

PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD 2024- 2026

1.0 SECTION I - INVITATION FOR PREQUALIFICATION (IFQ)

- Intergovernmental Relations Technical Committee intends to Prequalify /Register suppliers for the provision of various goods, works and service for the period 2024-2026 (1st July, 2024 to 30th June 2026). Interested eligible suppliers are invited to apply for registration, indicating the category of goods, works or services they wish to apply for.
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- Suppliers that are currently registered by the Company are required to register afresh if they wish to participate. The categories are as listed below.

S/NO	CATEGORY A:	ITEM DESCRIPTION SUPPLY OF GOODS	ELIBILITY
1	IGRTC/PQ/01/2024-2026	Supply of General Office Stationery and Computer Stationery	Open
2	IGRTC/PQ/02/2024-2026	Supply of Computer Equipment and Accessories	Open
3	IGRTC/PQ/03/2024-2026	Supply of Cleaning Materials, Detergents and Disinfectants	AGPO Groups
4	IGRTC/PQ/04/2024-2026	Supply of Office Furniture and Office Equipment	Open
5	IGRTC/PQ/05/2024-2026	Supply of Hardware and Electrical Items	Open
6	IGRTC/PQ//06/2024-2026	Supply of Staff Uniform	Open
7	IGRTC/PQ//07/2024-2026	Supply of Fresh milk and Mineral Water	AGPO Groups
8	IGRTC/PQ/08/2024-2026	Supply of Newspapers and Magazines	AGPO Groups
9	IGRTC/PQ/09/2024-2026	Supply of Motor Vehicle Spare parts	Open
10	IGRTC/PQ/10/2024-2026	Supply of Motor Vehicle Batteries and related Accessories	Open
11	IGRTC/PQ/11/2024-2026	Supply of branded promotional items and materials (banners, t-shirts, bags, brochures, newsletters certificates etc.)	AGPO Groups
12	IGRTC/PQ/12/2024-2026	Supply of calling cards/Airtime	Open
CATEGORY B: PROVISION OF SERVICES			
13	IGRTC/PQ/13/2024-2026	Provision of Travel and Air Ticketing Services – IATA /KATA Registered Firms	Open
14	IGRTC/PQ/14/2024-2026	Provision of Catering Services	Open
15	IGRTC/PQ/15/2024-2026	Provision of Design and Printing of Promotional, Communication and Advertising Items, Printing of T-Shirts, Caps, Banners and Identification Badges	AGPO Groups
16	IGRTC/PQ/16/2024-2026	Provision of General Printing Services	Open
17	IGRTC/PQ/17/2024-2026	Provision of Cleaning Services – Curtains, Carpets, Sofa Sets and Windows, Floor and Removal of Waste Materials	AGPO Groups
18	IGRTC/PQ/18/2024-2026	Provision of Conference Facilities and Hotel Services	Open
19	IGRTC/PQ/19/2024-2026	Provision of Hire of Transport Services	Open
20	IGRTC/PQ/20/2024-2026	Provision of Courier Services	Open
21	IGRTC/PQ/21/2024-2026	Provision of Photography, Video Conferencing and Hire of Public Address Systems	AGPO Groups
22	IGRTC/PQ/22/2024-2026	Provision of Fumigation and Pest Control Services	Open
23	IGRTC/PQ/23/2024-2026	Provision of Assets Tagging and Engraving	AGPO Groups
24	IGRTC/PQ/24/2024-2026	Provision of Production of Documentaries, TV and Radio Infomercial Services	Open
25	IGRTC/PQ/25/2024-2026	Provision of Legal Services	Open
26	IGRTC/PQ/26/2024-2026	Provision for Consultancy /Training Services	Open
27	IGRTC/PQ/27/2024-2026	Repair and maintenance of Motor vehicles (garages)	Open
CATEGORY C: MAINTENANCE & REPAIRS			
28	IGRTC/PQ/28/2024-2026	General Repairs, Renovations and Partitioning of Buildings	Open
29	IGRTC/PQ/29/2024-2026	Repair and Maintenance of Servers, Desktops Computers, Local Area Networks, PABX, Printers, Photocopiers and UPS	Open
30	IGRTC/PQ/30/2024-2026	Repairs and Maintenance of Electronic Equipment Appliances (Fridges, Cookers Air Conditions)	Open
31	IGRTC/PQ/31/2024-2026	Repair and Maintenance of Offices, Office Equipment and Furniture	AGPO Groups

N/B For consultancy services, the firms to attach qualifications of the technical personnel, CV & recommendation letters from Government Institutions/Agencies.

Interested and eligible bidders can view and download the prequalification document free of charge from the IGRTC website: www.igrtc.go.ke and on the Public Procurement Information Portal (www.tenders.go.ke)

Duly completed pre-qualification documents enclosed in plain sealed envelopes clearly marked with the **CATEGORY NUMBER** and **ITEM DESCRIPTION** addressed to: -

**The Chief Executive Officer
Intergovernmental Relations Technical Committee
P.O Box 44880-00100,Nairobi**

And deposited in the tender box located at Intergovernmental Relations Technical Committee Parklands Plaza, Chiromo Lane 4th Floor so as to be received on or before **Monday, 10th June, 2024 at 11.00 a.m.** on the closing date.

Documents received after the closing time shall not be accepted.

The prequalification documents will be opened immediately after the closing time at the Intergovernmental Relations Technical Committee, CEOs Boardroom 3rd Floor, Parklands Plaza. Bidders or their representatives are welcome to attend.

**Dr. Kipkurui S. Chepkwony,
CHIEF EXECUTIVE OFFICER/SECRETARY**