



INVITATION TO APPLY FOR PREQUALIFICATION/REGISTRATION

NAME OF CONTRACT: REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2022/2023-2023/2024

PREQUALIFICATION REFERENCE NO.: WPA/T/01/2022/23/24

The Witness Protection Agency is an independent and autonomous State Agency established under the Witness Protection Act, 2006 of the Laws of Kenya. The Agency wishes to invite all eligible and qualified firms including those owned by Youth, Women and Persons with Disabilities (YWPD) to submit sealed applications for purposes of registering suppliers of goods, works and services for the period 2022/2023-2023/2024 as detailed below:

CATEGORY A - GOODS

No.	Reference Number	Category Description	Eligibility	Specialized Requirements
1.	WPA/RS/01/2022-2023/24	Supply and Delivery of Office Equipment, Office Furniture, Furnishings & Fittings	Open to All	N/A
2.	WPA/RS/02/2022-2023/24	Supply and Delivery of Accessories for computers and related equipment	Open to All	N/A
3.	WPA/RS/03/2022-2023/24	Supply and Delivery of Electrical items and Fittings	Youth, Women and Persons with Disabilities (YWPD)	N/A
4.	WPA/RS/04/2022-2023/24	Supply and Delivery of Office Stationery and General Supplies	Youth, Women and Persons with Disabilities (YWPD)	N/A
5.	WPA/RS/05/2022-2023/24	Supply and Delivery of Toners and Cartridges	Youth, Women and Persons with Disabilities (YWPD)	N/A
6.	WPA/RS/06/2022-2023/24	Supply and Delivery of Airtime	Youth, Women and Persons with Disabilities (YWPD)	N/A
7.	WPA/RS/07/2022-2023/24	Supply and Delivery of Cleaning materials and Detergents	Youth, Women and Persons with Disabilities (YWPD)	N/A
8.	WPA/RS/08/2022-2023/24	Supply and Delivery of Local, International Newspapers, Magazines, and Periodicals	Open to All	N/A
9.	WPA/RS/09/2022-2023/24	Supply and Delivery of Milk, Sugar and Beverages	Youth, Women and Persons with Disabilities (YWPD)	N/A
10.	WPA/RS/10/2022-2023/24	Supply and Delivery of Drinking water	Youth, Women and Persons with Disabilities (YWPD)	N/A
11.	WPA/RS/11/2022-2023/24	Supply and Delivery of Motor vehicle Tyres, Tubes and Batteries	Open to All	N/A
12.	WPA/RS/12/2022-2023/24	Supply and Delivery of Branded Corporate Gifts, Memorabilia, General Merchandise and Related Items	Youth, Women and Persons with Disabilities (YWPD)	N/A
13.	WPA/RS/13/2022-2023/24	Supply and delivery of Computers, Laptops, Tablet Computers, Printers and related computer equipment.	Open to All	Vendors must provide letter of Authorization /Distributor/Reseller

CATEGORY B - SERVICES

No.	Reference Number	Category Description	Eligibility	Specialized Requirements
1.	WPA/RS/14/2022-2023/24	Provision of Repair, Maintenance & Service of Motor Vehicles.	Open to All	Registered Garages with Ministry of Transport, Housing & Urban Development
2.	WPA/RS/15/2022-2023/24	Provision of Air Travels Agency and Ticketing Services	Youth, Women and Persons with Disabilities (YWPD)	IATA & KATA Certificate
3.	WPA/RS/16/2022-2023/24	Provision of Legal Services	Open to All	LSK Certification
4.	WPA/RS/17/2022-2023/24	Provision of Transport, Postage and Courier Services	Open to All	N/A
5.	WPA/RS/18/2022-2023/24	Provision of Event Planning and Management Services	Youth, Women and Persons with Disabilities (YWPD)	N/A
6.	WPA/RS/19/2022-2023/24	Provision of Document/Reports Writing and Editing Services	Open to All	N/A
7.	WPA/RS/20/2022-2023/24	Provision of Conference Facility and Accommodation Services	Open to All	Registered with KTB
8.	WPA/RS/21/2022-2023/24	Provision of Motor Vehicle, Plant and Equipment Insurance Services (Underwriters Only)	Open to All	IRA/ AIBK
9.	WPA/RS/22/2022-2023/24	Provision of Medical Insurance Cover, WIBA, GLA and GPA (Underwriters Only)	Open to All	IRA
10.	WPA/RS/23/2022-2023/24	Provision of Training and Team Building Services	Open to All	IHRM Certification
11.	WPA/RS/24/2022-2023/24	Provision of Asset Tagging and Bar-Coding Services	Open to All	N/A
12.	WPA/RS/25/2022-2023/24	Provision of Security Guarding Services	Open to All	Membership of a Kenya Security Industry Association KSIA or PSIA
13.	WPA/RS/26/2022-2023/24	Provision of Building and Construction Services Including Repair, Partitioning and Renovations	Open to All	NCA License
14.	WPA/RS/27/2022-2023/24	Provision of Valuation Services (Buildings, Motor Vehicles, Computers and Office Equipment)	Open to All	N/A
15.	WPA/RS/28/2022-2023/24	Provision of Sanitary Services	Open to All	N/A
16.	WPA/RS/29/2022-2023/24	Provision of Letting/Housing Agents (Nyanza, Western, Eastern, Coast, Rift Valley, North Eastern, Central and Nairobi Regions)	Open to All	N/A
17.	WPA/RS/30/2022-2023/24	Supply, Installation and Maintenance of Access Control and Surveillance Systems	Open to All	N/A
18.	WPA/RS/31/2022-2023/24	Provision of Car Hire and Taxi Services (Nyanza, Western, Eastern, Coast, Rift Valley, North Eastern, Central and Nairobi Regions)	Open to All	N/A
19.	WPA/RS/32/2022-2023/24	Provision of Auctioneering Services	Open to All	Valid license issued by the Auctioneers Licensing Board
20.	WPA/RS/33/2022-2023/24	Supply, Installation and Maintenance of Internet and Domain Services	Open to All	CA License
21.	WPA/RS/34/2022-2023/24	Provision of Psychosocial Support Services (Psychotherapists)	Open to All	N/A

No.	Reference Number	Category Description	Eligibility	Specialized Requirements
22.	WPA/RS/35/2022-2023/24	Supply, Installation and Maintenance of Network, Infrastructure and Data Centre	Open to All	CA License
23.	WPA/RS/36/2022-2023/24	Provision of Public Perception Survey For WPA	Open to All	N/A
24.	WPA/RS/37/2022-2023/24	Supply, Installation and Maintenance of Enterprise Resource Planning Software (Microsoft Dynamics NAV)	Open to All	Valid Manufacturer's Authorization for the Microsoft Dynamics NAV software.
25.	WPA/RS/38/2022-2023/24	Provision of Fumigation Services.	Youth, Women and Persons with Disabilities (YWPD)	N/A
26.	WPA/RS/39/2022-2023/24	Provision of Branding, Printing and Publicity Services	Youth, Women and Persons with Disabilities (YWPD)	N/A
27.	WPA/RS/40/2022-2023/24	Provision of Design, Editing and Publishing Services	Open to All	N/A
28.	WPA/RS/41/2022-2023/24	Provision of Professional Movers Services	Open to All	N/A
29.	WPA/RS/42/2022-2023/24	Supply, Installation, and Servicing of Firefighting Equipment	Open to All	N/A
30.	WPA/RS/43/2022-2023/24	Supply, Installation, and Servicing of Generators	Open to All	ERC Certificate
31.	WPA/RS/44/2022-2023/24	Maintenance and Servicing of Printers and Photocopiers	Open to All	N/A

CATEGORY C – CONSULTANCY SERVICES

No.	Reference Number	Category Description	Eligibility	Specialize Requirements
1.	WPA/RS/45/2022-2023/24	Provision of HR Recruitment and Consultancy Services	Open to All	IHRM Certification
2.	WPA/RS/46/2022-2023/24	Provision of Research Based Surveys	Open to All	N/A
3.	WPA/RS/47/2022-2023/24	Provision of ICT Consultancy Services	Open to All	Registered with ICTA

REQUIREMENTS FOR REGISTRATION

1. Duly Completed Signed and Stamped Confidential Business Questionnaire form (CBQ)
2. Copy of Valid Tax Compliance Certificate
3. Copy of Company or Firm's Registration Certificate/or Certificate of Incorporation
4. CR 12 form for limited Companies and copy of ID for sole proprietor businesses
5. Valid Business Permit/License from County Government
6. Valid AGPO certificate (for AGPO registered Firms)

Additional requirements for specialized categories

1. Valid NCA certificate for building Contractors and proof of 5 years existence
2. Valid IATA and KATA license for travel Agents and Valid AGPO Certificate.
3. Valid IHRM or relevant body for team building and HR Consultancy services and proof of 3 years in existence
4. Valid ERC Licenses for generator Servicing and Maintenance
5. Valid LSK registration for legal services and proof of 3 years in existence
6. Valid ICTA/or CA Licences and Authorization/or partnership/or reseller Licenses for ICT related services as indicated above.
7. Membership of a Kenya Security Industry Association KSIA or PSIA for security guards' services
8. IRA for Insurance Service Providers firms
9. Licence from Pest Control Product Board for fumigation services
10. Registered with KTB for Conference and Accommodation facility

Note.

Applicants are required to Provide Valid and Current Certifications, Licenses, Membership documents as indicated in the table above at the time of submission of the registration documents.

Interested bidders may obtain the above pre-qualification documents free of charge from our **Liaison Office – Milimani Law Courts, 4th Floor, Room No. 413** from **Thursday 14th April, 2022** between **09:00 a.m. and 03:00 p.m.** The document can also be accessed from our website www.wpa.go.ke. Downloaded document must be registered at our **Liaison Office** before the closure of the invitation.

Completed registration documents MUST be submitted in plain sealed envelopes clearly marked:
TENDER NO. WPA/01/2022/23-2023/24 -REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES FOR FINANCIAL YEAR 2022/23-2023/2024 CATEGORY.....
and addressed to:

**THE DIRECTOR,
WITNESS PROTECTION AGENCY,
P.O.BOX 28801-00100, NAIROBI.**

and deposited in the Tender Box located at Liaison Office – **Milimani Law Courts, 4th Floor, Room No. 413**, Nairobi so as to be received on or before **Friday 6th May, 2022** at 10:00 a.m. Tenders will be opened immediately thereafter in the presence of the bidders representatives who may choose to attend at Liaison Office – Milimani Courts 4th Floor, Room No. 413, Nairobi. Late tenders will not be accepted.

Only bidders who meet the criteria set under this supplier registration process will be invited to tender.

**DIRECTOR /CHIEF EXECUTIVE
WITNESS PROTECTION AGENCY.**