



# General Procurement Notice

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## Procurements for January 2024 – December 2024

The Eastern African Farmers' Federation (EAFF) was formed in 2001 as a non-political, non-profit and democratic organization, whose role is to voice the concerns and interests of farmers of the region to enhance their social-economic status and regional cohesiveness. EAFF's establishment was championed by national farmers' organizations from Kenya, Tanzania, Uganda, Rwanda and DR Congo. Membership was subsequently extended to Rwanda, Burundi, Eritrea, Djibouti, Ethiopia and South Sudan. EAFF membership is now composed of 23 farmer organizations serving about 25 million farmers.

The organization is inviting application for prequalification of suppliers for goods and services for the 2024 financial year. Interested and eligible vendors are requested to submit their applications for consideration. Those who are already doing business and or have previously signed a contract with EAFF are encouraged to apply.

### Procurement of goods to include:

No	Goods & Services Ref. No. (GSRN)	Description
1.	EAFF/GSRN/02/2024	Provision of transport services including airport transfers, in country transport
2.	EAFF/GSRN/03/2024	Provision of rapporteur and or document editing services
3.	EAFF/GSRN/04/2024	Provision of courier services
4.	EAFF/GSRN/05/2024	Provision of hotel services (Accommodation and conference facilities)
5.	EAFF/GSRN/06/2024	Provision of travel agency services
6.	EAFF/GSRN/07/2024	Provision of security services
7.	EAFF/GSRN/08/2024	Provision of language translation and interpretation services (English/ French, English/Kiswahili) for audio and text
8.	EAFF/GSRN/09/2024	Supply of office furniture

9.	EAFF/GSRN/10/2024	Supply of general office stationery
10.	EAFF/GSRN/11/2024	Provision of telephone repair services
11.	EAFF/GSRN/12/2024	Provision of repair of office equipment services (office equipment (photocopier, printers, telephone, furniture) Plumbing services, electrician)
12.	EAFF/GSRN/13/2024	Supply of computer office software and hardware
13.	EAFF/GSRN/14/2024	Provision of insurance services including health, property, travel and Motor vehicle
14.	EAFF/GSRN/15/2024	Provision of Motor vehicle maintenance services
15.	EAFF/GSRN/16/2024	Provision of office cleaning services
16.	EAFF/GSRN/17/2024	Provision of Interpretation equipment services (Cabled equipment, Cableless)
17.	EAFF/GSRN/18/2024	Provision of design, branding and printing services (Newsletters, brochures, calendars, envelopes, booklets and related services)
18.	EAFF/GSRN/19/2024	Provision for a Digital sign in and out equipment

This Request to be submitted comprises the following documents:

1. A company profile showing;
  - I. Number of years in business.
  - II. Major client supplied with goods or services (quote for the last two years and provide copies of orders and/or client letters, recommendation letters)
2. Certificate of incorporation/ Business registration certificate.
3. VAT certificate, PIN certificate and current Tax Compliance Certificate.
4. For consultancy, translation (French & Kiswahili), Rapporteur services, the documents should be accompanied with a detailed CV of the applicant (s).
5. Current business rate card.

## SUBMISSION PROCESS

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Pre-qualification documents should be sent through electronic means with the subject “**PRE-QUALIFICATION DOCUMENTS FOR SUPPLY /PROVISION OF GOODS AND SERVICES**” stating pre-qualification for goods and services reference number i.e. EAFF/GSRN and address to the email: [procurement@eaffu.org](mailto:procurement@eaffu.org) so as to reach the addressee on or before 31<sup>st</sup> January 2024.

### Disclaimer

EAFF reserves the right to accept or reject any submission in part or entirely without assigning reason thereof.

For more information about EAFF, please visit: [www.eaffu.org](http://www.eaffu.org)

