



FAIRTRADE  
AFRICA

## SUPPLIER PREQUALIFICATION NOTICE

	REFERENCE	ITEM DESCRIPTION
1	FTA/1/2018	Provision of Medical Insurance for Staff
2	FTA/2/2018	Provision of WIBA Insurance Service
3	FTA/3/2018	Provision of General Insurance
4	FTA/4/2018	Provision of Travel Insurance
5	FTA/5/2018	Provision of Insurance Brokerage Services
6	FTA/6/2018	Provision of Transport/Car Hire and taxi services
7	FTA/7/2018	Provision of Fire Equipment Maintenance Services
8	FTA/8/2018	Provision of Fumigation & Pest Control Services
9	FTA/9/2018	Provision of Office Cleaning Services
10	FTA/10/2018	Provision of General Office Maintenance Services
11	FTA/11/2018	Provision of Marketing & Branded Promotion Materials
12	FTA/12/2018	Provision of Media Monitoring
13	FTA/13/2018	Provision of Creative Design Services
14	FTA/14/2018	Provision of Development of Website and Digital Marketing Materials
15	FTA/15/2018	Provision of Media Training Services
16	FTA/16/2018	Provision of Services for Translation of Documents
17	FTA/17/2018	Provision of Air Travel & Ticketing Services
18	FTA/18/2018	Provision of Hotel and Conference Services
19	FTA/19/2018	Provision of IT Services
20	FTA/20/2018	Provision of Supply & Delivery of Computers, General Computer & Printer Consumables and Accessories
21	FTA/21/2018	Supply & Delivery of General Office Stationery
22	FTA/22/2018	Provision of Training Services
23	FTA/23/2018	Hosting of Cloud Services

For more information on Fairtrade Africa please visit our website on: [www.fairtradeafrica.net](http://www.fairtradeafrica.net)

All interested firm(s) should be legally registered as a company and have a tax compliance certificate; interested firm may obtain further information by sending queries to:

[procurement@fairtradeafrica.net](mailto:procurement@fairtradeafrica.net)

A non –refundable fee of Ksh 5,000 payable in cash will be made at the Fairtrade Africa Offices.

The firm's detailed profile should be sent together with the expression of interest documents indicating the item description and reference number and be clearly titled "Pre-qualification of suppliers 2019' to [procurement@fairtradeafrica.net](mailto:procurement@fairtradeafrica.net) and Tender bids can be drop at our offices at:

**Fairtrade Africa**

**6<sup>th</sup> Floor, Block C | Westcom Point | Mahiga Mairu Road | Waiyaki Way |  
P.O Box 3308 - 00200 | Nairobi | Kenya.**

No later than **19<sup>th</sup> November 2018 at 3:00pm**

Bids opening will be done from **3:15 pm** at our offices, any supplier who is interested in being part of the process is encouraged to attend.