



## Samburu Women Trust

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### INVITATION FOR OPEN TENDERS

#### ***TENDER FOR THE PROVISION OF SERVICES AND SUPPLY OF GOODS***

Samburu Women Trust (SWT) is an indigenous women-led organization whose mission is to champion the rights of women and girls among the pastoralists communities by strengthening their capacity to influence policies, decision-making processes and address harmful cultural practices. SWT believes in promoting the rights, recognizing, educating and uplifting pastoralists' women and girls voices at National ,regional and international level.

Samburu Women Trust(SWT) is in the process of looking for eligible service providers for provision of services and supply of goods in Laikipia,Isiolo,Samburu,Marsabit and Nairobi Counties.SWT therefore invites applications from interested service providers for the following listed services & goods

S/NO	TENDER NUMBER	DESCRIPTION OF THE SERVICES/GOODS	ELIGIBILITY
1	SWT/01/2025	<p><b>Lot 1:</b>Provision of conference /catering/accommodation facilities within Laikipia county</p> <p><b>Lot 2:</b> Provision of conference/catering/accommodation facilities within Isiolo county</p> <p><b>Lot 3:</b> Provision of conference/catering/accommodation facilities within Samburu county</p> <p><b>Lot 4:</b> Provision of conference/catering/accommodation facilities within Marsabit county</p> <p><b>Lot 5:</b> Provision of conference/catering/accommodation facilities within Nairobi county</p>	Open
2	SWT/02/2025	Provision of Taxi/vehicle hire services in the following counties,Laikipia,Isiolo,Samburu,Marsabit and Nairobi	Open
3	SWT/03/2025	Provision of Computer software,printers,photocopies,scanners and networking services	Open
4	SWT/04/2025	Provision of Travel&Airticketing Agency services	Open
5	SWT/04/2025	Provision of Rappotuering services	Open
6	SWT/05/2025	Provision of Consultancy Services(Research,Translation,Development /Review of policies and Manuals)	Open



7.	SWT/06/2025	Graphic design & Supply of IEC Materials( Banners,flyers,kikoys,T-shirt,bags,books,pens)	Open
8	SWT/07/2025	Provision of Media services( Documentation,videography,photography	Open
9	SWT/08/2025	Provision of Tent Hire/Décor/Public Adress System	Open
10.	SWT/09/2025	Lot 1:Supply of General Office stationeries Lot 2: Supply of General office utilities/supplies	Open

#### **REQUIREMENTS:**

*The following should be submitted together with the bid*

- 1.Tax Compliance certificate
- 2.KRA Pin Certificate
3. Copy of Busuness Registration Certificate

#### **QUALIFICATION FOR TENDERING:**

- 1.Integrity and self discipline to deliver quality goods and services within the agreed timelines
2. Must be E-tims compliant
3. Capacity to deliver in terms of Human and logistics resources

#### **CONDITIONS:**

1. SWT reserves the right to reject/cancel or accept any tender without assigning any reason.
2. The bid will be treated invalid if the scanned copy of business registration is not submitted along with the bid
3. This notice inviting tender shall form part of the tender agreement

Interested eligible bidders to collect the tender documents at SWT Office during normal working hours or can request the tender documents through the following email addresses.

[Finance@samburuwomentrust.org](mailto:Finance@samburuwomentrust.org),[info@samburuwomentrust.org](mailto:info@samburuwomentrust.org) or [samburuwomen@gmail.com](mailto:samburuwomen@gmail.com).

Completed tender document are to be enclosed in a sealed envelope marked with tender name/tender number and deposited in the tender box at SWT Office or to be send via courier services and address it to Samburu Women Trust/P.O Box 1763,10400,Nanyuki on or before **15<sup>th</sup> February 2025**