



**COLLEGE OF INSURANCE**  
*Driven by distinction*

**ADVERTISEMENT FOR PREQUALIFICATION OF SUPPLIERS**

Insurance Training & Education Trust invites tenders from interested firms (bidders) to apply for Pre-qualification as Suppliers for of goods, works and services for the period 2016 - 2018 under the following categories.

**CATEGORY A**

NO	PREQUALIFICATION FOR SUPPLY OF GOODS	REF. No
1	Supply of office Furniture and Fittings	COI/PQA/201618/01
2	Supply and Delivery of Office Equipment (Photocopiers, ICT Equipment)	COI/PQA/201618/02
3	Supply and Delivery of Office Stationery and Cartridges	COI/PQA/201618/03
4	Supply of Software Solutions and Licenses	COI/PQA/201618/04
5	Supply and Delivery of Firefighting Equipment and Accessories	COI/PQA/201618/05
6	Supply of Promotional Material and Corporate Gifts	COI/PQA/201618/06
7	Supply of Vegetables and Fruits	COI/PQA/201618/07
8	Supply and Delivery of Meats and Allied Products	COI/PQA/201618/08
9	Supply of Staff Uniform and Other Branded Clothing.	COI/PQA/201618/09
10	Supply and Delivery of Milk and Milk Products	COI/PQA/201618/10
11	Supply and Delivery of Dry Foods	COI/PQA/201618/11
12	Supply and Delivery of Cutlery, Crockery and Related Kitchen Equipment	COI/PQA/201618/12
13	Supply and Delivery of Laundry Detergents, Multipurpose Detergents, Tissue Paper and Serviettes	COI/PQA/201618/13
14	Supply and Hire of Tents, Chairs Etc	COI/PQA/201618/14
15	Supply and Delivery of Calling Cards/Airtime	COI/PQA/201618/15
16	Supply and Delivery of Fuel, Oils, Lubricants and LPG	COI/PQA/201618/16
17	Supply and Delivery of Beds, Bedding, Linen, Mattresses, Mosquito Nets Etc	COI/PQA/201618/17

**CATEGORY B**

NO	PREQUALIFICATION FOR SUPPLY OF WORKS	REF. No
1	Repair & Maintenance of Electrical Works	COI/PQB/201618/01
2	Building & Construction Contractors	COI/PQB/201618/02
3	Painting, Interior Decor & Landscaping Services	COI/PQB/201618/03
4	Branded Signage Works	COI/PQB/201618/04
5	Repairs & Maintenance of Civil Works	COI/PQB/201618/05
6	Repair and Maintenance/ Servicing of Motor Vehicles/ Motor Cycles	COI/PQB/201618/06

**CATEGORY C**

NO	PREQUALIFICATION FOR PROVISION OF SERVICES	REF. No
1	Provision of Cleaning Services	COI/PQC/201618/01
2	Provision of Air Travel Agency, Accommodation and Car Hires Services	COI/PQC/201618/02
3	Supply and Maintenance of Sanitary Bins and Related Services	COI/PQC/201618/03
4	Provision of Garbage Collection Services	COI/PQC/201618/04
5	Provision of Fumigation and Pest Control Services	COI/PQC/201618/05
6	Service and Maintenance of Gas Appliances (Catering Equipment)	COI/PQC/201618/06
7	Service and Maintenance of Firefighting Equipment	COI/PQC/201618/07
8	Provision of Publishing and Printing Services	COI/PQC/201618/08
9	Service and Maintenance of Borehole	COI/PQC/201618/09
10	Supply and Maintenance of Indoor Plants	COI/PQC/201618/10
11	Provision of Legal Services	COI/PQC/201618/11
12	Provision of Architectural Services	COI/PQC/201618/12
13	Provision of Insurance Brokerage Services	COI/PQC/201618/13
14	Provision of Insurance Underwriting Services	COI/PQC/201618/14
15	Provision of Medical Services	COI/PQC/201618/15
16	Provision of Audit Services	COI/PQC/201618/16
17	Provision of Mechanical Engineering Services	COI/PQC/201618/17
18	Provision of Structural Engineering Services	COI/PQC/201618/18
19	Provision of Electrical Engineering Services	COI/PQC/201618/19
20	Provision of Quantity Surveying Services	COI/PQC/201618/20

Suppliers who qualify for any or all of the categories may apply for Pre-qualification. Prequalification documents are obtainable upon payment of a non-refundable fee of Kshs. One thousand (1,000/-) per set of documents. Payments may be made to the cash office during normal working hours and an official receipt issued. The documents can be downloaded on the website [www.coi.ac.ke](http://www.coi.ac.ke)

Suppliers and service providers who meet the criteria for prequalification will be prequalified for the categories applied for and will form the list of contractors who will be given tender/quotation documents to bid for supply of goods and services under those categories as and when required basis.

Completed prequalification documents clearly marked appropriately "**Tender No. & Tender Description**" along with any other additional information the applicants may wish to provide, should be deposited in the tender box at the main entrance to the Administration Block, or posted so as to reach,

**Chief Executive officer/ Director,  
College of Insurance  
P. O. Box 56928 - 00200  
NAIROBI**

On or before 14<sup>th</sup> October, 2016 at 10.00 am. Tenders will be opened immediately thereafter on the closing date shown above in the presence of bidders or their representatives who may choose to attend at the College Boardroom. The College would like to warn tenderers that any form of canvassing to influence the award of the tender(s) shall lead to automatic disqualification. The College does not bind itself to prequalify any supplier(s) or give reasons for its decision.