



REPUBLIC OF KENYA

MINISTRY OF FOREIGN AND DIASPORA AFFAIRS

State Department for Foreign Affairs

TENDER NOTICE

REFNO;	TENDER NO;	PROVISION OF COMPREHENSIVE CLEANING SERVICES	OPEN
	MoF&DA/SDDA/02/2024-2025		

1. The **State Department for Diaspora Affairs** invites sealed tenders for the **PROVISION OF COMPREHENSIVE CLEANING SERVICES** at Old Mutual Building (UAP) Upper Hill, Nairobi.
2. Tendering will be conducted under open competitive method (Open Tender) using a standardized tender document. Tendering is open to all qualified and interested Tenderers.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours i.e.,0800 to1700 hours at the address given below.
4. A complete set of tender documents may be purchased upon payment of a non-refundable fees of Kshs.1000 in cash or Banker's Cheque and payable to the address given below or may be obtained electronically from the Website(s) www.mfa.go.ke. **free of charge.**
5. Tenderers who download the tender document must forward their particulars immediately to Head, Supply Chain Management Services for registration or for facilitation if any further clarification or addendum.
6. Completed tenders must be delivered to the address below on or before **13th March, 2025 at 11.00 am**. Electronic Tenders will not be permitted. Tenderers must attach bid bond equivalent to **Ksh. 100,000** from a reputable local commercial bank or insurance company listed by PPRA .
7. Tenders will be opened immediately thereafter 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.
8. Late tenders will be rejected.
9. The addresses referred to above is:

Address for obtaining further information, tender documents, submission of complete document and opening of tenders

The Ministry of Foreign and Diaspora Affairs

State Department for Diaspora Affairs

Old Mutual Building-UAP

UPPER HILL ROAD

Tel: +254(0)20 318888 ,

EMAIL: ps@diaspora.go.ke or scm@diaspora.go.ke

Website: www.mfa.go.ke

P.O Box 30551-00100 Nairobi.

Head, Supply Chain Management Services Office, 28th Floor Old Mutual Building

PRINCIPAL SECRETARY

STATE DEPARTMENT FOR DIASPORA AFFAIRS