



**Invitation to Tender**  
**Reference number – GGG-OES-01-2025**

**Office Equipment Supply**

**Green Globe Guardian** invites sealed tenders from reputable suppliers for the supply and delivery of office equipment to its' 5 offices in Nakuru, Machakos, Muranga, Meru and Nairobi

**Scope of Supply**

The tender includes, the following office equipment

**T1/25** Desktop computers

**T2/25** Laptops

**T3/25** Printers

**T4/25** Scanners

**T5/25** Projectors

**T6/25** Office furniture (desks, chairs, cabinets)

**T7/25** Stationery supplies

**Tender Documents**

Detailed specifications, including technical requirements and quantities, can be obtained from our Nakuru office (D&D House, 6<sup>th</sup> Floor) or downloaded from the website [www.greenglobeguardian.or.ke](http://www.greenglobeguardian.or.ke)

**Evaluation Criteria**

Tenders will be evaluated based on the following criteria:

- Price competitiveness
- Quality of products
- Delivery timeline
- After-sales service and warranty
- Compliance with local regulations and standards



**D&D House, 6<sup>th</sup> Floor - West Road, Nakuru**



**+254(0)724 973 277 | + 254(0)704 918 708 | +254(0)710 654 572**



**info@greenglobeguardian.co.ke**



**P.O. Box 3751- 20100 Nakuru - Kenya**



### Submission of Tenders

Sealed tenders must be submitted by 28/02/2025 in a sealed envelope clearly marked with the respective tender number and description to [info@greenglobeguardian.or.ke](mailto:info@greenglobeguardian.or.ke) or addressed to

Green Globe Guardian  
D&D House, 6th Floor  
P.O. Box 3751 20100  
Nakuru, Kenya

Each application must be accompanied by a proof of payment of a non-refundable application fee of 1,500 KSH. Payments should be made to the following NGO bank account:

Bank Name: KCB  
Account Number: 1322877394  
Nakuru branch.

### Note:

The organization tender committee reserves the right to accept or reject any tender application, and this decision will be final.

For any inquiries or further information, please contact:

Martin Kilonzo +254 710654572  
Or  
Fridah Makena +254 724973277

We encourage qualified suppliers to submit their tenders to be part of our commitment to providing efficient and sustainable office solutions.

Sincerely,

Martin Kilonzo  
The CEO, Green Globe Guardian  
P.O BOX 3751 20100,  
D&D House,  
Nakuru Kenya,  
[info@greenglobeguardian.or.ke](mailto:info@greenglobeguardian.or.ke)



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