

## REGISTRATION OF SUPPLIERS AND UPDATING OF SUPPLIERS LIST FOR THE FINANCIAL YEARS 2016-2018

The Kenya Trade Network Agency (KenTrade) wishes to inform the Public that the Agency is in the process of registering all interested and qualified Suppliers, Contractors and Consultants in the following categories for the financial years 2016-2018.

### A) SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION
KTNA/A1/2016-2018	Supply of office furniture & fittings
KTNA/A2/2016-2018	Supply of computers, printers and other office equipment
KTNA/A3/2016-2018	Supply of computer software and Licenses
KTNA/A4/2016-2018	Supply of motor vehicle tyres, tubes and batteries and spare parts
KTNA/A5/2016-2018	Supply of hardware and electrical items
KTNA/A6/2016-2018	Supply of fuel and lubricants
KTNA/A7/2016-2018	Supply of electronic and telecommunication equipment

### B) PROVISION OF SERVICES

CATEGORY NO.	ITEM DESCRIPTION
KTNA/B1/2016-2018	Development/Production of Radio, TV programmes, Commercials and Documentaries
KTNA/B2/2016-2018	Provision of Advertising Agency services and professional public relations services
KTNA/B3/2016-2018	Provision of event organizing services
KTNA/B4/2016-2018	Provision of outside catering services
KTNA/B5/2016-2018	Provision of comprehensive office cleaning, fumigation & Pest control services
KTNA/B6/2016-2018	Provision of tagging & labeling of Assets Services
KTNA/B7/2016-2018	Designing and printing of educative, promotional, communication and advertising material
KTNA/B8/2016-2018	Servicing, Repair and maintenance of office equipment e.g. photocopiers, printers
KTNA/B9/2016-2018	Repair, service and maintenance of motor vehicles
KTNA/B10/2016-2018	Provision of car hire and taxi services
KTNA/B11/2016-2018	Provision of courier services
KTNA/B12/2016-2018	Provision of Hotel (meals & Accommodation) and conference facilities
KTNA/B13/2016-2018	Provision of Security services
KTNA/B14/2016-2018	Provision of Insurance services (Brokers and Underwriters)

KTNA/B15/2016-2018	Provision of Legal Services
KTNA/B16/2016-2018	Repair of office furniture and fittings
KTNA/B17/2016-2018	Provision of Internet and Website Hosting services
KTNA/B18/2016-2018	Provision, Repair & maintenance of Air Conditioners, firefighting equipment and related accessories
KTNA/B19/2016-2018	Provision and repair of networking equipment e.g. Servers, Routers etc.
KTNA/B20/2016-2018	Provision of Data Security Services, Backup and Data Recovery services

### **C) PROVISION OF CONSULTANCY SERVICES**

KTNA/C1/2016-2018	Provision of Research & Survey Based Consultancy Services (customer satisfaction surveys, employee satisfaction, work environment and baseline surveys)
KTNA/C2/2016-2018	Provision of Management Consultancy Services
KTNA/C3/2016-2018	Provision of staff Training Services
KTNA/C4/2016-2018	Provision of Risk Management Services
KTNA/C5/2016-2018	Consultancy in Strategic Plan preparation

### **D) PROVISION OF WORKS**

KTNA/D1/2016-2018

To include Building construction and Renovation works (maintenance of buildings, painting, partitioning and joinery, Electrical and Plumbing works) and Interior design.

#### **REQUIREMENTS**

Prospective suppliers shall be required to submit the following documents as proof of their eligibility:-

1. Certificate of Registration/Incorporation
2. Valid Tax compliance Certificate
3. Proof of membership to a professional body where relevant
4. The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority
5. For works –Firms MUST be registered by NCA
6. For provision of Outside Catering Services- bidders MUST avail a certificate of health for food handling issued by County/Municipal council

**Additionally suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment and facilities to provide what is being procured MUST be attached.**

Suppliers who had been prequalified by the Agency for the financial years 2014-2016 are informed that their term shall be lapsing on June 30, 2016 and therefore they shall be required to submit their applications for consideration.

This exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time and at no cost.

The application may be submitted in hard or soft copy and addressed to:-

**THE CHIEF EXECUTIVE OFFICER  
KENYA TRADE NETWORK AGENCY  
P.O. BOX 36943 – 00200  
NAIROBI.**

Soft copies of the applications may be sent to the following email addresses: - [procurement@kentrade.go.ke](mailto:procurement@kentrade.go.ke) or [info@kentrade.go.ke](mailto:info@kentrade.go.ke)

**KenTrade shall pick its list of suppliers registered under special groups (Youth, Women and Persons living with Disabilities) from the PPRA website, and shall also require that those whose names have not yet been uploaded on the site provide proof of certification from the National Treasury.**

**THE AG. CHIEF EXECUTIVE OFFICER  
KENYA TRADE NETWORK AGENCY**