



The Commission on Administrative Justice
(Office of the Ombudsman)

Hata Mnyonge ana Haki

OPEN TENDER

OPEN TENDER FOR DISPOSAL OF OBSOLETE ASSETS

TENDER NO. CAJ/AD/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 sealed tenders from eligible candidates to purchase disposable items. A complete set of tender documents may be obtained electronically for free from the commission on Administrative Justice website: www.ombudsman.go.ke or Authority website: www.tenders.go.ke Tenderers who download the tender document must forward their particulars immediately to procurement@ombudsman.go.ke

Tenderers will be required to pay in advance a refundable deposit in Banker's cheque or cash for the selected lot as indicated in the Appendix to Instructions to tenderers. The cheque/cash is payable to the Commission on Administrative Justice.

Interested eligible candidates may obtain further information at the address provided below. Items will be sold as they are, without any encumbrances.

Interested tenderers may inspect the goods to be sold during office hours [0900hrs to 1500 hours] at the address given below.

Tenders **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 Tenders shall be addressed to:

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

Completed tenders must be delivered to the address above on or before **26th March, 2025 at 12:00pm**. Electronic Tenders will not be permitted.

Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 150 days from the closing date of the tender.

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.

COMMISSION SECRETARY.



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