



## NOTICE : PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR THE FINANCIAL PERIOD 2024 -2026

Kenya Network Information Centre ( KeNIC) invites interested and competent firms to participate in the pre-qualification exercise for supply of various goods, services and consultancy listed below: -

We STRONGLY encourage suppliers holding AGPO certificates for:- women, youth, and persons with disabilities (PWDs) to submit their applications. Existing suppliers who wish to be retained must also apply and submit up-to date information requested in the prequalification documents.

### A. SUPPLY OF GOODS

NO.	REFERENCE NO.	ITEM DESCRIPTION	ELIGIBILITY
1	KNC/RFP/A1/PRE/2024-2026	Supply of General Office stationery	open
2	KNC/RFP/A2/PRE/2024-2026	Supply of cleaning materials and sanitation (detergents, toiletries hand paper towels, serviettes and desk tissues)	open
3	KNC/RFP/A3/PRE/2024-2026	Supply of Newspapers	open
4	KNC/RFP/A4/PRE/2024-2026	Supply and delivery of computer servers, network equipment and peripherals computers	open
5	KNC/RFP/A5/PRE/2024-2026	Supply and design of branded corporate gifts (trophy's, certificates, gifts)	open

### B. SUPPLY OF SERVICES

NO.	REFERENCE NO.	ITEM DESCRIPTION	ELIGIBILITY
1	KNC/RFP/B1/PRE/2024-2026	Provision of travel and Air ticketing services - (IATA/KATA registered firms only)	Open
2	KNC/RFP/B2/PRE/204-2026	Repair, support and maintenance of servers, desktop computers and laptops, local area network, printers, copiers, projectors and UPS units	Open
3	KNC/RFP/B3/PRE/2024-2026	Repair, maintenance and servicing of motor vehicles	Open
4	KNC/RFP/B4/PRE/2024-2026	Provision of courier services	Open
5	KNC/RFP/B5/PRE/2024-2026	Provision of asset valuation and disposal services	Open
6	KNC/RFP/B6/PRE/2024-2026	Provision of Sanitary services	Open
7	KNC/RFP/B7/PRE/2024-2026	Provision of Design, Artworks, manufacture and supply of promotional materials, Newsletters and reports (T-shirts, polo- shirt, pens, Notebooks and Banners, video clips, signage, outdoor advertising, fliers, corporate brochures, power banks, flash drives, water bottles, thermos mugs, laptop bags, Bluetooth speakers, desk organizers, leather folders, business wallets, diaries)	Open
8	KNC/RFP/B8/PRE/2024-2026	Provision of insurance services (Agents only) medical, WIBA/GPA, Asset, motor vehicle, Director's liability, life assurance	Open
9	KNC/RFP/B9/PRE/2024-2026	Provision of internet services for office and data center locations	Open
10	KNC/RFP/B10/PRE/2024-2026	Provision of Asset valuation services	Open
11	KNC/RFP/B11/PRE/2024-2026	Provision of legal services	Open
12	KNC/RFP/B12/PRE/2024-2026	Provision of Livestreaming services	Open
13	KNC/RFP/B13/PRE/2024-2026	Provision of Photography and videography services	Open
14	KNC/RFP/B14/PRE/2024-2026	Provision of event décor services	Open
15	KNC/RFP/B15/PRE/2024-2026	Provision of Building works & Maintenance services	Open
16	KNC/RFP/B16/PRE/2024-2026	Provision of office furnitures and repairs services	Open

### C. CONSULTANCY SERVICES

NO.	REFERENCE NO.	ITEM DESCRIPTION	ELIGIBILITY
1	KNC/RFP/C1/PRE/2024-2026	Provision of consultancy services on Salary benchmarking survey and report	Open
2	KNC/RFP/C2/PRE/2024-2026	Provision of consultancy services on recruitment services	Open
3	KNC/RFP/C3/PRE/2024-2026	Provision of Consultancy services on Internal Audit services	Open
4	KNC/RFP/C4/PRE/2024-2026	Provision of Consultancy services on External Audit services	Open
5	KNC/RFP/C5/PRE/2024-2026	Provision of Consultancy services on Training Services	Open
6	KNC/RFP/C6/PRE/2024-2026	Provision of Digital Marketing consultancy	Open
7	KNC/RFP/C7/PRE/2024-2026	Provision of software and infrastructure systems audit	Open
8	KNC/RFP/C8/PRE/2024-2026	Provision of Market research consultancy	Open
9	KNC/RFP/C9/PRE/2024-2026	Provision of Full-service marketing agency	Open
10	KNC/RFP/C10/PRE/2024-2026	Provision of consultancy services on Culture Audit survey, Employee engagement survey and employee satisfaction survey	Open
11	KNC/RFP/C11/PRE/2024-2026	Provision of developing the Environmental, Social and Governance (ESG) Framework and Policy	Open
12	KNC/RFP/C12/PRE/2024-2026	Provision of consultancy services on Health and Safety Audit	Open

Access to the pre-qualification will be granted upon payment of non-refundable fee of **KES 1,000.00** per category. All payments to be made to the below account. Submit the proof of payment to [tender@kenic.or.ke](mailto:tender@kenic.or.ke) in order to be issued with the receipt and the tender document.

**Bank Name:** NCBA  
**Account Name:** Kenya Network Information Centre  
**Account Number:** 6634930017  
**Bank Branch:** Upper hill Branch  
**Bank code:** 07

All applicants who duly email the completed applications will be notified on the outcome of their applications after completion of the vetting process.

**All companies are required to have a .KE domain registration. This registration should include an active .KE domain with a landing website associated with the business.**

*KeNIC can reject and is not bound to accept any RFP either in whole or in part.*

Please submit completed applications via email to [tender@kenic.or.ke](mailto:tender@kenic.or.ke) including the RFP name and reference number in the subject line. Please note that we ONLY accept email submissions from .KE email addresses. We do not accept hard copy applications.

The RFP should be addressed as detailed below so as to be received on or before **5<sup>th</sup> December 2023 EAT**

**Chief Executive Office**  
**Kenya Network Information Centre (KENIC)**  
**CA Centre, Waiyaki Way, Opp. Kianda School**  
**P.O. Box 1461 - 00600**  
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**+254 20 445 0058/9 +254 715275483**  
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