



KENYA EMBASSY LUANDA

INVITATION FOR PREQUALIFICATION

Tender No.: 1/2025/2026

Financial Years: 2025/2026-2026/2027

KENYA EMBASSY invites applications from eligible, competent, and interested firms for prequalification as suppliers of goods, works, and services in the categories listed below for the period stated above.

TABLE 1: LIST OF CATEGORIES

Category No.	Description of Goods/Works/Services
1	Maintenance of Furniture and Office Equipment – Repair of broken furniture, faulty doors/windows, locks, shelves, etc.
2	Catering Services – Provision of meals, snacks, and beverages during special events.
3	IT Support and Maintenance – On-demand technical support, network maintenance, and hardware/software troubleshooting.
4	Supply of ICT Equipment – Supply, on-demand, of computers, printers, computer software, and other computer accessories.
5	Transport Services – Provision of transport services for school-going children and on-demand car and/or driver for temporary hire.
6	Office Stationery – Supply of all office stationery on need basis.
7	Air Travel Agency services- Provision of Air booking/ticketing services
8	Event Organisation- Provision of Tents, Decorations, Audio and Public Address System, Chairs etc, during events
9	Housing: Provision of tenancy services to the Chancery and Embassy Staff

MANDATORY REQUIREMENTS

Applicants must attach copies of the following:

1. Certificate of Registration/Incorporation.
2. Valid NIF Certificate
3. Relevant business permit(s).
4. Company profile with details of key personnel.
5. Evidence of similar assignments undertaken in the last 3 years, if any, (attach at least 1 recommendation letter or contract).

SUBMISSION INSTRUCTIONS

To apply, please visit our website: www.kenyaembassyangola.com and download the application form. The forms can also be obtained at the Embassy Reception.

Completed prequalification documents, enclosed in plain sealed envelopes clearly marked:

“PREQUALIFICATION OF SUPPLIERS – CATEGORY NO. [insert – Description]”

must be dropped at the Embassy Reception or Soft Copy emailed to: financekenyaembassy@gmail.com on or before **5th September, 2025**

Late applications will be rejected.

NOTE: Prequalification does not constitute an award of contract but will form the basis for subsequent request for quotations or restricted tenders for the goods, works, or services listed.

For any inquiries, please send email to financekenyaembassy@gmail.com or call +244 934 383 528