



## INVITATION FOR REGISTRATION OF SUPPLIERS

### TENDER No. IEBC /01/ 2018 - REGISTRATION OF SUPPLIERS FOR THE PROVISION OF GOODS, SERVICES AND WORKS FOR THE PERIOD ENDING 30TH JUNE 2020

The Independent Electoral and Boundaries Commission (IEBC) hereby invites interested and eligible suppliers to apply for registration for the provision of various goods, services and works for the period ending 30th June 2020 as listed below,

<b>CATEGORY A – SUPPLY OF GOODS</b>		<b>CATEGORY</b>
IEBC/PROC/G1	Supply of General Office Stationery	Open to all
IEBC/PROC/G2	Supply of Assorted Office Furniture, Furnishings and Fittings	Open to all
IEBC/PROC/G3	Supply of ICT Hardware and Allied Accessories	Open to all
IEBC/PROC/G4	Supply of Computer, Photocopier, Printers and Consumables	Open to all
IEBC/PROC/G5	Provision Computer Software leasing, software development, testing and certification services.	Open to all
IEBC/PROC/G6	Supply of Telecommunication Equipment, Spares and Accessories	Open to all
IEBC/PROC/G7	Supply of Motor Vehicle Tyres, Tubes & Batteries	Open to all
IEBC/PROC/G8	Supply of Hardware and Electrical Items	Open to all
IEBC/PROC/G9	Supply and Delivery of Petrol, Oils, Lubricants and Fuel Cards	Open to all
IEBC/PROC/G10	Supply and Delivery of Airtime	Youth, Women and PLWD
<b>CATEGORY B – PROVISION OF SERVICES</b>		
IEBC/PROC/S1	Provision of Domain registration /renewal, Website hosting, cloud Services including secure socket layer licence (SSL) Certificates services	Open to all
IEBC/PROC/S2	Supply, Installation and Maintenance of ICT security solutions	Open to all
	Provision of Data Centre co-location facility	Open to all
IEBC/PROC/S3	Supply, Installation and Maintenance of Network Equipment Local Area networks.	Open to all
IEBC/PROC/S4	Provision of Air ticketing Services (IATA and KATA Registered Firms)	Open to all
IEBC/PROC/S5	Provision of General Printing, Bulk Photocopying, Lamination and Binding Services	Youth, Women and PLWD

IEBC/PROC/S6	Provision Public relation/Advertising services (Printing of Corporate Newsletters, Calendars, Diaries, Christmas cards, Brochures, Newsletters, Booklets, Annual Reports and Promotional and Branded materials	Youth, Women and PLWD
IEBC/PROC/S7	Printing of Promotional items T-shirts, Banners, Teardrops and Caps	Youth, Women and PLWD
IEBC/PROC/S8	Provision of Design of printed materials	Youth, Women and PLWD
IEBC/PROC/S9	Supply , Installation and Maintenance of Desktops Computers, Laptop Computers, and UPS	Open to all
IEBC/PROC/S10	Supply , Installation and Maintenance of Data Centre infrastructure	Open to all
IEBC/PROC/S11	Supply , Installation and Maintenance of Printers, Photocopiers and UPS	Open to all
IEBC/PROC/S12	Supply , Installation and Maintenance of servers, storage and Data Centre Infrastructure	Open to all
IEBC/PROC/S13	Hire of Bulk Photocopying/Printing/Scanning Machines	Open to all
IEBC/PROC/S14	Repair and Servicing of Motor Vehicles (Approved Dealers/Garages by Ministry of Transport and Infrastructure) only	Open to all
IEBC/PROC/S15	Provision of Hotels, Conference Facilities and Accommodation Services	Open to all
IEBC/PROC/S16	Provision of Transport Services (Taxi, Car Hire, Buses, Trucks )	Open to all
IEBC/PROC/S17	Provision of Forklift, Cranes Repairs and Services	Open to all
IEBC/PROC/S18	Hire of Lifting Equipment (Forklifts, Cranes )	Open to all
IEBC/PROC/S19	Provision of Courier and Mail delivery services	Open to all
IEBC/PROC/S20	Repair and Maintenance of Cooling and Air-conditioning equipment	Open to all
IEBC/PROC/S21	Provision of IEBC Assets Branding and Coding Services	Youth, Women and PLWD
IEBC/PROC/S22	Provision of Property Valuation Services	Open to all
IEBC/PROC/S23	Provision of Building and Construction Services Including Repair, Partitioning & Renovations	Youth, Women and PLWD
IEBC/PROC/S24	Provision of Road Show Services During Elections	Youth, Women and PLWD
IEBC/PROC/S25	Provision of Sign Language/ Interpretation Services	Open to all
IEBC/PROC/S26	Provision of Guarding and Security Services	Open to all
IEBC/PROC/S27	Provision of Auctioneering Services	Open to all
IEBC/PROC/S28	Provision of Clearing and Forwarding Services	Open to all
IEBC/PROC/S29	Creative Design, Animation and Illustration Services	Youth, Women and PLWD

IEBC/PROC/S30	Provision of Geographical Information System (GIS)/ Survey Services	Open to all
IEBC/PROC/S31	Supply of Flowers, Indoor Plants and Decorations	Youth, Women and PLWD
IEBC/PROC/S32	Provision Outside Catering Services including provision of Tents, Chairs, Tables, Podium and PA systems	Youth, Women and PLWD
IEBC/PROC/S33	Provision of Event Organization and management Services, Chairs, Tents, Stage Assembly, Hire of Public Address Systems, Entertainment ( DJ's, Bands, Dancers, Musicians MC's ) and Related Services	Youth, Women and PLWD
IEBC/PROC/S34	Provision of Office Repair and Maintenance Services (Electronic Equipment Appliances, Plumping, Furniture and Fixtures	Youth, Women and PLWD
IEBC/PROC/S35	Supply of Newspapers and Periodicals	Youth, Women and PLWD
IEBC/PROC/S36	Supply of Mineral Drinking Water and Water Dispensers	Youth, Women and PLWD
IEBC/PROC/S37	Supply and Maintenance of Fire Fighting Equipment, Alarm and Suppression Systems	Open to all
IEBC/PROC/S38	Provision of Cleaning, Sanitary bins and fumigation services.	Youth, Women and PLWD
IEBC/PROC/C39	Provision of legal Services	Open to all
<b>CATEGORY C - PROVISION OF CONSULTANCY SERVICES</b>		
IEBC/PROC/C1	Provision of Human Resource Consultancy/Training	Open to all
IEBC/PROC/C2	Provision of Public Relations, Media Management, and Editorial Services	Open to all
IEBC/PROC/C3	Provision of Research, Monitoring and Evaluation and Strategic Plan Preparation Services	Open to all
IEBC/PROC/C4	Provision of ICT Quality Assurance Consultancy Services	Open to all
IEBC/PROC/C5	Provision of Risk Management and Framework Services	Open to all
IEBC/PROC/C6	Provision of Financial Consultancy Services (Accountancy, Taxation, Audit and Risk Management)	Open to all
IEBC/PROC/C7	Provision of legal Consultancy Services	Open to all

Interested applicants may obtain further information and inspect registration documents from Procurement Office, Independent Electoral and Boundaries Commission Headquarters Offices located at Anniversary Towers, University way 5th Floor, Room 503 during normal working hours or download detailed registration tender documents from IEBC website [www.iebc.or.ke](http://www.iebc.or.ke) free of charge.

Completed registration documents must be submitted in enclosed plain sealed envelopes, clearly marked with the **Tender number** and written ***“Registration of Suppliers” – “Category Reference/Description”*** and be deposited in the tender box situated at 5th Floor, IEBC Headquarters Offices, Anniversary Towers as indicated in the registration documents and to be received on or before **Friday, 24th August, 2018 at 11.00 a.m.**

Registration documents shall be opened immediately thereafter in the presence of the prospective applicants/representatives who choose to attend at IEBC Headquarters Offices at 21st Floor Boardroom.

**Youth, Women and Persons living with Disability who have been dully registered with the National Treasury (Directorate of Procurement) are encouraged to apply for the categories specified in the registration documents.**

Only candidates registered under this registration process will be invited to bid for various goods and services as and when required.

**Ag. COMMISSION SECRETARY/CEO**