WOMEN'S EMPOWERMENT LINK (WEL)

CALL FOR PRE-QUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES

(2027 – 2028)

Women's Empowerment Link (WEL) is a Kenyan non-profit, non-governmental and non-partisan organisation established in 2007, dedicated to advancing the rights, empowerment and leadership of women and girls. WEL works to promote gender equality, social justice and inclusive development by addressing challenges such as gender-based violence, harmful cultural practices, economic inequality and marginalisation. Through evidence-based programmes, advocacy, capacity building and community engagement, WEL supports women and girls to realise their full potential politically, socially and economically. Over the years, the organisation has directly and indirectly reached more than 100,000 women and their families across Kenya.

In line with our Administration and Procurement Policy, WEL will soon be inviting applications from suitably qualified, reputable, and duly registered suppliers, service providers, and consultants to be prequalified for the supply of goods, provision of services, and provision of consultancy services for the period 2027-2028, as detailed in the categories below.

Interested and eligible firms/individuals will apply for one or more categories, provided all mandatory requirements under each category are met.

Application open between 9th November 2026 – 10th December 2026

CATEGORY A: SUPPLY OF GENERAL GOODS AND SERVICES

No.	Reference No.	Description
1	WEL/A1/2027-2028	Supply and Delivery of General and Printed Office Supplies e.g., stationery, photocopying paper, toner cartridges, photocopier toners, and computer consumables, etc.
2	WEL/A2/2027-2028	Provision of Design, Branding and Printing of Promotional Materials e.g., T-shirts, caps, calendars, banners, carrier bags, logos, brochures, research reports, business cards, staff identification cards, diaries, corporate stickers, fliers, booklets, documentary wallets, etc.
3	WEL/A3/2027-2028	Supply, Delivery, and Installation of Office Equipment e.g., computers, laptops, computer software and licenses, printers, photocopiers, scanners, UPS, telephone, and other related ICT hardware and accessories, etc.

CATEGORY A: PROVISION OF SERVICES / WORKS / REPAIRS

No.	Reference No.	Description
4	WEL/A4/2027-2028	Provision of Hotel (Meals & Accommodation) and Conference Facilities in Baringo, Bungoma, Busia, Embu, Homa Bay, Kakamega, Kiambu, Kilifi, Kirinyaga, Kisumu, Kitui, Kwale, Laikipia, Machakos, Makueni, Meru, Migori, Murang'a, Nakuru, Nandi, Nyamira, Nyandarua, Nyeri, Siaya, Taita Taveta, Trans Nzoia, Uasin Gishu, Vihiga.
5	WEL/A5/2027-2028	Provision of Transport, Car Hire and Taxi Services.
6	WEL/A6/2027-2028	Provision of Maintenance Services for Servers, Computers, Printers, and IT Security Solutions.
7	WEL/A7/2027-2028	Provision of Air Travel Agency Services.
8	WEL/A8/2027-2028	Supply, Installation, Commissioning, Repair and Maintenance of Fire Extinguishers, Smoke Detectors, First Aid Kits, and Related Accessories.

CATEGORY B: PROVISION OF CONSULTANCY SERVICES

No.	Reference No.	Description
1	WEL/B1/2027-2028	Event Moderation / Professional Events MC Consultants.
2	WEL/B2/2027-2028	Consultancy for Development of Organisation MEAL Strategy.
3	WEL/B3/2027-2028	Consultancy for Carrying Out Project/Organisation Monitoring, Evaluation and Learning (MEAL).
4	WEL/B4/2027-2028	Provision of Facilitation on Socio-Economic Empowerment, Governance and Leadership.
5	WEL/B5/2027-2028	Provision of Rapporteur Services for Socio-Economic Empowerment, Governance and Leadership, Climate Justice and Change, Gender.
6	WEL/B6/2027-2028	Provision of Consultancy Services for Socio-Economic Empowerment, Governance and Leadership, Climate Justice and Change, Gender.
7	WEL/B7/2027-2028	Conducting of Baseline Survey on Socio-Economic Empowerment, Governance and Leadership, Climate Justice and Change, Gender.
8	WEL/B8/2027-2028	Conducting of Research on Socio-Economic Empowerment, Governance and Leadership, Climate Justice and Change, Gender.
9	WEL/B9/2027-2028	Consultancy for the Development of Resource Materials.
11	WEL/B11/2027-2028	Provision of Edutainment, Puppetry and Live Performance Services.

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For the Strength of Women for the Strength of Africa

No.	Reference No.	Description
12	WEL/B13/2027-2028	Consultancy to Develop the Organization Strategic Plan (2026).
14	WEL/B14/2027-2028	Consultancy for Training of Women in Media and Media Communication.
15	WEL/B15/2027-2028	Consultancy on Staff Wellness and Team Building.
16	WEL/B16/2027-2028	Consultancy on Internet Services and Maintenance.
17	WEL/B17/2027-2028	Consultancy on Website Maintenance and Development.
18	WEL/B18/2027-2028	Provision of Event Coordination Services.
19	WEL/B19/2027-2028	Consultancy on Translation of IEC Materials to Braille.
20	WEL/B20/2027-2028	Consultancy on Translation of IEC Materials and Policy Documents to Swahili Language.
21	WEL/B21/2027-2028	Consultancy on Publication and Media Mobilisation.
22	WEL/B22/2027-2028	Consultancy on Documentation, Data Collection and Report Writing.
23	WEL/B23/2027-2028	Consultancy on Development of Illustration of Publications.
24	WEL/B24/2027-2028	Consultancy on Development of Educative Animations.
25	WEL/B25/2027-2028	Consultancy on Development of Documentary and Videography Services.
26	WEL/B26/2027-2028	Provision of Livestreaming Services.
27	WEL/B27/2027-2028	Provision of Entertainment (Live Bands, Photo Booths, Choirs, Camera 360, etc.).

MANDATORY REQUIREMENTS FOR APPLICATION

Interested applicants must submit the following documents, as applicable to the category(ies) applied for:

- Certificate of Incorporation / Business Registration Certificate.
- Valid Tax Compliance Certificate (KRA).
- Copy of PIN Certificate.
- CR12 (for companies) or equivalent ownership/partnership document.
- Company/Individual Profile detailing relevant experience and capacity.

- Valid Trading/Business Permit (where applicable).
- Portfolio of similar past work, including at least three (3) reference contacts/clients served in the last three (3) years.
- Valid professional licenses, certifications, or accreditations relevant to the category applied for (e.g., ICT, health & safety, consultancy certifications).
- A duly signed self-declaration confirming no conflict of interest and non-involvement in any corrupt or fraudulent practices.
- Any other document specific to the category applied for, as may be indicated in the detailed tender/prequalification documents.

EVALUATION AND VALIDITY

Applications will be evaluated based on compliance with mandatory requirements, relevant experience, capacity, and competitiveness. Successful applicants will be included in WEL's Prequalified Suppliers List, valid for the period stated above, subject to periodic performance review in line with WEL's Administration and Procurement Policy.

WEL reserves the right to accept or reject any application, and to prequalify any number of suppliers per category, without giving reasons for its decision.

SUBMISSION OF APPLICATIONS

Interested and eligible applicants will submit their applications, clearly indicating the Category and Reference Number(s) applied for via our ERP system, via the official link to be designed and circulated shortly.

For any clarification, applicants may contact: 0711 907 132

procurement@wel.or.ke

WEL is an equal opportunity employer and does not charge a fee at any stage of recruitment process (for application, written test, interview, training, medical examination, etc.)

WEL has a zero- tolerance approach to any form of harm, abuse, or exploitation of children and vulnerable adults by its staff, associates or partners.

Safeguarding is an integral part of WEL’s organizational culture and operations. The organization is committed to creating and maintaining a safe environment that upholds the dignity, rights, and well-being of all individuals, particularly women, girls, and marginalized groups. As part of this commitment, Safeguarding checks are embedded within the recruitment process and include thorough screening procedures such as community checks, criminal record checks, and disclosure of previous convictions. These measures are intended to prevent and respond to any form of abuse and exploitation.

At WEL, we welcome feedback and complaints.

Write to: sema@wel.or.ke

Toll free: **0800724090**

WEL promotes a welcoming diverse and inclusive workplace free from discrimination and harassment. All suppliers, service providers and consultants are expected to uphold the highest standards of conduct and adhere to these principles.

