

**SECTION I**  
**INVITATION FOR TENDERS**  
**REPUBLIC OF KENYA**



**EMBU COUNTY GOVERNMENT**

**Negotiation No: 772874**

- 1.1 The County Government of Embu invites tenders for **PROPOSED CONSTRUCTION OF PERIMETER WALL AND HALL FLOOR TILING AT TALENT ACADEMY.**
- 1.2 Interested eligible candidates may obtain further information and inspect Tender documents free of charge at our website: [www.embu.go.ke](http://www.embu.go.ke) , [www.tenders.go.ke](http://www.tenders.go.ke) or from the Suppliers portal: [supplier.treasury.go.ke](http://supplier.treasury.go.ke). For more information /clarification, interested applicants can visit the office of the Director of Supply Chain Management Office, during normal working hours.
- 1.4 Prices quoted should be net inclusive of all taxes, must be in Kenya shillings and shall remain valid for the contract period.
- 1.5 Eligible tenderers are required to **STRICTLY** respond through E-procurement suppliers portal: [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke) and submit a copy of the original filled tender document (same as the one submitted online) is to be enclosed in plain sealed envelopes marked with Tender name and Negotiation number and deposited in the Tender Box at the reception in the County Headquarters offices on or before **12<sup>TH</sup> February, 2020 at 11.00 am**. In case of difference between bid document submitted manually and bid submitted through the IFMIS System the one submitted through IFMIS will prevail.
- 1.6 Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at a location as will be designated.
- 1.7 This Project is funded by the **EMBU COUNTY GOVERNMENT.**
- 1.8 The bidder's designated representative must attend a mandatory pre-bid meeting, which will take place on **3<sup>rd</sup> February, 2020** at C.O. Youth Empowerment and Sports Embu County Offices from **10:00 Am**, whereby a signed certificate will be provided as proof of attendance, which must be submitted with the bid document.

**NOTE: Due diligence shall be carried out on all information provided.**

**Director Supply Chain**

**Management For:**

**COUNTY SECRETARY**

3. In preparing the Appendix the following aspects should be taken into consideration;
  - (a) The information that specifies and complements provisions of Instruction to tenderers to be incorporated
  - (b) Amendments and/or supplements if any, to provisions of Section 2.0 as necessitated by the circumstances of the goods to be procured to be also incorporated
4. Section II should remain unchanged and can only be amended through the Appendix.
5. Clauses to be included in this part must be consistent with the public procurement law and the regulations.

#### **Appendix to Instructions to Tenderers/General information**

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

### **G. BIDDERS EVALUATION & QUALIFICATION CRITERIA**

This Section contains all the factors, methods and criteria that the Employer shall use to evaluate applications. The information to be provided in relation to each factor and the definitions of the corresponding terms are included in the respective Application Forms.

#### **SECTION I: PRELIMINARY REQUIREMENTS**

1. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and corrections made and initialed by the persons signing the tender.
2. The form of bid **shall** be duly filled, signed and stamped by an individual entrusted with the powers of attorney.
3. Provide Tender Security of Ksh. 100,000 in either of the following forms: **A Banker's cheque; Bank Guarantee; Guarantee from a PPRA approved Insurance Company; Letter of credit**
4. Each bid should be submitted in a plain sealed envelope with the Tender Number and Name endorsed on the outside.
5. The bidder shall attach a duly filled, signed and stamped confidential business questionnaire by an individual entrusted with the powers of attorney.
6. The form of power of attorney shall be duly filled, signed and stamped (Schedule 3).
7. **The tender document shall be submitted complete, intact with no page alterations.**
8. Tenderers shall ensure that the submitted bid (documents) is (are) **serialized**. i.e. (each page in the submitted bid shall have serial identification).
9. All submitted forms and documents shall be duly filled, signed (where applicable) and stamped.
10. The bidder's designated representative must attend a mandatory pre-bid meeting, which will take place on **3<sup>rd</sup> February, 2020** at C.O Youth Empowerment and Sports Embu County Offices from 10:00 Am, whereby a signed certificate will be provided as proof of attendance, which must be submitted with the bid document.