



INVITATION TO TENDER FOR ROUTINE AND PERFORMANCE BASED ROAD MAINTENANCE CONTRACTS FY 2023/2024.

Kenya Wildlife Service (KWS) has received funds from Kenya Roads Board and intends to carry out Routine and Performance Based Maintenance works on roads and tourist circuits across various National Parks and Reserves. The scope of works 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) A declaration that the bidder will not engage in any corrupt or fraudulent practice.
- vi) A declaration that the bidder or her sub-contractor(s) are not debarred from participating in procurement proceedings by Public Procurement Regulatory Authority (PPRA).
- vii) Tenderers shall provide Tender Security in the standard format provided in the tender document and valid for a period of 156 days from the date of tender opening.
 - a. For Open to all tenders: Tenderers shall provide an original and valid 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.
- viii) 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 financial institution's letterhead containing addresses and contact information**).
- ix) Bidders and their respective Directors can only submit **ONE BID**. Non-adherence to this condition shall lead to disqualification.
- x) There shall be a Mandatory organised pre-tender site visit for the projects from **Tuesday 5th December 2023 to Friday 8th December 2023** as per the schedule of tenders posted on KWS website. All Site visits shall be starting from 9:00am at the respective assembly points.
 - a) Each company shall be represented by a nominated technical representative.
 - b) The technical representative above shall represent only one (1) company in each tender.
 - c) The technical representative shall bring Original National ID/Passport and hard copies of the following documents which will be retained by KWS for verification:
 - **An ORIGINAL** introductory letter on the company's letter head signed and stamped by the company's director. The letter shall indicate the name, National ID / Passport no. of the representative, and shall be referenced to the tender the bidder is participating.
 - **CERTIFIED** copies of the National ID/Passport and Academic Qualifications equivalent to that of the Site Agent described in the tender document.
 - d) The attendance register shall be filled and closed at the end of the pre-tender site visit by the tenderers and witnessed by KWS representatives.
 - e) Certificate of site visit shall be signed at the end of the pre-tender site visit by the bidder's representative and witnessed by the KWS representatives on the date of organized site visit. The Certificate of site visit **SHALL** be submitted by the bidders together with their bid document.
- xi) Bidders having incomplete Road works with KWS will not be eligible for bidding in these tenders and **SHALL** be disqualified.
- xii) 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.
- xiii) 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.
- xiv) 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 three (3) days 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 **Friday, 15th December, 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