

REPUBLIC OF KENYA



COUNTY ASSEMBLY OF EMBU

REGISTRATION OF SUPPLIERS/CONTRACTORS/ SERVICE PROVIDERS

County Assembly of Embu (CAE) is in the process of registering suppliers for supply of various goods and services for the financial years **2024/2025 and 2025/2026**. Registration categories are as follows:

A) REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS			
S/ NO	CATEGORY NUMBER	DESCRIPTION OF CATEGORY	ELIGIBILITY
1.	CAE/RS/1/24-26	Supply and delivery of fuel, oils, LPG gas and lubricants	Open
2.	CAE/RS/2/24-26	Supply of Motor Vehicle Tyres, Tubes, Batteries and other vehicle accessories	Open
3.	CAE/RS/3/24-26	Supply of Cleaning materials, detergents, disinfectants, soaps and related sanitary products	Reserved
4.	CAE/RS/4/24-26	Supply of General Office Stationery	Reserved
5.	CAE/RS/5/24-26	Supply and delivery of tonners and cartridges	Reserved
6.	CAE/RS/6/24-26	Supply of Office Furniture and other related office equipment.	Open
7.	CAE/RS/7/22-24	Supply and delivery of Photocopiers, Computers, Laptops, Printers, UPS, tablets, televisions and other ICT related items.	Open
8.	CAE/RS/8/24-26	Supply of Newspapers, Magazines & Periodicals.	Reserved
9.	CAE/RS/9/24-26	Supply and delivery of Air conditioners, hand driers, telecommunication equipment, PA system, vacuum cleaners, car washing equipment, generators and accessories.	Open
10.	CAE/RS/10/24-26	Supply and delivery of staff uniform, protective clothing, sports uniform, footwear, curtains, carpets, blinds and other related materials	open
11.	CAE/RS/11/24-26	Supply of computer software, antivirus and other related ICT accessories	Reserved
12.	CAE/RS/12/24-26	Supply and Delivery of Communication Equipment, PA Systems, Cameras, LCD projectors, Recorders and related equipment.	Open
13.	CAE/RS/13/24-26	Supply, delivery and printing of branded and promotional materials, including T-shirts, caps, banners, pens, calendars, diaries, flags and other related items.	Reserved
14.	CAE/RS/14/24-26	Supply of assorted electrical fittings and lighting materials.	Reserved
15.	CAE/RS/15/24-26	Supply of general hardware and plumbing Materials. Paints.	Open
16.	CAE/RS/16/24-26	Supply and Delivery of cutlery, crockery and related kitchen utensils.	Reserved
17.	CAE/RS/17/24-26	Supply and Delivery of kitchen items including beverages, bottled water, soda, eggs, bread and fresh milk.	Reserved
18.	CAE/RS/18/24-26	Supply and delivery of firefighting equipment and maintenance	Open
19.	CAE/RS/19/24-26	Supply and delivery paper shredders and cabinets (Fireproof, metallic and wooden)	Open
20.	CAE/RS/20/24-26	Supply, Delivery and installation of software and support services	Reserved
21.	CAE/RS/21/24-26	Supply and delivery of Air time, calling cards, credit cards, communication cards and business cards	Reserved
22.	CAE/RS/22/24-26	Supply, Delivery, Installation and Commissioning of CCTV Security Systems and biometric system.	Open
23.	CAE/RS/23/24-26	Supply, delivery and installation of steel Containers (Bulk containers)	open
B) REGISTRATION OF SUPPLIERS FOR PROVISION OF SERVICES AND WORKS			
1.	CAE/RS/24/24-26	Provision of Conference, catering and accommodation services facilities	Open
2.	CAE/RS/25/24-26	Provision of photography, videography, livestreaming and public address services.	Open
3.	CAE/RS/26/24-26	Provision of Legal services (Litigation and conveyance) and Legislative Drafting Services	Open
4.	CAE/RS/27/24-26	Provision of Air ticketing and Travel Agency Services (IATA registered)	Open
5.	CAE/RS/28/24-26	Provision of Ground transport services (car hire, taxi, tour and travel services)	Open
6.	CAE/RS/29/24-26	Provision of ICT consultancy Services and support services (Web design & hosting, installation of internet and maintenance services)	Reserved
7.	CAE/RS/30/24-26	Provision of Editing, Design, photocopying and Printing Services.	Reserved
8.	CAE/RS/31/24-26	Provision of consulting services (Work Environment survey, base line survey Customer satisfaction survey, Employee Satisfaction survey and other related surveys)	Open
9.	CAE/RS/32/24-26	Provision of repair and maintenance of computers, printers, Hansard system, public address system and other ICT related equipment.	open
10.	CAE/RS/33/24-26	Provision of repair and Maintenance of Office Furniture	Open
11.	CAE/RS/34/24-26	Provision of Pest control and Fumigation Services	Open
12.	CAE/RS/35/24-26	Provision of newspaper, Television and radio advertisements	Open
13.	CAE/RS/36/24-26	Provision of out-door advertisement services (Bill boards, banners and other related services)	Open
14.	CAE/RS/37/24-26	Provision of dry-cleaning services for Curtains, Sofa sets, uniforms, carpets and related materials.	Reserved
15.	CAE/RS/38/24-26	Provision of car washing services	Reserved
16.	CAE/RS/39/24-26	Supply, Installation and repair of Air Conditioners and refrigerators	Open
17.	CAE/RS/40/24-26	Provision of Security Services and supply of security gadgets.	Open
18.	CAE/RS/41/24-26	Provision of Asset Marking/Tagging Services.	Reserved
19.	CAE/RS/41/24-26	Provision of sanitary bins and disposal services	Reserved
20.	CAE/RS/42/24-26	Provision of building works, repairs and maintenance of offices	Open
21.	CAE/RS/43/24-26	Provision of Electrical services.	Open
22.	CAE/RS/44/24-26	Provision of plumbing services	Open
23.	CAE/RS/45/24-26	Provision of members and staff training, Capacity Building and consultancy services	Open
24.	CAE/RS/46/24-26	Provision of team building services for members and staff	Reserved
25.	CAE/RS/47/24-26	Provision of repair and servicing of standby generators and lawn mowing machines	Open
26.	CAE/RS/48/24-26	Provision of motor vehicle repairs and servicing	Open
27.	CAE/RS/49/24-26	Provision of general insurance services for motor Vehicles, buildings and movable assets.	open
28.	CAE/RS/50/24-25	Provision of Group life insurance services.	Open
29.	CAE/RS/51/24-26	Provision of fabrications and body building for motor vehicles	Open
30.	CAE/RS/52/24-26	Provision of events organizing services, hiring of tents, chairs, tables and related services	Reserved
31.	CAE/RS/53/24-26	Provision of valuation services for buildings, land and movable assets	Open
32.	CAE/RS/54/24-26	Provision of repair and maintenance of CCTV system and biometric access system.	Reserved

Registration documents may be obtained **FREE OF CHARGE** from the official County Assembly Website (**<https://www.embuassembly.go.ke/procurement>**) OR **www.tenders.go.ke**. Successive candidates must meet all mandatory requirements as stipulated in the registration documents and attach copies of relevant documents. The reserved groups (Youth, women and persons living with disabilities (PWD)) must be registered with The National Treasury (Must attach AGPO certificate and copies of national identification details for directors). Candidates under reserved groups can apply for any category marked **'Reserved'**. Completed original and a copy of duly filled registration documents are to be enclosed in a plain sealed envelope marked **'Original'** and **'copy'**, clearly marked **'Category No..... For.....'** should be deposited in the Tender Box, situated at County Assembly of Embu main offices in Embu Town, opposite Faith House or if mailed, addressed to;

The Clerk, County Assembly of Embu
P.O Box 140-60100, Embu,

So as to reach us on or before **Thursday, 27th June 2024 at 11.00am**. The registration documents shall be opened immediately after closing date and time in the presence of eligible applicants who may choose to attend.

JIM G. KAUMA - CLERK OF THE COUNTY ASSEMBLY OF EMBU