



NATIONAL MUSEUMS OF KENYA

WHERE HERITAGE LIVES ON

## INVITATION TO TENDER

The National Museums of Kenya (NMK) invites bids from Tenderers for provision of the following services:-

S/No	TENDER NO.	ITEM DESCRIPTION	ELIGIBILITY
1.	NMK/T/1/2017/2018	Provision of Cleaning Services	Youth/ women & PWD
2.	NMK/T/2/2017/2018	Provision of Security Guard and Related services	Open
3.	NMK/T/3/2017/2018	Sanitary Services	Youth/ women & PWD
4.	NMK/T/4/2017/2018	Garbage Collection	Youth/ women & PWD
5.	NMK/T/5/2017/2018	Provision and Maintenance of Fire Fighting Equipment Services	Open
6.	NMK/T/6/2017/2018	Maintenance of Lifts / Elevators	Open
7.	NMK/T/7/2017/2018	Provision of General Insurance and Staff Medical Insurance Cover	Open

Interested eligible Tenderers may obtain detailed information and inspect the tender documents at NMK Procurement Office, NMK Headquarters on Museum Hill road during normal working hours **Monday - Friday 9.30 a.m - 12.30 p.m** and **2.30 pm - 4.30 p.m**. Alternatively, the tender documents may be downloaded from the website ([www.museums.or.ke](http://www.museums.or.ke)) free of charge. Bidders who download the documents should provide their particulars to the Head of Procurement for purposes of registration before the tender closing date. All prospective bidders are advised to visit the website regularly to check any updates or addendum that may be issued.

A complete set of tender documents may be obtained upon payment of a non-refundable fee of Ksh.1,000 in cash or Bankers Cheque payable at the Cash Office - Heritage Centre. Completed tender documents should be enclosed in Plain sealed envelopes, marked with the tender reference Number and addressed to:

**Director General  
National Museums of Kenya  
P.O. Box 40658  
NAIROBI**

and deposited in the Tender Box located at Louise Leakey Building reception area on or before **14<sup>th</sup> June, 2017 at 12.00 p.m**. Tenders for Security and Insurance must be accompanied by **2% Bid Security** of the Total Tender price.

Tenders will be opened immediately thereafter in the Old Board Room in the presence of the Tenderers or their representatives who choose to attend. NMK reserves the right to accept or reject any tender either in part or whole. Pre-bid meeting will be held on **6<sup>th</sup> June, 2017 at 10.00 a.m**. in the Seminar Room.

**Director General**