



PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES

DAI- Africa Lead II is USAID's primary capacity building program in sub Saharan Africa. The program works to help realize Feed the Future (FTF) and the African Union's Comprehensive Africa Agriculture Development Program (CAADP) goals of reduced hunger and poverty by building the capacity of champions, institutions and stakeholders to develop, lead and manage the structures needed for African-led agriculture transformation.

Africa Lead II invites applications for pre-qualification from interested eligible bidders (firms and organizations) for the supply and delivery of goods and provision of services listed below:

CATEGORY A- SUPPLY OF GOODS	
No.	ITEM DESCRIPTION
RFQ-AL-0021	Monthly Supply and delivery of Safaricom and Airtel Calling Cards
RFQ-AL-0022	Supply and Delivery of Assorted Office Equipment and Furniture
RFQ-AL-0023	Supply of Delivery of Assorted Office Stationery
RFQ-AL-0024	Supply of Delivery Promotional / Branding Materials and Services eg.banners,t-shirts
RFQ-AL-0025	Supply of Documents Printing Services e.g. Manuals,certificates,newspapers,reports
RFQ-AL-0026	Supply of IT Equipment (Computers, Laptops, Printers, Scanners, Servers, Storage Works, Projectors, Photocopiers, Switches, Cisco IP Telephony Equipment, and related Accessories as well as related software
CATEGORY B- PROVISION OF WORKS AND SERVICES	
RFQ-AL-0031	Provision of Courier Services
RFQ-AL-0032	Provision of Travel Agency Services Air Ticketing ,accommodation and travel arrangements (IATA registered only-proof of registration mandatory)
RFQ-AL-0033	Provision of Car hire services
RFQ-AL-0034	Provision of Taxi services (Nairobi and its environs)
RFQ-AL-0035	Provision of Repair and Maintenance Services
RFQ-AL-0036	Provision of Office cleaning services

Interested companies/firms are required to attach the following documents to their application.

- Audited Financial reports for the last three years
- At least 3 past and current references in line with categories being applied for (Reference should include the name, contact –telephone and email and brief description of service provided
- Detailed Company Profile
- Copy of certificate of incorporation
- Copy of KRA Pin

Application for each category should be done separately

DAI-Africa Lead will provide detailed Request for Quotations to the companies that have successfully gone through this process.

All interested Bidders **MUST** prepare and submit their bids to africleadii@procurementinbox@dai.com with category name applied for on the subject line. To be received on or before 12th April 2016 at 12.00 noon.

N/B- All attachments must be submitted together with the tender document in PDF format zipped together and saved with the category number applied for.

For more information please visit our website: <http://africleadfff.org/our-work/opportunities/>