



**OFFICE OF THE PRIME CABINET SECRETARY,
MINISTRY OF FOREIGN AND DIASPORA AFFAIRS**

STATE DEPARTMENT FOR PARLIAMENTARY AFFAIRS

NOTICE OF REGISTRATION OF SUPPLIERS-FOR FY 2024-2025/2025-2026

The State Department for Parliamentary Affairs invites applications for registration of suppliers for goods, services, and works in accordance with Section 71 of the Public Procurement and Asset Disposal Act, 2015. Interested suppliers/applicants are invited to apply for registration, indicating the goods, services, and works they wish to supply/provide as listed below;

TENDER NUMBER	ITEM DESCRIPTION	ELIGIBLE GROUPS
A. PREQUALIFICATION FOR SUPPLY AND DELIVERY OF GOODS		
SDPA/A01/2024/2025-2026	Supply and Delivery of General office stationery	AGPO
SDPA/A02/2024/2025-2026	Supply and Delivery of Computers, Laptops Printers, Scanners, Ups, Phones	OPEN
SDPA/A03/2024/2025-2026	Design, Supply and Delivery of General Printing Services, Branding and Promotional materials	OPEN
SDPA/A04/2024/2025-2026	Supply and Delivery of Corporate Uniforms, Protective clothing/ Gear	AGPO
SDPA/A05/2024/2025-2026	Supply and Delivery of Sanitary, Cleaning Materials, and Detergents.	AGPO
SDPA/A06/2024/2025-2026	Supply and Delivery of Electronics, Telecommunication Equipment and PA Systems.	OPEN
SDPA/A07/2024/2025-2026	Supply and Delivery of Motor Vehicle Spares, Tyres, Batteries.	AGPO
SDPA/A08/2024/2025-2026	Supply and Delivery of Software and Associated Licenses.	AGPO
SDPA/A09/2024/2025-2026	Supply and Delivery of Computer Consumables and Accessories (Toners, Cartridges, flash disks, Maintenance Kits, Rollers)	AGPO
SDPA/A10/2024/2025-2026	Supply and Delivery of Office Furniture, Fittings and office equipment	OPEN
SDPA/A11/2024/2025-2026	Supply and Delivery of Newspapers, Magazines and Periodicals	OPEN
SDPA/A12/2024/2025-2026	Supply of Bottled Drinking Water.	AGPO
SDPA/A13/2024/2025-2026	Supply and Delivery of Airtime	OPEN

CATEGORY B. PREQUALIFICATION OF PROVISIONAL SERVICES		
SDPA/B01/2024/2025-2026	Provision of Cleaning, Fumigation and Pest Control Services.	OPEN
SDPA/B02/2024/2025-2026	Provision of Air Travel and Ticketing Services. <i>(IATA/KIATA Registered firms)</i>	AGPO
SDPA/B03/2024/2025-2026	Provision of Maintenance Services for Computers, Laptops, Printers and Photocopiers, Scanners, fridges, microwaves	OPEN
SDPA/B04/2024/2025-2026	Provision of Catering Services.	OPEN
SDPA/B05/2024/2025-2026	Provision of Hotel Accommodation and Conference Facilities	OPEN
SDPA/B06/2024/2025-2026	Events Organization Including Provision of Tents and Chairs	OPEN
SDPA/B07/2024/2025-2026	Repairs of Furniture, And Other Small Office Equipment.	AGPO
SDPA/B08/2024/2025-2026	Provision of Training and Capacity building Services	OPEN
SDPA/B09/2024/2025-2026	Provision of Asset Management Services (Tagging, Marking, Tracking, Verification and Reconciliation Services).	AGPO
SDPA/B10/2024/2025-2026	Repair and Service for Motor Vehicles	OPEN
SDPA/B11/2024/2025-2026	Provision of Transport and Car hire Services	OPEN
SDPA/B12/2024/2025-2026	Web design, Installation of Internet Services and Maintenance	OPEN
SDPA/B13/2024/2025-2026	Consultancy Services	OPEN

CATEGORY C. PREQUALIFICATION OF WORKS		
SDPA/C01/2024/2025-2026	Building Repairs, renovations and small works (Firms with NCA)	OPEN

Interested bidders may view and download the above registration documents from the Public Procurement Information Portal www.tenders.go.ke, or www.parliamentaryaffairs.go.ke. Interested and eligible applicants are required to download the registration documents from the website **free of charge**.

Completed Registration documents **MUST** be submitted in plain sealed envelopes clearly marked: -

TENDER NO.....

Registration of Suppliers for Goods, Services and Works for **The Financial Years 2024-2025/2025-2026** for the following Categories:

- a)
- b)
- c)

And addressed to:

**The Head of Supply Chain Management Services
State Department for Parliamentary Affairs
Kenya Railways Headquarters Block, "A"
PO BOX
Nairobi, Kenya.**

And deposited in the tender box located on the Second floor, Room 211 of **Kenya Railways Headquarters, Block "A"** as to be received on or before **CLOSING DATE: 23rd JULY 2024 AT 11.00AM**

Registration documents will be opened immediately thereafter in the presence of the bidders' representatives who may choose to attend at the PS Boardroom located on the First floor, Kenya Railways Headquarters, Block "A".

Late submissions will not be accepted.