

TENDER NOTICE

INVITATION TO TENDER

PROCURING ENTITY: *MINISTRY OF FOREIGN AFFAIRS OF P.O. BOX 30551-00100 NAIROBI*

CONTRACT NAME AND DESCRIPTION: OPEN TENDER FOR THE PROVISION OF CLEANING SERVICES AT THE MINISTRY OF FOREIGN AND DIASPORA AFFAIRS HEADQUARTERS OFFICES

The **MINISTRY OF FOREIGN AFFAIRS OF P.O. BOX 30551-00100 NAIROBI** invites sealed tenders for the provision of **Cleaning Services at the Ministry Headquarters Offices**. *The provision of cleaning services will be for a period of two years renewed annually based on good performance. Cleaning will entail, gardening, garbage collection, and leaning of offices and Washrooms on all the floors at the Ministry headquarters.*

Tendering will be conducted under the open method using a standardized tender document. Tendering is open to **all eligible Kenyan Companies that meet the requirements as set out in the tender documents**

Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours **0900 to 1500 hours** at the address given below. More details on the Services are provided in **PART 2 - Services' Requirements**, Section V - Description of Services of the Tender Document.

Tender documents may be viewed and downloaded for free from the website www.mfa.go.ke. Tenderers who download the tender document must forward their particulars immediately to (procurement) to facilitate any further clarification or addendum.

All Tenders must be accompanied by a *duly filled, signed, and stamped "Tender-Securing Declaration," [NO TENDER SECURITY REQUIRED.]*

The Tenderer shall chronologically serialize all pages of the tender documents submitted.

Completed tenders must be delivered to the address below on or before **30th May 2023**.

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 address below.

Late tenders will be rejected.

The addresses referred to above are:

A. Address for obtaining further information and for purchasing tender documents

Ministry of Foreign and Diaspora Affairs, Headquarters
Along Harambee Avenue, Old Treasury Building
P.O. Box 30551-00100 Nairobi
Head Supply Chain Management.
Telephone Number: +254-20-318888

B. Address for Submission of Tenders.

Ministry of Foreign and Diaspora Affairs,
Headquarters
Along Harambee Avenue,
Old Treasury Building 5th Floor Room 108
P.O. Box 30551-00100 Nairobi
Head Supply Chain Management.
Telephone Number: +254-20-318888

C. Address for Opening of Tenders.

Ministry of Foreign and Diaspora Affairs, Headquarters
Along Harambee Avenue, Old Treasury Building
2nd Floor boardroom room No. 218
10:00a.m

[Authorized Official (name, designation, Signature, and date)]

Name: Kenneth Karani

Designation: Head Supply Chain Management Services

Signature:

Date: 16th May 2023