



REFUGEE CONSORTIUM OF KENYA

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TENDER NOTICE PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES

Refugee Consortium of Kenya (RCK) seeks to update its suppliers for various goods and services for the period 2010 to 2011. Interested and eligible suppliers are invited to apply for the pre-qualification as per the categories indicated below. Existing suppliers should apply too.

Tender number	Item Description
Supply of General Goods	
RCK/SG/1/2010/11	Supply of 4WD/saloon cars
RCK/SG/2/2010/11	Supply and delivery of photocopiers and printers
RCK/SG/3/2010/11	Supply and delivery of computer hardware, UPSs, LCD projectors and other IT related machines
RCK/SG/4/2010/11	Supply of office furniture and equipment
RCK/SG/5/2010/11	Supply of telephone and communications equipment
RCK/SG/6/2010/11	Supply of telephone calls monitoring software
RCK/SG/7/2010/11	Supply and installation of plastic septic tank at Dadaab branch
RCK/SG/8/2010/11	Supply and installation of radio call equipment (VHF, UHF) in Kakuma and Dadaab camp offices – base and mobile units
RCK/SG/9/2010/11	Supply and delivery of general office stationeries, computer stationery and consumables
RCK/SG/10/2010/11	Supply of detergents and other cleaning materials
RCK/SG/11/2010/11	Supply of general hardware and electrical items
RCK/SG/12/2010/11	Supply of promotional materials (T-shirts, caps, banners and general branded materials)
RCK/SG/13/2010/11	Supply of newspapers and periodicals
RCK/SG/14/2010/11	Supply and installation of computers and laptops
RCK/SG/15/2010/11	Supply and installation of fire fighting equipment
Provision of Services	
RCK/PS/16/2010/11	Air tickets, travel agency services
RCK/PS/17/2010/11	Taxi transport services
RCK/PS/18/2010/11	Car hire (4WD drives, saloons, minibuses, vans) services
RCK/PS/19/2010/11	Motor vehicle spares, servicing and repairs
RCK/PS/20/2010/11	Maintenance and servicing of computers and printers
RCK/PS/21/2010/11	Printing services (newsletters, annual reports, receipt books, letterheads etc)
RCK/PS/22/2010/11	Internet services
RCK/PS/23/2010/11	Website hosting
RCK/PS/24/2010/11	Website design and development
RCK/PS/25/2010/11	Security and guarding services
RCK/PS/26/2010/11	Maintenance and service of fire fighting equipments
RCK/PS/27/2010/11	Courier services
RCK/PS/28/2010/11	Garbage collection services
RCK/PS/29/2010/11	Legal services (company lawyer)
RCK/PS/30/2010/11	Print materials editing services
RCK/PS/31/2010/11	Video/film production services
RCK/PS/32/2010/11	Design of promotional materials, calendars, diaries and other materials
RCK/PS/33/2010/11	Bulk photocopying, lamination and binding services
RCK/PS/34/2010/11	Library cataloguing services
RCK/PS/35/2010/11	Fumigation and pest control services
RCK/PS/36/2010/11	Catering services
RCK/PS/37/2010/11	Supply and disposal of sanitation services
Provision of Insurance Brokerage Services	
RCK/PS/38/2010/11	Group personal accident cover
RCK/PS/39/2010/11	Insurance cover (motor vehicle and other assets)
RCK/PS/40/2010/11	Staff medical insurance cover
Provision of Consultancy Services	
RCK/PS/41/2010/11	Provision of workplace counseling and supervision
RCK/PS/42/2010/11	Provision of team building services
RCK/PS/43/2010/11	Events Management services
RCK/PS/44/2010/11	Human resources training and other HR consultancy services
Editorial material translation services	
RCK/PS/45/2010/11	English to either/or Swahili, Oromo, Amharic, Somali, French

The tender documents with detailed information can be obtained from the **RCK offices: RCK Haki House, Ndemi Road, Off Muringa Road, Kilimani, Nairobi**, or from the **RCK Dadaab and Kakuma Offices** on weekdays between 09.00 am – 4.00 pm upon payment of a non-refundable fee of **Kshs 2,000 per document** paid in cash or banker's cheque. **Bid documents for categories 1, 7, 12, 16, 21, 38, 39, 40 will be Kshs. 5,000/- per document.**

Duly completed pre-qualification documents in plain sealed envelopes with appropriate tender reference numbers and item description marked on top "Pre-Qualification of Suppliers" and addressed to 'RCK Tender Committee' should be mailed to the address below or deposited in the **Tender Box** at the RCK Nairobi office on or before 09.00 am on 20th May, 2010. Submissions will be opened thereafter at RCK Haki House Resource Centre in the presence of applicants or their duly authorized representatives. Late applications will not be accepted. All tenders will be opened on 20th May, 2010 from 10.00 am at the RCK offices and interested bidders may attend.

**Refugee Consortium of Kenya
 P.O. Box 25340-00603,
 Lavington, Nairobi.**

The Refugee Consortium of Kenya reserves the right to accept or reject any application either wholly or in part and it is not bound to any reason(s) for the decision.

RCK Tender Committee