

COMMISSION ON REVENUE ALLOCATION**INVITATION TO TENDER**

The Commission on Revenue Allocation (CRA) is an independent commission set up under Article 215 of the Constitution of Kenya. Its core mandate is to recommend the basis for equitable sharing of revenues raised nationally between the National and the County Governments; and sharing of revenue among the County Governments. To carry out this mandate, the Commission intends to prequalify suppliers for the supply of goods, works and services for the financial years 2018/2019 -2019/2020.

The Commission invites sealed applications from eligible candidates for purposes of prequalifying suppliers for goods, works and services under the following categories:

PREQUALIFICATION OF SUPPLIERS FOR FY 2018/2020**A. CATEGORY 1 - SUPPLY OF GOODS- CRA/GP/2018-2020**

REF NO.	ITEM DESCRIPTION	REMARKS
GP/01	Supply of General Office Stationery	Reserved
GP/02	Supply and fittings of Assorted Office Furniture and Fittings including Window Blinds and Curtains	Reserved
GP/03	Supply of ICT Hardware, tablets, accessories, Heavy duty Multifunctional printers, scanners, UPS and Consumables	Open
GP/04	Provision of Software	Open
GP/05	Supply and Delivery of Audio Visual equipment including and not limited to Screen, Digital Cameras, Projectors and related equipment	Open
GP/06	Supply and Installation and Maintenance of Network Equipment & Structured Cabling (LAN)	Open
GP/07	Supply of PABX, Telephone Heads and other Telecommunication Equipment and Spares	Reserved
GP/08	Supply of Motor Vehicle Tyres, Tubes, Batteries and Accessories	Open
GP/09	Supply of Staff Uniforms	Open
GP/10	Supply and design of Promotional Materials e.g. (Umbrellas, Caps, T-Shirts, bags, pens, banners, fivers etc.)	Open
GP/11	Supply, Installation. Commissioning and Servicing of CCTV systems	Open
GP/12	Supply and Maintenance of Fire Suppression and Fire Fighting Equipment	Open
GP/13	Supply, Installation, Commissioning and Servicing of Access Control Systems	Open

GP/14	Supply of Electronic Appliances, Fittings and other related items	Open
CF/15	Supply and delivery' of Library' books	Open

B. CATEGORY 2 - SERVICES - CRA/GS/2018-2020

GS/16	Provision of Asset Tagging/Coding Services	Reserved
GS/17	Provision of Air Ticketing Services/ Travel Agency Services	Reserved
GS/18	Provision of graphic designing. Printing and Binding Services	Open
GS/19	Provision of Asset Valuation Services	Open
GS/20	Provision of Car hire and Taxi Services	Open
GS/21	Provision of Courier Services	Open
GS/22	Provision of Photography/ Video Graphic. Documentaries, TV and Radio infomercials, Public Address System and Related Services	Open
GS/23	Provision of design. Development, and Maintenance services for web-based applications	Open
GS/24	Provision of Cloud Data Backup and colocation services	Open
GS/25	Provision of bulk SMS Services	Open
GS/26	Vehicle tracking services	Open
GS/27	Provision of ERP enhancement and maintenance services	Open
GS/28	Provision of Hotels, Conference and Accommodation Services	Open
GS/29	Provision of catering services	Reserved
GS/30	Provision of Creative Design. Proof reading. Rapport curing /Report writing and Editorial Services	Open
GS/31	Provision of Office Repairs and Renovations	Reserved
GS/32	Provision of Professional ICT Support Services	Open
GS/33	Provision of Auctioneering services	Open
GS/34	Provision of Corporate Gift items and Decor	Open
GS/35	Provision of Towing and Breakdown Services	Open
GS/36	Provision of Web design. Web Development and graphic design services	Open
GS/37	Provision of WAN and Internet Networking Services	Open
GS/38	Provision of outdoor branding and signage works	Reserved

C. CATEGORY 3 - CONSULTANCY/ SPECIALIZED SERVICES-CRA/CS/2018-2020

CS/39	Provision of Legal Services	Open
CS/40	Provision of Public Relations and Media Management services	Open
CS/41	Provision of staff recruitment and job placement consultancy	Open
CS/42	Provision of Human Resource Management Consultancy and Training	Open
CS/43	Provision of Risk Management Framework Services	Open
CS/44	Provision of Corporate Governance, Principles, Training and related. Advisory Services	Open

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CS/45	Provision of Corporate Advisory Services in Financial Services	Open
CS/46	Provision of Training Services in Financial Management and Revenue Mobilization Strategies	Open
CS/47	Provision of sign-language and braille language services	Open
CS/48	Provision of team building consultancy services	Open
CS/49	Provision of General Consultancy Services (Specify specialty)	Open
CS/50	Event management services e.g. MC services, decoration, tent chairs, pyrotechnics, PA system etc.)	Open
CS/51	Market survey for goods, works, and Services	Open
CS/52	Knowledge Management, Training needs assessment & competency development.	Open
CS/53	Provision of consultancy services on the following areas: <ul style="list-style-type: none"> • Revenue allocation • Social Economic Development • Public Finance Management • Revenue Enhancement • Change management • Strategy implementation • Financial analysis and modelling • Political economy • Data visualization and visual communication 	Open
CS/54	Performance Management, Succession planning, Coaching & Mentorship	Open
CS/55	Employee & customer surveys	Open
CS/56	External Quality Assurance	Open
CS/57	Provision of enterprise Risk Management Consultancy Services	Open
CS/58	Provision of Social media consultant and content Provider	Open
CS/59	Provision of entertainment services (DJs, MC's, Bands. Musicians, theatre groups, etc.)	Open

D. CATEGORY 4 - REPAIRS AND MAINTENANCE SERVICES -CRA./MS/2018-2020

MS/60	Repair and Maintenance of PABX, Switchboard and Other Telecommunication Equipment	Open
MS/61	Repair & Maintenance of ICT Equipment including Computers, Printers, Photocopiers, Servers and storage	Open
MS/62	Repair & Maintenance of Multifunctional Printers(MFP)	Open
MS/63	Repair and Maintenance of Office Furniture & Fittings	Open
MS/64	Repair and Maintenance of Motor Vehicles-Ministry of Transport & Infrastructure approved garages/dealers only-	Open

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MS/65	Repair and Maintenance of Air Conditioners	Open
MS/66	Repair and Maintenance of UPS and generators	Open
MS/67	Repair and maintenance of Minor works including mechanical, plumbing and electrical services.	Open
MS/68	Repair and Maintenance of access control and CCTV Cameras.	Open

E. CATEGORY 5- WORKS-CRA/WS/2018-2020

WS/69	General contractors	Open
WS/70	Small contractors-Electrical works	Reserved
WS/71	Small contractors- Plumbing works	Reserved

NOTE:

1. Reserved refers to Youth, Women and People with Disabilities.
2. Current providers are required to reapply.

A complete set of pre-qualification documents can be obtained from the Commission's Offices (Procurement Section) located at 14 Riverside Drive, Grosvenor Building 2nd Moor, upon payment of a non-refundable fee of Kshs 1,000/= for each category, either in Cash or Banker's Cheque. One can also download it free of charge on the Commission's website <http://www.crkenya.org/> or <http://www.treasury.go.ke>.

Completed Registration Documents in plain sealed envelopes clearly marked "PRE-QUALIFICATION OF SUPPLIERS & SERVICE PROVIDERS FOR 2018/19 - 2019/2020 FINANCIAL YEARS"

Category No.....

Item Description.....

Should be addressed to:

**The Commission Secretary/CEO
Commission on Revenue Allocation
P.O Box 1310-00100
Nairobi.**

and deposited in the Tender Box situated at Commission's reception on the 2nd Floor of Grosvenor Building, 14 Riverside Drive **so as to be received on/or before Monday 12:00 noon on 17th September 2018.** Tenders will be opened immediately after the dosing date and time in the

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presence of the tenderers or their representatives who choose to attend the opening in the Commission's main boardroom.