

KENYA TOURISM BOARD

NOTICE OF OPEN TENDER

KTB TENDER NO; KTB/T/002/2018-2019

REQUEST FOR PROPOSAL (RFP) FOR PROVISION OF CAR AND MORTGAGE SCHEMES MANAGEMENT SERVICES FOR KENYA TOURISM BOARD STAFF

Kenya Tourism Board (KTB) is a body corporate established as a State Corporation under the Legal Notice No. 14 and is now enshrined in the Tourism Act No. 28 of 2011 charged with the statutory mandate of promoting and marketing Kenya as a tourist destination locally and internationally.

Kenya Tourism Board (KTB) requests sealed tenders from interested eligible candidates for the provision of the following services:

TENDER NO.	TENDER DESCRIPTION	TENDER BID BOND	CLOSING DATE
KTB/T/002/2016-2017	Tender for Provision of Car and Mortgage schemes Management services	Kshs 250,000	28 th November, 2018

The detailed scope of service and TORs are provided in the bid document.

A complete set of tender documents may be obtained by interested candidates from the procurement office, during working hours, i.e. Monday to Friday between 8.00 a.m. - 1.00 p.m. and 2.00 p.m. - 5.00 p.m. W.E.F Wednesday 14th November 2018 upon payment of a non-refundable fee of Kshs. 1,000.00 per set of documents payable at the cashier's office located on 7th floor Kenya Re Towers, Off Ragati road Upper Hill either in form of cash or Bankers Cheque.

Eligible bidders can also view/obtain/download the above Tender document from our destination website www.magicalkenya.com/tenders, www.ktb.go.ke/tenders, IFMIS website www.supplier.treasury.go.ke free of charge. .

For those who physically pick the tender document from the procurement office must attach evidence of payment to the technical proposal.

Submit the original and copy of the TECHNICAL PROPOSAL in sealed envelopes indicating the Tender Number and clearly marked TECHNICAL PROPOSAL and the original and copies of

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FINANCIAL PROPOSAL clearly marked FINANCIAL PROPOSAL and a warning DO NOT OPEN WITH THE TECHNICAL PROPOSAL. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall clearly be marked DO NOT OPEN EXCEPT IN THE PRESENCE OF THE OPENING COMMITTEE and addressed to:

**CHIEF EXECUTIVE OFFICER
KENYA TOURISM BOARD
P.O. BOX 30630-00100
NAIROBI**

Proposals received on email or fax will not be accepted.

The Proposal documents **shall be received on or before 28th November, 2018 at 12.00 noon** and deposited in the tender box located on 7th floor Kenya Re Towers, off Ragati Road, Upper Hill.

Opening of the tenders will take place immediately thereafter in the Boardroom on 8th floor in the presence of bidders who wish to attend.

CHIEF EXECUTIVE OFFICER