



MICRO AND SMALL ENTERPRISES AUTHORITY

REGISTRATION NOTICE

Micro and Small Enterprises Authority (MSEA) is a state agency domiciled in the Ministry of Industrialization, Trade and Enterprise Development. It is mandated to facilitate the MSE sector in terms of physical infrastructure, basic amenities and equipment, among others.

The Authority now invites applications for registration from interested eligible bidders for supply of the under listed goods, works and services "as and when required basis" for the period ending 30th June 2023 (financial years July 2021-June 2023).

| Category No | Description | Status |
|-------------------|---|----------|
| MSEA/01/2021-2023 | Supply and delivery of office stationery, computer consumables and accessories. | Reserved |
| MSEA/02/2021-2023 | Supply and delivery of office Furniture, Equipments, furnishings and fittings. | Open |
| MSEA/03/2021-2023 | Supply and delivery of computers, Laptops, UPS, printers, photocopiers, scanners, servers, software and licenses and other related ICT equipment. | Reserved |
| MSEA/04/2021-2023 | Supply and delivery of newspapers, magazines and periodicals | Open |
| MSEA/05/2021-2023 | Supply and delivery of cleaning materials, detergents, soap disinfectants, toiletries and sanitary services. | Reserved |
| MSEA/06/2021-2023 | Supply and delivery of petroleum products | Open |
| MSEA/07/2021-2023 | Supply and delivery of motor vehicles and motorcycle spare parts, tyres and tubes. | Open |
| MSEA/08/2021-2023 | Supply and delivery of motor vehicles. | Open |
| MSEA/09/2021-2023 | Supply and delivery of drinking water. | Open |
| MSEA/10/2021-2023 | supply, servicing and maintenance of telephone and other telecommunication equipment. | and |
| MSEA/11/2021-2023 | Supply & Installation of CCTV, ICT Networking systems (LAN), Configuration and Firewalls. | Open |
| MSEA/12/2021-2023 | Supply, delivery and maintenance of power tools. | Open |
| MSEA/13/2021-2023 | Supply, delivery, repair and maintenance of firefighting and safety equipment. | Open |
| MSEA/14/2021-2023 | Design and printing of communication materials including cards, booklets, corporate newsletters, brochures, magazines, fliers, calendars, diaries, banners, stickers, signage, tear drops, etc. | Reserved |
| MSEA/15/2021-2023 | Servicing of servers, computers, printers and office equipment | Open |
| MSEA/16/2021-2023 | Provision of guarding /security services | Open |
| MSEA/17/2021-2023 | Repair and maintenance of office equipment and furniture | Open |
| MSEA/18/2021-2023 | Repair and servicing of motor vehicles (GOK Approved) | Open |
| MSEA/19/2021-2023 | Provision of catering services | Open |
| MSEA/20/2021-2023 | Provision of accommodation and conference facilities | Open |
| MSEA/21/2021-2023 | Provision of Internet and support services | Open |
| MSEA/22/2021-2023 | Provision of air travel, reservations, ticketing and visa services | Open |
| MSEA/23/2021-2023 | Provision of transport and towing services | Open |
| MSEA/24/2021-2023 | Provision of vehicle tracking/ fleet management services. | Open |
| MSEA/25/2021-2023 | Provision of event management services | Open |
| MSEA/26/2021-2023 | Provision of media publicity services | Open |
| MSEA/27/2021-2023 | Provision of debt collection services | Open |
| MSEA/28/2021-2023 | Provision of development, hosting and maintenance of website | Open |
| MSEA/29/2021-2023 | Provision of asset valuation, Asset tagging and auctioneers services | Open |
| MSEA/30/2021-2023 | Provision of building contractors' services | Open |
| MSEA/31/2021-2023 | Provision of legal services | Open |
| MSEA/32/2021-2023 | Provision of training services in business, Credit, performance contracting including monitoring & evaluation, Board evaluation and corporate governance. | Open |
| MSEA/33/2021-2023 | Provision of training services on ISO certification process | Open |
| MSEA/34/2021-2023 | Provision of consultancy services on customer satisfaction survey, strategic planning, baseline survey and related services | Open |
| MSEA/35/2021-2023 | Supply of face mask, Hand sanitizers, soaps and other Covid-19 preventive and curative items. | Open |
| MSEA/36/2021-2023 | Provision of insurances services | Open |
| MSEA/37/2021-2023 | Provision of fumigation, cleaning and garbage collection services | Open |
| MSEA/38/2021-2023 | Supply and delivery of calling card/airtime | Open |
| MSEA/39/2021-2023 | Provision car hire services | Open |

Prequalification/Registration documents may be downloaded from www.msea.go.ke at no cost. Completed registration documents in plain sealed envelope, clearly marked with Category name and Reference number should be addressed to:

**THE DIRECTOR GENERAL/CEO.
MICRO AND SMALL ENTERPRISES AUTHORITY
P O BOX 48823-00100 NAIROBI**

On or before **2nd June 2021 at 11.00am** and be deposited in the tender box at Utalii House, mezzanine floor, along Utalii lane.

Youth, women and persons with disability who are dully registered with the Directorate of Public Procurement at the National Treasury are encouraged to apply.

Results of the registration process will be posted on MSEA website i.e. www.msea.go.ke

DIRECTOR GENERAL/CEO