



PREQUALIFICATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2025-2027

ActionAid International Kenya invites interested and eligible suppliers and contractors to apply for registration/prequalification for the supply of goods, provision of works, and services in various categories for the 2025-2027 financial years.

Prequalification is open to suppliers operating in the following locations:

Garissa, Homa Bay, Bungoma, Isiolo, Kabarnet, Kajiado, Kilifi, Kisumu, Kitui, Machakos, Makeni, Marafa, Malindi, Marigat, Makima, Meru, Mombasa, Murang'a, Nairobi, Naivasha, Nakuru, Nanyuki, Ndhiwa, Turkana, Olenguruone, Siaya, Voi, Kishushe, Wote, Embu.

NO.	CODE	CATEGORIES
SUPPLY OF GOODS/SERVICES:-		
1	AAIK/PQS/001/2025-2027	Supply and delivery of office stationery.
2	AAIK/PQS/002/2025-2027	Provision of Accommodation, conference facilities and serviced apartments
3	AAIK/PQS/003/2025-2027	Provision of outside Catering Services.
4	AAIK/PQS/004/2025-2027	General Printing and supply of Promotional Materials i.e., branded T-shirts, shirts, gift bags, caps, banners, branded gift items like pen sets Provision of design and printing of Cards, Diaries, Corporate Newsletter, Stickers, Signage, Flyers, Brochures, Booklets etc
5	AAIK/PQS/005/2025-2027	Provision of Transport and Taxi services i.e., small cars, tour vans, buses and mini-buses, Land cruisers
6	AAIK/PQS/006/2025-2027	Supply, installation and servicing of Car tracking system, CCTV system and access control.
7	AAIK/PQS/007/2025-2027	Provision of motor vehicle and cycle repairs, maintenance and parts services
8	AAIK/PQS/008/2025-2027	Provision of Travel Agency Services and Air ticketing (IATA registered firms only) .
9	AAIK/PQS/009/2025-2027	Supply and delivery of Furniture, general Office equipment's and furnishings.
10	AAIK/PQS/010/2025-2027	Supply, delivery, and installation of network hardware, Laptops, UPS, Printers, Scanners, Software, Cameras, and other electronics.
11	AAIK/PQS/011/2025-2027	Supply, delivery, installation, repair, and maintenance of air conditioning and Refrigeration equipment at the Nairobi office
12	AAIK/PQS/012/2025-2027	Provision of solar power equipment, servicing, and maintenance
13	AAIK/PQS/013/2025-2027	Provision of solar power equipment, servicing, maintenance, and service contracts at the LRPs
14	AAIK/PQS/014/2025-2027	Clean power UPS and general power systems servicing and maintenance SLAs at the Nairobi office.
15	AAIK/PQS/015/2025-2027	Provision of maintenance services for the Mitel Office Intercom equipment (Nairobi office).
16	AAIK/PQS/016/2025-2027	Supply of Fresh Cut Flowers and Maintenance of Indoor Plants.
17	AAIK/PQS/017/2025-2027	Supply, servicing, and refilling firefighting equipment.

18	AAIK/PQS/018/2025-2027	Repair, service, and maintenance of office servers, Desktops, laptops, printers, UPS's and all ICT-related items.
19	AAIK/PQS/019/2025-2027	Supply of Dignity kits
20	AAIK/PQS/020/2025-2027	Minor renovations, office repairs, furniture, and electrical appliances, i.e., painting of buildings, containers, and structures.
21	AAIK/PQS/021/2025-2027	Office cleaning services: Daily cleaning, general cleaning, fumigation, and kitchen management.
22	AAIK/PQS/022/2025-2027	Supply and refilling of clean drinking water
23	AAIK/PQS/023/2025-2027	Provision of Errands, Courier, and Postal services.
24	AAIK/PQS/024/2025-2027	Provision of documentary production, photography services, video graphics, and media buying.
25	AAIK/PQS/025/2025-2027	Provision of Event Planning and Management- provision of sound services, Master of Ceremonies, and language translators, i.e., Sign language
26	AAIK/PQS/026/2025-2027	Professional Services (e.g., consulting (Baseline and Endline), Building and construction, engineering, and architectural services)
27	AAIK/PQS/027/2025-2027	Provision of legal services.
28	AAIK/PQS/028/2025-2027	Provision of tax compliance and tax health check service.
29	AAIK/PQS/029/2025-2027	Provision of Immigration services, e.g, work permits.
30	AAIK/PQS/030/2025-2027	provision of security services (guards etc). GP,Nanyuki and Dagoretti
31	AAIK/PQS/031/2025-2027	Website design, hosting, and maintenance.
32	AAIK/PQS/032/2025-2027	Supply of refreshments

Interested bidders should download the form from the ActionAid Kenya website - <https://actionaid-kenya.org/category/tenders-at-aaik/>, fill in the form, and pay a non-refundable fee of Ksh 1000 per bid per category via **Pay bill 329329, A/C 0108033600600**, and attach confirmation receipt. Deliver to the ActionAid International Kenya office, Waiyaki Way, AACC Complex, Ibiom House, 2nd Floor. Completed Form must be submitted in a plain sealed envelope marked **"PREQUALIFICATION OF SUPPLIER AAIK/PQS/0/2025-2027 Category No(s)....."** addressed to:

THE TENDER COMMITTEE

ActionAid International Kenya
P.O. Box 42814 - 00100
Waiyaki Way, AACC Complex, Ibiom House, 2nd Floor
Nairobi, Kenya

Submissions must be received **on or before 15th May 2025**.

ActionAid International Kenya reserves the right to accept or reject any application in part or in full and is not bound to give reasons for its decision.

Late submissions and wrongly marked offers will not be accepted.

THE MINING ACT (Cap.306)

APPLICATION FOR MINING LICENCE

PURSUANT to section 34 of the Mining Act, the Cabinet Secretary for Mining, Blue Economy and Maritime Affairs notifies receipt of an application for mining licence from Jialin East Africa Mining Company Limited which details are set out in the Schedule hereto.

SCHEDULE

Applicant	Jialin East Africa Mining Company Limited
Applicant Address	P.O.Box 17285-00200, City Square, Nairobi
Application Number	ML/2024/0165
Application Area	36.2427K□169 Cadastral Blocks
Locality	Kilifi County
Mineral(s) Sought	Titanium

PROPOSED APPLICATION BOUNDARIES

	Lat.	Lat. Min.	Lat. Sec.	N/S	Long. Deg.	Long. Min.	Long. Sec.	E/W
1	03	20	30.00	S	039	32	45.00	E
2	03	20	30.00	S	039	37	00.00	E
3	03	23	00.00	S	039	37	00.00	E
4	03	23	00.00	S	039	32	45.00	E

The application may be accessed from the Ministry's portal via the website address <https://portal.miningcadastre.go.ke/> and is published in the Kenya Gazette and opened to the public for comments for forty-two (42) days from the date of this notice.

Any objection by any person or Community against the grant of the mining licence may be submitted to the Cabinet Secretary within forty-two days from the date of this notice at the following address:

**The Cabinet Secretary,
Ministry of Mining, Blue Economy and Maritime Affairs,
Works Building, Ngong Road,
P.O.Box 30009-00100,
Nairobi.
E-mail: cs@mining.go.ke**

Dated the 4th April, 2025.

**HASSAN ALI JOHO,
Cabinet Secretary for Mining,
Blue Economy and Maritime Affairs.**



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REPUBLIC OF KENYA

COUNTY GOVERNMENT OF KIAMBU OFFICE OF THE GOVERNOR

ADVERTISEMENT OF VACANCY

COUNTY SECRETARY – JG ‘T’ (1 POST) Ref: KCG/CS/2025/01

Pursuant to the provisions of the *County Government Act, No 17 of 2012* and as captured under Section 44 and 58A of the *County Government (Amendment) Act 2020*, the Selection Panel for Recruitment for Position of County Secretary wishes to declare a vacancy in the position of **County Secretary, County Government of Kiambu** and to consider applications from suitably qualified, result oriented and motivated Kenyan Citizens for the appointment to the position.

The County Secretary will be the secretary to the County Executive Committee and Head of the County Public Service and will be responsible for the following :

Duties and Responsibilities

1. Providing strategic policy direction to improve service delivery in the County Public Service;
2. Arranging the business, and keeping the minutes of the County Executive Committee subject to the directions of the executive committee;
3. Conveying the decisions of the County Executive Committee to the appropriate persons or authorities and track their implementation;
4. Establishing and developing collaboration with national government ministries or departments, partners and other relevant stakeholders;
5. Ensure efficient management of resources;
6. Interpret, disseminate and oversee the implementation of National and County Government policies;
7. Coordinate County Government activities, programs and Projects;
8. Performing any other functions as directed by the County Executive Committee.

Requirements for Appointment.

- a) Be a Kenyan citizen;
- b) Be a holder of a first degree in a relevant field from a university recognized in Kenya;
- c) Have knowledge, experience and a distinguished career of not less than ten (10) years, five (5) years of which should be in a leadership position at senior management level in Public Service or Private Sector;
- d) A master's degree from a university recognized in Kenya.
- e) Have commendable leadership and management capacity including knowledge of public financial management and strategic people management;
- f) Be conversant with the Constitution of Kenya, and Devolution Laws;
- g) Have ability to work in a multi-ethnic environment with sensitivity and respect to diversity;
- h) Have capacity to work under pressure to meet deadline;
- i) Demonstrate understanding and commitment to the National Values and Principles of Governance as outlined in the articles 10 and 232 of the Constitution of Kenya 2010;
- j) Be a strategic thinker and result oriented;
- k) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and integrity

Core Competencies:

The following core competencies and skills will be required for the position of the County Secretary:

- Knowledge in policymaking, ability to transform vision/manifesto into Government policies and impact understanding of the same to members of staff;
- Institutional development through structures, systems and mechanisms for effective and efficient delivery of service;
- Strong leadership skills;
- Ability to communicate Government policies, programs, projects and intention to the public and stakeholders;
- Ability to develop and set international best practices and standards to guide the delivery of services and development agenda;
- Knowledge of international, national and county specific development goals and obligations and mainstreaming them into the County agenda and hands-on approach to execution of duties

Terms of Service: Contract

Salary: As prescribed by the Salaries and Remuneration Commission (SRC).

How to Apply

All applicants should submit their applications cover letter together with copies of their detailed curriculum vitae with names, address and telephone contacts of three referees, academic and professional certificates, testimonials, national identity card or passport and any other supporting documents.

Applications should be addressed to:

**Chairperson
Selection Panel for Recruitment of County Secretary, Kiambu
P O Box 2344 - 00900
KIAMBU**

NOTE:

1. ALL applications should be hand delivered in a sealed envelope and dropped in the specific box provided at **Governors Offices; County Headquarters-Kiambu Town (between 8.00 a.m. and 5.00 p.m. on weekdays)**.
2. Applications should reach the Selection Panel on or before **Friday 9th May, 2025 by 1700hrs.**
3. Shortlisted candidates will be required to produce their **original** identity card, academic and professional certificates and submit clearance from the following institutions:
 - Kenya Revenue Authority (KRA)
 - Ethics and Anti-Corruption Commission (EACC)
 - Directorate of Criminal Investigations (DCI)
 - Higher Education Loans Board (HELB)
 - Credit Reference Bureau (CRB)
4. County Government of Kiambu is an equal opportunity employer, women, youth and people living with disability are encouraged to apply.

The County Government of Kiambu is committed to **Zero tolerance to Corruption**. We **CAUTION** applicants and their families not to fall victim of fraudsters and impersonators who solicit for money with a promise to secure them jobs in the County Government. The Selection Panel shall bear no responsibility for any personal loss arising from such unlawful dealings. **Report any of such cases to the Police.**

**Chairperson
Selection Panel for Recruitment of County Secretary, Kiambu
County Government of Kiambu
P O Box 2344 - 00900
KIAMBU**