

KENYA CONFERENCE OF CATHOLIC BISHOPS -- GENERAL SECRETARIAT

Tenders and Pre-Qualification of Suppliers for Goods and Services for the Calendar Years 2018/2020

Kenyan Conference of Catholic Bishops – General Secretariat invites applications for Tenders and Pre-qualifications from interested, eligible and competent bidders for supply of the under listed Goods and Services for the Years 2018/2020 for their offices located in

- i) Westlands, Waumini House 4th Floor Eastern Wing
- ii) Dreams Program located in
 - (a) Bondo (Boya Market along Usenge -Bondo Road)),
 - (b) Migori (Within St. Joseph Mission Hospital - Ombo) and
 - (c) Homabay (Within the Catholic Diocese of Homabay offices)

Item No	Category A	Supply of Goods
1	KCCB-GS 01/2018/2020	Supply and delivery of office stationery, computer stationery and accessories
2	KCCB - GS 02/2018/2020	Supply and delivery of office furniture, furnishing and fitting
3	KCCB - GS 03/2018/2020	Supply and delivery of Medical Lab Reagents and Equipment
4	KCCB - GS 04/2018/2020	Supply and delivery of air travel services and ticketing
5	KCCB - GS 05/2018/2020	Supply and delivery of electrical, electronic equipment and appliances
6	KCCB - GS 06/2018/2020	Supply of Computers, Computers Software, Appliances, Printers and Antivirus
7	KCCB - GS 07/2018/2020	Supply and installation of telecommunication and teleconferencing equipment.
8	KCCB - GS 08/2018/2020	Supply of fuel, oil, lubricants and gas
9	KCCB - GS 09/2018/2020	Supply and delivery of motor vehicle tyres, batteries and spare parts
10	KCCB - GS 10/2018/2020	Supply and delivery of fresh milk
11	KCCB - GS 11/2018/2020	Provision of bottled drinking water
12	KCCB - GS 12/2018/2020	Supply of Girls' School uniforms (Specific to Dreams Program)
13	KCCB - GS 13/2018/2020	Supply of Girls' School Shoes (Specific to Dreams Program)
14	KCCB - GS 14/2018/2020	Supply of Girls' School Bags (Specific to Dreams Program)
15	KCCB - GS 15/2018/2020	Supply of Girls' Panties (Specific to Dreams Program)
16	KCCB - GS 16/2018/2020	Supply Sanitary Pads (Specific to Dreams Program)
	Category B	Supply of Services
17	KCCB - GS 17/2018/2020	Servicing and Maintenance of Computers and Printers.
18	KCCB - GS 18/2018/2020	Provision of Photography and Videography services, production of documentaries, TV and Radio infomercial services
19	KCCB - GS 19/2018/2020	Provision of Printing Services
20	KCCB - GS 20/2018/2020	Provision of Internet Services
21	KCCB - GS 21/2018/2020	Provision of Event organizing Services

22	KCCB - GS 22/2018/2020	Provision of Clearing and forwarding services
23	KCCB - GS 23/2018/2020	Provision of Catering services and Food stuffs
24	KCCB - GS 24/2018/2020	Provision of Cleaning services
25	KCCB - GS 25/2018/2020	Provision of Courier services
26	KCCB - GS 26/2018/2020	Collection and disposal of garbage
27	KCCB - GS 27/2018/2020	Provision of Qs / valuers e.g. vehicle valuers
28	KCCB - GS 28/2018/2020	Provision of System and Process audit services e.g. HR systems
29	KCCB - GS 29/2018/2020	Provision of accommodation, workshop and conference facilities (Specific to Dreams)
30	KCCB - GS 30/2018/2020	Provision of Insurance services – General
31	KCCB - GS 31/2018/2020	Provision of Insurance services –Medical
32	KCCB - GS 32/2018/2020	Provision of Insurance services –Motor vehicle
33	KCCB - GS 33/2018/2020	Provision of Resource Persons/Consultancy Services
34	KCCB - GS 34/2018/2020	Provision of Taxi services
35	KCCB - GS 35/2018/2020	Provision of sanitary and fumigation Services
36	KCCB - GS 36/2018/2020	Provision of general repair and maintenance i.e. masons, carpenters, plumbers, electricians etc.
37	KCCB - GS 37/2018/2020	Maintenance, Repair and Servicing of Generators
38	KCCB - GS 38/2018/2020	Provision of motor vehicle repair, maintenance and servicing
39	KCCB - GS 39/2018/2020	Provision of bulk photocopying and binding services (Specific to Dreams)
40	KCCB - GS 40/2018/2020	Provision of asset tagging services
41	KCCB - GS 41/2018/2020	Provision of Archiving Services

Note that apart from the categories indicated to be specific to Dreams Program only, all other categories apply to all regions.

All the suppliers with whom the institution is currently engaged are also invited to bid.

Pre-qualification Tender documents may be obtained during working hours from KCCB-General Secretariat, WAUMINI HOUSE 4TH FLOOR, Eastern Wing upon production of receipt for payment of a non-refundable fee of Kshs. 5,000 per set of documents per category payable by banker's Cheque addressed to KEC-SPECIAL PROJECTS, after which the prospective supplier will be issued with the pre-qualification documents from the our offices.

Duly completed Pre-qualification documents in plain sealed envelopes clearly marked with the pre-qualification category number and preferred Location should be addressed to:

THE GENERAL SECRETARY
KENYA CONFERENCE OF CATHOLIC BISHOPS – GENERAL SECRETARIAT
WAUMINI HOUSE, WESTLANDS
P.O.BOX 13475 – 00800
NAIROBI

OR

Deposited in the Tender Box situated at the reception 4th floor Eastern Wing, so as to be received on or before 10.00am on 9th March, 2018.

The submitted pre-qualification documents shall be opened immediately thereafter in the presence of bidders or their representatives who may wish to attend.

The GENERAL SECRETARIAT reserves the right to accept or reject any application either in part or in whole without assigning reasons thereof.