

TENDER NOTICE - (13TH MARCH 2018)**TENDER REF- CAJ 005/2018-2019****TENDER NAME- REGISTRATION OF SUPPLIERS, CONSULTANTS AND CONTRACTORS FOR SUPPLY AND PROVISION OF GOODS, WORKS, SERVICES AND CONSULTANCY**

Commission on Administrative Justice (CAJ) invites applications from interested and eligible bidders for the registration of suppliers, consultants and contractors for the Financial Years 2018-2020 ending on **30th June 2020** as per the under listed categories and description of goods , services, works and consultancy.

No.	Tender No.	Item Description (Goods , works and Services)	Eligibility
CATEGORY A: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS			
1.	A1	Supply and Delivery of Newspapers and Periodicals	AGPO Groups
2.	A2	Supply and Delivery of Computers, Laptops, Printers, Scanners, Photocopiers and related computer consumables and accessories	Open
3.	A3	Design, supply and delivery of branded Promotional materials: T-shirts, Caps, Banners, carrier bags Brochures, flyers, flexes etc.	AGPO Groups
4.	A4	Supply and Delivery of General Office Furniture and office Equipment	Open
5.	A5	Supply of motor vehicle spare parts tyres, tubes/airbidge tyres ,batteries, Tyre repairs ,wheel alignment and balancing	Open
6.	A6	Supply of fuel and lubricants (Electronic fuel card services)	Open
7.	A7	Supply, delivery and installation of Computer Software and Hardware	Open
8.	A8	Supply, Installation, Commissioning & servicing of Time attendance, Access Control and CCTV	Open
9.	A9	Provision of bottled water(Mineral Water) & Leasing of dispensers	AGPO Groups
10.	A10	Provision of Beverages, Sugar and Fresh milk	AGPO Groups
11.	A11	Supply and Delivery of General Office stationery	AGPO Groups

CATEGORY B: REGISTRATION FOR PROVISION OF SERVICES

12.	B1	Provision of Air Travel Agency Services (IATA registered)	Open
13.	B2	Service and Maintenance of Computers, Printers, UPS, PABX and Telephone Extensions and Fax Machines.	Open
14.	B3	Provision of Office Refurbishment and Furnishings e.g. Curtains and carpets	Open
15.	B4	Provision of office partitioning and repairs and maintenance	Open
16.	B5	Provision of Car Hire and Taxi Services (Please state your geographical locations preferably Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Isiolo etc)	Open
17.	B6	Provision of Courier and Freight Services	Open
18.	B7	Provision of Event Organization, Exhibitions and Experiential/Road-show services	Open
19.	B8	Provision of medical insurance cover	Open
20.	B9	Provision of Simultaneous interpretation equipment, interpretation and Translation Services	Open
21.	B10	Provision of Comprehensive cleaning services, garbage collection and fumigation, and sanitary wares	AGPO Groups
22.	B11	Provision of firefighting and fire protection equipment & training services	Open
23.	B12	Provision of Public Relation Services	Open
24.	B13	Provision of Signage	Open
25.	B14	Provision of entertainment services (Dj's Bands, Musicians, Models, Hostesses, MC's and Dancers etc.)	Open
26.	B15	Provision of Asset marking/tracking of asset system	AGPO Groups
27.	B16	Provision of interior design and decoration services	AGPO Groups
28.	B17	Repair and Maintenance of Office Furniture & Fittings	AGPO Groups
29.	B18	Provision of photography , video coverage and footage and still pictures	Open

30.	B19	Provision of public address system and related services	Open
31.	B20	Provision of creative design and editorial services, report typesetting, printing and Binding.	AGPO Groups
32.	B21	Provision of specialized services (writing, rapporteuring and illustrations)	Open
33.	B22	Provision of Sign language Interpretation Services	Open
34.	B23	Provision of monitoring and evaluation services	Open
35.	B24	Provision of small works and office equipment repairs	AGPO Groups
36.	B25	Provision of Premium Rate Mobile Services (PRSP Service)	Open
37.	B26	Provision of Advertising Agency services (Concept Design, artwork execution and Media strategy & Buying etc.)	Open
38.	B27	Provision of Team Building Services	Open
39.	B28	Provision of Conference Facilities	Open
40.	B29	Repair and Maintenance of Air Conditioners	Open
CATEGORY C: REGISTRATION FOR PROVISION OF CONSULTANCY SERVICES			
41.	C1	Provision of Research consultancy services (e.g. Customer satisfaction, perception survey, media monitoring, Employee satisfaction & work environment survey etc.)	Open
42.	C2	Provision of Development, Hosting and Maintenance of Website	Open
43.	C3	Provision of Management Consultancy Services (Training, recruitment, selection etc.)	Open
44.	C4	Provision of Strategic Planning consultancy	Open
45.	C5	Provision of Legal Services	Open

The complete set of registration documents may be obtained free of charge by interested applicants by downloading from the Commission on Administrative Justice website www.ombudsman.go.ke or <http://supplier.treasury.go.ke/>. The complete submissions should be in plain sealed envelope clearly marked ;

Tender NO. CAJ /005/ 2018-2019, respective Category, Item Description and Target Group should be addressed to:

**The Commission Secretary,
Commission on Administrative Justice West End Towers,
2nd Floor, Waiyaki Way- Westlands
P.O Box 20414-00200,
Nairobi.**

To be received on or before **Wednesday 28th March 2018 by 12.00pm.**

