



KENYA EMBASSY LUANDA

Tender Notice

Kenya Embassy in Angola invites interested and qualified firms to submit bids for the provision of various goods and services at the Embassy, located at **Four Villas, Av. Principal De Talatona.**, Villa No. 2, Talatona. We are seeking professional and reliable partners to support our operations in the following categories for the Financial year **2025/2026**

1. **Internet:** Internet Connectivity at the Chancery and Official Residence.
2. **Communication:** Provision of airtime and office phone connectivity.
3. **Web Hosting:** Website hosting, Maintenance and Back up/Data recovery services.
4. **CCTV Services:** Installation and Maintenance of CCTV cameras
5. **Fumigation:** Routine fumigation of the Chancery and Residences
6. **Air Conditioners Maintenance:** Carryout regular/periodical maintenance on the Air Conditioners at the Chancery and Residences
7. **Motor Vehicle Servicing:** Carryout of periodical servicing of the Embassy motor vehicles.
8. **Cleaning and Janitorial Services:** Comprehensive daily cleaning, waste management, and sanitation for all office spaces, common areas, and restrooms at the Chancery and The Official Residence.
9. **Lawn maintenance/Gardening.:** Maintenance of the Lawn at the Chancery.
10. **Motor Vehicle Cleaning:** Provide on-demand cleaning services for the Embassy Vehicles
11. **Transport:** Provision of transport services to school going children.
12. **Supply of Water:** Supply of drinking water to the Chancery.
13. **Insurance:** Provision of Motor Vehicle, Medical and Assets Insurance Cover
14. **Fire Risk Management:** Provision of and maintenance of fire extinguishers and conducting periodical capacity building for the Embassy Staff.
15. **Motor Vehicle Fuel:** Provision of Petrol/Diesel to Embassy vehicles.
16. **Newspapers/Magazines/Journals:** Supply of various newspapers, periodical magazines and journals

Submission Requirements

All interested parties must submit a comprehensive proposal that includes:

1. A detailed company profile, including your firm's registration and certifications.
2. Proof of experience, if any, in providing similar services, including at least a reference from past clients.
3. A clear and itemized breakdown of your proposed costs for the services you are bidding on.
4. Your proposed methodology and a service delivery plan where applicable.

To apply, please visit our website: www.kenyaembassyangola.com and download the application form. The form can also be obtained at the Embassy Reception.

Important Information

- All proposals must be submitted in a sealed envelope clearly marked "**Tender for [Specify Service]**" and delivered to our Reception at Four Villas, Av. Principal De Talatona, Villa No. 2, Talatona, Luanda.
- The deadline for submission is **5th September, 2025**. Late submissions will not be accepted.
- Kenya Embassy reserves the right to accept or reject any proposal.

For any inquiries, please send email to financekenyaembassy@gmail.com or call +244 934 383 528