

COUNTY ASSEMBLY OF KITUI



OFFICE OF THE CLERK

REGISTRATION OF SUPPLIERS NOTICE

The County Assembly of Kitui invites applications from interested and eligible Bidders for Registration of suppliers for goods, works and services for use on “as and when required basis” in the Financial Years 2023/2024 – 2024/2025.

PART A: SPECIAL GROUP(FIRMS REGISTERED BY NATIONAL TREASURY			
CATEGORY NUMBER		ITEM DESCRIPTION	ELIGIBILITY
1	CAKITUI/REG/1/2023-2025	Supply and Delivery of General Office stationery & Supplies	Special group
2	CAKITUI/REG/2/2023-2025	Supply and Delivery of Computers, Laptops, Printers, Tablets, photocopiers, mobile phones and related ICT Equipment and Accessories	Special group
3	CAKITUI/REG/3/2023-2025	Supply, delivery and installation of computer software, software development, customization and support services	Special group
4	CAKITUI/REG/4/2023-2025	Supply and delivery of general office equipment	Special group
5	CAKITUI/REG/5/2023-2025	Supply and Delivery of General Office Furniture and Fittings	Special group
6	CAKITUI/REG/6/2023-2025	Supply, delivery of Branded Promotional Materials such as; T-shirts, Caps, Carrier Bags, Umbrella, Banners, Brochures, Flyers, etc.	Special group
7	CAKITUI/REG/7/2023-2025	Supply and Delivery of Ceremonial/ Corporate Uniforms, Outfits, Footwear etc.	Special group
9	CAKITUI/REG/8/2023-2025	Supply and Delivery of Sports Uniforms, Footwear, Clothing, Linen, Equipment and Accessories	Special group
9	CAKITUI/REG/9/2023-2025	Supply and Delivery of Hansard and communication equipment such audio recorders, cameras, microphones, mobile phones, speakers, control units,	Special group

		including support & maintenance services of the equipment	
10	CAKITUI/REG/10/2023-2025	Supply installation and maintenance of CCTV and access control equipment	Special group
11	CAKITUI/REG/11/2023-2025	Supply and Fitting of Motor Vehicle Tyres, Tubes, Batteries, other accessories & consumables	Special group
12	CAKITUI/REG/12/2023-2025	Supply and delivery of Electrical items and related accessories	Special group
13	CAKITUI/REG/13/2023-2025	Supply and delivery of building/hardware materials, sanitary material and related accessories	Special group
14	CAKITUI/REG/14/2023-2025	Supply and delivery of kitchenware items	Special group
15	CAKITUI/REG/15/2023-2025	Provision of team building/bonding services	Special group
16	CAKITUI/REG/16/2023-2025	Provision of breakdown and towing services	Special group
17	CAKITUI/REG/17/2023-2025	Provision of Office Refurbishment and Furnishings such as Curtains, Carpets, Vertical Blinds, Window Films etc.	Special group
18	CAKITUI/REG/18/2023-2025	Provision of ICT consultancy services	Special group
19	CAKITUI/REG/18/2023-2025	Provision of travel and Air ticketing Services	Special group
PART: B OPEN CATEGORIES			
CATEGORY NUMBER		ITEM DESCRIPTION	ELIGIBILITY
20	CAKITUI/REG/19/2023-2025	Provision of motor Vehicle Transport, Car Hire and Taxi Services. Preferable geographical locations Nairobi, Mombasa Kitui, Mwingi, Machakos,	Open
21	CAKITUI/REG/20/2023-2025	Provision of event management services including Hire of Tents, Chairs, Tables, pa system, and outside catering services	Open county residents
22	CAKITUI/REG/21/2023-2025	Provision of Newspaper advertising and media house services	Open
23	CAKITUI/REG/22/2023-2025	Hire of Audio Equipment, Public Address System, Backup generator and related Equipment	Open county residents

24	CAKITUI/REG/23/2023-2025	Provision of photography and video coverage services	Open
25	CAKITUI/REG/24/2023-2025	Provision of Firefighting , Fire protection Equipment and Training Services	Open
26	CAKITUI/REG/25/2023-2025	Provision of Legal Services – Constitutional Experts, Sectoral Laws ,Policy Experts and labour laws etc.	Open
27	CAKITUI/REG/26/2023-2025	Provision of Legal consultancy – Constitutional Experts, Sectoral Laws ,Policy Experts and labour laws etc.	open
28	CAKITUI/REG/27/2023-2025	Provision of Consultancy and training Services in the following key areas (Please specify clearly the area of expertise): <input type="checkbox"/> Management with more emphasis on; <ul style="list-style-type: none"> • Change and Risk Management • Organizational Development • System Automation • Procurement Consultancy • Training need Assessment services • Corporate governance • HR consultancy 	Open
29	CAKITUI/REG/28/2023-2025	Provision of small works-minor office repair/renovations and general maintenance works etc. (Must be registered with National Construction Authority- NCA)	Open
30	AKITUI/REG/29/2023-2025	Supply installation and maintenance of security equipment	Open

A complete set of registration documents may be viewed and obtained by interested bidders free of charge from our website www.kituiassembly.go.ke or **state portal tenders.go.ke**. It's also important to note that;

- 1. Prospective Bidders for open categories** should complete respective supplier registration document (original only) and put it in a plain sealed envelope clearly marked Tender/ Registration Category No. CAK/REG/----/2023-2025.
- 2. Prospective suppliers under special group categories** shall be automatically included in the list of suppliers in the category of their interest upon submission of a valid National Treasury Registration Certificate (under AGPO program) attached to an introduction/cover letter on a company letter head. (Reg. 145 (3) of PPADR,2020 and PPRA circular No.02/2023).

3. Both registration documents and application letters should be deposited at the Tender Box situated at the reception area in the County Assembly of Kitui Offices, Opposite Huduma Centre along Kitui - Kibwezi Road or if by Posta to be addressed to: **Clerk of the County Assembly, County Assembly of Kitui, Box 694-90200, Kitui** so as to be received on or before **Wednesday 13th Dec. 2023 at 12.00 Noon.**
4. Firms that are in the current list of registered suppliers and those that have submitted their company profiles/letters of introduction MUST apply afresh in order to determine their eligibility.

E.M.A MUTAMBUKI
CLERK OF ASSEMBLY
COUNTY ASSEMBLY OF KITUI