

ADDENDUM TO SUPPLIER PREQUALIFICATION GUIDE

Addendum 1: Section II-Instructions to Applicants

This addendum seeks to add an instruction number 18 as outlined below:

18. Upon successful pre-qualification and on engagement, a supplier background will be done at the cost of the vendor as per World Vision International requirements.

Addendum 2: Section IV-Registration Categories

This addendum seeks to:

- i) Review geographical area where service is needed for 8 categories (ref WVI/PRQ/024/FY24, WVI/PRQ/025/FY24, WVI/PRQ/059/FY24, WVI/PRQ/060/FY24, WVI/PRQ/098/FY24, WVI/PRQ/116/FY24, WVI/PRQ/119/FY24, WVI/PRQ/126/FY24)
- ii) Add 6 categories (ref WVI/PRQ/137/FY24, WVI/PRQ/138/FY24, WVI/PRQ/139/FY24, WVI/PRQ/140/FY24, WVI/PRQ/141/FY24, WVI/PRQ/142/FY24)

Code	Category Description	Specific Requirement	Geographical Area where service is required
WVI/PRQ/024/FY24	Provision of car hire & lease	<ul style="list-style-type: none"> i) Relevant valid road licenses from NTSA ii) Provide evidence of fleet (Owned or leased). Copy of logbook or copy of certified lease agreement iii) Provide evidence of drivers licenses iv) Provide copy of comprehensive insurance cover for the fleet 	Country wide-across all 47 counties in Kenya
WVI/PRQ/025/FY24	Provision of taxi services	<ul style="list-style-type: none"> i) Relevant valid road licenses from NTSA ii) Provide evidence of fleet (Owned or leased). Attach copy of logbook or copy of certified lease agreement iii) Provide evidence of drivers licenses iv) Provide copy of comprehensive insurance cover for the fleet 	Country wide-across all 47 counties in Kenya
WVI/PRQ/059/FY24	Supply and delivery of office furniture and fittings e.g. chairs, tables, cabinets etc	<ul style="list-style-type: none"> i) Product Brochure with detailed specifications 	Country wide-across all 47 counties in Kenya
WVI/PRQ/060/FY24	Supply and delivery of general office stationery, toners and cartridges	<ul style="list-style-type: none"> i) Product Brochure with detailed specifications ii) For supply and delivery of 	Country wide-across all 47 counties in Kenya

		toners one must provide a valid Manufacturers Authorization Form	
WVI/PRQ/098/FY24	Provision of construction and supply of prefabricated containers	i) Evidence of valid NCA registration certificate relevant to the category of works	Country wide-across all 47 counties in Kenya
WVI/PRQ/116/FY24	Supply and delivery of bee keeping items.		Country wide-across all 47 counties in Kenya
WVI/PRQ/119/FY24	Supply and delivery of school outdoor & indoor play equipment & items		Country wide-across all 47 counties in Kenya
WVI/PRQ/126/FY24	Provision of radio broadcasting services	i) License from CAK	Country wide-across all 47 counties in Kenya
WVI/PRQ/137/FY24	Provision of suppliers background checks	i) Provide Certificate of Good Conduct issued by DCI ii) Provide valid current practicing License from the Private Security Regulatory Authority	Country wide-across all 47 counties in Kenya
WVI/PRQ/138/FY24	Supply and delivery of electrical equipment and appliances e.g. microwaves, fans, fridges etc		Nairobi
WVI/PRQ/139/FY24	Provision of minor repairs and maintenance of electrical equipment and appliances		Nairobi
WVI/PRQ/140/FY24	Provision of major Building Construction works- building contractors	i) Evidence of valid NCA registration certificate relevant to the category of works ii) Provide List of relevant tools and equipment owned/hired and provide proof of the same e.g. pictorial images	Country wide-across all 47 counties in Kenya
WVI/PRQ/141/FY24	Provision of minor construction works, partitioning	i) Evidence of valid NCA registration certificate relevant to the category of works ii) Provide List of relevant tools and equipment owned/hired and provide proof of the same e.g. pictorial images	Country wide-across all 47 counties in Kenya
WVI/PRQ/142/FY24	Provision of repair works for furniture and fittings e.g. desks and chairs		Nairobi

