



## RURAL ELECTRIFICATION AND RENEWABLE ENERGY CORPORATION

### INVITATION TO TENDER

RFX NO.

1000000478

The Rural Electrification and Renewable Energy Corporation invites tenders from interested firms to bid for **Provision of Repairs and Maintenance Services for Forklifts, Teleloggers and Generators 2020-2023 Period; Tender Closing/Opening date 30<sup>th</sup> September 2020 at 10.00am**

- Tender documents detailing the requirements may be viewed at REREC E- Procurement Web Portal found on the REREC website ([www.rerec.co.ke](http://www.rerec.co.ke)) beginning on **8<sup>th</sup> September, 2020**
- 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
  - 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.
  - Ensure that the admin account and employee account does not share same email address.
  - Ensure that the Employee user name is between 4 and 12 characters.
  - 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.
  - 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.
  - For the purpose of this tender bidding, the employee account shall be used to submit your RFX responses. Bidders who require clarification from our office should do so strictly 7 days before tender closing.
- 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.rerec.co.ke](http://www.rerec.co.ke)) so as to be received on or before **30<sup>th</sup> September 2020 at 10.00am**
- Tenders will be opened electronically promptly thereafter in REREC Procurement Office at Kawi House, Ground Floor. Opening schedule will be sent electronically to all the bidders who participated in the tender.
- Interested bidders are advised 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.

### ADDENDUM 001 ON CHANGE OF TENDER OPENING AND CLARIFICATION

The Rural Electrification and Renewable Energy Corporation wishes to inform all firms interested in participating in Tender whose details appear below and was advertised in the local dailies on 25th August, 2020 that REREC wishes to make the following amendments to the Tender Process:

Tender No.	Item Description	Tender Closing, Opening Date & Time (Old Date)	Tender Closing, Opening Date & Time (New Date)
RFX No.1000000478	Provision of Motor Vehicle Tracking, Fleet Management and Rescue Services (For Financial Year 20/21 - 21/22)	27/09/2020 10.00a.m.	9/10/2020 10.00a.m.

The addendum/clarifications will be uploaded on the website on **11/09/2020** and bidders are requested to visit the Corporation Website and review the same.

Those bidders who have submitted their bid should **NOT CLICK ON WITHDRAW** but click on **EDIT** to amend their bid and make appropriate changes if they wish to do so.

Except for the amendments/clarifications referred to above, all other Terms in the Tender Including the Tender Description remains unchanged

**CHIEF EXECUTIVE OFFICER**  
**RURAL ELECTRIFICATION AND RENEWABLE ENERGY CORPORATION**