



# OFFICE OF THE PRIME CABINET SECRETARY

## MINISTRY OF FOREIGN AND DIASPORA AFFAIRS

### State Department for Foreign Affairs

## TENDER NOTICE

### TENDER NOTICE FOR PROVISION OF CLEANING, GARBAGE COLLECTION AND SANITARY SERVICES AT UPPER HILL 316 CHAMBERS; AND PROVISION OF OUTSIDE CATERING SERVICES FOR THE MINISTRY OF FOREIGN AND DIASPORA AFFAIRS FOR THE FINANCIAL YEAR 2024-2025/2025-2026-2027

The Government of Kenya through the **State Department for Foreign Affairs** invites eligible candidates to tender for **provision of cleaning, garbage collection and sanitary services at Upper Hill 316 Chambers and provision of outside catering services** as indicated below: -

S/No.	Tender No.	TENDER DESCRIPTION	BID SECURITY	CLOSING DATE
1.	TENDER NO. MFA/OT/004/2024-2025	CLEANING, GARBAGE COLLECTION AND SANITARY SERVICES	2% OF TENDER SUM	12 <sup>TH</sup> MARCH, 2025
2.	TENDER NO. MFA/OT/005/2024-2025	OUTSIDE CATERING SERVICES	2% OF TENDER SUM	12 <sup>TH</sup> MARCH, 2025

Interested candidates may obtain a complete set of tender documents and detailed specifications from the ministry's website [www.mfa.go.ke](http://www.mfa.go.ke) **free of any charges** or from the Supply Chain Management Office, State Department for Foreign Affairs at Old Treasury Building, 1<sup>st</sup> Floor, Room No.108 during normal working hours upon payment of a non-refundable fee of Kshs. 1,000 per set of tender document in cash or bankers cheque payable to the Principal Secretary, State Department for Foreign Affairs. Tenderers who download the Tender document are advised to register with the office of the Head of Supply Chain Management through [procurement@mfa.go.ke](mailto:procurement@mfa.go.ke) before the closing date.

Completed tender documents in plain sealed envelopes and clearly marked with the name of the tender and tender number must be addressed to;

**The Principal Secretary,  
State Department for Foreign Affairs,  
P.O. Box 30551-00100, NAIROBI.**

and deposited into the tender box on the Ground Floor, Old Treasury Building; so as to reach on or before **Wednesday 12<sup>th</sup> March 2025 at 10.00 A.M.**

Prices quoted must be inclusive of VAT and all Government taxes and must remain valid for a minimum period of One Hundred and Nineteen (119) days from the closing date.

Tenderers must submit a Bid Bond in the amount as indicated above in the form of a bank guarantee from a reputable commercial bank or PPRA approved Insurance Company, valid for a period of thirty days (30) beyond the bid validity period.

The tender opening will take place at the Old Treasury Building, Along Harambee Avenue, 2<sup>nd</sup> Floor Boardroom, Room No. 219 immediately after the above stated date and time in the presence of tenderers or representatives who choose to attend.

**Principal Secretary  
State Department for Foreign Affairs**