



PRE-QUALIFICATION OF SUPPLIERS, CONSULTANTS & CONTRACTORS FOR SUPPLY OF GOODS, SERVICES AND SMALL WORKS FOR TWO YEARS (2025-2027).

AZADI/PRQ No.001/08/25-26

YOU MUST INDICATE:-

GROUP:.....

CATEGORY CODE NO:

CATEGORY DESCRIPTION:.....

PRE-QUALIFICATION OF SUPPLIERS, CONSULTANTS & CONTRACTORS

PRQ No.:001/08/25

Date Issued: Aug 22, 2025

Deadline for Submission: [03/09/2025]

TENDER AND PRE-QUALIFICATION NOTICE

Azadi Community now invites bids and pre-qualification applications from interested, eligible, capable firms for the award of contract and pre-qualification as suppliers, consultants, and small works contractors for two years in the following categories:-

1. Description of Goods/Services Required

Item No.	Category of Description of Goods/Services	Cat no:	QTY	Unit name	Unit Price
1	Office Stationery Supply of general office stationery and supplies, books of accounts.	001			
2	ICT Equipment & Accessories Computers, printers, software, Cameras, repairs & maintenance services.	002			

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3	Transport Services Car hire, taxi services, bus transport	003			
4	Hotel & Conference Facilities Meeting rooms, accommodation, catering	004			
5	Printing & Branding Graphic Designing Services, branding T-shirts, banners, brochures, notebooks and any IEC Materials.	005			
6	General Consultancy and Professional Services for the Organisation. Accounting Services, Audit services, Legal Services, Insurance Services, Banking and Investment Services, Corporate Governance Services etc.	006			
7	Special Consultancy Services Relating to Human Trafficking, Gender Justice, Feminism, Wellness, and Child Domestic Work, Trainings, Photography, Videography, Media Equipment Hiring, Translators, Interpreters, Art Curator, Rapporteur, Research Services etc	007			
8	Events Management Services Decor, PA Hire, Catering Services, MC, DJ etc	008			
9	Cleaning Services Fumigation, Carpet Wash, Garbage Collectors, Waste Management, Detergent supplies.	009			
10	Wholesalers (i.e cereals) Non-perishable Food Items	010			
11	Groceries Perishable Food Items	011			
12	General Repairs	012			

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	Electricity, Plumbing, Mechanics				
13	Energy Supply Gas, charcoal, fuel, etc.	013			
14	Internet Supplier	014			

2. Guidelines to Bidders:

- Quotations and or price lists must be submitted in **KES** and include all applicable taxes and delivery costs.
- Bidders must clearly state the delivery timeline and warranty (if any).
- Quotations or pricelists must remain valid until the delivery date.
- Late submissions will not be accepted.
- Payment will be made upon delivery/agreed upon payment terms.
- Successful suppliers will be required to provide eTims invoices on delivery.

3. Submission

- Documentation must be submitted by email to: procurement@azadikenya.org
- Subject line should read: “**PRQ No.:001/08/25** – [Category]”
- Attach the necessary supporting documents for your submission
- Submission to be done before the deadline.

4. Selection Criteria

Quotations will be evaluated based on:

- Price
- Delivery timeline
- Warranty/after-sales service
- Previous experience with similar organisations
- Compliance with legal and technical specifications:
 - ☐ Certificate of Incorporation /Registration
 - ☐ Current Tax Compliance Certificate
 - ☐ KRA PIN Certificate
 - ☐ Company profile
 - ☐ Any other relevant registration document

NB: Attach the documents during submission.

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5. Contact Information

For questions or clarifications, contact:

Name: Faith Mwende

Email: procurement@azadikenya.org

Phone: +254 712 682682

Date: 22nd August, 2025

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PRE-QUALIFICATION DATA REGISTRATION OF SUPPLIERS APPLICATION FORM

I/we..... hereby apply for registration as
supplier(s) (Name of Company/Firm).....
CATEGORY CODE NO. CATEGORY
DESCRIPTION.....of Post Office Address
.....Town.....Street..... Name of
building.....Room/Office No.Floor No.....Telephone
Nos.....email.....

Full Name of applicant
Other branches location

2. Organization & Business Information

Please select if the business is A. Company ☐ B. Partnership ☐ C. Sole
Proprietorship ☐

Chief Executive/Managing Director/Owner/Partner.....
Marketing/Sales Manager.....
Accountant.....
Other
Business founded or incorporated.....
Indicate terms of trade/sale:.....

Official Stamp:

Date:

Name:

Designation:

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