



KENYA CONFERENCE OF CATHOLIC BISHOPS - GENERAL SECRETARIAT

TENDERS AND PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE CALENDAR YEARS 2021/2023

Kenyan Conference of Catholic Bishops – General Secretariat invites applications for Tenders and Pre-qualifications from interested, eligible and competent bidders for supply of the under listed Goods and Services for the Years 2021/2023 for their offices located in Westlands, Waumini House 4th Floor Eastern Wing

Item No	Category A	Supply of Goods
1	KCCB - GS 01/2021/2023	Supply and delivery of office stationery, computer stationery and accessories (Attach List of Items)
2	KCCB - GS 02/2021/2023	Supply and delivery of office furniture, furnishing and fitting
3	KCCB - GS 03/2021/2023	Supply and delivery of Medical Lab Reagents and Equipment
4	KCCB - GS 04/2021/2023	Supply and delivery of air travel services and ticketing
5	KCCB - GS 05/2021/2023	Supply and delivery of electrical, electronic equipment and appliances (Attach List of Items)
6	KCCB - GS 06/2021/2023	Supply of Computers, Computers Software, Appliances, Printers and Antivirus
7	KCCB - GS 07/2021/2023	Supply and installation of telecommunication and teleconferencing equipment.
8	KCCB - GS 08/2021/2023	Supply of fuel, oil, lubricants and gas
9	KCCB - GS 09/2021/2023	Supply and delivery of motor vehicle tyres, batteries and spare parts
10	KCCB - GS 10/2021/2023	Supply and delivery of fresh milk
11	KCCB - GS 11/2021/2023	Supply of bottled drinking water
12	KCCB - GS 12/2021/2023	Supply of Air conditioning devices , service and maintenance
	Category B	Provision of Services
13	KCCB - GS 13/2021/2023	Servicing and Maintenance of Computers and Printers.
14	KCCB - GS 14/2021/2023	Provision of Printing Services
15	KCCB - GS 15/2021/2023	Provision of Internet Services
16	KCCB - GS 16/2021/2023	Provision of Event organizing Services (Attach a list of the services offered)
17	KCCB - GS 17/2021/2023	Provision of Clearing and forwarding services
18	KCCB - GS 18/2021/2023	Provision of Catering services
19	KCCB - GS 19/2021/2023	Provision of Cleaning services
20	KCCB - GS 20/2021/2023	Provision of Courier services
21	KCCB - GS 21/2021/2023	Collection and disposal of garbage
22	KCCB - GS 22/2021/2023	Provision of Networking services (LAN & PABX)
23	KCCB - GS 23/2021/2023	Provision of accommodation, workshop and conference facilities
24	KCCB - GS 27/2021/2023	Provision of Resource Persons/Consultancy Services
25	KCCB - GS 28/2021/2023	Provision of Taxi services
26	KCCB - GS 29/2021/2023	Provision of Car hire services (List type of vehicles for hire)
27	KCCB - GS 30/2021/2023	Provision of sanitary and fumigation Services
28	KCCB - GS 31/2021/2023	Provision of general repair and maintenance services i.e. masons, carpenters, plumbers, electricians etc.
29	KCCB - GS 32/2021/2023	Maintenance, Repair and Servicing of Generators
30	KCCB - GS 33/2021/2023	Provision of motor vehicle repair, maintenance and servicing
31	KCCB - GS 34/2021/2023	Provision of asset tagging services
32	KCCB - GS 35/2021/2023	Provision of Quantity Surveying Services
33	KCCB - GS 36/2021/2023	Provision of Land Survey Services
34	KCCB - GS 37/2021/2023	Provision of Valuation Services

All the suppliers with whom the institution is currently engaged are also invited to bid.

Pre-qualification Tender documents may be obtained during working hours from KCCB – General Secretariat, WAUMINI HOUSE 4th FLOOR, Eastern Wing upon production of a receipt for payment of a non-refundable fee of Kshs. 6,000 per set of documents per category payable by banker's Cheque addressed to KEC-SPECIAL PROJECTS, after which the prospective supplier will be issued with the pre-qualification documents from our offices.

Duly completed Pre-qualification documents in plain sealed envelopes clearly marked with the pre-qualification category number and good/service should be addressed to:

THE GENERAL SECRETARY
KENYA CONFERENCE OF CATHOLIC BISHOPS – GENERAL SECRETARIAT
WAUMINI HOUSE, WESTLANDS, P.O.BOX 13475 – 00800, NAIROBI

OR

Deposited in the Tender Box situated at the reception 4th floor Eastern Wing, so as to be received on or before 10.00am on 7th May 2021.

The submitted pre-qualification documents shall be opened immediately thereafter in the presence of bidders or their representatives who may wish to attend.

The GENERAL SECRETARIAT reserves the right to accept or reject any application either in part or in whole without assigning reasons thereof.