



## INVITATION TO TENDER

**PROCURING ENTITY: Rural Electrification and Renewable Energy Corporation P.O Box 34585 – 00100 Nairobi**

**CONTRACT NAME AND DESCRIPTION: RFX 100001223: Supply and Delivery of Assorted Stationeries and toners.**

1. Tendering will be conducted under Restricted Tendering method using a standardized tender document. The tender is open to Youth, Women and PWD Only. Maintained providers list will be used in this procurement.
2. Listed interested tenderers may obtain further information during office 8.00am-12.45pm to 1.45pm-4.00pm Monday to Friday at the address given below.
3. A complete set of tender documents may be viewed and downloaded by interested tenderers free of charge electronically from the Website [www.rerec.co.ke](http://www.rerec.co.ke) under tender documents or through the e-procurement portal using <https://suppliers.rea.co.ke:44300/irj/portal> and on the Public Procurement Information Portal <https://tenders.go.ke>.
4. Only vendors/suppliers who are already registered and listed for stationeries and office firms are allowed to participate.
5. All Tenders must be accompanied by a tender Security declaration form.
6. The Tenderer shall chronologically serialize all pages of the tender document submitted.
7. Completed tenders must be delivered to the address below on or before **04/12/2024** at **10.00am**.
8. Only Electronic Tenders will be permitted. Late tenders will not be submitted. Tenders will be opened immediately after the deadline date and time specified above or any dead line date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below and the results relayed electronically.
9. Any other addenda/changes concerning the tender will be posted to the Corporation website.
10. The addresses referred to above are:

**Address for obtaining further information on tender documents:** for hand Courier bid security Delivery to an office or Tender Box (Kawi Complex, Ground floor). Contact Manager, Supply chain management, telephone number: 0709193000 and e-mail address: [tenders@rerec.co.ke](mailto:tenders@rerec.co.ke)

**Address for Submission of Tenders:** Online Through <https://suppliers.rea.co.ke:44300/irj/portal>

**Address for Opening of Tenders.** SAP-SRM e-procurement

Dr. Rose N. Mkalama

**Chief Executive Officer**

