



**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF THE PRIME CABINET SECRETARY AND
MINISTRY OF FOREIGN AND DIASPORA AFFAIRS
State Department for National Government Coordination**

INVITATION TO TENDER

**PROPOSED RENOVATION OF PRIME CABINET SECRETARY OFFICE AT
KENYA RAILWAY HEADQUARTERS – NAIROBI**

Tender No.: NGC/ONT/01/2025-2026

1. The Executive Office of the President, State Department for National Government Coordination invites sealed tenders from eligible candidates for the **Proposed Renovation of Prime Cabinet Secretary Office at Kenya Railways Headquarters – Nairobi**.
2. Tendering will be conducted under **Open National Tendering Method** and is open to all qualified and interested tenderers using a standardized tender document. Tendering is open to all registered appropriately with the **National Construction Authority (NCA)**.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours **0900 to 1500 hours** at the address given below.
4. Tender documents may be viewed and downloaded for **free** from the website <https://primecs.go.ke/tenders> or the Public Procurement Information Portal www.tenders.go.ke. Tenderers who download the tender document must forward their particulars immediately to procurementngc@govtcoordination.go.ke, State Department for National Government Coordination, P.O. Box 30551-00100, Nairobi, to facilitate any further clarification or addendum.
5. Tenders shall be quoted in **Kenya Shillings** and shall include all taxes. Tenders shall remain valid for **126 days** from the date of opening of tenders.
6. The Tenderer shall chronologically serialize all pages of the tender documents submitted. The tender documents should be either **hardbound or tape-bound**.
7. Completed tenders must be delivered to the address below on or before **30th March 2026 at 11.00am**. Electronic tenders will **not** be permitted.
8. Tenders will be opened immediately after the deadline date and time specified above or any deadline 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.
9. Late tenders will be rejected.
10. The addresses referred to above are:

A. Address for Obtaining Further Information

The Principal Secretary
State Department for National Government Coordination
Kenya Railway Headquarters, Ground Floor
P.O. Box 30551-00100, Nairobi

Head, Supply Chain Management Services
Kenya Railway Headquarters, Ground Floor
P.O. Box 30551-00100, Nairobi

B. Address for Submission of Tenders

State Department for National Government Coordination
Kenya Railway Headquarters, 2nd floor room 215 NGC Procurement office

Nairobi, Kenya

C. Address for Opening of Tenders

State Department for National Government Coordination
Kenya Railways Headquarters

Boardroom, 1st floor

PRINCIPAL SECRETARY

State Department for National Government Coordination