



TENDER NOTICE – PREQUALIFICATION OF SUPPLIERS 2024/2026

EXTENSION OF DEADLINE TO FRIDAY 10TH NOVEMBER 2023

S/N	CATEGORY CODE	ITEM DESCRIPTION
1	FAWE-GROS-001/23	Supply of General Office Stationery
2	FAWE-COMPS-002/23	Supply, Repair and Maintenance of IT equipment and Enterprise Infrastructure such as Printers, Laptops, UPS, Servers, Storage solutions and Network Systems
3	FAWE-FF&F-003/23	Supply of Furniture, Furnishings & Fittings
4	FAWE-MTE-004/23	Supply, Configuration and Maintenance of Telecommunications Equipment (Unified Communications Systems)
5	FAWE-S&MPG-005/23	Supply and Maintenance of Standby Power Generator
6	FAWE-SS-006/23	Provision of Sanitary Services such as supply of sanitary bins
7	FAWE-SS-Gs-007/23	Provision of Security Services – Guarding Services
8	FAWE-SSSI-008/23	Supply and Maintenance of Security Installations (including Security Doors, Locks, Alarm Systems, Access Control Systems)
9	FAWE-G&MI-09/23	Provision of General and Medical Insurance Services
10	FAWE-GPS-010/23	Provision of Promotional Materials (including Pens, Flash disks, Caps, T-Shirts, Roll Up Banners, Publication of Books, Brochures, Reports and Newsletters, Letter Heads, Business Cards,), Information Education and Communication Materials
11	FAWE-OR&M-011/23	Provision of General Office Repairs and Maintenance Services including electrical and electronic repairs, office renovations, office equipment repairs, plumbing and drainage works, and Air. Conditioning units.
12	FAWE-FPC-012/23	Provision of, fumigation and pest control
13	FAWE-CWS-013/23	Provision of Clean drinking water and general water supply
14	FAWE-ATTRS-014/23	Provision of Air Travel, ticketing and related services
15	FAWE-TSCHS-015/23	Provision of Taxi Services, Car/Bus hire services
16	FAWE-EM-016/23	Provision of Event Management including Tents & Chairs, Décor work and mobilization services (such as invites and confirmations)
17	FAWE-CRS-017/23	Provision of Cleaning Services, Gardening, and Garbage collections
18	FAWE-HCF-018/23	Provision of Hotel & Conference Facilities including supply of public address, microphones, projectors
19	FAWE-ADR-019/23	Provision of Alternative Dispute Resolution services
20	FAWE-HRCS-020/23	Provision of Human Resources Consultancy services
21	FAWE-A&AS-021/23	Provision of Auditing and Accountancy (Consultancy) services
22	FAWE-WRS-022/23	Provision of Rapporteur Services
23	FAWE-RSM&E-023/23	Provision of Research, Monitoring and Evaluation Services
24	FAWE- MOV- 024/23	Provision of Relocation/Shipping /Moving services
25	FAWE-TFS-025/23	Provision of Training /Facilitation services including team building, Continuous Professional Development and Project management
26	FAWE-TS-026/23	Provision of Translation and Interpretation services and equipment including interpretation of Sign language, translation from/to Vernacular, French, Portuguese, English
27	FAWE-R&MMV-027/23	Supply, Repair and Maintenance of motor vehicles
28	FAWE-PV&E-028/23	Provision of Photography and Videography services
29	FAWE-SH&TH-029/23	Provision of Social Halls (For Community Forums) and Theatre Groups
30	FAWE-OC-030/23	Provision of Outside Catering services
31	FAWE- ICT- 031/23	Supply, Repair and Maintenance of ICT Services including Internet, Off-site backup solutions, installation, and configuration of Enterprise Business Systems such as ERP and collaboration. solutions, installation, configuration, and maintenance of network security solutions such as enterprise endpoint and firewalls and website maintenance.
32	FAWE-LEGAL – 032/23	Provision of Legal Services
33	FAWE–FUEL – 033/23	Provision of fuel including petrol, diesel, paraffin, oils
34	FAWE– COURIER–034/23	Provision of Courier Services
35	FAWE-EAE-035/23	Supply of Electrical Appliances & Electronics
36	FAWE-OSHA -036/23	Provision of Occupational Health and Safety including supply and maintenance of Fire Extinguishers
37	FAWE-SATE – 037/23	Supply of Asset tagging and engraving services
38	FAWE-REM – 038/23	Provision of Rental Space/Real Estate Management Services

Tender Documents with detailed specifications can be obtained from the FAWE website www.fawe.org upon Payment of Non – Refundable **KShs. 4000** deposited at:

Account Name: Forum for African Women Educationalists.

Bank Name: Diamond Trust Bank (DTB), Karen Branch, **Account No:** 0090227101

You must submit the deposit slip by email to Procurement@fawe.org, with the **Subject: Prequalification of Suppliers 2024/2026**, to get access to the tender documents.

The submission of bids should clearly Indicate the Category Reference Number in the **Email Subject for Example: FAW-MTE-004/23**. To be received by email at Procurement@fawe.org not later than **Midnight Friday 10th November 2023**.