



# MINISTRY OF FOREIGN AND DIASPORA AFFAIRS

## STATE DEPARTMENT FOR FOREIGN AFFAIRS

### INVITATION TO TENDER

The **State Department for foreign Affairs** invites sealed tenders for the below listed goods and services:

S/No.	Tender No.	Tender Description	Tender Category	Closing Date
1.	MFA/001/OT/2023-2024	Provision of Air Travel Services <i>(IATA Registered Travel Agents Only)</i>	Open	30 <sup>th</sup> November, 2023 at 11.00AM
2.	MFA/002/OT/2023-2024	Provision of International Courier Services	Open	5 <sup>th</sup> December, 2023
3.	MFA/003/OT/2023-2024	Supply and Delivery of Flags, Flag Stands, Coat of Arms and Presidential Portraits	Reserved for Women, Youth & Persons Living with Disability	5 <sup>th</sup> December, 2023

All the Tenders will be under the framework agreement model for a period of **THREE (3) YEARS** renewable annual-ly based on good performance. Eligible and qualified Service Providers are expected to respond by submitting their bids in plain sealed envelopes marked **WITH THE RESPECTIVE TENDER NUMBER** and dropped in the tender box located at the entrance, ground floor at the Ministry Headquarters.

The Successful Bidders will be engaged under the Frame Contracting Procedure for a period of **THREE (3) YEARS**.

The Tender Document and a detailed tender invitation notice may be viewed and downloaded for free from the website [www.mfa.go.ke](http://www.mfa.go.ke) or from the Public Procurement Information Portal; PPIP ([www.tenders.go.ke](http://www.tenders.go.ke)).

Tenderers who download the tender document must forward their particulars immediately to the Supply Chain Management Unit at the address indicated below on normal working days and time from Monday to Friday, between 8.30 a.m. and 5.00 p.m. to facilitate registration and in case there is a need for further clarification or addendum.

Tenders submitted after the closure time will be rejected.

Address for submission of Tenders:

**Principal Secretary**  
**State Department for Foreign Affairs**  
**Old Treasury Building**  
**Harambee Avenue**  
**P.O. Box 30551-00100, Nairobi**  
**Telephone Number: +254-20-318888**