

SECTION I - INVITATION TO TENDER

13TH MARCH 2018

TENDER No. CAJ/01A/DS/2017-2018

FOR SALE OF DISPOSABLE STORES AND EQUIPMENT

The **Commission on Administrative Justice "Office of The Ombudsman"** invites sealed tenders from eligible and competent bidders for purchase of obsolete, surplus and unserviceable stores at Commission on Administrative Justice located at Westend Towers, Waiyaki Way-Westlands.

Interested eligible candidates may view the tender documents at the **Procurement Office, Commission on Administrative Justice, Westend Towers 2nd Floor, Waiyaki Way-Westlands P.O Box 20414 -00200, Nairobi**, during normal working hours (8 A.M - 5 P.M.) upon payment of a non-refundable fee of (Kes.1000.00) in cash or bankers cheque payable to **Commission on Administrative Justice "Office of The Ombudsman"** or **download the tender document from CAJ Website or www.suppliers.treasury.go.ke at no cost.** Bidders who download the tender document from the websites must visit the Commission's office to register the tender before the submission date. This is to allow for communication in case of a clarification.

Bidders will be required to pay in advance a refundable deposit as indicated for each LOT. Unsuccessful bidders will be refunded their deposit while for successful bidder it will form part of payment.

Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.

Successful bidders will be required to pay and collect the items within the fourteen days (14) from the date of notification, failure to which they will lose both the offer and deposit.

Completed tender documents are to be enclosed in plain sealed envelopes marked with the **TENDER No. CAJ /01A/DS/2017-2018: FOR SALE OF DISPOSABLE STORES AND EQUIPMENT (LOT No-- -)** and deposited in the tender box at Commission on Administrative Justice, Westend Towers 2nd Floor along Waiyaki Way-Westlands, Nairobi or be addressed and posted to:

**Commission Secretary,
Commission on Administrative Justice,
2nd Floor, West End Towers, Waiyaki Way – Westlands
P.O Box 20414 -00200
NAIROBI**

So as to be received on or before **Wednesday 4th April 2018** 12.00pm. Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend.

SIGNED For (Accounting officer/Procuring Entity