

INTER GOVERNMENTAL STANDING COMMITTEE ON SHIPPING

(ISCOS)

The Inter Governmental Standing Committee on Shipping is a Regional body formed by the Governments of Kenya, Tanzania, Uganda and Zambia to Facilitate Trade within the Region and takes care of the Shipping and Maritime Interests of the Member State Populations.

The Secretary General of ISCOS invites Expressions of Interest (EOI) from reputable firms for the provision of the following Goods, Works, and Services to the Secretariat.

NOTE: ISCOS has re visited the deadline for the submission of expressions of Interest for the following categories.

- Security
- Courier
- Firefighting equipment

a) Goods

1.	ISCOS/EOI/G/OF/01	Office Furniture and Fittings	Supply of office furniture and fittings.
2.	ISCOS/EOI/G/FFE/01	Fire Fighting Equipment	Supply and installation of firefighting equipment and fire protection and training services.
3.	ISCOS/EOI/G/STA/01	Stationary	Supply of office stationery.
4.	ISCOS/EOI/G/OE/01	Office Equipment	Supply of Office Equipment such as Laptops and desktop computers, printers, I pads, projectors, equipment spares and any other ICT equipment/ consumables.
5	ISCOS/EOI/G/CCTV/01	CCTV Equipment	Supply of CCTV Systems and Equipment, including installation and maintenance.

b) Works

1.	ISCOS/EOI/W/PW/01	Construction works, Renovations and Repairs of ISCOS Buildings.	Construction works, Repairs, Renovations, painting of ISCOS buildings, and carrying out of regular maintenance of water/ sewerage/ electricity systems.
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c) Services

S. No.	E.O. I No.	Service/Item	Description
1.	ISCOS/EOI/SERV/MED/01	Medical Insurance Services	Provision of Medical Insurance to ISCOS staff and their dependants to cover all major medical insurable risks and conditions.
2.	ISCOS/EOI/SERV/ICT/01	ICT	Provision of Information Communication Technology support services to the organization, including maintaining and servicing of ICT equipment, handling ICT tasks, maintenance and periodical upgrade of ISCOS ICT systems, website and other ICT projects/ jobs.
3.	ISCOS/EOI/SERV/MOE/01	Maintenance of Office Premises	General cleaning and maintenance of office exterior and interior parts, swimming pool maintenance, garbage collection and disposal, fumigation and general grounds management.
4.	ISCOS/EOI/SERV/PPB/01	Printing, publications and brand management.	Carrying out printing works of the Secretariat, such as magazines, calendars, fliers, brochures, flags, letter heads, business cards, banners or any other publications, including branding and brand management.
5.	ISCOS/EOI/SERV/SEC/01	Security	Provision of security and guarding services to office and residents, and the provision/ management of security back up services.
6.	ISCOS/EOI/SERV/TM/01	Travel Management	Provision of Travel support services including air ticketing, travel consultancy and support and general air transport services.
7.	ISCOS/EOI/SERV/PI/01	Property Insurance	Insurance of ISCOS property including office buildings, furniture and fittings, office equipment, Motor vehicles, generators and machinery, etc
8.	ISCOS/EOI/SERV/CF/01	Courier/Postal and Freight Services	Provision of courier/postal and freight services.
9.	ISCOS/EOI/SERV/TS/01	Taxi Services	Provision of taxi services (saloon cars, vans, mini-buses, etc).
10.	ISCOS/EOI/SERV/AC/01	Access Control Systems	Supply, Installation and Commissioning of Time Attendance Access Control Systems.
11.	ISCOS/EOI/SERV/OM/01	Maintenance of Office Equipment	Service and Maintenance of office equipment e.g. printers, photocopiers, PABX and Telecommunications equipment.
12.	ISCOS/EOI/SERV/RC/01	Consultancy Services	Consultancy services in the fields of Shipping and Logistics, Quantity Surveying, Architecture, Property valuation, Public Relations, Law, Event Management, and Team building.
13.	ISCOS/EOI/SERV/MV/01	Motor Vehicle Maintenance	Provision of vehicle servicing and maintenance services including supply of motor vehicle spare parts.

Eligibility:

Interested firms should provide:

- a) Company profile.
- b) Copy of the Certificate of Incorporation
- c) PIN and VAT registration certificates
- d) Current tax compliance certificate.
- e) Regulatory certification from relevant issuing bodies
- f) Information that they are registered and qualified to give/ offer such services
- g) Information about Key Personnel in the firm detailing expertise and experience in the relevant fields.
- h) List of similar services rendered elsewhere.
- i) Litigation history and their resolutions if any.
- j) Any other information which is relevant to the EOI.

Properly sealed envelopes clearly indicating the area of Interest should be submitted to:

**“The Secretary General,
ISCOS Secretariat,
Nyali, off links Road, next to Nyali Health Care Limited,
P.O. Box 89112-80100- Mombasa- Kenya
” To reach him not later than the **06th October 2017.****