



**AFRICAN INSTITUTE FOR CAPACITY DEVELOPMENT
(AICAD)**

P.O. Box 46179, 00100, GPO, NAIROBI, Kenya

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**PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE FINANCIAL YEAR
2016-2017**

The African Institute for Capacity Development (AICAD) invites reputable suppliers to tender and/or pre-qualify for the supply and delivery of various goods/services for the financial Year 2016 - 2017. Existing suppliers of goods/services in these categories who are interested are also requested to apply and submit up-to-date details and trade information requested in the supplier pre-qualification Tender Documents.

CATEGORY A

TENDER NO.	ITEM DESCRIPTION
AICAD/01/2016-2017	Provision of Legal Services
AICAD/02/2016-2017	Office Repairs and Maintenance including plumbing
AICAD/03/2016-2017	Electrical Repairs and wiring
AICAD/04/2016-2017	Installation & fitting of solar system
AICAD/05/2016-2017	Supply of Newspapers & Magazines
AICAD/06/2016-2017	Maintenance of Fire Extinguishers & Fire fighting Training
AICAD/07/2016-2017	Provision of Courier Services/Postage
AICAD/08/2016-2017	Vehicle Servicing and Maintenance
AICAD/09/2016-2017	Supply of clean Drinking Water
AICAD/10/2016-2017	Supply of General Office Stationery & Computer Consumables
AICAD/11/2016-2017	Provision of Air Travel Agency Services (IATA Registered Firms only)
AICAD/12/2016-2017	Repair and Maintenance of Telephone ALCATEL PABX system and fax machine
AICAD/13/2016-2017	Servicing of Photocopying machines, computers and computer accessories
AICAD/14/2016-2017	Provision of printing services
AICAD/15/2016-2017	Maintenance of public Address System and its components e.g speakers

CATEGORY B

TENDER NO.	ITEM DESCRIPTION
AICAD/16/2016-2017	Provision of Office Security & Alarm Services
AICAD/17/2016-2017	Provision of Cleaning Services
AICAD/18/2016-2017	Supply and Maintenance of Computer Software
AICAD/19/2016-2017	Provision of Gardening and Ground Maintenance Services
AICAD/20/2016-2017	Running of the existing AICAD cafeteria
AICAD/21/2016-2017	Provision of general insurance including: vehicles
AICAD/22/2016-2017	Provision of PR and Marketing consultancy services

Tender documents with detailed specifications may be obtained from the Reception office at the African Institute for Capacity Development Offices (AICAD) located in Jomo Kenyatta University of Agriculture and Technology (JKUAT) campus in Juja, **upon payment of a non-refundable fee of KSh.3000/= at the Cash Office Room No.A006 either in Cash or Bankers Cheque payable to the African Institute for Capacity Development.**

The completed documents in plain sealed envelopes marked with the "Tender Reference" should be addressed to:

**THE EXECUTIVE DIRECTOR
AFRICAN INSTITUTE FOR CAPACITY DEVELOPMENT (AICAD)
P.O. BOX 46179-00100
NAIROBI**

and deposited in the tender box located at the AICAD reception, so as to be received by **17th October 2016.**

AICAD reserves the right to accept or reject any application in part or in whole and is not bound to give reasons for its decisions.

Yours sincerely,

**Prof. Andrew Gidamis
EXECUTIVE DIRECTOR, AICAD**