



REPUBLIC OF KENYA



# The Commission on Administrative Justice (Office of the Ombudsman) Hata Mnyonge ana Haki

## REQUEST FOR PROPOSAL FOR PROCUREMENT OF CONSULTANCY SERVICES FOR RECRUITMENT AND SELECTION

<b>RFP:</b>	<b>CONSULTANCY SERVICES FOR RECRUITMENT AND SELECTION</b>
<b>Reference No:</b>	<b>CAJ/RFP/01/2025-2026</b>

The Commission on Administrative Justice (CAJ) invites Proposals from interested, qualified Firms to provide Consultancy Services for the procurement of Recruitment and Selection Services.

Detailed RFP Document can be downloaded **FREE OF CHARGE** from the websites [www.ombudsman.go.ke](http://www.ombudsman.go.ke) or the Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke). Each copy of technical and financial proposal shall be paginated serially, prior to submission.

Prices quoted should be net inclusive of all taxes, must be expressed in Kenya shillings and shall remain valid for a period of 120 days from the closing date of the Proposal. All bids must be accompanied by a Tender security of Kenya shillings thirteen Thousand Kenya Shilling (**Ksh.13,000.00**) from a reputable financial institution, Insurance company or a banker's cheque payable to the Commission on Administrative Justice, and must be valid for **120 days** after bid submission deadline

Proposals must be received on or before **22<sup>nd</sup> April, 2026 at 12.00 noon**. Technical Proposals will be opened immediately thereafter at the **CAJ boardroom, 1st floor, West End Towers, Waiyaki Way**.

Bidders who download the tender document from the website will be required to register the Tender at the Commission's Head Office before the submission date, to facilitate communication in case of clarification.

Proposals **MUST** be enclosed in plain sealed envelopes, marked with the **Tender Number** and **Name** and be deposited in the Tender Box provided at **CAJ offices, 1<sup>st</sup> floor, West End Towers, Waiyaki Way, Nairobi**. The Proposals shall be addressed to:

**Commission Secretary,  
Commission on Administrative Justice  
P.O Box 20414 – 00200, NAIROBI.**

Consultants will be selected under the **Quality and Cost Based Selection (QCBS)** Method as described in this RFP Document, in accordance with the policies established in the Public Procurement and Asset Disposal Act [PPADA], 2015.

**Ag. COMMISSION SECRETARY/CEO**



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