



## **NATIONAL EMPLOYMENT AUTHORITY**

### **NOTICE**

In compliance with section 57 of the PP&AD, Act 2015, the National Employment Authority invites members of the Public interested in doing business with the Authority in any of the following areas during the Financial Year 2018/2019 to submit their Company profiles at the Procurement Office on or before 11<sup>th</sup> September, 2018 at 10:00 am. The office is located at Kasarani, Seasons Estate.

	A: SUPPLY AND DELIVERY OF GOODS
CATEGORY A1:	SUPPLY OF GENERAL OFFICE STATIONERY AND COMPUTER CONSUMABLES
CATEGORY A2:	SUPPLY OF OFFICE FURNITURE, FITTINGS AND OFFICE EQUIPMENT
CATEGORY A3:	SUPPLY OF NEWSPAPERS AND PERIODICALS
CATEGORY A4:	SUPPLY OF CLEANING MATERIALS AND DETERGENTS
CATEGORY A5:	SUPPLY OF ELECTRONICS, AUDIO VISUAL AND PHOTOGRAPHIC MATERIALS
CATEGORY A6:	SUPPLY OF AIRTIME/ SCRATCH CARDS AND MODEMS
CATEGORY A7:	SUPPLY OF LABORATORY MATERIALS, DRUGS, SMALL EQUIPMENT AND RELATED ACCESSORIES
CATEGORY A8:	SUPPLY AND FITTING OF CURTAINS, DRAPERIES AND CARPETS
CATEGORY A9:	SUPPLY OF DRESSINGS AND OTHER NON-PHARMACEUTICAL MEDICAL ITEMS
CATEGORY A10:	SUPPLY OF VEHICLE TYRES, TUBES AND BATTERIES
CATEGORY A11:	SUPPLY OF HARDWARE AND PLUMBING ITEMS
CATEGORY A12:	SUPPLY OF ELECTRICAL ITEMS
CATEGORY A13:	SUPPLY OF STAFF UNIFORMS AND PROTECTIVE CLOTHING
CATEGORY A14	SUPPLY OF FUEL AND LUBRICANTS

	B: PROVISION OF SERVICES
CATEGORY B1:	PROVISION OF FUMIGATION AND PEST CONTROL SERVICES
CATEGORY B2:	PROVISION OF REPAIRS AND SERVICING OF MOTOR VEHICLES( APPROVED GARAGES BY MINISTRY OF TRANSPORT AND INFRASTRUCTURE)
CATEGORY B3:	PROVISION OF GENERAL PRINTING SERVICES, INCLUDING T-SHIRTS, CAPS AND BANNERS
CATEGORY B4:	PROVISION OF REPAIR AND MAINTENANCE OF OFFICE/ ICT EQUIPMENT, INCLUDING COMPUTERS, LAPTOPS AND PRINTERS
CATEGORY B5:	PROVISION OF REPAIR AND MAINTENANCE OF TELEPHONE, FAXES AND PABX SERVICES
CATEGORY B6:	PROVISION OF CATERING SERVICES
CATEGORY B7:	PROVISION OF GARBAGE COLLECTION
CATEGORY B8:	PROVISION OF AIRTICKETS, CHARTERED FLIGHTS AND HELICOPTERS
CATEGORY B9:	PROVISION OF EVENT MANAGEMENT AND DECORATION SERVICES
CATEGORY B10:	PROVISION OF INTERNET SERVICES
CATEGORY B11:	PROVISION OF VARIOUS CONSULTANCY SERVICES
CATEGORY B12:	PROVISION OF REPAIR AND MAINTENANCE OF LABORATORY/ SPECIALIZED EQUIPMENT
CATEGORY B13:	PROVISION OF SANITARY AND DISPOSAL SERVICES
CATEGORY B14:	PROVISION OF REPAIR, AMINTENANCE AND SMALL CONSTRUCTION WORKS

The profile should include:

1. Brief description of the company detailing the types of goods/services offered.
2. Valid company registration certificate
3. Valid tax compliance certificate
4. Business Questionnaire
5. Any other certificate of qualification e.g. AGPO, Public Works Classification, IATA, etc.

AG. DIRECTOR GENERAL

MINISTRY OF LABOUR & SOCIAL PROTECTION

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