



**MARITIME ORGANIZATION FOR EASTERN, SOUTHERN AND  
NORTHERN AFRICA (MOESNA)**

**CALL FOR EXPRESSION OF INTEREST**

**TERMS OF REFERENCE (TOR)**

**TENDER: MOESNA/OT/01/EOI/2024**

**JULY 2024**

## INTRODUCTION

MOESNA (The Maritime Organization for Eastern, Southern and Northern Africa) formerly known as ISCOS, is a regional Maritime Organization operating in the Eastern, Southern and Northern Africa formed in 1967 whose members are Kenya, Tanzania, Uganda, Zambia, the Democratic Republic of Congo and the Federal Democratic Republic of Ethiopia and is now expanding to the rest of the Region.

MOESNA is mandated with the Promotion, Protection and Coordination of the Shipping and Maritime Interests of its Members and the Region at large.

The Secretariat of MOESNA invites Expressions of Interest (EOI) for the financial years 2024/25 and 2025/26 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.	MOESNA/EOI/G/OFF/01	Office Furniture and Fittings	Supply of office furniture and Fittings.
2.	MOESNA/EOI/G/FFE/01	Fire Fighting Equipment	Supply and installation of Firefighting equipment and fire protection and training services.
3.	MOESNA/EOI/G/STA/01	Stationery	Supply of office stationery.
4.	MOESNA/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.	MOESNA/EOI/G/WAT/01	Water	Supply of pure drinking water.

**b) WORKS**

S. No.	Ref. No.	Item/Service/Works	Details
1.	MOESNA/EOI/W/CRR/01	Construction works, Renovations and Repairs of MOESNA Buildings	Construction works, Repairs, Renovations, painting of MOESNA buildings, and carrying out of regular maintenance of water/sewerage/electricity systems

**c) SERVICES**

S. No.	Ref. No.	Item/Service/Works	Details
1.	MOESNA/EOI/SERV/MIS/01	Medical Insurance Services	Provision of Medical Insurance to MOESNA staff and their dependants to cover all major medical insurable risks and conditions.
2.	MOESNA/EOI/SERV/CSL/01	Computer Software and Licenses	Provision of computer software (Operating and application systems, software licenses
3.	MOESNA/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 MOESNA ICT systems, website design/hosting and maintenance. Network (servers/routers) and systems security solutions, data security services, back up and data recovery services.
4.	MOESNA/EOI/SERV/MOP/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.

5.	MOESNA/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. Provision of Advertising Agency services and professional public relations services
6.	MOESNA/EOI/SERV/SEC/01	Security	Provision of security and guarding services to office and residents, and the provision/ management of security back up services.
7.	MOESNA/EOI/SERV/TM/01	Travel Management	Provision of Travel support services including air ticketing, travel consultancy and support and general air transport services (IATA registered firms).
8.	MOESNA/EOI/SERV/PI/01	Property Insurance	Insurance of MOESNA property such as office buildings, furniture and fittings, office equipment, Motor vehicles, generators and machinery, etc
9.	MOESNA/EOI/SERV/CFS/01	Courier/Postal and Freight Services	Provision of courier/postal and freight services.
10.	MOESNA/EOI/SERV/TS/01	Taxi Services	Provision of taxi/transport services (saloon cars, vans, mini- buses, as well as luxury vehicles for VIPs
11.	MOESNA/EOI/SERV/IS/01	Internet Services	Provision of internet services.
12.	MOESNA/EOI/SERV/MOE/01	Maintenance of Office Equipment	Service and Maintenance of office equipment e.g. printers, photocopiers, PABX and Telecommunications equipment.
13.	MOESNA/EOI/SERV/CS/01	Consultancy Services	Consultancy services in the fields of; <ul style="list-style-type: none"> <li>- Shipping and Logistics</li> <li>- Taxation</li> <li>- Quantity Surveying</li> <li>- Architecture</li> <li>- Property valuation</li> <li>- Corporate communication</li> <li>- Performance enhancement and Team building programmes</li> <li>- Law</li> </ul>

			- Translation services - Human Resource services and training.
14.	MOESNA/EOI/SERV/MVM/01	Motor Vehicle Maintenance	Provision of vehicle servicing and maintenance services including supply of motor vehicle spare parts.
15.	MOESNA/EOI/SERV/EM/01	Event Management	Provision of event organizing services.
16.	MOESNA/EOI/SERV/FS/01	Filing Services	Provision of archival services, label management & filing services.

**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.

**Suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. Proof of membership to a professional body where applicable should be attached.**

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

**THE SECRETARY GENERAL**

**MOESNA SECRETARIAT**

Palm Drive, Off Links Road, Nyali

P O Box 89112 – 80100 (GPO)

**MOMBASA, KENYA**

**Tel:** +254 722 207940/ +254 721 207940

**Email:** [opportunities@moesna.org](mailto:opportunities@moesna.org)

**SUBMISSION TIMELINE:**

Submissions are to be received not later than **Friday, 16<sup>th</sup> August 2024, 1700hrs.**