

# Jubilee

## HOLDINGS

### SUPPLIER PREQUALIFICATION NOTICE 2025-2027

Jubilee Holdings Limited was established in August 1937 as the first incorporated Insurance Company in Mombasa, Jubilee Holdings Ltd has grown to become the leading insurance company in the region. With a strong presence in Kenya, Uganda, Tanzania, Burundi, and Mauritius, we cater to over 1.9 million clients, making us the largest Composite Insurer in East Africa.

Jubilee Holdings Limited invites interested, qualified, technically competent, and eligible vendors to submit their interest for the prequalification to be included in Jubilee Holdings Limited database for supply of goods and provision of services and works for years **2025-2027** for the following categories:

#	CATEGORY DESCRIPTION
<b>ADMIN</b>	
1	Supply and Delivery of General Office Stationery – To HQ and Branches-VMI Preferred
2	Supply and Delivery of Printed Stationery – To HQ and Branches-VMI Preferred
3	Supply of Toners and Cartridges
4	Supply, Maintenance and Repair of Office Furniture, Furnishings and Fittings
5	Supply of Staff Uniform (Custom-Made), Office Suits Supply (Ready-Made), Industrial Safety Wear, PPEs Gear and Shoes Supplies and Linen
6	Supply and Delivery of Toiletries, Detergents and Hand Dryers
7	Supply of Temperature Screening Devices
8	Supply, Installation and Maintenance of Office Window Blinds and Curtains
9	Supply, Installation and Maintenance of Air Conditioning and Refrigeration
10	Supply and Delivery of Batteries, Spare Parts, and Motor Vehicle Accessories
11	Supply of LPG, Fuel Cards, and Motor Vehicle Fuel (Petrol and Diesel)
12	Supply and Maintenance of Franking Machines
13	Supply and Maintenance of Studio Equipment, Camera, Microphones, TVs, Projectors and Other Related Accessories
14	Supply of Mobile Phones and Phone Accessories
15	Supply and Repair of Apple and Mac Mobile Phones and Phone Accessories
16	Supply, Delivery, Installation and Maintenance of Video Conferencing Equipment
17	Provision of Qualified Transport and Relocation Services
18	Provision of Local Courier and Dedicated Rider Services
19	Provision of International Courier, Postage and Parcel Services
20	Provision of Air Travel and Ticketing Agency Services (IATA Registered Only)
21	Provision of Serviced Apartments (Short- and Long-Term Stay)
22	Provision of Tea, Coffee, and Consumables(sugar), Tea Catering and Vending Services (Vending Machine and Snack bar Machine)
23	Supply of Milk
24	Provision of Office Cleaning and Sanitary Services
25	Provision of Fumigation and Pest Control Services
26	Provision of Salvage Auctioneering Services
27	Provision of Motor Vehicle Repair Services - Garages (Countrywide)
28	Provision of Towing Services (Countrywide)
29	Provision of Auctioneering Services
30	Provision of Motor Vehicle Valuation Services
31	Provision of Car Wash Services
32	Supply of Asset Tagging Bar Codes and Provision of Tagging Services
33	Supply of Office Rubber Stamps and Company Seals
34	Provision of Immigration Consultancy Services
35	Provision of Language Translation and Localization Services
36	Provision of Laundry Cleaning Services
37	Supply of Official Wear (Suits, Ties, Shirts, Shoes)
38	Provision of Marine Cargo Surveillance Services
39	Provision of Medical Assessments and Reviews Services
40	Provision of Printing Services both General and Branded (Annual Report, Calendars, Letterheads)
41	Provision of Windscreen Fitters' Services
42	Provision of Obsolete IT Equipment (Computers, Printers) Disposal Services
43	Provision of Office Furniture (Chairs, Desks) Disposal Services
44	Provision of Outdated Stationery (Paper, Files) Disposal Services
45	Provision of Expired Consumables (Toner, Cartridges, Cleaning Supplies) Disposal Services
46	Provision of Scrap Materials (Metal, Broken Equipment) Disposal Services
47	Provision of Old Vehicles (Company Cars, Delivery Vans) Disposal Services
48	Provision of Redundant Machinery or Tools Disposal Services
49	Provision of Defective Products or Goods (Unsellable Items, Damaged Stock) Disposal Services
50	Provision of Outdated Marketing Material (Flyers, Banners, Promotional Items) Disposal Services
51	Provision of Glass Disposal Services
52	Provision of Clearing and Forwarding Services
53	Provision of Transport, Taxi and Car Hire Services-Countrywide
54	Provision of Catering Services and Restaurants for Indoor and Outdoor Meeting and Events
55	Provision of Hotel Accommodation and Conferencing Services in all counties
56	Supply, Installation and Maintenance of Fire Suppression System and Firefighting Equipment
57	Supply of Magazines, Newspapers and Periodicals
58	Supply of Clean Water
59	Supply of Hardware Equipment's -Countrywide
60	Supply and Maintenance of Catering Equipment's and Cutlery (Tea Urns, Trays, Cups, Plates)
61	Supply of Fruits
62	Supply of Cakes (General and Branded) -Countrywide
63	Supply of Flowers, Wreath, and Bouquet
64	Supply of Cards (Farewell, Condolence)
65	Supply of Supermarket Gift vouchers
66	Supply, Repair, Installation and Maintenance of General Electronics (TV, Fridge, Microwave)
67	Provision of Moving Services
68	Provision of Manpower Services
69	Supply of Drinking Water Equipment and Servicing of the Dispensers
<b>FINANCE &amp; AUDIT</b>	
70	Provision of Debt Recovery Services
71	Provision of Research, Due Diligence and Financial Advisory Services
72	Provision of Accounting Support Services (Reconciliations, Secondment)
73	Provision of Actuarial Consulting Services
74	Provision of Data Centre Facilities Collocation and Leasing Services
75	Provision of Financial Wellness and Financial Sales Training Services
76	Provision of Tax and Auditing Services
77	Provision of Insurance Investigative Services for Life Business
<b>HR</b>	
78	Supply of Printed Medical and Insurance Cards (Photo and Smart Cards)
79	Provision of Grounds Hiring for Sports Facility and Team Building and Corporate Events
80	Provision of Medical Insurance Services (Brokers)
81	Provision of General Insurance Services (Brokers)
82	Provision of Emergency Medical Services
83	Provision of Credit Reference Bureau Services
84	Provision of HR Legal and Policy Formulation
85	Provision of Research, Survey and Media Monitoring Services
86	Provision of Quiz Services
87	Provision of Staff Development, Training and Team Building Services

#	CATEGORY DESCRIPTION
88	Provision of First Aid Training Services
89	Provision of High-Profile Leadership Training, Director's Training and Board Development Program Services
90	Provision of Recruitment, Selection, Background checks, Screening and Psychometric Tools Services
91	Provision of Job Analysis and Evaluation, Performance Management with a Specific Focus on BCE Entrenchment, Audit and Evaluation Services
92	Provision of Employee Engagement Survey Services
93	Provision of Business Intelligence for Management Reporting Specific to Insurance Industry Services
94	Provision of HR Consultancy Services
95	Provision of Public Relations Agency and Consultancy Services
96	Provision of Retirement Benefits Consultancy Services
97	Provision of Sustainability Reporting Consultancy Services
98	Provision of Training of Insurance Agents
99	Provision of Learning Management Systems
100	Provision of Fire and Safety Audits Training Services
101	Provision of ISO Certifications
102	Provision of Professional Training and Certification Services
103	Provision of Wellness Program Providers
<b>PROPERTY</b>	
104	Supply and, Repair and Maintenance of CCTV, Access Control and Intruder alarms and Automatic Door System
105	Provision of Property Agents Services
106	Supply, Installation and Maintenance of Metal Detectors and Steel Structures
107	Supply, Installation and maintenance of Tiles and Tile Equipment's
108	Provision of Asset Management Services
109	Supply, Installation and Maintenance Services of Lifts and Escalators
110	Supply, Installation and Maintenance Services of Queuing Management System
111	Supply and Maintenance of Generators
112	Supply, Repair and Maintenance of Electrical Supplies (Bulbs, Cables, and Sockets)
113	Supply, Installation, Repair and Maintenance of Safety Doors, Locks and Safes
114	Supply of Emergency Water Bowzers
115	Provision of Property and Land Valuation Services
116	Provision of Quantity Surveyor (QS) Services
117	Provision of Energy Audit Services
118	Provision of Electrical Engineering Consulting Services
119	Provision of Electrical Audit Services
120	Provision of Architectural, Quantity Survey and Interior Design Consultancy Services
121	Provision of Civil/Structural Engineering Consulting Services
122	Provision of Plumbing Installations, Pump Servicing, Maintenance and Drainage Services
123	Supply, Installation and Maintenance Services of Water Treatment Plant
124	Provision of Sewerage, Pits Clean-Up, and Bio Digester Maintenance Services
125	Provision of Major Construction Services (Main Auditorium Partitions, Repair and Maintenance)
126	Provision of Land Surveying Services
127	Provision of Property Management Services
128	Provision of Real Estate Consultancy Services
129	Provision of Service and Maintenance of HVAC Systems
130	Provision of Minor Construction Services (Renovations, Office Partitioning and General Refurbishments)
131	Supply, Installation and Maintenance of Office First Aid Equipment
132	Provision of Hydrological Consultancy Services
133	Supply of Branded and General Sports Equipment and Accessories
134	Provision of Physical Planning and Environmental Impact Assessment Consultancy Services
135	Provision of Borehole Drilling services
136	Supply, Installation and Maintenance of Solar Water Heating Equipment
137	Supply and Maintenance of Flowers and Indoor plants
138	Provision of Electronic and Mechanical Engineering Audit Services on Office Equipment (Air Conditioners, Fire Alarm System)
139	Supply of Plumbing Fittings and Fixtures
140	Supply and Maintenance of Roller Shutter and Steel Structures
141	Provision of Specialized Cleaning Services
142	Supply, Installation and Maintenance of Solar Lighting Equipment
143	Provision of Sliding Door Mechanism Service and Maintenance
144	Provision of General Building Construction - Countrywide
145	Provision of Garden Landscaping and Maintenance services
146	Supply of Signage and Mast
147	Provision of Repair and Maintenance Services for Electric Fence
<b>IT</b>	
148	Supply, Repair and Updating of Laptops and Ram
149	Provision of Computer Software and Licenses (Adobe Professional, PDF Editor, Archi-Cad, AutoCAD, Office Automation Tools: IDEs, code repositories, API management tools, MS Office, Others)
150	Supply and Maintenance of Telecommunication Equipment (Telephones and PABX Machines and Accessories)
151	Supply and Maintenance of Power Back-up Systems, UPS, AVR and Inverters
152	Supply, Installation, Support and Maintenance of ICT and Networking Equipment (Switches, Laptops, Computers, Routers, Load Balancers, Firewalls, Intrusion Detection Systems)
153	Supply, Installation and Maintenance of Management Information Systems
154	Supply and Leasing of Photocopiers, Multi-Functional Network Printers and Consumables, General Printing Equipment's, Shredders, Scanning Equipment's
155	Provision of Business Continuity, Business Impact Assessment and Disaster Recovery Services
156	Provision of Network Infrastructure (Wired and wireless), Data Communication, Computer Networks and Structured Cabling Support (WAN, LAN, VPN) Services
157	Provision of Internet Services
158	Provision of Bulk SMS and Email, USSD, Short-Code, Mobile Application, Data Bundles, Corporate Airtime Top-ups, and Subscriptions Services
159	Provision of Website Design, Development and Web Domain Hosting Services
160	Provision of IT Security Audit Services
161	Provision Cyber Security Audit services
162	Provision of Artificial Intelligence (AI), Big Data, Machine Learning (ML), Robotic Process Automation (RPA) and Analytics Solution Services
163	Provision of Project Management and Business Analysis Consultancy Services
164	Provision of Advanced Technical Consultancy Services
165	Provision of Software Development Consultancy Services
166	Provision of IT Strategy and Enterprise Architecture Consultancy Services
167	Provision of IT Project Quality Assurance Consulting Services
168	Provision of ICT Consultancy Services
169	Supply, Repair and Installation of Electrical Appliance and Equipment
170	Provision of Cloud Email and Email Security Services
171	Provision of Digital Content Creation and Animators Services
172	Provision of E-AGM Services for Unit Trust Virtual AGMs - Managing and Streaming Services
173	Provision of IT Infrastructure and Business Systems Monitoring Services
174	Provision of Microsoft Active Directory, and Microsoft Data Centre Services
175	Provision of Scanner Software and Maintenance Practices
176	Provision of Bulk Scanning and Archiving Services
177	Supply of Storage Solutions (SSDs, HDDs, NAS, SAN) and Cloud Storage

#	CATEGORY DESCRIPTION
178	Supply of Servers (Rack Servers, Blade Servers, Mainframes)
179	Supply of Workstations (High-Performance Workstations for General Use, Analytics and Development)
180	Provision of Operating Systems (Windows, Linux distributions, Unix)
181	Provision of Application Software's (CRM, ERP, Workflow)
182	Provision of Core Systems (Health, Life, Asset Management)
183	Provision of Audit Management Solutions
184	Provision of Cyber Security Software (Antivirus, Anti-Malware, Endpoint Protection)
185	Provision of Cloud Security Services (Security tools specifically designed for cloud environments)
186	Provision of IT Training and Support Services (End-User Training Program, Helpdesk, on-site support)
187	Provision of Blockchains Solutions: Distributed ledger technologies for transactions and contracts.
188	Provision Emerging Technologies -: Automation of repetitive tasks.
189	Cloud Services - Infrastructure as a Service (IaaS): Virtual Servers, Storage, Networking.
190	Cloud Services - Platform as a Service (PaaS): Development Platforms for Building Applications
191	Cloud Services - Software as a Service (SaaS): Subscription-Based Software Applications
192	Data Management - Database Management Systems (DBMS): SQL and NoSQL Databases
193	Data Management - Data Analytics Tools: Business intelligence (BI) Tools, Data Visualization Platforms.
194	Data Management - Data Warehousing Solutions: ETL Tools, Data Lakes
195	Data Management - Data Governance Tools: Data Quality, Data Lineage, Compliance Monitoring
196	Cybersecurity Solutions - Threat Detection and Response: Security information and Event Management (SIEM), Intrusion Prevention Systems (IPS).
197	Cybersecurity Solutions - Compliance Solutions: Tools for GDPR, PCI-DSS, and other Regulatory Frameworks.
<b>SFID</b>	
198	Provision of Private Investigation Services (Financial Crimes Investigation (Forensic, General and Digital), Asset Tracing Services
199	Provision of Security Guarding and Alarm Back Up Services
200	Supply and Maintenance of Security Equipment (X-Ray Equipment, Access Control, Handheld Metal Detectors, Explosive Trace Detectors, Security Padlocks, Motor Vehicles Scanners, Visitor Management System)
201	Supply and Personalization of Staff Identification Smart Cards, Lanyards and Metal Staff Badges
202	Provision of Insurance Forensic Services
203	Provision of Car Tracking Services
204	Provision of Information and Cyber Security Solutions, Consultancy and Support Services
<b>MARKETING</b>	
205	Provision of Repair and Cleaning of Marketing items e.g. Banners
206	Provision of Advertising and Campaigning Roadshows-Countrywide
207	Provision of Mall Activation Services
208	Provision of Professional and Corporate Makeup Services
209	Supply of Branded Promotional Items - Paper Based
210	Supply of Branded Promotional Items - Non-Paper Based
211	Supply of Internal and External Corporate Branding Services (Branding of Vehicles, Installation of Vinyl Stickers /Murals for Walls, Window Markings, Exterior Led Signage, Billboards)
212	Supply of Corporate Gift Items
213	Provision of Digital Marketing Services (SEO and SEM Optimization)
214	Provision of Media Buying Services
215	Provision of Experiential and Below the Line Marketing Services
216	Provision of Professional and Ordinary Photography, Videography and Related Services
217	Provision of Event Management Services (PA System, Audio-Visuals Display Boards)
218	Provision of DJ and Sound Services
219	Provision of Emceeing Services - Corporate and Event
220	Provision of Drone Equipment's and Services
221	Supply and Installation of 360 Photobooth
222	Provision of Creative Design and Advertising Services
223	Provision of Design and Printing Services (Brochures, Magazine, Booklets, Newsletters, Annual Reports, Letterheads, Business Cards, Binding Services)
224	Provision of Market Research and Mobile Research Services
225	Provision of Media Monitoring Services
226	Provision of Public Relation Services
227	Provision of Corporate Branding Consultancy Services
228	Provision of Influencer Marketing Services
229	Provision of TV, Radio, Print Media Houses Services and Activations-Countrywide
230	Provision of Trending Services
231	Provision of Décor Services for Various Regions in Kenya
<b>LEGAL</b>	
232	Provision of Registrar Services
233	Printing of Dividend Cheques
234	Provision of Policy Writing and Formulation Services
235	Provision of Contract Formulation and Management Services
236	Provision of Governance Auditor Services
<b>RISK, COMPLIANCE &amp; SUSTAINABILITY</b>	
237	Provision of Risk Assessors and Loss Adjusters Services
238	Provision of Risk Management Software and Assessment Tools Services
239	Provision of Risk Consultancy, Compliance and Auditing Services
240	Provision of Antimoney laundering Checks, Software and Training Services
241	Provision of ESG Consultancy and Training Services
242	Provision of Occupational, Safety and Health (OSH) Regulatory Audit, Assessment and Registration Services
243	Provision of Claims Chaser Services

The supplier prequalification exercise will be conducted online via:



TenderSure™ platform is secure, transparent and provides an efficient prequalification process. Interested suppliers may access and register on [www.tendersure.africa](http://www.tendersure.africa) under the "Available Jobs" tab. Access to the prequalification will be granted upon payment of a nonrefundable fee of **KES 2,500.00** per category. All payments will be made online via M-PESA, Visa Card and MasterCard amongst others. The online supplier prequalification exercise closes on **13<sup>th</sup> December 2024 at 10pm EAT**.

In case of any inquiry kindly contact us at [help@tendersure.africa](mailto:help@tendersure.africa) or +254 709 557 000.

**All existing suppliers are required to participate alongside prospective suppliers to be evaluated and considered.**

**All participants who duly complete the prequalification process online will be notified of the outcome.**

*Prequalification is not a guarantee for business opportunity, bidders will be invited to submit their quotations on a need based on the opportunities available. Jubilee Holdings Limited reserves the right to accept or reject any bid as a whole or in part at its discretion.*