



TENDER INVITATION NOTICE

The Independent Policing Oversight Authority (IPOA) invites sealed tenders from interested and eligible firms to tender for the following service:

	Tender No.	Tender Description	Category
1.	IPOA/OT/02/2024/2025	Provision of Security Guarding Services at IPOA HQ & Regional Offices	Open
2.	IPOA/OT/03/2024/2025	Disposal of unserviceable and obsolete items	Open

Interested tenderers may obtain tender documents from **Procurement Office, 2nd floor ACK Garden Annex, 1st Ngong Avenue, Nairobi** on working days between **9.00 am** and **4.00 pm** upon payment of a **non-refundable fee** of Kenya Shillings **one thousand only (Ksh. 1,000.00)**. Payment shall be made in cash at the Accounts Office located on 3rd floor. The tender documents can also be viewed and downloaded free of charge, from our website www.ipoa.go.ke or from the Public Procurement Information Portal (PIIP) www.tenders.go.ke. Bidders who download the tender documents from the websites are required to forward their particulars immediately via: tenders@ipoa.go.ke for recording and communication in case of further clarification or addenda. Prices quoted should be net inclusive of all taxes, must be in Kenya Shillings and shall remain valid for **ninety (90) days** from the closing date of tender. Interested bidders should note that only those meeting the required minimum criteria, supported by relevant documents and other requirements in the bid documents will be considered. Tenderers should submit their completed tender documents, in plain sealed envelopes indicating the **"Tender Number and tender description"**. **The tender for Provision of Security Guarding Services** should be accompanied with tender security **as indicated in the tender document in the form of bank guarantee, bankers cheque** from a reputable bank or from insurance company approved by Insurance Regulatory Authority, payable to IPOA and **valid for 120 days** from the date of tender opening. Completed tender documents are to be deposited in the tender box located at IPOA office, ACK Garden Annex 2nd floor, 1st Ngong Avenue, Nairobi on or before **Tuesday 28th January, 2025 at 11.30 am, and be addressed to:**

**Director/Chief Executive Officer,
Independent Policing Oversight Authority,
P.O. Box 23035 - 00100, Nairobi.**

Submitted bids will be opened publicly in the conference room, soon after the above stated closing date and time in the presence of tenderers or their representative who choose to attend. Late bids will be returned unopened. Any direct or indirect canvassing will lead to automatic disqualification of the bidder.

Director/ Chief Executive Officer
Independent Policing Oversight Authority