



# PUBLIC SERVICE COMMISSION

## PRE - QUALIFICATION OF SUPPLIERS TENDER NO: PSC/02/2018-19

The Public Service Commission invites applications from interested eligible bidders for supply of the under listed goods, works and services for the period ending **30<sup>th</sup> June 2019**.

All applicants should be registered with the Kenya Revenue Authority and Registrar of Companies.

Category No.	Item Description	Remarks
1	Provision of Travel and Air Ticketing Services (IATA Registered)	To all eligible bidders
2	Provision of Graphic Design and Printing Services	To all eligible bidders
3	Provision of Airtime Cards	To all eligible bidders
4	Provision of Cleaning, Sanitary Disposal, Fumigation and Pest Control Services	To all eligible bidders
5	Repair and Maintenance of Computers, Printers and other ICT related Accessories	To all eligible bidders
6	Supply and Repair of Office Furniture and Fittings	To all eligible bidders
7	Supply of Newspapers and Magazines, Books and Periodicals	To all eligible bidders
8	Provision of Media Liaison Services	Reserved
9	Provision of Taxi and Car Hire Services	To all eligible bidders
10	Provision of Networking and Configuration Services	Reserved
11	Supply of General Office Stationery	Reserved
12	Supply of Staff Uniforms, Clothing, Footwear, Curtains, etc	To all eligible bidders
13	Supply of Computer Consumables and Accessories	To all eligible bidders
14	Provision of Software Development Customization and Support Services	To all eligible bidders
15	Provision of Minor Repairs and Maintenance Works including; Builders; signage; Mechanical; Plumbing and Sanitary; Fire Fighting equipment; Electrical Services for Buildings <b>Note:</b> Must be registered with National Construction Authority	To all eligible bidders
16	Provision for Repair and Maintenance Services for Plant and Equipment (Standby generator, electric water pumps, water storage tanks and associated accessories)	To all eligible bidders
17	Provision for Repair and Maintenance Services for EPABX and Associated Telephone Accessories/System	To all eligible bidders
18	Provision of Outside Catering Services	To all eligible bidders
19	Supply of Fresh Milk	To all eligible bidders
20	Repair and Service of Office Equipment	To all eligible bidders
21	Provision of Research and Consultancy Services	To all eligible bidders
22	Provision of Laundry Services	To all eligible bidders
23	Supply of Mineral Water	To all eligible bidders
24	Provision of Video Documentary and Photographic Services	Reserved
25	Supply of Cleaning materials, Detergents. Soaps and Disinfectants	Reserved
26	Provision of Legal Services	To all eligible bidders
27	Purchase of Office Furniture and Equipment	To all eligible bidders
28	Repairs and Servicing of Motor Vehicles and Cycles <b>Note:</b> Private garages other than local dealers must be registered with Chief Mechanical and Transport Engineer	To all eligible bidders
29	Supply of Fuel, Oils and Lubricants for GK vehicles	To all eligible bidders
30	Provision of Part Time Gymnasium Instructor Services	To all eligible bidders
31	Provision of Work Place Statutory Audit Services (Environmental Audit, Occupational Safety and Health Audit and Risk Assessment) <b>Note:</b> Must be registered with National Environment Management Authority and/or Directorate of Occupational Health and Safety Services)	To all eligible bidders
32	Development and Maintenance of Asset Management System and Solution (including asset valuation, bar coding and tagging)	To all eligible bidders
33	Provision of Gardening and Landscaping Services	To all eligible bidders

**KEY: RESERVED;** Reserved for youth, women and persons living with disability who have been duly registered with the National Treasury. They must show proof of registration.

**The Youth, Women and Persons living with disability who meet the criteria for categories for all eligible bidders of prequalification are encouraged to apply.**

Pre-Qualification/Tender Documents with detailed information can be viewed and downloaded free of charge from the Public Service Commission: [www.publicservice.go.ke](http://www.publicservice.go.ke), National Treasury: <http://supplier.treasury.go.ke>, Public Procurement Oversight Authority: [www.ppoa.go.ke](http://www.ppoa.go.ke); and E-Citizen: [www.e-citizen.go.ke](http://www.e-citizen.go.ke) websites.

Completed pre-qualification/tender documents in plain sealed envelopes clearly marked;

### PRE-QUALIFICATION FOR.

DESCRIPTION.....

CATEGORY NO.....

And addressed to:

**The Commission Secretary/CEO  
Public Service Commission  
P.O BOX 30095-00100 NAIROBI.**

Should be deposited in the Tender Box situated on the Ground Floor, Commission House (Harambee Avenue, Nairobi), so as to be received on or before **6<sup>th</sup> August, 2018 at 10am.**

All the applications submitted will be opened immediately thereafter in the presence of bidders/representatives who wish to attend.

**ACTING HEAD, SUPPLY CHAIN MANAGEMENT  
FOR: COMMISSION SECRETARY/CEO**