

TENDER ADVERTISEMENT NATIONAL OPEN TENDER

BOARD OF TRUSTEES KENTRADE STAFF PENSION SCHEME

TENDER REF NO: KENTRADE /SPS/2019/2020/5

REQUEST FOR PROPOSAL FOR THE PROVISION OF FUND ADMINISTRATION SERVICES FOR KENTRADE STAFF PENSION SCHEME.

- 1.1. The Kenya Trade Network Agency (KenTrade) invites sealed tenders from eligible candidates for **FOR THE PROVISION OF FUND ADMINISTRATION SERVICES FOR KENTRADE STAFF PENSION SCHEME.**
- 1.2. Interested eligible candidates may view and download the document **free of charge** from Government Tenders Portal (IFMIS) or from our website on the following link: - <http://www.kentrade.go.ke/index.php/procurement/tenders>, or purchase the documents at a cost of **Kshs. 1000.00** from the procurement office at Embankment Plaza (1st Floor), Upper Hill.
Bidders who download the tender document from the Government Portal- <http://supplier.treasury.go.ke/> shall be required to email their detailed contact information to procurement@kentrade.go.ke for future communication.
- 1.3. Candidates may also obtain further information at the Kenya Trade Network Agency offices (Procurement Office) at Embankment Plaza, Upper Hill, (First Floor) at the address given below.
- 1.4. Prices quoted shall be inclusive of duty and other taxes and shall remain valid for **90 days** from the closing date of the tenders.

- 1.5. The completed tender documents, shall be submitted in two copies, and in two separate envelopes marked as:-

“TECHNICAL PROPOSAL and FINANCIAL PROPOSAL”.

Both envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the Tender number and name, and marked **“DO NOT OPEN BEFORE Wednesday, February 05, 2020 at 1000hours,** and shall be addressed to:-

**The Trust Secretary,
KENTRADE Staff Pension Scheme,
Embankment Plaza, Upper Hill,
P.O Box 36943-00200
NAIROBI**

- 1.6. All Tender Documents **MUST** be submitted in **HARD COPY** and should be deposited in the Tender Box located at the reception area of KENTRADE Offices at Embankment Plaza (First Floor). Documents submitted online shall **NOT** be acknowledged.
- 1.7. Tenders will be opened immediately after the closing time in the presence of tenderers representatives who choose to attend the opening in the boardroom on first floor, Embankment Plaza.