# SAMPLE ADVERTISEMENT

X WSP LOGO

WSTF LOGO

**INVITATION TO TENDER**

**OPEN NATIONAL TENDER**

**XXXX** Company has received funds from the Water Sector Trust Fund under the Urban Project Concept (UPC) and intends to use part of the funds to undertake the following projects. The Company hereby invites bids from eligible firms to undertake the following works.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Tender Type and Number** | **Pre – Tender Site Visit** | **Non Refundable tender document payments** |
| 1. | **No. UPC/1/2011**Construction of XYZ km pipeline from Water Supply to ABC  | *(Date, Time and Location)* | Kshs. 1000 |

**Requirements**

1. Must be a registered contractor with the National Construction Authority (NCA 7 and above)
2. Bid Security of 2% of the tender sum from a reputable financial institution or inform of a bankers cheque.
3. Provide **Certified** Audited accounts for the last 3 years
4. Certified copies of Tax Compliance Certificate, VAT and PIN Certificates
5. Proof of Legal existence (Copies of Certificates of Incorporation /Registration)
6. Valid Business Permit issued by County Government
7. Certificate of Pre – tender site visit signed by authorized officer

Tender documents with detailed specifications can be obtained upon payment of the above charges from the **XXXX** Company **Cash** **Office** during normal working hours.

Completed tender documents in a plain sealed envelope bearing no indication of the tenderer but clearly marked with the “Tender No…….. For --------------“should be addressed to

**The Managing Director**

**XXXX Company**

**P.O Box SSSS – KKK**

The sealed tender document should be sent through the above address or lodged in the Tender Box marked “**UPC PROJECTS”** at the Companies offices located at -------- on or before **XXXXXX** not later than **12.00 noon.** Tenders will be opened immediately thereafter at the Companies Conference Hall (Boardroom) in the presence of the interested tenderers or their representatives who chose to attend.