



## PRE-QUALIFICATION OF SUPPLIERS / TENDER NOTICE

### PRE-QUALIFICATIONS AND TENDERS FOR SUPPLY OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2019/2020

The National Environment Management Authority (NEMA) invites applications for Pre-Qualification of suppliers and Tenders from interested and eligible bidders for the following goods, services and works for the financial year 2019/2020. Contracts may be extended for one additional year up to the FY 2020/2021.

PRE-QUALIFICATIONS	
REF. NO.	CATEGORY DESCRIPTION
NEMA/PQ/01/2019-2020	SUPPLY OF COMPUTER HARDWARE, PRINTERS, PHOTOCOPIERS, SCANNERS, CAMERAS, PROJECTORS, OFFICE EQUIPMENT, AND TELECOMMUNICATION EQUIPMENT INCLUDING TELEPHONE HEADSET AND ASSOCIATED ACCESSORIES. (RESERVED FOR YOUTHS, WOMEN AND PEOPLE WITH DISABILITY)
NEMA/PQ/02/2019-2020	PRINTING AND SUPPLY OF PUBLICATION, PROMOTIONAL/BRANDING MATERIALS (T-SHIRTS, CAPS, BANNERS, MEMENTOS) AND PRINTING OF GENERAL OFFICE STATIONERY. (RESERVED FOR YOUTHS, WOMEN AND PEOPLE WITH DISABILITY)
NEMA/PQ/03/2019-2020	SUPPLY OF STAFF UNIFORMS, PROTECTIVE CLOTHING AND INSPECTION GEAR. (RESERVED FOR YOUTHS, WOMEN AND PEOPLE WITH DISABILITY)
NOEMA/PQ/04/2019-2020	SUPPLY AND MAINTENANCE OF OFFICE FURNITURE, FURNISHINGS & FITTINGS (RESERVED FOR YOUTH, WOMEN AND PEOPLE WITH DISABILITY)
NEMA/PQ/05/2019-2020	CREATIVE DESIGN, PRINTING & SUPPLY OF SECURITY DOCUMENTS
NEMA/PQ/06/2019-2020	PROVISION OF NETWORKING SERVICES AND SUPPLY AND REPAIR OF NETWORKING EQUIPMENT
NEMA/PQ/07/2019-2020	REPAIRS & MAINTENANCE OF BUILDINGS, PLUMBING AND RENOVATION WORKS
NEMA/PQ/08/2019-2020	SUPPLY, REPAIR & MAINTENANCE OF ELECTRICAL APPLIANCES AND FITTINGS RESERVED FOR YOUTH, WOMEN AND PEOPLE WITH DISABILITY)
NEMA/PQ/09/2019-2020	PROVISION OF MOTOR VEHICLE REPAIR, SERVICING AND MAINTAINANCE SERVICES (NATION WIDE)
NEMA/PQ/10/2019-2020	SUPPLY, INSTALLATION AND MAINTENANCE OF FIRE FIGHTING EQUIPMENT
NEMA/PQ/11/2019-2020	PROVISION OF LEGAL SERVICES
NEMA/PQ/12/2019-2020	SUPPLY AND DELIVERY OF TONERS & COMPUTER RELATED CONSUMABLES (RESERVED FOR YOUTH,WOMEN AND PEOPLE WITH DISABILITY)
NEMA/PQ/13/2019-2020	SUPPLY OF MOTOR VEHICLE TYRES, TUBES AND BATTERIES.
NEMA/PQ/14/2019-2020	SUPPLY OF LABORATORY EQUIPMENT, CHEMICALS AND RELATED SCIENTIFIC EQUIPMENT
NEMA/PQ/15/2019-2020	PROVISION OF AUCTIONEERING SERVICES.
NEMA/PQ/16/2019-2020	SUPPLY OF SOFTWARE, SOFTWARE LICENSES, AND THE PROVISION OF SOFTWARE DEVELOPMENT, CUSTOMIZATION, SUPPORT AND OTHER RELATED SERVICES.
NEMA/PQ/17/2019-2020	REPAIR OF ICT EQUIPMENT INCLUDING COMPUTERS, LAPTOPS, PRINTERS, SERVERS, PROJECTORS, UPSs AND CAMERAS.(RESERVED FOR YOUTH,WOMEN AND PEOPLE WITH DISABILITY)
NEMA/PQ/18/2019-2020	PROVISION OF AIR BOOKING AND TICKETING SERVICES.
NEMA/PQ/19/2019-2020	PROVISION OF PUBLIC RELATIONS AND EVENT MANAGEMENT SERVICES. (RESERVED FOR YOUTH,WOMEN AND PEOPLE WITH DISABILITY)
TENDERS	
NEMA/T/01/2019-2020	SUPPLY AND DELIVERY OF NEWSPAPERS.
NEMA/T/02/2019-2020	SUPPLY OF CALLING CARDS. (RESERVED FOR YOUTH, WOMEN AND PEOPLE WITH DISABILITY)
NEMA/T/03/2019-2020	SUPPLY AND DELIVERY OF FRESH MILK
NEMA/T/04/2019-2020	SUPPLY OF FUEL, OILS & LUBRICANTS.
NEMA/T/05/2019-2020	PROVISION OF SECURITY GUARDING AND ALARM SERVICES
NEMA/T/06/2019-2020	PROVISION OF OFFICE CLEANING SERVICES AND LAUNDRY (RESERVED FOR YOUTH,WOMEN AND PEOPLE WITH DISABILITY)
NEMA/T/07/2019-2020	PROVISION OF FUMIGATION AND PEST CONTROL SERVICES
NEMA/T/08/2019-2020	PROVISION OF GARBAGE COLLECTION & DISPOSAL SERVICES AND PROVISION OF SANITARY BINS AND RELATED SERVICES
NEMA/T/09/2019-2020	PROVISION OF INTERNET CONNECTIVITY SERVICES
NEMA/T/10/2019-2020	PROVISION OF LOCAL COURIER SERVICES
NEMA/T/11/2019-2020	PROVISION OF CANTEEN SERVICES (RESERVED FOR YOUTH,WOMEN AND PEOPLE WITH DISABILITY)

Detailed category of the Pre-Qualification and Tender Documents can be downloaded from our website <https://www.nema.go.ke> or from <https://www.tenders.go.ke> free of charge. A non-refundable fee of KSh.1,000 will be charged if the same are obtained from our Procurement Office at NEMA Headquarters. In this case, the tender fee should be paid in banker's cheque or direct deposit to NEMA Revenue Account, KCB-KICC Branch, Account No. 1102298158. The bank deposit slip should then be submitted at our Cash Office in order to be issued with a receipt. Cash will not be accepted.

Bidders who download the tender documents must forward their company details to; [procurement@nema.go.ke](mailto:procurement@nema.go.ke) in order to facilitate subsequent clarifications and/or addendum. The particulars should include Name of the Firm, Address, Telephone Number, Email and Tender Number and Category Description.

Complete Pre-Qualification and Tender Documents in sealed envelopes CLEARLY MARKED with the Pre-Qualification / Tender Number and corresponding Category Description should be addressed to:

**The Director General,  
National Environment Management Authority,  
Eland House, Popo Road, Off Mombasa Road,  
P.O. Box 67839 – 00200.  
NAIROBI.**

And placed in the Tender Box provided at NEMA's Reception area, Eland House, Popo Road, off Mombasa Road on or before **29<sup>th</sup> May 2019 at 11:00 AM**. Documents submitted after this time will not be accepted.

The Pre-qualification and Tender documents will be opened immediately at NEMA headquarters. Tenderers or their representatives are welcome to attend.

N/B: Preference groups i.e. Youth, Women and People Living with Disabilities, need not apply for pre-qualification but should only submit certificates of Registration with the National Treasury for registration with NEMA. However, they need to submit bids for tenders in the reserved categories.

#### SUPPLIERS SENSITIZATION FORUM ON PREFERENCE AND RESERVATION SCHEME IN PUBLIC PROCUREMENT

NEMA invites preference groups i.e. Youth, Women and People Living With Disabilities, to a sensitization forum to be held at NEMA Headquarters along Popo Road, South C-Nairobi, on **17<sup>th</sup> May, 2019 from 9:00 am to 12:00noon**.

This is an interactive meeting which aims at ensuring that all participants are enlightened on the opportunities offered by the Government of Kenya under the Access to Government Opportunities (AGPO) initiative.