



**INTERGOVERNMENTAL STANDING COMMITTEE ON  
SHIPPING (ISCOS)**

**Call for Expression of Interest**

The Intergovernmental Standing Committee on Shipping – ISCOS is a regional body operating in the Eastern, Central and Southern Africa and whose mandate is to Promote, Protect and Coordinate the Shipping and Maritime interests of its Member States and the Region at large.

The Secretariat of ISCOS invites Expressions of Interest (EOI) from reputable firms for the Provision/Supply of the following Goods, Works and Services to the Secretariat.

**a) Goods**

S. No.	Ref. No.	Item/Service/Works	Details
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	Stationery	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.
6	ISCOS/EOI/G/WAT/01	Water	Supply of pure drinking water.

**b) Works**

<b>S. No.</b>	<b>Ref. No.</b>	<b>Item/ Service/Works</b>	<b>Details</b>
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.

**c) Services**

<b>S. No.</b>	<b>Ref. No.</b>	<b>Item/Service/Works</b>	<b>Details</b>
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 such as 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/transport services (saloon cars, vans, mini-buses, as well as luxury vehicles for VIPs
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, Taxation, Quantity Surveying, Architecture, Property valuation, Cooperate communication, Performance enhancement and Team building programmes, Law, Event Management.
13.	ISCOS/EOI/SERV/MV/01	Motor Vehicle Maintenance	Provision of vehicle servicing and maintenance services including supply of motor vehicle spare parts.

**Important documentation for submission:**

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

**Properly sealed envelopes** marked **“Expression of Interest”** and clearly indicating the area of Interest should be addressed and delivered to:

The Secretary General  
ISCOS Secretariat  
Nyali, off links Road, near Nyali Health Care Limited  
P.O. Box 89112 – 80100  
**MOMBASA – KENYA**

To reach him not later than the **22nd May 2020, 1700 Hours.**

**ALTERNATIVELY**, the Expression of Interest can be e-mailed in pdf form to:  
[opportunities@iscosafricashipping.org](mailto:opportunities@iscosafricashipping.org)