



PREQUALIFICATION OF SUPPLIERS

Invitation for Suppliers to Provide Goods and Services

PREQUALIFICATION PERIOD | 2026–2028

About SDI Kenya

SDI Kenya is a non-profit organisation committed to shifting power so that urban poor communities can plan, negotiate and drive their own development with dignity. Our approach is participatory, incremental and data-driven, placing community contributions, knowledge and leadership at the center of urban development.

Together with Muungano wa Wanavijiji, we work towards a shared vision of inclusive cities where low-income communities have access to adequate housing, basic services and opportunities that enable them to live with dignity.

Through strong community movements, partnerships and innovative community-led approaches, we seek to challenge exclusion, make slums visible in urban development processes, and promote more equitable and inclusive cities.

As part of this work, SDI Kenya invites reliable and qualified suppliers to prequalify for the provision of goods and services for the 2026–2028 period. We particularly encourage applications from community-based enterprises, minority-owned businesses and women-led businesses.

Prequalify as a supplier today and become part of a network contributing to inclusive, community-led urban development.

Submit your application under the relevant categories listed below.

1. Office Supplies and Equipment

- Stationery
- Computers, tablets, printers and accessories
- Cameras and accessories
- Office furniture – desks, chairs, cabinets etc.

2. ICT Services

- Network installation and maintenance
- Software solutions and support
- Website development and management
- Computers, desktops and printers servicing and maintenance

3. Wholesale Distributor of Food and General Supplies within Nairobi County

- Coffee, tissue, detergents etc.

4. Training and Capacity Building

- Workshop facilitation
- Teambuilding coordination
- Training materials and resources



5. Skill Development Programs

- Language translation and interpretation services – French, Portuguese, Bahasa, Spanish and other relevant local/regional languages as required, including translation of reports, training materials, publications and interpretation during workshops, conferences, community exchanges and other regional/international engagements.

6. Health and Safety Supplies

- Personal protective equipment (PPE)
- First aid kits and first aid consumables
- Sanitation and hygiene products
- Fire safety equipment and accessories
- Occupational health and safety signage
- Reflective/safety wear and protective footwear
- Emergency preparedness and response supplies
- Drinking water and water purification supplies, where required
- Cleaning and disinfection supplies
- Other workplace and field safety supplies as required

7. Maintenance Services

- Electrical installation, repair and maintenance services
- Plumbing installation, repair and maintenance services
- Renovation, refurbishment and general repair services
- Interior design and space improvement services
- Carpentry and joinery services
- Painting and decorating services
- Air-conditioning and ventilation maintenance
- General handyman and minor works services
- Office furniture repair and maintenance
- Preventive maintenance and facility support services

8. Event Management

- Catering services in Nairobi, Naivasha, Nakuru, Kisumu and Mombasa
- Conference and meeting venue services (including hall hires) in Nairobi, Naivasha, Nakuru, Kisumu and Mombasa
- Accommodation and hospitality services in Nairobi, Naivasha, Nakuru, Kisumu and Mombasa
- Event equipment hires, including tents, tables, chairs, PA systems, microphones, projectors, screens and related equipment
- Event planning, coordination and logistical support services
- Event décor, branding and venue set-up services
- Photography, videography and livestreaming services
- Interpretation and conference support equipment, where required
- Entertainment and event facilitation services
- Event registration and participant management support

9. Transport and Logistics

- Professional taxi and chauffeur services
- Saloon car, van and 4x4 vehicle hire services
- Staff and group transportation services
- Airport transfer services
- Courier and parcel delivery services
- Local and inter-county transport services
- Freight, cargo and goods transportation services
- Transport and logistical support for field activities, workshops and events
- Vehicle hire with or without a driver, where applicable
- Moving and relocation services for office equipment and supplies

10. Travel and Tours Services

- Domestic and international flight booking and ticketing services
- Local and international accommodation booking services
- Airport transfer coordination locally and internationally
- Visa and travel documentation support services
- Travel itinerary planning and coordination
- Travel insurance facilitation
- Group and conference travel arrangements
- Safari, excursion and game drive coordination
- Vehicle and ground transport arrangements for travelers
- Emergency travel rebooking and ticket amendment support
- Meet-and-assist services at airports, where required

11. Branding

- Branded apparel, including T-shirts, hoodies, caps, jackets and related clothing
- Branded stationery, including notebooks, pens, folders, diaries and other office materials
- Banners, backdrops, roll-up banners and other event branding materials
- Promotional and marketing materials, including brochures, flyers, posters and merchandise
- Signage and display materials
- Corporate gifts and promotional items
- Graphic design and artwork development
- Printing and production of branded materials
- Brand strategy, development and consultancy services
- Brand identity development and application, including templates and visual guidelines
- Event branding and installation services

12. Containers and Fabrication

- Supply, delivery and installation of shipping and modified containers
- Container conversion, partitioning and fit-out services
- Steel and metal fabrication works
- Custom fabrication of doors, windows, grills, gates, railings and related structures
- Fabrication and installation of canopies, sheds and shelters

- Welding and metal repair services
- Structural steel works
- Container refurbishment, maintenance and repair services
- Custom fabrication works for offices, community facilities and project sites
- Related construction, installation and fabrication services

13. Sanitary Services

- a) General office and premises cleaning services
- b) Washroom and sanitary services
- c) Waste collection, segregation and disposal services
- d) Provision and servicing of sanitary bins
- e) Pest control and fumigation services
- f) Deep cleaning and disinfection services
- g) Provision and maintenance of sanitary facilities
- h) Hygiene and environmental sanitation services
- i) Drainage, septic tank and related sanitation services, where required
- j) Supply of cleaning and hygiene consumables
- k) Post-event and post-construction cleaning services
- l) Related environmental health and sanitation services

14. CCTV Installation and Security Services

- Supply and installation of CCTV surveillance systems
- CCTV maintenance, servicing and repairs
- Access control and biometric systems
- Alarm and intrusion detection systems
- Security monitoring and surveillance equipment
- Intercom and visitor access systems
- Security lighting and related installations
- Supply and installation of security cameras, recorders and related accessories
- System configuration, upgrades and integration
- Preventive maintenance and technical support services
- Related electronic security systems and solutions

15. Hardware & Construction Supply

- Building and construction materials
- General hardware supplies
- Hand tools and power tools
- Construction equipment and accessories
- Plumbing materials and fittings
- Electrical materials and accessories
- Paints, coatings and related supplies
- Timber, boards and carpentry materials
- Cement, sand, ballast, blocks and related masonry materials
- Roofing materials and accessories
- Doors, windows, locks and fittings

- Safety and site equipment
- Steel, metal and fabrication materials
- Fasteners, adhesives and general construction consumables
- Related hardware and construction supplies

Submission Requirements

- Interested suppliers should submit the following documents:
- Company profile, including relevant experience, qualifications and areas of specialization.
- Copy of a valid national identification document for the sole proprietor or partners/directors, where applicable.
- List of goods and/or services offered, clearly indicating the relevant prequalification category.
- Pricing structure, applicable taxes and proposed payment terms.
- At least two references from previous or current clients, where available.
- Valid business registration documents, relevant business licenses/permits and a valid Tax Compliance Certificate, where applicable.
- Relevant professional, statutory, technical or industry certifications applicable to the category of goods or services.
- Any other supporting documents demonstrating the supplier's technical and operational capacity.

Evaluation Criteria

- Applications will be evaluated based on:
- Quality, suitability and reliability of the goods and/or services offered.
- Competitiveness and value for money.
- Relevant experience and demonstrated track record.
- Technical and operational capacity to deliver the required goods or services.
- Ability to meet agreed delivery timelines and service requirements.
- Compliance with applicable legal, statutory and regulatory requirements.
- Sustainability and availability of environmentally responsible products or practices, where applicable.
- References and past performance, where applicable.

SUBMISSION DEADLINE

30 September 2026

Submit electronically to procurement@sdikenya.org

Subject line: "Supplier Prequalification 2026–2028 – [Category Name]"

Suppliers applying for more than one category should clearly indicate all the categories they wish to be considered for.

Contact Information

For enquiries or clarification regarding the prequalification process, please contact procurement@sdikenya.org.



Important Notice

SDI Kenya reserves the right to accept or reject any application, in whole or in part, and to amend, suspend or cancel the prequalification process at any stage without incurring any liability to applicants.

Submission of an application does not constitute a guarantee of prequalification, award of business or contractual engagement with SDI Kenya.

Only shortlisted/prequalified suppliers will be contacted as and when goods or services are required.

We look forward to receiving your applications and establishing partnerships that contribute to inclusive, community-led urban development and improved outcomes for informal settlement communities.