**TERMS OF REFERENCE**

 **TENDER NOTICE**

 **PRE - QUALIFICATION OF SUPPLIERS/CONTRACTORS FOR PROVISION OF GOODS, SERVICES AND WORKS FOR THE PERIOD 2024 – 2026**

 **SUBMISSION DEADLINE:**

**FRIDAY 8TH MARCH 2024 4.00PM.**

**1.Background**

**Marie Stopes Kenya**

Founded in 1985, Marie Stopes Kenya (MSK) as an affiliate of MSI Reproductive Choices provides affordable sexual and reproductive health (SRH) services for all people across Kenya. MSK is one of the leading specialized SRH providers in Kenya and works with the Government of Kenya and other stakeholders to ensure the poorest and hardest to reach clients can access affordable SRH services that meet their needs. MSK implements a service delivery approach that is free from stigma, judgement, and discrimination, regardless of age, location, background, marital, or economic status. MSK provides all modern methods of contraception and comprehensive post abortion care, ante- and post-natal care, sexual health counselling, gynecological check-ups, cervical cancer screening and treatment, and testing and treatment of HIV and other sexually transmitted infections. MSK provides services through five channels: centres, social franchise, public sector strengthening, outreach and commercial sales

Marie Stopes Kenya has identified a need to enhance the strategic communications skills of its staff members. To address this need, the organization is seeking the services of a qualified consultant to provide comprehensive training in strategic communications.

**2. Objectives:**

Marie Stopes Kenya would like to invite interested candidates to make applications as per the required criteria provided for possible shortlisting for supply and delivery or provision of goods, services and works for a period of 2 years (2024 to 2026).

**3. Scope of Work:**

The categories are as indicated in the schedule below:

|  |  |
| --- | --- |
| **CATEGORY A: SUPPLY OF GOODS**.  | **ITEM DESCRIPTION**  |
| MSK/001/2024-2026  | Supply of general stationeries  |
| MSK/002/2024-2026 | Supply and delivery of office furniture, fittings & office equipment  |
| MSK/003/2024-2026 | Supply of electronic appliances [tv, radios, fridges, dispensers Etc]  |
| MSK/004/2024-2026 | Supply of electronic hardware and related items [sockets, fluorescent fittings, bulbs Etc]  |
| MSK/005/2024-2026 | Supply of household cleaning and sundries materials [soaps, mops, tissues, detergents, bleaching agents Etc]  |
| MSK/006/2024-2026 | Supply of sugar, milk, coffee, tea leaves, tea bags, and beverages  |
| MSK/007/2024-2026 | Supply, installation, and renovation of 20ft, 40ft storage containers  |
| MSK/008/2024-2026 | Supply, installation, servicing and maintenance of air conditioners  |
| MSK/009/2024-2026 | Supply, installation, and maintenance of solar panels &, all medical Equipments, generators, IT items |
| MSK/010/2024-2026 | Supply and installation of tents and canopies  |
| MSK/011/2024-2026 | Supply of bottled drinking water  |
| MSK/012/2024-2026 | Supply of décor [interior décor services, flowers etc]  |
| MSK/014/2024-2026 | Supply of branded uniforms, embroider items  |
|  |
| **CATEGORY B: PROVISION OF SERVICES**  | **ITEM DESCRIPTION**  |
| MSK/001/2024-2026 | Provision of Travel Agency services  |
| MSK/002/2024-2026 | Provision of comprehensive office cleaning services and gardening  |
| MSK/003/2024-2026 | Provision of Landscaping  |
| MSK/004/2024-2026 | Provision of clearing and forwarding services  |
| MSK/005/2024-2026 | Provision of garbage collection  |
| MSK/006/2024-2026 | Provision and maintenance of blinds and curtain  |
| MSK/007/2024-2026 | Provision of laundry services  |
| MSK/008/2024-2026 | Provision of professional movers’ services [moving household items]  |
| MSK/009/2024-2026 | Provision of hotel services such as conferences, seminars, or webinars, accommodation |
| MSK/010/2024-2026 | Provision of fumigation and pest control services  |
| MSK/011/2024-2026 | Hire of public address systems, audio visual equipment and related services  |
| MSK/012/2024-2026 | Supply, installation and maintenance of generators, water pumps & related accessories  |
| MSK/013/2024-2026 | Provision of outside catering services  |
| MSK/014/2024-2026 | Provision of immigration services work, visa and passport facilitation services.  |
| MSK/015/2024-2026 | Provision of security services [guarding services, alarm response, guard dogs, access control systems etc]  |
| MSK/016/2024-2026 | Supply, installation, repair and maintenance of electrical fence/concertina wire  |
| MSK/017/2024-2026 | Supply, installation and maintenance of CCTV system and related accessories  |
| MSK/018/2024-2026 | Provision of services for collection of sanitary bins  |
| MSK/019/2024-2026 | Provision of transport & logistics services including customs clearance, freight forwarding and transportation  |
| MSK/020/2024-2026 | Supply, installation and maintenance of fire appliances/fire hydrants, training and safety services  |
| MSK/021/2024-2026 | Repair and maintenance of motor vehicles  |
| MSK/022/2024-2026 | Provision of bulk SMS services  |
| MSK/023/2024-2026 | Provision of taxi services  |
| MSK/024/2024-2026 | Provision of graphic design services  |
| MSK/025/2024-2026 | Provision of language translation services  |
| MSK/026/2024-2026 | Provision of Public Relations, media monitoring and analysis services  |
| MSK/027/2024-2026 | Provision of Filing or Archiving of Records  |
| MSK/029/2024-2026 | Provision of Waste management services/ Disposal  |
| MSK/031/2024-2026 | Provision of Courier services  |
| MSK/032/2024-2026 | Provision of Land Valuation  |
| MSK/033/2024-2026 | Provision of Health and Safety consultancy services  |
|  |  |
|  |  |
| **CATEGORY C: ICT EQUIPMENT AND SERVICES CATEGORY NO.**  | **ITEM DESCRIPTION**  |
| MSK/001/2024-2026 | Supply and delivery of computer equipment [servers, laptops, UPS, routers, printers and scanners, mobile phones, tablets, and related accessories Etc]  |
| MSK/002/2024-2026 | Provision of repairs and maintenance of computers, servers, projectors, printers and other ICT equipment  |
| MSK/003/2024-2026 | Supply, maintenance, and configuration of voice, data communication services and computer networks/video conference  |
| MSK/004/2024-2026 | Provision of software solutions, website development, mobile apps development, hosting and licensing  |
| MSK/005/2024-2026 | Provision of internet connectivity solution  |
| MSK/006/2024-2026 | Supply of computer accessories [headsets, mouse, laptop chargers, cables Etc]  |
| **CATEGORY D: HIGH VALUE SUPPLIES**  |
| **CATEGORY NO.** MSK/001/2024-2026 | **ITEM DESCRIPTION** HR Recruitment Firms |
| MSK/001/2024-2026 | Repair, renovation, and construction of buildings services |
| MSK/002/2024-2026 | Design and supply of branded promotional materials [t-shirts, shirts, uniforms, caps, bags, Etc]  |
| MSK/003/2024-2026 | Supply of printing and publishing services [books, calendars, diaries, business cards, greeting cards, brochures Etc]  |
| MSK/004/2024-2026 | Provision of creative design services for plaques / engraves and gifts [trophies, custom made items Etc]  |
| MSK/005/2024-2026 | Supply of branding, signage & outdoor advertising services [billboards & lightbox, signages & related services]  |
| MSK/006/2024-2026 | Supply of motor vehicle tyres, suspension, tubes, and accessories  |
| MSK/007/2024-2026 | Supply of medical /surgical/laboratory equipment and supplies/skills lab equipment and related items  |
| MSK/008/2024-2026 | Supply of pharmaceutical products |
| MSK/009/2024-2026 | Supply of laboratory items  |
| MSK/010/2024-2026 | Supply of plastic water tanks  |
| MSK/012/2024-2026 | Borehole drilling, equipping, and rehabilitation services  |
| MSK/013/2024-2026 | Consultancy of repair, renovation, and construction of buildings services |
| MSK/014/2024-2026 | Motor vehicle bodyworks repairs and maintenance.  |
|  |  |
| **NOTE: Dealers and Distributors are Encouraged to Apply** |

Applications to be submitted on or before Friday 8th March 2024 by 4.00pm after which the portal will not be accessible.

**Registration Assistance and Support**

If you encounter challenges or require further technical or substantive help in completing the application, please forward your inquiry or issue via email through: Tender@mariestopes.or.ke. Applicants are encouraged to submit applications at least one day ahead of the deadline for submission, in order to avoid any technical/unforeseen obstacles during the submission.

**Submission of Pre-qualification Documents**

The prequalification application, all relevant information and other requested documents shall be submitted online via the email Tender@mariestopes.or.ke. Below are the mandatory documents:

* Certificate of Incorporation
* Company profile
* Pin Certificate
* CR12
* Bank reference letter
* Business permit
* Three referals
* Below excel should also be populated (fill in your details on the suppliers-companies: **sheet 1,** share in excel format.



**Evaluation of Applications**

To be considered for pre-qualification, prospective suppliers are required to submit all the information requested. Suppliers who do not meet any of the mandatory requirements as specified will be automatically disqualified.

Marie Stopes Kenya reserves the right to accept or reject any or all applications and is not bound to give reasons for its decision. Late applications will be rejected.

Barbara Andisi


Senior Procurement and Logistics Officer.