



TICAH Prequalification of Suppliers for the Supply of Goods and Services for the Period 2025-2027

1. RFP Number: TICAH/25/RFP1

Closing Date: 8th October 2025

Application Form: <https://forms.gle/mYPf7D3GiMvNBnQqZ>

Contact: procurement@ticahealth.org

2. About TICAH

Trust for Indigenous Culture and Health (TICAH) is a feminist organization creating positive links between health, culture, traditional medicine, sexuality, gender, food, and art activism. We do this by:

Listening and Co-creation - We start by listening to communities' stories, cultures, challenges, opportunities, adaptations, and more. Through listening and discussion, we co-create programs finding progressive ways to address Kenya's most pressing issues.

Safe Spaces and values clarification - We create safe spaces for people to openly share their views, values, challenges and experiences without judgment or repercussions. In these spaces, we also clarify values that we individually or collectively have about certain issues or ideas. By clarifying values, we establish areas where we connect and where we need to find mutual understanding.

Facilitation and Training of trainers - We are facilitators supporting communities to organize themselves, find local solutions to challenges, advocate for change and protect one another. We have developed several tools to support conversations and learning in workshops. We provide these materials to local trainers and facilitators to share within their communities after they are trained on how to use them.

Advocacy and Celebration - We raise our voices to advocate for better laws, policies and practices to protect rights, access to holistic health services, freedom of expression, indigenous culture, sexuality and reproductive health. We celebrate the beauty and diversity of ideas, ethnicities, religions, sexuality, music, art, genders, indigenous cultures, and traditions as expressions of a healthy society.



3. TICAH's current main programme areas are:

- **Indigenous Knowledge and Culture;** based in Baringo, Bungoma, Homabay, Kajiado, Kakamega, Kilifi, Kisii, Kisumu, Kwale, Laikipia, Nairobi, Nakuru, Nandi, Narok, Samburu and Siaya counties
- **Sexual Reproductive Health and Rights;** based in Busia, Eldoret, Isiolo, Kilifi, Kisumu, Machakos, Makueni, Mombasa, Nairobi, Nyeri and Samburu counties
- **Healthy Households;** based in Kajiado, Machakos and Nairobi counties
- **Art for Connection and Healing;** based in Homabay, Kajiado, Kakamega, Kilifi, Kisii, Kisumu, Kwale, Machakos, Mombasa, Nairobi, Nakuru, Narok, Taita Taveta, Uasin Gishu and Vihiga counties TICAH wishes to invite bidders to propose the best and most cost-effective solution to meet our requirements for specific goods and specific services as tabulated below.

Note: TICAH seeks to prequalify vendors in the below listed categories, who will be engaged on an as-needed basis. Prequalification does not constitute a guarantee of business; rather, it establishes a pool of reliable vendors from whom TICAH may source goods and services when required. Vendors who are successfully prequalified will be expected to extend a credit facility of up to 30 days and to adhere to TICAH's safeguarding principles. Through this process, TICAH looks forward to building mutually beneficial and long-term partnerships with vendors who share our commitment to quality and integrity.



4. RFP Categories of Goods & Services

No.	Reference number	Description	Region	Status
1	TICAH/25/RFP001	Supply of office stationery & other office supplies	Nairobi County.	Open
2	TICAH/25/RFP002	Supply of artwork & other support materials	Nairobi County	Open
3	TICAH/25/RFP003	Provision of IT equipment and accessories and repairs e.g. laptops, cameras, tablets, and projectors.	Nairobi County	Open
4	TICAH/25/RFP004	Provision of virtual and/or in-person interpretation services, translation services, and transcription at High level. (preference for English & French, as well as any other language)	Africa and International regions	Open
5	TICAH/25/RFP005	Provision of sign language services	Across all operational counties	Open
6	TICAH/25/RFP006	Provision of Graphic Design (Branding and layout development for digital and print)	Across all counties of operation	Open

7	TICAH/25/RFP007	Provision of high-quality original Illustrations	Across all counties of operation	Open
8	TICAH/25/RFP008	Provision of printing services and production of branded and other IEC Materials	Across all counties of operation	Open
9	TICAH/25/RFP009	Provision of Graphic recording services	Local and International	Open
10	TICAH/25/RFP010	Provision of Photography services	Nairobi & other regions as needed	Open
11	TICAH/25/RFP011	Provision of videography services	Across all counties of operation	Open
12	TICAH/25/RFP012	Catering Services	Across all counties of operation	Open
13	TICAH/25/RFP013	Agricultural equipment	Nairobi and Kajiado County	Open
14	TICAH/25/RFP014	Provision of organic Agricultural supplies	Nairobi County	Open
15	TICAH/25/RFP015	HR & Organizational Development Services	Nairobi County	Open



16	TICAH/25/RFP015	Travel agency services, including ticketing	Nairobi County	Open
17	TICAH/25/RFP017	Hotels offering Accommodation and/or conference facilities	Across all counties of operation	Open/ Targeted
18	TICAH/25/RFP018	Car hire, van, buses, and Taxi services	Across all counties of operation	Open
19	TICAH/25/RFP019	Rapporteur services	Across all counties of operation	Open

5. Application Instructions

- I. Interested firms and individuals should update the application form [here](#) and provide relevant supporting documentation.
- II. Kindly reference the document, **Annex 1**, for further details on scope and evaluation criteria per category of goods or service.
- III. The deadline for submission of application is 8th October 2025.
- IV. Applications may be made for pre-qualification of more than one category of goods and services, but one submission can only be used to apply for one category of goods and services.
- V. In case of any issues or questions on the submissions, please send an email to **procurement@ticahealth.org**
- VI. File Naming Format for documents uploaded on the link: Company Name-Document-Year (e.g., TICAH-Tax Compliance Certificate-2025)



6. Required Documents for Submission

- I. Firm/individual profile and/or CV indicating relevant experience with similar assignments for non-profits
- II. Legal status in case of company registration (Certificate of Incorporation/Partnership agreements/Business license). If individual, this is not required.
- III. Valid Tax Compliance Certificate.
- IV. Portfolio of past original work (where relevant)
- V. Price listing/ Rate cards for supply of goods or services
- VI. At least 3 references/testimonials from clients.
- VII. Any other requested documented as provided on the annex document for the respective category

7. General Evaluation Criteria:

- I. Quality of work as demonstrated on the profile, portfolio or sample work shared
- II. Expertise and experience as demonstrated by 3 strong recommendations
- III. Previous experience of working with clientele within the nonprofit sector or similar industry and working with marginalized populations
- IV. Range of services offered
- V. Flexible terms of payments (credit limits of between 15 to 30 days)
- VI. Presence in multiple counties with special reference to TICAH's counties of operations



Annex 1: Specific Scope and Evaluation Criteria per Category

1. TICAH/25/RFP001 – Supply of Office Stationery & Other Office Supplies

Scope of Supplies

This includes request for envelopes, printing papers, flip charts, sticky notes, glue sticks, pens, pencils, erasers, Staplers, punches, staple removers, markers, correction fluid/tape, staples, Spiral notebooks, box files, spring files, clear bags, management files, clear sheets, manila papers, Binder clips, rubber bands, display books, packing/masking tapes, scissors, Document wallets, trays, laminating pouches, desk organizers, paper clips.

Evaluation Criteria

- a) Vendors operating wholesale or credible retail supplies will be preferred
- b) Proven track record of timely and reliable supply.
- c) Capacity to deliver complete orders with few substitutions (if any)

2. TICAH/25/RFP002 – Supply of Artwork & Other Support Materials

Scope of Supplies

- Fabric, canvas, canvas boards, Crayons, charcoal pencils, brush pens, Ropes, balloons, yarn, ribbons, crocheting materials, fishing line.
- Paint, pegs, mats, Double-sided tape, spray adhesive, glue sticks, cutting mats, precision knives, Scrap books, drawing books.

Evaluation Criteria

- a) Sample of work provided should demonstrate use of authentic, high quality and creative work
- b) Reliable stock levels for most materials and ability to source widely for timely delivery
- c) Experience supplying creative, educational or community-based projects.

3. TICAH/25/RFP003 – Provision of IT Equipment, Accessories & Repairs

Scope of Supplies/Services

- Laptops, cameras, tablets, and projectors.
- Printer toners and cartridges.
- Ability to offer give after sales service without us having to incur additional cost



Evaluation Criteria

- a) Licensed IT dealer authorized to supply genuine equipment.
- b) Ability to provide manufacturer warranties.
- c) Capacity to supply diverse and quality IT equipment.
- d) Timely and reliable delivery.
- e) After-sales support and repairs.

4. TICAH/25/RFP004 – Provision of Interpretation, Translation & Transcription Services

Scope of Services

- Simultaneous interpretation (English ↔ French priority, other languages flexible).
- Remote/virtual interpretation via Zoom, MS Teams, or multilingual platforms.
- On-site interpretation for workshops, field visits, and consultations.
- Translation of official documents, knowledge products, public-facing content.
- Transcription of high-level meetings, interviews/FGDs, and advocacy events.

Evaluation Criteria

- a) High accuracy, confidentiality, and cultural sensitivity.
- b) Certified professionals preferred.
- c) Demonstrated experience in technical and advocacy related content.

5. TICAH/25/RFP005 – Provision of Sign Language Services

Scope of Services

- Conference/workshop interpretation (in-person & virtual).
- Virtual event accessibility (webinars, live-streamed events).
- Community consultations and stakeholder engagements.
- Translation into sign language media (training, advocacy, awareness videos).

Evaluation Criteria

- a) Certified sign language interpreters.
- b) Coverage of Kenyan, American, and International Sign.
- c) Experience in technical, advocacy, and community settings.



6. TICAH/25/RFP006 – Provision of Graphic Design

Scope of Services

- Layout development for digital and print materials

Evaluation Criteria

- a) Portfolio with at least 5 brand/communication design samples.
- b) Write-up on general design approach (tools, style, turnaround).

7. TICAH/25/RFP007 – Provision of Illustration services

Scope of Services

- Original hand-drawn or digital illustrations.

Evaluation Criteria

- a) Portfolio with original work and logo samples
- b) Indication of preferred mediums (digital, ink, watercolor, etc.) and software
- c) Turnaround timelines for commissioned work.

8. TICAH/25/RFP008 – Provision of Printing Services & Branded IEC Materials

Scope of Services

- Brochures, banners, reports, T-shirts, branded IEC materials.

Evaluation Criteria

- a) Samples of past print jobs.
- b) Technical specs of machines and finishing options (binding, lamination).
- c) Typical turnaround times for small vs. bulk orders.



9. TICAH/25/RFP009 – Provision of Graphic Recording Services

Scope of Services

- Live visual notetaking during events and workshops.

Evaluation Criteria

- a) Samples of past graphic recording work.
- b) Short description of the capture process.
- c) Availability for on-site/virtual events.

10. TICAH/25/RFP010 – Provision of Photography Services

Scope of Services

- Coverage of events, documentation and portraits, editing of raw footage.

Evaluation Criteria

- a) Portfolio of past work (events & portraits).
- b) List of equipment (cameras, lenses, lighting).
- c) List of deliverable formats (4K, social clips, reels).
- d) Proposed pricing (per day/session).
- e) Website links and sample works demonstrating quality of work

11. TICAH/25/RFP011 – Provision of Videography Services

Scope of Services

- Filming and editing events, documentaries, short promos, script development.

Evaluation Criteria

- a) Showreel of edited videos.
- b) Indicate if both filming and editing are in-house.
- c) List of deliverable formats (4K, social clips, reels).
- d) Website links and sample works demonstrating quality of work



12. TICAH/25/RFP012 – Catering Services

Scope of Services

- Provision of meals for workshops, training, meetings.

Evaluation Criteria

- a) Capacity to serve within Nairobi and other counties of operation.
- b) Demonstrated experience of providing quality services to larger groups.
- c) Evidence of compliance with health & safety standards and/or regulations.

13. TICAH/25/RFP013 – Supply of Agricultural Equipment

Scope of Supplies

- Pipes, fittings, sprinklers, gardening tools.

Evaluation Criteria

- a) Proven ability to deliver durable equipment.
- b) Availability in Nairobi and Kajiado.

14. TICAH/25/RFP014 – Provision of Organic Agricultural Supplies

Scope of Supplies

Soil, manure, seeds, seedlings, and fertilizers.

Evaluation Criteria

- a) Capacity to supply on short notice when required.
- b) Reliable sourcing from trusted suppliers.
- c) Available in Nairobi and Kajiado.

15. TICAH/25/RFP015 – HR & Organizational Development Services

Scope of Services

People strategy development and implementation, Recruitment, onboarding, staff training, Overall HR advisory. Employer value proposition

Evaluation Criteria

- a) Experience working providing HR services to human rights clientele



- b) Track record of developing and implementing people strategies across industries
- c) Demonstrated record in recruitment of unique and hard to find positions especially in NFP sector
- d) Possession of HR licenses as per relevant authorities
- e) Proven track record in HR consultancy and other capacity building services for staff
- f) Experience with Feminist or other non- profit organizations preferred

16. TICAH/25/RFP016 – Travel Agency Services (Ticketing)

Scope of Services

- Air and local ticketing services for staff and consultants.

Evaluation Criteria

- a) Licensed travel agency.
- b) Ability to provide flexible and competitive fares.
- c) Proven reliability in urgent bookings.
- d) 24hr operation
- e) Understanding of the air ticketing and ability to provide other services like Visa's, hotels for international participants

17. TICAH/25/RFP017 – Hotels Offering Accommodation & Conference Facilities

Scope of Services

- Accommodation, meals, and conference facilities offering standard rates (Kes 5,000 to 9,000) and premium rates (Kes. 10,000 to 17,000) for fieldwork activities and other stakeholders.

Evaluation Criteria

- a) Hotels are located within TICAH's operating counties
- b) Safety considerations and enhanced accessibility with special needs facilities
- c) Ability to provide full-board conference packages at agreed rates for a specified period of time



18. TICAH/25/RFP018 – Car Hire, Vans, Buses & Taxi Services

Scope of Services

- Transport for staff, field visits, and events.

Evaluation Criteria

- a) Fleet capacity to provide cars, vans, buses.
- b) Drivers with valid licenses and insurance.
- c) Provide details of geographical coverage and rates per km.

19. TICAH/25/RFP019 – Rapporteur Services

Scope of Services

- Documentation of meetings, workshops, and conferences.

Evaluation Criteria

- a) Experience in professional minute-taking/reporting.
- b) High accuracy, confidentiality, and timely delivery
- c) Track record of high-quality work done for other organizations