



REPUBLIC OF KENYA
MINISTRY OF INVESTMENTS, TRADE AND INDUSTRY
STATE DEPARTMENT FOR INVESTMENTS PROMOTION

INVITATION FOR REGISTRATION

REGISTRATION OF SUPPLIERS/CONTRACTORS FOR SUPPLY OF GOODS AND PROVISION OF SERVICES FOR THE FINANCIAL YEARS 2023/2024 – 2024-2025

TENDER NUMBER: MITI/SDIP/001/2023-2024

The State Department for Investment Promotion intends to prequalify Suppliers/Service Providers for;

| S/N | Lot | Item Description |
|------------|------------|--|
| | A | Supply of Goods |
| 1. | G-1 | Supply and Delivery of General Office Stationery. |
| 2. | G-2 | Supply and Delivery of Computer Consumables |
| 3. | G-3 | Supply of Office Equipment |
| 4. | G-4 | Supply and Delivery of Staff Uniforms and Branded items |
| 5. | G-5 | Supply of Newspapers |
| 6. | G-6 | Supply and Delivery of Office Furniture and Fittings |
| | B | Provision of Services |
| 7. | S-1 | Provision of Travel and Air Ticketing Services – (IATA/KATA registered firms only) |
| 8. | S-2 | Calling Cards (Safaricom, Orange, Airtel) |
| 9. | S-3 | Provision of Printing Services |
| 10. | S-4 | Repair, Service and Maintenance of Photocopiers |
| 11. | S-5 | Repair, Service and Maintenance of Computers, Printers and UPS |
| 12. | S-6 | Provision of Conference Facilities in all the 47 counties |
| 13. | S-7 | Office Cleaning Services and fumigation services (Including; Curtains, Sofa Sets and other Office Furniture) |
| 14. | S-8 | Provision of Catering Services |
| 15. | S-9 | Provision of Tents and Chairs |
| 16. | S-10 | Supply of Software's and software license renewals |

A complete set of Prequalification Document in English may be purchased or obtained by interested applicants upon payment of a non-refundable fees of Kenya shillings one thousand (KES 1000) in cash or Banker's Cheque and payable to the address given below or downloaded Free of Charge at <https://www.investmentpromotion.go.ke/> or www.tenders.go.ke. Those who download the documents from the website must forward their particulars immediately for recording and any further clarifications and addenda to procurement@investmentpromotion.go.ke.

Completed Tender Documents, "Original" enclosed in plain sealed envelope, marked with the Tender Number shall be addressed to: -

The Principal Secretary,
State Department for Investments Promotion
P.O. Box 30057- 00100
NAIROBI

and be deposited in the Tender Box provided at the **NSSF Building, Block A, Eastern Wing, 12th Floor, Bishop Road Nairobi**, so as to be received on or before **Wednesday 30th August 2023 at 11.00 a.m.**

All Bid Documents to be serialized/paginated.

Tenders will be opened immediately thereafter in the presence of the tenderers or their

representatives who choose to attend the opening at NSSF Building, 17th Floor, Conference Room on Wednesday 30th August, 2023 at 11.00 a.m.

NB- Not applicable to the Youth, Women and Persons with Disabilities registered by the National Treasury

**HEAD, SUPPLY CHAIN MANAGEMENT SERVICES
FOR: PRINCIPAL SECRETARY**