

**PREQUALIFICATION FOR SUPPLY OF GOODS, WORKS AND SERVICES
FOR FINANCIAL YEARS 2022 – 2024**

Longhorn Publishers PLC invites tenders from interested firms (bidders) to apply for Prequalification as Suppliers of goods, works and services for the period 2022 – 2024 under the following categories.

A. SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION
LHP-A1-2022	Supply of Software, Computers, Laptops, Air Conditioner, Cameras, Generator UPS units, Printers and Scanners, and IT Consumables
LHP-A2-2022	Supply of General Office Stationery
LHP-A3-2022	Supply of Office Furniture, Fittings and Equipment
LHP-A4-2022	Supply of Common Utilities and Consumables e.g. detergents, tissue paper
LHP-A5-2022	Supply and Maintenance of Fire fighting Equipment
LHP-A6-2022	Supply of Staff Uniforms, Dust Coats and Protective Gears
LHP-A7-2022	Supply of Warehouse Equipment (Pallet Trucks, Electric Stackers, Strapping Machine, Tape Dispenser and Hand Trolleys
LHP-A8-2022	Supply of Packing Material (Carton Box, Polythene Sheet, Polythene Shrink Wrap, Packing Tape Dispenser, Labelling Stickers and Strapping Roll
LHP-A9-2022	Supply of Protective Gear

B. PROVISION OF SERVICES

CATEGORY NO.	ITEM DESCRIPTION
LHP-B1-2022	Provision of Graphic Design, Illustrations, Typesetting and Layout
LHP-B2-2022	Provision of Travel and Air Ticketing Services – (IATA/ KATA registered firms only)
LHP-B3-2022	Repair and Maintenance of Servers, Desktop Computers, Local Area Network
LHP-B4-2022	Provision of General Printing Services, Design, Colour Separation and Printing of Promotional, Communication and Advertising Materials, e.g. Printing of T- shirts, Caps, Banners, Fliers, Posters, Booklets, Brochures etc.
LHP-B5-2022	Repair, maintenance and servicing of Motor Vehicles (CM&TE registered firms only)
LHP-B6-2022	Provision of Transportation, Taxis and Vehicle hire Services
LHP-B7-2022	Provision of Courier and Logistics Services
LHP-B8-2022	Provision of Security and Alarm Systems Services
LHP-B9-2022	Provision of Debt Collection Services
LHP-B10-2022	Provision of Event Management Services
LHP-B11-2022	Provision of Support, Maintenance and Implementation of MS Navision ERP
LHP-B12-2022	Provision of Support and Maintenance of PABX, Telephone and Related Equipment
LHP-B13-2022	Provision of Internet Connectivity Services, Licenses and Domain renewals
LHP-B14-2022	Provision of Support and Maintenance of Printers and UPS Units and Photocopiers
LHP-B15-2022	Provision of Clearing and Forwarding Services
LHP-B16-2022	Provision of Repair of Warehouse Equipment (Pallet Trucks, Electric Stackers, Strapping Machine and Hand Trolleys
LHP-B17-2022	Provision of Translation, Transcription and Interpretation Services
LHP-B18-2022	Provision for Freelance Editors and Proof-readers (for Publishing Services)
LHP-B19-2022	Provision of Data Recovery Storage Services

C. PROVISION OF WORKS

CATEGORY NO.	ITEM DESCRIPTION
LHP-C01-2022	Repairs and Maintenance of repair works (plumbing)
LHP-C02-2022	Building and Construction Contractors
LHP-C03-2022	Painting, Interior Décor and Landscaping Services
LHP-C04-2022	Repairs and Maintenance of Civil Works
LHP-C05-2022	Repairs and Maintenance /Servicing of Motor vehicle/Motorcycles

Interested parties may obtain a complete set of pre-qualification documents from our website: <https://www.longhornpublishers.com>. The downloaded documents should be duly completed per the instructions given and dropped into the tender box at our Head Office located along **Funzi Road, off Enterprise Road, Industrial Area by 31st August 2022 at 10.00 AM.**

Interested parties are required to pay a non-refundable fee of One Thousand Kenya Shillings Only (Ksh 1,000/-) per category applied for. Payment to be made through a banker's cheque drawn in favour of **LONGHORN PUBLISHERS PLC** and obtain an official receipt. The duly completed pre-qualification documents should be placed in a sealed plain envelope marked with the name of the applicant and category applied for, and addressed to:

**The Group Managing Director,
Longhorn Publishers PLC
P. O. Box 18033 – 00500
Funzi Road off Enterprise Road, Industrial Area, Nairobi, Kenya**

The tender will be opened immediately thereafter at the Office premises SasaSema Building 2nd floor in the presence of bidders or their representatives who wish to be present. For any queries kindly email: procurement@longhornpublishers.com