NAIROBI CITY COUNTY

www.nairobi.go.ke

BOROUGHS, ADMINISTRATION AND PERSONNEL

Office of the Chief Officer- Disaster Management and Coordination

INVITATION TO TENDER

PROCURING ENTITY: NAIROBI CITY COUNTY GOVERNMENT.

TENDER DETAILS-SUPPLY AND DELIVERY OF ADVERTISING AND PUBLICITY MATERIALS FOR DISASTER MANAGEMENT & COORDINATION.

TENDER NO. NCC/DMC/T/087/2026-2027.

1. The NAIROBI CITY COUNTY GOVERNMENT invites sealed tenders for the SUPPLY AND DELIVERY OF ADVERTISING AND PUBLICITY MATERIALS FOR DISASTER MANAGEMENT & COORDINATION.

2. Tendering will be conducted under open competitive method *using* a standardized tender document. Tendering is open to AGPO (WOMEN).

3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours *i.e. 0900 to 1500 hours at* the address given below.

4. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non- refundable fees of (*1,000/=*) in cash or Banker's Cheque and payable to the address given below. Tender documents may be obtained electronically from the Website(*www.tenders.go.ke*). Tender documents obtained electronically will be free of charge.

5. Tender documents may be viewed and downloaded for free from the website (*www.tenders.go.ke*). Tenderers who download the tender document must forward their particulars immediately *to* nairobiprocurement@gmail.com to facilitate any further clarification or addendum.

6. All Tenders must be accompanied by a Tender-*Securing Declaration.*

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

8. Completed tenders must be delivered to the address below on or before 27TH November 2026. Electronic Tenders *will not be* permitted.

9. Tenders will be opened immediately after the deadline date and time specified above or any dead line 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.

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10. Late tenders will be rejected.

11. The addresses referred to above are:

A.Address for obtaining further Information and for purchasing tender documents

Nairobi City County Government

Mama ngina Street, City Hall, 4TH Floor Room 400, Supply Chain Management

P.O BOX 30075-00100 NAIROBI, KENYA

Head of Supply Chain Management, Tel: 0725 624 489/ 0738 041 292,

Email: nairobiprocurement@gmail.com

B.Address for Submission of Tenders.

Nairobi City County Government

County Secretary

P.O Box 30075-00100

Mama Ngina **Street, City Hall, 4TH Floor Room 400, Supply Chain Management**

P.O BOX 30075-00100 NAIROBI, KENYA

C. Address for Opening of Tenders.

Nairobi City County Government

Mama Ngina **Street, City Hall, 4TH Floor Room 400,**

Supply Chain Management

BRAMWELL SIMIYU

CHIEF OFFICER-DISASTER MANAGEMENT AND COORDINATION

NAIROBI CITY COUNTY GOVERNMENT

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