



INSTITUTE OF QUANTITY SURVEYORS OF KENYA

Blue Violets Plaza, Office Suite 106, 1st Floor

P.O. Box 13929-00800, Nairobi Kenya

Cell: +254 721 676823 / 786 676824

Email: info@iqskkenya.org / iqsknrb@gmail.com

Website: www.iqskkenya.org

STANDARD EOI/TENDER DOCUMENT ON SUPPLY OF IQSK GOODS AND SERVICES

Institute of Quantity Surveyors of Kenya wishes to update its list of suppliers and service providers for the years 2020 to 2021 and now invites applications from interested and eligible firms to be considered for pre-qualification to supply various goods and services here under. This applies to both existing and prospective suppliers.

SUPPLY OF GENERAL GOODS/PROVISION OF SERVICES

IQSK/SG/1/2020-2021: Travel and Tour Agency Services

- i. Offer highly specialized and professional tours and travel services that meet IQSK requirements.
- ii. Provide the itinerary for different tours and travel packages.
- iii. Offer hotel booking services and hotel reservation at reasonable prices.
- iv. Provide customized tour packages as per the requirements of the Institute.
- v. Payment to be in consideration of thirty (30) day credit period offered to the Institute.

IQSK/SG/2/2020-2021: Creative designing and Printing Services

- i. Printing of receipt books, membership certificates, letterheads, business cards, staff badges and all other related materials.
- ii. Printing of the official publication of the Institute, the Quantity Surveyor Journal as per the instructions of the Editorial Committee of the Institute.
- iii. Designing of fliers, invitation cards, Publications and other related materials
- iv. Payment to be in consideration of thirty (30) day credit period offered to the Institute.

IQSK/SG/3/2020-2021: Provision of Event Management Services

- i. Provision of event management services for IQSK fundraising activities that include workshops, seminars, social events and such related services.





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- ii. Provision of event management for activities as indicated by the IQSK Council.
- iii. Payment shall be remitted within three (3) weeks of receipt of all monies owed from sponsors.
- iv. Commission payment shall not be paid for sponsorship received from ***traditional IQSK sponsors. List of traditional IQSK Sponsors shall be shared with successful suppliers**

IQSK/SG/4/2020-2021: Provision of Insurance Brokerage & Agents Services

- i. Provider of insurance and reinsurance brokerage services, insurance products, risk and insurance advice.
- ii. Provision of web-based risk management information systems, as well as other consulting services if need be.
- iii. Provision of commercial brokerage, consulting services, and consumer insurance underwriting segments if need be.

IQSK/SG/5/2020-2021: Staff Medical Insurance Cover

- i. Provision of medical insurance for the Institute staff.
- ii. Provision of employees' liability and workmen's compensation where need may be.

IQSK/SG/6/2020-2021: Provision of Insurance services (Motor vehicle and equipment)

- i) Provision of fire and allied perils protection for physical capital represented by buildings and contents.
- ii) Fire consequential loss protection.
- iii) Provision against burglary.
- iv) Products liability.

IQSK/SGG/7/2020-2021: Consultancy in Legal Services

- i. Provision of services in incorporation of companies
- ii. Provision of services in registration of foreign companies and branch offices where need may arise.
- iii. Provision of services in the establishment of other legal entities such as partnerships and limited partnerships where need may arise.





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- iv. Demonstratable expertise in company law.
- v. Demonstratable expertise in corporate governance.
- vi. Demonstratable expertise in statutory compliance
- vii. Provision of company secretarial services.

IQSK/SG/8/2020-2021: Consultancy in Auditing and Accounting Services

- i. Provision of accounting and control systems.
- ii. Provision of timely and accurate management information.
- iii. Ensure the Institute's compliance with Kenyan tax and regulatory requirements.
- iv. Ensure that data security and confidentiality is maintained and protected.
- v. Provision of knowledgeable, reliable and trusted financial advisors at hand.

IQSK/SG/9/2020-2021: Provision of Sanitary services

- i) Replace the sanitary bins bi-weekly.

IQSK/SG/10/2020-2021: Consultancy in Human Resource Services

- i. Provision of an effective benefit plan to provide strong benefit plans at competitive rates, a significant inducement for attracting and retaining key employees. This will allow the Institute to offer medical, dental, vision, disability, life insurance, educational reimbursement and or employee assistance plans.

IQSK/SG/11/2020-2021: Provision of Valuation Services

- i. Provide services of making valuation services of Institute's properties

IQSK/SG/12/2020-2021: Motor Vehicle Repairs and Maintenance Services

- i) Provision of repair and maintenance services for motor vehicle

IQSK/SGG/13/2020-2021: Internet Services (ISP provision)

- i) Provision of internet service provision.





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IQSK/SG/14/2019: Website Hosting

- i) Provision of web hosting, e-mail and any other necessary application.

IQSK/SG/15/2020-2021: Supply of machine (Computer, Printers, & photocopiers)

- i. Provision of high quality computer supplies, accessories, software, and hardware.
- ii. Supply of accessories including: surge protection, UPS/power protection, and media storage, cleaning kits and supplies, ergonomic accessories, anti-static devices, anti-glare screens, dust covers, monitor risers, pc security devices amongst others.
- iii. Supply of cables and switches
- iv. Repair of office laptop computers, desktop computers, printers and fax machines.
- v. Servicing of office laptop computers, desktop computers, printers and fax machines.
- vi. Repair of hardware.

IQSK/SG/16/2020-2021: Supply and Delivery of Office Furniture

- i. Supply and delivery of office furniture.
- ii. Payment to be in consideration of thirty (30) day credit period offered to the Institute.

IQSK/SG/17/2020-2021: Supply and Delivery of General Office Stationeries and other Consumables

- i. Supply and delivery of general stationery, toners and office consumables and printed materials

IQSK/SG/18/2020-2021: Supply of Promotional Materials

- i. Supply of branded t-shirts, umbrellas, business card holders, calendars, diaries
- ii. Supply of branded pens, clocks, caps and bags.
- iii. Payment to be in consideration of thirty (30) day credit period offered to the Institute.





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IQSK/SG/19/2020-2021: Supply and Installation of Fire Fighting Equipment

- i. Analysis of the kind of fire safety arrangements required at the secretariat.
- ii. Provision of appropriate recommendations based on relevant Fire Safety Equipment.
- iii. Installation of required Fire Safety Equipment.
- iv. Demonstration and training of how these Fire Safety Equipments works.
- v. Provision of Annual Maintenance of Fire Safety Equipment, including regular visits to the secretariat to check on working condition of Fire Equipment devices installed.

IQSK/SG/20/2019: Maintenance, Repairs and Servicing of Computers and Accessories

- i. Supply of efficient computer repair and maintenance services at very competitive rates.
- ii. Provision of computer servicing: Blowing off dust and routine check ups
- iii. Provision of computer repairs by repairing faulty computers.
- iv. Computer assembling by a computer of choice.
- v. Software Upgrading and updating.
- vi. Software Installations: that is the installation of computer software.

Requirements:

- **An application letter**
- **Proof of works of a similar magnitude and complexity**
- **Proof of sound financial standing**
- **Valid tax compliance certificate and KRA pin certificate.**
- **Certificate of Incorporation(where applicable)**
- **Price list of items/services.**
- **Payment of non-refundable fee of Kes 2000/-. Payment mode:** Cheque drawn in favor of IQSK: Or via MPESA through Paybill: 933450, Account Number **Tender**



Promoting the Advancement of the Practice of the Quantity Surveying Profession in Kenya



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**The documents should be submitted in our offices in sealed envelopes clearly labelled
“PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES
(INSERT ITEM NUMBER) 2019 addressed to:**

**The Hon Treasurer
Institute of Quantity Surveyors of Kenya
Blue Violets Plaza
Kindaruma Road, Off Ngong Road,
Room 106**

The bid closes on 30th November, 2019.



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