

**EAST AFRICAN COMMUNITY
EAST AFRICAN SCIENCE AND TECHNOLOGY COMMISSION**



INVITATION TO TENDER FOR THE SUPPLY/PROVISION OF GOODS AND SERVICES FOR THE FINANCIAL YEAR 2017 – 2018

REFERENCE: EASTECO/2017-2018/G&S

The East African Science and Technology Commission (EASTECO) is a specialized Institution of East African community that is responsible for promoting, coordinating the development , management and application of Science and technology in the Partner States. The establishment of the Commission is provided for under Article 3 of the Protocol on the establishment of the East African Science and Technology Commission in line with Article 103 of the treaty for Establishment of the East African community (1999)

The Commission has set aside funds for purchase of goods and services and would like to invite tenders for the supply of the following items;

NO.	TENDER NO.	ITEM OR SERVICE DESCRIPTION
1.	EASTECO/SVCS/01-03-17	Tender for Provision of Air Ticketing Services
2.	EASTECO/SVCS/02-03-17	Tender for Provision of Courier Services
3.	EASTECO/SVCS/03-03-17	Tender for Provision of Vehicle Maintenance and Repair
4.	EASTECO/SVCS/04-03-17	Tender for Supply of Office Furniture
5.	EASTECO/SVCS/05-03-17	Tender for Supply of Fuel for Motor Vehicle
6.	EASTECO/SVCS/06-03-17	Tender for provision of Office Stationery and other Supplies
7.	EASTECO/SVCS/07-03-17	Asset Engraving
8.	EASTECO/SVCS/08-03-17	Tender for supply of IT Equipment
9.	EASTECO/SVCS/09-03-17	Tender for Provision of Maintenance and report for IT Equipment
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Tender Conditions

1. Tenders will provide the following information: Company Name, Physical and Postal address, Current Trading License, Certificate of Registration/Incorporation, Tax Identification Number and VAT Certificate

2. Tenders shall be quoted in United States Dollars (USD) and prices should be inclusive of VAT and delivery should be to East African Science and Technology Commission, located on the 2nd Floor. The Commission will not pay or reimburse any expense incurred by any entity intending to bid in response to this tender,
3. Any request for clarification must be received by the Commission in writing at least 7 days before deadline for submission of tenders,
4. Sealed bids must be submitted in original and one copy accompanied by a CD ROM/Flash disk filled according to schedule for requirements and price.
5. Your sealed bids in plain envelop, clearly marked “INVITATION TO TENDER FOR THE SUPPLY OF MENTION THE TENDER” accompanied with non-refundable tender fee of USD25 in bankers Cheque or cash.
6. The closing date is Thursday 11th May 2017 at 15.00 hours local time followed by public opening for bidders or representatives who choose to attend.
7. Please note, the Commission is not bound to accept the lowest or any offer bid and any canvassing will be used as ground for disqualification.
8. You may collect hard copies at the reception with a cheque or cash of UDS25 on the address indicated below.

**EXECUTIVE SECRETARY
EASTE AFRICAN SCIENCE AND TECHNOLOGY COMMISSION
TELECOM HOUSE 2ND FLOOR, KIGALI RWANDA
e-mail: easteco@eachq.org**

Note: The bankers' Cheque should be drawn to East African Science and Technology Commission

**N.B. Reference Number for IT Equipment Bid Document is:
EASTECO/SVCS/08-03-17
Instead of EASTECO/GOODS-SVCS/06-03-17 as earlier indicated.**