



**REPUBLIC OF KENYA
PARLIAMENT OF KENYA
THE NATIONAL ASSEMBLY**

TENDER NOTICE

The Kenya National Assembly invites applications from interested and eligible bidders for the registration of suppliers, consultants and contractors for use on 'as and when required basis' in the Financial Years 2023/2024 and 2024/2025 ending on 30th June 2025 in the following listed categories:-

NO.	CATEGORY NUMBER	ITEM DESCRIPTION OF GOODS, WORKS, CONSULTANCY AND SERVICES	ELIGIBILITY/ RESERVED
CATEGORY A: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS			
1)	A1	Supply and Delivery of General Office Stationery and supplies	AGPO registered Firms
2)	A2	Supply and Delivery of Computer, Printer and Photocopier Consumables, related accessories and supplies.	Open to all
3)	A3	Supply and Delivery of Computers, Laptops, Printers, Tablets related ICT Equipment and Accessories	Open to all
4)	A4	Design, Supply and Delivery of Branded Promotional Materials: T-shirts, Caps, Carrier Bags, Umbrella, Banners etc.	AGPO registered Firms
5)	A5	Supply and Delivery of General Office Furniture and Fittings	AGPO registered Firms
6)	A6	Supply and Delivery of General Office Equipment	AGPO registered Firms
7)	A7	Supply, Delivery and Installation of Computer Software including Software Development, Customization and Support Services	Open to all
8)	A8	Supply and Delivery of Audio Equipment, Public Address System and Related Equipment such as Microphones, Recorders, Control Units etc.	Open to all
9)	A9	Supply and fitting of Motor Vehicle Spare Tyres, Tubes/Airbridge Tyres, Batteries, Tyre Repairs, Wheel Alignment and Balancing	Open to all
10)	A10	Supply and Delivery of Ceremonial/Corporate Uniforms, Outfits, Footwear, etc.	Open to all
11)	A11	Supply and Delivery of Sports Uniforms, Footwear, Clothing, Linen, Equipment and Accessories	Open to all
12)	A12	Supply and Delivery of General Broadcast Materials	Open to all
13)	A13	Supply and Delivery of Electrical Items and its related Accessories including provision of fittings	Open to all

14)	A14	Supply and Delivery of hardware/building materials and related equipment including fittings	Open to all
15)	A15	Supply and Delivery Sanitary, Cleaning Materials and Detergents	AGPO registered Firms
16)	A16	Supply, Delivery, Installation and Commission of Security Equipment	Open to all
17)	A17	Supply delivery and Installation of firefighting equipment's	Open to all
18)	A18	Supply delivery and installation of air conditioning and refrigeration equipment's	Open to all
19)	A19	Supply and delivery of calling cards	Open to all

CATEGORY B: PROVISION OF SERVICES/WORKS/CONSULTANCY

20)	B1	Provision of Travel and Air Ticketing Agency Services (IATA Registered Firms Only)	Open to all
21)	B2	Provision of Office Refurbishment and Furnishings e.g., Curtains and Carpet, Vertical Blinds, Sheers, Window Films, etc.	Open to all
22)	B3	Provision of vehicle transport, Car Hire and Taxi Services (Please state your geographical locations preferably Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi etc.	Open to all
23)	B4	Provision of Charter Plane and Chopper Services	Open to all
24)	B5	Provision of Photography and Video Coverage Services	Open to all
25)	B6	Provision of Creative Design and Printing Services i.e., Brochures, Flyers, Banners, Flexes etc.	AGPO registered Firms
26)	B7	Provision of Asset Marking/Tracking of Asset System	Open to all
27)	B8	Provision of Repair and Maintenance of Audio-Visual Equipment, Public Address Equipment, Amplifiers, Microphones, Column Speakers, Electric Bells, Recorders and Related Services	Open to all
28)	B9	Provision of minor Works, Office and building repairs including partitioning, minor renovations, routine maintenance works, paint works, installations of minor Equipment, Plant and Machinery, etc. (Must be Registered with National Construction Authority-NCA)	Open to all
29)	B10	Provision of Repair and Maintenance of Plumbing and Sewerage System Services (Must be Registered with National Construction Authority-NCA)	Open to all
30)	B11	Provision of Repair and Maintenance and Servicing of Generators (Must Provide Dealership/Manufacturer's Authorization Letters)	Open to all
31)	B12	Provision of Legal Services -constitutional experts, sectoral laws and policy experts	Open to all
32)	B13	Events Management (Hire of Tents and Chairs, Draping and Decorations)	Open to all
33)	B14	Hire of Audio Equipment, Public Address System and Related Equipment	Open to all
32)	B15	Provision of Consultancy Services in the following key Areas (Please clearly specify the area of expertise): Management with more emphasis on change and risk Management. Organizational Development Training (to work closely with the Centre for Parliamentary Studies & Training (CPST) Systems Automation, Procurement consultancy/agency	Open to all
33)	B16	Provision of asset movement/ relocation of offices or equipment	Open to all
34)	B17	Provision of editorial	Open to all

35)	B18	Provision of courier services	Open to all
36)	B19	Provision of management Consultancy services: Human Resources, ICT, Audit, Legal, Tax Accountancy, Occupational Health and Safety Services e.t.c	Open to all
37)	B20	Provision of software Licences, Operating systems, Utility software and database.	Open to all
38)	B21	Provision of Auctioneering Services	Open to all
39)	B22	Provision of air conditioning and refrigeration services	Open to all
40)	B23	Provision of maintenance services for firefighting equipment's	Open to all
41)	B24	Provision of maintenance services for hardware and Software	Open to all
42)	B25	Provision of Parliamentary Budget office technical professional services and related services	Open to all
43)	B26	Provision of technical professional services in graphic designs and illustrations covering key publications, books, magazines, programmes including online and digital items/output that is critical and useful to effective performance of key technical arms and the Legislature	Open to all
44)	B27	Provision of website design and comprehensive content management that includes digital content, and ensure effective usability and application across various media	Open to all
45)	B28	Provision of Hotel Accommodation and Conference Facility Services (Please State your Geographical Locations preferably Three (3) star rated hotels and above in Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi etc. ❖ Hotels in other towns to apply and be considered based on provision of quality standards.	Open to all
46)	B29	Provision of interpretation services	Open to all
47)	B30	Provision of mover's relocation services	Open to all
48)	B32	Provision of Branding services	Open to all
49)	B33	Provisions of Gifts including assorted Branded services	Open to all
50)	B34	Provision of advertising services	Open to all
CATEGORY C: PROVISION OF SPECIALIZED SERVICES			
51)	C1	Provision of Cleaning Services	AGPO registered Firms
52)	C2	Provision of Laundry & Dry-Cleaning Services	AGPO registered Firms
53)	C3	Provision of Fumigation & Pest Control Services	Open to all
54)	C4	Provision of Landscaping and Gardening Services	Open to all
55)	C5	Supply and maintenance of Fresh Flowers	AGPO registered Firms
CATEGORY D: PROVISION OF CATERING GOODS			
56)	D1	Supply of Fresh Fruits and Vegetables	
	Lot 1	Supply and delivery of Fresh Fruits	AGPO registered Firms
	Lot 2	Supply and delivery of Vegetables	
57)	D2	Supply of Meat and Meat Products	
	Lot 1	Poultry	AGPO firms Open to all Open to all
	Lot 2	Fish	
	Lot 3	Beef	
58)	D3	Supply of Alcoholic beverages, Soda & Bottled Water	Open to all

	Lot 1	Supply of Alcoholic beverages	
	Lot 2	Supply of Soda	
	Lot 3	Supply of Bottled Water	
59)	D4	Supply of Cigarettes & Tobacco	Open to all
60)	D5	Supply of Fresh Fruit Juices	Open to all
61)	D6	Supply of Dry Goods	AGPO registered firms
62)	D7	Supply of Wines and Spirits	Open to all
63)	D8	Supply of Catering Operating Equipment such as:-	Open to all
		• Silverware (Cutlery) such as Forks, Knives, Spoons etc.	
		• Crockery such as Cups, Plates, Bowls, Flasks etc.	
		• Glassware such as Glasses, Mugs, Jugs etc.	
		• General Kitchen Equipment such as Cooking Pots, Oven, Fridges, Fryers, Coffee Machine, Dough Mixer etc.	
64)	D9	Supply of Catering Cleaning Materials such as Oven Cleanser, Max Bleach, Dish Washing, Super Degreaser etc.	
65)	D10	Supply of Catering Hygienic Products such as Rapid Test Kit for Testing Food, Probe Thermometer, Sanitizers, PPE Equipment etc.	AGPO registered firms

Interested eligible candidates may download the tender document free of charge from the Commission website; www.parliament.go.ke or from the Public Procurement Information portal, www.tenders.go.ke, free of charge.

Completed tender documents enclosed in a plain sealed envelope, marked with the tender number and name should be deposited in the Tender Box at 13th Floor, Protection House, Nairobi and be addressed to:-

**The Clerk of the National Assembly,
Parliament of Kenya,
P. O. Box 41842-00100
NAIROBI**

so as to be received on or before **3rd May, 2023 at 11am EAT.**

Tenders will be opened immediately thereafter in the presence of the tenderers who choose to attend or their representatives at Protection House, 13th floor at the Junction of Parliament Road and Haile Selassie Avenue, Nairobi.

NB

All current registered providers should re-apply in order to update their records

CLERK OF THE NATIONAL ASSEMBLY