



**IGRTC**  
INTERGOVERNMENTAL  
RELATIONS TECHNICAL  
COMMITTEE

Consultation, Cooperation & Coordination in Devolution

**TENDER NOTICE**

**TENDER NO: IGRTC NO 1/2022/2023-2023/2024**

**TENDER NAME: PREQUALIFICATION OF CANDIDATES FOR SUPPLY OF GOODS AND SERVICES**

The INTERGOVERNMENTAL RELATIONS TECHNICAL COMMITTEE invites applications for Prequalification/Registration of Suppliers from interested eligible bidders for the supply of the under listed goods and services for the period of two (2) years beginning 1<sup>st</sup> July 2022 to 30<sup>th</sup> June 2024.

**A. SUPPLY OF GOODS**

SERIAL NO	CATEGORY NO	ITEM DESCRIPTION	TARGET GROUP
1.	IGRTC/PQ/G1/2022-2024	Supply of General Office Stationery and Computer Stationery	Open
2.	IGRTC/PQ/G2/2022-2024	Supply of Computer Equipment and Accessories	Open
3.	IGRTC/PQ/G3/2022-2024	Supply of Cleaning Materials, Detergents and Disinfectants	Youth, Women & Persons With Disabilities(PWD`s)
4.	IGRTC/PQ/G4/2022-2024	Supply of Office Furniture and Office Equipment	Open
5.	IGRTC/PQ/G5/2022-2024	Supply of Hardware and Electrical Items	Open
6.	IGRTC/PQ/G6/2022-	Supply of Staff Uniform	Open

	2024		
7.	IGRTC/PQ/G7/2022-2024	Supply of Fresh milk and Mineral Water	Youth, Women & Persons With Disabilities(PWD`s)
8.	IGRTC/PQ/G8/2022-2024	Supply of Newspapers and Magazines	Youth, Women & Persons With Disabilities(PWD`s)
9.	IGRTC/PQ/G9/2022-2024	Supply of personal protective equipment for COVID-19 response	Open
10.	IGRTC/PQ/G10/2022-2024	Supply of hygiene kits for COVID-19 response	Open
11.	IGRTC/PQ/G11/2022-2024	Supply of branded promotional items and materials (banners, t-shirts, bags, brochures, newsletters certificates etc.)	Youth, Women & Persons With Disabilities(PWD`s)
12.	IGRTC/PQ/G12/2022-2024	Supply of calling cards/Airtime	Open

**B. PROVISION OF SERVICES**

S/NO	CATEGORY NO.	ITEMS DESCRIPTION	
1.	IGRTC/PQ/S1/2022-2024	Provision of Travel and Air Ticketing Services – IATA /KATA Registered Firms	Open
2.	IGRTC/PQ/S2/2022-2024	Provision of Catering Services	Open
3.	IGRTC/PQ/S3/2022-2024	Provision of Design and Printing of Promotional, Communication and Advertising Items, Printing of T-Shirts, Caps, Banners and Identification Badges	Open

4.	IGRTC/PQ/S4/2022-2024	Provision of General Printing Services	Open
5.	IGRTC/PQ/S5/2022-2024	Repair and Maintenance of Servers, Desktops Computers, Local Area Networks, PABX, Printers, Photocopiers and UPS	Open
6.	IGRTC/PQ/S6/2022-2024	Provision of Cleaning Services – Curtains, Carpets, Sofa Sets and Windows, Floor and Removal of Waste Materials	Open
7.	IGRTC/PQ/S7/2022-2024	Provision of Conference Facilities and Hotel Services	Open
8.	IGRTC/PQ /S8/2022-2024	Provision of Hire of Transport Services	Open
9.	IGRTC/PQ/S9/2022-2024	Provision of Courier Services	Open
10.	IGRTC/PQ/S10/2022-2024	Repair and Maintenance of Offices, Office Equipment and Furniture	Open
11.	IGRTC/PQ/S11/2022-2024	Provision of Photography, Video Conferencing and Hire of Public Address Systems	Open
12.	IGRTC/PQ/S12/2022-2024	Provision of Fumigation and Pest Control Services	Open
13.	IGRTC/PQ/S13/2022-2024	Provision of Assets Tagging and Engraving	Open
14.	IGRTC/PQ/S14/2022-2024	Provision for Office Repair, Renovations and Maintenance	Open
15.	IGRTC/PQ/S15/2022-2024	Provision for Supply and Maintenance of Electronic Equipment Appliances ( Fridges, Cookers Air Conditions)	Open

16.	IGRTC/PQ/S16/2022-2024	Provision of Production of Documentaries, TV and Radio Infomercial Services	Open
17.	IGRTC/PQ/S17/2022-2024	Provision of Legal Services	Open
18.	IGRTC/PQ/S18/2022-2024	Provision for Consultancy /Training Services	Open
19.	IGRTC/PQ/S19/2022-2024	Repair and maintenance of Motor vehicles (garages)	Open
20.	IGRTC/PQ/S20/2022-2024	Provision of comprehensive medical insurance cover, group life assurance, and work injury benefit	Open
21.	IGRTC/PQ/S21/2022-2024	Provision of Refined fuel, Super petrol, Diesel, Oil and Lubricants	Open

Interested and eligible suppliers/service providers are requested to obtain application forms from the office of the Supplies Chain Management Officer, on 4<sup>th</sup> Floor Parklands plaza, Chiromo Lane upon payment of non-refundable fee of Kshs. 1,000 by cash payable to the IGRTC cashier on 4<sup>th</sup> floor, Parklands plaza, Chiromo Lane. The fee is only for one set of forms for a particular category. Alternatively you may **DOWNLOAD** free of charge from IGRTC website [www.igrtc.go.ke](http://www.igrtc.go.ke) Or Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke). Bidders who will download the tender documents must forward their company details to this email; [procurement@igrtc.go.ke](mailto:procurement@igrtc.go.ke) to facilitate subsequent clarifications and/or addendum.

Completed application forms in plain sealed envelopes clearly marked "Prequalification/Registration of Suppliers/Services providers for the financial year 1<sup>st</sup> July 2022 to 30<sup>th</sup> June 2024 Tender No IGRTC/1/2022/2023-2023/2024 indicating Category No. should be addressed to;

**Secretary/ Ag.Chief Executive Officer**  
**Intergovernmental Relations Technical Committee (IGRTC)**  
**Parklands Plaza, Chiromo Lane/ Muthithi Road Junction, Westlands**  
**P O Box 44880-00100**  
**[www.igrtc.go.ke](http://www.igrtc.go.ke)**  
**Nairobi, Kenya**

And be deposited in the tender box located 4<sup>th</sup> floor at Parklands Plaza, Chiromo Lane/ Muthithi Road Junction, Westlands or sent by post, so as to reach the above address not later than **13<sup>th</sup> October 2022** at **2.00 pm**. Late applications shall be rejected. Application shall be opened soon thereafter in the presence of bidders or their representatives who choose to attend the opening at procurement office, on 4<sup>th</sup> floor at Parklands Plaza, Chiromo Lane/ Muthithi Road Junction, Westlands.

The IGRTC reserves the right to accept or reject any application without giving reasons for the rejection and does not bid itself to accept any tender.

Canvassing for the tender by the tenderer or by proxy shall lead to automatic disqualification of their tender.

**NOTE:**

**Bidders must page/number or serialize their tender documents.**

**DISCALAIMER: IGRTC will not be held liable for loss and/tampering of unpagged/unnumbered or un-serialized tender documents.**



Agnes M. Ndwigah,

**ACTING CHIEF EXECUTIVE OFFICER/SECRETARY**