



PREQUALIFICATION OF SUPPLIER FOR GOODS, WORKS AND SERVICES; LOCAL BIDDERS ONLY

FOR THE PERIOD DEC. 2018 - DEC. 2020

OCTOBER 2018

(E-PROCUREMENT SYSTEM)

RURAL ELECTRIFICATION AUTHORITY
KAWI HOUSE SOUTH C, BLOCK C,
BEHIND BOMA HOTEL
P.O. BOX 34585-00100,
NAIROBI, KENYA.
Email: procurement@rea.co.ke

All bidders are advised to read carefully this pre-qualification tender document in its entirety before making any bid. **(Ensure to read the appendix to instructions to tenderers)**

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SECTION I - TENDER NOTICE

PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES

Rural Electrification Authority (REA) is a state corporation in Kenya. REA is in the process of preparing and maintaining a register for suppliers of various goods, works and services for period 2018-2020. Interested applicants are invited to apply for pre-qualification, indicating the category of goods, works or services they wish to be prequalified. Registered youth, Women and Persons with Disability firms are encouraged to apply.

a.) SUPPLY OF GOODS FOR THE PERIOD 2018-2020

RFX No.	ITEM DESCRIPTION	CLOSING/OPENING DATE	CATEGORY
1000000131	Suppliers of bottled clean drinking water – with dispensers for all the regions	24.10.2018	OPEN
1000000132	Suppliers of Stationeries and Office Supplies	25.10.2018	Youth, Women & PWD
1000000133	Suppliers of Branded Promotional Items	05.11.2018	Youth, Women & PWD

b.) SUPPLY OF SERVICES FOR THE PERIOD 2018-2020

RFX No.	ITEM DESCRIPTION	CLOSING/OPENING DATE	CATEGORY
1000000130	Small works – Electrical Works/Services.	29.10.2018	Youth, Women & PWD
	Small works – Plumbing Works/Services.		Youth, Women & PWD
	Small works – Carpentry, furniture, fabrications and Office repairs.		Youth, Women & PWD
1000000128	Motor vehicle repairs and maintenance (Garages and Body works), Motor Vehicle Spares and Supply of Lubricants, Batteries & Accessories.	26.10.2018	OPEN
1000000129	Repair of Forklifts, Teleloggers, Generator Maintenance, Spares, Parts and Supply of Lubricants, Batteries & Accessories.	26.10.2018	OPEN
1000000125	Car Hire and Taxi Services	02.11.2018	OPEN

Tender documents detailing the requirements may be viewed at REA E-Procurement Web Portal found on the REA website (www.rea.co.ke) beginning on **10th OCTOBER, 2018**.

Completed Tenders are to be saved as PDF documents marked with prequalification numbers and description, to be submitted in the REA E-Procurement Web Portal found on the REA website (www.rea.co.ke) so as to be received on or before dates indicated above.

There will be a pre-bid meeting on **17th October, 2018 at College of Insurance South C Nairobi**. It is advisable for prospective bidders to attend this meeting as guidance will be given on the E-procurement process.

Prequalification bids will be opened electronically promptly thereafter in the presence of the Tenderer's or their representatives who choose to attend in REA Procurement Office Ground Floor.

NOTE

Physical bid documents shall not be admissible. All bids shall be submitted electronically through the portal.

Bidders are requested to pay keen attention to Section V of this tender document

**MANAGER, PROCUREMENT
RURAL ELECTRIFICATION AUTHORITY**

SECTION II - TENDER SUBMISSION DOCUMENTS

2.0. The following documents shall form part of documents to be uploaded

NB: All copies of documents must be satisfied by a commissioner for oaths

	Item Descriptions	Tick
1.	Certified copy of Company or Firm's Registration Certificate	
2.	Certified copy of a Valid Tax Compliance Certificate and ePIN certificate	
3.	Dully completed and signed Confidential Business Questionnaire	
4.	Certified copy of CR12 form from registrar company for Limited Companies or a confirmation from registrar of Companies on the ownership of Sole proprietorship not more than 3 months old from tender closing.	
5.	Dully completed and signed Declaration Form(s) duly completed and signed.	
6.	Tender Form duly completed, signed and that the Tender is valid for the period required	
7.	Certified copies of Audited accounts of the company for the last two financial years (Certified by a registered Certified Public Accountant) or Six months certified bank statement	
8.	Updated Company profile showing past experiences in the category being applied for.	
9.	Professional Registration Certificate for the following Category being applied for: <ul style="list-style-type: none"> • Small works – Electrical Works/Services must have Trade Test Certificate • Small works – Plumbing Works/Services must have Trade Test Certificate • Small works – Carpentry, furniture, fabrications and Office repairs must have Trade test Certificate • Motor vehicle repairs and maintenance - Must be registered and to attach trade test certificates and certificate of competency for key staff • Repair of Forklifts, Teleloggers Repairs and Maintenance; Must be registered, and to attach trade test certificates and certificate of competency for key staff • Generator Maintenance – ERC Registered in both Mechanical and Electricals • Car Hire and Taxi Services – must be PSV registered 	

SECTION III. TABLE OF PARAGRAPHS ON INSTRUCTIONS TO TENDERERS

Paragraph No.	Headings
3.1	Definitions
3.2	Eligible tenderers
3.3	Declarations of Eligibility
3.4	Pre-bid Meeting
3.5	Cost of Tendering
3.6	Obtaining the Tender documents
3.7	Clarification of Documents
3.8	Language of Tender
3.9	Tender Form
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3.11	Conformity of Goods, Services and Works to Tender Documents
3.12	Demonstration(s), Inspections and Tests
3.13	Warranty
3.14	Preparation and Signing of the Tender
3.15	Deadline for Submission of Tenders
3.16	Opening of Tenders
3.17	Clarification of Tenders and Contacting REA
3.18	Tender Evaluation Period
3.19	Termination of Procurement Proceedings
3.20	Corrupt or Fraudulent Practices

INSTRUCTIONS TO TENDERERS (ITT)

3.1 Definitions

In this tender, unless the context or express provision otherwise requires: -

- a) *Any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made there-under.*
- b) *“Date of Tender Document” shall be the **start date** specified on the REA tendering portal.*
- c) *“Day” means calendar day and “month” means calendar month.*
- d) *“KEBS” wherever appearing means the Kenya Bureau of Standards or its successor(s) and assign(s) where the context so admits.*
- e) *“KENAS” wherever appearing means the Kenya National Accreditation Service or its successor(s) and assign(s) where the context so admits*
- f) *“PPRA” wherever appearing means The Public Procurement Regulatory Authority or its successor(s) and assign(s) where the context so admits.*
- g) *Reference to “the tender” or the “Tender Document” includes its appendices and documents mentioned hereunder and any reference to this tender or to any other document includes a reference to the other document as varied supplemented and/or replaced in any manner from time to time.*
- h) *“The Procuring Entity” means Rural Electrification Authority or its successor(s) and assignee(s) where the context so admits (hereinafter abbreviated as REA).*
- i) *“The Tenderer” means the person(s) submitting its Tender for the supply, installation and commissioning (where applicable) of the goods in response to the Invitation to Tender.*
- j) *Where there are two or more persons included in the expression the “Tenderer”, any act or default or omission by the Tenderer shall be deemed to be an act, default or omission by any one or more of such persons.*
- k) *Words importing the masculine gender only, include the feminine gender or (as the case may be) the neutral gender.*
- l) *Words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the “Tenderer” the covenants, agreements and obligations expressed to be made or performed by the Tenderer shall be deemed to be made or performed by such persons jointly and severally.*
- m) *REA’s “authorized person” shall mean its CEO who is designated by the PPAD Act 2015 to exercise such power, authority or discretion as is required under the tender and any contract arising therefrom, or such other REA staff delegated with such authority.*
- n) *Citizen bidders-means a person/firm wholly owned and controlled by person(s) who are citizens of Kenya.*

- o) *Local bidders- a firm shall be qualified as a local bidder if it is locally owned and registered in Kenya.*
- p) *Youth, women and Persons with Disability as per the Acts is used to mean*
Person with Disability - means a person with disability who has attained the age of eighteen years and includes a company, association or body of persons, corporate or unincorporated in which at least seventy percent of the shareholders, members or persons and a majority of the directors are persons with disability
Woman - means a person of the female gender who has attained the age of eighteen years and includes a company, association or body of persons, corporate or unincorporated in which at least seventy percent of the shareholders, members or persons and a majority of its directors are of the female gender.
Youth - means a person who has attained the age of eighteen years and has not attained the age of thirty-five years and includes a company, association or body of persons, corporate or unincorporated in which at least seventy percent of shareholders are persons who have attained the age of eighteen years and have not attained the age of thirty-five years.

3.2 Eligible Tenderers

3.2.1 A tenderer is eligible to bid for this contract only if the tenderer satisfies the following criteria—

- (a) the tenderer has the legal capacity to enter into a contract for procurement or asset disposal;
- (b) the tenderer is not insolvent, in receivership, bankrupt or in the process of being wound up;
- (c) the tenderer, if a member of a regulated profession, has satisfied all the professional requirements;
- (d) the tenderer and his or her sub-contractor, if any, is not debarred;
- (e) the tenderer has fulfilled tax obligations evidenced by Valid Tax Compliance Certificate.
- (f) the tenderer has not been convicted of corrupt or fraudulent practices;
- (g) is not guilty of any serious violation of fair employment laws and Practices and,
- (h) The tenderer is not Procuring Entity's employees, committee members, board members and their relatives (spouse and children) as per section 66 paragraph 11 of the PPAD Act 2015 are not eligible to participate in the Pre-Qualification.

In addition, this Invitation to Tender is open to all Tenderers eligible as described in the invitation to tender.

APPENDIX TO INSTRUCTIONS TO TENDERERS

Successful Tenderers shall provide the Goods, services and Works in accordance with this tender and the ensuing contract.

- 3.2.2 In addition the tenderer shall be considered ineligible to bid, where in case of a corporation, private company, partnership or other body, the tenderer, their spouse, child or sub-contractor has substantial or controlling interest and is found to be in contravention of the provisions of section 3.2.1 above.
- 3.2.3 Despite the provisions of section 3.2.1 and 3.2.2, a tenderer having a substantial or controlling interest shall be eligible to bid where—
- (a) such tenderer has declared any conflict of interest; and
 - (b) Performance and price competition for that good, work or service is not available or can only be sourced from that tenderer.
- 3.2.4 For the purposes of this paragraph, any relative i.e. spouse(s) and child(ren) of any person mentioned in sub-paragraph 3.2.3 is also ineligible to participate in the tender. In addition, a Cabinet Secretary shall include the President, Deputy President or the Attorney General of GoK.
- 3.2.5 Tenderers shall provide the qualification information statement that the Tenderer (including sub-Contractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by REA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation to Tender.
- 3.2.6 Tenderers shall not be under declarations as prescribed at Section VI.
- 3.2.7 Tenderers who are not under these declarations shall complete the Declaration Form strictly in the form and content as prescribed at Section VI.
- 3.2.9 Those that are under the Declaration as prescribed at Section VI whether currently or in the past shall not complete the Form. They will submit a suitable Form giving details, the nature and present status of their circumstances.

3.3 Declarations of Eligibility

- 3.3.1 Bidders shall not be under declarations of ineligibility for corrupt, fraudulent practices or any other reasons prescribed by the PPAD or any other law.
- 3.3.2 Bidders who are not under these declarations shall complete the Declaration Form strictly in the form and content as prescribed at Section VI.
- 3.3.3 Those that are under the Declaration for corrupt and fraudulent practices whether currently or in the past shall not complete the Form. They will submit a suitable Form giving details, the nature and present status of their circumstances.

3.4 Pre-Bid Meeting

- 3.4.1 REA will conduct a pre-bid meeting. The purpose of the pre-bid meeting shall be to clarify issues and answer any questions that may be raised at that stage. Demonstrate to bidders how to upload their responses.
- 3.4.2 Bidders' designated representative is invited to attend the pre-bid meeting which will take place on at the College of Insurance, Nairobi.
- 3.4.3 The Contractor is requested as far as possible to submit any questions in writing or electronically to reach REA through the Procurement Manager in address indicated in the Invitation to tender before the pre-bid meeting.
- 3.4.4 Minutes of the pre-bid meeting including the text of the questions raised and the responses given together with any response prepared after the pre-bid meeting may be transmitted to the downloaders of the Pre-Qualification tender Document.
- 3.4.5 Non-attendance during the pre-bid meeting will not be a cause of disqualification of the Pre-Qualification Tender.

3.5 Cost of Tendering

- 3.5.1 Bidders shall bear all costs associated with the preparation and submission of its Tender. REA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 3.5.2 There are no charges for the Pre-Qualification tender Document.

3.6 Obtaining the Tender Document

- 3.6.1 Pre-Qualification Tender documents detailing the requirements may be obtained by downloading tenders online from the SRM portal and REA website (www.rea.co.ke). No tender documents will be issued from any REA office.
- 3.6.2 Interested bidders shall register their intention to bid by clicking register available in the supplier portal.
- 3.6.3 A guide to bidding and tender submission is provided as annex to this tender document.**

3.7 Clarification of Documents

- 3.7.1 A prospective contractor requiring any clarification of the Pre-Qualification Tender Document may notify the Procurement Manager in writing or by post at REA's address indicated in the Invitation to Tender, at least 7 days before tender opening.
- 3.7.2 The request for clarification shall also be sent to the following:-

*The Manager, Procurement
Rural Electrification Authority,
P. O. Box 34585 – 00100,
Nairobi, Kenya.
Email: procurement@rea.co.ke*

- 3.7.3 REA will respond in writing to any request for clarification of the Pre-Qualification Tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of Tenders, prescribed by REA. Written copies of REA's response (*including an explanation of the query but without identifying the source of inquiry*) will be published in the REA portal to be accessed by all prospective bidders before tender closing.

3.8 Language of Tender

- 3.8.1 The Tender prepared by the contractor, as well as all correspondence and documents relating to the tender, exchanged between the contractor and REA, shall be written in English language.
- 3.8.2 Any printed literature furnished by the contractor may be written in another language so long as they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the Tender, the English translation shall govern. The English translation shall be on the contractor's letterhead and shall be signed by the duly authorized signatory signing the Tender and stamped with the contractor's stamp.

3.9 Tender Form

The contractor shall complete and sign the Tender Form and all other documents furnished in the Pre-Qualification Tender Document, indicating the Good, services/works to be performed and all information required.

3.9.1 Charges for Services

The contractor shall indicate on the appropriate table labelled as Method of Charging for Good, Services/works the unit prices and rates (where applicable) when called upon to do render such Services.

- 3.9.3 The rates and prices shall be of costs for the Good, Services/works excluding VAT but inclusive of all other taxes and insurances payable.

3.10 Tender Currencies

- 3.10.1 The Tenderer shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total tender price of the Good, Services/works it proposes to provide under the contract.
- 3.10.2 Prices indicated on the Price Schedule shall be of all costs for the Good, Services/works including insurances, duties, Value Added Tax (VAT) and other taxes payable. No other basis shall be accepted for evaluation, award or otherwise.
- 3.10.3 Tender prices to be submitted (quoted) by the Tenderer shall remain fixed for the contract duration.
- 3.10.4 A price that is derived by a disclosed incorporation or usage of an international accepted standard formula shall be acceptable within the meaning of this paragraph.

3.11 Conformity of Goods, Services and Works to Tender Documents

- 3.11.1 The Tenderer shall furnish, as part of its tender, documents establishing the conformity to the Tender Document of all goods, services and works that the Tenderer proposes to perform under the contract.
- 3.11.2 The documentary evidence of conformity of the Good, Services/works to the Tender Document may be in the form of literature, drawings, and data, and shall (where applicable) consist of: -
- a) *a detailed description of the essential technical and performance characteristics of the services whether in catalogues, drawings or otherwise,*
 - b) *a list giving full particulars, including available source and current prices of spare parts, special tools and other incidental apparatus necessary for the proper and continuing performance of the services for a minimum period of two (2) years following commencement of the provision of the services to REA, and,*
 - c) *duly completed Statement of Compliance to REA's Details of Service demonstrating substantial responsiveness of the service to those Details or, a statement of deviations and exceptions to the provisions of the Details of Service.*

3.12 Demonstration(s), Inspection(s) and Test(s)

- 3.12.1 Where required in the tender, all bidders shall demonstrate ability of performance of the required service in conformity with the Details of Services.
- 3.12.2 REA or its representative(s) after giving reasonable notice to the bidders shall have the right to inspect/ test the contractor's capacity, equipment, premises, and to confirm their conformity to the tender requirements. This shall include any quality management system. REA's representative(s) retained for these purposes shall provide appropriate identification at the time of such inspection/ test/ visitation.
- 3.12.3 REA shall meet its own costs of the inspection/ test. Where conducted on the premises of the bidders (s), all reasonable facilities and assistance, including access to literature and documentation save for clients confidential information shall be furnished to the inspectors at no charge to REA.
- 3.12.4 Demonstration, Inspection/Test/Visitation Report(s) shall be completed by REA upon conclusion of the inspection/ tests/ visitations. This Report will be considered prior to appointment.

3.13 Warranty

- 3.13.1 Where required in the Tender, all Tenderers must also provide a Warranty that services to be rendered in the Tenderer's bid have no defect arising from manufacture, materials or workmanship or from any act or omission of the Tenderer that may develop under normal use or application of the services under the conditions obtaining in Kenya.
- 3.13.2 This warranty will remain valid for the period indicated in the special conditions of contract after the services, or any portion thereof as the case may be, have been rendered.

3.14 Preparation and Signing of the Tender

The Tender shall be typed or written in indelible ink. It shall be signed by the Tenderer or a person or persons duly authorized to bind the Tenderer to the contract.

3.14.2 The authorization shall be indicated by a written Power of Attorney granted by the Tenderer to the authorized person before any of the following persons:-

- a) *For local Tenderers, a Commissioner of Oaths or a Notary Public or a Magistrate of the Kenyan Judiciary.*
- b) *For foreign Tenderers, a Notary Public in the country of the Tenderer.*

In either case above, the Power of Attorney shall accompany the Tender.

3.14.3 All pages of the Tender, including un-amended printed literature, shall be initialed by the person or persons signing the Tender and serially numbered.

3.14.4 The Tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the Tenderer, in which case such corrections shall be initialed by the person or persons signing the Tender.

3.15 Deadline for Submission of Tenders

3.15.1 Tenders must be received by REA by the date and time specified in REA's tendering portal in PDF form.

3.15.2 REA may, at its discretion, extend this deadline for submission of Tenders by amending the tender documents, in which case all rights and obligations of REA and the Tenderer previously subject to the initial deadline, will therefore be subject to the deadline as extended.

3.15.3 The Authority's e-Procurement System will **NOT** allow upload, submission or any modification of bids after the deadline for tender submission.

3.15.4 Bidders are advised to avoid last minute submission as REA will not take responsibility or be held liable for any responses that are not received on time owing to system processing queues.

3.16 Opening of Tenders

3.16.1 REA shall open all Tenders promptly at the date and time specified in the REA tendering portal and at the location specified in the Invitation to Tender or as may otherwise be indicated.

3.16.2 The Tenderers or their representatives may attend the opening and those present shall sign a register evidencing their attendance.

3.17 Clarification of Tenders and Contacting REA

3.17.1 To assist in the examination, evaluation and comparison of Tenders REA may, at its discretion, ask the Tenderer for a clarification of its Tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the Tender shall be sought, offered, or permitted.

- 3.17.2 The Tenderer is required to provide timely clarification or substantiation of the information that is essential for effective evaluation of its qualifications. It is the responsibility of the Tenderer to provide in writing the clarification or substantiation which should reach REA within five (5) days from the date of REA's query. Such writing may include by electronic mail, facsimile or postal mail. Should there be no conclusive response within this period, it shall result in the Tenderer's disqualification.
- 3.17.3 Any effort by a Tenderer to influence REA in its decisions on tender evaluation, tender comparison, tender recommendation(s) or signing of Agreement may result in the disqualification of the Tenderer.

3.18 Tender Evaluation Period

- 3.18.1 The Evaluation Committee may conduct and complete evaluation of the tender within thirty (30) days of the validity period.
- 3.18.2 Notwithstanding the above, the evaluation period as stated in the Evaluation Criteria may be extended by REA but in any event such evaluation will not exceed twenty one (21) days in the validity period of the tender.

3.19 Termination of Procurement Proceedings

- 3.19.1 REA may at any time terminate procurement proceedings before Notice of Appointment or Rejection and shall not be liable to any person for the termination.
- 3.19.2 REA shall give prompt notice of the termination to the bidders, and, on request from any law firm, give its reasons for termination within fourteen (14) days of such request.

3.20 Corrupt or Fraudulent Practices

- 3.20.1 REA requires that bidders observe the highest standard of ethics during the procurement process and execution of contracts. When used in the present Regulations, the following terms are defined as follows: -
- a) *“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution;*
 - b) *“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of REA, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive REA of the benefits of free and open competition.*
- 3.20.2 REA will nullify its notification of award if it determines that the contractor recommended has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 3.20.3 Further, a Tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

SECTION IV: EVALUATION CRITERIA

4.1 Preliminary Evaluation Criteria under Paragraph 3.28 of the ITC. These are mandatory requirements as per mandatory/preliminary evaluation table (part 1) 4.1 1-10

All candidates must meet all the requirements from no.4.1 1-10. Those who do not meet any of the requirements will automatically be disqualified from further evaluation.

Candidates with pending cases with REA due to frauds and non-performance will be automatically disqualified.

NB:

- 1.** Audited financial statements required must be those that are reported within Twenty Four (24) calendar months of the date of the prequalification document or Six months certified bank statement.

- 2.** All copies of documents and certificates must be certified by a commissioner for oaths. The stamp shall bear the name, address and Telephone contacts of the commissioner for oaths. Any document not certified shall not be evaluated

- 3.** Tenders will proceed to the Technical Evaluation Stage only if they qualify in full compliance with the Preliminary Evaluation.

4.2. TENDER PRELIMINARY EVALUATION TABLE (PART 1)

EVALUATION OF PREQUALIFICATION APPLICATIONS

The REA will evaluate all pre-qualification applications, basing Evaluation on the information provided on the following mandatory requirements:

- 1) Legal status of applicant, attach Firm's Certificate of Registration from registrar of companies (including memorandum and articles of association)
- 2) Confirmation of Submission of certified copy of a Valid Tax Compliance Certificate and ePIN certificate with both VAT and Income Obligations from KRA.
- 3) Confirmation of Submission of certified copy of CR12 form from registrar company for Limited Companies or a confirmation from registrar of Companies on the ownership of Sole proprietorship not more than 3 months old from tender closing.
- 4) Submission and considering the Confidential Business Questionnaire duly completed signed and stamped.
- 5) Submission of Declaration Form(s) duly completed signed and stamped.
- 6) Submission and considering letter of application duly completed, signed and that the Tender is valid for the period required
- 7) Submission of up to date Company Profile
- 8) Confirmation of submission of Professional Registration Certificate for the following Categories being applied for:
 - Small works – Electrical Works/Services must have Trade Test Certificate
 - Small works – Plumbing Works/Services must have Trade Test Certificate
 - Small works – Carpentry, furniture, fabrications and Office repairs must have Trade test Certificate
 - Motor vehicle repairs and maintenance - Must be registered with Ministry of works, and to attach trade test certificates and certificate of competency for key staff
 - Repair of Forklifts, Teleloggers Repairs and Maintenance; Must be registered with Ministry of works, and to attach trade test certificates and certificate of competency for key staff
 - Generator Maintenance – ERC Registered in both Mechanical and Electricals
 - Car Hire and Taxi Services – must be PSV registered
- 9) Financial Status. (Audited accounts for the latest two (2) financial years duly certified and signed by a Chartered or a certified Public accountant) or Bank Statement

NB: all copies of documents must be satisfied by a commissioner for oaths

SECTION V:**RFXS TERMS OF REFERENCES, SPECIFICATIONS AND SCOPE OF WORKS**

RFX No.	ITEM DESCRIPTION	Page No.
1000000131	Suppliers of bottled clean drinking water – with dispensers for all the regions	Pages 18-19
1000000130	Small works – Electrical Works/Services	Page 20
	Small works – Plumbing Works/Services.	
	Small works – Carpentry, furniture, fabrications and Office repairs.	
1000000128	Motor vehicle repairs and maintenance (Garages and Body works), Motor Vehicle Spares and Supply of Lubricants, Batteries & Accessories.	Page 21
1000000129	Repair of Forklifts, Teleloggers, Generator Maintenance, Spares, Parts and Supply of Lubricants, Batteries & Accessories.	Page 22
1000000125	Car Hire and Taxi Services	Page 23
1000000132	Suppliers of Stationeries and Office Supplies	Pages 24-25
1000000133	Suppliers of Branded Promotional Items	Pages 26-27

RFX No. 100000131 SUPPLIERS OF BOTTLED CLEAN DRINKING WATER

NO.	REGIONS	PARTICULARS	UNIT WEIGHT IN LITRES	QUANTITY PER WEEK IN BOTTLES	QUANTITY PER MONTH IN BOTTLES	QUANTITY PER YEAR IN BOTTLES	Brand	Proposed Unit Price
1.	KAWI	DRINKING WATER	20 L	30	120	1440		
2.	MOMBASA ROAD	DRINKING WATER	20 L	20	80	960		
3.	ELDORET OFFICES	DRINKING WATER	20 L	4	16	192		
4.	NAKURU OFFICES	DRINKING WATER	20 L	4	16	192		
5.	NYERI OFFICES	DRINKING WATER	20 L	3	12	144		
6.	MARIAKANI OFFICES	DRINKING WATER	20 L	12	48	576		
7.	KISUMU OFFICES	DRINKING WATER	20 L	15	60	720		

- The bottle sealed water deliveries to be done by the supplier to REA premises two times a month to all regions between 8:00 am to 5:00pm

DISPOSABLE CUPS

NO.	REGIONS	PARTICULARS	UNIT IN MLS	QUANTITY IN PACKS PER WEEK	QUANTITY IN PACKS PER MONTH	QUANTITY IN PACKS PER YEAR
1.	KAWI	DISPOSABLE CUPS	300	30	120	1440
2.	MOMBASA ROAD	DISPOSABLE CUPS	300	20	80	960
3.	ELDORET OFFICES	DISPOSABLE CUPS	300	3	12	144
4.	NAKURU OFFICES	DISPOSABLE CUPS	300	3	12	144
5.	NYERI OFFICES	DISPOSABLE CUPS	300	4	16	192
6.	MARIAKANI OFFICES	DISPOSABLE CUPS	300	5	20	240
7.	KISUMU OFFICES	DISPOSABLE CUPS	300	7	28	336

DISPENSERS

NO.	REGIONS	PARTICULARS	QUANTITY PER REGION	Model	Proposed Unit Price
1.	KAWI	WATER DISPENSERS (with Hot and Cold)	18		
2.	MOMBASA ROAD	WATER DISPENSERS (with Hot and Cold)	6		
3.	ELDORET OFFICES	WATER DISPENSERS (with Hot and Cold)	2		
4.	NAKURU OFFICES	WATER DISPENSERS (with Hot and Cold)	2		
5.	NYERI OFFICES	WATER DISPENSERS (with Hot and Cold)	2		
6.	MARIAKANI OFFICES	WATER DISPENSERS (with Hot and Cold)	3		
7.	KISUMU/AWASI OFFICES	WATER DISPENSERS (with Hot and Cold)	5		

MAITENANCE

- All dispensers to be serviced after 30 days or when need arise by the supplier.

RFX NO. 100000130: SMALL WORKS: ELECTRICAL, PLUMBING WORKS/SERVICES, CARPENTRY, FURNITURE, FABRICATIONS AND OFFICE REPAIRS.

No.	AREA OF INTEREST	TICK APPROPRIATELY	MANDATORY REQUIREMENT
1	Small works – Electrical Works/Services		<ul style="list-style-type: none"> • <i>Provide Electrical trade test certificates</i> • <i>Provide evidence of tools/equipment availability</i>
2	Small works – Plumbing Works/Services.		<ul style="list-style-type: none"> • <i>Provide Plumbing trade test certificates</i> • <i>Provide evidence of tools/equipment availability</i>
3	Small works – Carpentry, furniture, fabrications and Office repairs.		<ul style="list-style-type: none"> • <i>Provide trade test certificates</i> • <i>Provide evidence of tools/equipment availability</i>

RFX NO. 100000128: MOTOR VEHICLE REPAIRS AND MAINTENANCE (GARAGES AND BODY WORKS), MOTOR VEHICLE SPARES AND SUPPLY OF LUBRICANTS, BATTERIES & ACCESSORIES.

REGISTRATION AREAS OF INTEREST (Tick as Appropriate)

No.	AREA OF INTEREST	TICK APPROPRIATELY	MANDATORY REQUIREMENT
1	Provision of Repairs, body works, wiring and Servicing for Motor Vehicles (Garages)		<ul style="list-style-type: none"> • <i>Provide evidence of ownership of workshop, tools, competent staff (attach employment contracts & testimonials of staff)</i> • <i>Provide documentary evidence of insurance covers and firefighting equipment for the firm.</i>
2	Provision of Machining & engineering works		<ul style="list-style-type: none"> • <i>Provide evidence of ownership of workshop, tools, competent staff (attach employment contracts & testimonials of staff)</i> • <i>Provide documentary evidence of insurance covers and firefighting equipment for the firm.</i>
3	Supply of Motor Vehicles spare parts – (Shops/outlets)		<ul style="list-style-type: none"> • <i>Provide evidence of ownership of the spares warehouses/outlets</i>
4	Supply of Lubricants, Batteries and Accessories		<ul style="list-style-type: none"> • <i>Provide evidence of dealership or Letters of reference from past 3 supplies contracts for the items tendered.</i>
5	Supply of Motor vehicles Tyres, Tubes and Flaps		<ul style="list-style-type: none"> • <i>Provide evidence of dealership or Letters of reference from past 3 supplies contracts for the items tendered.</i>

RFX No. 100000129: REPAIR OF FORKLIFTS, TELELOGGERS, GENERATOR MAINTENANCE, SPARES, PARTS AND SUPPLY OF LUBRICANTS, BATTERIES & ACCESSORIES.

No.	AREA OF INTEREST	TICK APPROPRIATELY	MANDATORY REQUIREMENT
1	Provision of Repairs, body works, wiring and Servicing for Motor Vehicles (Garages)		<ul style="list-style-type: none"> • Provide evidence of ownership of workshop, tools, competent staff (attach employment contracts & testimonials of staff) • Provide documentary evidence of insurance covers and firefighting equipment for the firm.
2	Provision of Machining & engineering works		<ul style="list-style-type: none"> • Provide evidence of ownership of workshop, tools, competent staff (attach employment contracts & testimonials of staff) • Provide documentary evidence of insurance covers and firefighting equipment for the firm.
3	Supply of Forklifts and Loggers Spare parts		<ul style="list-style-type: none"> • Provide evidence of ownership of the spares warehouses/outlets
4	Supply of Lubricants, Batteries and Accessories		<ul style="list-style-type: none"> • Provide evidence of dealership or Letters of reference from past 3 supplies contracts for the items tendered.
5	Supply of Motor vehicles Tyres, Tubes and Flaps		<ul style="list-style-type: none"> • Provide evidence of dealership or Letters of reference from past 3 supplies contracts for the items tendered.
6	Generator Maintenance, repairs and Supply of parts/Accessories		<ul style="list-style-type: none"> • Provide evidence of ownership of workshop, tools, competent staff (attach employment contracts & testimonials of staff) • ERC Registered in both Mechanical and Electricals

1000000125 CAR HIRE AND TAXI SERVICES

No.	VEHICLE TYPE and RATING	MANDATORY REQUIREMENT	RATE PER DAY VAT EXCLUSIVE
1	Saloon Cars 1800cc and Below- Nairobi, Mombasa, Nyeri, Nakuru, Kisumu and Eldoret	<ul style="list-style-type: none"> • <i>List of available cars, PSV registration and Insurance Covers.</i> • <i>Registration with Taxi Association/Saccos if any</i> • <i>Quotation to include drivers cost per day</i> 	
	Saloon Cars 1800cc and Below - Other Regions		
2	SUV/4x4 Cars above 2400cc for offroad.		

No.	VEHICLE TYPE and RATING	MANDATORY REQUIREMENT	RATE PER KM VAT EXCLUSIVE
1	Mini Bus 10 Seater	<ul style="list-style-type: none"> • <i>List of available cars, PSV registration and Insurance Covers</i> • <i>Quote any other costs if any such as allowances for the driver</i> 	
2	Mini Bus 20 Seater		
3	Mini Bus 29 Seater		
4	Mini Bus 42 Seater		

1000000132 SUPPLIER OF STATIONARIES, PRE-PRINTED STATIONERIES AND OFFICE SUPPLIES

Item No.	Description of Requirements	Quantity	Unit Price (Kshs) VAT Exclusive	Total Price (Kshs) VAT Inclusive
1	HP Cartridge 305A CE411A Blue	5		
2	HP Cartridge 305A CE412A Yellow	5		
3	HP Cartridge 305A CE413A Red	5		
4	HP Cartridge 305A CE410A Black	6		
5	HP CE 505A	6		
6	HP 950 COLOURS (Blue, Yellow, Red, Black)	3 - black 2-other colors		
7	HP Laser Jet 80A CF280A Black	6		
8	HP Cartridge 55A	5		
9	HP Cartridge 81A	5		
10	HP Laserjet print cartridge 90 A ce390A	7		
11	HP CE 364A	5		
12	HP CE85A	2		
13	CE 400A (507) (Blue, Yellow, Red, Black)	2 of each		
14	Printing Papers A-4	2000Reams		
15	Printing Papers A-3	50 Reams		
16	Letter Heads	1500Reams		
17	Box filesA4-4''	800 PCS		
18	Box filesA4-2''	700		
19	Spring files	5000PCS		
20	Bantex files	50		
21	Envelopes <ul style="list-style-type: none"> • A4 • B5 • B4 	10000 of each		
22	Sticky Notes (Yellow medium size)	50PCS		

23	Bic Pens (Blue)	500PCS		
24	Counter books (4 Quire)	200 PCS		
25	Office glue	100		
26	Stamp Pad Ink (Shiny or equivalent) Black	24		
27	Stamp Pad	10		
28	Highlighters (assorted)	200		
29	Permanent Markers	500		
30	Stapler Medium (Kangaroo DS-210/ HD-45S or equivalent)	50		
31	Stapler Giant (Kangaroo 23 S 17 or equivalent)	20		
32	Stapler Pins 24/60 medium (Kangaroo or equivalent)	500		
33	Stapler Pins 23/15 large (Kangaroo or equivalent)	100		
34	Staple Pin Remover (Kangaroo or equivalent)	50		
35	Paper Punch DP-900	20		
36	File Separators	300		
37	Binding Paper (Embossed and clear)	3000 of each		
38	Spiral	<ul style="list-style-type: none"> • 38MM-500 • 14mm-1000 • 10mm-1000 		
39	Rubber bands	50 Dozen		
40	Paper Clips 28mm	1000		
41	Carbon Paper	3 PKT		
42	Wayleave books (2 Carbon Copies)	1500		
	TOTAL			

1000000133: SUPPLIERS OF BRANDED PROMOTIONAL ITEMS AND PUBLICATIONS**A. Evaluation Criteria**

No.	Evaluation Criteria
1	<p>Qualifications</p> <p>a) Certification by regulatory/affiliation bodies (attach copy)</p> <p>b) State number of staff and should indicate a competent and experienced graphic designer.</p> <p>c) Attach any quality standards certifications</p> <p>d) Provide qualifications and experience of key personnel (attach CVs)</p>
2	<p>Experience:</p> <p>a) Number of years in the business (maximum score for three years and above);</p> <p>b) List (and provide evidence) of 3 major current references with their contacts within the last two years for organizations of similar nature.</p>
3	<p>Physical Facilities:</p> <p>a) Provide evidence of availability of office premise (copy of title deed, lease/tenancy agreement or utility bill).</p> <p>b) Provide evidence and inventories of tools & equipment</p> <p>c) Provide evidence of mobility</p>

B. Terms and Conditions

- REA will establish specifications for each printed promotional material required e.g. type of paper to be used, size of the publication and the colours to be used.
- REA will establish formats for each promotional material required e.g. the sizes of shirts, the colours, the quantities, the type of material, etc
- REA will give the literature for each promotional material as a draft to the supplier to design and layout in line with corporate colours.
- REA will give a brief description of the type of promotional material needed for supplier to provide the exact item required.
- REA shall determine the number of drafts of artwork for each publication upon agreement with supplier before commencement. This should ensure effective productivity of the project at hand.
- REA will provide a marketing guide for use of REA logo and accreditation marks upon each job specified.
- All copyrights, publication and reproductions rights for all materials developed and used in the final published materials shall remain the exclusive property of REA. These property rights shall survive termination of any resulting contract(s). The proponent will be given appropriate publication credit and recognition.
- REA will give a final authorization/ approval of the artwork for print via the Corporate Communications department. This should be a formal signature or e-mail sent to supplier for final works to be produced.

The Corporate Communications Department reserves the right to reject proposals for ‘non- standard’ promotional materials and publications for reasons including, but not limited to:

- (i) inappropriateness;
- (ii) not adhering to principles and corporate strategies
- (iii) a duplication of existing materials and publications
- (iv) inefficient or ineffective use of resources
- (v) no clear distribution strategy;
- (vi) Sub-standard quality.

C. Scope of Work

- Concept development
- Design
- Production

D. Promotional Items

Complimentary slips	Panels and Octernom frames
Business cards	Reflector Jackets
Pens & pencils	Display models
Tents	Reception desks
Books, notebooks, diary, calendar	Water bottles
Plagues	Larnyards
Banners -Teardrop, roll-up, backdrop, telescopic, vinyl, pop up	Gift bags
Buntings	Mugs
Brochure	Key holders
Staff shirts/ blouses, T- shirts, polo shirts	Decoration
Caps, bucket hats	Exhibition support
Usher uniforms	Umbrellas
Paper flags	Folders
Reflector jackets & helmets	Writing pads
Maps	

SECTION VI: STANDARD FORMS

FORM 1. LETTER OF APPLICATION

Date:

RFX No.

Rural Electrification Authority,
Kawi House, South C,
Behind Boma Hotel,
P.O. Box 34585 – 00100,
Nairobi, Kenya

Ladies and Gentlemen,

Having read, examined and understood all of the Pre-Qualification information provided in the Prequalification Document, the receipt of which is hereby duly acknowledged, we, the undersigned Candidate, hereby apply to be prequalified by yourselves as a potential supplier for..... *(RFX Description in full)*

2. We agree to abide by this Tender including all the terms for a **period of..... days (Candidate please indicate validity of your tender)** from the date fixed for tender opening as per the Prequalification Document, and for the **prequalification period of two years**, it shall remain binding upon us and may be accepted at any time before the expiration of that period.

3. This application, together with your written appointment thereof, shall not constitute a contract between us nor commit REA to any actual tender or amount of contract.

4. We understand that you are not bound to accept any application you may receive.

5. We declare that the statements made and the information provided in our prequalification tender document are complete, true, and correct in every detail.

Yours sincerely,

Name of Candidate _____

Name and Capacity of authorized person signing the Application _____

Signature of authorized person signing the Tender _____

Stamp or Seal of Candidate

NOTES:-

REA requires a validity period of at least ninety (120) days.

This form must be duly signed, stamped and/or sealed.

FORM 2. STATEMENT OF THE TENDERER FORM

1 Name of Tenderer _____

2 Address _____

3 Legal Status _____

4 Registered Office _____

5 Date of Registration _____

(attach a copy certificate of registration)

6 Detailed description of physical address of the office (Town, Road/street name, building & office) (attach copies of the office lease agreement and rent receipts)

7 DIRECTORS (attach the Certificate of Confirmation of Directors and Shareholding)

1. _____

2. _____

3. _____

4. _____

5. _____

Yours sincerely,

Name of Tenderer _____

Signature of duly authorised person signing the Tender _____

Name and Capacity of duly authorised person signing the Tender

Stamp or Seal of Tenderer

FORM 3 - DECLARATION FORM

Date _____

**To: Rural Electrification Authority,
P.O Box 34585 – 00100,
Kawi House, South C, Behind Boma Hotel,
Nairobi, KENYA.**

Ladies and Gentlemen,

The Tenderer i.e. (full name and complete physical and postal address)_____

_____ declare the following: -

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/We or any director of the firm or company is not a person within the meaning of paragraph 3.2 of ITT (Eligible Tenderers) of the Instruction to Tenderers.
- d) That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- e) That I/ We are **not** associated with any other tenderer participating in this Tender.
- f) That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.

Yours sincerely,

Name of Tenderer

Signature of duly authorized person signing the Tender

Name and Capacity of duly authorized person signing the Tender

Stamp or Seal of Tenderer

FORM 4 - CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

All Tenderers are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. You are advised that it is a serious offence to give false information on this form.

Part 1 – General			
Business Name.....			
Location of business premises.....			
Plot No.		Street/ Road	
Postal Address		Postal Code	
Tel No.....		Facsimile.....	
Mobile and/ or CDMA No		E-mail:	
Nature of your business			
Registration Certificate No.....			
Maximum value of business which you can handle at any time KShs.....			
Name of your Bankers		Branch.....	
*Names of Tenderer’s contact person(s)			
Designation of the Tenderer’s contact person(s)			
Address, Tel, Fax and E-mail of the Tenderer’s contact person(s)			
.....			
Part 2 (a) Sole Proprietor			
Your name in full			
Nationality		Country of origin	
*Citizenship details.....			
Part 2 (b) Partnership			
Give details of partners as follows: -			
Names	Nationality	*Citizenship Details	Shares
1.....
2.....
3.....
4.....

Part 2 (c) Registered Company

Private or Public

State the nominal and issued capital of company-

Nominal KSh.....Issued KSh.....

Give details of all directors as follows

Name	Nationality	*Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			

Name of duly authorized person to sign for and on behalf of the Tenderer

.....

Designation of the duly authorized person.....

Signature of the duly authorized person.....

NOTES TO THE CONTRACTOR ON THE QUESTIONNAIRE

1. The address and contact person of the contractor provided above shall at all times be used for purposes of this tender.
2. The details on this Form are essential and compulsory for all law firms. Failure to provide all the information requested may lead to the contractor’s disqualification.

FORM NO. 5. EXPERIENCE RECORD OF THE FIRM

1. Name of Applicant _____

2. Experience of the Applicant as a supplier for the category applied for:

_____ (Years)

3. List **Three (3) major contracts** undertaken and successfully and completed in the past 3 years (Start with the most recent) (Attach testimonials)

a)-----Year-----Amount-----

b)-----Year----- Amount-----

c)-----Year----- Amount-----

4. List Firm/Company registration to professional bodies, Associations, Saccos if any.

List any company awards and recognitions in the past

a)-----Year-----

b)-----Year-----

c)-----Year-----

d)-----Year-----

e)-----Year-----

Yours sincerely,

Name of Candidate

Name and Capacity of authorized person signing the Application

Signature of authorized person signing the Tender

Stamp or Seal of Candidate

SECTION VII: STANDARD LETTERS TEMPLATES

DRAFT LETTER OF NOTIFICATION OF AWARD

To:

(Name and full address of the Successful Tenderer).....

Dear Sirs/ Madams,

RE: NOTIFICATION OF AWARD OF TENDER NO.

This is to notify that your tender for pre-qualification of bidders for

Your prequalification shall be subject to you meeting the following requirements:

1. Please acknowledge receipt of this letter of notification signifying your acceptance within a period of 14 days from the date of award.
2. The firm shall be required to put in place an annual Performance Bond from a reputable Commercial Bank of Kshs within 30 days from the date of award

This notification does not constitute a contract. The formal Contract agreement, shall be entered into as and when they arise pursuant to the provisions of the Public Procurement and Asset Disposal Act, 2015 *(or as may be amended from time to time or replaced)*.

You may contact the Manager Procurement on the subject matter of this letter of notification of award.

We look forward to a cordial and mutually beneficial business relationship.

Yours faithfully,

FOR: RURAL ELECTRIFICATION AUTHORITY

CHIEF EXECUTIVE OFFICER

Enclosures

DRAFT LETTER OF REGRET

To: (Name and full address of the Unsuccessful Tenderer)..... **Date:**

Dear Sirs/ Madams,

RE: LETTER OF REGRET IN RESPECT OF TENDER NO.

We refer to your Tender dated..... and regret to inform you that following evaluation, your Tender is unsuccessful. It is therefore not accepted. The brief reasons are as follows:-

1.
2.
3. etc.

The successful bidder was _____.

However, this notification does not reduce the validity period of your Tender Security. In this regard, we request you to relook at the provisions regarding the Tender Security, Signing of Contract and Performance Security as stated in the Instructions to Tenderers.

You may collect the tender security from our Legal Department (Guarantees Section), on the 2nd Floor, Kawi House, South C, Behind Boma Hotel, Nairobi only after expiry of twenty five (25) days from the date hereof on Mondays and Wednesdays ONLY between 9.00 a.m to 12.30 pm and 2.00p.m to 4.00p.m.

It is expected that by that time REA and the successful bidder will have entered into a contract pursuant to the Public Procurement and Asset Disposal Act, 2015 (or as may be amended from time to time or replaced). When collecting the Security, you will be required to produce the original or certified copy of this letter.

We thank you for the interest shown in participating in this tender and wish you well in all your future endeavors.

Yours faithfully,

FOR: RURAL ELECTRIFICATION AUTHORITY
CHIEF EXECUTIVE OFFICER