



TOURISM REGULATORY AUTHORITY

TENDER/PRE-QUALIFICATION NOTICE

Tourism Regulatory Authority invites applications from interested, eligible, capable individuals and firms for Prequalification/ Registration as Suppliers and Service Providers for the years 2017-2019 in the following categories:

REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS 2017 –2019

CATEGORY A - PREQUALIFICATION/REGISTRATION

ITEM NO.	TENDER NO.	ITEM DESCRIPTION	TARGET GROUP
1.	TRA/PQ/01/2017-19	Supply and delivery of Computers, servers, laptops, printers, scanners and, LED Screens/Projectors other related services.	OPEN
2.	TRA/PQ/02/2017-19	Repair and Servicing of Servers, Computers, Laptops, printers, scanners and other related ICT Equipment's	Youth, women & PWD'S
3.	TRA/PQ/03/2017-19	Provision of structured cabling, network equipment's and associated peripherals and telephone systems	OPEN
4.	TRA/PQ/04/2017-19	Supply of software services (operating systems, antivirus software service)	OPEN
5.	TRA/PQ/05/2017-19	Supply and delivery of general office Stationery	Youth, women & PWD'S
6.	TRA/PQ/06/2017-19	Repair and maintenance of PABX, Telephone equipment's, security systems)	Youth, women & PWD'S
7.	TRA/PQ/07/2017-19	Supply and Delivery of Assorted Electrical Fittings and Lighting Materials	Youth, women & PWD'S
8.	TRA/PQ/08/2017-19	Supply and Delivery of Assorted Electronic Materials, and accessories	Youth, women & PWD'S
9.	TRA/PQ/09/2017-19	Provision of Videography & Photography Services	Youth, women & PWD'S
10.	TRA/PQ/10/2017-19	Supply and delivery of general office equipments (Metal filing cabinets, etc)	OPEN
11.	TRA/PQ/11/2017-19	Supply/Repair and Servicing of Air condition equipments	OPEN
12.	TRA/PQ/12/2017-19	Supply of Staff Uniforms and protective Clothing	OPEN
13.	TRA/PQ/13/2017-19	Provision of Baseline Survey and related Consultancy Services on Employee satisfaction, work environment, customer satisfaction and other Performance Contract related consultancies	OPEN
14.	TRA/PQ/14/2017-19	Provision of Medical, Group Life & Group Personal Accident Insurance Services (underwriters only)	OPEN
15.	TRA/PQ/15/2017-19	Provision of General Insurance Services (underwriters only)	OPEN
16.	TRA/PQ/16/2017-19	Provision of documentary production Services	OPEN
17.	TRA/PQ/17/2017-19	Provision of Security and Guarding Services	OPEN
18.	TRA/PQ/18/2017-19	Provision of ICT training and consultancy services (GIS Mapping, E-Board Services, Information security management system (ISMS)	OPEN
19.	TRA/PQ/19/2017-19	Supply of Motor Vehicles Tyres, Batteries & other accessories	OPEN
20.	TRA/PQ/20/2017-19	Supply of Promotional Material and Branded items (T-Shirts, caps, vests, bags, umbrellas, pens, mugs, key holders, clocks, Banners etc.)	Youth, women & PWD'S
21.	TRA/PQ/21/2017-19	Design and Printing of Cards, Diaries, Corporate Newsletter, Stickers, Signage, Fliers, Brochures, Booklets etc.)	Youth, women & PWD'S
22.	TRA/PQ/22/2017-19	Provision of Event Management and Entertainment Services	Youth, women & PWD'S
23.	TRA/PQ/23/2017-19	Maintenance and Repair of Office Furniture	Youth, women & PWD'S
24.	TRA/PQ/24/2017-19	Supply and Delivery of Toners and cartridges	Youth, women & PWD'S
25.	TRA/PQ/25/2017-19	Provision of Advertising Services (Bill Boards, radio, TV etc.)	OPEN
26.	TRA/PQ/26/2017-19	Supply and Delivery of Office Furniture	OPEN
27.	TRA/PQ/27/2017-19	General building Contractors & Building Renovators	OPEN
28.	TRA/PQ/28/2017-19	Supply, Delivery & Maintenance of Fire Fighting Equipments	OPEN
29.	TRA/PQ/29/2017-19	Provision of catering services	OPEN
30.	TRA/PQ/30/2017-19	Provision of fumigation and pest control services	OPEN

CATEGORY B - FRAMEWORK CONTRACTS

31.	TRA/31/2017-19	Supply of Air time	Youth, women & PWD'S
32.	TRA/32/2017-19	Supply of Newspapers, Periodicals, legal Materials	Youth, women & PWD'S
33.	TRA/33/2017-19	Supply of Branded Bottled Mineral Water	Youth, women & PWD'S
34.	TRA/34/2017-19	Provision of Legal Services	OPEN
35.	TRA/35/2017-19	Provision of courier services	OPEN
36.	TRA/36/2017-19	Provision of Air Travel Ticketing Services	Youth, women & PWD'S
37.	TRA/37/2017-19	Preventive maintenance, Repair and Servicing of Servers, Computers, Laptops, printers, scanners and other related ICT Equipments.	OPEN
38.	TRA/38/2017-19	Provision of Cleaning Services, Detergents, Soaps, Disinfectants & Toiletries	OPEN
39.	TRA/39/2017-19	Provision of repair, servicing, maintenance of motor vehicles (Toyota, Chevrolet trailblazers, Mitsubishi, etc.)	OPEN

General requirements

1. Copy of Certificate of Business Registration/Incorporation
2. Copy of valid Tax Compliance Certificate from KRA (Current)
3. Company business profile
4. AGPO certificate for youth, women and (PWD's) Person's with disability (Where applicable)
5. Certificate of registration from relevant Regulatory Authority (IRA, etc.) (Where applicable)
6. Any other relevant supporting documents as may be specified in specific tender documents
7. Dully fill in all the standard forms in the tender documents as may be required.

The complete and detailed Pre-qualification tender documents containing the submission information and detailed requirements may be downloaded **free of charge** from the TRA website www.tourismauthority.go.ke. Completed tender documents in plain sealed envelopes clearly marked with respective Tender Numbers should be deposited in the Tender Box situated at the Entrance of TRA Offices, 5TH Floor Utalii House Nairobi (off Uhuru Highway, Utalii street) or Posted to:

**DIRECTOR GENERAL,
TOURISM REGULATORY AUTHORITY,
P. O. Box 30027 -00100, NAIROBI.**

So as to reach on or before **25th JULY 2017 at 10.00 a.m**

Tenders will be opened immediately thereafter in the presence of candidates or their representatives who choose to attend at the Boardroom, Utalii House 5th floor Nairobi. Late Tenders will not be accepted.

**DIRECTOR GENERAL,
TOURISM REGULATORY AUTHORITY**