



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

Call for Expression of Interest

REFERENCE NUMBER: MOESNA/01/EOI/2026

MOESNA (The Maritime Organisation for Eastern, Southern and Northern Africa) is a regional intergovernmental body operating in the Eastern, Southern and Northern Africa mandated with the promotion, advocacy and coordination of the shipping and maritime interests in the Eastern, Southern and Northern Africa Region formed in 1967 whose members are Kenya, Tanzania, Uganda, Zambia, the Democratic Republic of Congo, the Federal Ethiopia, Burundi, Botswana and Malawi and is now expanding to the rest of the Region.

The Secretariat of MOESNA invites Expressions of Interest (EOI) for the financial years 2026/27 and 2027/28 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.

S. No.	Ref. No.	Item/Service/Works	Details
4.	MOESNA/EOI/G/OE/01	Office Equipment	Supply of Office Equipment such as Laptops and desktop computers, printers, Tablets, 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/C W/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/MED/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.

S. No.	Ref. No.	Item/Service/Works	Details
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/CF/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/INT/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; - Shipping and Logistics - Taxation - Quantity Surveying - Architecture - Property valuation - Corporate communication - Performance enhancement and Team building programmes - Law - Translation services - Maritime governance and compliance - Trade facilitation - Research & Policy Development - Human Resource services and training.
14.	MOESNA/EOI/SERV/MV/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.
17.	MOESNA/EOI/SERV/MRPS/01	Media Relations and Publicity Services	Provision of media relations and publicity services.
18.	MOESNA/EOI/SERV/HSE	Health, Safety & Environmental (HSE) Services	Provision of occupational health, safety, and environmental management services, including safety audits and inspections, risk assessments, development and implementation of HSE policies and procedures, environmental impact assessments, waste management solutions, and compliance with relevant regulatory standards. Services may also include staff training, emergency preparedness planning, and workplace health and safety monitoring.

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

SUBMISSION TIMELINE:

Submissions are to be received not later than **Thursday, 17th September 2026, 1700hrs.**

FORM PRQ-1 - REGISTRATION OF SUPPLIERS
PREQUALIFICATION APPLICATION FORM

I/We hereby apply for registration a
(Name of Company/Firm)

as suppliers of
(Item Description)

Category No.....

Other branches and location

.....

.....

Organization & Business Information

Management Personnel Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners

.....

.....

.....

Indicate terms of trade/ sale /Payment.....

Enclose copy of profile of the firm indicating the main fields of activities

(20 points)

PRQ-2**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

Part I- General:

Business Name

Location of business premises.....

Plot No. Street/Road.....

Postal Address Tel No.....

Nature of business..... Current Trade License No.....

Expiring date.....

Maximum value of business which you can handle at any one time: Kshs.....

Name of your bankers..... Branch.....

Part 2 (a) – Sole Proprietor

Your name in full.....Age.....

Nationality.....Country of origin.....

*Citizenship details.....

Part 2 (b) Partnership

Given details of partners as follows:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
.....			
.....			

Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal Kshs. /USD
.....

Issued Kshs. /USD

Given details of all directors as follows: -

	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.				
2.				
3.				
4.				

DateSignature of Candidate.....

*if Kenya Citizen, indicate under “Citizenship Details”, whether by Birth, Naturalization or Registration

(40 Points)

FORM PRQ-3 - PAST EXPERIENCE

NAMES OF AT LEAST THREE CLIENTS

1. Name of 1st Client(organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and stamp of Organization.....

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and stamp of Organization.....

3. Name of 3rd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and stamp of Organization.....

(30 Points)

FORM PRQ-4 - LITIGATION HISTORY

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

(10 Points)

FORM RQ-5 - SWORN STATEMENT

Having studied the Registration information for the above we/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d. We/I enclose all the required documents and information required for the Registration evaluation.

Date

Applicant's Name / Company's Name

Represented by

Signature& Stamp

(Full name and designation of the person signing and stamp or seal)