

## TENDER NOTICE

### TENDER REF- CMD/01/2022-2026

#### TENDER NAME: REGISTRATION OF SUPPLIERS, CONSULTANTS AND CONTRACTORS FOR SUPPLY AND PROVISION OF GOODS, SERVICES, WORKS AND CONSULTANCY

Centre for Multiparty Democracy Kenya (CMD-K) invites applications from interested and eligible bidders for the registration of suppliers, consultants and contractors for use on 'as and when required basis' in the **Financial Years 2022, 2023, 2024, 2025 and 2026** ending on **31<sup>st</sup> December 2026** in the following listed categories:-

S/No	CATEGORY NUMBER	DESCRIPTION	ELIGIBILITY/ RESERVED
1	CMD/001/R_01/2022	Supply and Delivery of Office Stationery.	Special Group
2	CMD/001/R_02/2022	Printing and Delivery of Books and Manuals.	Special Group
3	CMD/001/R_03/2022	Printing and Delivery of IEC Materials	Open
4	CMD/001/R_04/2022	Provision of Courier Services	Open
5	CMD/001/R_05/2022	Provision of Consultancy Services in Management, Organizational development and training	Open
6	CMD/001/R_06/2022	Provision of Insurance Services.	Open
7	CMD/001/R_07/2022	Provision of Legal Services.	Open
8	CMD/001/R_08/2022	Provision of Catering Services.	Open
9	CMD/001/R_09/2022	Supply and Delivery Cleaning Material, Detergents and Fumigation Services	Special Group
10	CMD/001/R_10/2022	Provision of Computer Repairs, Maintenance Services and Accessories.	Special Group
11	CMD/001/R_11/2022	Supply and Delivery of Newspapers, Periodicals and Magazines.	Special Group
12	CMD/001/R_12/2022	Provision of LAN maintenance services and Provision of Internet	Open
13	CMD/001/R_13/2022	Provision of Enterprise IT solution. (Website, Zoom and Conference meeting platforms)	Open
14	CMD/001/R_14/2022	Provision of Bulk SMS Services	Open
15	CMD/001/R_15/2022	Supply and Delivery of Computer Software, HR and Accounting Systems	Open
16	CMD/001/R_16/2022	Supply and Delivery of Office Furniture, Fittings and Equipment.	Open
17	CMD/001/R_17/2022	Provision of Office Partitioning, Refurbishment and Furnishings e.g. Curtains and Carpets.	Special Group

18	CMD/001/R_18/2022	Provision of Repair and Maintenance Services of Photocopier Machine, Server and Telephone Equipment	Open
19	CMD/001/R_19/2022	Hire of Audio Equipment, Public Address System and Related equipment (Including Sound and Stage)	Open
20	CMD/001/R_20/2022	Provision of Transport Services (Taxi, Car Hire, Vans and Buses)	Open
21	CMD/001/R_21/2022	Provision of Event Management Services. (Photography, Videography, Tents, Ambulance etc)	Open
22	CMD/001/R_22/2022	Provision of Media services.	Open
23	CMD/001/R_23/2022	Provision of Air Ticketing Services (IATA Registered Firms)	Open
24	CMD/001/R_24/2022	Provision of Hotel, Conference Facilities and Meeting grounds.	Open

The complete set of registration documents may be obtained free of charge by interested applicants by downloading them from the Organisation's website <https://cmd-kenya.org/vacancies/>

Submissions should be serialized i.e. with page numbers and must contain copies of mandatory statutory documents among other requirements.

The complete submissions (original only) should be submitted.

Firms that meet the outlined criteria are required to deliver their technical & financial proposals through email, clearly referenced **The Tender Number and Description**' to the following address through the email provided:

**Executive Director,  
Centre for Multiparty Democracy-Kenya  
International House, 6th Floor Mama Ngina St, Nairobi City  
P.O. Box 9903-00100 Nairobi, Kenya**

**The application can be emailed to [tenders@imd-cmd.co.ke](mailto:tenders@imd-cmd.co.ke), with the email reference indicating, The tender reference number and description.**

Late submission will not be accepted.

*Firms that are in the current list of suppliers and those that have submitted their company profiles/letters of introduction MUST apply afresh in order to determine their eligibility.*

**CENTRE FOR MULTIPARTY DEMOCRACY-KENYA**