



INVITATION TO TENDER FOR SUPPLIERS: SAYWHAT DEADLINE: 31ST JANUARY 2019

SAYWHAT (PVO 34/2017) hereby invites suppliers of goods and services listed below. Suppliers will be evaluated for the purpose of being listed as our prospective suppliers for 2019. Categories for goods and services are as follows:

Category A.

1. Goods and Services

- a. Communication, Information Suppliers and Services, Printing, advertising and promotional services
- b. Hospitality - Hotel accommodation, conferencing, kitchen/culinary equipment, catering
- c. Office Supplies and Services - Computer consumables, ICT hardware, software, licenses, stationery supplies, internet, mobile phones, telephone handsets, PABX, photocopiers
- d. Rentals/hire Services - Office accommodation, tent, chairs, TV hire, vehicle/taxi hire and lease, PA system

2. Training and Development

- a. Training/conferencing facilities
- b. Consultancy services

3. Utilities and Subcontracting/Outsourcing

- a. Cleaning,
- b. Pest control,
- c. Exhibition stand designs,
- d. Gardening and;
- e. Catering services

4. Institutional Provisions

- a. Staff Uniforms,
- b. Protective clothing,
- c. Groceries and;
- d. Toiletries

5. Other

- a. Furniture and Equipment
- b. Security Systems – firefighting equipment

Category B Maintenance

1. Physical Infrastructure

- a. Rehabilitation, electrical, plumbing,
- b. Partitioning, hardware, building, waterproofing

2. Technical and Office Equipment

3. Maintenance of phones, ICT equipment, security equipment, photocopiers

4. Vehicle and Mobile Equipment - Service Repairs, tyres, batteries

To apply
Prospective suppliers are expected to provide details of the company profile and tax clearance certificates. For further enquiries, suppliers can reach us through the following address and contact details.

Submission Procedure

- a) All documents should be bound;
- b) All submissions are to be in sealed envelopes clearly marked at the top indicating the product/service applied for;
- c) Multiple service suppliers / providers should use different envelopes stating category (i.e) applied for;

Students And Youths Working on Reproductive Health Action Team (SAYWHAT)

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SAYWHATOrg