

SUPPLIER PREQUALIFICATION NOTICE 2019

Liberty Life Assurance Kenya Limited and The Heritage Insurance Company Kenya Limited hereby invite firms with suitable capabilities to be prequalified for provision and/or supply of various categories of goods, services and/ or works as listed below.

CATEGORY REF NO.	CATEGORY NAME
LIB/PRO/GEN/2019/01	Supply of Office Furniture, Furnishings & Fittings
LIB/PRO/GEN/2019/02	Supply of Computers and Computer Hardware e.g. Servers, PCs, Laptops, Routers, Cameras and Other Related ICT Hardware and Accessories
LIB/PRO/GEN/2019/03	Supply of Office Equipment e.g. Printers, Scanners, LCD projectors, UPS, Telephones and Telecommunication Equipment & Related Accessories
LIB/PRO/GEN/2019/04	Supply, Installation and Maintenance/Repair of PABX and other Telecommunication Services
LIB/PRO/GEN/2019/05	Supply & Maintenance of General Office and Operation Storage Equipment (i.e. Metallic Cash Boxes, Trolleys, Metallic Filing Cabinets, Among Other Office Equipment)
LIB/PRO/GEN/2019/06	Supply, Installation of Office Window Blinds, Window filming, anti-shatter films and safety tints.
LIB/PRO/GEN/2019/07	Supply of Electrical Fittings, e.g. Bulbs and Related Services,
LIB/PRO/GEN/2019/08	Supply, Installation and Maintenance/Repairs of Kitchen Equipment,
LIB/PRO/GEN/2019/09	Supply of Office Beverage Items
LIB/PRO/GEN/2019/10	Provision of Beverage Vending Machines
LIB/PRO/GEN/2019/11	Supply of Paints and Provision of Painting Works
LIB/PRO/GEN/2019/13	Supply & Personalization of Staff Identification Cards and Lanyards; Staff Badges
LIB/PRO/GEN/2019/14	Supply of Marketing and Branded Promotional Items & Merchandise [e.g. T-Shirts, Caps, Umbrellas, Banners, Calendars, Company Branded Gift items, etc.]
LIB/PRO/GEN/2019/15	Supply of Assorted Gift Items [e.g. Trophies, Phones, Cameras, Photo Frames, Artefacts, etc.]
LIB/PRO/GEN/2019/16	Provision of Market and Consumer Research Services
LIB/PRO/GEN/2019/17	Provision of Event Supplies, General Décor and Related Services, Entertainment Services, Public Address System, Audio-Visuals and Related Services; etc.
LIB/PRO/GEN/2019/18	Provision of Professional Photography, Videography & related services
LIB/PRO/GEN/2019/19	Provision of Courier & Mail Delivery Services
LIB/PRO/GEN/2019/20	Provision of Air Travel & Ticketing Agency Services
LIB/PRO/GEN/2019/21	Provision of Taxi and Vehicle Hire Services – Cars, Vans and/or Buses
LIB/PRO/GEN/2019/22	Provision of Repair of Office Furniture, Fittings and Supply of General Fittings
LIB/PRO/GEN/2019/23	Provision of ISPs, Hosting Back Up, Domains, Wi-Fi hotspots etc.
LIB/PRO/GEN/2019/24	Provision of Network Infrastructure Services, Data Communication Services, Computer Networks & Structured Cabling, Wide Area Network (WAN)
LIB/PRO/GEN/2019/25	Provision of Asset Tagging
LIB/PRO/GEN/2019/26	Provision of Maintenance and Repair of Electrical Appliances – Microwave, TV Installations and Repairs, Cabling, Channels Configurations, Installation and Adjustment of Brackets
LIB/PRO/GEN/2019/27	Provision of Maintenance and Repair of ICT Hardware Equipment and Other Office Equipment e.g. Computers, Printers, Scanners, Currency Counting Machines with counterfeit/fake notes detectors, LCD Projectors, UPS, Telephones and Telecommunication Equipment & Related Accessories
LIB/PRO/GEN/2019/28	Provision of Architectural, Interior Design Consultancy Services
LIB/PRO/GEN/2019/29	Provision of Quantity Surveying Services
LIB/PRO/GEN/2019/30	Provision of National Environmental Management Authority (NEMA) Audits, Assessment and Trainings
LIB/PRO/GEN/2019/31	Provision of Occupational Safety & Health Advisory (OSHA) Services – DOSH (i.e. Audits, Assessment and Trainings)
LIB/PRO/GEN/2019/32	Provision of Corporate Branded Signage, and Signage Maintenance Services (Internal and External Branding)
LIB/PRO/GEN/2019/33	Provision of Electrical Services & Maintenance of Electrical Equipment Minor and Major Electrical Repairs and Installations
LIB/PRO/GEN/2019/34	Provision of Construction Services; Including Renovations, Office Partitioning,
LIB/PRO/GEN/2019/35	Provision of Plumbing Fittings, Installations and Repairs
LIB/PRO/GEN/2019/36	Provision of Drainage Services: Leakages and Roof Repairs
LIB/PRO/GEN/2019/37	Provision of Garbage Collection Services and Waste Management Services
LIB/PRO/GEN/2019/38	Provision of Pest Control and Fumigation Services
LIB/PRO/GEN/2019/39	Provision of Gardening and landscaping Services

The supplier prequalification will be conducted online. Interested firms including current suppliers of the above categories are required to participate by logging on to the **E-Procurement Portal via: <https://liberty.portworthsystems.com>**. Access to the prequalification will be granted upon **payment of a non-refundable fee of KShs 3,000 per category**, payable via **M-Pesa to the Liberty Life Kenya PayBill Number 201201**, in line with the payment instructions given in the Heritage/Liberty E-Procurement portal.

The deadline for participation in the prequalification exercise is 17th June, 2019 at 1700hrs (East Africa Time).

Where documentation is required, all scans should be of the **original document** and must be uploaded in PDF format onto the E-Procurement Portal.

We reserve the right to accept or reject any or all applications to the prequalification either in whole or in part.

Chief Procurement Officer

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