

SUPPLIER PREQUALIFICATION NOTICE 2025

Swisscontact is in the process of updating its register of suppliers for goods, services and works.

Swisscontact wishes to invite suppliers from competent organizations for the provision of goods, services and works in **Nairobi and Kakuma** for the following categories.

#	CATEGORY DESCRIPTION
Supply and Delivery of Goods	
1	Supply of Office Stationery
2	Supply of IT and Electronics services (Office Equipment)
Provision of Services	
3	Provision of Office Cleaning services
4	Provision of Travel Management Services
5	Provision of Transport Services/Airport Transfers
6	Provision of Vehicle Repair and Maintenance Services
7	Provision of Accommodation and Conference Services
8	Provision of Creative, Printing, Merchandising Services
9	Provision of Event Management and Logistics Services
10	Provision of Audio-visual, Sound and Technical Support
11	Provision of Graphic Design and Branding Services
12	Provision of Catering and Hospitality Services
13	Provision of Media and Public Relations Services
14	Provision of Support with Community Engagements and On-Ground Activations
15	Provision of Digital Marketing Services
16	Provision of Delivery Services
17	Provision, Installation and Maintenance of Firefighting Equipment, Smoke Detectors and Fire Alarm System Maintenance Services
18	Provision of Asset Tagging Bar Codes and Tagging Services
19	Provision of Garbage Collection and Disposal Services
20	Provision of Internal and External Corporate Branding Services (Branding of Vehicles, Installation of Vinyl Stickers/Murals for Walls, Window Markings, Exterior Led Signage, Billboards etc)

#	CATEGORY DESCRIPTION
21	Provision of Professional and Ordinary Photography, Videography and Related Services
22	Provision of Pre-Employment Screening and Background Check Services
23	Provision of HR Training Services
24	Provision of OSH Training Services
25	Provision of Personal/Group and Corporate Coaching and Mentoring Services
Provision of Works	
26	Provision of General Maintenance Works and Services

The supplier prequalification exercise will be conducted online via:



TenderSure™ platform is secure, transparent and provides an efficient prequalification process. Interested suppliers may access and register on www.tendersure.africa under the "Available Jobs" tab. Access to the prequalification will be granted upon payment of a nonrefundable fee of **KES 3,000.00** per category. All payments will be made online via M-PESA, Visa Card and MasterCard amongst others. The online prequalification exercise closes on **20th June 2025 at 10pm EAT**.

In case of any inquiry kindly contact us at help@tendersure.africa or +254 709 557 000 or via WhatsApp +254 114 892 485.

All participants who duly complete the prequalification process online will be notified of the outcome.

Prequalification is not a guarantee for business opportunity. Bidders will be invited to submit their quotations on need basis based on the opportunities available. Swisscontact reserves the right to accept or reject any bid in whole or in part at its discretion.