

REPUBLIC OF KENYA
COUNTY GOVERNMENT OF ELGEYO MARAKWET.



P.O BOX 220-30700, ITEN

TENDER NOTICE

The County Government of Elgeyo Marakwet hereby invites sealed bids from Suppliers for the supply and delivery of listed items below. The suppliers must fulfill all Government of Kenya statutory requirements and all other conditions and requirements indicated below.

All DEPARTMENTS: FY 2018-19:

NO	CONTRACT NO:	DESCRIPTION	ELIGIBLE SUPPLIERS	CLOSING DATE
1	TENDER NO: EMC/QT/ALL DEPARTMENTS/PARTS/007/2018-19	SUPPLY AND DELIVERY OF SPARE PARTS, LUBRICANTS & OILS. ON AS AND WHEN REQUIRED BASIS FOR TH FY 2018-2019	OPEN TO ALL PREQUALIFIED	8/08/2018

Tender documents with detailed specifications and tendering conditions may be downloaded from the county website: www.elgeyomarakwet.go.ke. as from 26th July 2018.

Bidders should fulfill the following mandatory requirements:

1. A copy of the certificate of incorporation/ business registration certificate for sole proprietorships and partnerships
2. PIN/VAT certificates
3. Copy of a valid tax compliance

4. **Business license from the County government**
5. **CR12 or name of sole proprietor(for sole proprietor businesses) or names of partners(partnerships)**
6. **Proof of past experience/performance**
7. **Reference letter from bank and any other document to demonstrate financial capability**

Prices quoted should include all taxes and must be expressed in Kenya Shillings and must remain valid for **120 days** from the tender opening date.

Completed Tender documents shall be submitted in a sealed plain envelope, clearly marked with the respective tender number and deposited in the Tender Box situated at the entrance to the **county treasury** building or addressed as below and posted to the undersigned:

**THE COUNTY SECRETARY
COUNTY GOVERNMENT OF ELGEYOMARAKWET
P.O.BOX 220 – 30700
ITEN**

So as to reach on or before **8TH August 2018 at 10.00AM**. Tenders shall be opened immediately thereafter at the Boardroom in the presence of bidders or their representatives who wish to attend.

Note:

1. **Late bids will not be accepted and will be returned unopened. The County government of Elgeyo Marakwet reserves the right to accept or reject any tender in whole or in part and does not bind itself to accept any tender or to give reasons for its rejection.**
2. **Women, youth and people living with disabilities are highly encouraged to bid for items within their capability**

HEAD OF SUPPLY CHAIN MANAGEMENT

FOR: COUNTY SECRETARY.

EVALUATION CRITERIA:

Evaluation will done as per the provisions of the evaluation criteria stated below:-

- 1) **Mandatory Requirements (MR):** At this stage, the tenderer's submission would either be responsive or non-responsive. The non-responsive submissions would be eliminated from the entire evaluation process and will not be considered further.
- 2) **Technical Evaluation:** This shall be conducted based on the documents submitted demonstrating proof of past experience and financial capability of the tenderer.
- 3) **Financial Evaluation:** Bids shall be evaluated and awarded based on the quoted prices and period of delivery after receiving order. In addition the **lowest evaluated bids per item** will be awarded the contract.

i) MANDATORY REQUIREMENTS

All bids will be examined on mandatory requirements as stated in the bid document as follows:-

No.	Requirements
MR1	Must Submit a copy of certificate of Registration/Incorporation
MR2	Must Submit a copy of Valid Tax Compliance certificate
MR3	Must submit copy of business license
MR4	Must submit copy of PIN/VAT certificate
MR5	Must Fill the Form of Tender in the Format provided
MR6	Must submit a dully filled up Confidential Business Questionnaire in format provided
MR7	CR12 or name of sole proprietor or names of partners

Any bidder who is non responsive at this stage shall be disqualified from further evaluation.

- 2) **TECHNICAL EVALUATION:** This shall be conducted based on the documents submitted demonstrating proof of past experience (60%) and financial capability of the tenderer (40%). A bidder must score at least **(70%) to qualify for further evaluation.**

4) **FINANACIAL EVALUATION:** Bids shall be evaluated and awarded based on the quoted prices and period of delivery after receiving order. In addition the **lowest evaluated bidder per item** will be awarded the contract.