

Request for Proposals (RFP)**Procurement Number: KE-596****Title: Request for Proposals (RFP) for Provision of Internet Services for Helen Keller Intl Offices in Nairobi(Lavington at Braeside gardens, opposite Posh Treats), Kilifi (Jammitown on Bofa Road) and Samburu(Catholic Diocese of Maralal Offices)****RFP Issue Date:27th July 2026 2026****RFP Questions to be Submitted By: 30th July 2026****Proposal Submission Deadline: 3rd August 2026 by 1700hrs EAT (Nairobi Kenya Time)****Email Address for both questions and proposal submission: ke-procurement@hki.org.****Contracting Entity:** Helen Keller International (Helen Keller Intl)**Place of Performance:** Helen Keller International Offices at Nairobi(Lavington at Braeside gardens, opposite Posh Treats), Kilifi (Jammitown on Bofa Road) and Samburu(Catholic Diocese of Maralal Offices)**Note:** Services providers may apply for all or any of the locations where they have presence.**Contents of this Document**

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Bidders are encouraged to read this RFP and all attachments in its entirety paying specific attention to the instructions and requirements. Issuance of this RFP does not in any way obligate Helen Keller International to award a contract, nor does it commit Helen Keller International to pay for costs incurred in the preparation and submission of a proposal. All recipients of this RFP shall treat all information and details included herein as private and confidential.

SECTION 1: Introduction, Eligibility of Bidders, and Definitions**Introduction**

Helen Keller International (Helen Keller Intl) is a nonprofit organization dedicated to saving and improving the sight and lives of the world's vulnerable by combatting the causes and consequences of blindness, poor health and malnutrition. Helen Keller Intl invites all eligible Bidders to submit proposals for Internet Service Providers.

The purpose of this Request for Proposals (RFP) is to select a vendor that will provide best value to Helen Keller Intl, when both technical and cost factors are combined.

Eligibility of Bidders

This RFP is open to all national entities that are deemed capable of implementing the scope of work, with a solid record of integrity and business ethics, and that meet the eligibility requirements stated in this Section.

Bidders that submit proposals in response to this RFP must meet the following requirements:

- 1) Be a national entity that is legally registered under the laws of the country where it is operating
- 2) Have demonstrated capacity and expertise to successfully implement the Scope of Work
- 3) Have completed the required representations and certifications incorporated in this RFP
- 4) Be willing to comply with relevant donor rules and regulations and Helen Keller Intl requirements.

Note: Helen Keller Intl will not award a contract to any firm that is debarred, suspended, or proposed for debarment by the U.S. Government, or who proposes to do business with firms or firms' principals who are debarred, suspended, or proposed for debarment, in the performance of the requirement of this activity.

For Vendors offering **telecommunications equipment**, to be eligible for this procurement, Vendor must not use services or components manufactured by the covered equipment or services, listed below:

Restricted Companies include:

- Huawei Technologies Company
- ZTE Corporation
- Hytera Communications Corporation
- Hikvision
- Hangzhou Hikvision Digital Technology Company
- Dahua Technology Company

Or, any subsidiary or affiliate of these companies}

For vendors offering **telecommunications services**, to be eligible for this procurement, Vendor must complete and return the Helen Keller Intl Service Vendor Disclosure form.

Vendor selection preference will be placed on vendors that do not use services or components manufactured by the covered equipment or services, listed below:

Restricted Companies include:

- Huawei Technologies Company
- ZTE Corporation
- Hytera Communications Corporation
- Hikvision
- Hangzhou Hikvision Digital Technology Company
- Dahua Technology Company

Or, any subsidiary or affiliate of these companies.

SECTION 2: Scope of Work

Helen Keller Intl will evaluate all proposals received in response to this RFP in accordance with the evaluation criteria described in this document.

This RFP contains the following Annexes:

- Annex A: Conflict of Interest Disclosure
- Annex B: Technical Offer template
- Annex C: Format of CV to be used for each team member indicating the lead

Program Background

Helen Keller International (Helen Keller Intl) is seeking to strengthen connectivity across its Kenya offices in **Nairobi, Kilifi, and Samburu** to support uninterrupted program delivery, collaboration, and secure access to cloud-based systems and communications platforms. Reliable internet connectivity is essential for day-to-day operations including email, virtual meetings, document sharing, financial

and administrative systems, monitoring and reporting, and coordination with field teams, partners, and donors.

Through this Request for Proposals (RFP), Helen Keller Intl intends to identify a qualified Internet Service Provider (ISP) capable of delivering **business-grade, dedicated internet services** to the specified office locations. The selected provider will be expected to ensure consistent performance, acceptable uptime, responsive support, and service levels that meet the operational needs of a multi-site nonprofit organization working in varied geographic contexts

Scope of Work, Key Objectives and Activities

The selected ISP shall provide, install, configure, test, commission, and support dedicated business internet connectivity for Helen Keller Intl offices in **Nairobi, Kilifi, and Samburu**. The service must meet or exceed the minimum technical and service requirements defined in this RFP, including coverage, bandwidth, uptime, and support expectations.

Key Objectives

- Provide **reliable, always-on internet connectivity** for all three office locations. Services providers may apply for all or any of the locations where they have presence.
- Ensure **minimum bandwidth of 50 Mbps download and 30 Mbps upload** per site, or better where available.
- Deliver **dedicated/business-grade service** using **fibre optic or equivalent technology** appropriate for each site.
- Maintain high service quality with **minimal downtime, no throttling, and no unjustified port/service restrictions**.
- Enable **network visibility and performance monitoring**, including compatibility with Meraki monitoring where applicable.
- Provide **timely technical support**, incident management, escalation, and on-site intervention when needed.

Activities / Requirements

The selected provider shall:

1. Conduct site readiness assessment for Nairobi, Kilifi, and Samburu offices, including confirmation of last-mile availability and installation requirements.
2. Provide and install all necessary connectivity infrastructure, including access links, termination equipment, and any provider-managed devices required to deliver the service.
3. Configure internet service to provide:
 - Minimum **50 Mbps down / 30 Mbps up**
 - **Dedicated/business-grade connectivity**
 - **Open internet access** with no content/site blocking except where required by law
 - **No throttling** or unjustified speed reduction
 - **No port or service restrictions** that would interfere with standard business applications
 - At least **one public IP address**
4. Ensure compatibility with Helen Keller Intl's monitoring environment, including support for **Meraki-based monitoring/visibility** where applicable.
5. Provide a documented **Service Level Agreement (SLA)** covering:
 - **24/7/365 service availability**
 - Minimum **99% uptime**
 - Incident response and restoration timelines
 - Escalation procedures
6. Provide **24/7/365 remote support and 8x5 on-site support**, with clearly designated account management and escalation contacts.
7. Perform end-to-end testing after installation and provide service handover documentation.
8. Maintain service continuity throughout the contract period and notify Helen Keller Intl in advance of any planned maintenance, outages, or service-affecting changes.
9. The devices become properties of Helen Keller Intl upon installation.

Submit regular service reports, including uptime/performance data, incident logs, and corrective actions where relevant.

Deliverables and Illustrative Timeline

Deliverables:**Inception / Implementation Plan**

A brief plan outlining deployment approach, site coverage confirmation, implementation schedule, technical assumptions, and risk mitigation measures.

Site Assessment Report

Confirmation of service availability and installation requirements for Nairobi, Kilifi, and Samburu, including any dependencies or exceptions.

Installation and Configuration Completion

Successful installation, activation, and configuration of internet services at all awarded sites.

Testing and Commissioning Report

Evidence that services meet the required bandwidth, connectivity, and basic performance expectations before handover.

SLA and Support Framework

Final service level agreement, support contacts, escalation matrix, and incident reporting procedures.

Monthly Service Performance Reports

Regular reports showing uptime, bandwidth performance, outages/incidents, response times, and actions taken.

Contract Closure / Transition Support (if applicable at contract end)

Support for orderly transition, renewal, or service handover at the end of the contract period.

Illustrative Timeline

- **Week 1:** Contract award and kickoff meeting
- **Week 1–2:** Site assessments and implementation planning
- **Week 2–4:** Installation and configuration at all approved sites
- **Week 4–5:** Testing, commissioning, and service handover
- **Monthly thereafter:** Performance reporting, SLA monitoring, and support services throughout the contract term

Anticipated Contracting Period and Award Mechanism

The anticipated period of the resulting award is expected to be 12 months beginning on or about July 2026. Bidders must clearly identify “start-up” support costs, if any, required to commence services.

Helen Keller Intl intends to award an all-inclusive fixed price Contract/Service level Agreement to the winning offer. No profit, fees, taxes, or additional costs can be added after award. This RFP is subject to all the terms and conditions of the resulting contract. Any resultant award will be governed by these terms and conditions.

SECTION 3: Proposal Instructions

Proposals that are incomplete or do not address these criteria may not be considered in the review process. All proposals **must be submitted in English**.

Both the Technical Offer and Financial Offer must be submitted with a **Cover Letter** which must include the following information and must be signed and stamped by an authorized representative of the Bidder organization:

- i. Date of Submission of the Proposal

- ii. Term of proposal validity 90days
- iii. Name of the company/organization
- iv. Name and title of authorized representative of organization
- v. Type of company/organization
- vi. Address
- vii. Telephone
- viii. E-mail
- ix. Taxpayer Identification Number
- x. Other required documents that shall be included as attachments to the cover letter:
 - a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the bidder is registered.
 - b) Copy of company tax registration, or equivalent document.
 - c) Copy of trade license, or equivalent document.

Bidders must also submit a signed Conflict of Interest Declaration Form. This form will be assessed to establish whether the Bidder has any present or potential future conflict of interest according to the definition in Annex A. If the conclusion is reached that any conflict of interest declared by the Bidder could have a negative impact on the Bidder's ability to perform the Service, Helen Keller Intl may decide to reject the submitted proposal. Failure to accurately complete the Conflict-of-Interest Declaration Form may also lead to the rejection of the submitted proposal.

Part 1: TECHNICAL OFFER

The Technical Offer should be in the English language, typed in Microsoft Word, single-spaced, with each page numbered consecutively. A maximum number of pages for each component of the Technical Offer is given below.

The Technical Offer should include the following:

1) Bidder past performance record/relevant experience– {2} pages maximum

Information related to Bidder's past performance/prior experience in conducting work in the country/region similar in nature and volume to the services requested (brief description, deliverables, date, client etc.).

Bidders must also provide contacts for at least three (3) professional references for previous work and/or experience under similar SOWs. Contact information should include, at a minimum: name of individual, name of company, brief information on relationship to Bidder, address, email, and phone number. Helen Keller Intl reserves the right to contact any and all references provided. Contact information for references is not subject to the page limitation for this section.

2) Technical approach – {7} pages maximum

The technical approach must describe the proposed approach to achieving the program objectives and must address the following:

- a) Information as to whether the Bidder currently has a presence in the country/region, and the nature of this presence.
- b) A brief description of the Bidder's understanding of the objectives and scope of work for the consultancy.
- c) An overview as to how the Bidder would propose to complete the requested services indicated in this RFP.

3) Team Structure requirements – {3} pages maximum, excluding CVs

- a) Team structure: Bidders must describe the structure of the team that will deliver against the objectives and scope of work described in this RFP. Team structures must identify the project manager (or Team Leader) and other team members and the roles and responsibilities that each will have over the duration of the consultancy.
- b) The minimum requirements and qualifications for the Team Leader who will be leading the team are the following:

- c) If any members of the proposed team do not currently reside in {Kenya}, the Bidder must state how the personnel would travel to the country to perform such Services, and the estimated travel time.

At a minimum, the Bidder should provide the following information:

- d) A current CV for the proposed personnel in a format provided in Annex C. The CV must not exceed three pages in length and shall be in chronological order starting with the most recent experience and summarizing relevant experience and qualifications.
- e) The country of residence for all persons proposed for the provision of this Service (meaning the country in which the person or persons resides and from which they would be flying from in order to reach the Place of Performance to undertake this consulting work).
- f) If any of the Bidder's personnel do not reside in the country in which they are assigned to perform the required Services, the Bidder must state how these personnel would travel to perform such Services, and the estimated travel time. The Bidder should specify how many trips might be required, and which team members would join these trips.

The Bidder must notify Helen Keller Intl if it intends to replace a key member of the Bidder's team (with an explanation for doing so) prior to the award date and provide Helen Keller Intl with the information required for the approval of a replacement proposal. Any replacement shall be subject to the approval of Helen Keller Intl. This is also valid for any replacement taking place during the contract duration.

Helen Keller Intl may choose to contact the Bidder prior to making a final decision. Please confirm whether this would be possible, ensuring that full contact details are also included in the resume (email, telephone number).

Part 2: FINANCIAL OFFER

This contract will be issued as a firm fixed price contract. Payment shall be made monthly upon submission of a valid Etims invoice and satisfactory performance of the services. Helen Keller Intl will only issue payment via electronic payment methods and all bank accounts must be in the name of the company/organization only.

As part of the Financial Offer, Bidders must include a detailed budget, submitted in **Microsoft Excel**, expressed in Kenya Shillings, with an accompanying budget narrative, submitted in Microsoft Word, describing the basis for the listed cost elements. Supporting information should be provided in sufficient detail to allow a complete analysis and determination of reasonableness of each cost element. Bidders are required to include and clearly label **all** costs deemed necessary to complete the work called for hereunder.

The Financial Offer template can be found in Annex D and must include the following: **Note:** it is *highly* recommended to provide a budget template for Bidders in an Excel-based format. This will ensure that all offers are received in a uniform format, making it easier to review costs.

- 1. Labor Cost:** The Bidder must provide information related to team structure, daily rates and Level of Effort (LoE) (measured in days) for the deliverables listed. Please state assumptions made when submitting the cost information including any additional options and stating all conditions.
- 2. Other Direct Costs:** The Bidder should provide a breakdown estimate of other main direct costs which are considered necessary for completion of the work. Other direct costs will cover transportation costs, visa, and per diem. Any other direct costs shall be agreed prior with Helen Keller Intl.
- 3. Indirect Rates and Fixed Fee:** If it is an Bidder's regular practice to budget indirect rates, e.g. overhead, fringe, G&A, administrative, or other rate, Bidders must explain the rates and the rates' base of application in the budget narrative. Helen Keller Intl reserves the right to request additional information to substantiate an Bidder's indirect rates. Proposed fixed fee must also be explained in the budget narrative and represented as a separate line item in the budget.

SECTION 4: Evaluation Criteria and Basis for Award

Helen Keller Intl will follow a Best Value Trade-Off selection methodology. Helen Keller Intl may award to an eligible, responsible firm whose proposal is most advantageous to the program, with price and other factors considered proposal, including but not limited to compliance with the requirements of the RFP without material deviation. Bidders may not modify non-responsive offers after the proposal deadline in order to make them responsive. However, Helen Keller Intl may request an Bidder to clarify its offer as long as no material deviation exists.

The criteria below will serve as the basis upon which proposals will be evaluated. Selection will be based principally on the technical merits of the proposals, but price and other factors will be considered, and award will be made only if the proposal is determined to be technically acceptable and cost reasonable.

Evaluation Criteria per Solicitation	Total Max Points	Assigned Points	Comments/Justification
General Requirements	65%		
Coverage: Nairobi, Kilifi, and Samburu			
Minimum speed: 50 Mbps down / 30 Mbps up			
Dedicated/business-grade internet service			
Fiber optic or equivalent technology			
Monitoring/control or Meraki monitoring accepted			
Open internet: no content/site restrictions			
No speed reduction or throttling			
No port or service restrictions			
One public IP address			
SLA: 24/7/365, 99% uptime, 0% packet loss			
Vendor Experience and Compliance	35%		
24/7/365 phone support			
8/5 on-site support			
Dedicated account manager and escalation contacts			
Installation capacity and timeline			
Relevant ISP experience and 3 references			
Eligibility documents and restricted-equipment compliance			
Total Points	100%		

Upon completion of the evaluation of Technical Offers, Helen Keller Intl will evaluate Financial Offers for budget presentation, details of the budget narrative, and cost effectiveness (reasonable, realistic,

match the Technical Offer and meet requirements of RFP). No points are assigned to Financial Offers, but these criteria will be considered, in conjunction with the total score of the Technical Offer. This RFP utilizes the tradeoff process and Helen Keller Intl may award a contract to the offeror whose proposal represents the best value to Helen Keller Intl and the program. Helen Keller Intl may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

SECTION 5: Proposal Validity, Submission Deadline and Instructions

Proposals should have a 90-day validity period from the proposal submission date, as provided in the Cover Letter.

Proposals must be submitted electronically by the deadline listed on the cover page of this RFP by E-mail to ke-procurement@hki.org indicating in the subject line of the e-mail the company name and the RFP number.

A full proposal submission will include the following documents, all of which must reference the RFP number as stated on the cover page of this document:

- Cover Letter
- Technical Offer
- Financial Offer
- Conflict of Interest Disclosure Form
- Copies of Bidder legal registration documents
- Other pertinent information relevant to the proposal submission

No verbal questions will be entertained, either in person or via telephone. However, Helen Keller Intl will take written questions about this RFP until the date specified on the cover page of this document. Any questions related to this RFP should be addressed to ke-procurement@hki.org

SECTION 6: Negotiations

Best offer proposals are requested. It is anticipated that an award will be made solely on the basis of the original offers received. However, Helen Keller Intl reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a contract. Furthermore, Helen Keller Intl reserves the right to conduct a competitive range and to limit the number of bidders in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals.

Highest-rated bidders, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Helen Keller Intl, bidders may be requested to conduct oral presentations. If deemed an opportunity, Helen Keller Intl reserves the right to make separate awards per component or to make no award at all.

SECTION 7: Terms of the Solicitation

1. Issuance of this RFP does not constitute an award commitment on the part of Helen Keller Intl, nor does it commit Helen Keller Intl to pay for costs incurred in the preparation and submission of a bid.
2. Attached files are integral part of this RFP.
3. Helen Keller Intl may contact Bidders to confirm contact person, address, bid amount and to confirm that the proposal was submitted for this solicitation.
4. False Statements: Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.
5. Conflict of Interest Disclosure: In Annex A Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Helen Keller Intl having to re-evaluate selection of a potential Bidders.
6. Right to Select/Reject: Helen Keller Intl reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate

negotiations without incurring any liability. Helen Keller Intl also reserves the right to reject any or all proposals received without explanation.

7. Reserved rights: All RFP responses become the property of Helen Keller Intl and Helen Keller Intl reserves the right in its sole discretion to:
 - a. To disqualify any offer based on Bidder's failure to follow solicitation instructions;
 - b. To waive any deviations by Bidders from the requirements of this solicitation that in Helen Keller Intl's opinion are considered not to be material defects requiring rejection or disqualification or where such a waiver will promote increased competition;
 - c. Extend the time for submission of all RFP responses after notification to all Bidders;
 - d. Terminate or modify the RFP process at any time and re-issue the RFP to whomever Helen Keller Intl deems appropriate;
 - e. Issue an award based on the initial evaluation of offers without discussion;
 - f. Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
8. Bidders and its proposed personnel shall disclose any factors that could limit the organization's ability to independently perform the services such as relationship with counterpart employees, past employment, etc.

ANNEX A: Conflict of Interest Disclosure

Helen Keller Intl Code of Conduct & Ethics Policy: In accordance with the Helen Keller Intl Code of Conduct and Ethics Policy, Helen Keller Intl requires full and open disclosure when dealing with procurement. As such, Helen Keller Intl employees must avoid any conflict of interest or the appearance of a conflict of interest. Helen Keller Intl employees must at all times provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants. Helen Keller Intl employees shall not solicit, request, accept, or agree to accept any gift from a vendor or prospective vendor.

Helen Keller Intl reserves the right to reject any or all quotes when considered to be in the best interest of the organization and/or the people it serves. All parties submitting a proposal in response to this Request for Proposal are obligated to disclose the existence of any actual or possible conflict of interest relating to every country included within their proposal in the attached *Conflict of Interest Declaration Form*.

Failure to fully disclose such information could lead Helen Keller Intl to reject a proposal. If a party has no conflict to declare for any of the countries covered in their proposal, they may submit one form, listing all of the countries covered.

“Conflict of Interest” means a situation in which an Bidder, or an Affiliate (as defined below), or a sub-contractor (if any) of an Bidder, has interests (financial, organizational, personal, reputational or otherwise) that would or may appear to make it difficult for an Bidder to fulfill its obligations to Helen Keller Intl in its role as the vendor in an objective, independent and professional manner, or a situation in which it is reasonable to foresee that such an interest would arise. A Conflict of Interest may arise in the following circumstances, which are not exhaustive:

- i. a Bidder has been, or is involved in the design of a proposal or request for funding that has been, or will be submitted to Helen Keller Intl;
- ii. an Bidder has been, or is involved in the provision of advice to an entity that is a Principal Recipient or a Sub-recipient;
- iii. a Bidder has been, or is involved in, or has provided advice in relation to the procurement of goods and/or services by a Principal Recipient and/or a Sub-recipient;
- iv. a Bidder has been, or is involved in the provision of auditing services to a Principal Recipient and/or a Sub-recipient; or
- v. a Bidder has submitted an expression of interest, tender, bid or otherwise indicated interest in providing services of any nature to a Principal Recipient or a Sub-recipient that remains valid at the time of, and for the duration of the term of this Contract.

“Affiliate” means a business concern, individual or other entity that, directly or indirectly: (i) controls or can control an Bidder; (ii) is controlled by, or can foreseeably be controlled by, an Bidder; or (iii) along with an Bidder, is controlled by, or can foreseeably be controlled by, the same third party.

Bidder Conflict of Interest Declaration Form

Please check one box below, as appropriate:

☐	The Bidder hereby declares that it has read and understood the Conflict of Interest rules set forth in the Request for Proposals (RFP) and warrants that no Conflict of Interest exists on the part of the Bidder or an Affiliate of the Bidder, with regard to the services to be performed under the RFP. The Bidder hereby agrees to comply with the Conflict of Interest rules set forth in the Request for Proposals (RFP).
☐	The Bidder wishes to disclose a real or potential Conflict of Interest situation(s) and propose mitigating action(s). <i>Note: if this box is checked, please describe in an attachment, in detail, the situation and present a proposed mitigation plan / arrangement for consideration by Helen Keller Intl.</i>

Bidder:

Signature:	
Printed Name:	
Title:	
Date:	

ANNEX B: Format of CV to Be Used for Personnel (One Document Per Person)

Name:			
Title:			
Nationality:			
Home Office Address:			
Professional Qualifications:			
Language skills:			
Language:	Reading:	Speaking:	Writing:
Relevant work experience, including the duration and responsibilities:			
References:			
Name:		Name:	
Position:		Position:	
Organization:		Organization:	
E-mail:		E-mail:	
Address:		Address:	
Telephone:		Telephone:	
Relationship:		Relationship:	
Certification: I declare that the information provided in this CV is accurate and hereby authorize Helen Keller Intl to undertake whatever inquiries Helen Keller Intl may consider reasonable and necessary in the course of the assessment process, in relation to the information in this curriculum vita relating to my suitability for the position for which I have been nominated.			
Signed:		Date:	

ANNEX C Financial Offer Format

DETAILED BUDGET BREAKDOWN WORKSHEET (SAMPLE FORMAT)

Cost Element	Unit Cost	Quantity	Total Cost
1. SALARIES Position No. 1 {name} Position No. 2 {name}			Unit Cost x Quantity
SUBTOTAL			
2. FRINGE BENEFITS (If applicable)	xx%		xx% of Base*
3. OVERHEAD (If applicable)	xx%		xx% of Base*
4. EXTERNAL CONSULTANTS Position No. 1 {name}			
SUBTOTAL			
5. TRAVEL & TRANSPORTATION A. Travel B. Per Diem		Number of trips	
SUBTOTAL			
6. OTHER DIRECT COSTS Communications Duplication [List Items]			
SUBTOTAL			
7. INDIRECT COSTS (If applicable)	xx%		xx% of Base*
8. FIXED FEE (If applicable)	x%		xx% of Base*
		Total	

Principal's Signature

*The Base for each of these percentages needs to be identified and documented through audited financial statements.

ANNEX D Section 899 Vendor Disclosure Form

HKI Telecommunications Services Vendor Disclosure for “Section 889”

insert date- **27th July 2026**
insert PRF- **KE-596**

Dear Service Provider:

The U.S. Government has implemented a new regulation, commonly referred to as “Section 889”, which places restrictions on procurement and use of telecommunications equipment and services from certain Chinese companies. In addition, there are restrictions on services such as internet, mobile data and other types of telecommunications services that use the equipment of these same Chinese companies to provide their services.

In order for Helen Keller International to determine compliance with the new regulation please read the following information carefully and complete the Disclosure at the end of this document.

1. Background information and definitions

Based on information in your possession, your disclosure must confirm whether any of the services offered, as provided in Section A below, is provided by or includes substantial or essential components manufactured by the companies listed in Section B below.

Section A: For purposes of this disclosure, services includes:

- Internet or cellular communication services, and any equipment provided to enable use of these services from the point of the user to the point of the internet
- Surveillance services
- Mobile cash transfer services

Section B: Restricted Companies include:

- Huawei Technologies Company
- ZTE Corporation
- Hytera Communications Corporation
- Hikvision
- Hangzhou Hikvision Digital Technology Company
- Dahua Technology Company

Or, any subsidiary or affiliate of these companies that are included on the attached list.

2. Please complete the disclosure statement below and return to Helen Keller International.

Vendor Disclosure: (please check whether i. or ii. is applicable)

The services your company quoted to Helen Keller International,

- i. _____ is provided by OR uses equipment or components from companies listed in Section B or from a company owned by companies listed in Section B - if selected, please complete the box below.

Type of Services (from Section A above)	Name of Restricted Company (from Section B above)	Additional comments

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- ii. _____ is NOT provided by and does NOT use equipment or components from the companies listed in Section B or from a company owned by companies listed in Section B.

Vendor Signature	
Vendor Printed Name	
Printed Title	
Date	

Thank you in advance for your cooperation. If you have any questions, please do not hesitate to contact us.

Peter O. Ofware
Country Director, Helen Keller Intl-Kenya
POfware@hki.org