



**National Government Constituencies Development Fund  
Runyenjes NG-CDF  
P.O Box 518-60103  
Runyenjes-EMBU**

**Email: [cdfrunyenjes@ngcdf.go.ke](mailto:cdfrunyenjes@ngcdf.go.ke) | Website: [www.ngcdf.go.ke](http://www.ngcdf.go.ke)**

DATE: 23<sup>rd</sup> October, 2023

## TENDER INVITATION NOTICE

**TENDER NO:NG-CDF/RUNY/01/STRGPLAN/2022-2027**

The Runyenjes National Government Constituency Development Fund wishes to invite interested and competent bidders from reputable firms to participate in **Provision of Consultancy Services for Development and printing of a five-year Strategic Plan and preparation of service charter for Runyenjes Constituency** that will include, preparation/ compilation of detailed information, printing and launching.

Bidders must attach the following documents:

1. A copy of Valid KRA PIN Registration Certificate
2. A copy of Valid Tax Compliance Certificate for the Firm
3. A copy of Certificate of Incorporation
4. A Detailed Company/ Business profile
5. A Detailed budget with plan of activities
6. Evidence of similar works done for the last 3 years
7. C.V and proof of qualifications of staff(post graduate degree in strategic management,project management and bachelor's degree inbusiness administration, human resource management, finance,economics or any other related relevant field indicated in the proposal)

**N/B: all submitted bids must be serialized by the bidder**

Tender documents with detailed specifications and tendering conditions can be obtained from Runyenjes NGCDF office during the normal working hours upon payment of non-refundable fee of **Kshs. 1,000 to be deposited in Runyenjes NG-CDF Account No: 0190270618472 Equity Bank** per set of documents. Prices quoted must be GROSS i.e. inclusive of all government taxes applicable and must remain valid for 90 days from the date of closing of tenders.

Request for proposal documents should be picked at Sub-county supply chain management office at normal working hours between 8:00 a.m -5:00 p.m. Complete Request for Proposal documents should be submitted in plain sealed envelopes marked **Tender Name: Provision of Consultancy Services for Development and printing of a five-year Strategic Plan and preparation of service charter for Runyenjes Constituency** and **Tender No: NG-CDF/RUNY/01/STRGPLAN/2022-2027** and addressed and posted to:

**Fund Account Manager  
Runyenjes Constituency  
P.o. Box 518-60103  
Embu**

And be deposited in the Tender box situated at the **Embu East DCC's Office-Runyenjes** so as to reach on or before **Tuesday 31<sup>st</sup> October, 2023 at 10.00am.**

Submitted RFP documents will be opened soon after the closing time in presence of bidders or their representatives who choose to attend.

*The National Government Constituency Development Fund reserves the right to accept or reject in part or in whole any Tender without giving reasons and does not bind itself to accept the lowest bidder or any other.*

**FUND ACCOUNT MANAGER  
RUNYENJES CONSTITUENCY**