



Procurement notice

PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY /PROVISION OF GOODS AND SERVICES FOR 2026 FINANCIAL YEAR

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 24 farmer organizations serving about 25 million farmers.

The organization is inviting application for prequalification of suppliers for goods and services for the 2026 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.

| No | Goods & Services Ref. No. (GSRN) | Description |
|----|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | EAFF/GSRN/01/2026 | Provision of ICT- support services |
| 2 | EAFF/GSRN/02/2026 | Provision of transport services including airport transfers, counties movement and cargo |
| 3 | EAFF/GSRN/03/2026 | Provision of rapporteur and or document editing services |
| 4 | EAFF/GSRN/04/2026 | Provision of courier services |
| 5 | EAFF/GSRN/05/2026 | Provision of hotel services (Accommodation and conference facilities- Kenya, Uganda, Tanzania, Rwanda, Burundi, Ethiopia, Zanzibar, Djibouti, South Sudan, Eritrea |
| 6 | EAFF/GSRN/06/2026 | Provision of travel agency services |
| 7 | EAFF/GSRN/07/2026 | Provision of security services |
| 8 | EAFF/GSRN/08/2026 | Provision of language translation services (English/ French, English/Kiswahili) for audio and text |
| 9 | EAFF/GSRN/09/2026 | Supply of office furniture |
| 1 | EAFF/GSRN/10/2026 | Supply of general office stationery |
| 1 | EAFF/GSRN/11/2026 | Provision of telephone repair services |
| 1 | EAFF/GSRN/12/2026 | Provision of repair of office equipment services (photocopier, printers, telephone, furniture, etc) |
| 1 | EAFF/GSRN/13/2026 | Supply of computer office software and hardware |

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| 1 | EAFF/GSRN/14/2026 | Provision of insurance services including health, property, travel and Motor vehicle |
| 1 | EAFF/GSRN/15/2026 | Provision of Motor vehicle maintenance services |
| 1 | EAFF/GSRN/16/2026 | Provision of office cleaning services |
| 1 | EAFF/GSRN/17/2026 | Provision of translating equipment services |
| 1 | EAFF/GSRN/18/2026 | Provision of design, branding and printing services (Newsletters, brochures, calendars, envelopes, booklets and related services) |
| 1 | EAFF/GSRN/19/2026 | Installation of CCTV and Electric wire fence |

DOCUMENTS TO BE SUBMITTED;

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

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 so as to reach the addressee on or before 30th April, 2026.

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