

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.**

COMMISSIONER OF INSURANCE & CHIEF EXECUTIVE OFFICER