

Kilimo Trust (KT) is an independent Regional agricultural development organization working on agriculture for development across the EAC Region. It is registered in the Republic of Uganda, Kenya, Tanzania, and Rwanda, and it implements projects across all AC Partner States. The core business of KT is to support the transformation of food and nutrition security in the EAC Region away from high-risk subsistence farming into lowerrisk trade-based systems.

Kilimo Trust intends to prequalify competent and registered firms for the provision of various goods, supplies, and services for three years, 2025 to 2028 No bidding document will be issued to the bidders.

### **1. Supplies /Goods**

| CODE      | ITEMS  |
|-----------|--|
| KT/SS/001 | Assorted Office Stationery in Uganda, Kenya and Tanzania   |
| KT/SS/002 | Computer/Office Equipment and Consumables include computers and laptops, UPS units, printers, projectors, photocopiers, tablets, GPS devices, power banks, and associated accessories in Uganda and Tanzania |
| KT/SS/003 | Assorted Office Furniture e.g. desks, chairs, tables, filing cabinets, bookshelves in Uganda and Tanzania  |
| KT/SS/004 | Supply of office consumables in Uganda, Kenya and Tanzania   |

### **2.Services**

| CODE      | ITEMS  |
|-----------|--|
| KT/SV/005 | Design and printing of manuals, reports, registers, brochures, calendars, communication aides, promotional items, leaflets, shirts, Banners, IDs, etc  |
| KT/SV/006 | Hotel and Apartments Facilities; for accommodation, conference facilities and related services in (Western, Northern, Eastern & Central) - Uganda, Kenya and Tanzania                                  |
| KT/SV/007 | Car Hire Services: for town service, City and Upcountry trips, airport transfers e.g. saloon cars, vans wagons, pickups, Prado V8. Land Cruiser, Minibuses and Coaster for Uganda, Kenya, and Tanzania |
| KT/SV/008 | Travel Agency providing Airline Ticketing Services in Uganda, Kenya and Tanzania and SGR Ticketing for Tanzania  |

|           |  |
|-----------|--|
| KT/SV/009 | Asset Register and Engraving in Uganda, Kenya, and Tanzania  |
| KT/SV/010 | Advertising and media campaigns in Uganda, Kenya and Tanzania  |
| KT/SV/011 | Compound maintenance and Fumigation in Uganda  |
| KT/SV/012 | Filming, Photography and video coverage services in Uganda, Kenya and Tanzania                               |
| KT/SV/013 | Catering Services for Staff during Working Hours in Uganda, Kenya and Mbeya-Tanzania                         |
| KT/SV/014 | Vehicle Repair and Maintenance Services in Kenya and Tanzania  |
| KT/SV/015 | Office Plumbing works in Uganda, Kenya, and Tanzania   |
| KT/SV/016 | Electrical repairs & Maintenance in Uganda, Kenya and Tanzania   |
| KT/SV/017 | Carpentry Services in Uganda, Kenya and Tanzania   |
| KT/SV/018 | Office refurbishment (Office Reconstruction) in Uganda, Kenya, and Tanzania                                  |
| KT/SV/019 | Office Cleaning in Uganda, Kenya and Tanzania  |
| KT/SV/020 | Deep Cleaning Services for Offices in Uganda, Kenya and Tanzania   |
| KT/SV/021 | Repairs and maintenance of Air conditioners in Uganda, Kenya, and Tanzania                                   |
| KT/SV/022 | IT support services, network management, web hosting and cloud server services in Uganda, Kenya and Tanzania |
| KT/SV/023 | Telephone repairs and maintenance in Uganda, Kenya, and Tanzania   |
| KT/SV/024 | Maintenance and servicing of Fire extinguishers in Uganda, Kenya, and Tanzania                               |
| KT/SV/025 | Generator maintenance and repair in Uganda, Kenya, and Tanzania  |
| KT/SV/026 | TV, Projectors, hire & Servicing in Uganda, Kenya, and Tanzania  |
| KT/SV/027 | Postage & courier services in Uganda, Kenya, and Tanzania  |
| KT/SV/028 | Microsoft product support systems in Uganda, Kenya, and Tanzania   |
| KT/SV/029 | Computer and accessories repairs in Uganda, Kenya and Tanzania   |
| KT/SV/030 | Motorcycle repairs, spare parts and servicing in Uganda  |
| KT/SV/031 | Events Management in Uganda, Kenya and Tanzania  |
| KT/SV/032 | Security services in Uganda and Mbeya-Tanzania   |
| KT/SV/033 | Team Building Facilitators in Uganda   |
| KT/SV/034 | Compound Maintenance and Fumigation in Uganda  |
| KT/SV/035 | Sanitary services in Uganda  |
| KT/SV/036 | Garbage and Waste disposal in Uganda   |
| KT/SV/037 | Car leasing services in Uganda, Kenya, and Tanzania  |

**Prequalification is open to all legally registered companies in Uganda, Kenya, and Tanzania**

Interested vendors will be required to submit the following.

- i. Five Years of Experience in the Same Line of Business
- ii. Copies of 2 previous contracts/orders from at least two NGOs
- iii. 3 reference letters from their clients
- iv. Tax Clearance Certificate
- v. Certificate of Incorporation.
- vi. Company Profile
- vii. Price List for Goods and Services offered denominated in the Specific Country's local currency.

All Vendor Documents are required to be submitted online via email:

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[procurement@kilimotrust.org](mailto:procurement@kilimotrust.org) , not later than 1<sup>ST</sup> April 2025 at 16:00 hours. The Prospective vendor/firm MUST indicate in the Email Subject the CODE or CODES, and the ITEM or ITEMS, and the Country they are applying for.

For any inquiries, email [admin@kilimotrust.org](mailto:admin@kilimotrust.org)

**Please note that any form of canvassing will lead to automatic disqualification**