



REPUBLIC OF KENYA

OFFICE OF THE ATTORNEY GENERAL AND DEPARTMENT OF JUSTICE

TENDER NOTICE

The Office of the Attorney General and Department of Justice invites interested and eligible firms for **Registration of Suppliers Service Providers and Contractors, Tender No. OAG&DOJ/02/2020-2021** for the supply of one or more (maximum combination of Two Categories) of the under listed goods, works and services for a period of Two Years 2020/2021 and 2021/2022 Financial Years. The Procuring Entity reserves the right to request submission of additional information from prospective suppliers.

CATEGORY A: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS

S/No	Category Reference	Description of Category	Eligibility
1.	OAG&DOJ/02/01/2020-2021	Supply and Delivery of General Office Stationery	AGPO Groups Only
2.	OAG&DOJ/02/02/2020-2021	Supply and Delivery of Computer Consumables and Accessories	AGPO Groups Only
3.	OAG&DOJ/02/03/2020-2021	Design, Supply and Delivery of Branded Promotional Materials: Uniforms, T-Shirts, Badges, Umbrellas, Carrier Bags, etc.	Open
4.	OAG&DOJ/02/04/2020-2021	Supply and Delivery of General Office Furniture and Office Equipment	Open
5.	OAG&DOJ/02/05/2020-2021	Supply, Delivery and Installation Of Computer Software and Hardware	Open
6.	OAG&DOJ/02/06/2020-2021	Supply of Motor Vehicle Spare Parts Tyres, Tubes/Air Bridge Tyres, Batteries, Tyre Repairs, Wheel Alignment and Balancing	Open

CATEGORY B: REGISTRATION FOR PROVISION OF NON-CONSULTING SERVICES

S/No	Category Reference	Description of Category	Eligibility
7.	OAG&DOJ/02/07/2020-2021	Provision of Air Ticketing Services	Open
8.	OAG&DOJ/02/08/2020-2021	Service and Maintenance of Photocopiers, Telephones and Fax Machines	Open
9.	OAG&DOJ/02/09/2020-2021	Provision of Event Organization, Exhibitions and Experiential/Road-Show Services	Open
10.	OAG&DOJ/02/10/2020-2021	Provision of Design and Printing Services i.e. Brochures, Flyers, Banners, Flexes etc.	AGPO Groups Only
11.	OAG&DOJ/02/11/2020-2021	Service and Maintenance of Motor Vehicles	Open
12.	OAG&DOJ/02/12/2020-2021	Provision of Signage	AGPO Groups Only
13.	OAG&DOJ/02/13/2020-2021	Provision of Asset Marking/Tracking System	Open
14.	OAG&DOJ/02/14/2020-2021	Provision of Photography, Video Coverage, Footage and Still Pictures	Open
15.	OAG&DOJ/02/15/2020-2021	Provision of Report Typesetting, Editing Design, Printing and Binding Services	AGPO Groups Only
16.	OAG&DOJ/02/16/2020-2021	Provision of Specialized Services (Writing, Rapporteur And Illustrations)	Open
17.	OAG&DOJ/02/17/2020-2021	Provision of Small Works and Office Equipment Repairs	AGPO Groups Only

CATEGORY C: REGISTRATION FOR PROVISION OF CONSULTANCY SERVICES

S/No	Category Reference	Description of Category	Eligibility
18.	OAG&DOJ/02/18/2020-2021	Provision of Professional Consultancies (Individuals/Firms: Household Methodologies Training and Development of the Manual)	Open

19.	OAG&DOJ/02/19/2020-2021	Development, Hosting and Maintenance of Website	Open
20.	OAG&DOJ/02/20/2020-2021	Provision of Management Consultancy Services (e.g. Training, Recruitment and Selection Services).	Open
CATEGORY D: REGISTRATION FOR PROVISION OF LEGAL SERVICES			
S/No	Category Reference	Description of Category	Eligibility
21.	OAG&DOJ/02/21/2020-2021	Provision of Professional Legal Services (Individuals/Firms)	Open
CATEGORY E: REGISTRATION FOR PROVISION OF WORKS			
S/No.	Category Reference	Description of Category	Eligibility
22.	OAG&DOJ/02/22/2020-2021	Civil and Building Works Contractors and Renovators	Open

A complete set of registration of Suppliers, Service Providers and Contractors document may be viewed and obtained as follows:

- (i) From the Ministry's website: [https:// www.statelaw.go.ke](https://www.statelaw.go.ke) or www.tenders.go.ke free of charge, or
- (ii) From the office of Head, Supply Chain Management Services situated at Sheria House, 1st Floor by depositing non-refundable fees of Kshs. 1,000.00 only (or equivalent amount in bankers Cheques addressed to the Solicitor General, Office of the Attorney General and Department of Justice) be deposited and receipted by the Cash Office situated at **4th Floor, Sheria House** during the official working hour of between 8.00 am to 5.00 pm (with exception of the lunch break of between 1.00 pm to 2.00 pm and public holidays)

Complete set of registration documents MUST be submitted in plain sealed envelopes clearly marked; with each respective category name and category reference number to the following address:

Solicitor General
Office of the Attorney General and Department of Justice
P.O. Box 40112 - 00100
NAIROBI

or be deposited in the Tender Box located at Sheria House, Ground Floor, Nairobi between 8.00am and 5.00pm on or before **Tuesday 3rd November 2020** at 10.00am. (East African Time).

All bid documents will be opened immediately thereafter in the presence of the candidate's representatives who choose to attend at the **8th Floor Boardroom, Sheria House**.

Solicitor General