



MINISTRY OF WATER, SANITATION AND IRRIGATION
ATHI WATER WORKS DEVELOPMENT AGENCY

INVITATION TO TENDER

PROVISION OF SERVICES FOR ATHI WATER WORKS DEVELOPMENT AGENCY (AWWDA).

1. Athi Water Works Development Agency (AWWDA) invites sealed tenders for the Procurement of the following services:

No.	Tender No.	Tender Description	Closing Date and Time
1.	AWWDA/HQ/M.I/03/2023-2024	Provision of Medical Insurance Cover for AWWDA Staff and Board of Directors	17th October 2023 at 12.00 noon (East African Time)
2	AWWDA/HQ/G.INS/04/2023- 2024	Provision of General Insurance Cover for AWWDA.	18th October, 2023 at 12.00 noon (East Africa Time)
3	AWWDA/HQ/CS/05/2023-2025	Provision Of General Cleaning and Ground Maintenance Services for Athi Water Works Development Agency (AWWDA). (Reserved for Youth, Women and PWD)	19th October, 2023 at 12.00 noon (East African Time)

- Tendering will be conducted under open competitive tendering method using a standardized tender document and is open to all qualified and interested Tenderers.
 - Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours from **0800hrs to 1700hrs** local time from Monday to Friday, except during lunch hour (**1300hrs to 1400hrs**), & during weekends and public holidays at the address given below. Tender documents may be viewed and/or downloaded from the website **www.awwda.go.ke** or **www.tenders.go.ke**.
 - A complete set of tender documents for each category may be purchased or obtained by paying KES 1,000, in cash or Banker's Cheque. Tender documents obtained electronically will be free of charge.
 - Tender documents obtained from AWWDA website: **www.awwda.go.ke** or the PPIP portal, **www.tenders.go.ke** shall be free of charge. Tenderers who download the tender document must forward their particulars immediately to **procurement@awwda.go.ke** to facilitate any further clarification or addendum/addenda.
 - All tenders must be accompanied by a bid security in the form of an unconditional Bank Guarantee or an Insurance Guarantee from an Insurance Company registered by IRA and approved by PPRA, of **KShs. 500,000.00 (Kenya Shillings Five Hundred Thousand Only)** valid for **thirty (30) days** beyond the tender validity period (**120 days**) submitted by prospective bidders. This shall be in the format provided in the tender document. A Tender Securing Declaration Form for the reserved category This shall be in the format provided in the tender document.
 - The Tenderer shall chronologically serialize all pages of the tender documents submitted.
 - Completed tenders must be delivered to the address below (**as per the dates indicated in the table above**). Electronic Tenders **WILL NOT** be permitted.
 - Tenders must be deposited at the Tender Box at the address given below in separate sealed envelopes on the dates indicated above clearly marked:
 - Provision of Medical Insurance Cover for AWWDA Staff and Board of Directors: Tender No: AWWDA/HQ/M. I/03/2023-2024.**
 - Provision of General Insurance Cover for AWWDA: Tender No: AWWDA/HQ/G. INS/04/2023-2024**
 - Provision of General Cleaning and Ground Maintenance Services for Athi Water Works Development Agency (AWWDA) (Reserved for Youth, Women and PWD): Tender No: AWWDA/HQ/CS/05/2023-2025.**
- Tenders that do not fit in the tender box shall be deposited at the Reception Desk and recorded using the tender submission register at the reception area at the address given below.
- Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of all bidders' designated representatives who choose to attend; **ONLY ONE REPRESENTATIVE PER BIDDER** will be allowed to attend. N/B: Opening of tenders will be in line with the PPRA Guidelines as stipulated in the circular no. 02/2020 which can be accessed from their website **www.ppra.go.ke**.
 - Late tenders will be rejected.
 - The addresses referred to above is:

Chief Executive Officer,
Athi Water Works Development Agency,
Athi Water Plaza, Muthaiga North Road, Off Kiambu Road
P.O. Box 45283-00100,
Nairobi, Kenya.
Fax: 254-20-2724295;
Tel: +254 715 688272
Email: info@awwda.go.ke, procurement@awwda.go.ke,