

MINISTRY OF FOREIGN AFFAIRS

P.O BOX 30551-00100,NAIROBI

TENDER NOTICE

The Ministry Of Foreign Affairs invites firms to tender for the provision of Cleaning Services from reputable and interested bidders, for the Financial Year 2020-2022 ending on 12th October 2020 as per the description of services.

S/No.	TENDER NUMBER	ITEM DESCRIPTION	ELIGIBLE FIRMS	CLOSING/OPENING DATE
1.	Tender No. MFA/OT/001/2020- 2022	Tender for provision of Cleaning Services at Old Treasury Building, KICC 14th & 19th floor, Teleposta Towers 15th & 22nd floor and NSSF Building 22nd floor.	Reserved for youth, women and persons living with disability.	12th October, 2020 10.00AM.

- 1.1. Interested eligible candidates may obtain further information from and inspect the tender documents at the Ministry of Foreign Affairs building at the Supplies Management division 5th floor room 504 during normal working hours.
- 1.2. The Tender document is available for download on the Ministry's website. <https://www.mfa.go.ke>
- 1.3. Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the tender box located at the Reception ground floor or be addressed and posted to;

**THE PRINCIPAL SECRETARY,
MINISTRY OF FOREIGN AFFAIRS
P.O.BOX 30551-00100
NAIROBI**

So as to be received on or before: **12th October, 2020 at 10:00 AM**

Tenders will be opened immediately thereafter in the presence of the tenderers' representatives who choose to attend at the **Ministry of Foreign Affairs Building, 2nd Floor Conference, room 218 at 10:00 AM.**

Prices quoted should be net inclusive of all taxes and services costs, must be expressed in Kenya shillings and shall remain valid for a period of 180 days from the closing date of the tender.

NOTE: Bidders are required to submit two hard copies of tenders (original and a copy) to the Ministry of Foreign Affairs Building at the Tender Box on the Ground Floor.

HEAD SUPPLY CHAIN MANAGEMENT

FOR: PRINCIPAL SECRETARY.