

TENDER NOTICE



PRE-QUALIFICATION OF SUPPLIERS FOR FY 2019-2020

Pacis insurance Company wishes to update its list of suppliers for the FY 2019/2020 and now invites sealed applications from interested and eligible firms to be considered for pre-qualification to supply various goods, works and services hereunder.

CATEGORY A: PROVISION OF SERVICES

PACIS/PQ/1/2019-2020 Interior

Designers

PACIS/PQ/2/2019-2020 Quantity Surveyors

PACIS/PQ/3/2019-2020 Tax consultancy

PACIS/PQ/4/2019-2020 Estate Agency & Property management

PACIS/PQ/5/2019-2020 Architects

PACIS/PQ/6/2019-2020 Airtravelticketing services

PACIS/2019-2020 Outside Catering services

PACIS/PQ/8/2019-2020 Debt collection services

PACIS/PQ/9/2019-2020 Car Hire & taxi services

PACIS/PQ/10/2019-2020 Media, public relations & advertising consultancy

PACIS/PQ/11/2019-2020 Cleaning services

PACIS/PQ/12/2019-2020 Insurance Brokerage services

PACIS/PQ/13/2019-2020 Vehicle Maintenance

PACIS/PQ/14/2019-2020 Provision of Event Management services

PACIS/PQ/15/2019-2020 Vehicle tracking

PACIS/PQ/16/2019-2020 Vehicle Valuers

PACIS/PQ/17/2019-2020 Property Valuers

PACIS/PQ/18/2019-2020 Fire & Risksurvey Services

PACIS/PQ/19/2019-2020 Recruitment services

PACIS/PQ/20/2019-2020 Training services (Customer & staff)

PACIS/PQ/21/2019-2020 Printing of Medical & Staff Cards

PACIS/PQ/22/2019-2020 Actuarial Services

PACIS/PQ/23/2019-2020 Event Management

PACIS/PQ/24/2019-2020 Desktop & Server Preventative Maintenance

PACIS/PQ/25/2019-2020 Website Design & Maintenance

PACIS/PQ/26/2019-2020 Provision of Bulk SMS Services

PACIS/PQ/27/2019-2020 Provision of Network Solutions (Structured Cabling)

PACIS/PQ/28/2019-2020 Provision of Internet Services & Branch Network Services i.e Point to Point Connectivity

PACIS/PQ/29/2019-2020 Provision of Cloud Data Backup Services

PACIS/PQ/30/2019-2020 Provision of Power Backup Services

PACIS/PQ/31/2019-2020 Provision of Audit services

CATEGORY B: SUPPLY OF GOODS

PACIS/PQ/32/2019-2020 Computers, printers and accessories

PACIS/PQ/33/2019-2020 Provision of Software

PACIS/PQ/34/2019-2020 General office stationery

PACIS/PQ/35/2019-2020 Design and printing of security/policy documents/proposal forms & Claims forms.

PACIS/PQ/36/2019-2020 Plaques and lit signage

PACIS/PQ/37/2019-2020 Copiers, faxes and related spare parts and consumables

PACIS/PQ/38/2019-2020 Design, layout and printing of PACIS publications, calendars, diaries.

PACIS/PQ/39/2019-2020 Provision of branded corporate gifts, memorabilia, general merchandise and related items. Marketing and promotional materials

PACIS/PQ/40/2019-2020 Telephone sets and accessories

PACIS/PQ/41/2019-2020 Supply and maintenance of firefighting equipment

PACIS/PQ/42/2019-2020 Office furniture and other furnishings,

PACIS/PQ/43/2019-2020 Electrical fittings and lighting materials

CATEGORY C: CLAIMS

PACIS/PQ/44/2019-2020 Claims legal services
PACIS/PQ/45/2019-2020 Accident vehicle repair garages
PACIS/PQ/46/2019-2020 Motor claims assessment services
PACIS/PQ/47/2019-2020 Accident vehicle storage yards
PACIS/PQ/48/2019-2020 Claims Adjusting/Surveying services
PACIS/PQ/49/2019-2020 Licensed Insurance Investigators
PACIS/PQ/50/2019-2020 Provision of Car Hire Services
PACIS/PQ/51/2019-2020 Scrap Collectors
PACIS/PQ/52/2019-2020 Doctors
PACIS/PQ/53/2019-2020 Provision of Towing Services

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

1. Copy of Incorporation certificate/Business registration certificate
2. Copy of Valid KRA Tax Compliance certificate
3. Audited Accounts for the Year 2016 and 2017 **OR** Bank statement for the last 1 Year

The pre-qualification guidelines may be obtained upon payment of a non-refundable fee of **Ksh.2,000 per category** at the Finance & Administration office, Headquarters.

Completed tender documents should be put in a plain sealed envelope clearly marked with the tender number addressed to;

HR & Administration Office
Pacis Insurance Company Ltd
P.O.Box 1870-00200
NAIROBI

The sealed tender document should be dropped in the tender box at Head Quarters reception not later than 12.00 noon on Friday, 9th November, 2018