



## TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

### TENDER NOTICE

**INVITATION TO TENDERS FOR PRE-QUALIFICATION/ REGISTRATION OF SUPPLIERS FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR FINANCIAL YEAR 2020/2021 AND 2021/2022.**

<b>1. SUPPLY OF GOODS</b>	
<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>
TVETA/PRE/001/2020- 2021	Supply of General Office Stationery and Computer/Printer Consumables <b>(AGPO)</b>
TVETA /PRE/002/2020- 2021	Supply of Computes, Notebooks, Laptops, Tablets, Servers, UPS, Printers, Scanners, Software, Accessories and other related ICT Items <b>(OPEN TO ALL)</b>
TVETA/ PRE/003/2020- 2021	Supply of cleaning Materials, Detergents, Disinfectants and Tissue Papers <b>(AGPO)</b>
TVETA /PRE/004/2020- 2021	Supply of Office Furniture, Carpets, Curtains and related Fittings <b>(OPEN TO ALL)</b>
TVETA /PRE/005/2020- 2021	Supply of Motor Vehicle Tyres, Tubes ,Batteries, Fuel, Oils and Lubricants <b>(OPEN TO ALL)</b>
TVETA /PRE/006/2020- 2021	Supply of Hardware, Electrical, Fittings, Air Conditioning and related Items <b>(OPEN TO ALL)</b>
TVETA /PRE/007/2020- 2021	Supply of Staff Uniforms, Foot Wear, Protective Clothing and CMT Charges <b>(AGPO)</b>
TVETA /PRE/008/2020- 2021	Supply of Newspapers, Magazines and Periodicals <b>(AGPO)</b>
TVETA /PRE/009/2020- 2021	Supply and delivery of office equipment Electronic and Telecommunication Equipment (camera, TVs, Telephone Heads, Mobile Phones etc) <b>(OPEN TO ALL)</b>
TVETA /PRE/010/2020- 2021	Supply of Mobile Phone Airtime/prepaid telephone Cards <b>(AGPO)</b>
TVETA /PRE/11/2020- 2021	Supply of fresh milk and drinking water <b>(OPEN TO ALL)</b>
<b>2. PROVISION OF SERVICES</b>	
<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>
TVETA /PRE/13/2020- 2021	Provision of Air Travel and Ticketing services – both Local and International Travel <b>(IAT Registered Firms Only) (OPEN TO ALL)</b>
TVETA /PRE/14/2020-2021	Provision of mail services, local and international courier services <b>(OPEN TO ALL)</b>
TVETA /PRE/15/2020-2021	Provision of Outside Catering Services <b>(OPEN TO ALL)</b>

TVETA /PRE/16/2020-2021	Supply and Provision of General Printing Services and Design, Artwork, Colour separation and Printing of Promotional, Communication and Advertising Materials, (such T-shirts, caps, banners etc) ( <b>AGPO</b> )
TVETA /PRE/18/2020-2021	Provision of Engraving and Marking of Authority's Assets ( <b>AGPO</b> )
TVETA /PRE/19/2020-2021	Repair and Maintenance of ICT Equipment, Servers, Desktops Computers, Laptops, Notebooks, Local Area Network, Printers, UPS etc ( <b>OPEN TO ALL</b> )
TVETA /PRE/20/2020-2021	Provision of Cleaning Services for Floors, Windows, Curtains, Carpets, Sofa Sets and other related Upholstery ( <b>AGPO</b> )
TVETA /PRE/21/2020-2021	Repair, Maintenance and Servicing of Motor Vehicles ( <b>CM &amp; TE Registered Firms Only</b> )
TVETA /PRE/22/2020-2021	Website, Bulk SMS, Database Development, Internet connectivity (ISP), Cloud Services. ( <b>AGPO</b> )
TVETA /PRE/23/2020-2021	Provision of Pest Control and Fumigation Services ( <b>AGPO</b> )
TVETA /PRE/24/2020-2021	Repair, Servicing and Maintenance of Photocopiers, furniture and other related Office Equipment, other than where there is dealership contract(s) ( <b>OPEN TO ALL</b> )
TVETA /PRE/25/2020-2021	Installation and Repair and Maintenance of CCTV and Access Control Equipment ( <b>OPEN TO ALL</b> )
TVETA /PRE/26/2020-2021	Provision of Tracking service to Motor Vehicles. ( <b>OPEN TO ALL</b> )
TVETA/REG/ 27/2020-2021	Provision of Transport Services i.e. Taxies and Hire of Motor Vehicles( <b>OPEN TO ALL</b> )
<b>3. PROVISION OF CONSULTANCY SERVICES</b>	
TVETA /PRE/28/2020-2021	Provision of Event Management Consultancy services ( <b>AGPO</b> )
TVETA /PRE/29/2020-2021	Provision of Public Relations, Consultancy in Provision of Policy Formulation, Human Resource, Surveys and Services Promotion Services, ICT Consultancy (ERP Systems, MIS, Document management system) and other Consultancy Services. ( <b>OPEN TO ALL</b> )
TVETA /PRE/30/2020-2021	Provision of Insurance Services (Medical, Motor Vehicles and other Equipment's) ( <b>OPEN TO ALL licensed Insurance Companies</b> )
TVETA/PRE/31/2020-2021	Pre-qualification for Consultancy services on work environment, employees and customer satisfaction ( <b>OPEN TO ALL</b> )
<b>4. PROVISION OF MINOR WORKS</b>	
<b>CATEGORY NO</b>	<b>ITEM DESCRIPTION</b>
TVETA /PRE/32/2020-2021	Minor Construction Works, Partitioning, Repairs, Painting and Demolition of Building, Offices and Structures ( <b>OPEN TO ALL</b> )
TVETA /PRE/33/2020-2021	Minor Plumbing, Drainage and Sewerage Services ( <b>OPEN TO ALL</b> )

The Pre-qualification/Registration of suppliers/contractors documents detailing relevant terms and conditions, may be obtained upon payment of Ksh.1000/= **or can be downloaded for free from the Authority's website [www.tveta.go.ke](http://www.tveta.go.ke)**

Duly completed Pre-qualification/Registration documents in plain sealed envelopes clearly marked with the **Tender Number** and/or **Pre-Qualification Category No.** should be mailed or deposited in the Tender Box provided on the 8<sup>TH</sup> Floor Utalii House Building, addressed to:

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**The Director General,  
Technical and Vocational Education and Training Authority  
P. O. Box 35625-00100, Nairobi.**

so as to be received on or before **Tuesday 21<sup>st</sup> July at 12:00 a.m. East African Time.** Applications/Tenders will be opened immediately thereafter at the Conference Room on the 8<sup>th</sup> floor Utalii House, in the presence of candidates or their representatives who may wish to attend, any canvassing in whatever way will render the prospective bidder(s)/applicant(s) ineligible for participation.

**DR. KIPKIRUI LANGAT, PhD, FIETK  
DIRECTOR GENERAL/CEO**