8		
	FINAL SCORE (**Pass or fail**)		

Failure to dully fill any of the above forms will lead to disqualification.

4.0 APPLICATION FORMS

4.1 FORM PQ-1-LETTER OF APPLICATION

To: **The Official Receiver,**
Business Registration Service
P.O Box 30404-00100,
Nairobi.

I/We being duly authorized to represent and act on behalf of..... (hereinafter referred to as "the Applicant"), of PO Box.....Code .....

Town Street.....

Name of the Building.....

Floor
no/office no:

No. Landline

Tel No: ...

Mobile.....

Email.....

And having reviewed and fully understood all of the pre-qualification information provided, the undersigned hereby apply to be prequalified/ registered as a supplier(s) of;

Tender No. _____

Tender Name: _____

Category code: _____

Item Description: _____

Organization & Business Information
Management and Personnel
Chief Executive_____

Secretary_____

General Manager_____

Other_____

Partnership/Sole proprietor.

Name of partners_____

Business founded or incorporated in_____

Under present management since_____

Net worth equivalent Kshs._____

Bank reference and address_____

BRS and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

BRS and its authorized representatives may contact the following persons for further information.

Name	position	signature
1.		
2.		

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed.....

Name .....

Position .....

Date .....

Firms Stamp. .....

4.2 FORM PQ-2-Confidential Business Questionnaire

You are requested to give the particulars indicated in Part I and either Part 2(a), 2(b) or 2(c) whichever applies to your type of business.
You are advised that it is a serious offence to give false information on this form

Part 1-General

Business Name: _____Location of the Business Premises

Plot No._____Street/Road_____

Postal Address_____Code_____

Tel No-Landline_____Mobile_____

Email: _____

Nature of Business_____

Current Trade License No._____

Maximum Value of business which you can handle at any one-time Kshs_____

Name of Bankers _____Branch_____

Part 2 (a) Sole Proprietor

Your Name in Full_____Age_____

Nationality _____Country of Origin_____

County_____

Citizenship_____

Part 2 (b) Partnership

Give details of partnership as follows:

Name	Nationality	Citizenship	Shares

Part 2 (c)-Registered Company

Private or Public _____

State the normal and issued capital of company_____

Nominal Kshs._____

Issued Kshs._____

Give details of all directors as follows

Name	Nationality	Citizenship	Shares

Date: _____Signature of Applicant_____

Attach copies of identity cards/pass ports of Directors/partners/proprietors

4.3 FORM PQ-3 APPLICANT PAST EXPERIENCE (FIRM)

1. Name of 1st Client (Organization)
   i. Name of Client: _____
   ii. Adress: _____
   iii. Name of Contact Person: _____
   iv. Telephone No. _____
   v. Value of Contract: _____
   vi. Contract Description: _____
   vii. Validity/Duration of Contract (Must be within current or last financial year) _

   (Attach evidence of same service)

2. Name of 2nd Client (Organization)
   i. Name of Client: _____
   ii. Adress: _____
   iii. Name of Contact Person: _____
   iv. Telephone No. _____
   v. Value of Contract: _____
   vi. Contract Description: _____
   vii. Validity/Duration of Contract (Must be within current or last financial year) _

   (Attach evidence of same service)

3. Name of 3rd Client (Organization)

i. Name of Client: _____
ii. Adress: _____
iii. Name of Contact Person: _____
iv. Telephone No. _____
v. Value of Contract: _____
vi. Contract Description: _____
vii. Validity/Duration of Contract (Must be within current or last financial year)
_____

(Attach evidence of same service)

4.4 FORM PQ-4 APPLICANT FINANCIAL POSITION AND TERMS OF TRADE

1. Attach a copy of firms audited accounts (companies/partnership) or Bank Statements (sole proprietor) for the previous one year
2. Attach letters of reference from the bankers regarding suppliers credit position

4.5 FORM PQ-5 APPLICANT KEY PERSONNEL

Provide at least two staff.

1.	Name:_____ Title of position:_____ Age:_____ Highest Academic/Professional Qualification:_____ Years of Experience with the firm_____ Attach CV, not more than two pages
2.	Name:_____ Title of position:_____ Age:_____ Highest Academic/Professional Qualification:_____ Years of Experience with the firm_____ Attach CV, not more than two pages
3.	Name:_____ Title of position:_____ Age:_____ Highest Academic/Professional Qualification:_____ Years of Experience with the firm_____ Attach CV, not more than two pages

4.6 FORM PQ-6 APPLICANT LITIGATION HISTORY

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the one year or currently under execution.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs)

4.7 FORM PQ-7 APPLICANT DECLARATION STATEMENT

To: The Official Receiver
Business
Registration Service
P.O Box30404-00100,
Nairobi.

Dear Sir,

I/we the undersigned offer to provide the required service in accordance with your **instructions** and we hereby submit our pre-qualification document.

I/We understand that our application is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

I/We understand that upon pre-qualification, you are not bound to assign any work to any of the pre-qualified firms, but you will endeavor to ensure that quotations/tenders/request for proposals will be distributed equitably **AS AND WHEN REQUIRED.**

I/we understand that you are not bound to accept any application you receive**.**

Date: _____

Applicant Name/Company Name:_____

Authorized Representative Name: _____

Signature & stamp

4.8 FORM PQ-8 APPLICANT DECLARATION STATEMENT

I/We having studied the pre-qualification document for the above goods/services I/We hereby certify that the information provided for in response to this pre-qualification is accurate and complete as at the date set out below.

I/we understand that the Provision of false information in response to this application will result in the firm being excluded from the list of those who may be invited to tender/quote for a contract with BRS

I/We undertake to inform BRS promptly following any matter which could alter or add to any of the information given in response to this application.

I/We make this declaration for and on behalf of the firm/company

Date:_____

Applicant Name/Company Name:_____

Authorized Representative Name: _____

Signature & stamp

4.9 REQUEST FOR REVIEW FORM REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....

OF.....20.....

BETWEEN

.....

APPLICANT AND

....

RESPONDENT *(ProcuringEntity*)

Request for review of the decision of the..... (*Name of the Procuring Entity)*

of.....dated the.....day of.....20.....in the matter of Tender No..... of 20.....

REQUEST FOR REVIEW

I/We..... the above-named Applicant(s), of address:

Physical address.....

Fax No.....Tel. No.....

Email....., hereby request the Public Procurement Administrative Review Board to review the whole/part of the above-mentioned decision on the following grounds, namely: -

1.

Etc.

By this memorandum, the Applicant requests the Board for order/orders that: -

2.

Etc.

SIGNED ..... (Applicant)

Dated on..... day of .....20.....