



SUPPLIER PREQUALIFICATION NOTICE 2026-2029

Chai Trading Company Limited, a wholly owned subsidiary of Kenya Tea Development Agency Holdings Limited (KTDA H), is incorporated in Kenya and based in Mombasa. The company is engaged in tea trading, value addition, and freight forwarding and logistics services. It hereby invites applications from interested, competent, and eligible firms for prequalification for the under-listed categories of goods, services, and works for the period 2026–2029.

HUMAN RESOURCE AND ADMINISTRATION DEPARTMENT

- 1 Supply of Fresh Water and Spring Water (for Tea Tasting) in Tankers
- 2 Supply of Mineral Drinking Water
- 3 Supply of Human Medicine and Maintenance of First Aid Kit
- 4 Supply of Office Furniture, Fittings and Vertical Window Blinds
- 5 Provision of Casual Labour/Manpower Services
- 6 Provision of Cleaning, Sanitary and Gardening Services
- 7 Provision of Garbage Collection Services
- 8 Provision of Security and Cash in Transit Services
- 9 Provision of Air Travel and Ticketing Services
- 10 Provision of Car Hire and Taxi Services
- 11 Provision of General Training Services e.g Fire Marshals, Forklift Drivers, First Aid, Good Hygiene Practices
- 12 Provision of Occupational Health Audit
- 13 Provision of Security Guarding Services and Escort
- 14 Provision of Legal Services
- 15 Provision of Outside Catering Services
- 16 Provision of Team Building and Motivation Services
- 17 Supply of Uniforms, Protective Clothing, Safety Shoes and Boots
- 18 Provision of Human Resource Consultancy Services
- 19 Provision of Courier Services- International and Local
- 20 Provision of Accommodation and Conference Facilities
- 21 Provision of Medical Cover Services
- 22 Provision of Motor Vehicle Tracking and Fuel Management Services

FINANCE DEPARTMENT

- 23 Supply of General Office Stationery
- 24 Supply of Printed Stationery
- 25 Supply of Mobile Phone Airtime
- 26 Supply of Petrol, Diesel and Lubricants
- 27 Supply of LPG Gas (Forklift)

- 28 Provision of Financial and Accounting Advisory Services
- 29 Provision of Debt Collection Services

OPERATIONS DEPARTMENT

- 30 Supply of Stitching Machine, Heat Sealers and Consumables
- 31 Supply of Coffee (Hardwood) Cardboard, Plastic and Ordinary Pallets
- 32 Provision of Local Transport-Loose Tea Consolidation and Containerized from Warehouse to Port
- 33 Provision of General Local Transport from Mombasa/Nairobi to Any Part Within Kenyan Including Tea Factories (KTDA Factories and KETEPA Kericho)-Must be Able to Access CFS and the Port
- 34 Provision of Local Transportation from Mombasa/Nairobi to Any Part within Kenyan of Wide and Abnormal Loads including Tea Factories KTDA Factories and KETEPA Kericho)-Must be Able to Access CFS and the Port
- 35 Provision of Pre-Shipment Inspection Services
- 36 Provision of Freight Services from Shipping Lines
- 37 Provision and Maintenance of Speed Governor Accessories
- 38 Supply of Paper Sacks, Jute Bags and Slipsheets
- 39 Supply of Polypropylene Bags and BOPP Aluminum Bags
- 40 Supply of Sachets (Pouches)
- 41 Supply of Warehouse Consumables eg Shrink Wrapping Materials, Manilla Strapping Rolls, Strapping Clips, Polythene Sheet, Packaging Tapes, Food Quality Packaging Glue, Sisal Twines, Stenciling Marking Ink, Matoo Ink and Stencil Marking Brushes
- 42 Supply of Tents and PVC Door Strips

TECHNICAL DEPARTMENT

- 43 Supply of Forklift Truck Spares
- 44 Supply and Maintenance of Mobile Loading Ramps
- 45 Supply, Rehabilitation and Maintenance of Electric Fence and Alarm System
- 46 Provision of Generator and Compressor Maintenance Services
- 47 Provision of Tyre Retreading Services
- 48 Provision of Borehole Maintenance Services
- 49 Provision of Electrical Contractor Services

- 50 Provision of Plumbing Services
- 51 Provision of Building and Civil Engineering Services
- 52 Provision of Minor Maintenance and Repairs Including Carpentry Services
- 53 Provision of Paint Works and Signage Services
- 54 Provision of Fabrication Works
- 55 Provision of Trailer Maintenance Service
- 56 Provision of Scooter Maintenance Services
- 57 Supply and Maintenance of Fire Fighting Equipment
- 58 Provision of Statutory Inspection Services e.g. Packaging Machines, Lifting Equipment Etc.
- 59 Supply of Vehicle Tyres, Forklift Tyres and Batteries
- 60 Supply of General Hardware, Building Materials and Paints
- 61 Supply of Electrical Materials
- 62 Supply and Maintenance of Weighing Scales
- 63 Supply and Maintenance of Air Conditioning Equipment
- 64 Supply and Maintenance of Forklift Trucks/Reach Trucks/Reach Stacker/ Top Loader
- 65 Provision of Repair and Servicing of Motor Vehicles and Related Body Works

ICT DEPARTMENT

- 66 Supply and Installation of Digital PABX and Telephone Accessories
- 67 Supply, Installation, and Maintenance of CCTV Surveillance and Digital Clock-In Systems
- 68 Supply of Desktop, Computers, Servers, Printers, Computer Consumables, and ICT Accessories
- 69 Provision of Computers, Servers, Photocopiers and Printer Repair and Maintenance Services
- 70 Provision of Internet and Email Services
- 71 Supply and Installation of Networking Materials, LAN Equipment and Structured Cabling
- 72 Supply and Maintenance of ETR Machines
- 73 Supply of Spare Part Materials for Computers, Laptops, Printers, UPS's, Scanners Etc.
- 74 Supply of Toners, Inks and Ribbons for Printers and Copiers
- 75 Supply of Computer Software, Licenses, Anti-Virus and Other Standard Applications

- 76 Supply of Continuous Form Paper and Continuous Feed Stationery
- 77 Supply, Installation and Maintenance of Fiber Network
- 78 Provision of Data Center Colocation Services
- 79 Supply of Digital Certificates and PKI Infrastructure
- 80 Supply, Installation and Maintenance of Data Centre Equipment's, Access Control Systems, Fire Suppression Systems and Heavy Duty UPS

MARKETING DEPARTMENT

- 81 Supply of Ceramic Tea Tasting Set
- 82 Provision of Media Planning and Buying Agencies
- 83 Provision of Merchandising and Below the Line Promotions / Activations
- 84 Provision of Creative and Digital / Online Services
- 85 Provision of Market Research / Survey Services
- 86 Provision of Video and Audio Production House Services for TVC, Video and Radio Ads
- 87 Provision of Professional and Ordinary Photography, Videography and Related Services
- 88 Provision of Point of Sales Materials (POSM) and Branded Merchandise
- 89 Provision of Branding Services (Signage, Promotional and Advertising Materials)
- 90 Provision of Event Management Services

QUALITY ASSURANCE DEPARTMENT

- 91 Provision of Fumigation and Pest Control Services
- 92 Provision of ISO Certification Consultancy Services
- 93 Provision of Lab Test Analysis-Tea, Water, Diesel and Others
- 94 Provision of Heat Treatment of Wooden Pallets
- 95 Provision of Rainforest Alliance Certification Services
- 96 Provision of Environmental Auditing Services
- 97 Provision of Laboratory Testing Services
- 98 Provision of Specialized Waste Collection, Handling, and Disposal Services (Including Chemical Waste, Tea Sweepings, Fertilizer Sweepings, Used Oil, and Other Hazardous and Industrial Waste)

The Supplier Prequalification exercise will be conducted online via:



TenderSure™ is an award-winning, secure and transparent online platform that ensures an efficient Supplier Prequalification process. Interested suppliers can view the Supplier Prequalification categories on the TenderSure™ website <https://www.tendersure.africa/> under the “Open Jobs” tab — or simply scan the QR code. Access is granted upon payment of a **non-refundable fee of KES 3,000.00 per category**. All payments are made online via M-PESA, Visa Card and MasterCard among others. The online exercise **closes on 18th September 2026 at 10:00 pm EAT**.

Inquiries: help@tendersure.africa | +254 709 557 000 | WhatsApp +254 114 892 485

Important Notes

1. Chai Trading Company Limited's Supplier Prequalification is conducted exclusively through TenderSure and not via any other platform.
2. Existing suppliers are required to participate alongside prospective suppliers to be evaluated and considered for future business.
3. All participants who duly complete the Supplier Prequalification process online will be notified of the outcome via email.
4. Any form of canvassing, solicitation, or attempt to influence the Supplier Prequalification process will lead to the immediate disqualification of the supplier from consideration.
5. Participation in the Supplier Prequalification is not a guarantee for business.
6. Chai Trading Company Limited reserves the right to accept or reject any bid as a whole or in part at its own discretion.

SCAN TO APPLY



View Open Jobs &
prequalify online