



## ICPALD PRE-QUALIFICATION No: ICPALD/PQ/001/2017

IGAD Centre for Pastoral Areas and Livestock Development (ICPALD) is a specialized Institution of the Inter-Governmental Authority on Development (IGAD). The mission of ICPALD is to compliment efforts of IGAD member states to sustainably generate wealth and employment through livestock and complementary livelihood resources development in arid and semi arid areas of the IGAD Region.

IGAD Centre for Pastoral Areas and Livestock Development (ICPALD) is in the process of pre-qualifying suppliers of various goods and services. Interested suppliers should apply for pre-qualification, indicating the category & description of goods and/or services that they can supply from the tables below.

**Existing suppliers who wish to be retained in the register of suppliers MUST also apply for consideration.**

**The pre-qualified list of suppliers will be used by ICPALD for financial year 2017.**

SUPPLY OF GOODS	
CATEGORY NO	ITEM DESCRIPTION
ICPALD/001/2016-2017	Supply and maintenance of Office Furniture, Furnishings and Fittings
ICPALD/002/2016-2017	Supply of General Office Stationery, Computer Consumables and Accessories
ICPALD/003/2016-2017	Supply of Paint and Other Decorative, Protective and Finishing Products
ICPALD/004/2016-2017	Supply of branded Promotional items
ICPALD/005/2016-2017	Supply of calling and Scratch Cards
ICPALD/006/2016-2017	Supply of Motor Vehicle Tyres and Accessories
ICPALD/007/2016-2017	Supply of Electrical Equipments and Appliances
ICPALD/008/2016-2017	Supply of Computers, Printers, UPS, LCD projectors, Photocopiers and Office Equipment and Fitting
ICPALD/009/2016-2017	Supply of Food, Snacks and Beverage Supplies
ICPALD/010/2016-2017	Supply of Newspapers
ICPALD/011/2016-2017	Supply of Security Equipment
PROVISION OF SERVICES	
CATEGORY NO	ITEM DESCRIPTION
ICPALD/012/2016-2017	Provision of Vehicle Maintenance
ICPALD/013/2016-2017	Provision of Photography and Video Services
ICPALD/014/2016-2017	Provision of Courier Services
ICPALD/015/2016-2017	Provision of Advertising, PR and Research Services
ICPALD/016/2016-2017	Provision of Transport and Hire Services (taxis and mini buses)
ICPALD/017/2016-2017	Provision of Design and Printing of Calendars, Diaries, Banners and Publication Services
ICPALD/018/2016-2017	Provision of Air Travel Agency Services (must be registered with IATA)
ICPALD/019/2016-2017	Provision of Consultancy Services (specify your area of specialty)
ICPALD/020/2016-2017	Provision of Translation and Interpretation services



ICPALD/021/2016-2017	Provision of Editing Services
ICPALD/022/2016-2017	Provision of Insurance Services
ICPALD/023/2016-2017	Provision of Rapporteur Services
ICPALD/024/2016-2017	Provision of Conference Facilities

**NB: For provision of consultancy, translation & interpretation, editing, and rapporteur services individual consultants need to provide their current CVs .Individual consultants need not fill below forms.**

Kindly fill in attached forms.

All applicants must have Personal Identification Number (**P.I.N.**), Value Added Tax (**VAT**), and **Registration and Tax Compliance** certificates.

ICPALD reserves the right to accept or reject application(s) either in whole or part.

All applications should be addressed to:

**The Director**

**IGAD Centre for Pastoral Areas and Livestock Development (ICPALD)**

**P O Box, 47824-00100 Nairobi, Kenya; Tel: 254-737-777-742**

The document(s) should be deposited in the tender box situated at IGAD Centre for Pastoral Areas and Livestock Development (ICPALD) reception so as to be received **on or before 1700hrs on 30<sup>th</sup> January 2017**. The hard copies should be received in plain sealed envelopes, clearly marked on the front side "Pre-Qualification Category No. \_\_\_\_\_"

The postal address, phone number and physical address of the supplier should be clearly indicated on the back of the envelope.