



REPUBLIC OF KENYA

KENYA
WILDLIFE
SERVICE



INVITATION TO TENDER FOR THE ROUTINE ROAD MAINTENANCE FY 2022/2023.

Kenya Wildlife Service (KWS) has accrued savings from 1% RMLF allocation FY2022/2023 and intends to carry out maintenance works on roads and tourist circuits in **Nairobi, Aberdare, Meru and Lake Nakuru National Parks**.

The scope of work is as detailed in the tender documents.

Eligible bidders shall submit the following, among other eligibility requirements listed in the instruction to bidders prescribed in the tender document: -

- i) Certified Copy of Certificate of Incorporation / Business Registration name under the Companies Act or Partnership Deed.
- ii) A certified current copy of Form CR12 for limited companies issued by the Registrar of Companies (not older than 12 months), that indicates the ownership of the company as at the time of the tender closing.
- iii) Copy of a valid Tax Compliance Certificate from Kenya Revenue Authority (KRA) as at the time of tender closing.
- iv) Valid current annual NCA practising licence for each specified category in **the tender document and schedule of road tenders found on KWS website**.
- v) Tenderers shall provide Tender Security in the **standard format** provided in the tender document and valid for a period of **126 days** from the date of tender opening.
 - a. **For Open to all tenders:** Tenderers shall provide an original Tender Security amount as stated in the tender document and the Schedule of Roads Tenders posted on KWS website. The tender security shall be issued in Kenya Shillings or a freely convertible currency and in the form of Bank Guarantee or an Insurance Guarantee from Insurance Companies approved by PPRA / deposit taking Microfinance institutions, SACCO societies, Youth Enterprise Development Fund or Women Enterprise Development Fund.
 - b. **For Reserved tenders:** Tenderers shall provide an original Form of Tender Securing Declaration duly filled, signed, stamped and dated. The Form of Tender Securing Declaration is provided in the tender document.
- vi) For tenders reserved for special groups, each tender shall further be accompanied by;
 - a. Certified copy of valid AGPO Certificate as proof of Registration in the target Group as issued by the National Treasury as at the date of tender closing.
 - b. Certified valid copy of PWD Identity Card issued by National Council for Persons with Disability (NCPD). This applies to tenders under PWD category.
 - c. Evidence of access to funds or financing agreement / Credit facility from banks or deposit taking microfinance institutions, SACCO societies, Youth Enterprise Development Fund or Women Enterprise Development Fund (Printed and signed on the Institution's letterhead).
- vii) Bidders and their respective Directors can only submit **ONE BID**. Non-adherence to this condition shall lead to disqualification.
- viii) There shall be a **Mandatory** organised **pre-tender site visit** for the projects on **Wednesday 31st May 2023 at 9:00am** at the respective park headquarters.
 - a) Every bidder shall be represented by one person bearing a letter from the company authorising them to represent the company in the pretender site visit. One (1) person shall only represent one company. The letter shall be in the official company letter head giving name and National Identification / Passport no. of the representative. Additionally, the representative should carry with them Original ID/Passport and certified copies of academic qualification equivalent to that of the Site Agent described in the tender document so as to understand the details during the site visit and appreciate the scope of work and site conditions.
 - b) The attendance register and certificate of site visit shall be signed at the end of the pre-tender site visit by the bidder and witnessed by the KWS representative on the date of organized site visit.
- ix) Bidders with ongoing works with KWS that have **not** been completed will not be eligible for bidding in these tenders and will be disqualified.
- x) The bidders shall comply with all the instructions of the tender and submit a complete set of tender documents as per the Instruction to tenderers ITT 11 and ensure that all the forms required are properly filled for completeness.
- xi) All the pages of the bid document **MUST** be sequentially serialized from the first to the last page in the format described in the tender document. Bidders who fail to comply with this criterion will be disqualified.
- xii) The document **MUST** be book / Tape bound. Tenderers who fail to comply with this criterion will be disqualified.

Schedule of Road Tenders and Tender documents containing detailed specifications can be downloaded for free at our website; <https://www.kws.go.ke> or the Public Procurement Information Portal <https://www.tenders.go.ke>.

Communication regarding the tender must be in writing through the email address: hps@kws.go.ke in the period prior to tender closing.

All clarifications and/or amendments will be published on the KWS website and tenderers are required to check for any addenda or amendments in the course of the bidding period before the closing date.

The complete tenders enclosed in sealed envelopes clearly marked with the appropriate **Tender Number** shall be submitted to:

**Director General,
Kenya Wildlife Service,
KWS, Headquarters, Langata Road,
P. O. Box 40241-00100,
NAIROBI, KENYA**

By depositing them in the Tender Box on Ground Floor, Main Reception on or before **10.00 am on Tuesday, 13th June, 2023**

Opening of the Tenders will take place immediately thereafter in the KWS Conference Room in the presence of bidders' representatives who choose to attend.

DIRECTOR GENERAL