

REGISTRATION OF SUPPLIERS FOR THE PERIOD 2022/2023 AND 2023/2024 FINANCIAL YEARS

The Insurance Regulatory Authority (IRA) is a statutory government agency established under the Insurance Act (Amendment) 2006, CAP 487 of the Laws of Kenya to regulate, supervise and promote the development of the insurance industry in Kenya. IRA intends to update its register for suppliers for supply and provision of goods, works and services for financial year 2022/2023- 2023/2024.

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 the IRA database and wish to be retained are required to apply and submit up to date information required in the registration document.

CATEGORY A - SUPPLY OF GOODS		TARGET GROUP
NO.	ITEM DESCRIPTION	
IRA/A/1	Supply of General Office Supplies & Stores	AGPO
IRA/A/2	Supply of Office Equipment	Open
IRA/A/3	Supply Office Furniture, Furnishings and Fittings	Open
IRA/A/4	Supply, Printing and Embroidery of Promotional Materials and Services	AGPO
IRA/A/5	Design, Printing and Supply of Printed Paper Materials E.g. Calendars, Diaries, Annual Reports and other Printed Stationery/Materials.	AGPO
IRA/A/6	Supply and Maintenance of Fresh Office Flowers and Indoor Potted Plants	AGPO
IRA/A/7	Supply of Printer Toners	AGPO
IRA/A/8	Supply of Computer Hardware/Equipment and associated Computer Accessories	Open
IRA/A/9	Supply of Newspapers, Magazines and Periodicals	AGPO
IRA/A/10	Supply of Corporate Uniform and Protective Clothing/Gear/Masks	
IRA/A/11	Supply of Softwares and Associated licenses	Open
IRA/A/12	Supply of Motor Vehicle Tyres, Batteries and Accessories	AGPO
CATEGORY B- PROVISION OF SERVICES		
IRA/B/1	Provision of Courier Services	AGPO
IRA/B/2	Provision of Maintenance of Office Equipment, Network Switching Equipment and Computer hardware	Open
IRA/B/2	Provision of Maintenance of Computer Softwares, Portals and associated Licenses	Open
IRA/B/3	Provision of Maintenance of Office Furniture, Furnishings and Fittings	Open
IRA/B/4	Provision of Repair and Maintenance of CCTV & TV Installation and Accessories	Open
IRA/B/5	Provision of Photography and Video Coverage Services	AGPO
IRA/B/6	Provision of Air Ticketing Services/Air Travel Agency (IATA registered only)	AGPO
IRA/B/7	Provision of Entertainment Services (DJ, Live Bands, Comedians, Dancers, Musicians, Models and MC's etc.)	AGPO
IRA/B/9	Translation and Editorial Services (English to Kiswahili and vernacular languages)	AGPO
IRA/B/10	Provision of Auctioneering Services	Open
IRA/B/11	Provision of Legal Services	Open
IRA/B/12	Provision of Legal Audit Services	AGPO
IRA/B/13	Provision of Governance Audit Services	AGPO
IRA/B/14	Provision of Asset Tagging, Verification and Reconciliation Services	AGPO
IRA/B/15	Provision of Public Relations Agency/External Communication Services	AGPO
IRA/B/17	Provision of Management Consultancy Services (HR, Recruitment, Selection and Training)	AGPO
IRA/B/18	Provision of Hotel Accommodation and Conference Facilities	Open
IRA/B/19	Provision of Repair and Maintenance of Electrical Accessories	AGPO
IRA/B/20	Provision of Repair and Maintenance of Plumbing Systems	AGPO
IRA/B/21	Provision of Repair and Maintenance of Air Conditioning Units	AGPO
IRA/B/22	Provision of Occupational Health and Safety Services	AGPO
IRA/B/23	Provision of Consultancy Services for Performance Contract Related Surveys	AGPO
IRA/B/24	Provision of Design, Mounting of Trade Fairs (shows), Exhibitions	AGPO
IRA/B/25	Provision of Risk Management, Internal Audit, ICT Audit and penetration testing Services	Open
IRA/B/26	Provision of Asset Valuation Services	Open
CATEGORY C- SMALL WORKS CONTRACTS		
IRA/C/1	Office Partitioning, Repair and Maintenance of Building Works, Interior Design and related services.	Open

AGPO group are disadvantaged groups consisting of Youth, Women and Persons Living with Disabilities and registered with the Ministry of National Treasury and Planning.

Interested bidders may view and download the above registration documents from IRA website (www.ira.go.ke) or Public Procurement Information Portal (www.tenders.go.ke) or at IRA Procurement Office on 10th Floor, Zep-Re Place, Longonot Road, Upperhill, Nairobi. Interested and eligible applicants are required to download the registration documents from the website free of charge.

Completed registration application shall be sealed in a plain envelope, clearly marked as stated in the particular registration document showing Category, Reference number and Item Description and addressed to: -

Chief Executive Officer
Insurance Regulatory Authority
10th Floor, Zep-Re Place, Longonot Road, Upperhill
P.O. Box 43505-00100
NAIROBI

Completed documents shall be deposited in the Tender box located at the reception area on 10th Floor, Zep-Re Place, Longonot Road, Upperhill, Nairobi, so as to be received on or before on **Thursday 21st July, 2022 at 11.00 a.m.**