



REPUBLIC OF KENYA



**EPZA**  
EXPORT PROCESSING  
ZONES AUTHORITY | KENYA  
Your Investment & Trade Partner

## INVITATION TO TENDER TENDER No. EPZA/ 2/2020-2021

### PRE-QUALIFICATION AND REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2021-2022/2022-2023

REGISTRATION	
1. CODE NO. – EPZA/GP/2021-2023 CATEGORY – GENERAL PROCUREMENT	
ITEM NO.	DESCRIPTION
GP/001/2021– 2023	Supply and Delivery of General Office Stationery, Printed/ branded Office Stationery, Printed Forms, File Folders Etc
GP/002/2021 – 2023	Printing of Brochures, Magazines, Christmas Cards, Calendars, Diaries, Wall Planners, Booklets & Newsletters, Info pack And Other Branded Promotional Materials and Clothing E.G T-Shirts, Ki-koys, Branded Caps Etc, Gift Items E.G Handicrafts, Banners (Roll Up And Drop Down), Designing And Mounting Of Shows Exhibits And Display
GP/003/2021 – 2023	Supply, delivery and Installation of computers, laptops, printers, computer equipment, hardware and related accessories,
GP/004/2021 – 2023	Supply, Delivery and Installation of audio-visual equipment, public address system, projectors, electric screens, whiteboard and related items
GP/005/2021 – 2023	Supply and delivery of toners, cartridges and dot matrix ribbons for printers
GP/006/2021 – 2023	Supply and delivery of general office equipment, office furniture and fittings and safes.
GP/007/2021 – 2023	Supply and delivery of carpets, upholstery, blinds and related materials
GP/008/2021 – 2023	Supply and delivery of staff uniforms, riding gear, protective gear and clothing
GP/009/2021 – 2023	Supply and delivery of safety equipment and first aid kits replenishing
GP/010/2021 – 2023	Supply and delivery of fresh cut flowers and flower/floral arrangements
GP/011/2021 – 2023	Supply and delivery of newspapers, magazines, periodicals and publications
GP/012/2021 – 2023	Supply and delivery of library books and other resource materials
GP/013/2021 – 2023	Supply and delivery of calling cards e.g. Safaricom, Airtel, Orange and Yu scratch cards
GP/014/2021 – 2023	Supply and delivery of bottled water, leasing of dispensers and maintenance of dispensers
GP/015/2021 – 2023	Supply and delivery of milk
GP/016/2021 – 2023	Supply and delivery of electrical fittings
GP/017/2021 – 2023	Supply and delivery of water pipes, water accessories and fittings, plumbing items and related water items and equipment
GP/018/2021 – 2023	Supply and delivery of water meters
GP/019/2021 – 2023	Supply and leasing of water bowsers and exhausters
GP/020/2021 – 2023	Supply and delivery of water pumps and waste water pumps
GP/021/2021 – 2023	Supply and delivery of water and waste water treatment chemicals and re-agents
GP/022/2021 – 2023	Supply, delivery and Installation of generators
GP/023/2021 – 2023	Supply and delivery of general hardware, gardening and maintenance items
GP/024/2021 – 2023	Supply and delivery of agricultural equipment
GP/025/2021 – 2023	Supply and delivery of cleaning materials, soaps, detergents & disinfectants
GP/026/2021 – 2023	Supply and delivery of tyres, tubes & batteries
GP/027/2021 – 2023	Supply and delivery of paint
GP/028/2021 – 2023	Supply and delivery of tree, flower and plant seedlings
GP/029/2021 – 2023	Supply and delivery of Flags and Flag holder for different countries
GP/030/2021 -2023	Supply and delivery of pocket phone radios and accessories
GP/031/2021 – 2023	Supply and delivery of physical security equipment, scanners, walk through detectors, handheld metal detectors and search mirrors

GP/032/2021 -2023	Supply, delivery and installation of Air conditioning equipment.
GP/033/2021-2023	Supply and delivery of kitchen items i.e cookers, fridges, cutlery and cooking gas
GP/034/2021- 2023	Supply and delivery of Tents and Plastic Chairs

REGISTRATION	
2.CODE NO. – EPZA/GS/2021-2023 CATEGORY – GENERAL SERVICES	
ITEM NO.	ITEM DESCRIPTION
GS/001/2021 – 2023	Provision of document scanning and electronic document management system, archiving of old records services
GS/002/2021 – 2023	Provision of asset marking/tracking of assets system
GS/003/2021 – 2023	Provision of signage services, graphic designer services, exhibition stand services, construction, decoration and branding, corporate branding, communication and marketing services, event management services, media liaison services and media coverage, activation services, public relation services, photography, videography and documentary production services, publicity and advertising services through print, electronic and social media, outdoor displays and billboards
GS/004/2021 – 2023	Provision of delivery and courier services
GS/005/2021 – 2023	Provision of travel agency services, air ticketing and travel arrangements – IATA registered.
GS/006/2021 – 2023	Provision of structured cabling, wireless services and network equipment
GS/007/2021 – 2023	Provision of website hosting and maintenance services
GS/008/2021 – 2023	Provision of mailing system
GS/009/2021 – 2023	Provision of audio visual services, public address system, hiring of projector and electric screens
GS/010/2021 – 2023	Provision of sanitary services, cleaning services, upholstery, parquet and carpet cleaning services
GS/011/2021 – 2023	Provision of fumigation and pest control services
GS/012/2021 – 2023	Provision of landscaping, maintenance and upkeep of flowers and plants services
GS/013/2021 – 2023	Provision of security services
GS/014/2021 – 2023	Provision of hospitality, meeting venue, and catering services
GS/015/2021 – 2023	Hiring of tents, tables and seats
GS/016/2021 – 2023	Provision of transport, car hire and taxi services
GS/017/2021 – 2023	Provision of towing, recovery of motor vehicles, motor cycles and tractor services
GS/018/2021 – 2023	Provision of alarm and car track systems
GS/019/2021 – 2023	Provision of debt collection services
GS/020/2021 – 2023	Provision of auctioneering services
GS/021/2021 – 2023	Provision of property management and land valuation services
GS/022/2021 – 2023	Provision of insurance brokerage services
GS/023/2021 – 2023	Provision of translation services – English to Kiswahili, French, German, Japanese, Korean, Chinese, Arabic and Spanish
GS/024/2021 – 2023	Provision of clearing and forwarding services
GS/025/2021 – 2023	Supply of motor vehicles & customized utility vehicles
GS/026/2021 – 2023	Provision of lift inspection services, Supply installation, commissioning and maintenance of lifts
GS/027/2021 – 2023	Provision of computer system and cybercrime investigations services, Provision of digital forensic investigations, recovery of data and email information services
GS/028/2021 – 2023	Provision of garbage collection and disposal services

GS/029/2021 – 2023	Provision of laboratory services for drinking water and wastewater quality analysis
GS/030/2021 – 2023	Provision of leasing of IT hardware equipment servers, computers, printers, switches, routers, firewalls, unified threat Management Devices and related equipment.
GS/031/2021-2023	Provision of Cloud Services Include Email (Google/ outlook etc), Data backup, Storage, Virtualisation of server and storage/ replication, disaster Recovery sites, Board portal, Billing, Enterprise Resource Planners, Customer Relationship Management, Digital Marketing Services and related services.
GS/032/2021-2023	Provision of Legal Services
GS/033/2021-2023	Repairs, servicing and maintenance of generators
GS/034/2021-2023	Repairs, servicing and maintenance of air conditioning equipment
GS/035/2021 -2023	Repairs, refurbishment and maintenance of buildings (small works contractors), Building, civil works and general contractors
GS/036/2021 – 2023	Repairs servicing and maintenance of Lifts
GS/037/2021 – 2023	Repair and servicing of CCTV
GS/038/2021 – 2023	Repair, Servicing and maintenance of VHF Radio Communication System

PRE-QUALIFICATION	
3. CODE NO. – EPZA/CW/2016-2018CATEGORY – CONSULTANCY SERVICES	
ITEM NO.	ITEM DESCRIPTION
CS/001/2021 – 2023	Consultants for Market Research & Surveys
CS/002/2021 – 2023	Consultants for change management
CS/003/2021 – 2023	Consultants for performance evaluation, performance analysis and capacity development
CS/004/2021 – 2023	Provision of consultancy services in management, human resources training and team building
CS/005/2021 – 2023	Provision of human resources recruitment and selection services
CS/006/2021 – 2023	Provision of ICT consultancy and training services
CS/007/2021 – 2023	Consultants for strategic planning and business planning
CS/008/2021 – 2023	Consultants for integrity training
CS/009/2021 – 2023	Consultants for risk management
CS/010/2021 – 2023	Consultants for feasibility studies
CS/011/2021 – 2023	Consultants for architectural services
CS/012/2021 – 2023	Consultants for structural engineers
CS/013/2021 – 2023	Consultants for civil engineers, water and waste water works
CS/014/2021 – 2023	Consultants for quantity surveyors
CS/015/2021 – 2023	Consultants for mechanical engineers
CS/016/2021 – 2023	Consultants for electrical engineers
CS/017/2021 – 2023	Consultants for land surveyors
CS/018/2021 – 2023	Consultants for civil engineering survey services
CS/019/2021 – 2023	Consultants for property valuers
CS/020/2021 – 2023	Consultants for property managers and Estate agents
CS/021/2021 – 2023	Consultants for urban & physical planning
CS/022/2021 – 2023	Consultants for environment impact, strategic environmental Assessment Studies and environment audits
CS/023/2021 – 2023	Provision of firefighting equipment and training services
CS/024/2021 – 2023	Provision of training on disability and gender mainstreaming, training on drug abuse, training on HIV/AIDS

**3. CODE NO. – EPZA/CW/2016-2018CATEGORY – CONSULTANCY SERVICES**

ITEM NO.	ITEM DESCRIPTION
CS/025/2021 – 2023	Provision of foreign languages training
CS/027/2021 – 2023	Provision of short-term training courses on water and waste water management
CS/028/2021 – 2023	Outsourcing for piece work labor services
CS/028/2019 – 2021	Consultants for master planning of EPZ zones
CS/029/2021 – 2023	Provision of security management and awareness training, security consultancy and risk assessment services
CS/030/2021 – 2023	Provision of work place health and safety audits
CS/031/2021 – 2023	Provision of interior décor services
CS/032/2021 – 2023	Provision of computer software, licenses and antivirus services, Supply and Provision of GIS software and equipment, engineering survey software and equipment (GIS, GPS, leak detectors and training services), investor and customer database – CD ROM or Web based subscription services and ICT Software & Applications
CS/033/2021 – 2023	Provision of wide area network services, supply, delivery, installation and commissioning of IP Phones and telecommunication equipment, Supply, delivery and Installation of CCTV equipment and services, Supply and Provision of TV equipment and services
CS/34/2021 – 2023	Prequalification of insurance underwriters
CS/35/2021 -2023	Provision of Legal Audit services
CS/36/2021 -2023	Provision of Governance Audit
CS/37/2021- 2023	Provision of Private Investigators
CS/ 38/2021 – 2023	Consultancy Services on the implementation of quality management system
CS/ 39/ 2021 – 2023	Consultancy Services in the implementation of Kaizen Operating/Management System
CS/40/ 2021 – 2023	Consultancy services in carrying out labor productivity
CS/41/ 2021 – 2023	Provision of data Management System
CS/42/2021 – 2023	Provision of Library Management System

**PRE-QUALIFICATION**

**4. CODE NO. – EPZA/MS/2016-2018 CATEGORY – MAINTENANCE SERVICES**

ITEM NO.	ITEM DESCRIPTION
MS/001/2021 – 2023	Repair and maintenance of toilets, plumbing and drainage works
MS/002/2021 – 2023	Repairs and maintenance of firefighting equipment
MS/003/2021 – 2023	Repairs, servicing and maintenance of computers, printers, photocopiers, UPS, servers, anti-virus/ IT security solutions, Local/ Wide Area Network and Wireless Network etc, maintenance of PABX, telephone & telecommunication equipment, audio visual equipment, public address system, LCD projectors and electric screens

ITEM NO.	ITEM DESCRIPTION
MS/004/2021 – 2023	Repairs, servicing and maintenance of office equipment
MS/005/2021 – 2023	Repairs, servicing and maintenance of office furniture and fittings
MS/006/2021– 2023	Repair and maintenance of motor vehicles / garages
MS/007/2021– 2023	Repair and maintenance of tractors and other agricultural equipment
MS/008/2021 – 2023	Provision of sewerage system unblocking services
MS/009/2021– 2023	Repair and maintenance and servicing of boilers and incinerators
MS/010/2021 – 2023	Repair, servicing and maintenance of water pumps and motors
MS/011/2021 – 2023	Repair, maintenance and servicing of fire hydrants, bulk flow meters, testing and calibration
MS/012/2021 – 2023	Provision of welding and fabrication works
MS/013/2021 – 2023	Provision of crane services for maintenance and repair of street lights
MS/014/2021 – 2023	Periodic cleaning of transformer and high-tension panel rooms
MS/015/2021 – 2023	Provision of borehole services, sub-mercible and surface pump servicing
MS/016/2021 – 2023	Provision of water tinkering and exhaustor services
MS/017/2021 – 2023	Pre-qualification of contractors for electro – mechanical works

Prospective bidders are advised to download the registration/pre-qualification tender documents free of charge from the EPZA ([www.epzakenya.com](http://www.epzakenya.com)) or the GoK procurement portal <https://www.tenders.go.ke>/website FREE of charge. Those who choose to get hard copies of the tender documents from EPZA will pay Ksh. 1,000 per document in cash or bankers cheque.

Interested, eligible and competent firms may obtain further information and inspect the registration and pre-qualification tender documents detailing the requirements from EPZA Procurement Offices on 01st Floor, Administration Building, Viwandani Road, off Nairobi – Namanga Highway – Kitengela during official working hours.

**NB. Women, Youth and PLWDs are encouraged to apply and must be registered with the National Treasury and other relevant bodies (attach a copy of AGPO certificate and IDs)**

Completed registration and/or pre-qualification documents in plain sealed outer envelope enclosing separately sealed envelopes (in "Original" and "One copy" properly bound) ALL clearly marked **EPZA TENDER NO: 02/2020-2021 – REGISTRATION/PRE-QUALIFICATION OF SUPPLIERS: - indicating the Code No., Item NO and item description.** ..... and addressed to: -

**THE Ag. CHIEF EXECUTIVE OFFICER  
EXPORT PROCESSING ZONES AUTHORITY  
P O BOX 50563-00200  
NAIROBI**

Should be deposited in the Tender Box on Ground Floor, Administration Building, Viwandani Road, off Nairobi – Namanga Highway not later than **Tuesday, 8<sup>th</sup> June, 2021 at 11.30 am**. The bids will be opened immediately thereafter at the Conference Room on Ground floor, of the same building in the presence of bidders and/or representatives who wish to attend.