



WORLD VISION INTERNATIONAL

SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS

ISSUE DATE: 16TH APRIL 2024

CLOSING DATE: 16TH MAY 2024 AT 1700HRS EAT

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

World Vision is a global Christian relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. We serve all people, regardless of religion, race, ethnicity, or gender. For more than 40 years, World Vision has partnered with communities in East Africa, from rural agricultural villages, to disaster, conflict and fragile contexts. World Vision has operations in nine countries across East Africa, namely; Burundi, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Sudan, Tanzania, and Uganda.

For further information, visit our website at www.wvi.org

This document constitutes the formal World Vision International 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 consultancy services for the period of prequalification 2024-2026 under the categories listed on www.srmhub.com

The supplier registration process shall be completed online via SRM eProcurement Portal.

Interested bidders will access and register on www.srmhub.com for more information and step-by-step application process available on supplier's dashboard on SRM eProcurement Portal.

WVI reserves the right to accept or reject any application in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.



World Vision East Africa Region

SECTION II - INSTRUCTIONS TO APPLICANTS

1. World Vision International herein referred to as 'the organization' OR 'WVI', invites applicants who meet the criteria set out by the organization to apply for registration of pre-qualification.
2. This invitation of application for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
3. The Supplier registration process shall be completed online via SRM eProcurement portal.
4. Interested bidders will access and register on www.srmhub.com for more information and step by step application process available on supplier's dashboard.
5. There is a non- refundable access fee of KES 2,000 per category payable via M-pesa Paybill No. 4095233, Account No. "Auto-generated at the payment stage"
6. The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier's dashboard. You are advised to download and review these documents before beginning the application process.
7. Bidders may request clarification in relation to the prequalification by submitting a written request using the Contact us functionality of the supplier dashboard, until **6th May 2024**. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
8. Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
9. The successful applicants will be registered in the organization's suppliers list for a two-year period and the organization will only deal with the firms that are registered.
10. Applicants must submit duly completed and Confidential Business Questionnaire and all other mandatory requirements in electronic form.
11. The Organization reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
12. The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization
13. The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
14. Failure to submit any of the mandatory requirements indicated under special conditions will lead to automatic disqualification.
15. The application of this call closes on **16th May 2024 at 1700hours, EAT**.
16. SRM will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete electronic questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.

17. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

SECTION III. EVALUATION CRITERIA

1. SRM will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.
2. Applicants shall not contact World Vision International or SRM on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence the WVI or SRM in the evaluation may result in the cancellation of their application.
3. Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.
4. The applicants must have registered offices and World Vision International reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.
5. Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.
6. World Vision International reserves the right to accept or reject any or all applications.
7. There shall be two phases of carrying out the evaluation of registration applications:
 - a. Preliminary Evaluation and
 - b. Qualification Evaluation

a. Preliminary Evaluation

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria on categories that have special conditions. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

- a) All the applications shall be sorted out according to the various categories contained in the application for registration form.
- b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of below requirements:

Mandatory Requirements:

Bids MUST meet all the requirements below in order to be considered for further evaluation

1. Bidder Declaration Form (available on supplier's dashboard on SRM eProcurement Portal)
2. Signed Supplier Code of Conduct (available on supplier's dashboard on SRM eProcurement Portal)
3. Signed Child and Adult Safeguarding protocol (available on supplier's dashboard on SRM eProcurement Portal)
4. Confidential Business Questionnaire (available on supplier's dashboard on SRM eProcurement Portal)
5. Copy of Certificate of Incorporation/Business Registration
6. Copy of a valid and current Tax Compliance Certificate
7. Copy of PIN/VAT Certificate

8. Copy of Current Trade License / Business Permit
9. Copy of memorandum of association or CR 12 or CR 13
10. Specific category requirements e.g. Valid Practicing certificates, Manufacturers or distributors license, Special Licenses, Registration with Professional bodies etc (if required in your category - refer to the category requirements on section IV of this supplier guide)

Other Needed Requirements:

Below are other requirements that are needed where applicable but not mandatory

1. Compliance with the Data Protection ACT, 2019 (Attach certificate of registration (data controller &/or data processor) with the Office of Data Protection Commissioner)
2. Valid AGPO Certificate where applicable for the disadvantaged groups

c) A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

b. Qualification Evaluation

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criterion.

- a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.
- b) A detailed assessment of each applicant will be made in the course of evaluating the application.
- c) Applications will be evaluated against the criteria in the table below: -

EVALUATION CRITERIA

A. Preliminary Evaluation

i)Mandatory Requirements

Bids MUST meet all requirements in the Table below in order to be considered for further evaluation

#	Mandatory Requirements	Required (Yes/No)	Max Score
1.	Bidder Declaration Form (available on supplier's dashboard on SRM eProcurement Portal)	Yes	Pass/ fail
2.	Signed Supplier Code of Conduct (available on supplier's dashboard on SRM eProcurement Portal)	Yes	Pass/ fail
3.	Signed Child and Adult Safeguarding protocol (available on supplier's dashboard on SRM eProcurement Portal)	Yes	Pass/ fail
4.	Confidential Business Questionnaire (available on supplier's dashboard on SRM eProcurement Portal)	Yes	Pass/ fail
5.	Copy of Certificate of Incorporation/Business Registration	Yes	Pass/ fail
6.	Copy of a valid and current Tax Compliance Certificate	Yes	Pass/ fail
7.	Copy of PIN/VAT Certificate	Yes	Pass/ fail
8.	Copy of Current Trade License / Business Permit	Yes	Pass/ fail
9.	Copy of memorandum of association or CR 12 or CR 13	Yes	Pass/ fail
10.	Specific category requirements e.g. Valid Practicing certificates, Manufacturers or distributors license, Special Licenses, Registration with Professional bodies etc (if required in your category - refer to the category requirements on section IV of this supplier guide)	Yes	Pass/ fail

ii) Other needed requirements but not mandatory

#	Other Need Requirements
1.	Compliance with the Data Protection ACT, 2019 (Attach certificate of registration (data controller &/or data processor) with the Office of Data Protection Commissioner) where applicable
2.	Valid AGPO Certificate where applicable for the disadvantaged groups

B. Qualification Evaluation

Demonstration of Past Experience	
a) Age of Company	5
Above 10 years (5 Marks)	
Between 7-10 Years (4 Marks)	
Between 4-6 Years (3 Marks)	
Between 1-3 Years (2 Marks)	
Below 1 Year (1 Marks)	
b) Three letters of recommendation from your major clients for similar services- 5 marks each, Total 15 Marks	15
c) At least three copies of LPOs or Contracts from your major clients for the last 3 years (Matching to recommendation letters)- 5 marks each, Total 15 Marks	15
d) Quality assurance policy <ul style="list-style-type: none"> ✓ Provide copy of your quality assurance policy ✓ Outline principles under which the policy is based on ✓ Outline quality assurance accreditation that your company holds ✓ Outline how the policy commits the company to a program of improvement ✓ Outline how the policy extends to the products and services supplied 1 mark for each, Total 5 Marks	5
e) Environmental policy <ul style="list-style-type: none"> ✓ Provide copy of your environmental policy ✓ Outline guiding principles for environmental stewardship and sustainability ✓ Outline how the policy commits the company to a program of improvement in its environment ✓ Outline how the policy extends to the products and services supplied ✓ Outline how the policy complies with relevant environmental laws 1 mark for each, Total 5 Marks	5
f) Customer service and support policy <ul style="list-style-type: none"> ✓ Provide copy of your customer service and support policy ✓ Outline values that customer service is anchored on ✓ Outline personnel responsible for the account management ✓ Outline how customers follow up on their orders ✓ Outline how customer complaints are monitored and resolved 1 mark for each, Total 5 Marks	5
g) Compliance with the Data Protection ACT, 2019 (Attach certificate of registration (data controller &/or data processor) with the Office of Data Protection Commissioner) = 3 Marks	3
h) Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility bill utility bill=1 Mark; tenancy agreement/lease/title= 3 Marks	3

Financial Capacity	
a) Audited financial statements for the last 3 years (2022, 2021, 2020) signed by qualified registered auditors- 3 marks each, Total 9 Marks If Audited financial statements are not provided, please provide Bank statement for the last 6 months - 5 marks (allocated as below):	9
Above Kes 10M (5 Marks)	
Between Kes 6M to 10M (4 Marks)	
Between Kes 1M to 5M (3 Marks)	
Between Kes 500K to 900K (2 Marks)	
Below Kes 500K (1 Mark)	
b) Liquidity Ratio- 1 mark for each year if ratio >1, Total 3 Marks	3
c) Attach letter of reference from the Banker to support bank relations = 5 marks	5
d) Accept 30 days credit= 3 marks	3
Manpower and staffing	
a) Company Profile (organogram, business overview, products/services, clients, vision, mission, markets)- 1 mark each, Total 7 Marks	7
b) At least 3 CVs of key management personnel and supervisory team -2 marks each, Total 6 Marks	6
c) Academic and professional qualification (e.g. masters, bachelors, diploma degree certification) of at least 3 key staff (1 Management personnel and 2 technical staff)- 2 marks each, Total 6 Marks	6
d) Indicate the number of staff in your organization:	5
Above 20 (5 Marks)	
Between 11-20 (4 Marks)	
Between 6-10 (3 Marks)	
Between 1-5 (2 Marks)	
TOTAL (Weighted to 100%)	100

SECTION IV. REGISTRATION CATEGORIES

Code	Category Description	Specific Requirement	Geographical Area where service is required
WVI/PRQ/001/FY24	Provision of hotel accommodation and conferencing services	i) Certified copy of Certificate recognized in the Hotel and restaurant Industry operations Issued by Tourism Regulatory Authority ii) Certified copy of Food Hygiene License from relevant Government Agency/ Certification by Public Health or such other hospitality industry requirements iii) Provide Evidence of Star Rating of the Hotel Issued by Tourism Regulatory Authority or equivalent agency iv) Provide current Health Certificates for food handlers	Country wide-across all 47 counties in Kenya
WVI/PRQ/002/FY24	Provision of travel management services	i) Copy of Valid IATA Certificate of Accreditation ii) Copy of Valid KATA certificate	Nairobi
WVI/PRQ/003/FY24	Provision of pre-employment medical checkup services	i) Copy of valid Medical Practitioners license issued by Kenya Medical Practitioners and Dentist Board- initial license as well as annually renewed license ii) Copy of valid DOSHS registration certificate as a designated health practitioner	Nairobi
WVI/PRQ/004/FY24	Provision of water works construction services for earth dams, earth pans and heavy machinery earth works	i) Evidence of valid NCA registration certificate relevant to the category of works	Country wide-across all 47 counties in Kenya
WVI/PRQ/005/FY24	Provision of mechanical works (fabrication of steel towers and tanks including foundation civil works)	i) Evidence of valid NCA registration certificate relevant to the category of works	Country wide-across all 47 counties in Kenya
WVI/PRQ/006/FY24	Provision of pipe laying water works with appurtenances including water kiosks, valve chambers, cattle troughs, communal water points	i) Evidence of valid NCA registration certificate relevant to the category of works	Country wide-across all 47 counties in Kenya
WVI/PRQ/007/FY24	Provision of borehole equipping, electromechanical works and rehabilitation services including installation, commissioning and maintenance of solar pv/electricity/genset installations	i) Evidence of valid NCA registration certificate relevant to the category of works ii) EPRA certificate	Country wide-across all 47 counties in Kenya
WVI/PRQ/009/FY24	Supply and delivery of agricultural inputs i.e. seeds,	i) KEPHIS Certificate	Country wide-across all 47 counties in

	fertilizers		Kenya
WVI/PRQ/012/FY24	Provision of pre-employment background check services	i) Provide Certificate of Good Conduct issued by DCI ii) Provide valid current practicing License from the Private Security Regulatory Authority	Nairobi
WVI/PRQ/013/FY24	Provision of graphic design services	i) Provide copy of catalogue or samples of design work previously done (provide samples or links and reference details). A minimum of 5 samples or links is expected.	Nairobi
WVI/PRQ/015/FY24	Supply and delivery of fuel	i) Provide copy of valid Energy & Petroleum Regulatory Authority License (EPRA)	Country wide-across all 47 counties in Kenya
WVI/PRQ/016/FY24	Provision of local courier services/errands management services	i) Provide copy of valid postal/courier license as a parcels and courier operator from the Communications Authority of Kenya. ii) Provide certificate of good conduct for key personnel in the organization iii) Provide proof of access to transportation vehicles/motorcycles – provide ownership documents and/or lease/hire agreements	Nairobi
WVI/PRQ/017/FY24	Provision of moving and relocation services	i) Provide evidence of moving equipment and status of ownership e.g., loaders, packaging materials, vehicles	Nairobi
WVI/PRQ/018/FY24	Provision of occupational safety & health audit and training	i) Provide evidence of registration with Occupational Safety and Health by the Directorate of Occupational Safety and Health Services (DOSHS) ii) Provide evidence of registration with National Industrial Training Authority (NITA) iii) Provide valid certificates of the Lead Safety and Health Advisor/Auditor-Must be registered with Directorate of Occupational Safety and Health Services (DOSHS) as a Safety and Health Advisor, Auditor, Trainer	Nairobi
WVI/PRQ/019/FY24	Supply, installation and maintenance of access control systems	i) Provide Manufacturer's Authorization for use of Software/Hardware for the proposed Access Control System	Nairobi
WVI/PRQ/020/FY24	Provision of medical insurance services-both Insurer and broker	i) Provide valid copy of license certified by IRA with authorization for medical insurance category i.e. Medical Insurance cover In-patient and Out-patient ii) Provide Registration as a member of the Association of Kenya Insurers (AKI) for the current year. Attach a	Nairobi

		<p>certified copy by AKI.</p> <p>iii) Provide Professional Indemnity Insurance Cover of at least Kenya Shillings Fifty (50) Million. Attach a valid copy.</p> <p>iv) Provide a claim settlement declaration statement signed by CEO/Principal officer.</p>	
WVI/PRQ/021/FY24	Provision of group life insurance services (GLA)- both Insurers and brokers	<p>i) Provide valid copy of license certified by IRA with authorization for the category of Group Life Cover (GLA).</p> <p>ii) Provide Registration as a member of the Association of Kenya Insurers (AKI) for the current year. Attach a certified copy by AKI.</p> <p>iii) Provide Professional Indemnity Insurance Cover of at least Kenya Shillings Fifty (50) Million. Attach a valid copy.</p> <p>iv) Provide a claim settlement declaration statement signed by CEO/Principal officer.</p>	Nairobi
WVI/PRQ/022/FY24	Provision of group personal insurance wiba services (GPA)- both Insurers and brokers	<p>i) Provide valid copy of license certified by IRA with authorization for the category of Group Personal Accident (GPA) & WIBA.</p> <p>ii) Provide Registration as a member of the Association of Kenya Insurers (AKI) for the current year. Attach a certified copy by AKI.</p> <p>iii) Provide Professional Indemnity Insurance Cover of at least Kenya Shillings Fifty (50) Million. Attach a valid copy.</p> <p>iv) Provide a claim settlement declaration statement signed by CEO/Principal officer.</p>	Nairobi
WVI/PRQ/023/FY24	Provision of international courier services	<p>i) Provide valid copy of a license to operate as an International Courier Service Provider</p> <p>ii) Provide evidence of Membership to the following: -</p> <p>a) Courier Association of Kenya</p> <p>b) International Air Transportation Association (IATA) Certification</p>	Nairobi
WVI/PRQ/024/FY24	Provision of car hire & lease	<p>i) Relevant valid road licenses from NTSA</p> <p>ii) Provide evidence of fleet (Owned or leased). Copy of logbook or copy of certified lease agreement</p> <p>iii) Provide evidence of drivers licenses</p> <p>iv) Provide copy of comprehensive insurance cover for the fleet</p>	Nairobi

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 	Nairobi
WVI/PRQ/027/FY24	Provision of security-guarding services	<ul style="list-style-type: none"> i) Valid certificate from Kenya Security Industry Association (KSIA) or Protective Security Industry Association (PSIA) or its equivalent ii) Provide copy of valid License from Private Security Regulatory Authority (PSRA) iii) Provide copy of a valid frequency Communication Commission of Kenya (CCK) Radio & Alarm license. iv) Provide copies of Certificate of Clearance (Good Conduct) from the Director of Criminal Investigations for at least 10 Security Guards who are on employment as per payroll v) Provide evidence in form of list and images of atleast five (5) relevant service equipment that will be used by the security guards in discharging duties in this assignment 	Country wide-across all 47 counties in Kenya
WVI/PRQ/029/FY24	Provision of pension administration services	<ul style="list-style-type: none"> i) Registration with Insurance Regulatory Authority ii) Registration with Association of Kenya Insurers iii) Registration with Retirement Benefits Authority (RBA) iv) Professional Indemnity Insurance Cover of at least Kenya Shillings Three Hundred (300) Million. v) Capital Adequacy Ratio as at 31st December 2023 vi) Credit rating certification from an internationally recognized institution 	Nairobi
WVI/PRQ/030/FY24	Provision of clearing and forwarding services	<ul style="list-style-type: none"> i) Valid Customs Agents License from Kenya Revenue Authority ii) Provide copy of valid Membership Certificate for KIFWA-Kenya International Freight and Warehousing Association iii) Provide evidence on use/access to the Integrated Customs Management System (ICMS) v) Provide copy of valid Bond for Customs Agents - CB11 	Nairobi
WVI/PRQ/031/FY24	Provision of electrical installation services	<ul style="list-style-type: none"> i) Valid Registration from National Construction Authority (NCA) 	Country wide-across all 47 counties in

		ii) Energy & Petroleum Regulatory Authority (EPRA) license iii) List of relevant tools and equipment owned/hired and provide proof of the same e.g. pictorial images	Kenya
WVI/PRQ/032/FY24	Provision of general repairs and maintenance services (civil, electrical and mechanical)	i) Valid Registration from National Construction Authority (NCA) 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/033/FY24	Provision of borehole drilling works and rehabilitation services including flushing, fishing, test-pumping, geovisional inspection	i) Valid Water Resource Contractor license from the Ministry of Water, Sanitation, and Irrigation for borehole drilling and equipping contractors ii) Evidence of valid NCA registration certificate	Country wide-across all 47 counties in Kenya
WVI/PRQ/028/FY24	Supply, installation and maintenance of alarm systems	i) Valid certificate from Kenya Security Industry Association (KSIA) or Protective Security Industry Association (PSIA) or its equivalent ii) Provide copy of valid License from Private Security Regulatory Authority (PSRA) iii) Provide copy of a valid frequency Communication Commission of Kenya (CCK) Radio & Alarm license.	Nairobi
WVI/PRQ/026/FY24	Provision of fleet tracking services	i) License from CAK	Nairobi
WVI/PRQ/014/FY24	Supply and maintenance of firefighting equipment	i) Provide copy of Fire Fighting Certificate from the County Council	Nairobi
WVI/PRQ/010/FY24	Supply and delivery of IT equipment and accessories e.g. computers, laptops, macbooks, printers, multi-functional printers, scanners, screens/monitors, projectors, headsets, keyboards, mouse etc	i) Manufactures Authorization letter or certificate of partnership with the manufacturer for supply, installation & support of IT equipment.	Nairobi
WVI/PRQ/011/FY24	Supply and delivery of Pharmaceutical Supplies	i) Pharmacy and Poisons Board Certificate	Nairobi
WVI/PRQ/008/FY24	Provision of catering services	i) Valid food handlers' certificate from public health for the personnel-at least 5 personnel ii) Valid food handlers' certificate from public health for the company iii) Valid certificate of inspection by department of public health iv) Provide certificates of good conduct from the Criminal Investigation Department for the personnel-at least 5 personnel v) Provide evidence of ownership of catering equipment e.g. cookers, food	Country wide-across all 47 counties in Kenya

		warmers, cutlery and crockery vi) Attach Evidence that the firm has a Workman Injuries Benefit insurance cover for its workers (WIBA policy).	
WVI/PRQ/034/FY24	Provision of temporary accommodation (serviced apartments)		Country wide-across all 47 counties in Kenya
WVI/PRQ/035/FY24	Supply and delivery of electronic equipment e.g. camera, i phones, mobile phones and wireless/wired handsets etc	i) Manufactures Authorization letter or certificate of partnership with the manufacturer for supply, installation & support of equipment.	Nairobi
WVI/PRQ/036/FY24	Provision of network infrastructure services, data communication services, internet services, computer networks and structured cabling	i) License from Communication Authority of Kenya Authorizing the firm to provide internet services	Nairobi
WVI/PRQ/037/FY24	Supply, delivery and servicing of radio communication equipment & satellite phones	i) Manufactures Authorization letter or certificate of partnership with the manufacturer for supply, installation & support of equipment.	Nairobi
WVI/PRQ/038/FY24	Supply, installation, testing, commissioning & maintenance of video conferencing solutions	i) Communication Authority Telecommunication Contractor License.	Nairobi
WVI/PRQ/039/FY24	Supply, installation, testing, commissioning & maintenance of cctv surveillance equipment	i) Manufactures Authorization letter or certificate of partnership with the manufacturer for supply, installation & support of equipment.	Nairobi
WVI/PRQ/040/FY24	Supply, installation, testing, commissioning & maintenance of network equipment (servers, switches, routers, access points)	i) Manufactures Authorization letter or certificate of partnership with the manufacturer for supply, installation & support of equipment.	Nairobi
WVI/PRQ/041/FY24	Supply, installation, testing, commissioning & maintenance of generators	i) Valid Registration License with Energy and Petroleum Regulatory Authority (EPRA) ii) Manufacturers Authorization Certificate and warranty iii) Product Brochure with detailed specifications	Nairobi
WVI/PRQ/042/FY24	Supply, Installation, Testing, Commissioning & Maintenance of HVAC / air conditioning equipment	i) Valid Registration from National Construction Authority (NCA) ii) Valid Tenderer's Practicing License iii) Manufacturers Authorization Certificate and Warranty iv) Product Brochure with detailed specifications	Nairobi
WVI/PRQ/043/FY24	Supply, installation, testing, commissioning & maintenance of uninterruptible power	i) Manufacturers Authorization Certificate and warranty ii) Product Brochure with detailed specifications	Nairobi

	supply units (ups) and inverters		
WVI/PRQ/044/FY24	Provision of cleaning and gardening services	<ul style="list-style-type: none"> i) NEMA License ii) Valid copy of Occupational Health and Safety Certificate Issued by the Directorate of Occupational Safety and Health (DOSHS) iii) Attach Evidence that the firm has a Workman Injuries Benefit insurance cover for its workers (WIBA policy). iv) Duly signed and stamped list of tools, machinery and equipment relevant for provision of the service along with pictorial evidence 	Country wide-across all 47 counties in Kenya
WVI/PRQ/045/FY24	Provision of fumigation, pest control and sanitary services	<ul style="list-style-type: none"> i) Provide NEMA License showing that the chemicals are safe and comply with Environmental, Occupational Health and Safety requirements ii) Valid license issued by the Pest Control Products Board iii) Duly signed and stamped list of tools, machinery and equipment relevant for provision of the service along with pictorial evidence 	Country wide-across all 47 counties in Kenya
WVI/PRQ/046/FY24	Supply and delivery of kitchen sundries (e.g. sugar, drinking chocolate, tea leaves, milo, coffee, coffee beans and other related items).		Country wide-across all 47 counties in Kenya
WVI/PRQ/047/FY24	Supply and delivery of bottled/dispenser drinking water and water dispensers	<ul style="list-style-type: none"> i) Provide a valid laboratory test report issued by Kenya Bureau of Standards (KEBS) ii) Valid copy of KEBS standardization certificate 	Country wide-across all 47 counties in Kenya
WVI/PRQ/048/FY24	Provision of printing services e.g. annual reports	<ul style="list-style-type: none"> i) Duly signed and stamped list of tools, machinery and equipment relevant for provision of the service along with pictorial evidence 	Country wide-across all 47 counties in Kenya
WVI/PRQ/049/FY24	Supply and delivery of branded promotional items (e.g. t-shirts, polo shirts, caps, umbrellas, key rings, mugs, pens, thermal flasks, tear drop banners, canvas banners, branded shirts etc.)	<ul style="list-style-type: none"> i) Duly signed and stamped list of tools, machinery and equipment relevant for provision of the service along with pictorial evidence 	Nairobi
WVI/PRQ/050/FY24	Provision of proof-reading and writing services	<ul style="list-style-type: none"> i) Valid practicing license from relevant professional registration body 	Nairobi
WVI/PRQ/051/FY24	Provision of photography, videography & livestreaming equipment and services	<ul style="list-style-type: none"> i) Duly signed and stamped list of tools, machinery and equipment relevant for provision of the service along with pictorial evidence ii) Provide videography and livestreaming portfolio for at least 3 	Nairobi

		Corporate Events	
WVI/PRQ/052/FY24	Provision of fire response and fire drill services	i) Fire Fighting certificate from the County Government	Country wide-across all 47 counties in Kenya
WVI/PRQ/053/FY24	Provision of gate maintenance services		Nairobi
WVI/PRQ/054/FY24	Provision of electric fence services		Nairobi
WVI/PRQ/055/FY24	Provision of payroll services	i) Letters of agency/partnership with payroll solution developer	Nairobi
WVI/PRQ/056/FY24	Provision of events planning & organization including emceeing services	i) Duly signed and stamped list of tools, machinery and equipment relevant for provision of the service along with pictorial evidence	Country wide-across all 47 counties in Kenya
WVI/PRQ/057/FY24	Provision of team building services	i) Duly signed and stamped list of tools, machinery and equipment relevant for provision of the service along with pictorial evidence	Country wide-across all 47 counties in Kenya
WVI/PRQ/058/FY24	Supply and delivery of tents, chairs and tables		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	i) Product Brochure with detailed specifications	Nairobi
WVI/PRQ/060/FY24	Supply and delivery of general office stationery, toners and cartridges	i) Product Brochure with detailed specifications ii) For supply and delivery of toners one must provide a valid Manufacturers Authorization Form	Nairobi
WVI/PRQ/061/FY24	Provision of legal services	i) Valid practicing license from Law Society of Kenya	Nairobi
WVI/PRQ/062/FY24	Supply and delivery of audio equipment- public address system		Nairobi
WVI/PRQ/063/FY24	Supply, delivery and repair of musical equipment		Nairobi
WVI/PRQ/064/FY24	Consultants for Market Research & Surveys		Nairobi
WVI/PRQ/065/FY24	Provision of Consultancy Services in Management and Human Resources Training	i) Valid Practitioners License from the Institute of Human Resource Management	Nairobi
WVI/PRQ/066/FY24	Consultants for Feasibility Studies		Nairobi
WVI/PRQ/067/FY24	Consultants for Architectural Services	i) Registration certificate with Board of Registration of Architects and Quantity surveyors (BORAQ's) for Firm ii) Valid practicing License for from BORAQ's for Firm	Nairobi
WVI/PRQ/068/FY24	Consultants for Structural Engineers	i) Valid Engineers Board of Kenya (EBK) practicing licenses	Nairobi
WVI/PRQ/069/FY24	Consultants for Civil Engineers, Water And	i) Valid Engineers Board of Kenya (EBK) practicing licenses	Nairobi

	Waste Water Works		
WVI/PRQ/070/FY24	Consultants for Quantity Surveyors	i) Registration certificate with Board of Registration of Architects and Quantity surveyors (BORAQ's) for Firm ii) Valid practicing License for from BORAQ's for Firm	Nairobi
WVI/PRQ/071/FY24	Consultants for Mechanical Engineers	i) Valid Engineers Board of Kenya (EBK) practicing licenses	Nairobi
WVI/PRQ/072/FY24	Consultants for Electrical Engineers	ii) Valid Engineers Board of Kenya (EBK) practicing licenses	Nairobi
WVI/PRQ/073/FY24	Consultants for Land Surveyors	i) Registration with The Institution of Surveyors of Kenya and the Land Surveyors Registration Board ii) Valid practicing license	Nairobi
WVI/PRQ/074/FY24	Consultants for Civil Engineering Survey Services	i) Valid Engineers Board of Kenya (EBK) practicing licenses	Nairobi
WVI/PRQ/075/FY24	Consultants for Property Valuers	i) Valid practicing license/certificate from Valuers Registration Board (VRB)	Nairobi
WVI/PRQ/076/FY24	Consultants for Property Managers and Estate Agents	i) Valid Practicing License from Estate Agency Registration Board	Nairobi
WVI/PRQ/077/FY24	Consultants for Environment Impact, Strategic Environmental Assessment Studies and Environment Audits		Nairobi
WVI/PRQ/078/FY24	Consultants on Monitoring, Evaluation and Reporting	i) Evidence of previous experience in consultancy	Nairobi
WVI/PRQ/079/FY24	Consultancy Services in Development of Sector Profiles		Nairobi
WVI/PRQ/080/FY24	Consultants on Science, Technology and Innovation		Nairobi
WVI/PRQ/081/FY24	Consultants on Policy Development, Review and Analysis		Nairobi
WVI/PRQ/082/FY24	Consultancy Services in Development and Implementation of an Advocacy Program		Nairobi
WVI/PRQ/083/FY24	Consultancy Services in Local Value Chains Assessments		Nairobi
WVI/PRQ/084/FY24	Consultancy Services in Nutrition Assessments/Surveys		Nairobi
WVI/PRQ/085/FY24	Consultancy Services in Gender Equity and Social Inclusion Assessments		Nairobi
WVI/PRQ/086/FY24	Consultancy Services in Climate Change and Carbon programming	i) Professional certification for lead experts	Nairobi
WVI/PRQ/087/FY24	Supply and delivery of newspapers		Nairobi

WVI/PRQ/088/FY24	Provision of online tender advertisement services		Nairobi
WVI/PRQ/089/FY24	Provision of Media Monitoring Services in East Africa Region	i) Membership to professional body e.g. MSK or PRSK or equivalent	Nairobi
WVI/PRQ/090/FY24	Provision of security situational and forecasting analysis services in East Africa		Nairobi
WVI/PRQ/091/FY24	Provision of asset tagging services		Nairobi
WVI/PRQ/092/FY24	Provision of external auditor and tax consultant's services	i) ICPAK License	Nairobi
WVI/PRQ/093/FY24	Maintenance of sewerage treatment plant	i) KEBS Certificate ii) Evidence of valid NCA registration certificate for water works	Nairobi
WVI/PRQ/094/FY24	Provision of passenger vessels evacuation services in East Africa Region	i) Provide proof of ownership/lease of passenger vessels e.g. contracts ii) Provide pictorial evidence of passenger vessels	East Africa
WVI/PRQ/095/FY24	Provision of air charter services in East Africa Region	i) Valid Air Operator Certificate [AOC] and Air Service License ii) Provide proof of ownership/lease of air charters e.g. contracts iii) Provide pictorial evidence of the air charters	East Africa
WVI/PRQ/096/FY24	Provision of air evacuation services during emergencies in East Africa Region	i) Copy of valid Air Service License from KCAA for Air Emergency Evacuation Services ii) Copy of valid Air Operator Certificate from KCAA for Air Emergency Evacuation Services iii) Provide proof of ownership/lease of air ambulances e.g. contracts iv) Provide pictorial evidence of air ambulances fitted with equipment demonstrating capacity to handle emergency evacuation	East Africa
WVI/PRQ/097/FY24	Provision of road ambulance services	i) Provide proof of ownership/lease of road ambulances e.g. log books, contracts ii) Provide pictorial evidence of road ambulances fitted with equipment demonstrating capacity to handle emergency evacuation	Country wide-across all 47 counties in Kenya
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	Nairobi
WVI/PRQ/099/FY24	Provision of irrigation services: water supply and installation, servicing of irrigation pipes and fittings		Country wide-across all 47 counties in Kenya
WVI/PRQ/100/FY24	Supply of pipes and fittings		Country wide-across

	(gi pipes, pvc pipes, upvc pipes, hdpe pipes for all available classes etc.)		all 47 counties in Kenya
WVI/PRQ/101/FY24	Supply and delivery of general hardware items, electrical, tools, plumbing materials & dress making equipment		Country wide-across all 47 counties in Kenya
WVI/PRQ/102/FY24	Supply, installation, commissioning and maintenance of water purification / treatment systems including biological, physiochemical, trace metals	i) Public Health Certificate, Medical Certificates	Country wide-across all 47 counties in Kenya
WVI/PRQ/103/FY24	Provision of services for sanitation technologies		Country wide-across all 47 counties in Kenya
WVI/PRQ/104/FY24	Supply and delivery of sand, ballast, hard core, building stones and timber		Country wide-across all 47 counties in Kenya
WVI/PRQ/105/FY24	Supply and delivery of high nutrition supplies		Country wide-across all 47 counties in Kenya
WVI/PRQ/106/FY24	Supply and delivery of relief food items		Country wide-across all 47 counties in Kenya
WVI/PRQ/107/FY24	Supply and delivery of relief non-food items		Country wide-across all 47 counties in Kenya
WVI/PRQ/108/FY24	Supply and delivery of agricultural tools and equipment		Country wide-across all 47 counties in Kenya
WVI/PRQ/109/FY24	Supply and installation, maintenance of greenhouses		Country wide-across all 47 counties in Kenya
WVI/PRQ/110/FY24	Supply and delivery of customized tents		Country wide-across all 47 counties in Kenya
WVI/PRQ/111/FY24	Provision of preventive maintenance & repairs of photocopying equipment, personal computers and accessories services.	i) Manufactures Authorization letter or certificate of partnership with the manufacturer for supply, installation & support of equipment.	Nairobi
WVI/PRQ/112/FY24	Supply and delivery of office & school furniture and fittings		Country wide-across all 47 counties in Kenya
WVI/PRQ/113/FY24	Supply and delivery of medical equipment and surgical supplies (non-pharmaceuticals)	i) Manufactures Authorization letter or certificate of partnership with the manufacturer for supply of medical equipment. ii) Product brochure with detailed specifications	Nairobi
WVI/PRQ/114/FY24	Supply and delivery of motor vehicle tyres and	i) KEBS certification	Country wide-across all 47 counties in

	tubes		Kenya
WVI/PRQ/115/FY24	Provision of garage services: repair and service of motor vehicle and motor cycles	i) Public of Works certification/ inspection report ii) Kenya Motors Repairers Association (KEMRA) certification	Country wide-across all 47 counties in Kenya
WVI/PRQ/116/FY24	Supply and delivery of bee keeping items.		Nairobi
WVI/PRQ/117/FY24	Supply and delivery of poultry & livestock to include but not limited to goats, sheep, cow, pigs, camels & chicken,		Country wide-across all 47 counties in Kenya
WVI/PRQ/118/FY24	Supply and delivery of school uniform		Country wide-across all 47 counties in Kenya
WVI/PRQ/119/FY24	Supply and delivery of school outdoor & indoor play equipment & items		Nairobi
WVI/PRQ/120/FY24	Provision of editorial services	i) Valid practicing license from relevant professional registration body	Nairobi
WVI/PRQ/121/FY24	Provision of Translators, Interpreters and Translation Services		Nairobi
WVI/PRQ/122/FY24	Provision of Sign Language Services		Nairobi
WVI/PRQ/123/FY24	Provision of Digital Services (e-shots, e-bombs, social media engagements)		Nairobi
WVI/PRQ/124/FY24	Supply and delivery of assorted tree seedlings	i) KEPHIS Certificate	Country wide-across all 47 counties in Kenya
WVI/PRQ/125/FY24	Provision of drone services	i) License for operating drone from KCAA ii) Remote Operator Certificate	Nairobi
WVI/PRQ/126/FY24	Provision of radio broadcasting services	i) License from CAK	
WVI/PRQ/127/FY24	Provision of motor vehicle and motor cycles insurance services	i) Valid certificate from Insurance Regulatory Authority	Nairobi
WVI/PRQ/128/FY24	Provision of Gym services and Gym equipment		Nairobi
WVI/PRQ/129/FY24	Provision of Car Wash services		Country wide-across all 47 counties in Kenya
WVI/PRQ/130/FY24	Provision of GRP Water Tank Maintenance Services		Country wide-across all 47 counties in Kenya
WVI/PRQ/131/FY24	Provision of General office repairs and Maintenance services		Country wide-across all 47 counties in Kenya
WVI/PRQ/132/FY24	Provision of First Aid and Fire Marshal Trainings	i) DOSH (Department of Occupational Safety and Health) License ii) NITA (National Industrial Trainings Authority) Certificate	Nairobi

WVI/PRQ/133/FY24	Provision of vehicle towing services		Country wide-across all 47 counties in Kenya
WVI/PRQ/134/FY24	Provision of laptop repair services		Nairobi
WVI/PRQ/135/FY24	Provision of water supply services		Country wide-across all 47 counties in Kenya
WVI/PRQ/136/FY24	Provision of grounds for hire services	i) Pictorial evidence of the grounds	Nairobi