



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 **RFX No. 1000000416** for Exhibition Support for Commissioning Events
2. Tender documents detailing the requirements may be viewed at REREC E-Procurement Web Portal found on the REREC website (**www.rea.co.ke**) beginning on **10th March 2020**.
3. Bidders who are interested in bidding for this tender **MUST** ensure that they are registered in REREC 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 **11th March, 2020 and 27th March, 2020**.
4. Completed Tenders are to be saved as PDF documents marked with the Tender Number and Description and submitted through the REREC E-Procurement Web Portal found on the REREC website (**www.rea.co.ke**) so as to be received on or before **2nd April 2020 at 10.00am**.
5. Tenders will be opened electronically promptly thereafter in the presence of the Tenderer's or their representatives who choose to attend in REREC 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 **19th March 2020** 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.

CHIEF EXECUTIVE OFFICER
RURAL ELECTRIFICATION AND RENEWABLE ENERGY CORPORATION