



**OFFICE OF THE ATTORNEY GENERAL AND
DEPARTMENT OF JUSTICE**

INVITATION TO TENDER

INVITATION DATE: 12th March, 2024

PROCURING ENTITY: Office of The Attorney General and Department of Justice (OAG&DOJ)

CONTRACT NAME AND DESCRIPTION: PROVISION OF SECURITY SERVICES.

INVITATION TO TENDER (ITT) NO: AG/SCMT/4.1/02/2023-2024

1. The **Office of the Attorney General and Department of Justice** invites sealed tenders for **Provision of Security Services** at Attorney General Chambers & Sheria House, located along Harambee Avenue as well as its Regional Offices (Kisii, Kisumu, Machakos, Meru, Embu and Garissa, Malindi) for a period of three (3 No.) years from the date of signing of the contract.
2. Tendering will be conducted under open competitive method (Open Tender) using a standardized tender document. Tendering is open to all qualified and interested Tenderers in this case all eligible service providers.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours, 8:00am to 5:00pm from Monday to Friday at the address given below:

Head, Supply Chain Management Services
Office of the Attorney General and Department of Justice
Located at First (1st) Floor, Sheria House, Room 103
P.O Box 40112-00100
Nairobi
E-MAIL: procurement@ag.go.ke
WEBSITE: www.statelaw.go.ke

More details on the Services are provided in **PART 2 - Service Requirements**, Section V - Description of Services of the Tender Document.

Tender documents may be obtained electronically from the Website(s) www.statelaw.go.ke and www.tenders.go.ke or from the office of Head, Supply Chain Management Services situated at Sheria House, 1st Floor by depositing non-refundable fees of Kshs. 1,000.00 only (or equivalent amount in bankers Cheques addressed to the Solicitor General, Office of the Attorney General and Department of Justice) be deposited and receipted by the Cash Office situated at the Sheria House 4th floor during the official working hour of between 8.00 am to 5.00 pm (with exception of the lunch break of between 1.00 pm to 2.00 pm and public holidays). Tender documents obtained electronically will be free of charge. Tenderers who download the tender document must forward their

particulars immediately to e-mail: procurement@ag.go.ke to facilitate any further clarification or addendum.

All Tenders must be accompanied by a “**Tender Security**” (for Citizen Contractors) or “Tender-Securing Declaration,” (for Youth, Women and People Living with Disabilities) as appropriate. Tender security is **Kenya Shillings, Two Hundred Thousand Only (Kshs. 200,000.00)** from a reputable Bank or an Insurance Company approved by the Public Procurement Regulatory Authority (PPRA).

The Tenderer shall **chronologically serialize all** pages of the tender documents submitted.

Completed tenders must be delivered to the address below:

Address for Submission of Tenders
The Solicitor General
Office of The Attorney General and Department of Justice
P.O Box 40112-00100
Nairobi

And be deposited in the tender box situated at the **GROUND FLOOR RECEPTION, SHERIA HOUSE, HARAMBEE AVENUE ON OR BEFORE 22nd March, 2024 at 10.00 A.M**

Electronic Tenders **will not** be permitted.

Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below:

Address for Opening of Tenders
The Solicitor General
Office of The Attorney General and Department of Justice
P.O Box 40112-00100 Nairobi
Sheria House, Harambee Avenue
Eight (8th) floor board room, at 10.00 AM

Late tenders will be rejected.

HEAD, SUPPLY CHAIN MANAGEMENT SERVICES
FOR: SOLICITOR GENERAL