

## REPUBLIC OF KENYA



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

## TENDER NOTICE

The *Ministry of Foreign Affairs* invites sealed tenders from eligible candidates for *leasing of office space in upper hill area, Nairobi*. Using restricted tendering method under section 102(1) (C) of the Act.

Interested eligible candidates may obtain further information from and inspect the tender documents at *Ministry of Foreign Affairs, Old Treasury Building, Harambee Avenue, P.O. Box 30551 – 00100 Nairobi* during normal office working hours, bidder wishing to participate in this procurement proceeding is free to do so.

A complete set of tender documents may be obtained by interested candidates free of charge on 5<sup>th</sup> Floor, Room 504 during normal working hours or download at the Ministry website at [www.mfa.go.ke](http://www.mfa.go.ke) or the official government of Kenya tender portal [www.tenders.go.ke](http://www.tenders.go.ke).

Prices quoted should be net inclusively all taxes and delivery costs, must be in Kenya Shillings and shall remain valid for **180** days from the closing date of the tender.

Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the tender Box at *Ministry of Foreign Affairs, Old Treasury Building, Harambee Avenue, Ground Floor* or be addressed to *Ministry of Foreign Affairs, P.O. Box 30551-00100 NAIROBI* so as to be received on or before *Monday 26<sup>th</sup> October, 2020 at 10.00am*.

The tenders will be opened immediately thereafter in the presence of the candidates representatives who choose to attend at *Ministry of Foreign Affairs, Old Treasury Building, Harambee Avenue P.O. Box 30551 – 00100 Nairobi, on 2<sup>nd</sup> Floor, BoardRoom*.

**HEAD, SUPPLY CHAIN MANAGEMENT  
FOR: PRINCIPAL SECRETARY**