

# EAST AFRICAN TEA TRADE ASSOCIATION (EATTA)

---

## PREQUALIFICATION DOCUMENT (DETAILED CATEGORY LIST)

### PREQUALIFICATION OF SUPPLIERS, SERVICE PROVIDERS, CONTRACTORS & CONSULTANTS

**FINANCIAL PERIOD: 2026–2028**

#### 1. INTRODUCTION

EATTA invites applications from competent and eligible firms for prequalification to supply goods, provide services, undertake works, and offer consultancy services for the period 2026–2028.

#### PREQUALIFICATION CATEGORIES

<b>NO.</b>	<b>ITEM DESCRIPTION</b>
<b>CATEGORY A -SUPPLY OF SERVICES</b>	
EATTA/PREQ/01/2026:	Office stationery and general supplies
EATTA/PREQ/02/2026:	ICT equipment, software & licenses, accessories, and consumables
EATTA/PREQ/03/2026:	Office Furniture, Furnishing & Fittings
EATTA/PREQ/04/2026:	Printing, branding & promotional materials (embroidery), i.e. bags, caps, t-shirts, etc.
EATTA/PREQ/05/2026:	Printing and Supply of Printed Paper Materials, e.g., Calendars, Diaries, Annual Reports, and other Printed Stationery / Materials
EATTA/PREQ/06/2026:	Supply and Maintenance of Outdoor Advertising, Outdoor Display Signages /Billboards, and Building Branding
EATTA/PREQ/07/2026:	Cleaning materials, detergents & toiletries
EATTA/PREQ/08/2026:	Motor vehicle parts & accessories

EATTA/PREQ/09/2026:	Audio-visual equipment
EATTA/PREQ/10/2026:	Supply, Repair and Maintenance of Printers, Photocopiers, Scanners and Related Consumables
EATTA/PREQ/11/2026:	Drinking water, milk & office consumables
EATTA/PREQ/12/2026	Electrical Materials & Fittings
EATTA/PREQ/13/2026	Uniforms, Protective Clothing & apparels
<b>CATEGORY B - PROVISION OF SERVICES</b>	
EATTA/PREQ/14/2026:	ICT support & maintenance
EATTA/PREQ/15/2026:	Cleaning, security & sanitary services
EATTA/PREQ/16/2026	Fumigation & pest control
EATTA/PREQ/17/2026	Transport & car hire services
EATTA/PREQ/18/2026	Courier services (Local & International)
EATTA/PREQ/19/2026	Photography and Videography Services
EATTA/PREQ/20/2026	Food, Beverages & Catering Services
EATTA/PREQ/21/2026	Travel & air ticketing (IATA registered)
EATTA/PREQ/22/2026	Event management & multimedia services
EATTA/PREQ/23/2026	Hotel accommodation & conference facilities
EATTA/PREQ/24/2026	Internet, cloud & data hosting services
EATTA/PREQ/25/2026	Archiving, storage & bulk scanning
EATTA/PREQ/26/2026	Supply of Firefighting Equipment and Fire Suppression Systems & maintenance
EATTA/PREQ/27/2026	Supply & Maintenance of Air conditioning & generator
EATTA/PREQ/28/2026	Network Infrastructure & Structured Cabling – installation and maintenance of LAN/WAN networks
EATTA/PREQ/29/2026	Telephony & Communication Systems – PABX, VoIP, and unified communications

	Production of Radio & Television Informatics /Documentaries
<b>CATEGORY C -CONSULTANCY SERVICES</b>	
EATTA/PREQ/30/2026:	Legal services
EATTA/PREQ/31/2026:	Audit services (internal & external)
EATTA/PREQ/32/2026:	ICT audit services
EATTA/PREQ/33/2026	ICT Systems Development and Advisory
EATTA/PREQ/34/2026	Capacity Building Services
EATTA/PREQ/35/2026	OSHA audit services
EATTA/PREQ/36/2026	Financial and Audit consultancy
EATTA/PREQ/37/2026	Human Resource & Management Consultancy
EATTA/PREQ/38/2026	Strategic Planning & Organizational Development
EATTA/PREQ/39/2026	Procurement & Supply Chain Consultancy
EATTA/PREQ/40/2026	Public relations & communication consultancy
EATTA/PREQ/41/2026	Digital marketing & media monitoring
EATTA/PREQ/42/2026	Asset valuation services
EATTA/PREQ/43/2026	Website design, hosting & maintenance
EATTA/PREQ44/2026	Cyber security services
EATTA/PREQ/45/2026	Training services (leadership, OSH, wellness)
EATTA/PREQ/46/2026	Insurance services (medical, life, general, WIBA)
EATTA/PREQ/47/2026	Provision of Disaster Recovery and Backup Solutions
EATTA/PREQ/48/2026	ISO Certification & Quality Management Consultancy
<b>CATEGORY D – PROVISION OF WORKS</b>	
EATTA/PREQ/49/2026:	General repairs & maintenance (electrical, plumbing, etc.)

EATTA/PREQ/50/2026:	Office partitioning, renovations & building works
EATTA/PREQ/51/2026	Interior design & space planning
EATTA/PREQ/52/2026	Installation of CCTV, access control & alarm systems

### **3. MANDATORY REQUIREMENTS**

Applicants Must Submit:

- Copy of Certificate of Incorporation/Registration
- Valid Tax Compliance Certificate
- Copy of PIN/VAT Certificate
- Company Profile
- Relevant statutory licenses and certifications
- Proof of past experience and references

### **4. SUBMISSION DETAILS**

Documents must be sealed and clearly marked:

**“PREQUALIFICATION 2026–2028 – CATEGORY [SPECIFY]”**

Addressed to:

**The Chief Executive Officer**  
 East African Tea Trade Association (EATTA)  
 Tea Trade Centre, Nyerere Avenue  
 P.O. Box 85174 – 80100  
 Mombasa, Kenya

To be deposited in the Tender Box at EATTA Reception, Tea Trade Centre, Nyerere Avenue, Mombasa.

### **5. IMPORTANT INFORMATION**

- **Closing Date:** 15th May 2026 at 11:00 AM
- Late applications will not be accepted
- Only shortlisted firms will be contacted