

2024



# PREQUALIFICATION FOR PROVISION OF SERVICES, GOODS AND WORKS FOR YEARS 2025 AND 2026

CLOSING DATE: 22<sup>ND</sup> OCTOBER 2024

ALL CANDIDATES ARE ADVISED TO READ CAREFULLY THIS PREQUALIFICATION DOCUMENT IN ITS ENTIRETY BEFORE MAKING ANY SUBMISSION



## PREQUALIFICATION FOR PROVISION OF SERVICES, GOODS AND WORKS FOR YEARS 2025 AND 2026

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## **SECTION 1: INTRODUCTION**

Gemina Insurance Company Limited “Gemina” is a fully locally owned insurance company providing innovative products and services in general insurance. The company has a strong heritage dating back to 1981 when it started its operations.

Gemina Insurance Company’s core business is to understand, manage and carry risk. We strive to provide exemplary and efficient services in the insurance business, our focus is to care for our customers by providing them with the best services when it matters by helping them to understand and protect themselves from risk.

We depend on the trust people place in our company to fulfil its obligations. Through dealing with a diverse panel of competent and professional suppliers and service providers the company can meet its customers’ expectations and maintain its position as an industry leader in service delivery.

## **SECTION 2: LIST OF CATEGORIES OF GOODS, SERVICES AND WORKS FOR PREQUALIFICATION**

Gemina Insurance Company Ltd intends to review its panel of goods and service providers to enhance service delivery and maximize customer satisfaction.

Gemina invites applications from interested and competent firms (both current and prospective providers) for pre-qualification for the under listed categories of goods, services and works for years 2025 and 2026.

<b>CODE</b>	<b>CATEGORY</b>
	<b>PROVISION OF SERVICES</b>
GIC/GSW/2025/2026/01	Provision of Motor vehicle accident assessment services
GIC/GSW/2025/2026/02	Provision of Property loss assessment/adjustment services
GIC/GSW/2025/2026/03	Provision of Agriculture loss adjustment services
GIC/GSW/2025/2026/04	Provision of Marine surveying/adjusting services
GIC/GSW/2025/2026/05	Provision of Insurance investigation/Tracing services
GIC/GSW/2025/2026/06	Provision of Accident Repair Garage Services (countrywide)
GIC/GSW/2025/2026/07	Provision of Courtesy cars and Car Hiring Services
GIC/GSW/2025/2026/08	Provision of Windscreen fitting services
GIC/GSW/2025/2026/09	Provision of Medical examination for claimants (Doctors) services
GIC/GSW/2025/2026/10	Provision of Towing Services (Countrywide)
GIC/GSW/2025/2026/11	Provision of Online salvage disposal / Auctioneering Services
GIC/GSW/2025/2026/12	Provision of Salvage storage space services
GIC/GSW/2025/2026/13	Provision of Scrap metal collection services
GIC/GSW/2025/2026/14	Provision of Legal Services
GIC/GSW/2025/2026/15	Provision of Risk Surveying services
GIC/GSW/2025/2026/16	Provision of Agriculture/ Agronomy Risk Surveying services
GIC/GSW/2025/2026/17	Provision of Veterinary Surgeons Services
GIC/GSW/2025/2026/18	Provision of Motor Vehicle Valuation Services
GIC/GSW/2025/2026/19	Provision of Security Guarding Services
GIC/GSW/2025/2026/20	Provision of Courier Services
GIC/GSW/2025/2026/21	Provision of Debt Recovery / Collection Services
GIC/GSW/2025/2026/22	Provision of Hotel Accommodation and Conference Services (Country Wide)
GIC/GSW/2025/2026/23	Provision of Property Valuation Services
GIC/GSW/2025/2026/24	Provision of Archiving Services
GIC/GSW/2025/2026/25	Provision of Electrical Audit services
GIC/GSW/2025/2026/26	Provision of Space letting and Property Selling Agency Services
GIC/GSW/2025/2026/27	Provision of Environmental Assessment Audit Services
GIC/GSW/2025/2026/28	Provision of Asset Tagging Solutions
GIC/GSW/2025/2026/29	Provision of Recruitment & Selection, Psychometric Tools
GIC/GSW/2025/2026/30	Provision of Staff Development and Training Services
GIC/GSW/2025/2026/31	Provision of Insurance Brokerage Services and Medical Insurance Practitioners

CODE	CATEGORY
GIC/GSW/2025/2026/32	Provision of Catering Services
GIC/GSW/2025/2026/33	Provision of Team Building Services
GIC/GSW/2025/2026/34	Provision of HR Consultancy Services including Job Analysis & Evaluation, Performance management
GIC/GSW/2025/2026/35	Provision of Occupational Safety and Health Advisory Services including First Aid Training, Fire Marshals Training, Fire Audit and Safety Audit Services
GIC/GSW/2025/2026/36	Provision of Structured Cabling, Fibre Cable and Multicore Cable Services
GIC/GSW/2025/2026/37	Provision of Bulk Messaging Services, USSD, Short code and mobile application services
GIC/GSW/2025/2026/38	Provision of IT Security and Cyber Security Audit Services
GIC/GSW/2025/2026/39	Provision of Datacentre and DR site colocation and management services
GIC/GSW/2025/2026/40	Provision of IT and electronic waste disposal services
GIC/GSW/2025/2026/41	Provision of Branding Services
GIC/GSW/2025/2026/42	Provision of Signage and Outdoor Advertising
GIC/GSW/2025/2026/43	Provision of Creative Design, Advertising and PR Agency Services
GIC/GSW/2025/2026/44	Provision of Professional and Ordinary Photography, Videography, Live Streaming Services and Related Services
GIC/GSW/2025/2026/45	Provision of Entertainment Services, DJ and PA System
GIC/GSW/2025/2026/46	Provision of Event Planning and Management Services
GIC/GSW/2025/2026/47	Provision of Digital Marketing Services
GIC/GSW/2025/2026/48	Provision of Media Monitoring Services
GIC/GSW/2025/2026/49	Provision of Marketing Research, Surveys and Media Monitoring Services
<b>SUPPLY OF GOODS</b>	
GIC/GSW/2025/2026/50	Supply of Motor vehicle spare parts
GIC/GSW/2025/2026/51	Supply of Printing & Stationary materials
GIC/GSW/2025/2026/52	Supply of General Office Stationery
GIC/GSW/2025/2026/53	Supply of Printed Stationery
GIC/GSW/2025/2026/54	Supply of General Office Furniture, Furnishings and Fittings
GIC/GSW/2025/2026/55	Supply of Newspapers, Magazines and Periodicals
GIC/GSW/2025/2026/56	Supply of Mineral Drinking Water and Maintenance of Water Dispensers
GIC/GSW/2025/2026/57	Supply, Installation and Periodical Maintenance of Air Conditioners
GIC/GSW/2025/2026/58	Supply, installation and Maintenance of Generators
GIC/GSW/2025/2026/59	Supply, Installation and Maintenance of Lifts and Escalators
GIC/GSW/2025/2026/60	Supply, Installation and Maintenance of fire suppression system, Firefighting Equipment, Smoke Detectors and Fire Alarm System Services
GIC/GSW/2025/2026/61	Supply of Branded Attire
GIC/GSW/2025/2026/62	Supply and Maintenance of Computers, Laptops, Network equipment and Related Accessories
GIC/GSW/2025/2026/63	Supply and Maintenance of Office Equipment
GIC/GSW/2025/2026/64	Supply, Installation and Maintenance of Telecommunication, Teleconferencing Equipment and Accessories
GIC/GSW/2025/2026/65	Supply of Electrical Equipment, Appliances and Fittings
GIC/GSW/2025/2026/66	Supply, Installation and Maintenance of CCTV, Intruder Alarms and Access Control Systems
GIC/GSW/2025/2026/67	Supply, Installation and Maintenance of Power Backup Machines, UPS, Voltage Stabilizers and Accessories
GIC/GSW/2025/2026/68	Supply of Merchandise / promotional items and Corporate Gifts
<b>PROVISION OF WORKS</b>	
GIC/GSW/2025/2026/69	Provision of Office Partitions, Renovations and General Building Repairs

### **SECTION 3: TERMS FOR PRE-QUALIFICATION OF SUPPLIERS**

- A. This pre-qualification does not amount to any contractual obligation on the part of Geminia, and Geminia is not obliged to invite any tenders or quotations from any or all candidates that have expressed their interest by responding to this invitation.

- B. Geminia has the right to invite Open Tenders for goods, services or works in any of the categories as and when required in line with the company's own guidelines.
- C. The information provided in the prequalification application is strictly confidential and solely for use by Geminia Insurance and will be treated in accordance with our data privacy statement which is available on our website <https://geminia.co.ke/data-privacy-statement/>
- D. Geminia is at liberty to examine the documents and reserves the right to authenticate information provided to determine completeness, general orderliness and sufficiency of response.
- E. Failure to completely adhere to the requirements and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's disqualification.
- F. In selection of suppliers, Geminia will short-list only those firms that are able to demonstrate their competence to supply the listed products or offer the listed service. Registered service providers, contractors, manufacturers, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
- G. Geminia reserves the right to accept or reject any bid in whole or in part at its discretion.
- H. All participants who duly complete the prequalification process will be notified of the outcome.

#### SECTION 4: PREQUALIFICATION INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.

1. This is a prequalification exercise with the main objective of pre-qualifying suppliers to supply assorted goods and services under relevant tenders/ quotations to Geminia Insurance on and as when required during the stated period.
2. To be eligible, participants are expected to submit a duly filled Application Questionnaire (Section 6) and upload scanned copies of documentary evidence applicable under Section 9, to be received on or before **22<sup>nd</sup> October 2024 at 11.59PM** on this email: [procurement@geminia.co.ke](mailto:procurement@geminia.co.ke).
3. The subject of the email should contain only the Category Code e.g. GIC/GSW/2025/2026/01
4. Applications sent through any other email from the one stated above or in hard copies will not be accepted.
5. All documents must be submitted in English Language.
6. The supplier prequalification also applies to existing suppliers.
7. The suppliers must have experience in delivering the services and supplying all goods as stipulated on the tender notice.
8. Certified copies of all supporting documents shall contain no overwriting, except as necessary to correct errors made by the supplier. Any such corrections must be initiated by the person or persons who submit the online prequalification bid.
9. Youth and Persons Living with Disabilities are all encouraged to apply and must submit a current AGPO Certificate to qualify under this group.

#### SECTION 5: COST OF PREQUALIFICATION

Suppliers will meet all costs associated with preparation and submission of their applications. Geminia shall not be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

To participate in the prequalification exercise, participants must pay a non-refundable fee of **Kshs. 5,000 per category**. Payment should be made strictly via our **Mpesa Paybill No. 553201** and the **Category Ref Code** (above) of the service/goods that you are applying for as the **Account Number**.

Applications that will not attach evidence of fee payment will not be considered.

## SECTION 6: APPLICATION QUESTIONNAIRE

- This Application Questionnaire is to be completed by prospective suppliers who wish to provide goods, services or works to Geminia Insurance Company Limited. The information is strictly confidential and solely for use by Geminia for the prequalification of suppliers' exercise for the stated period.
- Participants should indicate clearly the goods, services or works they are applying to be considered for short-listing in our panel, drawing reference from the category list provided.
- Firms interested in more than one category of supply should pay for each category separately, fill in and submit an application questionnaire with relevant evidence for each category.
- Responses to this Application Questionnaire must be in accordance with the requirements for information in the category and should be as clear and concise as possible. Detailed list of requirements for each category is given under [SECTION 9: PRE-QUALIFICATION MANDATORY DOCUMENTATION SUBMISSION CHECKLIST](#).
- The document should be signed by the authorized representative of the organization, stamped and submitted with relevant supporting documents requested and any other information that the applicant may wish to be considered.

### A. APPLICANT'S GOODS, SERVICE OR WORK CATEGORY

Goods, Service or Work Category Code: \_\_\_\_\_ (Refer to Section 2)

Mpesa Transaction Code: \_\_\_\_\_ (attach Mpesa receipt)

Date and Time of Payment: \_\_\_\_\_

### B. GENERAL AND COMPANY INFORMATION

All applicants must indicate the following details for each category they are applying for:

1. Company / Business Name \_\_\_\_\_

#### Type of Business

Sole Proprietorship

Partnership

Limited Company

Other \_\_\_\_\_

2. Contact Information

Postal Address \_\_\_\_\_

Tel \_\_\_\_\_ E-mail \_\_\_\_\_

Location of business premises: \_\_\_\_\_

Plot No: \_\_\_\_\_ Street/Road: \_\_\_\_\_

Website: \_\_\_\_\_

3. Bank Account Details:

Bank: \_\_\_\_\_

Branch \_\_\_\_\_ Account No: \_\_\_\_\_

(Attach copy of the last 6 months' bank statement)

**4. Shareholders / Directors / Partners / Owner details:**

Shareholders / Directors / Partners / Owner	Percentage of Shares	ID / Passport No.
1.		
2.		
3.		
4.		
5.		

(Attach copy of a recent CR12, and ID's / Passports & KRA PINs for each)

**C. COMPLIANCE REQUIREMENTS**

**5. Nature of business licensed to operate:** \_\_\_\_\_

**Business Permit No.** \_\_\_\_\_ **Expiring Date:** \_\_\_\_\_ (attach copy)

**Company/ Business Registration No.** \_\_\_\_\_ (attach copy)

**KRA PIN.** \_\_\_\_\_ (attach copy)

**VAT No.** \_\_\_\_\_ (attach copy)

**6. Please list and attach (where necessary) licenses from the relevant regulatory bodies:**

Regulatory Body	Licence No.
a)	
b)	
c)	
d)	

(Attach copies)

**7. Are you registered with the Office of the Data Protection Commissioner.**  Yes  No. If yes:

Data Controller

Data Processor

(Attach copy of registration Certificate)

**D. INTEGRITY**

**1. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership, or your business activities suspended for related reasons?**

Yes  No

If yes, when any why \_\_\_\_\_

(if yes, you must present legal documentary evidence that you are cleared, and your business is now solvent)

2. Have you fulfilled your obligations to pay taxes and social security contributions for the last three years?

Yes  No

3. Are you or your employees or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender?

Yes  No

4. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement or has any procurement entity-initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?

Yes  No

#### E. PAST AND CURRENT PERFORMANCE AND EXPERIENCE

1. Is the firm making this application currently or in previous periods been contracted to supply goods or services to Geminia Insurance Company Limited?

Yes  No

2. Have you at any one time been issued with a purchase order by Geminia after successful quoting and failed to deliver the goods or services without assigning any reason.

Yes  No

(if yes attach details)

3. If you are a current or previous period supplier of goods and services to Geminia, have you at any one time been issued with a letter of cancellation of LPO for failure to supply goods within the agreed time or supplying inferior goods not within specifications?

Yes  No

(if yes, give reasons)

4. Have you ever been blacklisted by Geminia or any other company as a supplier of goods and services.

Yes  No

(if yes, give reasons)

5. If your firm is prequalified, will you be willing to partner with us on business reciprocity?

Yes  No

6. Is your organisation aware and has it implemented any Sustainability (Environmental Social and Governance) Initiatives.

Yes  No

(If Yes, Attach evidence, ESG / Sustainability Policy or Environmental Social Welfare recognition / certification)

**F. CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES**

1. Are you interested in supplying  Goods or  Services to Geminia. If Goods, are you a

- Manufacturer  Retailer  
 Wholesaler  Authorised dealer  
 Other \_\_\_\_\_

2. If you are a supplier of goods, are your products certified by Kenya Bureau of Standards (KEBS) or are you affiliated to a recognized accrediting body?

Yes  No

3. How many employees do you have? Permanent: \_\_\_\_\_ Contract: \_\_\_\_\_ Total: \_\_\_\_\_

4. Are you willing to extend credit?

Yes  No

5. List your current Insurance policies available?

Insurance Cover	Insurer	Expiry Date
a)		
b)		
c)		
d)		

(Attach policy schedules from insurance company)

6. What is your average response time to a request for quotation/RFP? \_\_\_\_\_

\_\_\_\_\_

7. What is your average response time to delivery of goods /services after issuance of LPO? \_\_\_\_\_

\_\_\_\_\_

8. What is the maximum value of business, which you can handle at any one time? Ksh. \_\_\_\_\_

\_\_\_\_\_

9. If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by Geminia Insurance Company?

Yes  No



## PREQUALIFICATION FOR PROVISION OF SERVICES, GOODS AND WORKS FOR YEARS 2025 AND 2026

### SECTION 7: DATA PRIVACY STATEMENT

Geminia Insurance Company Limited is committed to protecting the fundamental human right to privacy of those with whom we interact. We recognize the need to safeguard personal data that is collected or disclosed to us as part of the know-your-customer information required by us in order to partner with you.

We are committed to complying with the requirements of the Data Protection Act and the attendant regulations as well as best global best practices regarding the processing of your personal data. In this regard, you are required to acquaint yourselves with our data privacy statement (<https://geminia.co.ke/data-privacy-statement/>) which is intended to tell you how we use your personal data and describes how we collect and process your personal data during and after your relationship with us. As part of our engagement with you, we would like to communicate with you, where necessary, via email, WhatsApp, SMS, telephone, or post. To this end, we seek your consent to use your data in the following ways.

1. Collect, use, disclose, and/or process, and/or store your personal data that are relevant to your financial product or service and as permitted by law.
2. Collect, share, and transfer your personal data as described in our Data Privacy Statement published on our website (<https://geminia.co.ke/data-privacy-statement/>) Any such transfer to third parties shall be as per the requirements provided in law with adequate safeguards to respect and uphold your privacy.

By selecting the channel(s) below, I consent to receiving marketing information about Geminia Insurance Company's products and services as well as confirming the preferred channel to communicate with you.

SMS  WhatsApp  Email  Telephone

### SECTION 8: DECLARATION

I declare that I have completed this Pre-qualification Form accurately and truthfully. All responses provided are based on verifiable information. Upon request, I am willing to provide supporting documentation to substantiate any claims made in this form.

I understand that any inaccuracies or false information provided in this form may result in disqualification from the pre - qualification process.

Information submitted by \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Stamp:

**Key Contact Person:** (If different from above)

Name \_\_\_\_\_

Title \_\_\_\_\_

Tel.No. \_\_\_\_\_

Email Address \_\_\_\_\_

**SECTION 9: PRE-QUALIFICATION MANDATORY DOCUMENTATION SUBMISSION CHECKLIST**

No.	Documentation	Applicable Categories Code. (As given in Section 2)	Attached <input checked="" type="checkbox"/>
1	Submission of the Application questionnaire and declaration; duly filled, signed and stamped (download, fill, sign, stamp, scan and email)	<b>All categories-</b> Mandatory Documents	
2	Detailed company profile. Suppliers to include a catalogue of goods.	<b>All categories-</b> Mandatory Documents	
3	Submission of resumes/CVs/professional certificates/licences of at least three (3) key staff that will be directly involved in assignment, detailing their skills and experience	<b>All categories-</b> Can be part of the Company Profile	
4	Submission of copies of at least 3 recent recommendation letters (2021 to date) from past and existing clients mainly focusing on Insurers.	<b>All categories-</b> Can be part of the Company Profile	
5	Evidence of supply of similar goods/ services from at least 3 organisations (2021 to date) e.g. LPOs/LSOs/Service Level Agreements/Contracts/Invoices mainly focusing on Insurance/ Financial Entities	<b>All categories-</b> Can be part of the Company Profile	
6	Official self-attested document specifying the geographical location(s) countrywide your organization has presence in or can serve.	<b>All categories-</b> Can be part of the Company Profile	
7	Submission of copy of Company's Certificate of Incorporation or Business Registration certificate (Partnership and Sole proprietor).	<b>All categories-</b> Application Questionnaire	
8	Current CR12 certificate - issued in the last 3 months. For partnerships, submit a Memorandum of Association.	<b>All categories-</b> Application Questionnaire	
9	Copies of Shareholder's/ Directors/ Partners / Owners National IDs/ Passport & KRA PIN Certificates	<b>All categories-</b> Application Questionnaire	
10	Business Permit/current trading licenses from county	<b>All categories-</b> Application Questionnaire	
11	Submission of Copy of Valid KRA PIN certificate	<b>All categories-</b> Application Questionnaire	
12	Copy of the Company's Valid Tax Compliance Certificate (TCC). If expired, it should be within the last 6 months and should be accompanied with an application acknowledgement from KRA for its renewal.	<b>All categories-</b> Application Questionnaire	
13	Copy of Value Added Tax Certificate (VAT)	<b>All categories-</b> Application Questionnaire	
14	Certified bank statement for the last 6 months	<b>All categories-</b> Application Questionnaire	
15	Audited Accounts (For the last 3 Years) Certified by a registered Certified Public Accountant)	<b>All categories-</b> Mandatory Documents	
16	Current AGPO Certificate	<b>All categories-</b> Proof of youth or persons with disability	
17	Copy of Registration Certificate as a Data Controller and/or Data Processor by ODPC	<b>All categories under Provision of Services</b>	
18	Proof of registration with Insurance Regulatory Authority	<b>GIC/GSW/2025/2026/01-</b> Motor vehicle accident assessment services	
		<b>GIC/GSW/2025/2026/02-</b> Property loss assessment/adjustment services	
		<b>GIC/GSW/2025/2026/03-</b> Agriculture loss adjustment services	
		<b>GIC/GSW/2025/2026/04-</b> Marine surveying/adjusting services	
		<b>GIC/GSW/2025/2026/05-</b> Insurance investigation/Tracing services	
		<b>GIC/GSW/2025/2026/15-</b> Risk Surveying services	

**PREQUALIFICATION FOR PROVISION OF SERVICES,  
GOODS AND WORKS FOR YEARS 2025 AND 2026**

No.	Documentation	Applicable Categories Code. (As given in Section 2)	Attached <input checked="" type="checkbox"/>
		<b>GIC/GSW/2025/2026/16-</b> Agriculture/ Agronomy Risk Surveying services	
		<b>GIC/GSW/2025/2026/18-</b> Motor Vehicle Valuation Services	
		<b>GIC/GSW/2025/2026/31-</b> Insurance Brokerage Services and Medical Insurance Practitioners	
19	Proof of membership with Institute of Surveyors of Kenya of the lead valuer	<b>GIC/GSW/2025/2026/15-</b> Risk Surveying services	
		<b>GIC/GSW/2025/2026/16-</b> Agriculture/ Agronomy Risk Surveying services	
20	Proof of membership evidence with the National Association of Professional Background Screeners (NAPBS) or National Association of Kenya Investigators or relevant recognized accreditation body	<b>GIC/GSW/2025/2026/05-</b> Insurance investigation/Tracing services	
21	Copy of a valid Medical Practitioners license issued by Kenya Medical Practitioners and Dentist Board license of the lead specialist	<b>GIC/GSW/2025/2026/09-</b> Medical examination for claimants (Doctors) services	
22	Current practicing certificate from the Auctioneers Licensing Board	<b>GIC/GSW/2025/2026/11-</b> Online salvage disposal / Auctioneering Services	
23	Proof of registration with National Environment Management Authority	<b>GIC/GSW/2025/2026/06-</b> Accident Repair Garage Services (countrywide)	
		<b>GIC/GSW/2025/2026/13-</b> Scrap metal collection services	
		<b>GIC/GSW/2025/2026/40-</b> IT and electronic waste disposal services	
24	Current scrap metal council license or membership to Kenya scrap metal dealers' association.	<b>GIC/GSW/2025/2026/13-</b> Scrap metal collection services	
25	Practising certificate highlighting the practice/ membership number of the Law Society of Kenya for all advocates in the firm.	<b>GIC/GSW/2025/2026/14-</b> Legal Services	
26	Certificate of registration with Kenya Security Industry Association (KSIA) or Protective Security Industry Association (PSIA)	<b>GIC/GSW/2025/2026/19-</b> Security Guarding Services	
27	Courier Operator License issued by the Communications Authority of Kenya	<b>GIC/GSW/2025/2026/20-</b> Courier Services	
28	Copies of relevant certificates/licenses that mandate your organization to provide debt collection services from a recognized accreditation body such as Association of Debt recovery Agents (ADRA) Kenya or business permit specifying scope of services offered	<b>GIC/GSW/2025/2026/21-</b> Debt Recovery / Collection Services	
29	Proof of Tourism Regulatory Authority License	<b>GIC/GSW/2025/2026/22-</b> Hotel Accommodation and Conference Services (Country Wide)	
		<b>GIC/GSW/2025/2026/32-</b> Catering Services	
30	Proof of registration/ practising certificate as a valuer from Valuers Registration Board of the lead valuer	<b>GIC/GSW/2025/2026/18-</b> Motor Vehicle Valuation Services	
		<b>GIC/GSW/2025/2026/23-</b> Property Valuation Services	
31	Valid Energy & Petroleum Regulatory Authority (EPRA) license to conduct energy audits	<b>GIC/GSW/2025/2026/25-</b> Electrical Audit services	
32	Valid certified copy of firm Membership & Registration with Institute of Human Resources Management Kenya	<b>GIC/GSW/2025/2026/29-</b> Recruitment & Selection, Psychometric Tools	
		<b>GIC/GSW/2025/2026/34-</b> HR Consultancy Services including Job Analysis & Evaluation, Performance management	
33	National Industrial Training Authority compliance certificate	<b>GIC/GSW/2025/2026/30-</b> Staff Development and Training Services	

**PREQUALIFICATION FOR PROVISION OF SERVICES,  
GOODS AND WORKS FOR YEARS 2025 AND 2026**

No.	Documentation	Applicable Categories Code. (As given in Section 2)	Attached ✓
		<b>GIC/GSW/2025/2026/35-</b> Occupational Safety and Health Advisory Services including First Aid Training, Fire Marshals Training, Fire Audit and Safety Audit Services	
34	Certificate from the Directorate of Occupational Safety & Health Services (DOSHS)	<b>GIC/GSW/2025/2026/35-</b> Occupational Safety and Health Advisory Services including First Aid Training, Fire Marshals Training, Fire Audit and Safety Audit Services	
		<b>GIC/GSW/2025/2026/60-</b> Supply, Installation and Maintenance of fire suppression system, Firefighting Equipment, Smoke Detectors and Fire Alarm System Services	
35	Valid cover for Carriers and contractual Liability	<b>GIC/GSW/2025/2026/10-</b> Towing Services (Countrywide)	
		<b>GIC/GSW/2025/2026/20-</b> Courier Services	
36	Evidence of Workers' Injury Benefit (WIBA) Insurance Policy	<b>GIC/GSW/2025/2026/06-</b> Accident Repair Garage Services (countrywide)	
		<b>GIC/GSW/2025/2026/19-</b> Security Guarding Services	
		<b>GIC/GSW/2025/2026/20-</b> Courier Services	
		<b>GIC/GSW/2025/2026/22-</b> Hotel Accommodation and Conference Services (Country Wide)	
		<b>GIC/GSW/2025/2026/32-</b> Catering Services	
		<b>GIC/GSW/2025/2026/33-</b> Team Building Services	
		<b>GIC/GSW/2025/2026/58-</b> Supply, installation and Maintenance of Generators	
		<b>GIC/GSW/2025/2026/59-</b> Supply, Installation and Maintenance of Lifts and Escalators	
		<b>GIC/GSW/2025/2026/60-</b> Supply, Installation and Maintenance of fire suppression system, Firefighting Equipment, Smoke Detectors and Fire Alarm System Services	
		<b>GIC/GSW/2025/2026/69-</b> Office Interior Design, Partitions, Renovations and General Building Repairs	
		<b>GIC/GSW/2025/2026/01-</b> Motor vehicle accident assessment services	
37	Valid cover for professional indemnity minimum KES 3M	<b>GIC/GSW/2025/2026/02-</b> Property loss assessment/adjustment services	
		<b>GIC/GSW/2025/2026/04-</b> Marine surveying/adjusting services	
		<b>GIC/GSW/2025/2026/09-</b> Medical examination for claimants (Doctors) services	
		<b>GIC/GSW/2025/2026/15-</b> Risk Surveying services	
		<b>GIC/GSW/2025/2026/18-</b> Motor Vehicle Valuation Services	
		<b>GIC/GSW/2025/2026/23-</b> Property Valuation Services	
		<b>GIC/GSW/2025/2026/31-</b> Insurance Brokerage Services and Medical Insurance Practitioners	
38	Valid cover for professional indemnity minimum KES 10M	<b>GIC/GSW/2025/2026/14-</b> Legal Services	
39	Valid cover for Motor Trade Insurance	<b>GIC/GSW/2025/2026/06-</b> Accident Repair Garage Services (countrywide)	
		<b>GIC/GSW/2025/2026/12-</b> Salvage storage space services	
		<b>GIC/GSW/2025/2026/22-</b> Hotel Accommodation and Conference Services (Country Wide)	

**PREQUALIFICATION FOR PROVISION OF SERVICES,  
GOODS AND WORKS FOR YEARS 2025 AND 2026**

No.	Documentation	Applicable Categories Code. (As given in Section 2)	Attached ✓
40	Valid Motor Insurance cover	<b>GIC/GSW/2025/2026/07-</b> Courtesy cars and Car Hiring Services	
41	Valid Public Liability cover	<b>GIC/GSW/2025/2026/22-</b> Hotel Accommodation and Conference Services (Country Wide) <b>GIC/GSW/2025/2026/32-</b> Catering Services	
42	Proof of Certified Information Systems Auditor certificates of 3 key staff members	<b>GIC/GSW/2025/2026/38-</b> IT Security and Cyber Security audit services	
43	Evidence having met International Data Centre Standards TIA -942 or ISO 27001 certification - Information security management systems	<b>GIC/GSW/2025/2026/38-</b> IT Security and Cyber Security audit services <b>GIC/GSW/2025/2026/39-</b> Datacentre and DR site colocation and management services	
44	Membership Certificate of a professional body in the creative and advertising communication field i.e. Association of Practitioners in Advertising, Marketing Society of Kenya, Public Relations Society of Kenya or Chartered Institute of Marketing	<b>GIC/GSW/2025/2026/42-</b> Signage and Outdoor Advertising <b>GIC/GSW/2025/2026/43-</b> Creative Design, Advertising and PR Agency Services	
45	Copies of relevant certificates/licenses that mandate your organization to provide the mentioned consultancy service from a recognized accreditation body	<b>GIC/GSW/2025/2026/49-</b> Marketing Research, Surveys and Media Monitoring Services	
46	KEBS compliance certificate or a valid laboratory test report issued by Kenya Bureau of Standards (KEBS)	<b>GIC/GSW/2025/2026/56-</b> Mineral Drinking Water and Maintenance of Water Dispensers	
47	Valid National Construction Authority (NCA) certificate	<b>GIC/GSW/2025/2026/57-</b> Supply, Installation and Periodical Maintenance of Air Conditioners <b>GIC/GSW/2025/2026/69-</b> Office Interior Design, Partitions, Renovations and General Building Repairs	
48	Proof of manufacturer or manufacturer's letter of authorization / partnership agreement as an agent, distributor or dealer	<b>GIC/GSW/2025/2026/54-</b> General Office Furniture, Furnishings and Fittings <b>GIC/GSW/2025/2026/57-</b> Supply, Installation and Periodical Maintenance of Air Conditioners <b>GIC/GSW/2025/2026/58-</b> Supply, installation and Maintenance of Generators <b>GIC/GSW/2025/2026/59-</b> Supply, Installation and Maintenance of Lifts and Escalators <b>GIC/GSW/2025/2026/60-</b> Supply, Installation and Maintenance of fire suppression system, Firefighting Equipment, Smoke Detectors and Fire Alarm System Services <b>GIC/GSW/2025/2026/62-</b> Supply and Maintenance of Computers, Laptops, Network equipment and Related Accessories <b>GIC/GSW/2025/2026/63-</b> Supply and Maintenance of Office Equipment <b>GIC/GSW/2025/2026/64-</b> Supply, Installation and Maintenance of Telecommunication, Teleconferencing Equipment and Accessories <b>GIC/GSW/2025/2026/65-</b> Electrical Equipment, Appliances and Fittings <b>GIC/GSW/2025/2026/66-</b> Supply, Installation and Maintenance of CCTV, Intruder Alarms and Access Control Systems <b>GIC/GSW/2025/2026/67-</b> Supply, Installation and Maintenance of Power Backup Machines, UPS, Voltage Stabilizers and Accessories	