



# RURAL ELECTRIFICATION & RENEWABLE ENERGY CORPORATION

(Formerly Rural Electrification Authority)

## INVITATION TO TENDER

1. The Rural Electrification and Renewable Energy Corporation invites tenders from interested firms to bid for the below goods:

Rfx No.	Item Description	Pre-Bid Date	Closing & Opening Date
1000000257	Disposal of Motor Vehicles	Not Applicable	21 <sup>st</sup> February 2020 at 10.00AM
1000000372	Supply and delivery of tools and equipments- Construction, Renewable and Research	13th February, 2020	21 <sup>st</sup> February 2020 at 10.00AM

2. Tender documents detailing the requirements may be viewed at RREC E- Procurement Web Portal found on the RREC website ([www.rea.co.ke](http://www.rea.co.ke)) beginning on **5<sup>th</sup> February 2020**.

Bidders who are interested in bidding for **Disposal of Motor Vehicles**

- Should download the tender document from Corporation's website
- Pay in advance a refundable deposit as indicated in the appendix instruction to tenderers
- Completed document should be enclosed in a plain sealed envelope marked with tender reference number and description and deposit in the tender box at RREC offices Kawi Complex at the ground floor so as to be received on or before **21<sup>st</sup> February 2020 at 10.00AM**.

3. Bidders who are interested in bidding for Supply and delivery of tools and equipment's- Construction, Renewable and Research, **MUST** ensure that they are registered in RREC SAP SRM system and have set up their page. Please ensure compliance to the following

- a) Each company must have two user accounts; **Admin Account** and **Employee Account**. Ensure that the following roles are **NOT ASSIGNED** to the employee; Employee Administrator and Supplier Master Data manager.
- b) Ensure that the admin account and employee account does not share same email address.
- c) Ensure that the Employee user name is between 4 and 12 characters.
- d) It is a Mandatory requirement that all Bid Documents/Responses be uploaded to the **COLLABORATION ROOM** in the link with "**RFX Response Number: Company Name**". Bidders shall not attach their documents at any other Tab of the Portal. Attachments placed elsewhere in the portal shall be declared non-compliant and will not be evaluated.
- e) Prices **MUST** be entered under item tab of the RFX. The prices entered here shall be similar to the prices in the price/BoQ Schedule and shall form part of the evaluation criteria.
- f) For the purpose of this tender bidding, the employee account shall be used to submit your RFX responses. Bidders who require any form of assistance on the online bidding from our office should do so strictly between **5<sup>th</sup> February, 2020** and **17<sup>th</sup> February, 2020**.

4. Completed Tenders are to be saved as PDF documents marked with the Tender Number and Description and submitted through the RREC E-Procurement Web Portal found on the RREC website ([www.rea.co.ke](http://www.rea.co.ke)) so as to be received on or before the dates in the schedule above.

5. Tenders will be opened electronically promptly thereafter in the presence of the Tenderer's or their representatives who choose to attend in RREC Procurement Office at Kawi House, Ground Floor.

6. There will be a Pre-bid training/Meeting to be held in Kawi House South C, on dates indicated as per the schedule starting at **10:00a.m** where bidders interested to bid for these tenders will be trained on the use of the Online Bidding Processes. Only bidders who are not conversant with the bidding process are encouraged to attend.