

PRE-QUALIFICATION OF SUPPLIERS, CONTRACTORS & CONSULTANTS

FOR THE PERIOD 1ST JANUARY 2026 – 31ST DECEMBER 2027

IIRR is an international non-governmental organization founded in 1960 and dedicated to empowering rural communities to overcome poverty through participatory and sustainable development approaches. IIRR's work focuses on capacity building across its core pillars of food systems, economic empowerment, education, environment, and health, with current activities implemented in Africa and Asia.

The IIRR Africa Regional Office hereby invites interested and eligible vendors, including current suppliers, to apply for prequalification for the supply of goods, works, and services to support IIRR's programs across the Africa region for the period 1 January 2026 to 31 December 2027.

The prequalification exercise aims to promote strong supplier partnerships, accountability, value for money, and high-quality service delivery, in line with IIRR's procurement standards and humanitarian mandate.

PRE-QUALIFICATION CATEGORIES

Reference No.	Description
Category A: Supply of Goods	
IIRR/A1/2026-2027	Supply, delivery, and installation of office equipment, including computers, laptops, software and licenses, printers, photocopiers, scanners, and related ICT hardware and accessories.
IIRR/A2/2026-2027	Supply and delivery of office furniture, furnishings, and fittings.
IIRR/A3/2026-2027	Supply and delivery of purified drinking water for office use.
IIRR/A4/2026-2027	Supply and delivery of general office supplies such as printing paper, files, ink, toners, shredders, notebooks, pens, markers, and writing pads.
IIRR/A5/2026-2027	Supply of non-food items, including cooking utensils (sufurias, spoons), tents, beds, and related materials.
Category B: Provision of Services and Works	
IIRR/B1/2026-2027	Maintenance and servicing of computers, printers, and other ICT equipment.
IIRR/B2/2026-2027	Creative design and printing of communication and branding materials such as umbrellas, caps, T-shirts, letterheads, books, posters, certificates, business cards, banners, teardrops, and brochures.
IIRR/B3/2026-2027	Provision of voice recording, videography, photography, and related data communication services.
IIRR/B4/2026-2027	Repair and maintenance of office fixtures, fittings, and facilities.
IIRR/B5/2026-2027	Provision of conference and seminar facilities (half-day/full-day), including accommodation and catering services.
IIRR/B6/2026-2027	Provision of internet services for head office and including mobile Wi-Fi solutions.
IIRR/B7/2026-2027	Provision of transport and cab hire services within and across counties.
IIRR/B8/2026-2027	Provision of travel management services, including domestic and international flight bookings.
IIRR/B9/2026-2027	Provision of cleaning services, Fumigation, Pest Control Services and Sanitary Services
IIRR/B10/2026-2027	Provision of asset disposal services for obsolete ICT equipment and office furniture.
Category C: Provision of Consultancy Services	

IIRR/C1/2026-2027	Consultancy services for manual development, documentation, and knowledge management products.
IIRR/C2/2026-2027	Provision of audit services (project-based and institutional).
IIRR/C3/2026-2027	Provision of tax compliance, advisory, and related financial consultancy services.
IIRR/C4/2026-2027	Provision of legal consultancy and advisory services.
IIRR/C5/2026-2027	Provision of insurance and risk management services.

PRE-QUALIFICATION DOCUMENTS

Interested applicants may access the Pre-Qualification Categories and Documents here: [Prequalification of Suppliers_IIRR_2026/2027](#). Submission of filled documents should be conducted online via email: africaregion@iirr.org.

A non-refundable application fee of KES 1,000 is required. Payment instructions are provided in the pre-qualification documents, and proof of payment must be attached to the submitted application.

Deadline:

Friday, 9 January 2026, at 12:00 noon. Late submissions will not be accepted.

For further clarification, please contact:

Email: africaregion@iirr.org

Telephone: +254 736 307210

IIRR reserves the right to accept or reject any application and is not obligated to provide reasons for its decisions.

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