



## KENYA HIGH COMMISSION

### PRE – QUALIFICATION NOTICE: FOR YEAR 2019/20

Kenya High Commission in Pretoria invites bids from eligible bidders for pre-qualification for the supply and delivery of goods, works and services for the period 2019 - 2020 as indicated herein below:

### PRE- QUALIFICATION FOR 2019 - 2020 FINANCIAL YEAR

No.	PRE - QUALIFICATION NUMBER	DESCRIPTION
1	KHCP/1/2019-2020	Prequalification for supply and delivery of general Office Stationery
2	KHCP/2/2019-2020	Prequalification for printing and delivery of Stationery security documents
3	KHCP/3/2019-2020	Prequalification for Supply and delivery of Toners & Cartridges
4	KHCP/5/2019-2020	Prequalification for supply and delivery of branded promotional materials, t-shirts, caps, sweaters & umbrellas
5	KHCP/6/2019-2020	Prequalification for supply and delivery of office furniture, furnishings, and fittings
6	KHCP/6/2019-2020	Prequalification for supply and delivery of tyres, tubes and spare parts for motor vehicles
7	KHCP/7/2019-2020	Prequalification for supply and delivery of electrical fittings and hardware material
8	KHCP/8/2019-2020	Prequalification for maintenance and servicing of Telephones, Servers, Computers, UPS, & LAN, Printers, and Scanners
9	KHCP/9/2019-2020	Prequalification for maintenance and servicing of plant and machinery
10	KHCP/10/2019-2020	Prequalification for maintenance and servicing of motor vehicles
11	KHCP/11/2019-2020	Prequalification for provision of fumigation and pest control services

12	KHCP/12/2019-2020	Prequalification for provision of corporate branding and signage services
13	KHCP/13/2019-2020	Prequalification for supply, installation, and maintenance of air conditioning equipment
14	KHCP/14/2019-2020	Prequalification for servicing and maintenance of firefighting equipment
15	KHCP/15/2019-2020	Prequalification for provision of sanitary services
16	KHCP/16/2019-2020	Prequalification for provision of laundry and cleaning services.
17	KHCP/17/2019-2020	Prequalification for provision and repair and maintenance of buildings
18	KHCP/18/2019-2020	Prequalification for provision of furniture repair services, drawers, and cabinets
19	KHCP/19/2019-2020	Prequalification for provision of plumbing and drainage services
20	KHCP/20/2019-2020	Prequalification for provision of electrical repairs and maintenance
21	KHCP/21/2019-2020	Prequalification for provision of courier and parcel services
22	KHCP/22/2019-2020	Prequalification for provision of security guarding and alarm systems
23	KHCP/23/2019-2020	Prequalification for the provision of transport, car hire, taxi services, and executive chauffeur driver service
24	KHCP/24/2019-2020	Prequalification for provision of event management services
25	KHCP/25/2019-2020	Prequalification for supply and delivery of newspapers
26	KHCP/26/2019-2020	Prequalification for provision of landscaping and ground maintenance services
27	KHCP/27/2019-2020	Prequalification for provision of hotel, accommodation and conference facility services
28	KHCP/28/2019-2020	Prequalification for supply, installation, and servicing of security CCTV cameras and other security systems
29	KHCP/29/2019-2020	Prequalification for provision of consultancy services for in-house staff training on Customer Service, Team building and Communication
30	KHCP/30/2019-2020	Prequalification for provision of pool maintenance services
31	KHCP/31/2019-2020	Prequalification for provision of insurance services

32	KHCP/32/2019-2020	Prequalification for provision of air ticketing and travel services
33	KHCP/33/2019-2020	Prequalification for Provision of clearing and forwarding services

Interested firms must provide the information indicated hereunder;

1. Detailed company profile and physical address
2. Copies of certificate of registration or incorporation
3. Current business permit
4. Current tax compliance certificate
5. Bank Account details

For further information contact the Kenya High Commission Pretoria through the email address: - info@kenya.org.za

Applications with requisite documents should be enclosed in a plain sealed envelope, marked with pre-qualification number and category name and be deposited in the tender box provided at the Kenya High Commission Pretoria offices addressed to ;

**Kenya High Commission Pretoria**

**302 Brooks Street, Menlo Park**

**Pretoria, 0081**

**So as to be received on or before 13<sup>th</sup> June 2019 at 4 pm.**

**Opening of the bids will take place on 14<sup>th</sup> June 2019 at 10:00 am in the presence of the bidders or their representative who choose to attend at the Kenya High Commission Board room.**