



Notice to Suppliers

Lycée Français Denis Diderot

Supplier Registration & Procurement Policy

Lycée Français Denis Diderot (the "**School**") invites qualified and reputable suppliers to express their interest in providing goods and services in support of the School's educational mission and operations.

Our Procurement Principles

The School is committed to conducting all procurement activities in a fair, transparent, accountable, and ethical manner. To this end, the School:

- Engages only approved, verified, and duly registered suppliers;
- Sources goods and services exclusively from authorised and reputable providers;
- Ensures that all goods and services meet required quality, safety, and regulatory compliance standards;
- Applies a competitive, objective, and documented supplier selection process; and
- Maintains full compliance with all applicable Kenyan laws and regulations, including the Anti-Corruption and Economic Crimes Act, the Proceeds of Crime and Anti-Money Laundering Act, and the Data Protection Act, 2019.

Supplier Obligations and Expectations

All prospective and registered suppliers are expected to:

- Adhere to the highest standards of integrity, professionalism, and ethical business conduct;
- Comply with all applicable laws and regulations of the Republic of Kenya, including but not limited to those relating to anti-corruption, anti-money laundering, tax compliance, data protection, and labour standards;
- Refrain from any form of bribery, fraud, kickbacks, collusion, or other improper or unlawful conduct;
- Avoid any actual or perceived conflict of interest in their dealings with the School;
- Conduct all business with the School in a transparent, honest, and professional manner; and
- Promptly disclose any matter that may give rise to a conflict of interest or compromise the integrity of the procurement process.



Expression of Interest

Suppliers wishing to be considered for registration may submit their company profile, credentials, or proposal to:

📧 procurement@lyceefrancaisnairobi.com

Please note that submission of an expression of interest does not guarantee registration, prequalification, or the award of any business.

Supplier Registration Process

Only shortlisted suppliers who have successfully passed the School's preliminary evaluation will be invited to complete the School's **Supplier Registration Form** and to provide all required supporting documentation for verification, due diligence, and formal approval.

Registration as a supplier constitutes **prequalification only** and does not:

- Create any obligation on the part of the School to award any contract, purchase order, or business of any kind to the supplier;
- Establish any contractual, agency, partnership, or employment relationship between the School and the supplier; or
- Entitle the supplier to any payment, compensation, or reimbursement of any nature whatsoever.

Important Notice Regarding Engagement and Authority

For the avoidance of doubt, all suppliers and third parties are hereby placed on notice that:

1. **No engagement, order, or commitment shall be valid or binding on the School** unless evidenced by a formal **Purchase Order** or a **written contract** duly issued, approved, and executed by the School's authorised representatives.
2. The School **shall not be liable** for any goods delivered, services rendered, or costs incurred by any supplier without prior formal written authorisation from the School.
3. Any person purporting to act on behalf of the School without formal written authority does not bind the School, and any dealings with such person shall be **entirely at the supplier's own risk and cost**.
4. Suppliers are advised to **independently verify** the authority of any individual claiming to represent the School before delivering goods or rendering services.



Compliance, Integrity, and Anti-Corruption

The School maintains a **zero-tolerance policy** towards corruption, fraud, bribery, and non-compliance with applicable laws and ethical standards. In furtherance of this commitment:

- Any supplier found to have engaged in, facilitated, or condoned corrupt, fraudulent, or unethical practices shall be **immediately disqualified, deregistered, and reported** to the relevant authorities;
- The School reserves the right to conduct due diligence, audits, and compliance checks on any supplier at any time; and
- Suppliers are encouraged to report any suspected irregularity, unethical conduct, or breach of procurement policy to the School's management in confidence.

Data Protection

All personal and business data collected during the supplier registration and procurement process shall be processed in accordance with the **Data Protection Act, 2019 (Kenya)** and shall be used solely for the purposes of supplier evaluation, registration, and management. By submitting information to the School, suppliers consent to the processing of their data for these purposes.

Reservation of Rights

The School reserves the right, at its sole and absolute discretion, to:

- Accept or reject any expression of interest or application without assigning reasons;
- Request additional information, documentation, or clarification from any supplier;
- Amend, suspend, or discontinue the supplier registration process at any time;
- Deregister any supplier for non-compliance, breach of terms, or any other reason the School deems appropriate; and
- Amend this policy from time to time as the School considers necessary.

This notice is issued by the management of Lycée Français Denis Diderot and shall remain in effect until amended or withdrawn.