



HAND IN HAND
Eastern Africa

TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS FOR FINANCIAL YEARS 2018 AND 2019

HIH EA is a registered non-governmental organization (NGO) in Kenya and a member of the Hand in Hand global network. HIH EA's mandate is to work within the Eastern Africa region, currently in Kenya with 21 branches in 24 Counties. HIH EA has also done work in Rwanda and has started operations in Tanzania. The organization strives to work with the marginalized communities in the areas of economic and social empowerment using a participatory approach aimed at helping people fight poverty and vulnerability. Hand in Hand Eastern Africa (HIH EA) is in the process of pre-qualifying suppliers for the under listed-items for the years 2018-2019. Without obligation on its part, HIH EA invites competent and qualified firms, including existing suppliers who would wish to be considered, to apply for pre-qualification:

TENDER REFERENCE	TENDER DESCRIPTION/ITEM
HiH/001/2017	Supply of General Office Stationery
HiH/002/2017	Supply of Computers Accessories and Software
HiH/003/2017	Provision of MIS Consultancy Services
HiH/004/2017	Supply of Office Furniture and Equipment
HiH/005/2017	Printing of Office Stationery, Identification Cards and Certificates
HiH/006/2017	Repairs and Maintenance of Computer Hardware
HiH/007/2017	Servicing and Repairs of Office Equipment and Furniture
HiH/008/2017	Provision of Office Cleaning and Fumigation Services
HiH/009/2017	Provision of Courier and Delivery Services
HiH/010/2017	Provision of General, Medical and Staff Insurances
HiH/011/2017	Provision of Micro Insurance Services
HiH/012/2017	Repair and Maintenance of Motor Vehicles
HiH/013/2017	Repair and Maintenance of Motorcycles
HiH/014/2017	Provision of Taxi Services
HiH/015/2017	Provision of Transport Logistics Services
HiH/016/2017	Provision of Travel Agency Services
HiH/017/2017	Supply and Maintenance of Fire Extinguishers
HiH/018/2017	Provision of Public Relations and Media Consultancy Services
HiH/019/2017	Provision of Promotional Materials, Signs and Branded items
HiH/020/2017	Printing of magazines, reports and publicity materials.
HiH/021/2017	Provision of Motor Alarms ,Tracking Services and Rescue services
HiH/022/2017	Provision of Generators and generator maintenance
HiH/023/2017	Provision of Conference and Accommodation facilities
HiH/024/2017	Provision of staff pension services
HiH/025/2017	Provision of legal Services.

Tender documents can be obtained from HIH EA Head Office, Lower Hill Duplex Suite No. 26 upon payment of non-refundable fee of **KES 2,000** per set, payable in cash or bankers cheque.

Completed Tender Document in plain sealed envelope marked with the **Tender Reference** should be deposited in the Tender Box at HIH EA Head Office, Lower Hill Duplex Suite No 26 before **2.00 pm** on **16th October 2017** duly addressed to:

Tender Committee
Hand in Hand Eastern Africa
P.O Box 8562 – 00100
NAIROBI

HIH EA reserves the right to accept or reject any tender either in part or wholly and does not bind itself to accept the lowest or any tender. A maximum of three (3) categories can be applied for by one supplier or service provider.

Website: www.handinhandea.org