



# MINISTRY OF INVESTMENTS, TRADE AND INDUSTRY

## STATE DEPARTMENT FOR TRADE

### INVITATION TO TENDER

<b>Tender Name:</b>	Provision of Security Guard Services for a Period of Three (3) Years
<b>Tender No:</b>	MITI/SDT/OT/FA/006/2024-2025
<b>Tender</b>	Open Tender
<b>Procuring Entity:</b>	State Department of Trade (SDT)

1. The Government of the Republic of Kenya through the Ministry of Investments, Trade and Industry, State Department for Trade (SDT) invites sealed tenders from eligible candidates (OPEN) for the Provision of Security Guard Services for a Period of Three (3) years.
2. Tendering will be conducted under an open competitive method (National) from suppliers using a standardized tender document. Tendering is open to youth, women and people living with disability categories registered appropriately with the national treasury under AGPO programme
3. The qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours between (8:00a.m -5: 00p.m) hours at the address given below.
4. Tender documents may be viewed and downloaded for free from the State Department's website: [www.trade.go.ke](http://www.trade.go.ke) and PPIP Portal at [www.tenders.go.ke](http://www.tenders.go.ke). 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 registration and sharing any further clarification or addendum.
5. The completed tender documents must be delivered and dropped at the tender box located at the **Telposta Towers, 17<sup>th</sup> Floor** and bulk tenders, should be registered at the reception of the **Head, Supply Chain Management Services' office, also within the Telposta Towers, 17<sup>th</sup> Floor** on or before **Tuesday 15<sup>th</sup> May, 2025 at 10.00 A.M. (East African Time)**.
6. The Tenderer shall chronologically serialize all pages of the tender documents submitted. By using the following format 1,2,3,4..... Any other format used other than one specified will lead to automatic disqualification.
7. 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.

#### **8. 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  
State Department of 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](mailto:proc.statedepartmentoftrade@gmail.com)

#### **B. Address for Submission of Tenders.**

The Principal Secretary  
State Department of 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](mailto:proc.statedepartmentoftrade@gmail.com)

#### **C. Address for Opening of Tenders.**

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

**Principal Secretary**  
**Date of Issue: 29<sup>th</sup> April, 2025**