



POLICYHOLDERS COMPENSATION FUND

TENDER NO: PCF/REG/01/2024-2025

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND
SERVICES FOR FY 2024/2025 AND 2025/2026**

NOTICE DATE: 16TH JULY 2024

CLOSING DATE: 31ST JULY 2024 AT 10: 00A.M

Please indicate the item applied for as follows:

NAME OF THE SUPPLIER:

ITEM REF. No

ITEM DESCRIPTION.....

GROUP (OPEN / YWPD)

REGISTRATION OF SUPPLIERS

The Policyholders Compensation Fund (PCF) is a state corporation governed by Section 179 of Insurance Act (Cap. 487) and Insurance (Policyholders Compensation Fund) (Amendment) Regulation 2014. The fund was established for the primary purpose of providing compensation to claimants of an insurer that has been put under Statutory Management and the secondary purpose of increasing public confidence in the insurance sector.

The registration of suppliers applies to non-AGPO (open) registered firms who are required to meet the eligibility requirements to bid as provided for under S. 55 of the Public Procurement and Asset Disposal Act 2015. The Fund will continue receiving application for registration of suppliers for goods, works and services even after the closing date however the suppliers whose application will be received afterwards will be evaluated and the list updated after every six months for a period of two years.

For AGPO registered firms, S. 157(17) of the Act and Regulation 146, mandates the National Treasury to register a small, micro and medium enterprise or a disadvantaged group wishing to participate in public procurement. In addition, R145(3) directs that all small, micro and medium enterprise groups or disadvantaged groups registered by National Treasury shall automatically be included in the list of registered suppliers of a procuring entity upon submission of the National Treasury Registration Certificate. The Fund will continue to receive AGPO certificates even after the closing date and update the list of suppliers immediately.

The Fund wishes to invite all eligible firms to submit applications/AGPO certificate for purposes of registration/inclusion to supply of goods, works and Services for the period **2024/2025 and 2025/2026** financial year. The categories for consideration are listed below: -

| | CATEGORY A - SUPPLY OF GOODS | TARGET GROUP |
|---------------|--|---------------------|
| NO. | ITEM DESCRIPTION | |
| PCF/PREQ/A/1 | Supply of General Office Supplies | YWPD |
| PCF/PREQ/A/2 | Supply and Delivery of ICT Equipment's, Computers, Laptops, Scanners, UPS, Printers. | Open |
| PCF/PREQ/A/3 | Supply Office Furniture, Furnishings and Fittings | Open |
| PCF/PREQ/A/4 | Supply, Printing and Embroidery of Promotional Materials and Services | YWPD |
| PCF/PREQ/A/5 | Design, Printing and Supply of Printed Paper Materials e.g. Calendars, Diaries, Annual Reports and other Printed Stationery/Materials. | YWPD |
| PCF/PREQ/A/6 | Supply and Delivery of Bottled water | YWPD |
| PCF/PREQ/A/7 | Supply and Maintenance of Fresh Office Flowers and Indoor Potted Plants | YWPD |
| PCF/PREQ/A/8 | Supply of Printer Toners and Computer Accessories | YWPD |
| PCF/PREQ/A/9 | Supply of Library Books | YWPD |
| PCF/PREQ/A/10 | Supply of Newspapers, Magazines and Periodicals | YWPD |

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| PCF/PREQ/A/11 | Supply of Corporate Uniform and Protective Clothing/Gear & masks | YWPD |
| PCF/PREQ/A/12 | Supply of Software and Associated licenses (Windows, Microsoft Office, SPSS, Antivirus, DMS, Adobe, Pastel, Memory Soft, etc.) | Open |
| PCF/PREQ/A/13 | Supply of Motor Vehicle Tyres, Batteries and Accessories | Open |
| PCF/PREQ/A/14 | Supply of Airtime vouchers | YWPD |
| PCF/PREQ/A/15 | Supply of motor vehicle fuel lubricants and oils | OPEN |
| PCF/PREQ/A/16 | Supply, delivery and installation of E-Board system | YWPD |
| PCF/PREQ/A/17 | Supply, delivery, installation, configuration and commissioning and maintenance of transaction-based portals | YWPD |
| PCF/PREQ/A/18 | Supply of gifts, carvings and paintings | YWPD |
| PCF/PREQ/A/19 | Supply, maintenance and Installation of power and battery backup solution | YWPD |
| PCF/PREQ/A/20 | Supply, delivery and installation of virtualization tools | Open |
| | CATEGORY B- PROVISION OF SERVICES | |
| PCF/PREQ/B/1 | Provision of Courier Services | YWPD |
| PCF/PREQ/B/2 | Provision of Catering Services | YWPD |
| PCF/PREQ/B/3 | Provision of Guarding and Security Services | Open |
| PCF/PREQ/B/4 | Provision of Maintenance of Office Equipment (ICT), Computers, laptops, scanners etc. | YWPD |
| PCF/PREQ/B/5 | Provision of Maintenance of Office Furniture, Furnishings and Fittings | YWPD |
| PCF/PREQ/B/6 | Provision of Repair and Maintenance of CCTV & | YWPD |

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| | TV Installation and Accessories | |
| PCF/PREQ/B/7 | Provision of Photography and Video Coverage Services | YWPD |
| PCF/PREQ/B/8 | Provision of Air Ticketing Services/Air Travel Agency (IATA registered only) | YWPD |
| PCF/PREQ/B/9 | Provision of Event Management Services (DJ, Bands, Comedy, Dancers, Musicians, Models and MC's etc.) | YWPD |
| PCF/PREQ/B/10 | Provision of Media Monitoring, Analysis and Reporting Services | Open |
| PCF/PREQ/B/11 | Translation and Editorial Services (English to Kiswahili and vernacular languages) | Open |
| PCF/PREQ/B/12 | Provision of Auctioneering Services | Open |
| PCF/PREQ/B/13 | Provision of Legal Services | Open |
| PCF/PREQ/B/14 | Provision of Legal Audit Services | Open |
| PCF/PREQ/B/15 | Provision of Governance Audit Services | YWPD |
| PCF/PREQ/B/16 | Provision of Architectural Design | Open |
| PCF/PREQ/B/17 | Provision of Asset Tagging, Verification and Reconciliation Services | YWPD |
| PCF/PREQ/B/18 | Provision of Public Relations Agency/ External Communication Services | YWPD |
| PCF/PREQ/B/19 | Production of Radio and Television Infomercials/Documentaries | Open |
| PCF/PREQ/B/20 | Provision of HR Consultancy Services (HR, Recruitment, Selection and Training) | YWPD |
| PCF/PREQ/B/21 | Provision of Hotel Accommodation and | Open |

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| | Conference Facilities 4 &5-star hotels | |
| PCF/PREQ/B/22 | Provision of Repair and Maintenance of Electrical Accessories | YWPD |
| PCF/PREQ/B/23 | Provision of Repair and Maintenance of Plumbing Systems | YWPD |
| PCF/PREQ/B/24 | Provision of Repair and Maintenance of Air Conditioning Units | YWPD |
| PCF/PREQ/B/25 | Provision of Occupational Health and Safety Services | Open |
| PCF/PREQ/B/26 | Provision of Consultancy Services for Performance Contract Related Surveys | Open |
| PCF/PREQ/B/27 | Provision of Design, Mounting of Trade Fairs (shows), Exhibitions | YWPD |
| PCF/PREQ/B/28 | Provision of Forensic Audit | Open |
| PCF/PREQ/B/29 | Provision of Asset Valuation Services | Open |
| PCF/PREQ/B/30 | Provision of Graphic Design /Creative Services | YWPD |
| PCF/PREQ/B/31 | Provision of Consultancy Services for Corruption Risk Assessment | Open |
| PCF/PREQ/B/32 | Provision of Consultancy Services for compensation, statutory management and liquidation | Open |
| PCF/PREQ/B/33 | Provision of Comprehensive cleaning services | Open |
| PCF/PREQ/B/34 | Provision of Consultancy Services on Web design, development and maintenance of online platforms. | Open |

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| PCF/PREQ/B/35 | Provision of Internet Connectivity Solution | YWPD |
| PCF/PREQ/B/36 | Provision of Investment Banking Services | Open |
| PCF/PREQ/B/37 | Provision of support and maintenance of cloud-based solution (Microsoft 365 suites and related applications) | Open |
| PCF/PREQ/B/38 | Provision of offsite backup and replication services for data center and its related supporting applications and tools | Open |
| PCF/PREQ/B/39 | Provision of information security management system (ISMS Consultancy services) | Open |
| PCF/PREQ/B/40 | Provision of maintenance and configuration of voice, data communication service and computer networks /video conference | YWPD |
| PCF/PREQ/B/41 | Provision of ICT Audit | Open |
| PCF/PREQ/B/42 | Provision of Governance Audit | YWPD |
| PCF/PREQ/B/43 | Servicing of equipment (fire extinguishers, dispensers, fridges, microwave etc) | YWPD |
| PCF/PREQ/B/44 | Provision of Team Building consultants | YWPD |
| PCF/PREQ/B/45 | Provision of flowers and indoor maintenance | YWPD |
| PCF/PREQ/B/46 | Provision of airtime | YWPD |
| PCF/PREQ/B/47 | Provision of advertising services (Billboard) | Open |
| PCF/PREQ/B/48 | Provision of training/corporate services | YWPD |
| PCF/PREQ/B/49 | Provision of Public Relations Consultancy | YWPD |
| PCF/PREQ/B/50 | Provision of decoration services | YWPD |
| PCF/PREQ/B/51 | Provision of design, mounting of trade fair shows and exhibitions | YWPD |
| PCF/PREQ/B/52 | Provision of consultancy service for Actuarial science consultancy | Open |
| PCF/PREQ/B/53 | Provision of fund management services | Open |
| PCF/PREQ/B/54 | Provision of consultancy services for research | Open |
| PCF/PREQ/B/55 | Provision of custodial consultancy services | Open |
| PCF/PREQ/B/56 | Provision of software solutions, website | YWPD |

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|---------------|---|------|
| | development, mobile apps development, hosting and licensing | |
| PCF/PREQ/B/57 | Provision of support and maintenance of cloud-based solution (Microsoft 365 suites and related applications | Open |
| PCF/PREQ/B/58 | Provision of maintenance services for data center infrastructure | Open |
| PCF/PREQ/B/59 | Provision of mobile applications including UUSD, Bulk SMS systems, Short codes, Mobile Apps (including Android, iOS etc.) | YWPD |
| PCF/PREQ/B/60 | Provision of Consultancy services in procurement and supply chain management | Open |
| PCF/PREQ/B/61 | Provision of Consultancy service in Research and Insurance Services | Open |
| PCF/PREQ/B/62 | Provision of Consultancy services in Financial Services | Open |
| | CATEGORY C- SMALL WORKS CONTRACTS | |
| PCF/PREQ/C/1 | Office Partitioning, Repair and Maintenance of Building Works, Interior Design and related services. | YWPD |

Completed registration documents/AGPO certificates MUST be submitted in plain sealed envelopes clearly marked: -

“PCF/REG/01/2024-2025 FOR
REGISTRATION/INCLUSION OF SUPPLIERS FOR
GOODS, WORKS AND SERVICES FOR THE PERIOD
2024/2025 - 2025/2026.

CATEGORY:.....

ITEM NO:

ITEMDESCRIPTION:

GROUP (OPEN/ YWPD)

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and addressed to:

The Managing Trustee

Policyholders

Compensation Fund

KWFT Centre,

Kiambere Rd, 6th Floor

P.O Box 24203-001000

Nairobi, Kenya.

Website: <http://www.pcf.go.ke>

and deposited in the tender box located on 6th Floor KWFT Centre, Kiambere Road Upper Hill, Nairobi so as to be received on or before 31st July, 2024 at 10.00am.

Registration documents/AGPO certificates will be opened immediately thereafter in the presence of the bidders' representatives who may choose to attend at the Board Room located on KWFT Centre 6th Floor, Kiambere Road, Upperhill, Nairobi.

Late tenders will not be accepted.

THE MANAGING TRUSTEE

1. REGISTRATION EVALUATION CRITERIA

ELIGIBILITY CRITERIA FOR OPEN CATEGORY

| | Requirement | Score |
|-----|--|-----------|
| 1 | Copy of Certificate of Registration/Incorporation | Mandatory |
| 2 | Copy of PIN Registration Certificate | Mandatory |
| 3 | Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority | Mandatory |
| 4. | A Copy of CR 12 for companies | Mandatory |
| 5.. | Certificates from affiliated Professional Bodies/ Associations, where the nature of supply or service is applicable/specific to your line of business e.g. NCA, IATA, EPRA, CA, LSK, ICPAK, PCB, KISM etc. | Mandatory |
| 6. | Detailed company profile | Mandatory |

2. INCLUSION OF DISADVANTAGED GROUP OF SUPPLIERS TO THE LIST: YOUTH, WOMEN& PERSONS WITH DISABILITY:

Attach:

- (a) Valid certificate for Access to Government Procurement Opportunities issued by National Treasury.
- (b) Detailed company profile.