



PRE-QUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS **2009.**

The United Nations Development Programme in Kenya, (UNDP Kenya) is in the process of pre-qualifying suppliers and contractors for provision of goods and services listed below for the 2009 financial year. Current suppliers and service providers who wish to be retained in the register are encouraged to apply.

CODE	CATEGORY
Undp/01/2008	Supply of general office stationery and computer consumables
Undp/02/2008	Supply of computers , printers, LCD Projectors and associated accessories
Undp/03/2008	Supply and maintenance of office furniture, furnishings and fittings
Undp/04/2008	Provision of motor vehicle service, maintenance and repair, supply of batteries, tyres and tubes
Undp/06/2008	Printing and supply of promotional/ branding materials and services
Undp/07/2008	Provision of taxi and car hire services
Undp/08/2008	Repair and maintenance of computer hardware, printers, scanners
Undp/09/2008	Provision of printing and publication services
Undp/10/2008	Provision of photocopy and video services
Undp/11/2008	Provision of IT services and consultancies (VSAT, Website development, Databases, LAN, WAN etc)
Undp/12/2008	Provision of hotel services (hotel accommodation, Conference packages etc)
Undp/13/2008	Insurance services - vehicles
Undp/14/2008	Courier Services
Undp/15/2008	Communication Equipment, (e.g. VHF/HF radios, satellite phones, mobile phones)
Undp/16/2008	Emergencies relief supplies (e.g. tents, quick run bags, utensil etc)
Undp/18/2008	Power Supply Equipment (generators, solar panels etc)
Undp/19/2008	Clearing and forwarding services
Undp/17/2008	Long distance transportation services

Interested suppliers and service providers may obtain the supplier registration form from UNDP Kenya Websites: www.ke.undp.org/procurement.htm;

Completed pre-qualification documents should be submitted in plain sealed envelopes clearly indicating the **Code Number** and **Category** being applied for and be deposited in the tender Box, located at Gate B of the United Nations Office in Nairobi marked: “**UNDP KENYA PRE-QUALIFICATION**” or sent by post to:

The Deputy Resident Representative (Operations)
United Nations Development Programme Kenya, The Registry Office, Room 129,
Block Q, UN Complex Gigiri, PO Box 30218, 00100
Nairobi, Kenya

So as to be received by 15th December, 2008 at 12.00 noon Kenya time.