

**EXPRESSION OF INTEREST (EOI) – ANNUAL SUPPLIER PREQUALIFICATION (FY 2019/2020)**

IMA World Health invites expression of interest for supplier prequalification for the following supply categories **(to be undertaken within Nairobi County)**. Existing and current vendors/service providers need to apply as well.

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| **Bid No:** | **Goods/Services Description** |
| IMA/AJP/0001/2019 | Provision of Taxi, and car hire services  |
| IMA/AJP/0002/2019 | Provision of office stationery and general supplies |
| IMA/AJP/0003/2019 | Provision of IT equipment (Laptops, Ipads, phones etc.) & Consumables e.g. Toners & Printer cartridges etc.  |
| IMA/AJP/0004/2019 | Supply of awards (branded trophies, plaques and medals) |
| IMA/AJP/0005/2019 | Printing of branded promotional materials (T-shirts, bags etc.)  |
| IMA/AJP/0006/2019 | Printing and binding of documents (guidelines, registers, SOP’s etc.) |
| IMA/AJP/0007/2019 | Provision of construction and refurbishment works (renovations, general repairs, fabrications, upholstery, plumbing, electrical, carpentry works, furnishing materials (blinds and curtains) etc.) |
| IMA/AJP/0008/2019 | Provision of event management services ( e.g. Hire of Chairs, Tables, Tents,) |
| IMA/AJP/0009/2019 | Provision of routine repairs and Maintenance of IT equipment e.g. Computers, ipads, printers, scanners. etc. and network repairs  |
| IMA/AJP/0010/2019 | Provision of medical and laboratory supplies (spirits, cotton wool, gloves, stethoscopes, digital weighing scales. Vital sign monitors, digital thermometer etc.) |
| IMA/AJP/0011/2019 | Provision of Videography and Photography services |
| IMA/AJP/0012/2019 | Consultancy services for: (a) technical writing, (b) editing and formatting (c) design of branded artworks (d) Provision of Media Publicity services; NB: Both individuals and firms can apply to either of (a) through to (d) |
| IMA/AJP/0013/2019 | Provision of courier services for medical laboratory samples within Nairobi and its environs. |
| IMA/AJP/0014/2019 | Provision of Conference venues |
| IMA/AJP/0015/2019 | Provision of office cleaning services |
| IMA/AJP/0016/2019 | Provision of Outside Catering **Note that** **most sites are located in the informal settlements e.g. Mathare, Mukuru, Kangemi etc.**  |
| IMA/AJP/0017/2019 | Provision of office furniture  |
| IMA/AJP/0018/2019 | Provision of Motor Vehicles repair and Routine Service |
| IMA/AJP/0019/2019 | Provision of Motor Cycles repair and Routine Service |
| IMA/AJP/0020/2019 | Supply of office drinking water |
| IMA/AJP/0021/2019 | Provision of Motor Vehicle Towing and Recovery Services |
| IMA/AJP/0022/2019 | Provision of outsourced healthcare workers and its management**.** To serve at specified health facilities within Nairobi County. |
| IMA/AJP/0023/2019 | Provision of outsourced payroll management Services |
| IMA/AJP/0024/2019 | Provision of insurance Cover for General business e.g. Motor Insurance, Asset Insurance,etc (Insurance Companies ONLY) |
| IMA/AJP/0025/2019 | Provision of Medical Insurance & Group Life Cover (Insurance Companies ONLY) |
| IMA/AJP/0026/2019 | Provision of leasing services for multifunctional photocopy and scanning machines |
| IMA/AJP/0027/2019 | Provision of installation and maintenance of security systems (access control systems, CCTV, etc.) |
| IMA/AJP/0028/2019 | Repairs and maintenance of electrical equipment |

Bidders are required to send their expression of interest via email (quoting the bid number and description on the email subject) supported by the following:

* At least 3 references supported by copies of orders or contracts.
* Audited accounts for the last 3 years for all categories **except** Category Ref. **IMA/AJP/0016/2019 which requires** certified-bank statements for the last one year.
* Copy of Business permit for the respective category
* Attach a copy of certificate of incorporation, PIN certificate and a Valid Tax Compliance certificate
* Evidence of certification as a reseller of a major IT Hardware/Software (For category **IMA/AJP/0003/2019)**

**The deadline is COB Friday, June 28, 2019.** All responses should be send to **afyajijiniquotations@imaworldhealth.org** For more information visit [www.imaworldhealth.org](http://www.imaworldhealth.org)