

*From choice, a world of possibilities*

## INVITATION TO BID

The International Planned Parenthood Federation Africa Region (IPPFAR) is the leading sexual and reproductive health (SRH) service delivery organization in Africa, and the leading sexual and reproductive health and rights (SRHR) advocacy voice in the region.

Headquartered in Nairobi, Kenya, the overarching goal of IPPFAR is to increase access to SRHR services to the most vulnerable youth, men, and women in sub-Saharan Africa. Supported by thousands of volunteers, IPPFAR tackles the continent's growing sexual and reproductive health challenges through a network of Member Associations (MAs) in 39 countries.

### **Category of service:**

1. Clinical Equipment and Consumables Supplies / 01-IPPFAR/2022	13. Stationery and office consumables / 13-IPPFAR/2022
2. Creative and Graphic Design / 02-IPPFAR/2022	14. Catering Services / 14-IPPFAR/2022
3. Editing Services / 03-IPPFAR/2022	15. Cleaning and Kitchen Services / 15-IPPFAR/2022
4. Film and Video Production Services / 04-IPPFAR/2022	16. Courier services / 16-IPPFAR/2022
5. Provision of Communication Services / 05-IPPFAR/2022	17. Hotel accommodation and conference facilities / 17-IPPFAR/2022
6. Consultancy for Resource Mobilization / 06-IPPFAR/2022	18. ICT equipment Services / 18-IPPFAR/2022
7. Car and Fuel Tracking / 07-IPPFAR/2022	19. Printing & Publications / 19-IPPFAR/2022
8. Car repair and maintenance / 08-IPPFAR/2022	20. Shipping Clearing and Forwarding / 20-IPPFAR/2022
9. Flowers maintenance / 09-IPPFAR/2022	21. Interpretation and Translation Services / 21-IPPFAR/2022
10. Security services / 10-IPPFAR/2022	22. Taxi Car Hire services / 22-IPPFAR/2022
11. Photography services / 11-IPPFAR/2022	23. Travel and Related Services / 23-IPPFAR/2022
12. Insurance cover / 12-IPPFAR/2022	

The Africa Regional office is the sole judge in the selection of the bidders in accordance with the following criteria:

Delivery of goods and services on time / Goods and services of high quality / Flexibility (ability to provide goods and services at short notice in unforeseen circumstances) / Proven experience in the supply of goods and services sought / Competitiveness in prices / Satisfactory reference checks.

Interested bidders can access tender documents through the following website link <https://africa.ippf.org/get-involved> provides detailed tender guidelines.

Completed tender documents in PDF (preferred) or other electronic formats are to be addressed to [ippfarbids@ippfaro.org](mailto:ippfarbids@ippfaro.org) by **07 July 2022 at 11:00 am East Africa Time.**

For any clarification, please send enquiry by email to: [ippfarbids@ippfaro.org](mailto:ippfarbids@ippfaro.org)

Interested bidders may obtain detailed information on the various categories at the IPPFAR website. Please follow this link: <http://www.ippfar.org/en/News/default/>.

All bids must be in sealed envelopes and submitted to the address below by COB on **7<sup>th</sup> July 2022.**

**The Bids Committee**

**The International Planned Parenthood Federation, Africa Region  
Madison Insurance House, 1<sup>st</sup> Floor, Upper Hill / Ngong Road – Next to Milimani Commercial Courts  
P.O. Box 30234-00100,  
Nairobi, Kenya**

**IPPFAR reserves the right to reject any bids and is not obliged to give reasons for this decision.**