



**MINISTRY OF INVESTMENT, TRADE AND INDUSTRY
STATE DEPARTMENT FOR TRADE
P.O BOX 30430-00100
NAIROBI**

INVITATION TO TENDER

PROCURING ENTITY: *STATE DEPARTMENT FOR TRADE*

P.O BOX 30430-00100 NAIROBI.

**CONTRACT NAME AND DESCRIPTION: *PROVISION OF PROFESSIONAL
CLEANING SERVICES AT STATE DEPARTMENT FOR TRADE.***

TENDER NO: MITI/SDT /OT/003/2023-2024

The State Department for Trade invites sealed tenders for the provision of cleaning services at **Kenyatta Avenue, Telposta Towers 17th Floor.**

Tendering will be conducted under open competitive method using a standardized tender document. Tendering is open to all qualified and interested Tenderers.

Tenderers will be allowed to tender for one or more lots i.e. Kenyatta Avenue, Telposta Towers 17th Floor.

Tender is subject to a Reservation, Tendering to open to all Small and Medium Enterprises registered appropriately with Women under”).

Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours *from (8.00am to 17.00pm Monday to Friday except Public Holidays)* at the address given below.

A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non-refundable fees of (***Ksh.1000***) in cash or Banker's Cheque and payable to the address given below. Tender documents may be obtained electronically from the Website(s) www.trade.go.ke or on the Public Procurement Information Portal <https://tenders.go.ke>. Tenderdocuments obtained electronically will be free of charge.

Tender documents may be viewed and downloaded for free from the website www.trade.go.ke or <https://tenders.go.ke>. Tenderers who download the tender document must forward their particulars immediately to ps.trade@trade.go.ke, **+254203315001/2-4** and The State Department of Trade and Enterprise Development P.O Box 30430 - 00100) to facilitate any further clarification or addendum.

All Tenders must be accompanied by a **Tender Securing Declaration**

The Tenderer shall chronologically serialize all pages of the tender documents submitted.

Completed tenders must be delivered to the address below on or before **18th January, 2023, 10.00 a.m.** Electronic Tenders Will not be permitted.

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.

Late tenders will be rejected.

Address for obtaining further information and for purchasing tender documents.

HEAD SUPPLY CHAIN MANAGEMENT

State Department for Trade

P.O.BOX 30430-00100

NAIROBI

Kenyatta Avenue, Telposta Towers 17th Floor

Address for Submission of Tenders.

THE PRINCIPAL SECRETARY

State Department for Trade
P.O.BOX 30430 - 00100
NAIROBI
Kenyatta Avenue, Telposta Towers 18th Floor
E-mail: ps.trade@trade.go.ke
TEL No: +254203315001/2-4

Address for Opening of Tenders.

HEAD SUPPLY CHAIN MANAGEMENT
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