



The Voice of Information Technology influencing  
Policy, Direction and Development in the Industry

**PREQUALIFICATION OF SUPPLIERS FOR PERIOD 2016/2017**

TESPOK is inviting interested parties to provide their bids for the following services to be rendered during the period 2016/2017.

	<b>CATEGORY</b>	<b>ELIGIBLE BIDDERS</b>
1	Supply and delivery of General office Stationery	Open to all bidders
2	Supply of Small works i.e. Office Partitioning, painting and General Repairs.	Open to all bidders
3	Supply and delivery of fresh cut flowers and Maintenance of live potted plants.	Open to all bidders
4	Supply of Newspapers, Magazines and periodicals.	Open to all bidders
5	Design and printing services (Notebooks, magazines, calendars, diaries, cards, business cards, printed stationery, brochures, booklets and Annual reports etc.	Open to all bidders
6	Printing and supply of Promotional Materials (branded T-shirts, shirts, gift bags caps, banners, branded gift items like pens sets etc).	Open to all bidders
7	Supply and delivery of Computer consumables, ICT equipment and Accessories.	Open to all bidders
8	Repair, service and maintenance of Desktops, laptops, Printers, and other ICT equipment.	Open to all bidders
9	Supply of bottled water, tea / Coffee dispensers and related consumables	Open to all bidders
10	Supply of cleaning services, materials and consumables	Open to all bidders
11	Supply of Electrical Supplies	Open to all bidders
12	Supply of Birthday cakes.	Open to all bidders
13	Supply of gifts /Award items /golf items	Open to all bidders
14	Supply of staff IDs and Name Tags	Open to all bidders
15	Supply of Courier Services (local)	Open to all bidders
16	Supply of Courier Services (international)	Open to all bidders
17	Provision of Transport Services and Taxi services i.e small cars, tour vans, buses and mini buses.	Open to all bidders
18	Provision of Air tickets (IATA registered firms only)	Open to all bidders
19	Service and Maintenance of Network Infrastructure	Open to all bidders
20	Service and Maintenance of servers.	Open to all bidders
21	Repair and Maintenance of Air Conditioning Equipment/ and supply of associated spare parts/consumables.	Open to all bidders
22	Provision of fumigation and pest control services.	Open to all bidders
23	Auctioneer Services for Nairobi and Mombasa (Bidders should indicate their areas of jurisdiction)	Open to all bidders



*The Voice of Information Technology influencing  
Policy, Direction and Development in the Industry*

24	Debt Collectors Services	Open to all bidders
25	Provision of Calligraphy Services	Open to all bidders
26	Supply of office fittings / curtains, blinds, carpets.	Open to all bidders
27	Repair and maintenance of CCTV cameras	Open to all bidders
28	Provision of event organization services	Open to all bidders
29	Provision of hospitality / staff catering services –snacks and related foods.	Open to all bidders
30	Provision of general office insurance	Open to all bidders
31	Provision of travel and medical insurance	Open to all bidders
32	Provision of French Translators	Open to all bidders
33	Provision of Pension Fund Administration Services	Open to all bidders
34	Photography & Videography and editing services.	Open to all bidders
35	Provision of Entertainment (DJ Services , Sound, Entertainment groups, bands models , musicians)etc.	Open to all bidders
37	Master of Ceremony Services.	Open to all bidders
38	Hire of LCD screens and projectors	Open to all bidders
39	Consultancy of conducting surveys, research and related evaluations.	Open to all bidders
40	Consultancy for Team Building.	Open to all bidders
41	Tax Advisory Services- Professional Services	Open to all bidders
42	Provision of Staff Recruitment agencies	Open to all bidders

**Mandatory Requirements:**

Copy of Certificate of registration or incorporation; Copy of Valid tax compliance certificate from Kenya Revenue Authority; Copy of PIN Certificate / Copy of VAT registration certificate; Physical address; Provide telephone Number and email; Certificates from affiliated bodies / association where applicable; Certificate of registration for special groups where applicable; Proof of Experience from at least three clients (Attach letters of recommendation for each reference given).

Completed pre-qualification documents MUST be submitted in plain sealed envelopes clearly: **“TENDER NO TESPOK/2015/1 – CATEGORY NO.....PREQUALIFICATION OF SUPPLIERS FOR 2016-2017.**

**Deadline is 14th December 2015 and all responses addressed to:**

**CHIEF EXECUTIVE OFFICER  
TELECOMMUNICATIONS SERVICE PROVIDERS OF KENYA  
BRUCE HOUSE, NAIROBI  
STANDARD STREET  
P.O. BOX 27589 -00506  
NAIROBI.**