



Vi Agroforestry 2024 Prequalification of Suppliers – Kitale, Kenya

Vi Agroforestry invites applications from reputable suppliers to be considered for inclusion in the Kenya Country office list of pre-qualified suppliers for provision of goods and services for FY 2024.

Interested suppliers may apply for pre-qualification in the following categories of work:

Service Number	Description	Location
VI/01/2024	Office supplies- Stationeries, Photocopying services	Kitale
VI/02/2024	Office supplies- Sundries & cleaning materials, toiletries, food stuffs and beverages.	Kitale
VI/03/2024	Vehicle /Motorcycles maintenance and repairs – mechanical services	Kitale
VI/04/2024	Hotel services and catering for meetings, workshops, and accommodation	Nairobi, Kitale, Kisumu, Bungoma, Kakamega, Kericho, Turkana, Narok, Bomet, Siaya, Eldoret, Marakwet, Webuye, Iten, Nakuru, Laikipia, Kilifi, West pokot, Kilifi, Tana River, Kwale

VI/05/2024	ICT Equipment and services	Kitale
VI/06/2024	Insurance (Asset and Vehicles)	Kitale
VI/07/2024	Internet service providers	Kitale
VI/08/2024	Fuel stations (Supply Fuel, oil, filters and carwash)	Kitale
VI/09/2024	Office cleaning services & Sanitation	Kitale
VI/10/2024	Designing and Printing services (Promotional materials, manuals, posters, roll ups, promotional branding -T-shirts etc),	Kitale
VI/12/2024	Security services	Kitale
VI/13/2024	Auto Spare Part Dealers (Only Genuine parts) for TOYOTA	Nairobi & Kitale
VI/15/2024	Gardening Services and Land scaping	Kitale
VI/16/2024	Fumigation and Pest control Service	Kitale
VI/17/2024	Premises repairs, Plumbing, Carpentry and Construction Services	Kitale
VI/18/2024	Electrical Repairs and maintenance	Kitale
VI/19/2024	Firefighting equipment and Servicing	Kitale
VI/20/2024	Painting and Sign writing	Kitale
VI/21/2024	Vehicle Valuation	Kitale
VI/22/2024	Pharmacy-Gloves, Masks and sanitizers	Kitale
VI/23/2024	Photography and videography	Kitale
VI/24/2024	Catering Services	Kitale

Interested companies MUST provide the following documentation as part of their application:

- a) Copy of Certificate of Registration or incorporation
- b) Current / Valid Tax compliance certificate from Kenya Revenue Authority
- c) Copy of PIN Certificate of company

- d) List of ongoing contracts (goods/ services)
 - e) Letter of recommendation from three of your major clients indicating contact person(s) and their telephone number
 - f) Bank references
 - g) Company profile that shall include details of the management team.
- h) Where mandatory for service provision, each firm must provide evidence of registration with professional bodies/ Authorities.

Interested eligible service providers are invited to submit tenders, indicating the service they wish to provide.

The completed documents must be submitted in plain sealed envelopes addressed to:

The Procurement Committee

Vi Agroforestry Kenya country Office, Kitale

Next to Museum Eldoret Kitale Road .

Tel No: +254 54 314 98 / +254 727 380 365

On or before 5 PM Wednesday 28th February 2024

NB: Only suppliers who meet established criteria are invited to tender, Suppliers found to have engaged in collusive conduct shall be automatically disqualified. Vi Agroforestry has a zero-tolerance against corruption and fraud.