**TENDER OPENING REGISTER**

**TENDER NO……….……………………….……………………….………………………**

**FOR: …………………………………………………..…………………………………….**

**DEPARTMENT……………………………………………………..………………………..**

**TENDER OPENING DATE…………………………………..……..….…………………...**

**TIME…………………………………….. ………………………………………………….**

**OPENING COMMITTEE**

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**LIST OF BIDDERS**

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| **S/NO** | **BIDDERS NAME AND ADDRESS** | **BID SUM** | **COMMENTS** |
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**TENDER OPENING MINUTES FOR RENOVATION OF 4 CLASSROOMS AT KIANGUMBA PRIMARY SCHOOL HELD ON 7TH JUNE 2022 AT 11.00AM AT KIANGUMBA PRIMARY SCHOOL.**

**MEMBERS PRESENT.**

1. Lazarus Ngenyi Member
2. Eunice Macharia Member
3. William Kingori S.C.M.O

**AGENDA.**

1. Opening of quotations.
2. A.O.B

**PREAMBLE.**

The Procurement officer informed the members that the request for quotation had been advertised on 24th May 2022 and bidders had returned their bids. He added that the business of the day was to open bids, record the addresses of the bidders and the bid sum.

**OPENING OF TENDER: FOR RENOVATION OF 4 CLASSROOMS AT KIANGUMBA PRIMARY SCHOOL**

The bidders had responded as follows;

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| --- | --- | --- | --- |
| **S/NO** | **BIDDERS NAME AND ADDRESS** | **BID SUM** | **COMMENTS** |
|  | Deamways LimitedP.O. Box 514-10100Nyeri | 1,727,396 |  |
|  | Aberdares Construction LimitedP.O. Box 12851-00400Nairobi | 1,805,244 |  |
|  | Nemit Steel & Haedware LtdP.O. Box 571-10106Othaya | 1,715,379 |  |
|  | Tayten EnterprisesP.O. Box 10733-00202Nairobi | 1,600,806 |  |

**Opening Remarks**

 The committee while opening the tenders observed the following:-

**Form of Tender**

All the bidders had filled then form of tender.

**Remarks**

The bids were then taken for Technical and financial evaluation.

**A.O.B.**

The Secretary thanked the members for their dedication towards this important work when called upon to do so.

There being no other business the meeting was adjourned at 10.00a.m.

**Approved By:**

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| **S/NO.** | **NAME** | **DESIGNATION** | **SIGNATURE** | **DATE** |
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**TENDER EVALUATION COMMITTEE ATTENDANCE REGISTER**

**TENDER NO……… ……………………………………………….………………………**

**FOR: ………………………………………………………………………………………..**

**DEPARTMENT……………………………………………………………………………....**

**TENDER EVALUATION DATE……………………………………………….…………...**

**TIME…………………………………….. ………………………………………………….**

**EVALUATION COMMITTEE**

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**TENDER EVALUATION REPORT FOR RENOVATION OF 4 CLASSROOMS AT KIANGUMBA PRIMARY SCHOOL HELD ON 8TH JUNE 2022 AT 10.00AM AT NG-CDF BOARDROOM**

**MEMBERS PRESENT.**

1. Esther Mwangi Member
2. Phyllis Kimani Member
3. Ann Wothaya S.C.M.O
4. Martin Muchiri P.W.O

**INTRODUCTION**

Scope of works:

The project involves renovation of 4 classrooms at Kiangumba Primary School.

**TENDER FLOATATION AND OPENING.**

The mode of invitation was by advertisement pinned on the school notice board, DCs, Dos and chief’s notice boards. The bids were opened on 7th June 2022.

**BID RESULTS.**

The results of the bidding are as shown on the list of bids received.

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| --- | --- | --- |
| **S/NO** | **BIDDERS NAME AND ADDRESS** | **BID SUM** |
|  | Deamways LimitedP.O. Box 514-10100Nyeri | 1,727,396 |
|  | Aberdares Construction LimitedP.O. Box 12851-00400Nairobi | 1,805,244 |
|  | Nemit Steel & Haedware LtdP.O. Box 571-10106Othaya | 1,715,379 |
|  | Tayten EnterprisesP.O. Box 10733-00202Nairobi | 1,600,806 |

**TECHNICAL EVALUATION**

The bids were evaluated for provision of information as per the following criteria:-

**RESPONSIVENESS**

The bidders were supposed to fulfill and attach the following mandatory documents:-

* Certificate of Incorporation/Business Registration.
* PIN certificate
* Tax compliance certificate.

**TECHNICAL ANALYSIS**

The technical analysis was done as per the following criteria:-

* Form of tender
* Tax compliance certificate
* Certificate of incorporation/registration.
* Comparison with the official estimate.

The responsiveness and technical analysis is as shown on the table (Attached)

**OBSERVATION ON TECHNICAL EVALUATION**

* All bidders had filled the form of tender
* All the bidders are tax compliant
* All the bidders have certificate of registration/incorporation

From the analysis above, the 4 bidders qualified for evaluation on financial analysis.

1. Tayten Enterprises
2. Nemit Steel & Hardware Ltd
3. Dreamways Limited
4. Aberdares Construction Limited

**FINANCIAL EVALUATION AND ANALYSIS**

The bids were evaluated as per the following criteria:-

* Arithmetical errors
* Pricing of unit rate

**OBSERVATION /COMMENTS**

* 1. **TAYTEN ENTERPRISES**
* They are the lowest evaluated bidder.
* The responsiveness was good
* The rates compare well with the official rates
1. **NEMIT STEEL & HARDWARE LIMITED**
* They are the 2nd lowest evaluated bidder
* The responsiveness was good.
* The rates compared well with the official rates.

**3. DREAMWAYS LIMITED**

* They are the 3rd lowest evaluated bidder
* The responsiveness was good.
* The rates did not compare well with the official rates.

**4. ABERDARES CONSTRUCTION LIMITED**

* They are the 4th lowest evaluated bidder
* The responsiveness was good.
* The rates did not compare well with the official rates.

**RECOMMENDATION**

From the foregoing, the lowest evaluated bid submitted by **TAYTEN ENTERPEISES** for a contract sum of **Kshs. 1,600,806** (One Million Six Hundred Thousand Eight Hundred Six Nine).

**EVALUATION TEAM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/NO** | **NAME** | **DESIGNATION** | **SIGNATURE** | **DATE** |
| **1** | Esther Mwangi | Member |  |  |
| **2** | Phyllis Kimani | Member |  |  |
| **3** | Ann Ritho | S.C.M.O |  |  |
| **4** | Martin Muchiri | P.W.O |  |  |

**KIANGUMBA PRIMARY SCHOOL**

**PROJECT MANAGEMENT COMMITTEE**

**OUR REF: TOC/KIANGUMBA PRYC/01/2021/22 24th May 2022**

Dear Eunice Macharia

RE: APPOINTMENT AS A MEMBER OF THE TENDER OPENING COMMITTEE

I wish to appoint you to be amemberof the tender opening committee for Kiangumba Primary School Project Management Committee pursuant to the Public Procurement and Asset Disposal Act No. 33 of 2015 Section 78.

The terms and conditions of this appointment shall be in accordance with Section 78 of the Public Procurement and Asset Disposal Act No. 33 of 2015 and its Regulations.

In order to perform these functions you are requested to:

1. Sign and return the enclosed copy of this letter confirming your receipt of the duties and obligations described within.
2. Ensure you follow and abide by the requirements of the Public Procurement and Asset Disposal Act No. 33 of 2015, its Regulations, the guidelines and other documentation issued from time to time by the Public Procurement Regulatory Authority.

Yours Sincerely,

**Monicah Nderitu**

**Secretary**

I confirm receipt of the duties and obligations described above:

Name……………………………………………………………………………

Signature………………………....……Date:…………………………………

**KIANGUMBA PRIMARY SCHOOL**

**PROJECT MANAGEMENT COMMITTEE**

**OUR REF: TOC/KIANGUMBA PRYC/01/2021/22 24th May 2022**

Dear Lazarus Ngenyi

RE: APPOINTMENT AS A MEMBER OF THE TENDER OPENING COMMITTEE

I wish to appoint you to be amemberof the tender opening committee for Kiangumba Primary School Project Management Committee pursuant to the Public Procurement and Asset Disposal Act No. 33 of 2015 Section 78.

The terms and conditions of this appointment shall be in accordance with Section 78 of the Public Procurement and Asset Disposal Act No. 33 of 2015 and its Regulations.

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2. Ensure you follow and abide by the requirements of the Public Procurement and Asset Disposal Act No. 33 of 2015, its Regulations, the guidelines and other documentation issued from time to time by the Public Procurement Regulatory Authority.

Yours Sincerely,

**Monicah Nderitu**

**Secretary**

I confirm receipt of the duties and obligations described above:

Name……………………………………………………………………………

Signature………………………....……Date:…………………………………

**KIANGUMBA PRIMARY SCHOOL**

**PROJECT MANAGEMENT COMMITTEE**

**OUR REF: TEC/KIANGUMBA PRY/01/2021/22 24th May 2022**

Dear Phyllis Kimani

RE: APPOINTMENT AS A MEMBER OF THE TENDER EVALUATION COMMITTEE

I wish to appoint you to be amemberof the tender evaluation committee for Kiangumba Primary School Project Management Committee pursuant to the Public Procurement and Asset Disposal Act No. 33 of 2015 Section 78.

The terms and conditions of this appointment shall be in accordance with Section 78 of the Public Procurement and Asset Disposal Act No. 33 of 2015 and its Regulations.

In order to perform these functions you are requested to:

1. Sign and return the enclosed copy of this letter confirming your receipt of the duties and obligations described within.
2. Ensure you follow and abide by the requirements of the Public Procurement and Asset Disposal Act No. 33 of 2015, its Regulations, the guidelines and other documentation issued from time to time by the Public Procurement Regulatory Authority.

Yours Sincerely,

**Monicah Nderitu**

**Secretary**

I confirm receipt of the duties and obligations described above:

Name……………………………………………………………………………

Signature………………………....……Date:…………………………………

**KIANGUMBA PRIMARY SCHOOL**

**PROJECT MANAGEMENT COMMITTEE**

**OUR REF: TEC/KIANGUMBA PRY/01/2021/22 24th May 2022**

Dear Esther Mwangi

RE: APPOINTMENT AS A MEMBER OF THE TENDER EVALUATION COMMITTEE

I wish to appoint you to be amemberof the tender evaluation committee for Kiangumba Primary School Project Management Committee pursuant to the Public Procurement and Asset Disposal Act No. 33 of 2015 Section 78.

The terms and conditions of this appointment shall be in accordance with Section 78 of the Public Procurement and Asset Disposal Act No. 33 of 2015 and its Regulations.

In order to perform these functions you are requested to:

1. Sign and return the enclosed copy of this letter confirming your receipt of the duties and obligations described within.
2. Ensure you follow and abide by the requirements of the Public Procurement and Asset Disposal Act No. 33 of 2015, its Regulations, the guidelines and other documentation issued from time to time by the Public Procurement Regulatory Authority.

Yours Sincerely,

**Monicah Nderitu**

**Secretary**

I confirm receipt of the duties and obligations described above:

Name……………………………………………………………………………

Signature………………………....……Date:…………………………………

**KIANGUMBA PRIMARY SCHOOL**

**PROJECT MANAGEMENT COMMITTEE**

OUR REF: TRL/KIANGUMBA PRY/04/2021/22 Date: 13th July 2022

Nemit Steel & Hardware Limited

P.O. Box 571-10106

**Othaya**

**RE: TENDER FOR RENOVATION OF 4 CLASSROOMS AT KIANGUMBA PRIMARY SCHOOL**

Reference is made to your application of Tender no OTH/2021/2022/054 for renovation of 4 classrooms at Kiangumba Primary School.

We regret to inform you that after evaluation exercise your tender application was unsuccessful.

I would like to take this opportunity to thank you for the time and effort you have taken over the preparation and submission of your tender.

Yours faithfully,

**Secretary**

**KIANGUMBA PRIMARY SCHOOL PMC**

**KIANGUMBA PRIMARY SCHOOL**

**PROJECT MANAGEMENT COMMITTEE**

OUR REF: TRL/KIANGUMBA PRY/04/2021/22 Date: 13th July 2022

Dreamways Limited

P.O. Box 514-10100

**Nyeri**

**RE: TENDER FOR RENOVATION OF 4 CLASSROOMS AT KIANGUMBA PRIMARY SCHOOL**

Reference is made to your application of Tender no OTH/2021/2022/054 for renovation of 4 classrooms at Kiangumba Primary School.

We regret to inform you that after evaluation exercise your tender application was unsuccessful.

I would like to take this opportunity to thank you for the time and effort you have taken over the preparation and submission of your tender.

Yours faithfully,

**Secretary**

**KIANGUMBA PRIMARY SCHOOL PMC**

**KIANGUMBA PRIMARY SCHOOL**

**PROJECT MANAGEMENT COMMITTEE**

OUR REF: TRL/KIANGUMBA PRY/04/2021/22 Date: 13th July 2022

Aberdares Construction Limited

P.O. Box 12851-00400

**Nairobi**

**RE: TENDER FOR RENOVATION OF 4 CLASSROOMS AT KIANGUMBA PRIMARY SCHOOL**

Reference is made to your application of Tender no OTH/2021/2022/054 for renovation of 4 classrooms at Kiangumba Primary School.

We regret to inform you that after evaluation exercise your tender application was unsuccessful.

I would like to take this opportunity to thank you for the time and effort you have taken over the preparation and submission of your tender.

Yours faithfully,

**Secretary**

**KIANGUMBA PRIMARY SCHOOL PMC**

**TAYTEN ENTERPRISES**

P.O. BOX 19733-00202

**NAIROBI**

The Secretary

PMC

Kiangumba Primary School

P.O. Box 198-10106

**OTHAYA**

14th July 2022

Dear Sir/Madam;

**RE: ACCEPTANCE OF AWARD**

Reference is made to the above subject and to your letter of award dated 13th July 2022.

By this letter, I confirm my acceptance of the same and undertake to execute the contract as per the quoted amounts and specifications. I further undertake to liaise with the requisite authorities including the PMC and the engineer’s directions.

Thank you for your kind consideration.

Yours faithfully;

**Juliah Wamiatha**

Director

**FORM OF AGREEMENT.**

**THIS AGREEMENT**, made the **22nd day of July, 2022** between **THE PROJECT MANAGEMENT COMMITTEE** of **KIANGUMBA PRIMARY SCHOOL** of **P.O. BOX 198-10106 OTHAYA** whose registered office is situated at KIANGUMBA PRIMARY SCHOOL of P.O. Box 30-10106 OTHAYA(hereinafter called “the Employer”) of the one part and **TAYTEN ENTERPRISES** of **P.O BOX 19733-00202, NAIROBI** whose registered office is situated at **Westlands District – Nairobi** (hereinafter called “the Contractor”) of the other partWHEREASE the Employer is desirous that the contractor executes the **RENOVATION OF 4 CLASSROOMS** at **KIANGUMBA PRIMARY SCHOOL** (hereinafter called “the works”) located atKiangumba Primary School and the Employer has accepted the tender submitted by the contractor for the execution and completion of such works (RENOVATION OF 4 CLASSROOMS) for the contract sum of **Kshs. 1,600,806** (One Million Six Hundred Thousand Eight Hundred Six Only).

**NOW THIS AGREEMENT WITNESSETH** as follows:-

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and shall be read and construed as part of this Agreement i.e.
3. Letter of Acceptance
4. Form of Tender

iii. Conditions of Contract Part I

iv. Conditions of Contract Part II and Appendix to Conditions of

 Contract

v. Specifications

vi. Drawings

vii. Priced Bills of Quantities.

3. In consideration of the payments to be made by the Employer to

 The Contractor as hereinafter mentioned, the Contractor hereby

Covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor in

Consideration of the execution and completion of the works and the remedying of defects therein, the Contract Price or such other sum. As may become payable under the provisions of the Contract at the Times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

Valid for 45 days.

The common Seal of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was hereunto affixed in the presence of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Sealed, and Delivered by the said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Binding Signature of Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Binding Signature of Contractor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the presence of (i) Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ii] Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**KIANGUMBA PRIMARY SCHOOL**

**PROJECT MANAGEMENT COMMITTEE**

OUR REF: TA/KIANGUMBA PRY/2021/22 Date: 13th July 2022

Tayten Enterprises

P.O. Box 19733-00202,

**NAIROBI**

**RE: AWARD OF TENDER FOR RENOVATION OF 4 CLASSROOMS AT KIANGUMBA PRIMARY SCHOOL**

This is to notify you that your Company has been awarded the above tender after your successful bid, at a cost of **Kshs. 1,600,806** (One Million Six Hundred Thousand Eight Hundred Six Only).

We ask you to indicate by an official letter as to whether you have accepted the offer.

You will be expected to work hand in hand with the Sub county public works officer, NG-CDF Othaya Office and the Project Management Committee of Kiangumba Primary School during this time of implementation. You have 14 days to mobilize.

We shall sign a formal contract between your company, project management committee.

Congratulation and we wish you a successful completion of the project.

Yours faithfully,

**Secretary**

**KIANGUMBA PRIMARY SCHOOL PMC**

**OFFICE OF THE PRESIDENT**

**THE PRESIDENCY**

**MINISTRY OF INTERIOR AND CO-ORDINATION OF NATIONAL GOVERNMENT**

Email: nyerisouth@yahoo.com OFFICE OF THE DEPUTY COUNTY COMMISSIONER

Telephone: NYERI SOUTH

 P.O. BOX 85-10106 OTHAYA

YOUR REF:

**OUR REF: 9th June 2022**

The Secretary

Kiangumba Primary School

P.O Box 198-10106,

**Othaya**

Dear Sir/Madam,

RE: PROFFESSIONAL OPINION

Having reviewed the tender evaluation committee recommendations for renovation of 4 classrooms at Kiangumba Primary School.

I am satisfied that the procurement was done in compliance with the Public Procurement and Asset Disposal Act No. 33 of 2015 and its Regulations.

I am of the opinion that the renovation of 4 classrooms at Kiangumba Primary School be awarded to **M/s** **TAYTEN ENTERPRISES** for a contract sum of **Kshs. 1,600,806** (One Million Six Hundred Thousand Eight Hundred Six Only).

Yours Sincerely;

**SUB COUNTY PROCUREMENT OFFICER**

**OTHAYA SUB-COUNTY**

**TAYTEN ENTERPRISES**

P.O. BOX 19733-00202

**NAIROBI**

**INVOICE**

DATE: …………………………………..

TO. …………………………………….

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**TAYTEN ENTERPRISES**

P.O. BOX 19733-00202

**NAIROBI**

**INVOICE**

DATE: …………………………………..

TO. …………………………………….

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