



## PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES 2025-2027

Christ Church Westlands is a parish of the All-saints Cathedral Diocese and part of the All Saints Cathedral Archdeaconry. ACK Christ Church Westlands was established in 1927 as a place of worship for non- Catholic children who attended St. Mary's School and is one of the 13 parishes that makes the All Saints Cathedral. The church has since its inception maintained its focus on children's ministry while developing into a family church. It maintains a small but devoted community enabling it to build a distinct and unique identity. The church is located on Church Road in the Westlands area of Nairobi and serves an approximate population of 300 members with regular weekly attendance of church services bringing together 150-200 members.

ACK Christ Church Westlands is a religious institution whose mission and vision is to fulfil God's purpose through the family of believers who faithfully share the gospel of Jesus Christ while creating a welcoming and dynamic family of believers flourishing by grace and inspired to advance the Kingdom of God.

ACK Christ Church Westlands is committed to incorporating Environmental, Social and Governance (ESG) issues to our approach to operations and investments towards sustainable growth and development. We use internal and external data to monitor the non-financial characteristics of all our engagements.

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ACK Christ Church Westlands invites applications from competent suppliers for prequalification for supply of goods, services and works in the different categories for the years 2025-2027

CATEGORY	DESCRIPTION
<b>SUPPLY &amp; DELIVERY OF GOODS</b>	
CCW – A01	Supply, maintenance and repair of ICT Equipment, software licenses and accessories (Computers/Servers/Network Devices/Printers/Photocopiers/ Digital Cameras, Musical Equipment)
CCW – A02	Supply of genuine HP toners/cartridges
CCW – A03	Supply & repair of mobile phones, telephone sets, and telecommunication Accessories
CCW – A04	Supply and repair of PABX and IP telecom systems
CCW – A05	Supply and installation of LAN devices and LAN cabling (Voice and Data)
CCW – A06	Supply, installation and service of ICT audio visual equipment and accessories (cameras, projectors, PA systems, screens, equipment hire)
CCW – A07	Supply & maintenance of firefighting equipment
CCW – A08	Design (Graphic Design) & supply of promotional materials and corporate branding (Banners, t- shirts, conference bags, hoodies, jackets, cups, suction mugs, posters & signage etc.)
CCW – A09	Supply of stationery

CCW – A10	Supply of bottled drinking water inclusive of water dispensers
CCW – A11	Supply of Fresh Flowers
CCW – A12	Supply of Books and Other Liturgical Items
CCW – A13	Supply of general supermarket supplies (Dairy Milk, toiletries, cleaning detergents, coffee, tea leaves, etc)
CCW – A14	Supply of Vestments and Alter Supplies
CCW – A15	Supply & maintenance of air conditioners
CCW – A16	Supply & maintenance of power generators
CCW – A17	Supply of furniture
CCW – A18	Supply of Uniforms
CCW – A19	Supply of General Hardware Materials
<b>PROVISION OF SERVICES</b>	
CCW – B20	Provision of Bulk printing services and Bulk photocopying services
CCW – B21	Provision of Gas Refill Inclusive of Gas Cylinders
CCW – B22	Provision of courier services (must have a tracker)
CCW – B23	Provision of photography, videography (both land and underwater), licensed drone pilots for aerial shots, editing and other related services
CCW – B24	Provision of Vehicle Repair Services (Major and Minor Service, parts replacement, and automotive painting)
CCW – B25	Provision of air ticketing, reservations, ticketing and other IATA travel services (IATA/KATA registered firms only)
CCW – B26	Provision of Airport Transfer Services
CCW – B27	Provision of Taxi and Car hire Services
CCW – B28	Provision of event management services, outside catering services (Emcee, hire of tables, décor, tents etc)
CCW – B29	Provision of Transportation services
CCW – B30	Provision of General cleaning, fumigation & sanitary services
CCW – B31	Provision of garbage collection services
CCW – B32	Provision of Security services
CCW – B33	Provision of Internet/Faiba services
CCW – B34	Provision of creative storytelling, animation services, voiceovers, writing, proofreading, and editing services
CCW – B35	Provision of creative arts, artistic paintings, content creation, script writing, directing and producing dramas, music performances, dance and choreography
CCW – B36	Provision of Professional consultancy services e.g. to carry out Financial Audits

CCW – B37	Provision of Insurance Services (Medical, Motor Vehicle, Property etc)
CCW – B38	Provision of Accommodation, Conference, Retreat Centres
CCW – B39	Provision of Campsite Services
<b>PROVISION OF WORKS</b>	
CCW – C40	Provision of minor building and construction works (General office design, concrete and tiling works, office partitioning), repairs and maintenance works
CCW – C41	Provision of major building and construction works - NCA Registered
CCW – C42	Provision and Supply of electrical works - installations & maintenance
CCW – C43	Provision and Supply of plumbing works – installations and maintenance

Interested and eligible firms are advised to send an email requesting for a soft copy of the prequalification document by clearly indicating prequalification category as the subject to [prequalification@ackchristchurch.org](mailto:prequalification@ackchristchurch.org) not later than 5<sup>th</sup> August 2025. **No hard copies will be issued.**

**There Shall Be No Charges/fees for receiving the Prequalification Document**

**This exercise is open ONLY to Kenyan Incorporated companies**

Completed set of documents in a sealed envelope(s) and clearly marked with the Prequalification Category Number should be dropped into The Tender Box situated at the reception addressed to:

**The Vicar  
ACK Christ Church Westlands  
Church Road, Westlands, Nairobi, Kenya**

The closing date will be **Tuesday 12<sup>th</sup> August 2025 by 12PM**. Documents submitted after the closing date and time will be rejected.

***ACK Christ Church Westlands reserves the right to accept or reject an application and is not bound to give reasons for its decision.***