

REPUBLIC OF KENYA



PARLIAMENTARY SERVICE COMMISSION

REGISTRATION OF SUPPLIERS/CONTRACTORS/CONSULTANTS FOR SUPPLY/PROVISION OF GOODS, WORKS, SERVICES AND CONSULTANCY TENDER NO: PSC-PROC-001-2023-2024

Parliamentary Service Commission invites applications from interested and eligible bidders for the registration of suppliers, consultants and contractors for use by Parliamentary Service Commission in the Financial Years **2023/2024** and **2024/2025 ending 30th June, 2025** as per the under-listed categories and description of goods, services, works and consultancy.

No.	CATEGORY NUMBER	ITEM DESCRIPTION OF GOODS, WORKS, CONSULTANCY AND SERVICES	ELIGIBILITY
CATEGORY A: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS			
1.	A1	Supply and Delivery of General Office Stationery and Supplies	Special Group
2.	A2	Supply and Delivery of Computers, Printers and Photocopier Consumables, Related Accessories and Supplies	Special Group
3.	A3	Supply and Delivery of Computers, Laptops, Printers, Tablets and Related Computer and Printer Accessories	Open
4.	A4	Design, Supply and Delivery of Branded Promotional Materials: T-shirts, Caps, Carrier Bags, Umbrella, Barriers, etc.	Special Group
5.	A5	Supply and Delivery of General Office Furniture and Fittings	Open
6.	A6	Supply and Delivery of General Office Equipment	Special Group
7.	A7	Supply, Delivery and Installation of Computer Software, including Software Development, Customization and Support Services	Open
8.	A8	Supply and Delivery of Audio Equipment, Public Address System and Related Equipment such as Microphones, Recorders, Control Unit, etc.	Open
9.	A9	Supply and Fitting of Motor Vehicle Spare Tyres, Tubes/Airbridge Tyres, Batteries, Tyre Repairs, Wheel Alignment and Balancing (preferably with Service Center)	Open
10.	A10	Supply and Delivery of Ceremonial/Corporate Uniform, Outfits, Footwear, etc.	Open
11.	A11	Supply and Delivery of Sports Uniforms, Footwear, Clothing, Linen, Equipment and Accessories	Open
12.	A12	Supply and Delivery of General Broadcast Materials	Open
13.	A13	Supply and Delivery of Electrical Items and its Related Accessories	Open
14.	A14	Supply and Delivery of Hardware Items and Related Equipment	Open
15.	A15	Supply, Delivery, Installation and Commission of Security Equipment	Open
16.	A16	Supply and Delivery of Cleaning Materials, Tissue Papers, Detergents and Disinfectants	Special Group
17.	A17	Supply and Delivery of Medical Supplies and Equipment (Must be Registered with Kenya Pharmacy and Poisons Board)	Open
18.	A18	Supply, Delivery, Installation and Servicing of Transcription Hardware and Software	Open
CATEGORY B: PROVISION OF SERVICES			
19.	B1	Provision of Service and Maintenance of Computers, Printers, UPS, Related Accessories, Restoration of TV Signals and Networks	Open
20.	B2	Provision of Printing and Binding Services to include Design, Artwork, Colour Separation and Printing of Communication and Advertising Materials, Policy Documents and Other Relevant Reports	Special Group
21.	B3	Provision of Travel and Air Ticketing Agency Services (IATA Registered Firms Only)	Open
22.	B4	Provision of Service and Maintenance of Telephones, Fax Machines, PABX and Telecommunications Equipment	Open
23.	B5	Provision of Vehicle Transport, Care Hire and Taxi Services (Please state your geographical locations preferably Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, etc.)	Open
24.	B6	Provision of Charter Plane and Chopper Services	Open

No.	CATEGORY NUMBER	ITEM DESCRIPTION OF GOODS, WORKS, CONSULTANCY AND SERVICES	ELIGIBILITY
25.	B7	Provision of Photography and Video Coverage Services	Special Group
26.	B8	Provision of Creative Design and Printing Services i.e. Brochures, Flyers, Banners, Flexes, Etc	Special Group
27.	B9	Provision of Firefighting and Fire Protection Equipment & Training Services	Open
28.	B10	Provision of Asset Tagging Services	Special Group
29.	B11	Provision of Repair and Maintenance of Audio-Visual Equipment, Public Address Equipment, Amplifiers, Microphones, Column Speakers, Electric Bells, Recorders and Related Services	Open
30.	B12	Provision of Repair and Maintenance of Electrical Appliance Fittings (Relevant ERC Registration Required)	Open
31.	B13	Provision of Repair and Maintenance of Security Equipment	Open
32.	B14	Provision of Legal Services (Preferably Constitutional Experts)	Open
33.	B15	Provision of Hire of Audio Equipment, Public Address System and Related Equipment	Open
34.	B16	Provision of Moving Services	Special Group
35.	B17	Provision of Hotel Accommodation and Conference Facility Services (Please state your geographical locations. Preferably Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, etc.	Open
36.	B18	Provision of Events and Events Management	Open
37.	B19	Provision of Cleaning and Fumigation Services	Open
38.	B20	Provision of Editorial and Publishing Services	Open
CATEGORY C: PROVISION OF WORKS			
39.	C1	Provision of Small Works and Office Repairs, including Office Partitioning, Paint Works, Installation of Minor Equipment, Plant and Machinery, etc. (Must be Registered with the National Construction Authority)	Open
40.	C2	Provision of Repair and Maintenance of Plumbing and Sewerage System Services (Must be Registered with the National Construction Authority)	Open
41.	C3	Provision of Office Refurbishment and Furnishing, e.g. Curtains and Carpets, Vertical Blinds, Sheers, Window Films, etc.	Open
42.	C4	Repair and Maintenance of Office Furniture & Fittings	Special Group

The complete set of registration documents may be obtained free of charge by interested applicants by downloading them from the Parliament of Kenya website www.parliament.go.ke or the Public Procurement Information Portal (PIIP) website www.tenders.go.ke

Submissions should be serialized i.e. with page numbers and must contain copies of mandatory statutory documents among other requirements.

The complete submissions in plain sealed envelopes clearly marked **Tender No. PSC-PROC-001-2023-2024, with respective Category and Item Description**, should be deposited in the Tender Box situated at the reception of **2nd Floor, Protection House, at the Junction of Parliament Road and Haile Selassie Avenue, Nairobi** or be addressed to:

**Clerk of the Senate/Secretary,
Parliamentary Service Commission
P.O. Box 41842-00100,
Nairobi.**

So as to reach him on or before **Thursday, 14th September 2023 at 11.00am.**

Please note that firms that are in current list of suppliers and those that have submitted their company profiles/letters of introduction MUST apply afresh in order to determine their eligibility.

**CLERK OF THE SENATE/SECRETARY
PARLIAMENTARY SERVICE COMMISSION.**