



SUPPLIER PREQUALIFICATION FOR THE 2024-2025 PERIOD

Hand in Hand Eastern Africa (HiH EA) is a registered Non-Governmental Organization (NGO) in Kenya, working for the economic and social empowerment of its poorest citizens to enable program participants to lift themselves out of poverty. HiH EA is part of the Hand in Hand network. HiH EA works with the marginalized, vulnerable poor rural and peri-urban smallholder farmers and off-farm entrepreneurs to help them lift themselves out of poverty through the power of entrepreneurship. The organization started operations in Kenya in October 2010 and is currently operating in 24 Field offices within 34 out of 47 Counties in Kenya.

HiH EA is updating its supplier database and is therefore inviting interested and eligible suppliers to submit their applications for the prequalification of suppliers for various goods, services and works for the period 2024-2025.

PREQUALIFICATION 2024 - 2025	
CATEGORY CODE	CATEGORY DESCRIPTION
HIHEA/01/2023	Supply of General stationery
HIHEA/02/2023	Supply, repair and maintenance of ICT related items e.g. computers, laptops, printers and accessories
HIHEA/03/2023	Supply of office furniture, office equipment, repairs and fittings
HIHEA/04/2023	Supply and maintenance of fire extinguishers
HIHEA/05/2023	Provision of courier and delivery services
HIHEA/06/2023	Provision of implementation, configuration, support and maintenance of Dynamic 365 Business Central system
HIHEA/07/2023	Provision of office cleaning and fumigation services
HIHEA/08/2023	Provision of Insurance brokerage services general insurances (All risk, Motor vehicle and Motorcycle, Fidelity, Money ,e.t.c)
HIHEA/009/2023	Provision of Insurance brokerage services staff medical insurance
HIHEA/010/2023	Provision of Insurance brokerage services staff insurance (WIBA EGL e.t.c)
HIHEA/011/2023	Provision of Insurance brokerage services micro insurance, credit life, agricultural and MSME's
HIHEA/012/2023	Repair and maintenance of motor vehicles, alarms and tracking services
HIHEA/013/2023	Provision of design and production of promotional materials and branded items
HIHEA/014/2023	Provision of professional videography and photography services (Documentary, short stories, interviews)
HIHEA/015/2023	Provision of media Agency services
HIHEA/016/2023	Provision of legal services
HIHEA/017/2023	Provision of Audit services
HIHEA/018/2023	Provision of HR services (recruitment and outsourcing)
HIHEA/019/2023	Provision of air ticketing and other travel agency services; vehicle hire and taxi services
HIHEA/020/2023	Provision of farm structures construction services (poultry and dairy houses, rabbit hatch, black soldier fly houses, demo farm) in these regions; Nairobi, Western , Eastern , Coast, Central, Rift Valley

To manage this process, the organization has appointed SRM eProcurement as the consultants for this project. The pre-qualification process will therefore be conducted online. Interested & eligible suppliers can access the PQ on **Hand in Hand Eastern Africa Website** via the following link <https://handinhand-ea.org/supplier-prequalification-for-the-2024-2025/>



Access to **submit** the application shall be automatically granted upon payment of a non-refundable tender fee of KES 2,500/- per Tender category. The fee is payable using **M-PESA Paybill No. 4095233**, Use Account Number auto generated in system to validate your payment.

HiH EA reserves the right to accept or reject any bid in whole or in part without giving reasons.

Closing Date and Time: **August 25th 2023 at 1730 hours East Africa Time**