



SPECIAL ECONOMIC ZONES AUTHORITY

Old Mutual Tower, 8th Floor, Upper Hill Road
P.O Box 23722 - 00100, GPO
Nairobi, Kenya
Tel: +254 20 7863971
Email: info@sezauthority.go.ke
Website: www.sezauthority.go.ke

INVITATION TO TENDER

TENDER NAME: REQUEST FOR PROPOSAL FOR PROPOSED PROVISION OF STAFF GRATUITY FUND MANAGEMENT SERVICES - GUARANTEED UMBRELLA

TENDER NO: SEZA/ONT/08/2024-2025

1. Special Economic Zones Authority invites sealed tenders for proposed provision of staff gratuity fund management services - guaranteed umbrella.
2. Tendering will be conducted under open competitive method (National) using a standardized tender document. Tendering is open to **ALL interested and qualified tenderers.**
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 candidates upon payment of a non - refundable fees of Kshs 1,000.00 in cash or Banker's cheque and payable to the address given below. Tender documents may also be obtained electronically from www.tenders.go.ke or www.sezauthority.go.ke at no fee.
5. Tenderers who download the tender document must forward their particulars immediately to info@sezauthority.go.ke to facilitate any further clarification or addendum.
The procedures to be followed will be as follows:
 - (a) Indicate full name of the organization
 - (b) Email address of the organization
 - (c) Telephone no. of the organization
 - (d) Postal Address of the organization
6. The tenderer shall chronologically serialize all pages of the tender submitted.
7. Completed Tenders must be delivered to the address below on or before **22nd November, 2024 at 11:00am.**

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 Tenderer's designated representatives and anyone who chooses 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 and for purchasing tender documents



Manager, Supply Chain Management
Special Economic Zones Authority
UAP Old Mutual Tower, 8th Floor, Upper Hill Rd
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B. Address for Submission of Tenders

Chief Executive Officer
Special Economic Zones Authority
UAP Old Mutual Tower, 8th Floor, Upper Hill Rd
P.O Box 23722 -00100, Nairobi
Tender Box located at 8th Floor, Reception Area.

C. Address for Opening of Tenders

Special Economic Zones Authority
UAP Old Mutual Tower, 8th Floor, Upper Hill Rd
Main Boardroom

Issued by: Manager, Supply Chain Management	
Authorized by: Chief Executive Officer	

11th November, 2024