



A). GENERAL SUPPLIER REGISTRATION

The Centre wish to advise bidders who participated in the registration process for supply of goods, works and services for the financial years 2019-2020 & 2020-2021.

Downloads:

1. Registration of suppliers for Open Category
2. Registration of suppliers for Youth, Women and Persons with Disabilities

B). PREFERENCE AND RESERVATION GROUP SUPPLIER REGISTRATION

If you wish to be considered for registration as a Nairobi Centre for International Arbitration (NCIA) supplier under preference and reservation group and to express interest in specific category (ies) of supply, the following are MANDATORY requirements.

Valid Registration certificate with the National Treasury- Directorate of Public Procurement (AGPO certificate).

- i. Valid Tax compliance certificate from KRA.
- ii. Copies of certificate of registration/Incorporation.

The following additional documentations are required under the preference and reservation group for internal use and not for registration purpose.

A detailed company profile

A list and contact details of director.

ii). REGISTRATION AS A SUPPLIER UNDER OPEN CATEGORY

If you wish to be considered for prequalification as a Nairobi Centre for International Arbitration (NCIA) supplier/contractor under senior citizen contractor / supplier group and to express interest in specific category (ies) of supply, the following are required.

- i. Reg. Certificate/Incorporation Certificate
- ii. Tax Compliance Certificate (Mandatory)
- iii. PIN/VAT Certificate
- iv. Trade License
- v. Organization profile and staff.
- vi. Financial Position & Terms of Trade
- vii. Past Experience; LPO/Contracts

REGISTRATION CATEGORIES

1. Provision of air ticket services
2. Production of radio, tv, commercial designer & documentaries
3. Provision of transport services, taxi & car hire
4. Provision of Insurance Services
5. Provision of Promotional Materials
6. Provision of Internet Services
7. Provision of Catering Services
8. Repair and Maintenance of Pabx Switchbox and Telecommunication Equipment
9. Provision of Security Services
10. Provision of Graphic Design Services
11. Provision of General Printing Services
12. Provision of Cleaning Materials
13. Provision of Courier Services
14. Provision of Consultancy Services for ADR, Capacity Building Research, Surveys, Monitoring & Evaluation
15. Provision of General Insurance Brokerage Services Including Motor Vehicle
16. Provision of Event Organization, Exhibitions & Experiential Road-Shows Services
17. Provision of Asset Tagging and Labelling Services
18. Maintenance Of Printers and Photocopiers Services
19. Provision of Website Maintenance, Updating & Hosting Consultancy Services

20. Provision of PR and Communication Services
21. Provision of Legal Services
22. Supply, Service & Maintenance of Computer Equipment, Printers & Networking Accessories
23. Supply And Delivery of General Office Stationery
24. Supply And Delivery of Office Furniture, Fittings & Office Furnishing
25. Supply & Delivery of Bottled Drinking Water
26. Supply & Delivery of Library Books

Completed registration documents shall be sealed and marked and be deposited in the box marked “**Tender Box**” at Nairobi Centre for International Arbitration (NCIA) Supply Chain Office 7th floor, Co-operative Bank House, Haile Selassie Avenue or be addressed to:

Registrar/CEO

Nairobi Centre for International Arbitration (NCIA)

P. o Box 548 – 00200

NAIROBI

So as to reach on or before **Wednesday 16th October 2019 at 10.00 a.m.**