

### SUPPLIER PREQUALIFICATION NOTICE 2025-2027

Diakonie Emergency Aid also known as "Diakonie Katastrophenhilfe (DKH)" is a German non-governmental organization providing worldwide humanitarian aid. Diakonie Katastrophenhilfe has been running intensive relief programs for more than twenty years, closely cooperating with local partner organizations.

DKH East and Southern Africa regional office based in Nairobi – Kenya invites interested, qualified, technically competent, and eligible vendors to submit their interest for the pre-qualification to be included in the DKH database for provision of goods, services and works in the period 2025-2027.

NO	CATEGORY DESCRIPTION	LOCATION
<b>SUPPLY OF GOODS</b>		
1	Supply of branding and promotional items	Nairobi
2	Supply and delivery of general office stationery	Nairobi
3	Supply of furnishes and fittings	Nairobi
4	Supply of office furniture	Nairobi
5	Supply and servicing of generators, spare parts and accessories	Nairobi
6	Supply of motor vehicles and spare parts	Nairobi
7	Supply of water tanks and accessories	Nairobi
8	Supply of bottled water	Nairobi
9	Supply of newspapers, periodicals and journals	Nairobi
10	Supply of medical supplies and items	Nairobi
11	Supply of petroleum products e.g fuel, lubricants, oil	Nairobi
12	Supply and servicing of air conditioners and fans	Nairobi
13	Supply and servicing of fire fighting equipment	Nairobi
14	Supply of asset tags	Nairobi
15	Supply of power and battery backup systems	Nairobi
16	Supply and maintenance of computer equipment e.g. laptops, servers, routers, cell phones	Nairobi
17	Supply and maintenance of computer accessories e.g. headsets, laptop bags, mouse	Nairobi
18	Supply and maintenance of photocopiers and printers	Nairobi
19	Supply of toners	Nairobi
20	Supply and maintenance electronic appliances e.g. TVs, radios and fridges	Nairobi
21	Supply, installation and maintenance of biometric access services	Nairobi
22	Supply, installation and maintenance of CCTV system and related accessories	Nairobi
<b>PROVISION OF MEDICAL KITS</b>		
23	Supply of First aid kits - normal, vehicle, large	Nairobi
24	Supply of Advance trauma first aid kit	Nairobi
25	Supply of AED Rechargeable battery and charger	Nairobi
26	Supply of AED Pads	Nairobi
<b>PROVISION OF SERVICES</b>		
27	Provision of air travel and related agency services (IATA accredited firms only)	Nairobi
28	Provision of hotel and conferencing facilities and services	Marsabit, Nakuru, Nairobi, Wajir, Baringo, Mandera
29	Provision of furnished and serviced apartments	Nairobi
30	Provision of office cleaning, tea making and gardening services	Nairobi
31	Provision of office catering	Nairobi
32	Provision of car hire/lease services	Nairobi
33	Provision of taxi services	Nairobi
34	Provision of courier services-international and local	Nairobi
35	Provision of transport and logistics services e.g haulage	Nairobi
36	Provision of vehicle tracking and fleet management services	Nairobi
37	Provision and collection of sanitary bins services	Nairobi
38	Provision of garbage collection services	Nairobi
39	Provision of fumigation and pest control services	Nairobi
40	Provision of security services-alarm response and guarding services	Nairobi
41	Provision of corporate branding services	Nairobi
42	Provision of repair and maintenance services of computer, servers and printers	Nairobi
43	Provision of housing and real estate agency services	Nairobi
44	Provision of motor vehicle valuation services	Nairobi
45	Provision of assets valuation services	Nairobi
46	Provision of repair and maintenance of motor vehicles and motorcycles-garage services, body works	Nairobi
47	Provision of internet network structured cabling Services	Nairobi
48	Provision of general insurance services - brokers	Nairobi
<b>PROVISION OF CONSULTANCY SERVICES</b>		
49	Provision of translation and sign language interpretation services	Nairobi
50	Provision of occupational safety and health services audits and trainings	Nairobi
51	Provision of project audits and tax consultancy services	Nairobi
52	Provision of legal services	Nairobi
53	Provision of project baseline, mid-line and endline evaluations	Nairobi
54	Provision of HR related consultancy services e.g. pre-employment screening, recruitment and training	Nairobi
55	Provision of team building services	Nairobi
56	Provision of staff wellness consultancy services	Nairobi
<b>PROVISION OF WORKS</b>		
57	Provision of repair and maintenance services of general office renovation, e.g. carpentry, painting, electrical and plumbing	Nairobi
58	Provision of general building works	Nairobi

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](http://www.tendersure.africa) under the "Available Jobs" tab. Access to the prequalification will be granted upon payment of a nonrefundable fee of **KES 1,500.00** per category. All payments will be made online via M-PESA, Visa Card and MasterCard amongst others. The online prequalification exercise closes on **28<sup>th</sup> January 2025 at 10pm EAT**.

In case of any inquiry kindly contact us at [help@tendersure.africa](mailto:help@tendersure.africa) or +254 709 557 000.

**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. DKH reserves the right to accept or reject any bid in whole or in part at its discretion.**