



EXPRESSION OF INTEREST (EOI)
PROVISION OF SERVICE FOR OFFICE CLEANING, GROUNDS MAINTENANCE AND CASUAL LABOUR FOR RESEARCH RELATED SERVICES TO *icipe* THOMAS ODHIAMBO CAMPUS (ITOC), MBITA, HOMA BAY COUNTY
REF: *icipe*/EOI-2/ITOC/2024

1. The International Centre of Insect Physiology and Ecology (*icipe*) is a not for profit, intergovernmental organisation headquartered in Nairobi, Kenya that carries out research and training in sustainable management of insects (arthropods) for improving comprehensive health and agricultural productivity in the tropics (www.icipe.org).
2. *icipe* wishes to engage an eligible firm to provide service for office cleaning, grounds maintenance and casual labour for research related services to *icipe* Thomas Odhiambo Campus (ITOC), Mbita, Homa Bay County.
3. *icipe* now invites interested parties who can demonstrate technical and financial capability to provide this service.
4. Interested parties must:
 - i) Have attach a cover letter on the firm's letter head signed by authorized representative, including contact details and the firm's physical, postal, e-mail and web address.
 - ii) Preference will be given to bidders based within Homabay county.
 - iii) The bidding firm must be registered with the relevant statutory authorities and provide a copy of relevant registration Certificates.
 - iv) The bidder must provide copies of Kenya Revenue Authority identification number (PIN), VAT Compliance Certificate (TCC) and must be an Agent of KRA tax collection.
 - v) The bidder must have a Bank account. Provide evidence.
 - vi) The bidder must provide copies of **audited** financial statements for 2020, 2021 and 2022.
 - vii) The bidders must provide copies of bank statements for 2020, 2021 and 2022.
5. Expression of Interest should be addressed as below and deposited in the *icipe* tender box located at *icipe* Thomas Odhiambo Campus, Administration Block, Mbita, Homa Bay County **on or before 11:00 hours East Africa Time on Tuesday, 14th May 2024**. The submission in hard copy must be in sealed envelope clearly marked: '**Expression of Interest for Provision of service for office cleaning, grounds maintenance and casual labour for research related services to *icipe* Thomas Odhiambo Campus (ITOC), Mbita, Homa Bay County**'. The printed and spiral bound original should bear the tenderer's full postal address and each page should have a signature of authorised representative, with official seal.

Late submissions will be rejected. Bidders are requested to sign the bid submission register at *icipe* Thomas Odhiambo Campus, Administration Block, immediately upon delivery. Late submissions will be rejected.

6. General Information and Notice:

- a. Any information provided by the bidding party will form the basis of any contract that may be entered between *icipe* and the bidder.
- b. *icipe* shall not be liable for or be required to pay any costs, expenses or losses that may be incurred by the bidding party in the preparation of their EOI.
- c. *icipe* reserves the right to accept or reject any EOI without assigning any reasons thereof.

Procurement Manager
Through *icipe* Tender Box
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