



**REPUBLIC OF KENYA**

**MINISTRY OF INDUSTRY, TRADE AND COOPERATIVES**

**STATE DEPARTMENT FOR TRADE**

**P. O. BOX 30430- 00100  
NAIROBI**

**TENDER INVITATION**

1. The Ministry of Industry, Trade and Cooperatives (State Department for Trade) invites tenders from eligible candidates for the Provision of Security Guard and Cleaning & Sanitary Services for the period ending 31<sup>st</sup> March, 2019 as shown in the table below:

| <b>S/No.</b> | <b>Item Description</b>                     | <b>Tender Ref. No.</b>                    | <b>Tender Security</b>                  | <b>Remarks</b>   |
|--------------|---|---|---|--|
| <b>1</b>     | Provision of Security Guard Services        | <b>MIT&amp;C/SDT/SCMS/01/2017-2018</b>    | <b>Kshs. 50,000</b>                     | <b>Open</b>  |
| <b>2</b>     | Provision of Cleaning and Sanitary Services | <b>MIT&amp;C/SDT/SCMS/02/ 2017 – 2018</b> | <b>Tender Securing Declaration Form</b> | <b>open to Youth, Women and Persons Living with Disabilities</b> |

2. Eligible bidders may obtain further information from ministry's website [www.trade.go.ke](http://www.trade.go.ke) or by visiting **Ministry of Industry, Trade and Cooperatives (State Department for Trade) Telposta Towers, 17<sup>th</sup> Floor Main store, Room 1702** during normal working hours.
3. Prices quoted should be net inclusive of all taxes and levies, must be expressed in Kenya shillings and should remain valid for a period of 120 days from the date of tender closing.
4. All tenders must be accompanied by **Tender Securing Declaration Form** for Provision of Cleaning Services and **Tender Security** for Provision of Security Guard Services from either a reputable commercial bank or approved insurance companies valid for thirty (30)

days beyond tender validity as captured in the table above. Failure to submit the required securities shall lead to rejection of your bid by the procuring entity as non-responsive.

5. Duly completed tender documents (**one original and two copies**) clearly marked with the tender numbers captured above **MUST** be submitted in plain sealed envelopes and should be deposited in the Tender box next to the reception area 17<sup>th</sup> Floor, Telposta Towers, Kenyatta Avenue or addressed to:

**The Principal Secretary  
State Department for Trade  
P. O. BOX 30430-00100  
NAIROBI**

**So as to be received on or before 7th March, 2018 at 11.00 A.M.**

6. Tenders will be opened immediately thereafter in the 18<sup>th</sup> floor conference room Telposta Towers in the presence of interested tenderers who choose to attend. Late submission shall not be accepted.

**Head of Supply Chain Management**  
**FOR: PRINCIPAL SECRETARY**