



RESTRICTED TENDER

The Rural Electrification and Renewable Energy Corporation (REREC) intends to procure the goods and services from a prequalified list of suppliers (Awarded contract) in the Ministry of Information, Communication and Technology. State Department of ICT framework contract for the following tenders;

RFx No.	Tender Description	Opening & Closing date and time
1000000445	Support and Maintenance Services for Desktops, Computer, Laptops, Printers Desktop UPS Mobile Devices and Accessories	26.07.2020 @10.00 a.m.
1000000446	Supply Installation and Commissioning of a Biometric Access control, Time and Attendance System	26.07.2020 @10.00 a.m.

1. 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 **17th June, 2020.**
2. The bidders interested in bidding for this tender **MUST** ensure that they are registered in REREC SAP SRM system and have set up their page and 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) Ensure that all documents are uploaded to the Collaboration room in the link with “RFX Response Number: Company Name” therefore no responses shall be attached to the attachments, any such action shall be non-responsive.
 - e) For the purpose of this tender bidding, the employee account shall be used to submit your RFX responses. Bidders who require any form of clarification from our office should do so before tender closing date.
3. 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 **26th June, 2020@ 10.00a.m.**
4. 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.
5. Interested bidders are however advise to visit the Corporation’s website, homepage, Information Center, SAP SRM Document, SAP SRM Supplier User Guide for registration and creation of their portal and Supplier Bidding Quick Reference Guide for submitting their response.

CHIEF EXECUTIVE OFFICER