

WINDLE INTERNATIONAL KENYA

INVITATION TO TENDER

Tender Notice

Windle International Kenya (WIK) – is a humanitarian education organization providing education to refugees and needy students.

A: TASK

Windle International Kenya invites tenders from qualified firms for the following category:

DESCRIPTION	REFERENCE NUMBER
SUPPLY OF REFRESHMENTS	REF.NO.WIK/NRB/004/2025
HALL HIRE	REF.NO.WIK/NRB/005/2025

B. QUALIFICATION

Eligible firms are invited to tender for the Supply of refreshments to WIK Nairobi office. Bidders must meet the following minimum requirements; submissions with relevant documents will be considered for further evaluation:

- Must be a registered company (attach Certificate of Incorporation).
- Attach PIN/VAT registration and Tax Compliance Certificates (verifiable from KRA website).
- Attach audited accounts for the last two (2) years or bank statements for the last six (6) months.
- Attach CR12 form.
- Attach duly filled Request for Quotation available at the WIK Kakuma Office.
- Attach duly filled WIK Business Questionnaire.

ALL attached documents MUST be valid.

C. COMPLETED QUOTATION DOCUMENTS

Quotations and business questionnaire forms can be picked up from the WIK Office in Nairobi, or can be accessed and downloaded from the 'Tenders' tab on the [Windle International](https://windle.org) website. (<https://windle.org/tenders.html>) All quotations must be submitted via email to: rfq@windle.org. Please note that no physical submissions will be accepted. The deadline for submission is **2:00 PM, September 5, 2025**. Bids submitted after the deadline will not be accepted.

D. CANVASSING

Any form of canvassing, either directly or indirectly, will lead to disqualification of the tender. Windle International Kenya reserves the right to reject or accept any quotation. Only successful bidders will be contacted.

Phoebe Cheno



Procurement Officer

Windle International Kenya



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