



**REPUBLIC OF KENYA**  
**MINISTRY OF INVESTMENTS, TRADE AND INDUSTRY**  
**STATE DEPARTMENT FOR TRADE**

**INVITATION TO TENDER**

**TENDER NO.:** MITI/SDT/OT/01/2025-2026

**TENDER NAME:** Tender for Provision of Events Management Services

1. The State Department for Trade (SDT) invites sealed tenders from interested and eligible candidates to tender for **Tender for Provision of Events Management Services for the 24<sup>th</sup> COMESA Summit** to be held in Nairobi-Kenya.
2. Tendering will be conducted under Open National Tendering method on basis of 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, between **0800 to 1600 hours (East Africa)** at the address given below.
4. A complete set of tender documents may be obtained electronically from the State Department's Website: [www.trade.go.ke](http://www.trade.go.ke) or the Public Procurement Information Portal (PIIP) website: [www.tenders.go.ke](http://www.tenders.go.ke), free of charge. A hardcopy of the tender documents may be purchased or obtained by interested tenders upon payment of a non-refundable fees of **KShs. 1,000** in cash or Banker's Cheque and payable to the address given below.
5. Tenderers who download the tender document **MUST** forward their particulars immediately to the following email: [proc.statedepartmentoftrade@gmail.com](mailto:proc.statedepartmentoftrade@gmail.com) to facilitate any further clarification or addendum.
6. All Tenders **MUST** be accompanied by tender Security of **KShs 1,000,000/= (Kenya Shillings One Million only)** from a reputable bank.
7. The Tenderers shall chronologically serialize all pages of the tender documents submitted.
8. Completed tenders must be delivered to the address below on or before **23<sup>rd</sup> September 2025 at 10:00am. Electronic Tenders will not be permitted.**
9. Tenders that do not fit in the tender box shall be deposited at the Reception Desk and recorded using the register located at the reception area at the address located below.

10. 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
9. Late tenders will be rejected.

**The addresses referred to above are:**

A. Address for obtaining further information and for purchasing tender documents.

The Principal Secretary  
The State Department for Trade (SDT)  
Telposta Towers, 17<sup>th</sup> Floor, Kenyatta Avenue, Nairobi  
P.O. Box 30430 - 00100, Nairobi - Kenya  
Telephone: +254-(0)20-3315001/2-4  
Email: proc.statedepartmentoftrade@gmail.com

B. Address for Submission of Tenders.

The Principal Secretary  
The State Department for Trade (SDT)  
Telposta Towers, 17<sup>th</sup> Floor, Kenyatta Avenue, Nairobi  
P.O. Box 30430 - 00100, Nairobi - Kenya  
Telephone: +254-(0)20-3315001/2-4  
Email: proc.statedepartmentoftrade@gmail.com

C. Address for Opening of Tenders.

The Principal Secretary  
The State Department for Trade (SDT)  
Telposta Towers, 18<sup>th</sup> Floor, Kenyatta Avenue, Nairobi  
P.O. Box 30430 - 00100, Nairobi - Kenya  
Telephone: +254-(0)20-3315001/2-4  
Email: proc.statedepartmentoftrade@gmail.com

**The Principal Secretary**