



REPUBLIC OF KENYA



**The Commission on Administrative Justice
(Office of the Ombudsman)**

Hata Mnyonge ana Haki

REQUEST FOR PROPOSAL FOR DEVELOPMENT OF A NEW 5 YEARS STRATEGIC PLAN

Reference No: CAJ/RFP/01/2024-2025

The Commission on Administrative Justice (CAJ), also known as the Office of the Ombudsman, is a Constitutional Commission established under Article 59(4) of the Constitution and the Commission on Administrative Justice Act, 2011. The Commission has two mandates, namely; to enforce administrative justice in the public sector in Kenya by addressing maladministration through effective complaints handling, and overseeing and enforcing the implementation of the Access to Information Act, 2016.

The Commission invites Proposals from interested qualified Firms to provide Consultancy Services for the development of a new five-year strategic plan. Detailed RFP Document can be downloaded **FREE OF CHARGE** from the websites; www.ombudsman.go.ke or the Public Procurement Information Portal www.tenders.go.ke.

Proposals must be accompanied by a tender security of **Kes 30,000.00** from a reputable bank or an insurance company approved by the Insurance Regulatory Authority. The security should be valid for 180 days after the date of opening of the technical proposal.

Each copy of technical and financial proposal shall be paginated serially, prior to submission.

Proposals **MUST** be enclosed in plain sealed envelopes, marked with the Tender Number and Name and be deposited in the **Tender Box at CAJ offices, 1st floor, West End Towers, Waiyaki Way, Nairobi**. The Proposals shall be addressed to:

**Commission Secretary/CEO
Commission on Administrative Justice
P.O Box 20414 – 00200, NAIROBI.**

Proposals must be received on or before **5th February, 2025, at 12.00 noon**. Technical Proposals will be opened immediately thereafter in the presence of the individual consultants who choose to attend the opening in the **boardroom, 1st floor, West End Towers, Waiyaki Way**.

Prices quoted should be net inclusive of all taxes, must be expressed in Kenya shillings and shall remain valid for a period of **180 days** from the closing date of the Proposal.

This invitation is open to qualified **Consulting Firms based in Kenya**. Consultants will be selected under the **Quality and Cost Based Selection (QCBS)** Method as described in the RFP Document, in accordance with the policies established in the Public Procurement and Asset Disposal Act [PPADA], 2015.

COMMISSION SECRETARY/CEO.

**KENYA
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