

**EMBU COUNTY GOVERNMENT****ADVERTISEMENT TENDER NOTICE 15TH SEPTEMBER 2020****REQUEST FOR PROPOSAL(RFP)****TENDER TITLE : REQUEST FOR PROPOSAL BANK SERVICES (PAYROLL PROCESS SERVICES)****TENDER NO: CGE /T/ 09/2020-2021**

The Embu County Government invites sealed **Proposals** for the **BANK SERVICES (PAYROLL PROCESS SERVICES)** for the financial year **2020-2021**

1.0 Interested eligible firms may obtain Terms of Reference and Request for Proposal document free of charge at Embu county government **website: www.embu.go.ke** or from the **Suppliers portal: www.supplier.treasury.go.ke**. and the **Public Procurement Information Portal (tenders.go.ke)**.

For more information/clarification, interested applicants can visit the office of the **Director of Supply Chain Management** during normal working hours.

1.1 Interested reputable firms must submit two plain sealed proposals in two envelopes one written technical proposal and the other one financial proposal but in one big envelope marked with **Proposal Name** and **Tender No** and be deposited in the Tender Box at the reception of Governors board room in the County Headquarters offices on or before **29th September 2020 at 11.00 am**

The County Secretary,

County Government of Embu

P.O. Box 36

EMBU

1.2 Technical proposal will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend the opening at the Governor's board room on **29th September 2020 Time: 11:00 Am** and Financial Proposal will be opened at later date for only successful proposals. Financial proposals for the unsuccessful bidders will be returned unopened

1.3 Proposals:

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

NOTE: Due diligence shall be carried out on all information provided.

2.1 All interested bidders are required to continually check the Embu County Government website: www.embu.go.ke for any tender addenda or clarifications that may arise before submission date



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[Handwritten signature]

Director Supply Chain Management

For COUNTY SECRETARY

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