

TENDER NOTICE PRE-QUALIFICATION OF SUPPLIERS

Sanlam Kenya PLC wishes to update its list of suppliers and service providers and now invites sealed applications from interested and eligible firms to be considered for pre-qualification to supply various goods, works and services here under. This applies to both existing and prospective suppliers.

REF: CATEGORY DESCRIPTION			
PROVISION OF SERVICES		SUPPLY OF GOODS	
SK/PQ/2018/01	Media, Advertising and Digital Services	SK/PQ/2018/31	Supply of Computers, Printers and Accessories
SK/PQ/2018/02	Provision of Event Management Services	SK/PQ/2018/32	Supply of General Office Stationery
SK/PQ/2018/03	Travel Agencies	SK/PQ/2018/33	Supply of Branding and Signage Works
SK/PQ/2018/04	Vehicle Valuers	SK/PQ/2018/34	Supply of Copiers, Faxes and Related Spare Parts and Consumables
SK/PQ/2018/05	Property Valuers	SK/PQ/2018/35	Design, Layout and Printing of Publications, Calendars and Diaries
SK/PQ/2018/06	Market Research and Customer Surveys	SK/PQ/2018/36	Supply of Branded Gifts, General Merchandise, Marketing and Promotional Materials
SK/PQ/2018/07	Fire & Risk Survey Services	SK/PQ/2018/37	Supply of Telephone Sets and Accessories
SK/PQ/2018/08	Training Services (Customer & Staff)	SK/PQ/2018/38	Supply and Maintenance of Firefighting Equipment
SK/PQ/2018/09	Printing of Medical and Staff Cards	SK/PQ/2018/39	Supply of Office Furniture and Fittings
SK/PQ/2018/10	Desktop & Server Preventative Maintenance	SK/PQ/2018/40	Supply of Electrical Fittings and Lighting Materials
SK/PQ/2018/11	Provision of Network Solutions (Structured Cabling)	SK/PQ/2018/41	Supply of Drinking Water and Water Dispensers
SK/PQ/2018/12	Provision of Power Backup Services	SK/PQ/2018/42	Supply of and Maintenance of Generators
SK/PQ/2018/13	Provision of Bulk SMS Services and Bulk Emails	SK/PQ/2018/43	Supply of Fuel-Generator/Motor Vehicle
SK/PQ/2018/14	Repair and Maintenance/Service of Motor Vehicles/Motorcycles	SK/PQ/2018/44	Supply of Rubber Stamps
SK/PQ/2018/15	Provision of Air Conditioning System including Maintenance		
SK/PQ/2018/16	Facilities Management (Repair and Maintenance)		CLAIMS
SK/PQ/2018/17	Provision of Photography & Videography Services	SK/PQ/2018/45	Advocates
SK/PQ/2018/18	Building and General Contractors	SK/PQ/2018/46	Accident Vehicle Repair Garages
SK/PQ/2018/19	Landscaping Services-Nairobi	SK/PQ/2018/47	Motor Claims Assessment Services
SK/PQ/2018/20	Provision of fumigation & Sanitact Services	SK/PQ/2018/48	Accident Vehicle Storage Yards
SK/PQ/2018/21	Provision of Garbage Collection Services	SK/PQ/2018/49	Claims Adjusting/Surveying Services
SK/PQ/2018/22	Provision of Office Relocation Services-Movers	SK/PQ/2018/50	Licensed Insurance Investigators
SK/PQ/2018/23	Courier Services (Local and International)	SK/PQ/2018/51	Provision of Courtesy Car Hire Services
SK/PQ/2018/24	Security Services (Guarding, Alarm and CCTV)	SK/PQ/2018/52	Salvage Buyers/Storage and Scrap Collectors
SK/PQ/2018/25	Human Resource Recruitment and Employment Agencies	SK/PQ/2018/53	Doctors, Medical Clinics and Pharmacies as well as Hospitals
SK/PQ/2018/26	Transport Services (Cab)	SK/PQ/2018/54	Provision of Towing Services
SK/PQ/2018/27	Debt Collection Services	SK/PQ/2018/55	Windscreen Fitters
SK/PQ/2018/28	Property Management Services	SK/PQ/2018/56	Marine Surveyors
SK/PQ/2018/29	Cleaning Services	SK/PQ/2018/57	Auctioneering Services
SK/PQ/2018/30	Catering Services		

Interested firms will be required to submit the following mandatory documents and other requirements:

1. Copy of Incorporation Certificate/Business Registration Certificate.
2. Copy of Valid KRA PIN/VAT Compliance Certificate.
3. Audited Accounts OR Bank Statements for the last 2 years.
4. Three (3) Reference Letters from existing clients.
5. All relevant licenses for practicing.
6. A cover letter clearly demonstrating the value addition that the applying provider will bring to Sanlam Kenya PLC.

Interested suppliers are required to make a non-refundable payment of KES. 5,000 per application payable to:
 (Account Name - Sanlam General Insurance Ltd, Account No.- 6482520015, Branch - International Life House (07000), Narration: (Pre-qualification Fees) at any Commercial Bank of Africa Ltd, branches countrywide. The deposit slip MUST be attached to the Pre-Qualification questionnaire.

Completed documents in plain sealed envelopes clearly marked "Pre-Qualification for Goods & Services: Category Ref.." should be addressed as below:

**The Procurement Committee,
 Sanlam Kenya PLC,
 Gateway Place, Jakaya Kikwete Road,
 P.O. Box 60656-00200,
 Nairobi, Kenya.**

The tender documents should be deposited in the tender box at Sanlam General Insurance Company, Gateway Place, located on Jakaya Kikwete Road, Nairobi, Kenya.

The closing date will be **Thursday, 31st May 2018 at 2:00pm**. Applications received after the deadline will be rejected. Sanlam Kenya PLC reserves the right to accept or reject any application without giving a reason thereof.

Sanlam Kenya PLC is regulated by the Insurance Regulatory Authority.

