



## PREQUALIFICATION OF SUPPLIERS FOR THE PERIOD 2024-2026

**Tender No. CHR M/PQ/2024-2026; Date: 1<sup>st</sup> March, 2024**

**Tender Name: Prequalification of suppliers for the period 2024 - 2026**

**Application Deadline: 31<sup>st</sup> March 2024**

The College of Human Resource Management (CHR M College), a registered training institution based in Nairobi, Kenya is in the process of prequalifying suppliers for the supply of goods and services under various categories as detailed below. Interested and eligible suppliers specializing in the various categories are hereby invited to apply by **31<sup>st</sup> March 2024**.

Sr. No.	Category Code	Description of goods and/or service
1	CHR M/PQ/001/2024-2026	Provision of hotel accommodation, conference and outdoor activities facilities
2	CHR M/PQ/002/2024-2026	Provision of data back-up, data recovery and/or cloud storage services
3	CHR M/PQ/003/2024-2026	Provision of records digitization and processes automation services
4	CHR M/PQ/004/2024-2026	Provision of web hosting services
5	CHR M/PQ/005/2024-2026	Design of websites and online stores
6	CHR M/PQ/006/2024-2026	Provision of architectural design, supply and fitting of recording studio equipment
7	CHR M/PQ/0047/2024-2026	Provision of statutory financial audit and/or internal audit services
8	CHR M/PQ/008/2024-2026	Provision of public relations(PR) and social media marketing services
9	CHR M/PQ/009/2024-2026	Provision of TV, radio and newspaper advertisement services
10	CHR M/PQ/010/2024-2026	Provision of office maintenance works e.g building repairs & maintenance, electrical and plumbing works.
11	CHR M/PQ/011/2024-2026	Provision of asset tagging and valuation services
12	CHR M/PQ/012/2024-2026	Provision of repair and maintenance of PABX and telephone equipment.
13	CHR M/PQ/013/2024-2026	Provision of tents, decorations, chairs and public address P.A system
14	CHR M/PQ/014/2024-2026	Provision of insurance brokerage services; medical insurance, general insurance and group life cover
15	CHR M/PQ/015/2024-2026	Provision of local courier and delivery services
16	CHR M/PQ/016/2024-2026	Provision of air travel, reservation and ticketing services
17	CHR M/PQ/017/2024-2026	Provision of guarding and security services
18	CHR M/PQ/018/2024-2026	Provision of professional photography, videography, and TV commercial production services
19	CHR M/PQ/019/2024-2026	Provision of ICT system audit, support, maintenance and consultancy services
20	CHR M/PQ/020/2024-2026	Provision of car rental, lease, and taxi services.
21	CHR M/PQ/021/2024-2026	Provision of bulk SMS and related services
22	CHR M/PQ/022/2024-2026	Provision of legal services
23	CHR M/PQ/023/2024-2026	Provision of signage and outdoor advertisement services
24	CHR M/PQ/024/2024-2026	Provision and maintenance of CCTV system, alarm, access control and other related security system services
25	CHR M/PQ/025/2024-2026	Provision of HR training, consultancy and recruitment services
26	CHR M/PQ/026/2024-2026	Provision of team building facilitation services
27	CHR M/PQ/027/2024-2026	Provision of sanitary services, toilet bins, office cleaning detergents and fumigation services
28	CHR M/PQ/028/2024-2026	Supply of fresh packet milk, fresh drinking water and water purification technology
29	CHR M/PQ/029/2024-2026	Design, printing and supply of office stationery, staff IDs, branded lanyards, D holders, and printed promotional materials, e.g branded t-shirts and shirts, blouses, pens, notebooks, envelopes etc.)
30	CHR M/PQ/030/2024-2026	Supply and installation of WAN, LAN systems and materials
31	CHR M/PQ/031/2024-2026	Supply of toners, cartridges and related goods and services
32	CHR M/PQ/032/2024-2026	Supply/lease and installation of servers, computers, laptops, printers, UPS scanners and copiers
33	CHR M/PQ/033/2024-2026	Supply of office and classrooms architectural design and partitioning
34	CHR M/PQ/034/2024-2026	Supply of classroom and office furniture and fittings.
35	CHR M/PQ/035/2024-2026	Supply of tissue papers
36	CHR M/PQ/036/2024-2026	Supply and maintenance of fire extinguishers
37	CHR M/PQ/037/2024-2026	Provision of internet services
38	CHR M/PQ/037/2024-2026	Supply and delivery of library resources, textbooks, and binding of library books
39	CHR M/PQ/039/2024-2026	Supply and hire of graduation attire

The prequalification form detailing relevant terms and conditions may be downloaded from CHR M website [www.chr m.or.ke](http://www.chr m.or.ke) under downloads section. Complete the CHR M/PQ/2024-2026 form and attach all relevant documents. All bidders submitting their prequalification documents should pay a non-refundable fee of KSH. 3,000. Completed applications should be sealed in a secure envelop and marked “Application for Prequalification” –indicate the category serial (Sr.) number, code and description of good or service. Drop your application in the tender box at CHR M main campus at Hazina Trade Centre (former Nakumatt Lifestyle building), 13th Floor –Moktar Daddah street Nairobi, Kenya.

Address your prequalification documents to;

The Principal,  
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