

16th August 2019

Bidders Instructions

All Tenderers

INVITATION TO TENDER FOR PROVISION OF STAFF TRANSPORT SERVICE

ILRI invites you, among other bidders, to tender for the above project.

The tender documents can be downloaded from our website <http://www.ilri.org/tenders> upon payment of a non-refundable fee of Ksh. 5,000.00 to be deposited to:

Account Name - International Livestock Research Institute, **Account Number** - 0100005184392, **Bank:** STANBIC BANK, **Branch Code:** WAIYAKI WAY BRANCH, **Swift code:** SBICKENX

The payment receipt/bank deposit slip **MUST** be attached to the tender document.

The duly completed tender documents should be submitted in a clearly marked tender number as shown below and put in a sealed plain envelop. No envelope should bear the bidders name.

TENDER NUMBER	SERVICE NAME	LOCATION
ILRI/TRANSPORT/001	STAFF TRANSPORT SERVICE	ILRI CAMPUS

The tenders should be deposited into a tender box at the reception of the Corporate Services Office at ILRI not later than 4.00pm on Thursday the 5th September 2019. The bidder must ensure that they sign the provided bid-tracking sheet.

Any tender submitted after the stated time shall be disqualified.

For enquiries contact r.basil@cgiar.org

Documents required for evaluation plus the evaluation matrix are attached along side this instruction to bid.

Tender Submission Format.

- Bound the documents using block binding and well-arranged using clearly marked file dividers in the following format:
 - i. Table of contents, with reference to specific pages using sticker notes.
 - ii. Statutory/Mandatory documents

- iii. Technical evaluation documents
- iv. Financial proposal - provide the rates clearly showing VAT status

Notes:

- ILRI does not bind itself to accept the lowest bid and reserves the right and discretion to accept a portion of any tender, or altogether not to accept any tender.

Yours faithfully,

Richard Ndavi Basil,

Supply Chain Manager,

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