

# REPUBLIC OF KENYA



## EMBU COUNTY GOVERNMENT

### TENDER ADVERTISEMENT NOTICE

14<sup>th</sup> February, 2019

Embu County Government invites sealed tenders for Provision of Cleaning Services in the department of Health for two (2) financial years Contract - 2018-2019-2020

Interested eligible candidates may obtain further information and inspect the tender documents at the **Embu County website: [www.embu.go.ke](http://www.embu.go.ke) and [www.tenders.go.ke](http://www.tenders.go.ke).**

TENDER NO	TENDER NAME	CLOSING DATE	CLOSING TIME
CGE/T/12/2018-2019	PROVISION OF CLEANING SERVICES AT EMBU LEVEL 5	28 <sup>TH</sup> FEBRUARY, 2019	11.00 A.M

#### 1. PRELIMINARY REQUIREMENTS

1. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and corrections made and initialed by the persons signing the tender.
2. The form of bid **shall** be duly filled, signed and stamped by an individual entrusted with the powers of attorney.
3. Each bid should be submitted in a plain sealed envelope with the Tender Number and Name endorsed on the outside.
4. The bidder shall attach a duly filled, signed and stamped confidential business questionnaire by an individual entrusted with the powers of attorney.
5. **The tender document shall be submitted complete, intact with no page alterations.**
6. Tenderers shall ensure that the submitted bid (documents) is (are) **serialized**. i.e (each page in the submitted bid shall have serial identification).

**Bidders shall attach copies of the under listed documents endorsed (signed and stamped) by commissioner of oaths/advocate registered in Kenya.**

7. Copy of a valid current year business permit.
8. Copy of a valid current year tax compliance certificate.
9. Copy of a Certificate of Incorporation/Registration
10. Copy of a PIN/VAT certificate
11. Financial audited accounts for the previous three years endorsed, signed and stamped by a registered external auditor
12. Prove of similar work previously done

## **2. TECHNICAL CONDITIONS – REFER TO THE BID DOCUMENTS**

### **3. TENDER DOCUMENTS**

- a) Prices quoted should be net inclusive of all taxes, must be in Kenya Shilling and shall remain valid for **120 days** from the closing date of tender opening.
- b) Tender document containing detailed information of the services can be downloaded free from **Embu County website: [www.tenders.go.ke](http://www.tenders.go.ke)**
- c) Submit two copies of the tender document (**original and copy**)
- d) Completed Tender document are to be enclosed in plain sealed envelopes marked with Tender name and reference number and deposited in the Tender Box at the reception of Embu Town Hall or to be addressed to:

**County Secretary  
Embu County Government  
P.O. Box 36-60100  
Embu**

Completed tender documents in sealed envelope bearing no indication of the name of the bidding firm with the contract number and name clearly marked on top should be **deposited in the Tender Box located at the County headquarters Embu offices** during the normal working hours.

So as to be received on or before **28<sup>th</sup> February, 2019** at **11.00 a.m.**

Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at **Embu County Hall Boardroom**. Late Bids will be returned unopened.

**DIRECTOR HEAD OF SUPPLY CHAIN MANAGEMENT UNIT  
FOR: COUNTY SECRETARY  
EMBU COUNTY GOVERNMENT**