

# MICRO AND SMALL ENTERPRISES AUTHORITY

## REGISTRATION NOTICE

Micro and Small Enterprises Authority (MSEA) is a state agency domiciled in the Ministry of Co-operatives and Micro, Small and Medium Enterprises 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 continuous registration from interested eligible bidders for supply of the under listed goods, works and services “as and when required basis” for the period ending 30<sup>th</sup> June 2025.

Category No	Description	Target group
MSEA/01/2023-2025	Supply and delivery of office stationery, computer consumables and accessories.	Reserved
MSEA/02/2023-2025	Supply and delivery of office Furniture, Equipments, furnishings and fittings.	Open
MSEA/03/2023-2025	Supply and delivery of computers, Laptops, UPS, printers, photocopiers, scanners, servers, software and licenses and other related ICT equipment.	Reserved
MSEA/04/2023-2025	Supply and delivery of newspapers, magazines and periodicals	Open
MSEA/05/2023-2025	Supply and delivery of cleaning materials, detergents, soap disinfectants, toiletries and sanitary services.	Reserved
MSEA/06/2023-2025	Supply and delivery of petroleum products	Open
MSEA/07/2023-2025	Supply and delivery of motor vehicles and motorcycle spare parts, tyres and tubes.	Open
MSEA/08/2023-2025	Supply and delivery of motor vehicles.	Open
MSEA/09/2023-2025	Supply and delivery of drinking water.	Open
MSEA/10/2023-2025	Supply, servicing and maintenance of telephone and other telecommunication equipment.	Open
MSEA/11/2023-2025	Supply & Installation of CCTV, ICT Networking systems (LAN), Configuration and Firewalls.	Open
MSEA/12/2023-2025	Supply, delivery and maintenance of power tools and equipments.	Open
MSEA/13/2023-2025	Supply, delivery, repair and maintenance of firefighting and safety equipment.	Open
MSEA/14/2023-2025	Design and printing of communication materials including cards, booklets, corporate newsletters, brochures, magazines, fliers, calendars, diaries, banners, stickers, signage, tear drops, etc.	Reserved
MSEA/15/2023-2025	Servicing of servers, computers, printers and office equipment	Open
MSEA/16/2023-2025	Provision of guarding /security services	Open
MSEA/17/2023-2025	Repair and maintenance of office equipment and furniture	Open
MSEA/18/2023-2025	Repair and servicing of motor vehicles ( <b>GOK Approved</b> )	Open

MSEA/19/2023-2025	Provision of catering services	Open
MSEA/20/2023-2025	Provision of accommodation and conference facilities	Open
MSEA/21/2023-2025	Provision of Internet, bulk sms and support services	Open
MSEA/22/2023-2025	Provision of air travel, reservations, ticketing and visa services	Open
MSEA/23/2023-2025	Provision of transport and towing services	Open
MSEA/24/2023-2025	Provision of vehicle tracking/ fleet management services.	Open
MSEA/25/2023-2025	Provision of event management services	Open
MSEA/26/2023-2025	Provision of media publicity services	Open
MSEA/27/2023-2025	Provision of debt collection services	Open
MSEA/28/2023-2025	Provision of development, hosting and maintenance of website	Open
MSEA/29/2023-2025	Provision of asset valuation, Asset tagging and auctioneers services	Open
MSEA/30/2023-2025	Provision of small works (National Construction Authority Approved)	Open
MSEA/31/2023-2025	Provision of legal services	Open
MSEA/32/2023-2025	Provision of training services in business, Credit, performance contracting including monitoring & evaluation, Board evaluation and corporate governance.	Open
MSEA/33/2023-2025	Provision of training services on ISO certification process	Open
MSEA/34/2023-2025	Provision of consultancy services on Business development, customer satisfaction survey, strategic planning, baseline survey, Human resource management and related services	Open
MSEA/35/2023-2025	Supply of face mask, Hand sanitizers, soaps and other Covid-19 preventive and curative items.	Open
MSEA/36/2023-2025	Provision of insurances services	Open
MSEA/37/2023-2025	Provision of fumigation, cleaning and garbage collection services	Open
MSEA/38/2023-2025	Supply and delivery of calling card/airtime	Open
MSEA/39/2023-2025	Provision car hire services	Open

Prequalification/Registration documents may be downloaded from [www.msea.go.ke](http://www.msea.go.ke) OR [www.tenders.go.ke](http://www.tenders.go.ke) at no cost. Completed registration documents in plain sealed envelope, clearly marked with Category name and Reference number should be deposited in the tender box at Utalii House, mezzanine floor, along Utalii lane to the address below on or before **28<sup>th</sup> July 2023 at 11.00am**

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

**Youth, women and persons with disability who are duly 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](http://www.msea.go.ke)

**DIRECTOR GENERAL/CEO**