

INVITATION TO TENDER
STATE DEPARTMENT FOR IMMIGRATION AND CITIZENS
SERVICES- DIRECTORATE OF IMMIGRATION SERVICES

SUPPLY AND DELIVERY OF TONERS

1. The STATE DEPARTMENT FOR IMMIGRATION AND CITIZENS SERVICES- DIRECTORATE OF IMMIGRATION SERVICES invites sealed tenders for the supply and delivery of toners
2. Tendering will be conducted under restricted tendering method using a standardized tender document. Tendering is restricted to ten (10) qualified and interested Tenderers.
3. 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.
4. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non- refundable fees of Kshs. 1000/= in cash or Banker's Cheque and payable to the address given below. Tender documents may be obtained electronically from the Website www.tenders.go.ke . Tender documents obtained electronically will be free of charge.
5. Tender documents may be viewed and downloaded for free from the website www.tenders.go.ke . Tenderers who download the tender document must forward their particulars immediately to sdd.scms@immigration.go.ke to facilitate any further clarification or addendum.
6. All Tenders must be accompanied by a “**Tender-Securing Declaration,**”
7. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
8. Completed tenders must be delivered to the address below on or before *11.00 am EAT ON 09th DECEMBER, 2024.*
9. Electronic Tenders **will not be** permitted.
10. Tenders will be opened immediately after the deadline date and time specified above or any dead line 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.
11. Late tenders will be rejected.
12. The addresses referred to above are:

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

- i. STATE DEPARTMENT FOR IMMIGRATION AND CITIZEN SERVICES-
DIRECTORATE OF IMMIGRATION SERVICES
- ii. Nairobi, Nyayo House 20TH Floor Head of Procurement office.
- iii. P.O. Box 30395-00100, Nairobi
- iv. Head of Procurement.

A. Address for Submission of Tenders.

- 1) STATE DEPARTMENT FOR IMMIGRATION AND CITIZEN SERVICES
- 2) SDD/SUPPLY CHAIN MANAGEMENT SERVICES

P.O. Box 30395-00100 Nairobi,
- 3) Nairobi, Nyayo House 20TH Floor Tender at Head of Procurement office,

B. Address for Opening of Tenders.

- 1) STATE DEPARTMENT FOR IMMIGRATION AND CITIZENS SERVICES
- 2) Nairobi, Nyayo House 20TH Floor, Head of Procurement office

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

Name: HEAD OF PROCUREMENT

22ND NOVEMBER, 2024.