



**PRE – QUALIFICATION/ REGISTRATION OF SUPPLIERS FOR  
THE PROVISION OF GOODS, WORKS AND SERVICES FOR  
PERIOD 2018-2020 F/Y**

**TENDER NO. KETRACO/PT/01/2018-2019**

**CLOSING DATE: Tuesday, 7<sup>th</sup> August, 2018 at 10.00 a.m.**

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**SECTION 1: INVITATION TO TENDER**

**DATE: 19<sup>th</sup> July 2018**

Kenya Electricity Transmission Company Limited (KETRACO) is a State Corporation whose mandate is to plan, design, construct, own, operate and maintain high voltage electricity grid and regional power interconnectors.

KETRACO is in the process of preparing its register of suppliers for various goods, works and services for the 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 in. Registered Youth, Women and Persons with Disabilities based Enterprises are encouraged to participate.

- 1.1 Interested eligible candidates may obtain further information from and inspect the tender documents from Supply Chain Department on Second Floor of KAWI House KETRACO Headquarters, Nairobi during normal working hours.
- 1.2 A complete set of tender documents may be obtained by interested candidates free of charge from the **KETRACO WEBSITE** [www.ketraco.co.ke](http://www.ketraco.co.ke). Prequalified bidders shall also be posted on the website. Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at Ground Floor, KAWI HOUSE on or before **7<sup>th</sup> August, 2018 at 10.00 a.m.**
- 1.3 Tenders will be opened on the **Closing Date 7<sup>th</sup> August 2018 at 10.30 a.m.** in Company Boardroom at KAWI HOUSE in the presence of the candidates or their representatives who choose to attend

**SENIOR MANAGER, SUPPLY CHAIN MANAGEMENT**

## LIST OF ITEMS

<b>CATEGORY A: SUPPLY OF GOODS</b>		
<b>REF. NO.</b>	<b>ITEM DESCRIPTION</b>	<b>REMARKS</b>
<b>KETRACO/1/2018 - 2020</b>	GENERAL OFFICE STATIONERY	Reserved for Youth, Women and Persons with Disability firms
<b>KETRACO/2/2018 - 2020</b>	COMPUTER HARDWARE, SOFTWARE AND NETWORKING EQUIPMENT	Open
<b>KETRACO/3/2018 - 2020</b>	COMPUTER CONSUMABLES AND ACCESSORIES	Reserved for Youth, Women and Persons with Disability firms
<b>KETRACO/4/2018 - 2020</b>	FUEL, LUBRICANTS AND MOTOR VEHICLE SPARES	Open
<b>KETRACO/5/2018 - 2020</b>	MOTOR VEHICLE TYRES, TUBES & BATTERIES	Open
<b>KETRACO/6/2018 - 2020</b>	STAFF UNIFORMS AND PROTECTIVE CLOTHING/ EQUIPMENT	Open
<b>KETRACO/7/2018 - 2020</b>	SURVEY EQUIPMENT AND ACCESSORIES	Open
<b>KETRACO/8/2018 - 2020</b>	DRINKING WATER	Open
<b>KETRACO/9/2018 - 2020</b>	OFFICE FURNITURE, FITTINGS AND EQUIPMENT	Open
<b>KETRACO/10/2018 - 2020</b>	SUPPLY OF OFFICE EQUIPMENT INCLUDING SAFES, FAX MACHINES, PHOTOCOPIERS AND TELEPHONE HEADS	Open
<b>KETRACO/11/2018 - 2020</b>	SUPPLY, REPAIR AND MAINTENANCE OF ELECTRICAL APPLIANCES AND FITTINGS	Open
<b>KETRACO/12/2018 - 2020</b>	SUPPLY AND MAINTENANCE OF INDUSTRIAL HYGIENE MONITORING EQUIPMENT (ELECTROMAGNETIC RADIATION METERS, PORTABLE MULTI GAS MONITORS ETC)	Open
<b>KETRACO/13/2018 - 2020</b>	SUPPLY, INSTALLATION AND MAINTENANCE OF SECURITY SURVEILLANCE EQUIPMENT (CCTV AND ACCESS CONTROL, VOICE RECORDERS, CAMERAS, NIGHT VISION BINOCULARS)	Open
<b>KETRACO/14/2018 - 2020</b>	SUPPLY AND MAINTENANCE OF FIRE FIGHTING AND DETECTION EQUIPMENT	Open
<b>CATEGORY B: PROVISION OF SERVICES</b>		
<b>KETRACO/15/2018 - 2020</b>	PRINTING SERVICES FOR CALENDARS, DIARIES, CHRISTMAS CARDS, BROCHURES, MAGAZINES, REPORTS ETC.	Reserved for Youth, Women and Persons with Disability firms
<b>KETRACO/16/2018 - 2020</b>	TRAVEL AGENCY AND AIR TICKETING SERVICES (IATA, KATA REGISTERED)	Reserved for Youth, Women and Persons with Disability firms
<b>KETRACO/17/2018 - 2020</b>	TAXI SERVICES AND CAR HIRE	Open
<b>KETRACO/18/2018 - 2020</b>	TRANSPORT HIRE SERVICES, HEAVY MACHINERY AND EQUIPMENT, AND HANDLING EQUIPMENT	Open
<b>KETRACO/19/2018 - 2020</b>	REPAIR & SERVICE MAINTENANCE OF MOTOR VEHICLES: (MINISTRY OF TRANSPORT APPROVED GARAGES/ DEALERS ONLY)	Open
<b>KETRACO/20/2018 - 2020</b>	MOTOR VEHICLE TOWING SERVICES	Open
<b>KETRACO/21/2018 - 2020</b>	MOTOR VEHICLE TRACKING SERVICES	Open
<b>KETRACO/22/2018 - 2020</b>	REPAIR & MAINTENANCE OF OFFICE FURNITURE AND EQUIPMENT	Reserved for Youth, Women and Persons with Disability firms
<b>KETRACO/23/2018 - 2020</b>	SUPPLY, INSTALLATION AND MAINTENANCE OF FIRE FIGHTING EQUIPMENT	Open
<b>KETRACO/24/2018 - 2020</b>	SUPPLY, INSTALLATION AND MAINTENANCE OF AIR CONDITIONING EQUIPMENT	Open
<b>KETRACO/25/2018 - 2020</b>	PROVISION OF CLEANING, GABBAGE COLLECTION, GROUNDS MAINTENANCE AND ENVIRONMENTAL SERVICES	Open
<b>KETRACO/26/2018 - 2020</b>	PROVISION OF FUMIGATION AND PEST CONTROL	Open

	SERVICES	
<b>KETRACO/27/2018 - 2020</b>	REPAIR & MAINTENANCE OF PHOTOCOPIER MACHINES, TELEPHONES HEADS	Open
<b>KETRACO/28/2018 - 2020</b>	COURIER SERVICES	Open
<b>KETRACO/29/2018 - 2020</b>	PROVISION OF GRAPHIC DESIGN AND CREATIVE SERVICES	Open
<b>KETRACO/30/2018 - 2020</b>	DOCUMENTARY PRODUCTION, NEWS COVERAGE & PHOTOGRAPHY SERVICES	Open
<b>KETRACO/31/2018 - 2020</b>	SUPPLY OF BRANDED PROMOTIONAL ITEMS	Reserved for Youth, Women and Persons with Disability firms
<b>KETRACO/32/2018 - 2020</b>	PROVISION OF EVENTS MANAGEMENT SERVICES	Reserved for Youth, Women and Persons with Disability firms
<b>KETRACO/33/2018 - 2020</b>	PROOF READING AND EDITORIAL SERVICES	Open
<b>KETRACO/34/2018 - 2020</b>	PROVISION OF OUTDOOR BRANDING AND SIGNAGE WORKS	Reserved for Youth, Women and Persons with Disability firms
<b>KETRACO/35/2018 - 2020</b>	VIDEO AND DIGITAL PROJECTION EQUIPMENT SERVICES	Open
<b>KETRACO/36/2018 - 2020</b>	HOTELS, CONFERENCING AND CATERING SERVICES	Open
<b>KETRACO/37/2018 - 2020</b>	PROVISION OF OFFICE SERVICES: MILK, NEWSPAPERS, AIRTIME AND FRUITS (Indicate the specific item/ service)	Reserved for Youth, Women and Persons with Disability firms
<b>KETRACO/38/2018 - 2020</b>	PROVISION OF ACCIDENT INVESTIGATION SERVICES	Open
<b>KETRACO/39/2018 - 2020</b>	MAINTENANCE OF SERVER ROOM SUPPRESSION SYSTEM	Open
<b>KETRACO/40/2018 - 2020</b>	WAY LEAVE TRACE CLEARANCE (BUSH CLEARING)	Open
<b>CATEGORY C: CONSULTANCY SERVICES</b>		
<b>KETRACO/41/2018 - 2020</b>	MARKET PRICE SURVEY FOR GOODS, WORKS AND SERVICES	Open
<b>KETRACO/42/2018 - 2020</b>	HUMAN RESOURCE MANAGEMENT CONSULTANCY SERVICES AND TRAINING	Open
<b>KETRACO/43/2018 - 2020</b>	KNOWLEDGE MANAGEMENT, TRAINING NEEDS ASSESSMENT & COMPETENCY DEVELOPMENT	Open
<b>KETRACO/44/2018 - 2020</b>	PERFORMANCE MANAGEMENT, SUCCESSION PLANNING, COUCHING & MENTORSHIP	Open
<b>KETRACO/45/2018 - 2020</b>	EMPLOYEE & CUSTOMER SURVEYS	Open
<b>KETRACO/46/2018 - 2020</b>	CONSULTANCY SERVICES FOR TEAM BUILDING	Open
<b>KETRACO/47/2018 - 2020</b>	CONSULTANCY SERVICES FOR STAFF RECRUITMENT AND JOB PLACEMENT	Open
<b>KETRACO/48/2018 - 2020</b>	PUBLIC RELATIONS, ADVERTISING AND BRAND CONSULTANCY SERVICES.	Open
<b>KETRACO/49/2018 - 2020</b>	EXTERNAL QUALITY ASSURANCE FOR INTERNAL AUDIT FUNCTION	Open
<b>KETRACO/50/2018 - 2020</b>	PROVISION OF ENTERPRISE RISK MANAGEMENT CONSULTANCY SERVICES	Open
<b>KETRACO/51/2018 - 2020</b>	SPECIALISED AUDIT SERVICES, FORENSIC SERVICES AND BACKGROUND CHECKS	Open
<b>KETRACO/52/2018 - 2020</b>	CONSULTANCY SERVICES FOR PERFORMANCE MONITORING AND EVALUATION; IMPACT AND OUTCOME EVALUATION/ ANALYSIS	Open
<b>KETRACO/53/2018 - 2020</b>	PROPERTY VALUATION SERVICES	Open
<b>KETRACO/54/2018 - 2020</b>	LAND SURVEYING SERVICES	Open
<b>KETRACO/55/2018 - 2020</b>	PHYSICAL PLANNING/ CHANGE OF USER	Open
<b>KETRACO/56/2018 - 2020</b>	LEGAL SERVICES	Open
<b>CATEGORY D: WORKS</b>		
<b>KETRACO/57/2018 - 2020</b>	GENERAL CONTRACTORS	Open

<b>KETRACO/58/2018 - 2020</b>	SMALL CONTRACTORS – ELECTRICAL WORKS	Reserved for Youth, Women and Persons with Disability firms
<b>KETRACO/59/2018 - 2020</b>	SMALL CONTRACTORS – PLUMBING WORKS	Reserved for Youth, Women and Persons with Disability firms

## **SECTION II INSTRUCTIONS TO TENDERERS**

### **2.1 ELIGIBLE TENDERERS**

- 2.1.1 This invitation for Prequalification of Tenders is open to all tenderers eligible as described in the invitation to tender and **MUST** provide all the Mandatory Requirements
- 2.1.2 The Procuring entity’s employees, Committee members, Board Members and their relatives (Spouse and Children) are not eligible to participate in this prequalification exercise.
- 2.1.3 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices
- 2.1.4 Tenderers shall not be involved in any litigation issues with the Government of Kenya at present

### **2.2 COST OF TENDERING**

- 2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 All firms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified
- 2.2.3 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender

### **2.3 CLARIFICATION OF DOCUMENTS**

- 2.3.1 A prospective tenderer requiring any clarification of the tender document may notify the procuring entity in writing or by post at the entity’s address indicated in the invitation to tender. The procuring entity will respond in writing to any

request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity.

- 2.3.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

## **2.4 AMENDMENTS OF DOCUMENTS**

2.4.1 At any time prior to the deadline for submission of tenders, the procuring entity for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.

2.4.2 All prospective candidates that have received the tender documents will be notified of the amendments in writing or by post and will be binding on them.

2.4.3 In order to allow prospective tenderers reasonable time in which to take the amendments into account in preparing their tenders, the procuring entity, at its discretion, may extend the deadline for the submission of tenders.

## **2.5 TENDERERS ELIGIBILITY AND QUALIFICATIONS**

2.5.1 The tenderer shall furnish as part of its prequalification documents establishing the tenderers eligibility to tender and its prequalification's to perform the contract if its tender is accepted.

2.5.2 The documentary evidence of the tenderers eligibility to tender shall be established to the procuring entity's satisfaction that the tenderer at the time of submission of its tender, is from an eligible source.

2.5.3 The documentary evidence of the tenderers qualifications to perform the contract if accepted shall be established to the procuring entity's satisfaction;

(a) That, in the case of a tenderer offering to supply goods under the contract which the tenderer does not manufacture or otherwise produce the tenderer has been duly authorized by the goods manufacturer or producer to supply the goods.

(b) That the tenderer has the financial, technical, and production, capability necessary to perform the contract.

## **2.6 SEALING AND MARKING OF TENDERS**

2.6.1 The tenderer shall seal the original copy of the tender duly marking the envelopes as **“ORIGINAL”**.

2.6.2 The envelopes shall be addressed to: -

a) **The Managing Director & CEO**

Kenya Electricity Transmission Company,  
P.O. Box 34942-00100  
**NAIROBI**

b) Shall bear tender number and **name and reference of the category of items** tendered for and the words **“DO NOT OPEN BEFORE 7<sup>TH</sup> August 2018 AT 10.00 a.m.** as indicated in the tender notice.

2.6.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

2.6.4 If the outer envelope is not sealed and marked as required by paragraph 2.6.2 the procuring entity will assume no responsibility for the tenders’ misplacement or premature opening

## **2.7 DEADLINE FOR SUBMISSION OF TENDERS**

2.7.1 Tenders must be received by the procuring entity at the address specified under paragraph 2.6.2 not later than **7<sup>th</sup> August 2018 at 10.00a.m.**

2.7.2 The procuring entity may at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.4 in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended.

## **2.8 OPENING OF TENDERS**

2.8.1 The procuring entity will open all tenders in the presence of tenderers representatives who choose to attend at 10.30 a.m. on **7<sup>th</sup> July, 2018** at **KETRACO, KAWI COMPLEX**. The tenderers’ representatives who will be Present shall sign an attendance register as evidence of participation.

2.8.2 The procuring entity shall consequently prepare minutes of the tender opening.



## **2.9 CLARIFICATION OF TENDERS**

2.9.1 To assist in the examination, evaluation and comparison of tenders, the procuring entity 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 substance of the tender shall be sought, offered or permitted.

2.9.2 Any effort by the tenderer to influence the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers application

## **2.10 PRELIMINARY EXAMINATION**

2.10.1 The procuring entity will examine the tenders to determine whether they are complete, whether any errors have been made, whether the documents have been properly signed and whether the tenders are generally in order.

2.10.2 The procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or effect the relative ranking of any tenderer.

2.10.3 Prior to the detailed evaluation, the procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations.

2.10.4 If a tender is not substantially responsive, it will be rejected by the procuring entity and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

## **2.11 EVALUATION AND COMPARISON OF TENDERS**

2.11.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive

2.11.2 The tender evaluation committee shall evaluate the tender within 21 days of the validity period from the date of opening the tender

2.11.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract

award shall be considered for debarment from participating in future public procurement.

2.11.4 The procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action.

## **2.12 NOTIFICATION OF AWARD**

2.12.1 Upon completion of the prequalification exercise all tenders shall be informed via an official publication of both successful and unsuccessful on [www.ketraco.co.ke](http://www.ketraco.co.ke)

2.12.2 The notification of prequalification will constitute the initial formation of contract but MUST remain valid until another prequalification is undertaken in the near future.

## **2.13 CORRUPT OR FRAUDULENT PRACTICES**

2.13.1 The procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts as used in the present regulations, the following terms are defined as follows: -

- (i) "corrupt practices" – means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution, and
- (ii) "fraudulent practice" – means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the procuring entity and includes collusive practice among tenderer (prior to or after tender submission)

2.13.2 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

## **APENDIX TO INSTRUCCIONES TO TENDERERS**

Eligible tenders MUST provide the following;

1. Certificate of Incorporation
2. Valid Registration Certificate in Special Category (Youth, Women and Persons with Disability)
3. Valid Business Permit Certificate
4. Valid Tax Compliance Certificate
5. Details of Company Directors
6. Valid NCA Certificate for construction works
7. Valid Registration/ licensing by relevant professional body
8. Audited Accounts for the last three years for the company
9. Letters of Recommendation from three of your major clients
10. Evidence of possession of Electronic Tax Registers
11. Completed Confidential Business Questionnaire in the prescribed format

**SECTION III            STANDARD FORMS**

Notes on the Sample Forms

- 1.     FORM OF TENDER – The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by the authorized signatory of the tenderer.
  
- 2.     Confidential Business Questionnaire Form – This form must be completed by the tenderer and submitted with the tender document.
  
- 3.     Technical Evaluation Form – All the bidders for the respective tenders will be required to carefully study the Evaluation Criteria outlined in the Evaluation Form and ensure compliance in their request for pre-qualification

**3.0    FORM OF TENDER**

Date.....

Tender No.....

To:.....

.....

.....

.....

**(Name and Address of procuring entity)**

Gentlemen and /or Ladies

1)     Having examined the tender documents including the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver/install and commission

.....

**(Insert Tender Description above)**

In conformity with the said tender documents.

2)     We agree to abide by this Tender for a period of twelve (12) months from the date the contract comes in force.

3)     This tender, together with your written acceptance thereof and your notification of award, shall constitute, between us subject to signing of the contract by the parties

4) We understand that you are not bound to accept the lowest or any tender you may receive.

**Dated this.....day of.....20.....**

**Signature.....**

Duly authorized to sign tender for and on behalf of.....

.....

**3.1 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part I 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 criminal offence to give false information on this form.

Part 1 – General Business Name..... Location of business premises..... Plot No.....Street/Road..... Postal Address.....Tel.....Email..... Nature of Business..... Registration Certificate No..... Maximum value of business which you can handle at any one time Ksh..... ..... Name of your Bankers.....Branch.....														
Part 2(a) – Sole Proprietor Your Name in full..... Age..... Nationality.....Country of origin.....														
Part 2(b) - Partnership Give details of partners as follows: - <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; width: 33%;"><u>Name</u></th> <th style="text-align: left; width: 33%;"><u>Nationality</u></th> <th style="text-align: left; width: 33%;"><u>Shares</u></th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>			<u>Name</u>	<u>Nationality</u>	<u>Shares</u>	1. ....	.....	.....	2. ....	.....	.....	3. ....	.....	.....
<u>Name</u>	<u>Nationality</u>	<u>Shares</u>												
1. ....	.....	.....												
2. ....	.....	.....												
3. ....	.....	.....												
Part 2(c) – Registered Company														

Private or Public.....	
State the nominal and issued capital of company	
Nominal Kshs.....	
Issued Kshs.....	
Give details of all directors as follows: -	
1. ....	
2. ....	
3. ....	
4. ....	
Date.....	Signature of Candidate.....

**3.2 PRELIMINARY EVALUATION PROCESS**

The tenderer is expected to complete Part I and Part 3 of this form.

**PART 1 GENERAL INFORMATION**

Tenderers
Name of Company .....
Certificate of Incorporation Number .....
Date of incorporation .....
Company PIN Number .....
Tax Compliance Status .....
Business Permit/ License Number .....
County of Operation .....
List of Directors (i) .....
ii).....
iii).....
iv).....
v) .....
Name of Sole Proprietor if NOT Company .....
.....
Name of Partners if Partnerships (i).....
ii).....

iii).....
iv).....
Company address.....
Company Telephone.....
Physical Address.....
Company Email Address.....
Tender No.....

**NAME OF AT LEAST THREE OF YOUR LEADING CLIENTS**

**NAME OF 1<sup>ST</sup> CLIENT/ORGANIZATION**

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- iii) Name of Contact Person.....
- iv) Telephone No. of Client .....
- v) Value of Contract.....
- vi) Duration of Contract (date) ..... (Attach documental evidence)
- vii) Nature of Contract .....

**NAME OF 2<sup>ND</sup> CLIENT/ ORGANIZATION**

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- iii) Name of Contact Person.....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date) ..... (Attach documental evidence)
- vii) Nature of Contract.....

**NAME OF 3<sup>RD</sup> CLIENT ORGANIZATION**

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- iii) Name of Contact Person at the client (organization) .....
- iv) Telephone No. of Client .....
- v) Value of Contract .....
- vi) Duration of Contract (date) .....(Attach documental evidence)
- vii) Nature of Contract.....

**EVALUATION PROCESS**

**STAGE 1: MANDATORY REQUIREMENTS**

Interested Tenderers **MUST** attach a **Valid COPY** for each of the Mandatory Requirements listed below.

<b>No.</b>	<b>MANDATORY REQUIREMENTS</b>	<b>YES (√)</b>	<b>NO (x)</b>
1	Certificate of Incorporation		
2	Valid Registration Certificate in Special Category (Youth, Women and Persons with Disability)		
3	Valid Business Permit Certificate		
4	Valid Tax Compliance Certificate		
5	Details of Company Directors		
6	Valid NCA Certificate for construction works		
7	Valid Registration/ licensing by relevant professional body		
8	Audited Accounts for the last three years for the company		
9	Letters of Recommendation from three of your major clients		
10	Evidence of possession of Electronic Tax Registers		
11	Completed Confidential Business Questionnaire in the prescribed format		

Mandatory requirements will be the same for all category of suppliers. The tenderer must qualify in all the above in order to proceed to the Technical Evaluation Stage.



**STAGE 2: TECHNICAL EVALUATION PROCESS****STAGE 2(a) MINIMUM REQUIREMENTS FOR SUPPLY OF GOODS**

No	Requirement	Maximum Marks	Awarded Points	Remarks
1.	Relevant experience (Above 1 year)	5		
2.	Credit Period (minimum 30 days )	5		
3.	Price validity of bids(Minimum 90 days)	5		
4.	Proposed Delivery Period( Minimum 7 days for Standard Goods and 14 days for non- standard goods/services)	5		
	<b>TOTAL MARKS = 100%</b>	<b>20</b>		

**STAGE 2(b) MINIMUM REQUIREMENTS FOR PROVISION OF SERVICES**

No	Requirement	Maximum Marks	Awarded Points	Remarks
1.	Relevant Experience (Above 5 years)	7		
2.	Valid professional authorization	3		
3.	Professional staff	5		
4.	Proof Financial Soundness (Audited Accounts for the last 3 years )	5		
5.	Credit Period (minimum 30 days )	5		
6.	Price validity of bids(Minimum 90 days)	5		
	<b>TOTAL MARKS = 100%</b>	<b>30</b>		

**STAGE 2(c) MINIMUM REQUIREMENTS FOR PROVISION OF WORKS**

No	Requirement	Maximum Marks	Awarded	Remarks
1.	Relevant Experience (Above 5 years)	7		
2.	Valid professional authorization (NCA)	5		
3.	Professional staff (CVs plus Certificates)	5		
4.	Proof Financial Soundness (Audited Accounts for the last 3 years)	5		
5.	Experience in the energy sector (Letters)	3		
5.	Credit Period (minimum 30 days)	5		

6.	Price validity of bids (Minimum 90 days)	5		
	<b>TOTAL MARKS = 100%</b>	<b>35</b>		

NB; In all categories the pass mark shall be **60 %**

**FORM RB 1**  
**REPUBLIC OF KENYA**  
**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION No. .... day of .....20.....

BETWEEN ..... APPLICANT AND

.....RESPONDENT (Procuring Entity)

Request for review of the decision of the Kenya Electricity Transmission Company

Limited of .....dated this.....day of .....20.....in the matter of

Tender No.....of .....20.....

**REQUEST FOR REVIEW**

I/We....., the above named Applicant(s), of address:

Physical address..... Fax .....Tel No.....

Email .....,

hereby request the Public Procurement Administrative Review Board to review the

whole/ part of the above mentioned decision on the following grounds, namely: -

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for order/orders that: -

- 1.
- 2.

SIGNED ..... (Applicant) Dated on..... day of

...../...20.....

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board

on ..... day of .....20.....

SIGNED

Board Secretary