13TH JANUARY, 2025

INVITATION TO TENDER

MATA Secondary School Committee wishes to invite open tenders on behalf of project management committees from eligible registered contractors in various categories and for construction works as below.

NO.	TENDER NAME	DESCRIPTION	ELIGIBILITY
1	TT/MATA/01/2024-2025	PROPOSED CONSTRUCTION OF ADMINISTRATION BLOCK (GROUND FLOOR) AT MATA SECONDARY SCHOOL	OPEN TO NCA (8,7)

Those interested must meet the following mandatory requirements which should be supported by certified copies of requisite documents during submission for consideration for further evaluation: -

1. Copy Certificate of Incorporation /registration
2. A copy of Valid KRA pin and VAT Registration Certificate
3. A copy of Valid Tax Compliance Certificate for the Firm
4. Properly and dully filled Form of Tender; stamped and/or sealed, signed by authorized personnel.
5. Properly and dully filled Tender Questionnaire; stamped and/or sealed, signed by authorized personnel.
6. Properly and dully filled Confidential Business Questionnaire; stamped and/or sealed, signed by authorized personnel
7. Copy of the current CR12 from the Registrar of companies
8. Copy of identification Cards of the company directors
9. Bid bond from a reputable bank or insurance company
10. A copy of Current Category of Registration with National Construction Authority (NCA) in the relevant trade; (NCA 7 and 8 for Building Works)

In addition to the above, the tenderer must show proof of the following: -

a) Adequate equipment holding for the specified type of work. (lease agreement/ownership)

b) Key technical staff to be engaged.

c) Audited accounts for the last two years. (,2023 and 2024)

d) Bank Account in the name of the company (Attach six months' bank statements from date of advert).

e) Works of similar magnitude and complexity undertaken in the last three (3) years.

Or any other requirement as stated in the tender document.

ALL BIDDERS MUST NOTE THE FOLLOWING:

- Bind the document before dropping in the tender box
- Attach copies of supportive documents for all requirements above.
- Applications received after the closing date and time shall be rejected.
- The bid document should be Serialized in the format1,2, 3,4…….

- *MATA SECONDARY SCHOOL reserves the right to accept or reject in part or in whole any Tender without giving reasons and does not bind itself to accept the lowest bidder or any other.*
- Tender documents may be downloaded free of charge from public procurement information portal. https://tenders.go.ke/. 0r at MATA SECONDARY School at a non-refundable fee of **One Thousand Kenya Shillings**
- Prices quoted must be NET i.e. inclusive of all government taxes applicable, must be in Kenyan shillings and shall remain valid for Two Hundred and ten (210) days for all the tenders from the closing date of Tenders.

Completed set of tender documents, in plain sealed envelopes, clearly marked with the respective Tender Number, description and bearing the name shall be addressed to: - PO BOX 215-80302 TAVETA shall be deposited in the Tender Box at MATA Secondary School on or before **20TH JANUARY 2025** at **10.00a.m.**

- Tenders will be opened immediately thereafter in the presence of tenderers or their representatives at MATA Secondary School.