

OFFICE OF THE AUDITOR GENERAL

PRE-QUALIFICATION OF SUPPLIERS/CONTRACTORS FOR THE FINANCIAL YEARS 2014/2015 & 2015/2016

The Office of the Auditor General wishes to invite interested eligible suppliers/contractors to apply for pre-qualification for supply of goods, works and provision of services for the next two financial years 2014-2016 as listed below;

A. SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION	ELIGIBILITY
A1	Supply of general office stationery	Special Groups
A2	Supply of ICT equipments (Servers, computers, laptops, UPS units, printers, copiers, projectors, and scanners)	Open
A3	Supply of computer software, IT accessories & consumables	Open
A4	Supply of General Supplies (e.g Milk, sugar, cleaning materials, detergents, toiletries etc)	Special Groups
A5	Supply of office furniture, equipments & fittings including cabinets, safes, shredders, water dispensers, Television sets, window blinds, curtains and Carpets.	Open
A6	Supply of motor vehicle tyres, tubes and batteries	Open
A7	Supply of staff uniforms.	Open
A8	Design, production and delivery of Information, Education and Communication (IEC) materials and publications.	Open
A9	Supply of mobile phones and sim cards	Open
A10	Supply of drinking mineral water	Open
A11	Supply of newspapers, periodicals and magazines	Special Groups

A12	Supply of PABX, Telephone Heads and other Telecommunication Equipment, spares and accessories	Open
A13	Supply , installation and maintenance of Network Equipment & Structured Cabling (LAN, WAN etc)	Open
A14	Supply, Installation, Commissioning and servicing of Air Conditioners (AC) systems	Open
A15	Supply, Installation, Commissioning and servicing of Access Control System	Open
A16	Supply and delivery of hardware and electrical materials	Open

B. PROVISION OF SERVICES

CATEGORY NO.	ITEM DESCRIPTION	ELIGIBILITY
B1	Provision of Asset Tagging/Coding services	Special Groups
B2	Provision of travel and air ticketing services – (IATA/ KATA registered firms only)	Open
B3	Repair and maintenance of telephone equipment, fax machines and PABX	Open
B4	Provision of outside catering services	Open
B5	Repair and maintenance of servers, desktop computers, local area network, printers, copiers, projectors and UPS units	Open
B6	Provision of Fumigation and Sanitary Services	Special Groups
B7	Repair and maintenance of air conditioning equipments (National Construction Authority registered firms only)	Open
B8	Office repairs and maintenance including plumbing, electrical and carpentry	Open

B9	Office Partitioning, Interior designs & decorations and Renovations	Open
B10	Provision of design, printing and binding services	Special Groups
B11	Repair, maintenance and servicing of motor vehicles (CM&TE registered firms only)	Open
B12	Provision of cleaning services for carpets, sofa sets, and curtains,	Special Groups
B13	Provision of courier services	Open
B14	Provision of Asset Valuation Services	Open
B15	Provision of Car wash Services	Special Groups
B16	Provision of Car hire and taxi Services (State your geographical locations preferably Nairobi, Mombasa, Kisumu, Nakuru, Eldoret, Nyeri, Embu, Garissa, Kakamega etc)	Open
B17	Provision of Hotels, Conference and accommodation services	Open
B18	Production of documentaries	Open
B19	Provision of signage and outdoor advertising services	Open
B20	Provision of Waste disposal including paper, glass and electronic waste.	Open
B21	Maintenance of Integrated Security Systems (CCTV, Alarms and Access Control)	Open
B22	Data Center Equipment Maintenance - Fire Suppression, Electrical Systems and related.	Open
B23	Maintenance of networks and Networking Equipment	Open
B24	Records Digitization services	Open
B25	Website Development and Maintenance	Open
B26	Supply and maintenance of conference equipment	Open

C. CONSULTANCY/SPECIALIZED SERVICES

CATEGORY NO.	ITEM DESCRIPTION	ELIGIBILITY
C1	Provision of consultancy services in: (a) Human resource management (b) Procurement (c) Public relations and Communication services (d) Event Organization services (e) Legal Services (f) Estate Agent Services (g) Architectural Consultancy Services (h) Auctioneer services	Open
C2	Provision of Insurance Brokerage Services-General insurance.	Open
C3	Provision of electrical and structured cabling works	Open
C4	Provision of Professional Counselling Services	Open
C5	Consultancy services for software development	Open

Special Groups include Youth, Women and Persons with Disability who have been duly registered with the National Treasury (Directorate of Procurement) and they MUST show proof of registration by providing the certificate of registration.

Pre-qualification documents containing detailed terms and conditions shall be downloaded from the **Office of the Auditor-General website** www.kenao.go.ke free of charge.

Completed pre-qualification documents in plain sealed envelopes clearly indicating **the title of the item and the Category Number** and addressed to;

**The Auditor General
Kenya National Audit Office
P.O. Box 30084-00100
Nairobi**

Should be deposited in the Tender Box situated at 8th floor Anniversary Towers on or before **27th June 2014 at 10.00 AM.**

Applications will be opened immediately thereafter, in the presence of candidates or their representatives who choose to attend the opening meeting, in the Board room on the 4th floor of Anniversary Towers.

The Pre-Qualification Category applied for **MUST** be clearly indicated on the envelope.

THE AUDITOR GENERAL