



INVITATION FOR PRE-QUALIFICATION

TENDER NO. WPA/01/2016/17-2017/18 - PRE-QUALIFICATION OF SUPPLIERS

The Witness Protection Agency is an independent and autonomous state agency established under the Witness Protection Act, Cap 79 of the Laws of Kenya. The Agency wishes to invite all eligible and qualified firms including those owned by Youth, Women and Persons with Disabilities (YWPD) to submit sealed applications for purposes of pre-qualifying suppliers of goods, works and services for the period 2016/17-2017/18 under the categories listed below;

CATEGORIES FOR PRE-QUALIFICATION

Category Number	Category Reference Number	Category Description
Open to the General Public		
1.	WPA/PQ/01/2016-2017/18	Supply of office equipment, office furniture, furnishings & fittings
2.	WPA/PQ/02/2016-2017/18	Motor vehicle repairs (only Ministry of Transport and Infrastructure Registered Garages)
3.	WPA/PQ/03/2016-2017/18	Provision of air tickets (IATA Registered Firms Only)
4.	WPA/PQ/04/2016-2017/18	Provision of legal services
5.	WPA/PQ/05/2016-2017/18	Provision of transport, postage and courier services
6.	WPA/PQ/06/2016-2017/18	Supply and delivery of computer hardware
7.	WPA/PQ/07/2016-2017/18	Provision of event management services
8.	WPA/PQ/08/2016-2017/18	Provision of documentary, writing and editing services
9.	WPA/PQ/09/2016-2017/18	Provision of catering and accommodation services
10.	WPA/PQ/10/2016-2017/18	Provision of Motor vehicle, Plant and Equipment insurance services (Underwriters only)
11.	WPA/PQ/11/2016-2017/18	Provision of Medical, GLA and GPA insurance services (Underwriters only)
12.	WPA/PQ/12/2016-2017/18	Provision of HR recruitment and consultancy services
13.	WPA/PQ/13/2016-2017/18	Provision of research based surveys
14.	WPA/PQ/14/2016-2017/18	Provision of training and team building services
15.	WPA/PQ/15/2016-2017/18	Provision of asset tagging and bar coding services
16.	WPA/PQ/16/2016-2017/18	Provision of security (guard) services
17.	WPA/PQ/17/2016-2017/18	Provision of building and construction services including repair, partitioning and renovations
18.	WPA/PQ/18/2016-2017/18	Provision of valuation services (buildings, motor vehicles, computers and office equipment)
19.	WPA/PQ/19/2016-2017/18	Provision of sanitary services
20.	WPA/PQ/20/2016-2017/18	Provision of letting/housing Agents (Nyanza, Western, Eastern, Rift Valley, North Eastern, Central and Nairobi Regions)


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21.	WPA/PQ/21/2016-2017/18	Repair and maintenance of equipments and buildings
22.	WPA/PQ/22/2016-2017/18	Supply of computer software and network accessories
23.	WPA/PQ/23/2016-2017/18	Supply, installation and maintenance of access control and surveillance systems
24.	WPA/PQ/24/2016-2017/18	Provision of car hire and taxi services (Nyanza, Western, Eastern, Rift Valley, North Eastern, Central and Nairobi Regions)
25.	WPA/PQ/25/2016-2017/18	Provision of auctioneering services
26.	WPA/PQ/26/2016-2017/18	Supply of electrical materials
27.	WPA/PQ/27/2016-2017/18	Supply, Installation and maintenance of internet and domain services
28.	WPA/PQ/28/2016-2017/18	Provision of Psychosocial support services (Psychotherapists)
Reserved for the Youth, Women and Persons with Disabilities		
29.	WPA/PQ/29/2016-2017/18	Supply and delivery of general office stationery and general office supplies
30.	WPA/PQ/30/2016-2017/18	Provision of cleaning and fumigation services
31.	WPA/PQ/31/2016-2017/18	Supply of computer related accessories
32.	WPA/PQ/32/2016-2017/18	Supply of airtime
33.	WPA/PQ/33/2016-2017/18	Supply of cleaning materials
34.	WPA/PQ/34/2016-2017/18	Provision of printing and publicity Services
35.	WPA/PQ/35/2016-2017/18	Supply of tyres, tubes and MV batteries
36.	WPA/PQ/36/2016-2017/18	Provision of branded corporate gifts, memorabilia, general merchandise and related items

MANDATORY DOCUMENTS

1. Certificate of Incorporation/Registration Certificate
2. A copy of a valid Business Permit from a County Government
3. A copy of a valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)
4. Duly completed Confidential Business Questionnaire form (Must be signed by authorized official and rubber stamped)
5. Audited Accounts for the last two years (Not applicable to firms owned by Youth, Women and Persons with Disabilities)
6. Letters of recommendation from three (3) major clients. (Not applicable to firms owned by Youth, Women and Persons with Disabilities).
7. Certificates from Affiliated Professional Bodies/Associations, where the nature of supply or service is applicable/specific to your line of business e.g. The National Construction Authority, IATA, CA, LSK, ERC, Pest Control Board etc.
8. Registration Certificate from the National Treasury (only applicable for firms owned by Youth, Women and Persons with Disabilities)

Interested bidders may obtain the above pre-qualification documents free of charge from our Liaison Office – Milimani Courts, 4th Floor, Room No. 413 from Thursday 25th February, 2016 between 09:00 a.m. and 03:00 p.m.

Completed pre-qualification documents MUST be submitted in plain sealed envelopes clearly marked:

TENDER NO. WPA/01/2016/17-2017/18 -PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR FINANCIAL YEAR 2016-17/18

CATEGORY..... and addressed to:
THE DIRECTOR,
WITNESS PROTECTION AGENCY,



P.O.BOX 28801-00100,
NAIROBI.

and deposited in the Tender Box located at Liaison Office – Milimani Courts, 4th Floor, Room No. 413, Nairobi so as to be received on or before Thursday 10th March, 2016 at 10:00 a.m.

Tenders will be opened immediately thereafter in the presence of the bidders representatives who may choose to attend at Liaison Office – Milimani Courts 4th Floor, Room No. 413, Nairobi. Late tenders will not be accepted.

DIRECTOR /CHIEF EXECUTIVE
WITNESS PROTECTION AGENCY.



SENSITISATION OF YOUTH, WOMEN AND PERSONS WITH DISABILITIES OWNED ENTERPRISES

The Witness Protection Agency is in the process of sensitizing Youth, Women and Persons with Disabilities (YWPD) owned enterprises on how to access Government Tenders and Contracts within the Agency. The exercise will take place on Monday 29th February 2016 at Laico Regency Hotel located at Loita street/Uhuru highway between 9a.m. to 11 a.m. The YWPD will also be sensitized on how to prepare a winning bid. Please confirm your attendance by emailing your firm and representative to wpakenya@gmail.com or supplychain@wpa.go.ke on or before 26th February, 2016.

ALL ARE ENCOURAGED TO ATTEND


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