

ADVERTISEMENT FOR PREQUALIFICATION OF SUPPLIERS

Lutheran World Relief (LWR) is an international non-governmental organization that focuses on sustainable development projects and disaster relief and recovery. The organization was founded in 1945 to collect and send aid to people living in post-World War II Europe. The organization is headquartered in Headquarters Baltimore, United States. Lutheran World Relief has an East African Regional Office in Westlands AACC Building directly opposite Safaricom House.

LWR seeks to prequalify suppliers from competent organizations for provision of goods and services for the period **1st October 2020- 30th September 2023** under the following categories:

CATEGORY NO	SUPPLY OF GOODS
LWR/2020/01	Supply of general office stationery.
LWR/2020/02	Supply of office equipment, furniture & fittings/Maintenance
LWR/2020/03	Supply of office newspapers
LWR/2020/04	Supply of vehicle tyres and fitting services (wheel balancing & Alignment)
LWR/2020/05	Supply and servicing of fire equipment.
LWR/2020/06	Supply of milk
LWR/2020/07	Supply of Mushroom spawns
LWR/2020/08	Supply of machinery (Water Pumps, Weighing scales, briquette making machines)
LWR/2020/09	Supply of hardware and building materials in Bungoma
CATEGORY NO	PROVISION OF SERVICES
LWR/2020/10	Provision of design, layout and printing of publications & branded promotional materials e.g. t-shirts, posters, brochures, pens, calendars etc.
LWR/2020/11	Provision of office cleaning services (including provision of materials and detergents), fumigation and pest control services.
LWR/2020/12	Provision of Courier Services including international courier to US
LWR/2020/13	Provision of hotel accommodation & conference facilities in Nairobi and Bungoma.

LWR/2020/14	Provision of travel and air ticketing services.
LWR/2020/15	Provision of Car hire and taxi services
LWR/2020/16	Provision of vehicle spare parts & accessories for repair and maintenance of motor vehicles
LWR/2020/17	Provision of Insurance brokerage services.
LWR/2020/18	Provision of drinking water including cooler & water dispenser rental
LWR/2020/19	Provision of Audit services
LWR/2020/21	Provision of legal Services
LWR/2020/23	Provision of Consultancy: - Proof reading and editing of documents, translation (French-English vice versa), rapporturing, training etc.
CATEGORY NO	ICT EQUIPMENT
LWR/2020/24	Supply of computer equipment e.g. laptops, desktops, servers, printers, scanners, projectors, UPS and accessories)
LWR/2020/25	Supply, repair and maintenance of telephone/telecommunication equipment

How to apply:

Application forms and prequalification documents are available as an Annex to this advertisement for each of the listed categories and also in hard copy from the reception at AACC Building between 9am - 4.00pm. The applicant should make a deposit of Ksh. 1,000 to LWR Account and attach copy of the deposit slip to the application documents. **Application deadline is 4th September 2020 at 12.00 Noon.**

Since the LWR office is working remotely any enquiries can be sent to; kenyaprocurement@lwr.org

Account details;

Account Name: Lutheran World Relief
Account Number: 0102494668200
Bank Name: Standard Chartered bank
Bank Branch: westlands