PRE-QUALIFICATION OF SUPPLIERS FOR 2020 - 2021

WWF a Global Conservation Organization invites applications from reputable suppliers to be considered for inclusion in the Organization’s list of pre-qualified suppliers for provision of goods and services.

Interested bidders may obtain further information and/or print the tender pre-qualification documents from [http://wwf.panda.org/who_we_are/wwf_offices/kenya. (To be revised)](http://wwf.panda.org/who_we_are/wwf_offices/kenya. (To be revised))

Persons with disability, special needs, youth and women are encouraged to apply. Duly completed documents should be returned on or before 28th of October 2019, to be dropped in the tender box on the ground floor at the WWF-Kenya offices, The Mvuli road, Westlands between 9.00 am and 4.00 pm Monday to Thursday and between 9.00 am and 12.00 pm on Friday upon payment of a non-refundable fee of Ksh.3, 500 cash deposit slip per set of documents per category, cheques will not be accepted.

For suppliers in Narok, Naivasha, Mombasa, Lamu and Kwale please reach out to our programme offices on the contacts provided in the link. ([List of categories and contact information](http://wwf.panda.org/who_we_are/wwf_offices/kenya. (To be revised))

Please only apply if you comply with our policies.

**Bank Name:** Commercial Bank of Africa

**Account Number:** 7881820012

**Account name:** WWF-KENYA

**Branch:** Westlands branch, Nairobi

**Account Currency:** KES

Pre-Qualification Supplier Categories (2020-2021) - Nairobi

1. Supply of Office Stationery and General Supplies
2. Supply of awards (Branded trophies, plaques and medals)
3. Supply of Promotional Materials and Corporate Branding (Banners, T-shirts, Conference bags, hoodies, jackets, cups, suction mugs, etc.)
4. Provision of Printing Services - Publications, Brochures, Flyers & Calendars, Offset and Digital Printing (any printing on recycled paper)
5. Provision of Posters & Signage - Banners, Stands, Banners, Stands (indoor/outdoor)
6. Provision of Asset tagging services
7. Provision of Design and Desktop Editing, Publishing
8. Provision of Websites development and maintenance services
9. Provision of Photography and Videography and audio Services (include Oculus)
11. Supply, Maintenance and Repair of Computers/Servers/Network devices and related accessories
12. Supply, Maintenance and Repair of Mobile phones
13. Supply, Maintenance and Repair of Digital cameras and accessories
14. Supply of Internet Service Provision and Cloud solutions and backup
15. Supply & Installation of LAN devices & LAN Cabling-Voice & Data
16. Supply, Maintenance and Repair of Printers, Photocopiers and Accessories
17. Supply & Repair of PABX and IP Telecom systems
18. Supply & Repair of Office Furniture and Other Furnishings including blinds
20. Supply, Maintenance and Repair of Office Air Conditioners & Fans
21. Supply of GPS Equipment & GIS Software, VHF and Base Radio equipment
22. Provision of Taxi and Car hire services (Nairobi)
23. Provision of Air Travel Agency Services (Local & international Air travel)
24. Provision of Full Service -Events Management Services (Hire of tables, décor, tents, tables, kids entertainment (kids tables and seats as well) etc. Nairobi,
25. Provision of Project Audit Services/ Tax Compliance audits/Financial Advisory
26. Supply of Branded Tents, Camping equipment
27. Provision of Legal Services (environmental experts, contract management, HR & Admin)
28. Provision of Courier / Bulk Delivery Services (local and international)
29. Provision of Clearing & Forwarding Services and Customs Duty Exemption Advice and Consultancy Services
30. Provision of Removal / Local and international Relocation Services
31. Supply of Laboratory equipment and consumables,
32. Provision of Car Tracking Services
33. Provision of Office Cleaning Services and fumigation Services
34. Provision of translation services - simultaneous and written
35. Provision of Medical Insurance & Group life cover (Insurance companies only)
36. Provision of insurance cover for General Business e.g. Motor Insurance, Asset Insurance etc. (Insurance companies only)
37. Supply of office drinking water
38. Provision and Maintenance of First Aid & Safety Equipment
39. Provision of HR related services (Recruitment, training, professional consultancy services
40. Provision of Vehicle repair services-Major/Minor service, Parts replacement, Automotive painting
41. Provision of Digital and Social Media agencies
42. Provision of Innovation Hubs, Co-working & Accelerators
43. Supply of seedlings and Agrovet materials
44. Provision of animation/cartoonist services
45. Provision for educational facilities for practical learning (Kids education programmes in conservation)
46. Provision and Maintenance of First Aid & Safety Equipment Nairobi
47. Supply and maintenance of fencing and related equipment
48. Supply and maintenance of solar related equipment
49. Provision of rapporteur services