

**INVITATION TO APPLY FOR PRE-QUALIFICATION****PRE-QUALIFICATION OF SUPPLY OF GOODS AND SERVICES FOR THE YEARS 2023-2025**

FilmAid Kenya invites applications from interested and eligible bidders within Kenya to pre-qualify for supply and delivery of goods and services for the year 2023 to 2025 for the listed categories of supplies;

<b>No</b>	<b>Category reference</b>	<b>Brief description of goods and service</b>
1	FAK/NBO/001	Supply of office stationery
2	FAK/NBO/002	Supply of office furniture
3	FAK/NBO/003	Supply of office equipment –photocopiers, UPS, Laptops, shredders, printers, extension cables, Hard drives, flash disks, etc
4	FAK/NBO/004	Supply of Audio and video equipment- Speakers, Projectors, Mixers, Microphones, etc
5	FAK/NBO/005	Supply of Electronic appliances – TV, DVDs, Air Fans, Air conditioners, etc
6	FAK/NBO/006	Office maintenances – repairs, fixtures fittings, plumbing, Painting and electrical works
7	FAK/NBO/007	Service and repairs for office equipment – Cameras, Printers, Laptops, Speakers
8	FAK/NBO/008	Vehicle Service, Mechanical and body maintenance
9	FAK/NBO/009	Supply of generators and it`s maintenance
10	FAK/NBO/010	Supply of branded IEC materials-banners, posters, t-shirts, Leaflets, caps, etc.
11	FAK/NBO/013	Travel Agents
12	FAK/NBO/014	Fuel and Petroleum Products



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13	FAK/NBO/015	Insurance Brokers and Agents
14	FAK/NBO/016	Provision of courier services
15	FAK/NBO/017	Supply of motor vehicle tyres, batteries and accessories
16	FAK/NBO/018	Supply of containers used as accommodation or training spaces
17	FAK/NBO/019	Accommodation spaces/hotels/conference facilities

Pre-qualification of supplier’s documents with detailed specifications can be downloaded for free from the website [www.filmaidkenya.org/procurement](http://www.filmaidkenya.org/procurement) from 6<sup>th</sup> February to 24<sup>th</sup> February 2023.

Filled documents should be delivered to FilmAid Kenya offices, FAWE House, Chania Avenue, between **0800hrs to 1700hrs from 6<sup>th</sup> February to 24<sup>th</sup> February.**

Applications in plain sealed envelopes clearly marked “**Prequalification of Suppliers 2023-2025**” indicating the **category reference** and **Item Description** that the applicant wishes to be prequalified for should be addressed and delivered to:

**THE PROCUREMENT COMMITTEE  
FILMAID KENYA  
P.O BOX 21751-00101  
NAIROBI**

**OR:**

**BE DEPOSITED IN THE TENDER BOX AT FILMAID KENYA OFFICES, FAWE HOUSE, CHANIA AVENUE, MAIN RECEPTION MARKED TENDER BOX SO AS TO BE RECEIVED ON OR BEFORE 5PM, 24<sup>TH</sup> FEBRUARY 2023**

**Kindly note:**

- Late applications will be rejected
- Electronic applications will not be accepted
- Prequalification documents will be opened immediately thereafter and successful suppliers informed of the results
- This is a tender for prequalification of suppliers and not for supply of goods/services.