

**TENDER NO MFA/ADM/06 /2016-2018: PREQUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES**

The Ministry of Foreign Affairs wishes to upgrade its list of suppliers for various goods, works and services as categorized below. Some categories have been preserved for vulnerable groups as indicated. Interested and qualified firms are invited to apply for registration indicating the category under which they wish to be considered:

**CATEGORY A: PREQUALIFICATION FOR GOODS**

<b>CATEGORY NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>ELIGIBLE FIRMS</b>
MFA/01/2016-2018	Supply and delivery of tyres and batteries	Youth
MFA/02/2016-2018	Prequalification for supply and delivery of office furniture and equipments	Youth and Persons with Disability
MFA/03/2016-2018	Prequalification for supply and delivery of Electrical Fittings and Appliances	Persons with Disabilities
MFA/04/2016-2018	Prequalification for Supply and Delivery of Mineral Water 20 Litres	Youth
MFA/05/2016-2018	Prequalification for Supply and delivery of all stationeries and Tonners	Youth and Persons With Disabilities

**CATEGORY B: PREQUALIFICATION FOR PROVISION OF WORKS AND SERVICES.**

<b>CATEGORY NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>ELIGIBLE FIRMS</b>
MFA/ 06/2016-2018	Provision of International Courier Services/Clearing and Forwarding Services	Open
MFA/ 07/2016-2018	Events organizer	Open
MFA/08/2016-2018	Prequalification of Maintenance and repairs of motor vehicle.	Open
MFA/09/2016-2018	Prequalification for Outside Catering Services	Women
MFA/010/2016-2018	Prequalification for Provision Air Ticketing Services. (To be IATA registered)	Open

MFA/011/2016-2018	Prequalification for Translation and Interpretation Services	Open
MFA/012/2016-2018	Prequalification for Minor Repairs and redecoration of Buildings (Firms Registered with the Public works)	Youth
MFA/013/2016-2018	Repair and Maintenance of ICT Equipments	Youth
MFA/014/2016-2018	Prequalification for provision of tagging (marking) and bar coding for assets with a database system.	Persons with Disabilities
MFA/015/2016-2018	Prequalification for Provision of Printing and Branding of Promotional Materials	Open
MFA/016/2016-2018	Supply and Delivery of ICT Equipments and Accessories	Open
MFA/017/2016-2018	Supply and Installation of Security Systems (CCTV)	Open

**TENDER NO MFA/ADM/07/2016-2018: PREQUALIFICATION FOR PROVISION OF AIRCRAFT CHARTER SERVICES.**

CATEGORY NUMBER	ITEM DESCRIPTION	ELIGIBLE FIRMS
MFA/ADM/007/2016-2018	Prequalification for provision for International and Domestic Aircraft Charter Services as and when required basis ( IATA certified firms only)	Open

The detailed registration documents may be downloaded from the Ministry's website [www.mfa.go.ke](http://www.mfa.go.ke) free of charge. Hard copies are also available at the Ministry's Procurement office room number 508 at a non-refundable fee of Ksh 500 per set of document, payable at the cashier's office on 2<sup>nd</sup> floor, Old Treasury Building.

The complete registration documents in plain envelope and clearly marked 'Prequalification of Suppliers' and bearing the respective category number and description but with no indication of the applicant, shall be deposited in the Tender box at the Ground Floor Old Treasury Building or posted to;

**The Principal Secretary,  
Ministry of Foreign Affairs  
P.O Box 30551-00100  
NAIROBI**

So as to be received on or before: **Tuesday, 16th March, 2017 at 10:00 Am**

The Prequalification documents will be opened immediately thereafter in the presence of the tenderers' representatives who choose to attend the opening/closing at the **Ministry of Foreign Affairs, Old Treasury Building, 2nd Floor Conference room.**

Interested eligible candidates may obtain further information and /or an Addendum from Supply Chain Management Office, Room No.508, at Ministry of Foreign Affairs, 5th Floor, Along Harambee Avenue from **2<sup>nd</sup> March, 2017** during official working hours.

**Head Supply Chain Management**

**For: The Principal Secretary**