

KENYA NATIONAL TRADING CORPORATION LIMITED



YARROW ROAD COMPLEX 2ND FLOOR,

YARROW ROAD, INDUSTRIAL AREA,

P.O. Box 30587- 00100,

NAIROBI.

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EXPRESSION OF INTREST TO LEASE THE CANTEEN

TENDER NO.

EOI/CANTEEN/PROC/08/01/20

CLOSING DATE: TUESDAY 25TH FEBRUARY, 2020 AT 11.30 A.M.

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INVITATIONS TO TENDER

Date: 4th February, 2020

Reference: EOI/CANTEEN/PROC/08/01/19

Tender name: **EXPRESSION OF INTEREST TO LET THE CANTEEN.**

KENYA NATIONAL TRADING CORPORATION LIMITED invites sealed bids from eligible candidates for Expression of interest for leasing Go downs and a canteen whose specifications are detailed in the Tender Document. **The Canteen may be viewed during week days (Mondays to Friday) between 9am to 4pm from 4th February, 2020 to 24th February, 2020.**

Interested eligible candidates may obtain further information and inspect the tender document from the Office of the Supply Chain Manager, KNTC during normal working hours. A complete set of tender document can be downloaded from KNTC website i.e www.kntc.co.ke. Completed bid documents in plain sealed envelopes marked with the **tender number** should be deposited in the Tender Box located at KNTC head office at Yarrow road or be addressed to:

The Managing Director,
Kenya National Trading Corporation,
P.O. Box 30587-00100,
NAIROBI.

Attention: Supply Chain Manager.

So as to be received on or before **25th February, 2020** at 11:30 am.

Bids will be opened immediately thereafter in the presence of the bidder representatives who choose to attend at the KNTC head Office, Board room. Late bids will not be accepted and will be returned unopened. The EOI is subject to reserve prices.

SECTION II - INSTRUCTIONS TO TENDERERS

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SECTION II - INSTRUCTION TO TENDERERS

Eligible Tenderers

This expression of interest is open to all bidders eligible to enter into contract under the Kenyan law. Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices

The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender

Cost of Tendering

The tenderer shall bear all costs associated with the preparation and submission of its EOI, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

The procuring entity shall allow the tenderers to review the tender document free of charge.

The Tender Document

The tender document comprises the documents listed below and any addenda issued in accordance with instructions to tenderers:

- (i) Invitation to tender ;
- (ii) Instructions to tenderers ;
- (iii) Schedule of items and price;
- (iv) Conditions of tender;
- (v) Form of tender;
- (vi) Confidential Business questionnaire form; and
- (vii) Tender Commitment Declaration form.

The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to meet all the requirements of the EOI will be at the tenderer's risk and may result in the rejection of its tender.

Clarification of Documents

A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or email by post at the entity's address indicated in the invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than **seven (7) days** prior to the deadline for the submission of tenders, prescribed by the procuring entity.

The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

Amendment of Documents

At any time prior to the deadline for submission of tenders, the Procuring entity, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment that includes an addendum published in the local dailies.

In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

Tender Prices and Currencies

The tenderer shall indicate the appropriate price in Kenya shillings per square foot per go -down, as indicated in annex I.

Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non responsive and will be rejected

The Price quoted shall be in **Kenya Shillings**.

Tender deposit

There shall be no tender deposit need for this particular EOI.

Validity of Tenders

Tenders shall remain valid for **90 days** after date of tender opening prescribed by the Procuring entity.

Mandatory Viewing of the Canteen

Prospective bidders **MAY** view the Canteen in liaison with the procuring entity from **Monday to Friday** between **9.00am and 4.30 pm** before tender submission deadline . This will enable bidders to arrive at the most reasonable and competitive bids. Bids are based on **“AS IS BASIS”** and the condition of the Canteen are not warranted by the Corporation. Upon viewing the go downs the tenderer **Must sign a Canteen viewing register**, failure to which his bid will be rejected.

Sealing and Marking of Tenders

The tenderer shall seal the tender document in an envelope clearly marked **‘EXPRESSION OF INTEREST TO LEASE THE CANTEEN’** **“DO NOT OPEN BEFORE 25th February, 2020 at 11.30 a.m.”**

Deadline for Submission of Tenders

EOI must be received by the Procuring entity at the address specified not later **4th February, 2020 AT 11.30A.M.**

The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with the preceding paragraph above.

In which case all rights and obligations of the procuring entity and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

Modifications and Withdrawals of Tenders

Modification of tenders

The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.

The tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the tender document

A withdrawal notice may also be sent via email address **kntc@kntc.co.ke** followed by a signed confirmation copy, postmarked no later than the deadline for submission of tenders.

No tender may be modified after the deadline for submission of tenders

Withdrawals of tenders

No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer.

Opening of Tenders

The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend on 25th February, 2020 at 11.30 a.m, and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked **"TECHNICAL PROPOSAL,"** and the original and all copies of the Financial Proposal in a sealed envelope clearly marked **"FINANCIAL PROPOSAL"** and warning: **"DO NOT OPEN WITH THE TECHNICAL PROPOSAL"**. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated and be clearly marked, **"DO NOT OPEN, EXCEPT IN PRESENCE OF THE TENDER OPENING COMMITTEE."**

The financial proposals shall be opened after the technical evaluation has been finalized for the bidders who will have met the requirements. For the bidders who will not have met the technical requirements their financial bids will be returned unopened.

The tenderers' names, tender modifications or withdrawals, tender prices, and the presence or absence of requisite tender deposit and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

The Procuring entity will prepare minutes of the tender opening.

Clarification of tenders

To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

Evaluation and Comparison of Tenders

After tender opening, the tenders will be evaluated in stages, namely:

1. Determination of Responsiveness (Mandatory requirements)
2. Determination of Responsiveness (Technical requirements).
3. Financial Evaluation.

The tenders shall be opened and the Bids signed by those present and circulated to appropriate persons.

The evaluation shall be in two sections.

1. Preliminary examination;
2. Tender sum Comparisons for the canteen.

Preliminary Examination

The preliminary examination in the financial evaluation shall be as follows: -

The parameter to be considered under this section includes the following:

- a) Arithmetic errors and comparison of rates

1) Arithmetic errors

The tender bid shall not be checked nor corrected for arithmetic errors based on the rates and the total sums indicated in the price schedule. The figure as per the form of tender shall be absolute and final.

2) Comparison of Rates

The evaluation committee will compare rates from different bidders. Particular interest shall be put on unpriced items, pricing of preliminary section, comparison shall be made between the rates of different suppliers and the reserved Market rate (Known and set by the Corporation). The evaluation committee will judge and make an appropriate decision giving evidence.

The Procuring entity will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether documents have been properly signed and whether the tenders are generally in order. After examination, a tender that will be determined to be substantially non responsive, will be rejected by the procuring entity.

The Procuring entity will evaluate and compare the tenders, which have been determined to be substantially responsive.

The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

Special considerations will be given to AGPO (Youth, Women and persons with disabilities)

Award Criteria

The Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the highest offer, subject to the reserve price (Known and set by the Corporation).

Notification of Award

The Procuring entity will notify the successful tenderer in writing that its tender has been accepted. Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

Contacting the Procuring entity

No tenderer shall contact the Procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

Any effort by a tenderer to influence the Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's bids.

MANDATORY REQUIREMENTS:

A tenderer must:

- (a) Duly filled, signed and stamped form of tender;
- (b) Be a registered company incorporated in Kenya (Enclose Copy);
- (c) Must enclose a certified copy of Valid Tax Compliance Certificate;
- (d) Must have a valid business license for the Local County Government;
- (e) Valid AGPO Certificate
- (f) Valid Food handlers certificates for staff (from County Government)
- (g) Valid Health certificate from County Government.
- (h) Company profile.

Bids that do not meet all the mandatory requirements shall be considered non-responsive

TECHNICAL EVALUATION

	Technical Evaluation Criteria	Marks
1.	Critical management staff to have at least 2years experience in operating and managing a hotel/ restaurant or a canteen.	20
2.	Facility has a current Food and Safety License	20
3.	Evidence that the facility is running a restaurant/ hotel/ canteen	10
4.	Proof of Financial capacity and stability for working capital	10
5.	Evidence that staff have food handler certificate	10
	TOTAL	70marks

BIDDER MUST ATTAIN 50 MARKS SCORE IN THE TECHNICAL EVALUATION TO QUALIFY FOR FINANCIAL EVALUATION

Annex I

SECTION III - PRICES SCHEDULE

No	Location	Size	Price per square foot (exclusive of V.A.T)	Total price per Go-down (exclusive of V.A.T) (A*B)	Total V.A. T AT 16% (C*16%)	Total price per Go-down (inclusive of 16 %V.A.T) (C +D)
		A	B	C	D	E
13	Nairobi Canteen KNTC Complex Yarrow Rd Off Nanyuki Rd - Industrial Area	5,000Sq/ft				

Bidder -----Name ----- Signature

Date-----

This price schedule should be attached to the financial proposal

Annex II

SECTION IV - CONDITIONS OF TENDER

Tenderers who will be awarded contracts will be required to pay for the Canteen within **7 days** of the letter of offer, failure to which the lease award will be cancelled. If there is an administrative review, the review procedures shall be followed.

All tenderers who participated in the EOI will be communicated to in regard to the outcome of their bids.

The procuring entity will retain confidential reserve prices for the Canteen advertised.

SECTION V: STANDARD FORMS

Notes on Standard Forms

The EOI form; must be completed by the tenderers and returned with the tender. Failure to complete will lead to the disqualification of the tenderer.

THE EOI FORM

Date: -----

Tender No -----

EOI/CANTEEN/PROC/08/01/20

To: KENYA NATIONAL TRADING CORPORATION LIMITED

P.O. BOX 30587 -00100

NAIROBI

Gentlemen and/or Ladies:

Having examined the tender documents including Addenda. Nos. [insert numbers]. The receipt of which is hereby duly acknowledged, we the undersigned, offer to lease KNTC Canteenoffered to us in conformity with the said tender documents for the sum of [total tender amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

We agree to abide by the tender Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Dated thisday of20.....

[Signature]

[In the capacity of]

.....

.....

Annex IV

Confidential Business Questionnaire Form

KNTC Confidential Business Questionnaire

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business. You are advised that it is a serious offence to give false information on this form

Part	I-	General:	Business	Name
..... Location of business premises.....			Plot	No.
.....		Street/Road.....	Postal Address.....	
.....		Tel. No.....	Nature of business.....	
License No.....		Expiring date.....	Current Trade License No.....	
Maximum value of business which you can handle at any one time: Ksh.....			Name of your bankers.....	
.....			Branch	

<input type="checkbox"/>	Part 2 (a) – Sole Proprietor	Your name in full.....	Age.....	Nationality.....	Country of origin.....	*Citizenship details.....
<input type="checkbox"/>	Part 2 (b) Partnership	Given details of partners as follows: Name Nationality Citizenship Details				
	Shares				
					
					
<input type="checkbox"/>	Part 2 (c) – Registered Company:	Private	or	Public.....	State the nominal and issued capital of company-	

	<p>Nominal Ksh.....</p> <p>Issued Ksh.....</p> <p>Given details of all directors as follows:-</p> <p>Name Nationality Citizenship Details Shares</p> <p>1.</p> <p>2.</p> <p>3.....</p> <p>4.....</p> <p>5.....</p> <p>6.....</p>
	<p>DateSignature of</p> <p>Candidate.....</p>

*if Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

*Tenderers must fully disclose the nature of business to be undertaken in the go-downs