



# GLOBAL RIGHTS ALERT

## INVITATION FOR PREQUALIFICATION

### A. About GRA

Global Rights Alert (GRA) is a Civil Society Organization whose mission is to make natural resources benefit the people. GRA is committed to ensure that men, women and young people benefit from the sustainable exploitation of natural resources. Our work is rooted in governance and human rights framework which considers challenging inequality and injustice as central to inclusive development. GRA's work empowers communities to negotiate for more equitable benefit sharing regimes, influence decisions that impact on their lives and mitigate conflicts and human rights abuses associated with the exploitation of natural resources.

Our vision is to be East Africa's leading civil society organization defending and promoting human and community resource rights in the extractives industry.

### B. Categories

Global Rights Alert invites applications for prequalification from eligible bidders for the supply of goods and services (listed below) for the year 2019- 2020

Category Number	Description
• GRA/01/2019	Supply of Printing and Publishing
• GRA/02/2019	Supply of Stationery and Office Supplies
• GRA/03/2019	Supply of ICT and Related Equipment
• GRA/04/2019	Supply of Office Furniture and Equipment
• GRA/05/2019	Supply of Branding and Promotional Material
• GRA/08/2019	Provision of Transportation (Car/ van hire)
• GRA/013/2019	Travel Agent /Provision of Air Ticketing Services
• GRA/015/2019	Provision of Hotel Services and Catering Services (accommodation, workshop and meeting venues)
• GRA/018/2019	HR Consulting in at least one of the following areas: Team Building, Performance Management, Compensation and Benefits Review, Change Management, Job Evaluation, Staff Training

### C. Submission of Application

Interested parties may submit their applications along with the documents required in D below. These should be delivered on or before the 15<sup>th</sup> day of February 2019. The forms should be enclosed in a plain sealed envelope, clearly indicating the category number and addressed to;



**GLOBAL  
RIGHTS  
ALERT**

The Procurement Committee  
Global Rights Alert  
Plot 24, Martyrs way, Ntinda  
P.O. Box, 27977  
Or kindly send an email to [procurement@globalrightsalert.org](mailto:procurement@globalrightsalert.org).

**D. Documents required**

1. Copy of Certificate of Registration,
2. Copy of VAT Registration (If applicable)
3. Experience/ Current Clientele,
4. References

**E. Qualification criteria**

1. Experience:
  - a. Prospective bidders shall have at least one year (1) experience in the supply of goods, services and all related items. The potential supplier should show competence, willingness and capacity to service the contract following prequalification. Individual consultants shall show proof of academic or professional qualifications.
  - b. Prospective suppliers require special experience and capability to supply and deliver services at short term notice.

2. Value for money:  
Prequalification will not only be based on the prices of goods or services on the supplier's price list but prequalification will be best on quality of the goods or service at reasonable prices.