



# PERMANENT MISSION OF KENYA TO UNON & UNEP

## TENDER INVITATION NOTICE

### REGISTRATION OF SUPPLIERS/SERVICE PROVIDERS AND CONTRACTORS FOR SUPPLY AND PROVISION OF GOODS AND SERVICES FOR FINANCIAL YEARS 2025-2026 AND 2026-2027

1. The Kenya Mission to UNON & UNEP intends to develop a list of registered Suppliers/Service Providers for supply and Provision of Goods, Services and Minor Works for Financial Years 2025/2026 & 2026/2027
2. Interested and Eligible suppliers'/service providers are invited to apply for Registration indicating the category of goods or services they wish to apply for as follows;

S/NO	TENDER NO.	TENDER DESCRIPTION
<b>REGISTRATION FOR SUPPLY OF GOODS</b>		
1.	KMUNON&UNEP/NBO/01/2025-2026,2026-2027	Supply and delivery of general office stationery
2.	KMUNON&UNEP/NBO/02/2025-2026,2026-2027	Supply and delivery of office equipment and associated accessories
3.	KMUNON&UNEP/NBO/03/2025-2026,2026-2027	Supply of office furniture and fittings
4.	KMUNON&UNEP/NBO/04/2025-2026,2026-2027	Supply and delivery of printable stationary and promotional materials.
5.	KMUNON&UNEP/NBO/05/2025-2026,2026-2027	Supply and delivery of electrical appliances and accessories.
6.	KMUNON&UNEP/NBO/06/2025-2026,2026-2027	Supply and deliver of security surveillance installations
7.	KMUNON&UNEP/NBO/07/2025-2026,2026-2027	Supply of promotional material and corporate gifts
8.	KMUNON&UNEP/NBO/08/2025-2026,2026-2027	Supply of staff uniform and other branded clothing
9.	KMUNON&UNEP/NBO/09/2025-2026,2026-2027	Supply and delivery of multipurpose detergents, tissue paper, serviettes and other toiletries
10.	KMUNON&UNEP/NBO/10/2025-2026,2026-2027	Supply and delivery of calling cards/airtime
11.	KMUNON&UNEP/NBO/11/2025-2026,2026-2027	Supply of drinking water and milk
12.	KMUNON&UNEP/NBO/12/2025-2026,2026-2027	Supply of fuel, oils and lubricants
<b>REGISTRATION FOR PROVISION OF SERVICES</b>		
13.	KMUNON&UNEP/NBO/13/2025-2026,2026-2027	Provision of website developing web domain hosting
14.	KMUNON&UNEP/NBO/14/2025-2026,2026-2027	Provision of CCTV maintenance and repairs
15.	KMUNON&UNEP/NBO/15/2025-2026,2026-2027	Provision of cleaning services
16.	KMUNON&UNEP/NBO/16/2025-2026,2026-2027	Repair/maintenance of motor vehicles
17.	KMUNON&UNEP/NBO/17/2025-2026,2026-2027	Provision of air travel agency, accommodation, conferencing and car hire services
18.	KMUNON&UNEP/NBO/18/2025-2026,2026-2027	Supply and maintenance of sanitary bins and related services
19.	KMUNON&UNEP/NBO/19/2025-2026,2026-2027	Provision of garbage collection services
20.	KMUNON&UNEP/NBO/20/2025-2026,2026-2027	Provision of fumigation and pest control services
21.	KMUNON&UNEP/NBO/21/2025-2026,2026-2027	Supply and maintenance of firefighting equipment and accessories
22.	KMUNON&UNEP/NBO/22/2025-2026,2026-2027	Provision of publishing and printing services
23.	KMUNON&UNEP/NBO/23/2025-2026,2026-2027	Provision of insurance underwriting services
24.	KMUNON&UNEP/NBO/24/2025-2026,2026-2027	Provision of asset tagging services and maintenance services
25.	KMUNON&UNEP/NBO/25/2025-2026,2026-2027	Provision of internet connectivity, email hosting, maintenance and repairs
26.	KMUNON&UNEP/NBO/26/2025-2026,2026-2027	Provision, installation and maintenance of telephone system
27.	KMUNON&UNEP/NBO/27/2025-2026,2026-2027	Provision of exhauster services
<b>REGISTRATION FOR SUPPLY OF WORKS</b>		
28.	KMUNON&UNEP/NBO/28/2025-2026,2026-2027	Repair & maintenance of electrical works
29.	KMUNON&UNEP/NBO/29/2025-2026,2026-2027	Painting, interior decor & landscaping services
30.	KMUNON&UNEP/NBO/30/2025-2026,2026-2027	Supply of branded signage works
31.	KMUNON&UNEP/NBO/31/2025-2026,2026-2027	Provision of Building maintenance and repairs (plumbing and electrical works)

3. Interested eligible candidates may obtain further information and registration documents for free from Public Procurement Information Portal ([www.tenders.go.ke](http://www.tenders.go.ke)) and the Ministry's website ([www.mfa.go.ke](http://www.mfa.go.ke))
4. Completed tender documents must be delivered to the address below on or before **13<sup>th</sup> June, 2025 at 2:00pm, Kenyan Time:**

**PERMANENT MISSION OF THE REPUBLIC OF KENYA TO UNON & UNEP  
OFF UN AVENUE BEHIND GIGIRI SQUARE  
P.O BOX 41395 -00100 NAIROBI, KENYA**

or be deposited in the Tender Box located at **KENYA MISSION TO UNON& UNEP OFFICE, NAIROBI**, so as to be received on or before **13<sup>th</sup> June,2025 at 2:00pm, Kenyan time**.

5. Electronic Tenders will **not** be permitted and **late tenders will be rejected**.
6. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the Kenya Mission to UNON & UNEP Office Off UN Avenue behind Gigiri Square, Nairobi.