



REPUBLIC OF KENYA

# EXECUTIVE OFFICE OF THE PRESIDENT CHIEF OF STAFF AND HEAD OF THE PUBLIC SERVICE

## INVITATION TO PREQUALIFICATION

<b>TENDER DESCRIPTION :</b>	<b>PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND PROVISION OF SERVICES</b>
<b>TENDER NUMBER :</b>	<b>EOP/COSHOPS/PQF/001/2023-2024</b>

Tenders are invited for pre-qualification of suppliers from interested and eligible bidders for the supply/provision of the under listed goods / services for the **Financial Years 2023/2024 and 2024/2025**.

S/ NO	CATEGORY NO.	ITEM DESCRIPTION	REQUIREMENTS
<b>SUPPLY OF GOODS</b>			
1.	A1	Pre-qualification for Supply of Office Equipment.	AGPO
2.	A2	Pre-qualification for Supply of Furniture & Fittings	AGPO
3.	A3	Pre-qualification for Supply of General Office Stationeries.	AGPO
4.	A4	Pre-qualification for Supply of Toners and other Computer Consumables and accessories.	AGPO
5.	A5	Pre-qualification for Supply of Hardware & Electrical items & services.	AGPO
6.	A6	Pre-qualification for Supply and delivery of bottled mineral water.	AGPO
7.	A7	Pre-qualification for Supply and delivery of staff uniforms, footwear and other clothing items.	AGPO
8.	A8	Pre-qualification for Supply of Electrical Equipment and Materials.	AGPO
9.	A9	Pre-qualification for Supply of office flowers at various offices.	AGPO
10.	A10	Pre-qualification for Supply and fitting of motor vehicles tyres, tubes, batteries.	OPEN
11.	A11	Pre-qualification for Supply of Toiletries	AGPO
12.	A12	Pre-qualification for Supply of vehicle Spare Parts, Oils and Lubricants	OPEN
13.	A13	Pre-qualification for Supply of Outdoor tools e.g Slashers, Jembes, Lawn Mowers, Hose pipes, shears and related items	AGPO
14.	A14	Pre-qualification for supply of survey equipment e.g GPS-Global Positioning System, Digital Cameras and related equipment	OPEN
15.	A15	Pre-qualification for supply of Herberium accessories and tools	OPEN
<b>PROVISION OF SERVICES</b>			
1.	B1	Pre-qualification for Provision of Travel, Air Ticketing services and Travel Insurance Services (IATA/KATA Registered firms.)	AGPO
2.	B2	Pre-qualification for Provision of projection service, Graphic Designs and Printing Services.	OPEN
3.	B3	Pre-qualification for servicing, maintenance and calibration of Hyperspectral Sensor System	AGPO
4.	B4	Pre-qualification for Provision of laundry, sanitary, Office cleaning services, Cleaning of carpets, curtains, nettings, blinds, sofa sets and other upholstery.	OPEN
5.	B5	Pre-qualification for Provision of repairs, maintenance and service of office and machines and equipment i.e. printers, photocopiers, computers	OPEN
6.	B6	Pre-qualification for Provision of Fumigation and pest control Services for rodents, cockroaches, termites.	AGPO
7.	B7	Pre-qualification for Provision of catering services/hire of hotels/conferences	AGPO
8.	B8	Pre-qualification for repairs, servicing and maintenance of motor vehicles	OPEN
9.	B9	Pre-qualification for provision of plumbing services and related works	OPEN
10.	B10	Pre-qualification for interior and exterior refurbishment of offices- Minor Works	OPEN
11.	B11	Pre-qualification for Herbelium Installation and Services	OPEN
<b>PROVISION OF SERVICING, MAINTAINACE &amp; CALIBRATION OF SURVEY EQUIPMENT</b>			
1.	C1	Pre-qualification for servicing, maintenance and calibration of LiDAR Photographic survey system	OPEN
2.	C2	Pre-qualification for servicing, maintenance and calibration of Optech Digital Survey Camera	OPEN
3.	C3	Pre-qualification for servicing, maintenance and calibration of Hyperspectral Sensor System	OPEN
4.	C4	Pre-qualification for servicing, maintenance and calibration of Global Navigation Satellite System (GNSS) equipment	OPEN
5.	C5	Pre-qualification for provision of servicing & maintenance of specialized computers & GIS Plotters	OPEN
<b>PROVISION OF MULTI-SPECTRAL SATELLITE IMAGERIES FOR SELECTED REGIONS(AOI's)</b>			
1.	D1	Pre-qualification for provision of multi-spectral satellite imageries for selected areas of interest (AOIs)	OPEN
<b>PROVISION OF GIS AND REMOTE SENSING SOFTWARE LICENSES</b>			
1.	E1	Pre-qualification for provision of Geographical Information System (GIS) software Licenses	OPEN
2.	E2	Pre-qualification for provision of Remote Sensing software Licenses	OPEN
3.	E3	Pre-qualification for provision of Geographical Information System (GIS) software Licenses	OPEN
4.	E4	Pre-qualification for provision of Geospatial software Licenses (Aerial photography & GNSS Processing)	OPEN

Eligible Suppliers may download the document from our website: - [www.headofpublicservice.go.ke](http://www.headofpublicservice.go.ke) and Public Procurement Information Portal: - [tenders.go.ke](http://tenders.go.ke) free of charge. Suppliers currently in the Executive Office of The President, Chief of Staff and Head of Public Service database who wish to be retained are required to apply and submit up to date information required in the registration of suppliers' document.

Completed Tender Documents, "Original" enclosed in plain sealed envelope, marked with the **Tender Number** shall be addressed to: -

**The Principal Administrative Secretary,  
Executive Office of The President  
Chief of Staff and Head of Public Service  
P.O. Box 40530-00100  
Nairobi**

And be deposited in Executive Office of The President, tender box on the Ground floor Harambee House Annex building. To be received on or before **29<sup>th</sup> August, 2023 at 11.00am**.

**All Bid Documents must be serialized / paginated.**

Tenders will be opened immediately on **29<sup>th</sup> August, 2023 at 11.00am** in the presence of the tenderers or their representatives who choose to attend the opening at **HARAMBEE HOUSE ANNEX BUILDING 5TH FLOOR, BOARDROOM**.

**HEAD, SUPPLY CHAIN MANAGEMENT SERVICES**

**FOR: PRINCIPAL ADMINISTRATIVE SECRETARY/ CHIEF OF STAFF AND HEAD OF THE PUBLIC SERVICE**

