



TETRA TECH
International Development

FY 24/25

INVITATION TO TENDER



RELEASE DATE: 18 MAR 2024

SUBMISSION DATE: 19 APR 2024



ABOUT TETRA TECH INTERNATIONAL DEVELOPMENT

Tetra Tech International Development is a leading, global consulting firm providing practical and sustainable international development services. We have more than 40 years of development experience and use an integrated approach focused on empowering local communities and leveraging private investment to create a safer, more equitable, and more prosperous world for all. We are part of the larger Tetra Tech family—a leading provider of global consulting and engineering services. Tetra Tech supports government and commercial clients by providing innovative solutions focused on water, environment, infrastructure, resource management, energy, and international development. With 21,000 associates worldwide, Tetra Tech's capabilities span the entire project life cycle.

Tetra Tech International Development Kenya is inviting suppliers and service providers to submit their tender documents to be considered under framework agreements for the following items for the year 2024/2025 in the regions listed in the table below.

Country	Country/Municipal/Region	
Kenya	Nairobi	Kathwana
	Samburu	Isiolo
	Naivasha	Iten
	Laikipia	Kisii
	Tana river	Kirinyaga
	Kilifi	Lamu
	Kwale	Malindi
	Meru	Turkana
	Nanyuki	West Pokot
	Mombasa	Baringo
	Eldoret	Nakuru
	Bungoma	Kisumu
	Wajir	Mandera
	Wote	
	Garissa	
Marsabit		
Tanzania	Daresalam	Tanga
Somalia	Mogadishu	
Somaliland	Hargeisa	



SUPPLY LOT

Kindly Provide proposals to provide goods and services in the table listed below.

Lot	Description	Specification	Proposal No.
Lot 1	Supply of Office Stationery Consumable & Office Furniture	Batch 1: Stationery & Consumables Batch 2: Office Furniture Batch 3: Supply of Printers	ITT/NBO/2024-001
Lot 2	Supply of Printing Services & Supplies / Provision of Printer Maintenance service	Batch 1: Printing services Batch 2: Printing of Reflector Jackets Batch 3: Printing of tear drop banners/Media Banners Batch 4: Printing on Canvas Batch 5: Branded Tote Bags/Branded notebooks/Branded pens Batch 6: Maintenance services Batch 7: Printer supplies	ITT/NBO/2024-002
Lot 3	IT Equipment & Repair Services	Batch 1: IT Equipment & Accessories Batch 2: IT Repair Services	ITT/NBO/2024-003
Lot 4	Supply of hardware & Electrical items and provision of various	Batch 1: General Plumbing and electrical items Batch 2: Provision of general repair and installations (Plumbing, electrical and carpentry)	ITT/NBO/2024-004
Lot 5	Supply of Ground transport services	Batch 1: Provision of Cab/Taxi Services Batch 2: Provision of Vehicle Rental services	ITT/NBO/2024-005
Lot 6	Provision of Air travel services Ticketing services	Batch 1: Air ticket services	ITT/NBO/2024-006
Lot 7	Provision of hotels & Conferencing services	Batch 1: Accommodation (BB, HB, FB) Batch 2: Conferencing services (FD, HD) Batch 3: Outside catering services	ITT/NBO/2024-007
Lot 8	Provision of Legal, Tax & Accounting Services	Batch 1: Provision of legal services Batch 2: Provision of Tax Advisory services Batch 3: Provision of Audit Services	ITT/NBO/2024-008
Lot 9	Provision of Travel advisory services	Batch 1: Visa Processing services Batch 2: Work permits	ITT/NBO/2024-009
Lot 10	Communications	Batch 1: Web designer Batch 2: Document editor Batch 3: Language Translator Batch 4: Audio/video Editor/Photographer /Photography Batch 5: Equipment's for Hire/Live streaming /Projectors /Sound system Batch 6: Social Media Marketers /Influencers	ITT/NBO/2024-010
Lot 11	General Supplies	Any supplies not mentioned in the above	ITT/NBO/2024-011

INVITE TO TENDER REQUIREMENTS

Interested suppliers should indicate, clearly prices including VAT where applicable.

Please fill in the offer form using link - [TTIKE RFQ 2024/2025](#) or send the required tender documents to kenya.operations@tetrattech.com

The Proposals should be accompanied by the following documents.

- Company Profile
- Business Registration Certificate
- Relevant Business Licences
- Tax Registration Certificate
- Recent Tax Compliance Certificate
- Price List/Rack Rates
- Credit Terms
- Supply Proposal
- Minimum Contact of three Referees

NB: Indicate on the email Subject the LOT and Batch you are applying for e.g., Lot 1 Supply of Office Stationery Consumable & Office Furniture – Stationery & Consumables

Respondents Instructions

As part of this tender process Tetra Tech International makes no obligations in any way to:

- (i) pay any vendor for any ITT response; or
- (ii) award the contract with the lowest or any bidder; or
- (iii) accept any ITT information received from vendors; or
- (iv) include vendors responding to this ITT, in any future invitation; or
- (v) any other commitment to vendors whatsoever.

Please note that Tetra Tech International Development upholds the highest standards of accountability and transparency. Suppliers are not required to make any payments whatsoever to influence the tendering process.

We look forward to receiving your response.

Yours sincerely,

TTID-KE Operations Teams



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