

PRE-QUALIFICATION OF SUPPLIERS

Habitat for Humanity Kenya is a Non-profit, Non- governmental Christian Housing Organization that works towards eliminating poverty housing among low income families in Kenya. To achieve its goals, Habitat for Humanity Kenya invites application for pre-qualification of eligible suppliers/firms for various goods and services for the financial year 2020/2021 in the following categories:

CATEGORY A: SUPPLY OF GOODS

Item code	Description
HFHK/PQ/01/2020	Supply of general office stationery
HFHK/PQ/02/2020	Supply of branded promotional items and materials (banners, t-shirts, bags, brochures, newsletters, certificates etc.)
HFHK/PQ/03/2020	Supply of office furniture and accessories
HFHK/PQ/04/2020	Supply of desktop computers, laptops, printers, UPS and accessories including toners and cartridges)
HFHK/PQ/05/2020	Supply of bottled drinking water
HFHK/PQ/06/2020	Supply of hygiene kits for COVID-19 response
HFHK/PQ/07/2020	Supply of personal protective equipment for COVID-19 response
HFHK/PQ/08/2020	Supply of handwashing stations for COVID-19 response

CATEGORY B: PROVISION OF SERVICES

HFHK/PQ/09/2020	Provision of design and printing services. for brochures, newsletters and certificates.
HFHK/PQ/10/2020	Provision of tour and car hire services
HFHK/PQ/11/2020	Provision of taxi/cab services in Nairobi/ Laikipia/ Homabay/Machakos/Kisumu Counties
HFHK/PQ/12/2020	Provision of airline ticketing services
HFHK/PQ/13/2020	Provision of courier services within Kenya
HFHK/PQ/14/2020	Provision of team building services
HFHK/PQ/15/2020	Conference facilities and Hotel services
HFHK/PQ/16/2020	Provision of motor vehicle and motor cycle tyres and accessories
HFHK/PQ/17/2020	Provision of events management services
HFHK/PQ/18/2020	Provision of mobile toilet hire services in Nairobi/Machakos/Laikipia/Homabay/ Kisumu Counties
HFHK/PQ/19/2020	Supply and maintenance of air conditioning services
HFHK/PQ/20/2020	Provision of general insurance services (i.e. car, travel, assets etc.)
HFHK/PQ/21/2020	Software solutions, website development, hosting, licensing and maintenance
HFHK/PQ/22/2020	Provision of communications and Public Relations consultancy services
HFHK/PQ/23/2020	Provision of media monitoring services
HFHK/PQ/24/2020	Provision of medical insurance
HFHK/PQ/25/2020	Provision of consulting services (research – needs assessment & baseline survey, program evaluation, strategy development; hydrological survey, EIA Services, Quantity Surveying and Architectural consultancy services training and capacity building, etc.)
HFHK/PQ/26/2020	Borehole drilling, repairs and maintenance services
HFHK/PQ/27/2020	Provision of office cleaning services
HFHK/PQ/28/2020	Provision of catering services (Rangwe Homabay, Nanyuki Laikipia, Mavoko Machakos. Kisumu
HFHK/PQ/29/2020	First Aid / emergency response training

CATEGORY C: PROVISION & MAINTENANCE SERVICES

HFHK/PQ/30/2020	Provision of motor vehicle and motorcycle repair and maintenance services
HFHK/PQ/31/2020	Provision of computer maintenance, telephone and PABX maintenance services
HFHK/PQ/32/2020	Provision of hydra form machine spares and maintenance
HFHK/PQ/33/2020	Building contractors (Category NCA 3 and below.)

HFHK undertakes construction activities in Laikipia, Homabay, Kisumu and Machakos, Counties. We therefore invite applications for construction and fitting suppliers of the items listed below.

For item codes HFHK/PQ/34/2020, to HFHK/PQ/37/2020, we are only inviting tenders to suppliers based on physical presence in the respective counties.

CATEGORY D: SUPPLY OF CONSTRUCTION MATERIALS

Item code	Description
HFHK/PQ/34/2020	Supply of construction and hardware materials, timber, electrical fittings and wiring
HFHK/PQ/35/2020	Supply and installation of water pumps
HFHK/PQ/36/2020	Supply and installation of solar power panels
HFHK/PQ/37/2020	Supply or production of Interlocking Stabilized Soil Blocks (ISSB)

Detailed pre-qualification documents can be obtained and downloaded from Habitat for Humanity Kenya website; www.hfhkenya.org. A non-refundable fee of KShs. 2,000 per set payable by cash deposit into the Habitat for Humanity Kenya bank account as per the bank details provided in the pre-qualification documents. Interested bidders are required to submit completed pre-qualification tender documents together with evidence of payment; cash deposit slip, in a plain sealed envelope clearly marked 'PREQUALIFICATION OF SUPPLIERS' 2020/2021' indicating the reference code no. and item description addressed to:

The Procurement Committee
Habitat for Humanity Kenya
P.O. Box 38948 – 00623
Kilimani, Nairobi-Kenya
CVS Plaza 3rd, Kasuku Lane Off Lenana Road
www.hfhkenya.or.ke

All filled prequalification documents should either be hand delivered and deposited in the tender box at Habitat for Humanity Kenya offices using the address above or sent by courier preferably G4S and should be received on or before **C.O.B 17th July 2020 by 12:00 p.m. Kenyan time.**

Note: Only shortlisted firms will be requested to provide competitive quotations for goods/services listed above as and when needed. Habitat for Humanity Kenya reserves the right to accept or reject an application either in part or wholly and is not bound to give reasons for its decision.