**KISII COUNTY GOVERNMENT**



Telephone: +254-020-8029160

Email: kisiicountygovernment@gmail.com

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Kisii Town Hall Building

P.O. Box 4552 – 40200

Kisii, Kenya.

**COUNTY ASSEMBLY**

**DATE: 22/3/2019**

**REQUEST FOR PROPOSALS**

The Kisii County Assembly hereby invites consultants to submit bids for the following consultancy.

|  |  |  |  |
| --- | --- | --- | --- |
| **TENDER NO.** | **DESCRIPTION OF SERVICE** | **CLOSING DATE** | **RESERVATION** |
| KCA/S/011/18-19 | Consultancy Services for developing a Hansard Manual for Kisii County Assembly | 08/4/2019 | OPEN |

Candidates are advised to attach the following documents;

* Copy of Certificate of Registration/ Incorporation
* Copy of VALID Tax compliance Certificate
* Copy of PIN / VAT Certificate
* Duly Filled Confidential Business Questionnaire
* Valid Single Business Permit
* Audited Financial Statements for the last two years
* Tender Security amounting to 2% of the tender amount
* CR 12 if a limited company
* Serialization of all documents
* Signed sworn anti-corruption affidavit signed by commissioner for oaths
* Letter indicating the company is not insolvent (On company letterhead)
* A letter indicating non-debarment from PPRA (On company letterhead)
* A letter declaring non corruption or fraudulent practices in Kenya or elsewhere

The tender documents with terms of reference can be downloaded from the link www.kisiiassembly.go.ke free of charge.

Completed tender documents in plain sealed envelopes marked with relevant tender number should be addressed to:

**Clerk,** **Kisii County Assembly**

**P.O Box 4552-40200**

**Kisii.**

Or be deposited in the Tender Box at RECEPTION OF BLOCK B Kisii County Assembly on

Ground floor on or before 08/4/2019 at 11.00Am. Opening of the tenders shall be done in the presence of bidders or their representatives on the same day at the Assembly Kifaru Boardroom at 11.00 am.