



Collaboration on International ICT Policy for East and Southern Africa (CIPESA)

PREQUALIFICATION OF SUPPLIERS FOR THE PERIOD 2024 – 2027

The Collaboration on International ICT Policy for East and Southern Africa (CIPESA) is a leading centre for research and analysis of information aimed to enable policy makers in the region to understand ICT policy issues, and for various multi-stakeholders to effectively use ICT to improve governance and livelihoods. CIPESA works to defend and expand the digital civic space to enable the protection and promotion of human rights and to enhance innovation and sustainable development. We focus on disparate actors including government, the private sector, civil society, media, policy makers and multinational institutions.

CIPESA intends to prequalify suppliers for various goods and services for the three year period **2024-2027** as listed in the categories below:

GOODS CATEGORY

Code	Item Description
Sup/01	Office stationery and supplies
Sup/02	Computers, photocopiers, and related accessories
Sup/03	Firefighting equipment and accessories
Sup/04	Furniture and Fittings
Sup/05	Kitchen items and cleaning materials

WORKS CATEGORY

Works/01	Electrical repairs and installations
Works/02	Carpentry installations and repairs
Works/03	Building repairs
Works/03	Plumbing repairs and installations

SERVICES CATEGORY

Svcs/001	Printing services
Svcs/002	Digital Content and Design services
Svcs/003	Hotel and conference services
Svcs/004	Car hire Services
Svcs/005	Courier services (Local and International)
Svcs/006	Consultancy Services (Baseline, Midterm, Assessments, End line Evaluations, Research, Training)
Svcs/007	Motor Vehicle repair and maintenance
Svcs/008	Air ticketing, tours and travel

SERVICES CATEGORY

code	Item Description
Svcs/009	Security and guarding Services
Svcs/010	Garbage collection and sanitary disposal
Svcs/011	Accountancy, tax and audit services
Svcs/012	Insurance and brokerage services (Medical, GPA, Provident, Equipment, Vehicle)
Svcs/013	Advertising, print, and digital media services
Svcs/014	Catering services
Svcs/015	Cleaning and fumigation services
Svcs/016	Photography and filming services
Svcs/017	Fuel services
Svcs/018	Supply of vehicles and motorcycles
Svcs/019	Generator Supply, Repair & Services
Svcs/020	Provision of Asset Tagging and Software Management Services
Svcs/021	Provision of IT/computer Equipment Servicing, Repair and Maintenance
Svcs/022	Legal services
Svcs/023	Supply, Installation and Maintenance of Enterprise grade of uninterrupted Power supply (USP) and repair of generator
Svcs/024	Supply, installation and maintenance of Audiovisual systems (video-conferencing equipment)
Svcs/025	Supply and installation of Computer software

Bidding will be conducted in accordance with the Open Bidding method and all bidding documents should be presented in English and emailed to procurement@cipesa.org. The subject matter should state the following: **Bid for Pre-Qualification_Code (Indicate the code of the relevant category item)**

Deadline for submission is **Strictly May 31, 2024** at **17:00 East African Time**

Size of the document should not exceed 5MB.

Detailed bid requirements are available on CIPESA website www.cipesa.org under **NEWS**