



Institution of Surveyors of Kenya

PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS AND SERVICES FOR THE YEARS 2024 AND 2025

ISK intends to undertake an update of its register of suppliers for various goods and services for the next two financial years i.e. 2024 and 2025. Interested and eligible suppliers are invited to apply for pre-qualification, indicating the category of goods and services they wish to supply. Existing suppliers who wish to be retained should re-apply and submit information requested in the pre-qualification document.

	<u>Reference/Category</u>	<u>Item Description</u>
No.	Supply of General Goods/Services	
1	ISK/PQ/STAT/24/25	Provision of stationery, photocopying papers and photocopying machine lease.
2	ISK/PQ/BOTW/24/25	Supply of bottled water
3	ISK/PQ/PUB/24/25	Supply of newspapers, publications, banners & brochures
4	ISK/PQ/COMP/24/25	Supply and repair of computers and office electronics/phones.
5	ISK/PQ/FURN/24/25	Supply and repair of furniture, cabinets and office renovations
	<u>Provision of Services</u>	
6	ISK/PQ/DES/24/25	Design and calligraphy services
7	ISK/PQ/SMS/24/25	Bulk SMS Services
8	ISK/PQ/CONF/24/25	Provision of conference facilities
9	ISK/PQ/FUM/24/25	Provision of fumigation services
10	ISK/PQ/CATR/24/25	Outside catering services for meetings
11	ISK/PQ/WEB/24/25	Internet services and web designs
12	ISK/PQ/TRAN/24/25	Travelling agency, air ticketing, shuttle, tour and cab services
13	ISK/PQ/EVNT/24/25	Events planning

14	ISK/PQ/PHOT/24/25	Photography and videography
15	ISK/PQ/ERP/24/25	ERP and member management services
16	ISK/PQ/LEG/24/25	Legal & professional services
17	ISK/PQ/INSR/24/25	Insurance services e.g. WIBA, assets cover, staff medical cover
18	ISK/PQ/FUND/24/25	Fundraising services e.g. sponsorship and coordination of events, donor funding
19	ISK/PQ/ARCH/24/25	Architectural and building construction services
20	ISK/PQ/CLEN/24/25	Office cleaning services

Complete pre-qualification documents should be serialized, paginated and enclosed in a plain sealed envelope, accompanied by a deposit slip of **KSh. 2,000** to **Absa Bank Account No. 0948211246**, clearly marked with the relevant reference number and description and addressed to:

**The CEO
Institution of Surveyors of Kenya
Reinsurance Plaza 10th Floor, Aga Khan walk
P.O. Box 40707-00100, Nairobi.**

The duly completed tender documents should be delivered to the ISK offices at Reinsurance Plaza, Nairobi and deposited in the **ISK Tender Box** so as to be received on or before **22nd April 2024**, at **12.00 noon**. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened publicly in the presence of the Bidder's designated representatives and anyone who chooses to attend at the address given above. Interested and qualified candidates should visit the ISK website on www.isk.or.ke for detailed requirements, qualifications and instructions on to bid.