



## NOTICE

### INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS

NEPAD / APRM Kenya Secretariat invites applications for Pre-qualification/registration of Suppliers from interested eligible bidders for the supply of one or a combination of the under listed goods and services for a period of two years ,2019-2020 and 2020-2021

1. SUPPLY OF GOODS	
CATEGORY NO.	ITEM DESCRIPTION
NEPAD/PRE/001/2019-2020	Supply of General Office Stationery <b>(This category is reserved for the disadvantaged groups)</b>
NEPAD/PRE/002/2019-2020	Supply and delivery of Office Furniture, Furnishings, Fittings and Equipment
NEPAD/PRE/003/2019-2020	Supply and delivery of Motor Vehicle Tyres, Tubes and Batteries
NEPAD/PRE/004/2019-2020	Supply of Staff uniforms, foot wear , Protective clothing and CMT Charges <b>(This category is reserved for the disadvantaged groups)</b>
NEPAD/PRE/005/2019-2020	Supply of Newspapers, Magazines and Periodicals <b>(This category is reserved for the disadvantaged groups)</b>
NEPAD/PRE/006/2019-2020	Supply of Airtime/Pre-paid Telephone Cards <b>(This category is reserved for the disadvantaged groups)</b>
NEPAD/PRE/007/2019-2020	Supply of Computer and Photocopier/Printer Consumables. <b>(This category is reserved for the disadvantaged groups)</b>
2. PROVISION OF SERVICES	
NEPAD/PRE/008/2019-2020	Provision of Air travel and ticketing services – both Local and International Travel (IATA Registered Firms Only)
NEPAD/PRE/009/2019-2020	Provision of Outside catering services
NEPAD/PRE/010/2019-2020	Supply and Provision of Design, Artwork, Colour separation and Printing of Accountable documents, Promotional and Publicity materials. <b>(This category is reserved for the disadvantaged groups)</b>
NEPAD/PRE/011/2019-2020	Provision of General Printing Services
NEPAD/PRE/012/2019-2020	Provision of engraving and marking of Secretariat's Assets <b>(This category is reserved for the disadvantaged groups)</b>
NEPAD/PRE/013/2019-2020	Repair and maintenance of ICT equipment, servers, Desktops Computers, Local Area Network, Printers, UPS etc.
NEPAD/PRE/014/2019-2020	Provision of cleaning services for curtains, carpets, sofa sets and other related upholstery <b>(This category is reserved for the disadvantaged groups)</b>
NEPAD/PRE/015/2019-2020	Provision of Cleaning Services
NEPAD/PRE/016/2019-2020	Repair, Maintenance and Servicing of Motor vehicles <b>(CM &amp; TE Registered Firms Only)</b>
NEPAD/PRE/017/2019-2020	Provision of Pest Control and fumigation services <b>(This category is reserved for the disadvantaged groups)</b>
NEPAD/PRE/018/2019-2020	Repair, Servicing and maintenance of Photocopiers and other related office equipment, other than where there is dealership contract(s)

NEPAD/PRE/019/2019-2020	Repair and Maintenance of CCTV, Air Conditioners and Access Control Equipment
NEPAD/PRE/020/2019-2020	Provision of Internet Services
NEPAD/PRE/021/2019-2020	Provision of Transport/Car Hire services (Tour Vans, Salon cars, 4-Wheel Drive)
NEPAD/PRE/022/2019-2020	Provision of Hospitality Services (Hotel accommodation and Conference facilities)
NEPAD/PRE/023/2019-2020	Provision of Translation and Interpretation Services
NEPAD/PRE/024/2019-2020	Supply and Maintenance of indoor plants
NEPAD/PRE/025/2019-2020	Provision of Courier/Mail Services
NEPAD/PRE/026/2019-2010	Provision of Assets Branding and Coding Services
NEPAD/PRE/027/2019-2020	Provision of Documentary Production, Videography & Photography
<b>3. PROVISION OF CONSULTANCY SERVICES</b>	
NEPAD/PRE/028/2019-2020	Provision of Event Management Consultancy services <b>(This category is reserved for the disadvantaged groups)</b>
NEPAD/PRE/029/2019-2020	Provision of Public Relations and Branding and Communication Consultancy services
NEPAD/PRE/030/2019-2020	Consultancy on Customer Satisfaction Surveys, Employee Satisfaction, ISO, Work Environment, Training Needs Assessment and Baseline Surveys.
NEPAD/PRE/031/2019-2020	Provision of Training and Capacity Building Services
NEPAD/PRE/032/2019-2020	Provision of Asset Valuation Services
<b>4. PROVISION OF MINOR WORKS</b>	
NEPAD/PRE/033/2019-2020	Small Building works e.g. Renovations, Partitioning, Painting, Plumbing and related services

The pre-qualified list of suppliers will be for financial years, 2019/2020 and 2020/2021

Interested and eligible bidders may download Pre-qualification/Registration of suppliers' documents from the Secretariat website: [www.nepadkenya.org](http://www.nepadkenya.org) or [www.tender.go.ke](http://www.tender.go.ke)

Completed pre-qualification documents in plain sealed envelopes clearly marked on the envelop and be deposited in the Tender Box situated at the **Liaison House, 4<sup>th</sup> Floor** reception so as to be received **on or before 05<sup>th</sup> June, 2019 at 11.00 a.m.** Tenders will be opened immediately thereafter, on the same date in the presence of candidates' representative, who may choose to attend at **the Secretariat Board Room.**

**Special/Marginalized groups are encouraged to apply.**