



OFFICE OF THE PRIME CABINET SECRETARY AND  
MINISTRY OF FOREIGN AND DIASPORA AFFAIRS  
STATE DEPARTMENT FOR FOREIGN AFFAIRS  
ADDENDUM

TENDER NO. MFA/OT/004/2024-2025 FOR PROVISION OF CLEANING, GARBAGE COLLECTION AND SANITARY SERVICES AT THE MINISTRY OF FOREIGN AND DIASPORA AFFAIRS (STATE DEPARTMENT FOR FOREIGN AFFAIRS) AT UPPER HILL 316 CHAMBERS FOR FINANCIAL YEAR 2024-2025/2025-2026-2027 AND TENDER NO. MFA/OT/005/2024-2025 FOR PROVISION OF CATERING SERVICES FOR A PERIOD OF 24 MONTHS

The Ministry of Foreign and Diaspora Affairs through State Department for Foreign Affairs invited tenders from eligible firms for the above tenders in MyGov of Tuesday, 25<sup>th</sup> February, 2025. However, we wish to clarify as follows: -

(I) TENDER NO. MFA/OT/004/2024-2025 for provision of cleaning, garbage collection and sanitary services at the ministry of foreign and diaspora affairs (State Department for Foreign Affairs) at Upper Hill 316 Chambers for financial year 2024-2025/2025-2026-2027

- i) That the Tender No. is MFA/OT/004/2024-2025 as indicated in the invitation to Tender and the Data Sheet respectively and not as indicated on the cover page
- ii) That a complete set of tender documents may be purchased or obtained by interested tenderers upon payment of a non-refundable fee of Kshs.1,000.00 in cash or Banker's Cheque and payable to the address given on the bid document.

Tender documents may be obtained electronically from the Website(s) [www.mfa.go.ke](http://www.mfa.go.ke) and the PPIP Portal.

- iii) That prices quoted should be inclusive of all taxes and the Training Levy
- iv) That the closing/opening date of the tender has been moved to **Wednesday, 19<sup>th</sup> March, 2025 at 10.00 A.M** Local Time to allow for any necessary adjustments.
- v) That on the schedule of requirements and the price schedule, the quote for cleaning of Curtains should be per Kg.
- vi) All other Terms and conditions of tendering remain as advertised on 25<sup>th</sup> February, 2025.

**(II) TENDER NO. MFA/OT/005/2024-2025 for provision of catering services for a period of 24 months**

- i) That the services will be on 'as and when required' basis hence prices quoted should be per unit cost and in Kenya Shillings
- ii) That prices quoted should be inclusive of all taxes and the Training Levy
- iii) That the closing/opening date of the tender has been moved to **Wednesday, 19<sup>th</sup> March, 2025 at 10.00 A.M** Local Time to allow for any necessary adjustments.
- iv) That the tenderers must submit a Bid Security of Thirty Thousand Kenya Shillings; Ksh. 30,000.00 in the form of a bank guarantee from a reputable commercial bank or PPRA approved Insurance Company, valid for a period of thirty days (30) beyond the bid validity period
- vii) All other Terms and conditions of tendering remain as advertised on 25<sup>th</sup> February, 2025.

Principal Secretary  
State Department for Foreign Affairs