

## TENDER INVITATION NOTICE

The **Office of the Attorney General and Department of Justice** invites tenders from eligible contractors who carry out the following works:-

<b>N O</b>	<b>TENDER NO.</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>TENDER FEE (KSHS)</b>	<b>BID BOND (KSHS)</b>	<b>CLOSING DATE</b>
1	OAG&DOJ/07/ 2020-2021	Monthly Maintenance of Lifts at Sheria House and AG Chambers	NCA 5 and above ( <b>Lifts Installation</b> ) & EPRA A2 or A1	N/A	<b>10,000.00</b>	<b>20/05/2021</b>

Interested Contractors, who are registered in relevant trades and categories, (proof of registration required) may obtain further information from and inspect the tender documents at the Procurement office, Office of the Attorney General and Department of Justice, 1<sup>st</sup> Floor Rm 103, Sheria House, Harambee Avenue, during normal working hours.

**A complete set of tender documents may be viewed and downloaded free of charge from The Office of the Attorney General and Department of Justice website: <http://www.statelaw.go.ke> or [www.tenders.go.ke](http://www.tenders.go.ke).**

Interested bidders should note that only those meeting the criteria indicated below as a minimum, supported by relevant documents at submission will be considered for further evaluation.

1. Certificate of Company Incorporation/Firm Registration.
2. Current Category of Registration with National Construction Authority (NCA) in the relevant trade. **NCA category 5 and above** in lifts installation
3. Current Class of License with Energy and Petroleum Regulatory Authority , (EPRA A2 or A1).
4. The bid has been submitted in the format required by the procuring entity (the bid should be submitted complete with all the sections as downloaded).
5. Bid Security of **Kshs. 10,000.00** which must be from a reputable bank or approved insurance company in required format, amount and that the tender security is valid for 150days from the date of tender opening.
6. Duly filled form of tender (filled, signed and stamped).
7. Valid Tax Compliance Certificate.
8. Duly filled Confidential Business Questionnaire and CR12.

9. Duly signed statement of compliance
10. Duly filled cost breakdown.
11. Duly filled cost breakdowns of form on page F/2.
12. Duly filled forms on page G/2 and G3.
13. The required number of copies of the Bid have been submitted as stipulated in the tender, advertisement/Invitation letter;
14. Proof of authorization shall be furnished in the form of a written power of attorney which shall accompany the tender if the signatory to the tender is not a director of the company (provide name and attach proof of citizenship of the signatory to the Tender).
15. Provide Form CR12 from the Registrar of Companies.

Tenders in plain sealed envelopes, marked with tender number on the right hand side corner and bearing no indication of the tenderer should be addressed to: -

**SOLICITOR GENERAL  
OFFICE OF THE ATTORNEY GENERAL AND DEPARTMENT OF JUSTICE  
P. O. Box 40112-00100  
NAIROBI**

and placed in the **Tender Box located at Sheria House, Ground Floor, Nairobi or sent by post so as to reach the above address on or before Thursday, 20<sup>th</sup> May 2021 at 10.00am (East African Time).**

Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at **Sheria House Boardroom, 8<sup>th</sup> Floor**

Prices quoted must be net inclusive of VAT and all Government Taxes and must remain valid for one hundred twenty (120) days from the opening date of the tender.

The Bid Security, which must be from **a reputable bank or from a PPRA accredited insurance company**, shall be valid for one hundred fifty (150) days from tender opening date.

The Government reserves the right to reject any tender giving reasons for the rejection and does not bind itself to accept the lowest or any tender.

**HEAD OF SUPPLY CHAIN MANAGEMENT SERVICES  
FOR: SOLICITOR GENERAL**