



TERMS OF REFERENCE FOR PREQUALIFICATION OF WASTE MANAGEMENT SERVICE PROVIDERS FOR (EPROK)

1. About EPROK

The Electronic-waste Producer Responsibility Organization of Kenya, (EPROK) is a collective Producer Responsibility Organization established to drive sustainable management of electronic and electric waste in Kenya. It operates with the obligation to implement the Sustainable Waste Management Act of 2022 and its accompanying Regulations of 2024 on behalf of its members. EPROK supports manufacturers in addressing and managing waste generated from electric, electronic, and electrical equipment, fostering collective action within the industry.

Legally incorporated as a registered entity under Section 13 of the Companies Act, 2015, EPROK is structured as a company limited by guarantee and is governed by its articles of association. It provides essential services in post-consumer waste management and collection to its member companies, ensuring that environmental responsibilities are met efficiently and effectively.

As Kenya's first Producer Responsibility Organization specifically focused on electronic and electric waste, EPROK has established a strong presence and credibility. It boasts a membership base of over fifty organizations and offers broad representation across more than ten distinct waste streams categorized under electric and electronic classifications. Through its coordinated efforts, EPROK plays a pivotal role in advancing responsible e-waste management and compliance in Kenya.

2. Background

The Electronic-Waste Producer Responsibility Organization of Kenya (EPROK) has been established to address the growing challenge of electronic waste (e-waste) in Kenya. E-waste refers to discarded electrical or electronic devices, and its improper disposal poses serious environmental and health risks. To mitigate this issue, EPROK aims to implement a comprehensive **Extended Producer Responsibility (EPR) Plan** that holds producers of electronic devices responsible for the collection, recycling, and disposal of their products after they reach the end of their life cycle.

The Extended Producer Responsibility Organisation of Kenya (EPROK) seeks to prequalify competent waste management service providers to implement its Extended Producer Responsibility (EPR) Plan in accordance with national environmental regulations and standards.



3. Objectives

To prequalify service providers in the e-waste sector engaged in management, collection, aggregation, and transportation, establishing a roster of qualified waste management companies within the 47 counties. These providers must demonstrate the technical capacity, experience, and infrastructure required to efficiently collect, sort, transport, recycle, and dispose of waste materials in alignment with EPROK's Extended Producer Responsibility (EPR) Plan.

4. Scope of Work

Prequalified service providers should demonstrate capability in one or more of the following areas of E-waste recovery Operations including:

1. Collection and aggregation of e-waste materials from designated points
2. Transportation of e-waste to processing facilities
3. Sorting and segregation of different e-waste streams
4. E- waste Recycling and recovery operations
5. Final Disposal of e-waste materials
6. E- waste Data collection, reporting, and traceability systems
7. Capacity building and awareness on environmental sustainability including e-waste.
8. Recognition from E-waste representative association, network and groups

5. Application Procedure

4.1 Technical Capacity

- Minimum 2 years of experience in waste management services
- Demonstrated expertise in handling E-waste & specific waste streams
- Adequate equipment and infrastructure (vehicles, storage facilities, etc.)
- Trained personnel and management team
- Quality control procedures and environmental management systems

6. Submission Guidelines

5.1 Submission Guide

Interested or entities are requested to submit technical and financial proposals to procurement@kam.co.ke by Tuesday, 29th July 2025. with the subject line: CONSULTANCY - TERMS OF REFERENCE FOR PREQUALIFICATION OF E- WASTE MANAGEMENT SERVICE PROVIDERS FOR EPROK'



I. Technical proposal

1. Company profile
 2. Copies of all required licenses and certifications
 3. Description of facilities, equipment, and technology
 4. Documentation of tracking and reporting systems
 5. Evidence of volume capacity and geographical coverage
 6. Sample reports and data management capabilities
 7. CV for the lead/ or contact person.
- Applications can be submitted in both hard copy or electronic format
 - All documents must be clearly labelled and organized according to the sections outlined
 - Incomplete applications will not be considered
 - EPROK reserves the right to verify all information provided

EPROK Physical address: KAM Procurement
Kenya Association of Manufacturers
KAM House /4TH floor
Mwanzi Road, Opposite Westgate Mall
P.O Box 30225 –00100
Nairobi

5.2 Legal Requirements

NO	Tick	Documentation.
1.		Business registration/incorporation certificate
2.		KRA Pin certificate
3.		Valid tax compliance certificate
4.		Valid NEMA license/permit for waste management operations
5.		Valid county government operating permits
6.		Occupational health and safety certification



EPROK Waste Service Provider Engagement Template

Please fill in the template provided

Organization Name: _____

Contact Person: _____

Designation: _____

Phone Number: _____

Email Address: _____

I. General Information

Question

a. Business Name (if different from organization name):

b. Physical Address / Location of Operations:

c. County of Operation: _____

Do you operate in other counties? If yes, please list them:

1.	Counties	Location (Town)
2.		
3.		
4.		
5.		
6.		
7.		

Do you have agents/partners in other counties? (Yes/No) If yes, list their locations:

1.	Counties	location
2.		
3.		
4.		
5.		



II. Legal requirement

NO	Tick	Documentation.
1.		Business registration/incorporation certificate
2.		KRA Pin certificate
3.		Valid tax compliance certificate
4.		Valid NEMA license/permit for waste management operations
5.		Valid county government operating permits
6.		Occupational health and safety certification

III. Nature of Services

Tick all that apply:

NO	Tick	Nature of Service(s)
1.		Collection
2.		Sorting
3.		Recycling
4.		Refurbishing
5.		storage
6.		Dismantling
7.		Repairing
8.		Other please specify:

IV. Waste Volumes and Capacity

What volumes are you handling now?

Metric	Response
Average monthly volume handled (in kg):	
Annual capacity (in tonnes):	
Are you currently operating at full capacity? (Yes/No)	

V. Types of E-Waste Handled

Please indicate the types of electronic waste you manage and the average cost you charge

NO	E- Waste Streams	Costing in (KES)	
		Service(s) fee Costing /Kg	Transportation Fee
	ICT Equipment (e.g., computers, printers, phones)		
1.	Large Household Appliances (e.g., fridges, cookers)		
2.	Small Household Electronics (e.g., irons, toasters)		
3.	Small Household Electronics (e.g., irons, toasters)		
4.	Batteries (Li-ion, Pb, others)		
5.	Solar Equipment (panels, inverters, lanterns)		
6.	Lighting Equipment (fluorescent, LED, HID lamps) Cables and accessories		
7.	Others Specify.		

VI. Transport and Logistics

Question	Response
Do you own transportation vehicles for waste collection? (Yes/No)	



Question	Response
If not, do you lease or subcontract transport?	
What is your average transportation cost (per km or per load)?	

Declaration

(To be completed and signed by an authorized representative)

I, the undersigned, hereby declare that:

1. All employees, agents, or personnel engaged by our organization in the execution of waste management services are above 18 years of age.
2. The information provided by our organization to EPROK regarding our operations, services, volumes, and any other related matters is true, accurate, and complete to the best of my knowledge.
3. We understand that providing false or misleading information may result in disqualification from participating in EPROK initiatives, revocation of partnership, or legal consequences as provided under relevant laws.

Signature Section

Name of Authorized Representative: _____

Designation: _____

Signature: _____

Date: _____

Company Stamp (if available):
(Place Stamp Here)