



WWF for a living planet®

WWF - Kenya
Mvuli House, Mvuli Road, P.O. Box 62440 Nairobi 00200, Kenya
Tel: +254 722 203 407, +254 733 333 409, +254 20 2124744
info@wwfafrica.org, panda.org/africa

PRE-QUALIFICATION OF SUPPLIERS FOR 2017 & 2018

WWF Global conservation organization invites application 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/

Duly completed documents should be returned on or before 21st of December 2016, to be dropped in the tender box on 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.3,000 cash deposit slip per set of document per category, cheque will not be accepted.

Bank Name:	CITI Bank
Account Number:	0101952241
Account name:	World Wide Fund for Nature(WWF)
Branch:	Nairobi.

CATEGORY CODE	CATEGORY DESCRIPTION
1 WWF/ KENYA/FY17-18/01	Supply of General Office Stationery
2 WWF/ KENYA/FY17-18/02	Supply of Printed Stationery, Envelopes and Business Cards
3 WWF/ KENYA /FY17-1803	Provision of Printing Services - Publications, Brochures, Flyers & Calendars, Offset and Digital Printing - Banners, Stands, branded Asset tags Posters & Signage (indoor/outdoor)
4 WWF/ KENYA /FY17-18/04	Provision of Design and Desk Top Publishing / Development & Creative Services
5 WWF/ KENYA /FY17-18/05	Supply of Branded Promotional Materials T-shirts, Caps, Other Gift items and Lapel Pins
6 WWF/ KENYA /FY17-18/06	Provision of Film, Documentary & Radio Production Services
7 WWF/ KENYA /FY17-18/07	Supply , Maintenance and Repair of IT Equipment / Computers, Computer Software , Mobile phones, cameras and Accessories
8 WWF/ KENYA /FY17-18/08	Supply of Internet Service Provision and Cloud solutions and backup
9 WWF/ KENYA /FY17-18/09	Supply & Installation of LAN devices & LAN Cabling-Voice & Data
10 WWF/ KENYA /FY17-18/10	Supply, Maintenance and Repair of Printers, Photocopiers and Accessories
11 WWF/ KENYA /FY17-18/11	Supply & Repair of PABX and IP Telecom systems
12 WWF/ KENYA /FY17-18/12	Supply & Repair of Office Furniture,Other Furnishings,Installation of Window Blinds and Office Fit out
13 WWF/ KENYA /FY17-18/13	General Office Repairs – Electrical, Plumbing & Carpentry Works
14 WWF/ KENYA /FY17-18/14	Supply, Maintenance and Repair of Office Air Conditioners & Fans
15 WWF/ KENYA /FY17-18/15	Supply of GPS Equipments & GIS Software, VHF, Base Radio equipment
16 WWF/ KENYA /FY17-18/16	Provision of Cab / Taxi, Local Transfers and Airport Transfers Services
17 WWF/ KENYA /FY17-18/17	Provision of Car Hire Services, mini buses
18 WWF/ KENYA /FY17-18/18	Provision of Air Travel Ticketing Services
19 WWF/ KENYA /FY17-18/19	Provision of Outside catering
20 WWF/ KENYA /FY17-18/20	Provision of Full Service -Events Management Services
21 WWF/ KENYA /FY17-18/21	Provision of Project Audit Services/ Tax Compliance audits/Financial Advisory
22 WWF/ KENYA /FY17-18/22	Supply of Branded Tents, Camping equipment
23 WWF/ KENYA /FY17-18/23	Provision of Legal Services
24 WWF/ KENYA /FY17-18/24	Provision of Courier / Bulk Delivery Services (local and international)
25 WWF/ KENYA /FY17-18/25	Provision of Clearing & Forwarding Services and Customs Duty Exemption Advice and Consultancy Services
26 WWF/ KENYA /FY17-18/26	Provision of Removal / Local and international Relocation Services
27 WWF/ KENYA /FY17-18/27	Repair ,Service & Maintenance, Panel Beating and Body works for Motor Vehicle
28 WWF/ KENYA /FY17-18/28	Supply of Laboratory equipment and consumables
29 WWF/ KENYA /FY17-18/29	Supply & Installation of tyres, provision of wheel balancing & alignment for motor vehicles
30 WWF/ KENYA /FY17-18/30	Supply, Service & Maintenance of Marine, Boats, Vessels & Marine Equipment
31 WWF/ KENYA /FY17-18/31	Provision of Car Tracking Services
32 WWF/ KENYA /FY17-18/32	Provision of Office Cleaning Services
33 WWF/ KENYA /FY17-18/33	Provision of translation services - simultaneous and written
34 WWF/ KENYA /FY17-18/34	Provision of Full service- Audio, Video, Desktop Editing & Publishing, Websites development, Design and Production