



THE NATIONAL ARCHIVIST COAST REGION

P.O.BOX 87803-80100 MOMBASA

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INVITATION OF TENDER

The National Archivist Coast Region wishes to invite Open Tender from eligible registered contractors of category NCA 7 and above who will carry the following works

S/ NO	TENDER NAME	TENDER NO	DESCRIPTION	BID BOND	ELIGIBILITY
1	THE NATIONAL ARCHIVIST COAST REGION	NAC/MOBILE SLIDING CABINETS/ 002/2025-2026	PROPOSED SUPPLY INSTALLATION AND OPERATIONALIZATION OF MOBILE BULK FILING CABINETS AT KENYA PHASE TWO	200,000/=	OPEN TENDER

Tenderer Interested must meet the following category requirement which should be supported by certified copies of requisite document which should be supported by certified copies of requisite documents during submission for consideration for further evaluation

1. Certificate of Registration/Incorporation
2. Copy Valid National Construction certificate under categories(NCA) 7 Certificate and above for building Works categories
3. Contractor Annual practicing for the current year
4. Copy of Valid Tax Compliance Certificate for the Firm
5. Copy of Valid KRA PIN/VAT Registration
6. Properly and dully filled Form of Tender; stamped and/or sealed, signed by authorized personnel
7. Properly and dully filled Tender Questionnaire stamped and/or sealed, signed by authorized personnel
8. Valid Cr12 from Registrar of Companies
9. Copy of identification of Company directors
10. Certificate of Independent determination should be dully filled stamped and signed by authorized personnel
11. Self-declaration of the tenderer dully filled stamped and signed by authorized personnel
12. Anti-Corruption Self Declaration should dully filled signed and stamped by authorized personnel
13. Declaration and Commitment to the Code of Ethics should be dully filled Signed and Stamped by authorized personnel
14. Disclosure of Interest should dully filled signed and stamped by authorized personnel

In addition to the above, the tenderer must show proof of the following: -

- a) Adequate Equipment for specified type of work
- b) Key technical works to be engaged
- c) Audited Accounts for the last three years 2023, 2024 and 2025
- d) Bank Account in the name of the Company (Attach Bank statements for six months)\
- e) Work of similar magnitude and complexity undertaken in the last three years 2023 2024 and 2025
- f) State the Litigation History of the Company (if any) both Court and Arbitration of cases
- g) Bid Bond from the Bank Financial Institution and Insurance companied approved by PPRA 250,000/=
- h) Evidence of sound financial resources (Cash in hand or lines of credit or Overdraft indicating) 5000,000/=

ALL BIDDERS MUST NOTE THE FOLLOWING

- Bind the document before dropping in the tender box
- Attach copies of supportive documents for all requirements above.
- A copy of receipt must be attached on the tender document upon submission.
- Applications received after the closing date and time shall be rejected.
- The bid document should be serialized in the format 1, 2, 3, 4.....
- The Director National Archivist Coast Region the right to reject any tender without giving reasons for rejection and not bind itself to accept the lowest or any tender.

Canvassing in any form will lead to automatic disqualification.

NB: DETAILS OF THE ABOVE REQUIRED INFORMATION CAN BE DOWNLOADED FREE OF CHARGE FROM THE www.mygov.go.ke

- Price quoted must be net i.e. inclusive of all Government taxes expressed in Kenya Shillings and valid for **120 days** after closing date.
- Completed set of tender documents, in plain sealed envelopes, clearly marked with the respective Tender Number, description and bearing the name and addressed to: -

**THE NATIONAL ARCHIVIST COAST REGION
P.O.BOX 87803-80100 MOMBASA**

Tender Document Should be deposited in the Tender Box at the entrance of **DEPUTY COUNTY COMMISSIONERS OFFICE MOMBASA on or before 29TH MAY 2026 AT 10.00AM**

Tenders will be opened immediately thereafter in the presence of tenderers / their representatives who choose to attend but must meet requirement of tender

THE COUNTY NATIONAL ARCHIVIST COAST REGION