

NOTICE FOR REGISTRATION OF SUPPLIERS

The Kenya National Commission for UNESCO (Knatcom) invites applications from interested and eligible bidders for the registration of supplier(s) for the Financial Years 2020/2021 -2021/2022 as per the under listed categories and description of goods, works and services.

Tender Number:	KNCU/40/2019-2020
Tender Name.	REGISTRATION OF SUPPLIERS: FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2020-2022

No.	Ref. 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	Design, supply and delivery of branded Promotional materials: T-shirts, Caps, Banners, carrier bags Brochures, flyers, flexes etc.	AGPO Groups
3.	A3	Supply and Delivery of General Office Furniture and office Equipment	Open
4.	A4	Supply of motor vehicle spare parts tyres, tubes/airbags tyres, batteries, Tyre repairs ,wheel alignment and balancing	Open
5.	A5	Supply, Installation, Commissioning & servicing of Time attendance, Access Control and CCTV	Open
6.	A6	Provision of bottled water(Mineral Water) & Leasing of dispensers	AGPO Groups
7.	A7	Provision of Beverages, Sugar and Fresh milk	AGPO Groups
8.	A8	Supply and Delivery of General Office stationery and common user items	AGPO Groups
CATEGORY B: REGISTRATION FOR PROVISION OF SERVICES			
9.	B1	Service and Maintenance of Computers, Printers , UPS, PABX and Telephone Extensions and Fax Machines.	Open
10.	B2	Provision of Office Refurbishment and Furnishings e.g. Curtains and carpets	Open
11.	B3	Provision of office partitioning and repairs and maintenance	Open
12.	B4	Provision of Event Organization, Exhibitions and Experiential/Road-show services	Open
13.	B5	Provision of medical insurance cover, group life cover, WIBA and general insurance services	Open
14.	B6	Provision of Motor Vehicle Insurance Cover	Open
15.	B7	Provision of Simultaneous interpretation equipment, interpretation and Translation and sign language Services	Open
16.	B8	Provision of Comprehensive cleaning services, garbage collection and fumigation, and sanitary wares	AGPO Groups
17.	B9	Provision of firefighting and fire protection equipment & training services	Open
18.	B10	Provision of Signage and branding services	Open
19.	B11	Provision of entertainment services (Dj's Bands, Musicians, Models, Hostesses, MC's and Dancers etc.)	Open
20.	B12	Provision of Asset marking/tracking of asset system	AGPO Groups
21.	B13	Repair and Maintenance of Office Furniture & Fittings	AGPO Groups
22.	B14	Provision of photography , video coverage and footage and still pictures	Open
23.	B15	Provision of public address system and related services	Open
24.	B16	Provision of creative design and editorial services, report typesetting, printing and Binding.	AGPO Groups
25.	B17	Provision of specialized services (writing, rapporteuring and illustrations)	Open
26.	B18	Provision of monitoring and evaluation services	Open
27.	B19	Provision of Premium Rate Mobile Services(Provision of Air Time)	Open
28.	B20	Provision of Team Building Services	Open
29.	B21	Provision of Internet, Wide Area Networking and cloud solutions.	Open
30.	B22	Provision of Data Communication Services, Computer Networks, Structured Cabling and Maintenance.	Open
CATEGORY C: REGISTRATION FOR PROVISION OF CONSULTANCY SERVICES			
31.	C1	Provision of Research consultancy services (Specialty areas e.g. Education, Natural Sciences, Human & Social Sciences, Culture, Customer satisfaction, perception survey, media monitoring, Employee satisfaction & work environment survey etc.)	Open
32.	C2	Provision of Development, Hosting and Maintenance of Website	Open
33.	C3	Provision of Management Consultancy Services (Training, recruitment, selection etc.)	Open
34.	C4	Provision of Legal Services	Open
35.	C5	Provision of Auctioning Services	Open
36.	C6	Provision of Asset Valuation Services	Open
37.	C7	Provision for Audit Services	Open

NB. AGPO(Reserved Groups) i.e Youth, women & Persons With Disabilities; must be duly registered with the National Treasury/County Governments and **MUST** show proof of registration by providing the certificate of registration.

Registration documents containing detailed terms and conditions of applications, may be obtained from KNATCOM website www.unesco.go.ke free of charge. Bidders are required to submit their company details (Name, contact details& physical address) through procurement@unesco.go.ke

The Registration documents should be submitted in plain sealed envelopes clearly marked **"Registration of Suppliers for Financial Year 2020-2022 with category and reference number"** and deposited in the Tender Box at the reception 14th Floor National Bank Building so as to be received on or before **Friday 26th June, 2020 at 12.00 noon**; addressed to:-

**The Secretary General
Kenya National Commission for UNESCO
16th Floor NBK Building
P.O. Box 72107 - 00200 NAIROBI**

Late bids shall not be accepted after closing time and date. Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may choose to attend on 14th floor Conference Room.

KNATCOM reserves the right to accept or reject the applications and is not obliged to give reasons for its decision thereof. Any canvassing or late tenders will not be accepted leading to automatic disqualification

**The Secretary General
Kenya National Commission for UNESCO**