



Office of the Registrar of Political Parties



Republic of Kenya

TENDER NO. ORPP/T/6/2017-2018: REQUEST FOR PROPOSALS FOR PROVISION OF ADMINISTRATION SERVICES FOR STAFF MORTGAGE & CAR LOAN SCHEME FOR THE OFFICE OF THE REGISTRAR OF POLITICAL PARTIES (ORPP)

The **Office of the Registrar of Political Parties** invites sealed proposals from Licensed Commercial Banks and Mortgage Finance Institution approved and licensed by the Central Bank of Kenya for the provision of above detailed services.

The scheme to be referred to as ORPP Staff Mortgage and Car Loan Scheme will be based on a revolving fund and administered by a financial institution/ bank. Currently ORPP has sixty (60) members of staff who are expected to benefit from the scheme. The scheme shall have standard conditions and legal obligations with clearly set out application procedures.

Eligible consultants may obtain further information and inspect/download the Tender Document from **ORPP Website** www.orpp.or.ke) or the Government Supplier's Portal (www.supplier.treasury.go.ke.) free of charge.

A complete set of tender documents may be **downloaded** by interested candidates **for free from the Office of The Registrar of Political Parties website: www.orpp.or.ke or www.supplier.treasury.go.ke**. Those who download the document must immediately forward their particulars (i.e. Name & Contacts of applicant) on e-mail registrar@orpp.or.ke for purposes of registration, receiving any other clarifications and/or addendums.

Completed RFPs are to be enclosed in plain sealed envelopes marked with the specific tender name and reference number and deposited in the Tender Box located at **Office of the Registrar of Political Parties, Offices, 1st floor, Lion Place Building, in Westlands off Waiyaki Way** or to be addressed to **Registrar of Political Parties, P.O. Box 1131-00606, NAIROBI** so as to be received on or before **11.00 AM, local time on Friday 23rd February, 2018**. Late proposals will be rejected.

Bids shall be opened thereafter at the ORPP Boardroom in the presence of bidders' or their representatives who chose to attend the opening.

Registrar of Political Parties