



Supplier Prequalification Notice 2023-2025

IRC, Kenya Office, invites applications from interested and eligible candidates for pre-qualification/registration of suppliers for supply of under listed goods, works and services for the year 2023-2025. Interested and eligible suppliers are invited to apply for registration indicating the category and reference No they wish to apply for. Suppliers that are currently in our database and wish to be retained are required to apply and submit up to date information required in the registration document.

CATEGORY A: SUPPLY AND DELIVERY OF GOODS	
CATEGORY NO.	CATEGORY DESCRIPTION
IRC-23/25-01	Supply of branded office stationery
IRC-23/25-02	Supply of branded promotional materials – t-shirts, bags, etc.
IRC-23/25-03	Supply of indoor and outdoor branding services e.g. branding of vehicles, installation of vinyl stickers /murals for walls, window markings, exterior led signage, billboards etc.
IRC-23/25-04	Supply of corporate gift items
IRC-23/25-05	Supply and maintenance of telephones and telecommunication equipment, related accessories)
IRC-23/25-06	Supply and maintenance of ICT equipment (computers, laptops, routers, switches, telephones(cisco) wireless access points)
IRC-23/25-07	Supply of personal protective equipment (PPE)
IRC-23/25-08	Supply of temperature screening devices
IRC-23/25-09	Supply and installation of CCTV, access control, intruder alarms
IRC-23/25-10	Supply of metal and explosive detectors
IRC-23/25-011	Supply of office furniture, furnishings and fittings
IRC-23/25-012	Supply and maintenance of generators
IRC-23/25-013	Supply and maintenance of fire-fighting equipment, smoke detection and fire alarm
IRC-23/25-014	Supply of fire system maintenance and kitchen hood fire suppression system services
IRC-23/25-015	Supply, installation and maintenance of air conditioning and refrigeration services
IRC-23/25-016	Supply, installation and maintenance of office window blinds and curtains
IRC-23/25-017	Supply and maintenance of aquarium services
IRC-23/25-018	Supply and maintenance services of lifts and escalators
IRC-23/25-019	Supply and maintenance of power back-up systems UPS & inverters
IRC-23/25-020	Supply and maintenance of CCTV, access control, intruder alarms, bollards, visitor management system, parking management system
IRC-23/25-021	Supply and Maintenance of Motor vehicle
IRC-23/25-022	Supply of tyres, tubes and motor vehicle accessories
IRC-23/25-023	Supply of petrol, diesel and fuel cards
IRC-23/25-024	Supply of toiletries, detergents, hand dryers
IRC-23/25-025	Supply of drinking water and dispensers
IRC-23/25-026	Supply of water cleaning and water treatment chemicals
IRC-23/25-027	Supply and maintenance of franking machines
IRC-23/25-028	Supply and personalization of staff identification smart cards, lanyards and metal staff badges
IRC-23/25-029	Supply of multi-functional network printer lease services
IRC-23/25-030	Supply of printed staff smart cards and medical cards
IRC-23/25-031	Supply of printing and other related services
IRC-23/25-032	Supply of general office stationeries
IRC-23/25-033	Supply of customized rubber stamps and office seals
CATEGORY B: PROVISION OF GENERAL SERVICES	
IRC-23/25-034	Provision of professional photography, videography and related services
IRC-23/25-035	Provision of audio visual and other related services
IRC-23/25-036	Provision of digital marketing services
IRC-23/25-037	Provision of public relations, communication and media management services
IRC-23/25-038	Provision of creative and advertising services
IRC-23/25-039	Provision of medical insurance brokerage services
IRC-23/25-040	Provision of gardening and landscaping
IRC-23/25-041	Provision of construction services; including renovations, office partitioning and general refurbishments
IRC-23/25-042	Provision of property and land valuation services
IRC-23/25-043	Provision of architectural, interior design and landscape design consultancy services
IRC-23/25-044	Provision of electrical engineering consulting services
IRC-23/25-045	Provision of mechanical engineering consulting services
IRC-23/25-046	Provision of security guarding services
IRC-23/25-047	Provision of international courier, postage and parcel services
IRC-23/25-048	Provision of fire response services
IRC-23/25-049	Provision of fixed assets management solutions
IRC-23/25-050	Provision of repair of office furniture and fittings services
IRC-23/25-051	Provision of plumbing installations and drainage services
IRC-23/25-052	Provision of events management services
IRC-22/24-053	Provision of sewerage, pits clean-up and maintenance services
IRC-23/25-054	Provision of electrical equipment and appliances maintenance services
IRC-23/25-055	Provision of welding and fabrication services
IRC-23/25-056	Provision of electrical supplies (i.e., bulbs, cables sockets etc.)
IRC-23/25-057	Provision of website design, hosting & website maintenance
IRC-23/25-058	Provision of boreholes maintenance services
IRC-23/25-059	Provision and maintenance of building façade access equipment
IRC-23/25-060	Provision of inspection services for lifts, hoist and pressurized systems
IRC-23/25-061	Provision of office cleaning, sanitary services
IRC-23/25-062	Provision of fumigation and pest control services
IRC-23/25-063	Provision of legal services
IRC-23/25-064	Provision of accounting & audit services
IRC-23/25-065	Provision of occupational safety and health advisory services (i.e., audits, assessment and trainings)
IRC-23/25-066	Provision of first aid training, fire marshals training, fire audit, safety audit services
IRC-23/25-067	Provision of local courier services and dedicated riders
IRC-23/25-068	Provision of bulk SMS services, USSD, short-code and mobile application services
IRC-23/25-069	Provision of car hire, buses and minibuses
IRC-23/25-070	Provision of air travel and ticketing agency services
IRC-23/25-071	Provision of qualified transport and relocation services
IRC-23/25-072	Provision of hotel accommodation

The supplier pre-qualification process will be conducted electronically via our online procurement system. Interested firms/suppliers may participate in the pre-qualification process by visiting: www.ircstaffing.com and check under “Tenders” Download the PDF document and select your bid category. Email your selected category number(s) to the email: tenders@ircstaffing.com together with prove of payment to receive the tender pre-qualification documents and registration. Access to the pre-qualification shall be granted upon payment of a non-refundable tender fee of **Ksh. 2,500** per category. Where required, all requisite documentation must be scanned and uploaded to the submission email: tenders@ircstaffing.com **Hardcopy applications will not be accepted.** All payments should be done through: **KCB Bank, Account Number: 1305052218**, or through **MPESA Paybill Number: 522522**, account Number: **1305052218**. The pre-qualification exercise closes on **20th June 2023 at 9pm**. In case of any inquiry kindly contact us on **+254700634295**.

IRC reserves the right to accept or reject any or all applications to the pre-qualification either in whole or in part.

