

INVITATION TO TENDER

STATE DEPARTMENT FOR IMMIGRATION AND CITIZEN SERVICES P.O.BOX 30395-00100 NAIROBI

CONTRACT NAME AND DESCRIPTION: PROVISION OF CLEANING SERVICES AND SANITARY BINS

1. ***The State Department for Immigration and Citizen Services invites sealed tenders for the PROVISION OF CLEANING SERVICES AND SANITARY BINS at Nyayo House for 2024-2026***
2. Tendering will be conducted under Restricted competitive method using a standardized tender document. Tendering is open to restricted qualified and interested Tenderers.

Tendering to open to invited Small and Medium Enterprises registered appropriately.
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. More details on the Services are provided in **PART 2 - Services' Requirements**, Section V - Description of Services of the Tender Document.
4. Tender documents may be obtained electronically from the Website(s) 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 facilitate any further clarification or addendum.
6. All Tenders must be accompanied by a “Tender-Securing Declaration,” as appropriate.
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 ON 09TH DECEMBER 2024**. Electronic Tenders *will not* be permitted.
9. 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.
9. Late tenders will be rejected.
10. The addresses referred to above are:
 - A. **Address for obtaining further information and for purchasing tender documents**
 - (1) STATE DEPARTMENT FOR IMMIGRATION AND CITIZEN SERVICES
 - 1) Nairobi, Nyayo House 20TH Floor Head of Procurement office.
 - 2) P.O. Box 30395-00100, Nairobi
 - 3) Head of Procurement .

B. 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,

C. 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.