

EXPRESSION OF INTEREST

PRE-QUALIFICATION OF SUPPLIERS FOR THE SUPPLY OF PROVISIONS AND GOODS FOR PORAEH INVESTMENTS COMPANY

Poraeh Investments is a company that rolls out network distribution in support of creating convenience and easy reach customer touch points. Poraeh Investments was founded in 2013 and currently operates in East Africa. Poraeh investments wishes to establish a shortlist of interested, eligible and competent suppliers for the below listed item:

No	Description	Category
1.	Supply of Stationery Items(General and printed) and Expendable Office Supplies to the head office	PI/9A.3/OT/1/18-19
2.	Supply of ICT hardware and accessories of(servers, computers, routers, switches, wireless access points, Smart Phones, laptops and pads	PI/9A.3/OT/2/18-19
3.	Provision of Transportation services and Shuttle Services i.e. taxi services, car hire, vans, buses and minibuses	PI/9A.3/OT/3/18-19
4.	Supply of tyres, tubes & motor vehicle accessories	PI/9A.3/OT/4/18-19
5.	Supply of drinking water & water dispensers	PI/9A.3/OT/5/18-19
6.	Supply of identification Cards and Lanyards	PI/9A.3/OT/6/18-19
7.	Supply of office furniture, fittings & furnishings	PI/9A.3/OT/7/18-19
8.	Supply of motor vehicle fuel, oil & lubricants	PI/9A.3/OT/8/18-19
9.	Supply and maintenance of Access control system	PI/9A.3/OT/9/18-19
10.	Supply and maintenance of CCTV system	PI/9A.3/OT/10/18-19
11.	Supply of Rubber stamps and company seals	PI/9A.3/OT/11/18-19
12.	Supply of air conditioners – supply , installations and maintenance	PI/9A.3/OT/12/18-19
13.	Supply of Generators – Supply, Installation and Maintenance	PI/9A.3/OT/13/18-19
14.	Supply and maintenance of safes strong room doors and fire proof cabinets (indicate brand)	PI/9A.3/OT/14/18-19
15.	Supply and maintenance of fire Alarm systems, fire suppression and firefighting equipment	PI/9A.3/OT/15/18-19
16.	Provision of courier and mail delivery services	PI/9A.3/OT/16/18-19
17.	Provision of electronic installations, repairs and maintenance works	PI/9A.3/OT/17/18-19
18.	Provision of internet Services – fiber and wireless	PI/9A.3/OT/18/18-19
19.	Provision of office cleaning services	PI/9A.3/OT/19/18-19
20.	Provision of architectural & interior design services	PI/9A.3/OT/20/18-19
21.	Provision of private investigation services	PI/9A.3/OT/21/18-19
22.	Provision of research services	PI/9A.3/OT/22/18-19
23.	Provision of Legal Services	PI/9A.3/OT/23/18-19
24.	Provision of security services– alarm response and alarm equipment maintenance services	PI/9A.3/OT/24/18-19
25.	Provision of security services – guarding services	PI/9A.3/OT/25/18-19
26.	Provision of short term housing facilities – fully furnished apartments or guest house	PI/9A.3/OT/26/18-19
27.	Provision of outsourced services e.g. clouding services, data center etc.	PI/9A.3/OT/27/18-19
28.	Provision of Hotel and Conference services	PI/9A.3/OT/28/18-19
29.	Provision of air Travel , ticketing and reservations services	PI/9A.3/OT/29/18-19
30.	Repair and maintenance of office furniture fittings and fixtures	PI/9A.3/OT/30/18-19
31.	Provision of garbage collection and disposal services	PI/9A.3/OT/31/18-19
32.	Provision of Motor vehicle tracking services	PI/9A.3/OT/32/18-19
33.	Provision of sanitary, fumigation and pest control services	PI/9A.3/OT/33/18-19
34.	Provision of major building construction works	PI/9A.3/OT/34/18-19
35.	Provision of moving and relocation services	PI/9A.3/OT/35/18-19
36.	Provision property valuation services	PI/9A.3/OT/36/18-19
37.	Provision of recruitment and headhunting services	PI/9A.3/OT/37/18-19
38.	Provision of Staff vetting services	PI/9A.3/OT/38/18-19
39.	Provision of team building services	PI/9A.3/OT/39/18-19
40.	Provision of catering services (onsite and off-site)	PI/9A.3/OT/40/18-19
41.	Provision of grounds cleaning and maintenance and landscaping services	PI/9A.3/OT/41/18-19
42.	Provision of ICT equipment maintenance services (computers, laptops, routers, switches, network points etc.)	PI/9A.3/OT/42/18-19
43.	Provision of storage services	PI/9A.3/OT/43/18-19
44.	Provision of digital marketing services	PI/9A.3/OT/44/18-19
45.	Provision of bulk sms services	PI/9A.3/OT/45/18-19
46.	Provision of creative design and marketing campaigns	PI/9A.3/OT/46/18-19
47.	Provision of video coverage of events, customer testimonials and other related services including editing	PI/9A.3/OT/47/18-19
48.	Provision and maintenance of leased office equipment – printers and photocopiers	PI/9A.3/OT/48/18-19
49.	Provision of quantity surveying services	PI/9A.3/OT/49/18-19
50.	Provision of Project Management services	PI/9A.3/OT/50/18-19
51.	Provision of civil and structural engineering services	PI/9A.3/OT/51/18-19
52.	Provision of electrical & mechanical engineering services	PI/9A.3/OT/52/18-19
53.	Provision of office fit-outs and furnishing works	PI/9A.3/OT/53/18-19
54.	Provision and maintenance of Payroll system automation of sales agents payroll system (commission calculation & productivity report)	PI/9A.3/OT/54/18-19
55.	Provision of Motor vehicle and valuation services	PI/9A.3/OT/55/18-19
56.	Provision of Insurance Services	PI/9A.3/OT/56/18-19
57.	Provision of garage repair, maintenance and recovery services including onsite repairs and maintenance of vehicles	PI/9A.3/OT/57/18-19
58.	Provision of car washing services	PI/9A.3/OT/58/18-19
59.	Provision and maintenance of Branding services on signage (internal and External) fascia, Under canopy, Road signs, internal signs, snapper frames etc.	PI/9A.3/OT/59/18-19
60.	Provision Of credit referencing services	PI/9A.3/OT/60/18-19
61.	Provision of Website design and maintenance	PI/9A.3/OT/61/18-19
62.	Provision of marketing collateral , promotional/branded merchandise – BTL Collateral(posters, leaflets, banners) Merchandise (apparel, umbrellas, pens ,notebooks, caps,	PI/9A.3/OT/62/18-19
63.	Provision of voice and data services	PI/9A.3/OT/63/18-19
64.	Provision of occupational safety & health advisory services	PI/9A.3/OT/64/18-19
65.	Provision of network infrastructure and structured cabling services	PI/9A.3/OT/65/18-19

Minimum Shortlist Requirement:

- Legal status to trade as per the laws
- Proven financial capacity to respond and participate in tenders
- Evidence of business experience during the last three years;

Minimum documentation requirements:

- A cover letter/company profile introducing the potential service provider including address and contact details
- Copy of company VAT and Pin Certificate
- Evidence on clients served during the last three years/performance certificates/recommendations issued by reputed clients
- Proof of financial soundness of the firm
- Affidavit that the company is neither black listed nor in litigation with any of its Diem.
- Any other relevant information to facilitate decision making.

Poraeh Investments invites all qualified suppliers that meet the above minimum requirements to submit their application electronically through:

Email: purchase@poraehinvestment.com

Subject: FOI – Supply of Provisions and Goods for Poraeh Investment Company

All requests for clarifications and questions strictly regarding this invitation should be sent to: purchase@poraehinvestment.com

This expression of interest may be followed with an invitation for a presentation and the supplier will be notified in advance.

The Deadline for application including all supporting documentation is 6–july 2018 at 16.30hours East Africa Time.

DISCLAIMER

This is an Expression of Interest NOT invitation to bid.

PORAEH INVESTMENTS CHARGES FEE OF KES 5000 FOR REGISTRATION OF SUPPLIERS. PAYABLE THROUGH PAYBILL NO : 949725