



# MINISTRY OF INVESTMENTS, TRADE AND INDUSTRY

## STATE DEPARTMENT FOR TRADE

### TENDER NOTICE

<b>Tender Name:</b>	<b>Provision of Catering Services on a Framework Agreement for a Period of Three (3) Years</b>
<b>Tender No:</b>	<b>MITI/SDT/OT/FA/02/2024-2025</b>
<b>Tender Name:</b>	<b>OPEN TENDER</b>
<b>Procuring Entity:</b>	<b>State Department of Trade (SDT)</b>

### **FRAMEWORK AGREEMENT FOR A PERIOD OF THREE (3) YEARS**

1. The State Department for Trade (SDT) invites sealed tenders for **Provision of Catering Services on a Framework Agreement for a Period of Three Years** at the State Department for Trade offices (Nairobi).
2. Tendering will be conducted under open competitive method open tender using a standardized tender document. Tendering is open to **all qualified and interested Tenderers-AGPO Categories**. **Tenders will be awarded on the basis of Framework Agreement**.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours at Telposta Towers, 17<sup>th</sup> Floor, Room 1704, Supply Chain Management Office at the address given below. More details on the Services are provided in **PART 2 - Services' Requirements**, Section V - Description of Services of the Tender Document.
4. A complete set (hard copy) of tender documents may be obtained by interested candidates upon payment of non-refundable fees of **Kshs.1, 000.00 (Kenya Shillings One Thousand)** in Bankers Cheque payable to State Department for Trade (SDT).
5. Alternatively the tender documents may be viewed and downloaded free of charge from [www.trade.go.ke](http://www.trade.go.ke) and / or [www.tenders.go.ke](http://www.tenders.go.ke). Tenderers who download the tender document from the websites must forward their particulars immediately to [proc.statedepartmentoftrade@gmail.com](mailto:proc.statedepartmentoftrade@gmail.com).
6. The Tenderer shall chronologically and sequentially serialize all pages of the tender documents submitted in the format of 1, 2, 3, 4...including the cover page and all other attachments. **The Tenderer shall perfect bind the documents (No spiral binding)**.
7. Completed tenders must be delivered to the address below on or before **Wednesday 12<sup>th</sup> February 2025 at 10.00am (East African Time)**. Electronic Tenders will not be permitted.
8. All tenders must be accompanied with a duly filled, signed and stamped **Tender Securing Declaration Form**.
9. 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.
10. This procurement shall be subject to **PPRA Training levy of 0.03%(percent)**.
11. Late tenders will be rejected.
12. The addresses referred to above are:
  - A. Address for obtaining further information and for purchasing tender documents
    - i) **Name: State Department for Trade (SDT)**
    - ii) **Physical Address: Telposta Towers, 17th Floor, Room 1704, Kenyatta Avenue, Nairobi**
    - iii) **Postal Address: P.O. Box 30430 - 00100, Nairobi**
    - iv) **Contact Person: Supply Chain Management Officer I; Tel: +254-(0)20-3315001/2-4; Email: [proc.statedepartmentoftrade@gmail.com](mailto:proc.statedepartmentoftrade@gmail.com)**
  - B. Address for Submission of Tenders.
    - i. **Name: State Department for Trade (SDT)**
    - ii. **Postal Address: The Principal Secretary P.O Box P.O. Box 30430 - 00100, Nairobi**
    - iii. **Physical Address: Telposta Towers, 17<sup>th</sup> Floor, Room 1704, Kenyatta Avenue, Nairobi (Tender Box)**
  - C. Address for Opening of Tenders.
    - i. **Name: State Department for Trade (SDT)**
    - ii. **Physical address: Telposta Towers, 18<sup>th</sup> Floor, Boardroom, Kenyatta Avenue, Nairobi**

**The Principal Secretary**

**Date: Tuesday 28th January 2025**