

KENYA BUREAU OF STANDARDS



QUOTATION NO.KEBS/QUOTE/217/2018/2019

SERVICING THE STANDBY GENERATOR

**Kenya Bureau of Standards
Head office
P. O. Box 54974 - 00200
NAIROBI**

October 2018

1. You are invited to submit a quotation for servicing the standby generator.
2. This quotation should be deposited in the **quotation box** provided in the main reception on or before **10.00am on 29th OCTOBER 2018**
3. Your quotation should include all government taxes

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1. QUOTATION PRICE

Kenya shillings (in words).....

In figures

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2. VALIDITY PERIOD

The bid shall remain valid for a period of **90 (Ninety) days** from the date of submission.

STATUTORY REQUIREMENTS

All bidders are required to attach copies of the following mandatory documents:

1. Valid Business Registration Certificate.
2. Valid KRA Compliance Certificate.
3. Valid VAT Registration Certificate.

Signature of Bidder

Name of Bidder (in CAPITALS)

Address.....

.....

Date

TECHNICAL SPECIFICATION

S/NO.	TYPE OF GENERATOR	LOCATION
1.	Service of 500 KVA Perkins Generator in KEBS HQS – ENG S/NO 25006C-E15TAG: Alt S/NO XO8J371184 &	Administration Block A
2.	Service of 220 KVA Cummins Generator in KEBS HQS. - ENG S/NO 21974309: Alt S/No: 0273585/004	Radiation Block
3.	Service and maintenance will be carried out as follows:- A). The service will entail a visit to the machine by technician who will inspect and service the machine, B) Monthly checks which will involve checking the level of battery electrolyte, battery charge, radiation level, fuel tank cleaning, radiator cleaning and gauges, tightness of fixtures and fittings, clean electrical terminals; grease, check radiator, and test run the set to ascertain its running condition. C). Testing the general set off load after service. and issue a report. D). Quarterly service which shall include draining of radiator, changing engine sump oil, checking drive belt tension and conditions, checking fuel injector settings, changing oil filter cartridges, changing oil fuel filter cartridges, cleaning fuel pump filter, checking and inspection of panels and board, service of automatic panel and checking its functions, checking contractors and interlock condition and functions, checking and setting engine timers and testing engine safety functions including low oil level protection, high engine temperature protection, over speed protection	
4.		

The tenders submitted will be evaluated in three stages: Mandatory requirements, Technical and Financial.

The evaluation criteria will be based on the following weights:

B). Technical – 70%

No.	CRITERIA	WEIGHT	RATING
1.	Relevant experience for the assignment:		
a.	Provide evidence of competence of the staff who will be servicing the Generators (attach relevant academic qualifications of the personnel who will carry out servicing)	20	
b.	Proof of use of genuine spare parts for servicing of Generator (attach documentary evidence indicating source of spare parts)	20	
2	Regulatory requirements		
a.	Proof of registration with NCA -6 Electrical Engineering	20	
b.	Proof of current trading license	10	
	Sub total	70	

To be eligible for Financial Evaluation, bidder must score at least **seventy** (70) out of **seventy** (70) points at the Technical Evaluation stage.

SITE VISIT ON **25TH OCTOBER 2018 at 10:00 AM**

Signature of Bidder

Name of Bidder (in CAPITALS)

Address.....

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Date