

EXECUTIVE RESIDENCY BY BEST WESTERN, RIVERSIDE TENDER NOTICE

PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS, AND SERVICES

Executive Residency by Best Western Nairobi (Also referred to as Riverside Grove Apartment Limited) is an award winning four star rated apartment hotel containing the following departments. Gym, Restaurant, Bar, Housekeeping, Front office, and Administration. We are in the process of preparing the register of suppliers for the period 2022/2024

To download Tender documents kindly visit website:

<https://www.bwexecutiveresidencynairobi.co.ke/>

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	TENDER DESCRIPTION	ELIGIBILITY
1.	Provision of sanitary services, Pest control and fumigation.	OPEN
2.	Supply and delivery of various kitchen equipment and supplies	OPEN
3.	Gas delivery and supply.	OPEN
4.	Provision and supply of Gym equipment.	OPEN
5.	Provision of gardening services	OPEN
6.	Supply and delivery of computers, servers, printers including printer servicing, toners, cartridges, and accessories.	OPEN
7.	Supply and delivery of various office stationery items	OPEN
8.	Supply and delivery of kitchen equipment, utensils, crockeries, and cutlery.	OPEN
9.	Supply and delivery of Fresh juice, fresh fruits, and vegetables	OPEN
10.	Supply and delivery of coffee	OPEN
11.	Supply and delivery of dry goods	OPEN
12.	Supply and delivery of laundry detergents, disinfectants, air freshers and cleaning chemicals	OPEN
13.	Supply and delivery of room amenities.	OPEN
14.	Supply and delivery of Packaging materials	OPEN
15.	Supply and delivery of electronics	OPEN
16.	Supply and delivery of liquor, wines, and spirits	OPEN
17.	Supply and delivery of serviettes, hand paper towels, tissue papers, kitchen towels, and facial tissues	OPEN
18.	Supply and delivery of condiments including honey.	OPEN
19.	Supply and delivery of fresh drinking water, sodas and beers	OPEN
20.	Supply and delivery of both skinned and unskinned Peanuts and crisps.	OPEN
21.	Supply and delivery of uniforms and protective gear	OPEN
22.	Supply and delivery of antiseptic products i.e., hand sanitizers, toilet seat sanitizers, foam shower gel, liquid hand soap, wet wipes, and urinal mats	OPEN
23.	Supply and delivery of milk, cheese, and other dairy products	OPEN
24.	Supply and delivery of fish and sea food	OPEN
25.	Supply and delivery of meat products.	OPEN
26.	Servicing and cleaning of kitchen equipment, gym equipment and laundry machines	OPEN
27.	Supply and delivery of cleaning materials such as mop heads, microfibre cleaning clothes, floor sweepers, squeezers, mop sticks and dust pans and gloves.	OPEN

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DECLARATION..... 8

SECTION 1: Invitation to tender

1. Executive Residency by BestWestern invites sealed proposals from eligible candidates for the supply of items indicated on the Tender notice.
2. Interested eligible candidates may obtain further information from the company's website <https://www.bwexecutiveresidencynairobi.co.ke/>
3. Completed proposals for preliminary requirements are to be enclosed in a plain envelope addressed to PROCUREMENT OFFICE, RIVERSIDE GROVE APARTMENT LTD, P.O.BOX 45626-00100 , NAIROBI
4. Proposals should be dropped at Executive Residency by Best Western Main Reception not later than Monday, 21st November 2022 at 12.00 noon. Corner of Riverside Drive & Riverside Grove, opposite Ugandan Embassy.
5. For previous suppliers, same process and procedure must be followed and award of tender will be given by most preferred candidate during the selection process.
6. For approved candidates, an email or message will be sent to the contacts filled in the questionnaire.
7. Prices quoted should be inclusive of VAT and all other applicable taxes and must be in Kenya Shillings and shall remain valid for 6 months from the award of tender.
8. The prices in your financial quotation should be broken down as follows: (Do not key in your financial quotation in this section)
 - i. Unit price
 - ii. 16% VAT
 - iii. Other applicable taxes
 - iv. TOTAL Cost

SECTION 2 Instructions to Tenderers;

2. 1 Eligible Tenderers.

2.1.1 This Invitation for Tender is open to all eligible tenderers.

2.1.2 Tenderers shall at no point be eligible for corrupt or fraudulent practices.

2.2 Tender Prices and Currencies

2.2.1 Prices quoted by the tenderer shall be fixed during the tender validity period and not subjected to variation on any account.

2.2.2 A tender submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected.

2.2.3 The price quoted shall be in Kenya Shillings.

2.3 Evaluation and Comparison of tenders

2.3.1 The tender committee will examine the tenders to determine whether they are complete, accurate, properly signed and generally in order.

2.3.2 Executive residency will notify bidders who will be required to provide samples in good time with specific sample submission details following finalization of the preliminary evaluation. Also, we will ensure that the submitted samples are catalogued accordingly and correspond to the assigned

2.4 Contacting Executive Residency

2.4.1 No tenderer shall contact executive residency or any of its employees on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.4:2 Any effort by a tenderer to influence Executive Residency in its decisions on tender evaluation, and contract award will result in the rejection of the tenderer's tender.

2. 5 Validity of Tenders

2.5.1 Tenders shall remain valid for 2 weeks. All tenderers must finish up with documentation and work on them and submit as soon as possible. Not later than 21st November.

2.6 Notification of Award

2.6.1 Prior to the expiration of the period of tender validity, successful tenderer shall be notified that the tender has been accepted.

2.6.2. Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

2.7. Leadtime and delivery details.

2.7.1 The supplier should include delivery schedule with lead times.

2:7:2 On arrival the supplies should be free from damage.

2.7.3 The supplier shall be liable for all losses due to insufficient of unsuitable packing and delivery arrangements, and shall be liable for the cost of returning any unacceptable supplies.

2:7:4 The supplies must be free from objectionable matter and any substances that would represent a hazard to health.

2.8 Payment terms.

The credit period as per Executive residency is 45 days.

SECTION 3: Preliminary requirements for mandatory documents.

3.1 Bids will be evaluated based on the below criteria.

3.2 Bids lacking any of the documents below will be considered as non-responsive and therefore will be eliminated at this stage.

1. Copy of Certificate of Incorporation/Certificate of Registration.
2. Copy of valid KRA Tax Compliance certificate
3. Document proving the company is TIMS compliant.
4. At least 2 copies of local purchase orders from different companies to the tender’s company as proof of previous engagements.
5. A catalogue for all the items
6. Delivery schedule.
7. Women, Youth and Persons with disability are encouraged to participate.

Note: All the above documents numbered 1 to 6 should be packaged and arranged in that order under the preliminary evaluation criteria section of the tender document.

PRELIMINARY EVALUATION OF MANDATORY REQUIREMENTS				
Mandatory Requirements				
NO	PARTICULARS	MARKS	COMPLIANT	NON-COMPLIANT
1	Certificate of incorporation.	1 or 0		

2	Tax Compliance certificate	1 or 0		
3	TIMS compliant document	1 or 0		
4	Experience	1 or 0		
5	catalogue	1 or 0		
6	Delivery schedule	1 or 0		

SECTION 5: Confidential Business Questionnaire

You are requested to give the particulars indicated in part 1 and either part 2(a), 2(b) or 2(c) whichever applies to your type of business.

Part 1 General

- i. Business name.....
- ii. Location of Business premises.....
- iii. Country/Town.....
- iv. Postal Address:
- v. Code.....
- vi. Town.....
- vii. Tel No.....
- viii. E-mail:
- ix. Nature of Business.....

Part 2 (a) Individuals

- i. Your Name in full:
- ii. Nationality.....
- iii. Country of Origin.....
- iv. citizenship details.....

PART 2 (b) -Partnership

- i. Name.....
- ii. Nationality
- iii. Citizenship
- iv. Shares

PART 2 (c) -Registered Company

- 1. Private or Public:
- 2. State the nominal and issue capital of the company.....
- 3. Nominal Kshs:
- 4. Issued Kshs.....

SECTION 6 references

BANK REFERENCES
BANK HOLDING MAIN ACCOUNT
BANK NAME AND ADDRESS
NAME OF ACCOUNT
ACCOUNT NUMBER
HOW LONG OPEN

SECTION 7 DECLARATION

DECLARATION

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, and that any inaccuracy in the information filled herein will lead to disqualification of the tenderer.

For and behalf of:

Name:

Date:

Signature

