



CALL FOR EXPRESSION OF INTEREST

PIK-NYANZA-2025-2027-001

LOCAL SUPPLIERS PRE-QUALIFICATION

Plan International Inc is an independent development and humanitarian organization that advances children's rights and equality for girls.

We exist to achieve the below purposes:

- a) Empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability.
- b) Drive change in practice and policy at local, national and global levels through our reach, experience and knowledge of the realities children face.
- c) Work with children and communities to prepare for and respond to crises and overcome adversity.
- d) Support the safe and successful progression of children from birth to young adulthood.

Plan International seeks potential, interested and qualified suppliers to join her pre-qualified supplier database for FY 2025-2027

The pre-qualification is open for the below categories of supply:

EOI NUMBER	SUPPLY CATEGORY DESCRIPTION	SPECIFIC CATEGORY REQUIREMENTS
PIK-2024-2027_001-01	Supply of Office Supplies and Stationery	None
PIK-2024-2027_001-02	Supply of Refreshments (Milk, Bread, Sodas, Juices)	None
PIK-2024-2027_001-03	Supply of Bottled Drinking Water (18.9 litres, 1.5 Litres, 1 Litre, 500ml)	None
PIK-2024-2027_001-04	Supply and Fitting of Vehicle Tyres and Batteries	None
PIK-2024-2027_001-05	Supply of Office Furniture and Equipment	None
PIK-2024-2027_001-06	Supply of Agriculture and Farm Equipment -Supply of Seedlings and Certified Seeds (Grafted Mangoes, various trees, Cash Crops, Grains etc.) -Supply of farm equipment's (knapsack, maize sheller, posho mills) -Supply of beehives	PCPB license
PIK-2024-2027_001-07	Supply of School Furniture and Fabrication Services	None
PIK-2024-2027_001-08	Supply of Non-Food Items (Water Tanks, Handwashing Equipment, Liquid Soap, Dignity Kits and Others)	None
PIK-2024-2027_001-09	Supply of Solar Equipment and Fittings	NCA 7 and above solar works or EPRA equivalent

Plan International Kenya reserves the right to accept or reject any bid in part or in whole at her discretion. Plan International Kenya does not charge any fees for this prequalification process and subsequently will not reimburse any administrative costs incurred for participating in this process.

PIK-2024-2027_001-10	Supply and Servicing of Fire Equipment (Fire Extinguishers, Smoke Detectors)	None
PIK-2024-2027_001-11	Supply of PPEs (Motorbike Riding Gear, Umbrellas, Gumboots, and Raincoats)	None
PIK-2024-2027_001-12	Supply of School Uniform	None
PIK-2024-2027_001-13	Supply of Computer Hardware and Accessories	None
PIK-2024-2027_001-14	Provision of Office Cleaning Services	None
PIK-2024-2027_001-15	Provision of Accommodation and Conference Facilities	Food Handling/Inspection license
PIK-2024-2027_001-16	Provision of Taxis, Car Hire and Transport Services	Inspection & NTSA Compliance documents Tourism License (<i>where necessary</i>)
PIK-2024-2027_001-17	Provision of Repair and Maintenance of Vehicles and Motorbikes	None
PIK-2024-2027_001-18	Provision of Graphic Design Services for Printed and Online Materials and Production (Banners, Diaries, Brochures, Fliers, Posters, Booklets, E-cards, Printed Stationery, T-shirts, Caps, Woven Bags and Others)	None
PIK-2024-2027_001-19	Provision Printing/Photocopying Services	None
PIK-2024-2027_001-20	Provision of Fire Safety Training	None
PIK-2024-2027_001-21	Provision of Outside Catering Services	Food Handling/Inspection license
PIK-2024-2027_001-22	Provision of Catering Services - Special Groups	Food Handling/Inspection license
PIK-2024-2027_001-23	Supply of Office Sanitary kits and other complementary services and supplies	None

Pre-qualification requirements:

All applicants are requested to attach the following pre-qualification requirements as one PDF attachment:

1. Certificate of incorporation/Registration/Business name
2. Valid tax compliance certificate
3. Copy of business permit/Trading license-MUST be obtained from Nyanza region
4. References and contacts (LPOs, Contracts and contact numbers/emails of at least 2 references)
5. Duly signed and stamped bank statements for the immediate past 1 year.

Interested and qualified bidders must submit the above mandatory and specific category requirements as one PDF attachment through Kenya.Bids@plan-international.org/Or **dropped at plan offices designated tender boxes** by **28th May 2025** stating the **EOI Number** as the email subject. The maximum limit per email should not exceed 30MB

NB: This pre-qualification process is for businesses registered and operating in Nyanza region ONLY. Youth and women-led businesses are highly encouraged to apply.

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APPENDIX I

CONFIDENTIAL BUSINESS QUESTIONNAIRE

(To be collected from Nearby Plan International Offices)

PART 1-GENERAL INFORMATION (To be filled by the bidder)

- a) Business Name.....
- b) Location of business premises
Country/Town.....
Plot No.
Street/Road.....
Name of building.....
Floor.....Room No..... (Where applicable)
- c) Postal Address.....
Code.....Town.....
Tel No.....
Email Address.....
- d) Nature of Main Business.....
Certificate of Registration/Incorporation
PIN No.....
Income Tax Compliance Certificate No.....
Health Certificate No/.....Expiry date.....
(Must attach copies of all the above documents)
- e) Business ownership (Please tick accordingly)
 - a. Women led
 - b. Youth led
 - c. Other
- f) Statutory Requirements
Certificate of Registration/Incorporation.....
KRA PIN No.....

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Valid Health Certificate No.....Expiry date.....

Valid Health Certificate No for two key staff (chef and assistant) Include their Names and Mobile Numbers

Chef.....

.....Assistant.....

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(Must attach copies of all the above documents)

g) Name of your Bankers.....

Branch.....

Account Number.....

Account Name.....

h) Provide details and contacts of at least 3 of your current clients (i.e organization, Name, Position, Telephone, e-mail etc)

Part 2 (a)- Sole proprietor

Name in full.....

Age.....Gender

Nationality.....

c). For partnership -Give details of key personnel

Name in full	Designation/title.	Gender
1.....
2.....
3.....

4.....

DECLARATION

I/We the undersigned certify that the information given above is accurate and correct to the best of my/our knowledge.

For and on behalf of the supplier.

Name

Signature

.....

Date

Position

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