

INVITATION TO APPLY FOR PREQUALIFICATION

Name of Contract: REGISTRATION OF SUPPLIERS/CONTRACTORS FOR GOODS, SERVICES, AND WORKS FOR FINANCIAL YEAR 2024-2026

Contract No: ICTA/REG/01/2024-2025

Prequalification Reference No.: ICTA/REG/01/2024-2025

3rd September 2024

1. The ICT Authority intends to prequalify contractors/Suppliers/Service Providers financial year 2024-2027 as follows;

No.	Tender Number	Item Description of goods and services	Eligibility
CATEGORY A: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS			
1.	ICTA/REG/001/2024-2026	Supply and Delivery of General Office stationery	Special Groups
2.	ICTA/REG/002/2024-2026	Supply and Delivery of computer consumables and its related Accessories	Special Groups
3.	ICTA/REG/003/2024-2026	Supply and Delivery of computers, printers, UPS, fax machines, photocopiers and office Equipment	Special Groups
4.	ICTA/REG/004/2024-2026	Design and supply of branded Promotional materials: T-shirts, Caps, Banners, carrier bags etc.	Special Groups
5.	ICTA/REG/005/2024-2026	Supply and Delivery of General Office Furniture	Special Groups
6.	ICTA/REG/006/2024-2026	Supply of Newspapers and Periodicals	Open
7.	ICTA/REG/007/2024-2026	Supply and Delivery of equipment such air conditioners and related equipment and Maintenance.	Special Groups
8.	ICTA/REG/008/2024-2026	Provision of Audiovisual production editing services (film, documentary, radio production, Voice Over Provision of Editing/ Proof reading services	Open
9.	ICTA/REG/009/2024-2026	Supply, delivery and installation of Software and hardware	Open
10.	ICTA/REG/010/2024-2026	Supply of themed gifts including African (e.g. giveaways)	Open
CATEGORY B: REGISTRATION FOR PROVISION OF SERVICES			
11.	ICTA/REG/011/2024-2026	Repairs, Service and Maintenance of Computers, Printers and UPS, Photocopiers, Scanners, Telephones and Fax machines	Special Groups

12.	ICTA/REG/12/2024-2026	Provision of Stage assembling/ lighting and sound services	Special Groups
13.	ICTA/REG/013/2024-2026	Provision of Air Travel Agency services (IATA Registered)	Special Groups
14.	ICTA/REG/014/2024-2026	Service and Maintenance of PABX, and Telecommunications Equipment	Open
15.	ICTA/REG/015/2024-2026	Provision of Hotels, Conference and Accommodation Services	Special Groups
16.	ICTA/REG/016/2024-2026	Provision of Office Refurbishment and Furnishings e.g. Curtains and carpets	Open
17.	ICTA/REG/017/2024-2026	Provision of Transportation Services (Vans, Mini-Buses and Buses)	Open
18.	ICTA/REG/018/2024-2026	Provision of Courier and freight services	Open
19.	ICTA/REG/019/2024-2026	Provision of Legal Services	Open
20.	ICTA/REG/020/2024-2026	Provision of Event organization, exhibitions and experiential/Road show services	Special Groups
21.	ICTA/REG/021/2024-2026	Provision of Research consultancy services (e.g. Market, customer satisfaction, perception survey, media monitoring, national & international brand audit employee satisfaction & work environment survey etc.)	Open
22.	ICTA/REG/022/2024-2026	Provision of internet, website consultancy and social media services	Open
23.	ICTA/REG/023/2024-2026	Provision of printing services (Brochures, flyers, banners, flexis etc.)	Special Groups
24.	ICTA/REG/024/2024-2026	Provision of management consultancy services (e.g. recruitment, selection and Training services)	Open
25.	ICTA/REG/025/2024-2026	Provision of Pension management and Investment and other related services	Open
26.	ICTA/REG/026/2024-2026	Supply and Delivery of car tyres and accessories, service and maintenance of Motor Vehicles.	Special Groups
27.	ICTA/REG/027/2024-2026	Provision of Advertising Agency services (Concept Design, artwork execution and Media strategy & Buying etc.)	Open
28.	ICTA/REG/028/2024-2026	Supply of research consultancy services (e.g. Market, Customer Satisfaction, perception survey, media monitoring, national & international brand audit, employee satisfaction and work environment	Special Groups

		survey etc.	
29.	ICTA/REG/029/2024-2026	Provision of web hosting services, design, and maintenance services e.g. content generation etc.	Special Groups
30.	ICTA/REG/030/2024-2026	Provision of printing services (Brochures, flyers, banners, flexis etc.)	Special Groups
31.	ICTA/REG/031/2024-2026	Provision of entertainment services (Dj's Bands, Musicians, Models, Hostesses, MC's, Dancers etc.)	Open
32.	ICTA/REG/032/2024-2026	Provision of digital advertising services (phone, internet, social networks etc.)	Open
33.	ICTA/REG/032/2024-2026	Provision of Translation Services and Rappoutering Services	Open
34.	ICTA/REG/034/2024-2026	Provision of Public Relation Services	Open
35.	ICTA/REG/035/2024-2026	Provision of outdoor media Services	Special Groups
36.	ICTA/REG/036/2024-2026	Provision of Transcription Services	Open
37.	ICTA/REG/037/2024-2026	Provision of Cleaning and Fumigation services.	Special Groups
38.	ICTA/REG/038/2024-2026	Repair and Maintenance of Office Furniture & Fittings.	Special Groups
39.	ICTA/REG/039/2024-2026	Provision of Bottled water (Mineral water) &Leasing of dispensers	Special Groups
40.	ICTA/REG/040/2024-2026	Supply of fuel and lubricants (Electronic fuel card services)	Special Groups
41.	ICTA/REG/041/2024-2026	Provision of Beverages, Sugar and Fresh milk	Special Groups
42.	ICTA/REG/042/2024-2026	Provision and maintenance of firefighting and fire protection equipment & training services	Open
43.	ICTA/REG/043/2024-2026	Provision of Asset marking/tracking of asset system	Special Groups
44.	ICTA/REG/044/2024-2026	Supply, Installation, Commissioning & servicing of CCTV & Access control	Special Groups
45.	ICTA/REG/045/2024-2026	Provision of Security Services	Open
46.	ICTA/REG/046/2024-2026	Provision of Editing and Proof-reading Services	Open
47.	ICTA/REG/047/2024-2026	Provision of maintenance and service of Electrical and Electronic Appliances	Special Groups
48.	ICTA/REG/048/2024-2026	Provision of Catering services	Special Groups
49	ICTA/REG/049/2024-2026	Provision of Office Repairs, Maintenance and Renovations	Special Groups
50	ICTA/REG/050/2024-2026	Provision of Office Equipment Repairs and Maintenance	Special Groups

		(printers/copiers/laptops etc.))	
51	ICTA/REG/051/2024-2026	Provision of Tent Hiring Services	Open
52	ICTA/REG/052/2024-2026	Supply and Delivery of Personal Protective Equipments and Medical Supplies	Special Groups
53	ICTA/REG/053/2024-2026	Provision of Insurance Brokerage Services	Open
54	ICTA/REG/054/2024-2026	Supply, Delivery, Commissioning, Repairs and Maintenance of Enterprise Infrastructure (servers, storage systems etc)	Open
55	ICTA/REG/055/2024-2026	Supply, Delivery and Installations of software licences (eg. Oracle, SAP,MS Dynamics, SAGE ETC)	Open
56	ICTA/REG/056/2024-2026	Supply and Provision of Local Area Networks and Networking Services.	Open

2. Qualified and interested applicants may obtain further information and inspect the Prequalification Document during office hours i.e. **0900 to 1500 hours** at the address given below.
3. A complete set of Prequalification Document in English may be purchased or obtained by interested applicants upon payment of a non-refundable fees of Kenya shillings **1,000.00** in cash or Bankers Cheque and payable to the address given below. Tender documents obtained electronically will be free of charge.
4. The Prequalification Document may be viewed and downloaded for free from the website www.icta.go.ke-tenders and at the PPIP Portal, www.tenders.go.ke. Applicants who download the Prequalification Document must forward their particulars immediately to procurement@ict.go.ke to facilitate any further clarification or addendum.
5. Applications for prequalification should be submitted by postal service, or hand/courier delivery, clearly marked envelop as Pre-qualification No. **ICTA/REG/01/2024-2025** and delivered to the address given below by **16th September 2024**
6. Electronic submissions will not be accepted.
7. Late tenders will be rejected.
8. The addresses referred to above are:

**The CEO, ICT Authority Telposta Towers, 12th Floor
Kenyatta Avenue
P.O Box 27150-00100
Nairobi, Kenya. Website: www.icta.go.ke
Email: procurement@ict.go.ke**

**The Chief Executive Officer
ICT Authority**