



TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS

First Assurance Company wishes to update its list of suppliers and service providers and now invites sealed applications from interested and eligible firms to be considered for pre-qualification to supply various goods, works and services here under. This applies to both existing and prospective suppliers.

REF	CATEGORY DESCRIPTION
	PROVISION OF SERVICES
FA/PQ/2018-01	Media, public relations & advertising consultancy
FA/PQ/2018-02	Provision of Event Management services
FA/PQ/2018-03	Travel Agencies
FA/PQ/2018-04	Vehicle Valuers
FA/PQ/2018-05	Property Valuers
FA/PQ/2018-06	Market Research and Customer Surveys
FA/PQ/2018-07	Fire & Risk survey Services
FA/PQ/2018-08	Training services (Customer & staff)
FA/PQ/2018-09	Printing of Medical & Staff Cards
FA/PQ/2018-10	Desktop & Server Preventative Maintenance
FA/PQ/2018-11	Provision of Network Solutions (Structured Cabling)
FA/PQ/2018-12	Provision of Power Backup Services
FA/PQ/2018-13	Provision of Bulk SMS Services and Bulk Emails
FA/PQ/2018-14	Repair and Maintenance/Serviceing of Motor Vehicles/Motorcycles
FA/PQ/2018-15	Provision of Insurance Brokerage Services
FA/PQ/2018-16	Provision of Air Conditioning System including Maintenance
FA/PQ/2018-17	Facilities management(Repair and maintenance)
FA/PQ/2018-18	Provision of Photography & Videography Services
FA/PQ/2018-19	Building and general contractors
FA/PQ/2018-20	Swimming Pool maintenance service-Nairobi
FA/PQ/2018-21	Landscaping services- Nairobi
FA/PQ/2018-22	Provision of Furnished apartments - Nairobi
FA/PQ/2018-23	Provision of Fumigation & Sanitact service
FA/PQ/2018-24	Provision of Dry cleaning services
FA/PQ/2018-25	Provision of Garbage collection services
FA/PQ/2018-26	Provision of Office relocation services - Movers
FA/PQ/2018-27	Courier services (Local and International)
FA/PQ/2018-28	security services (Guarding, Alarm, CCTV)
	SUPPLY OF GOODS
FA/PQ/2018-29	Supply of Computers, printers and accessories
FA/PQ/2018-30	Supply of General office stationery
FA/PQ/2018-31	Supply of Branding and Signage Works
FA/PQ/2018-32	Supply of Copiers, faxes and related spare parts and consumables
FA/PQ/2018-33	Design, layout and printing of First Assurance publications, calendars, diaries.
FA/PQ/2018-34	Supply of Branded gifts, General merchandise, Marketing and promotional materials
FA/PQ/2018-35	Supply of Telephone sets and accessories
FA/PQ/2018-36	Supply and maintenance of Firefighting equipment

FA/PQ/2018-37	Supply of Office furniture and fittings
FA/PQ/2018-38	Supply of Electrical fittings and lighting materials
FA/PQ/2018-39	Supply of Drinking Water & Water Dispensers
FA/PQ/2018-40	Supply of and maintenance of Generators
FA/PQ/2018-41	Supply of Fuel - generator/Motor vehicle
FA/PQ/2018-42	Supply of Rubber stamps
	CLAIMS
FA/PQ/2018-43	Advocates
FA/PQ/2018-44	Accident vehicle repair garages
FA/PQ/2018-45	Motor claims assessment services
FA/PQ/2018-46	Accident vehicle storage yards
FA/PQ/2018-47	Claims Adjusting/Surveying services
FA/PQ/2018-48	Licensed Insurance Investigators
FA/PQ/2018-49	Provision of courtesy car hire services
FA/PQ/2018-50	Salvage Buyers/ Storage, Scrap Collectors
FA/PQ/2018-51	Doctors
FA/PQ/2018-52	Provision of Towing Services
FA/PQ/2018-53	Windscreen fitters
FA/PQ/2018-54	Marine Surveyors

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 PIN/VAT Compliance certificate
3. Audited Accounts OR Bank statement for the last 2 Year

Pre-qualification questionnaire and can be downloaded from the company's website www.firstassurance.co.ke. Interested Suppliers are required to make a non-refundable payment of KES 5,000 per application payable to account : (Name-First Assurance Co, Account No- 2034212883, Branch- Office park (020), Narration: Pre-qualification Fees) at any of the Barclays Bank Branches Countrywide. The deposit slip MUST be attached to the pre-qualification questionnaire.

Completed documents in plain sealed envelopes clearly marked "Pre-qualification for goods & services:, Category Ref.....," should be addressed as below:

**The Procurement Department
First Assurance Company Ltd,
Clyde Garden-Gitanga Rd,
P.O. Box 30064 - 00100
NAIROBI**

The Tender documents should be deposited in the tender box at First Assurance House, Clyde Gardens, located on Gitanga Road in Lavington, Nairobi Kenya.

The closing date will be **Friday 2nd February 2018 at 2.00pm**. Applications received after the deadline will be rejected. First Assurance reserves the right to accept or reject any application without giving a reason thereof.

First Assurance Company Limited is regulated by the Insurance Regulatory Authority.