



5 SEPTEMBER 2026

SUBJECT: INVITATION TO TENDER, RSC/SPAB/01/2026 – COMPLETION OF THE SWIMMING POOL ABLUTION BLOCK

Dear Sir/Madam,

1. INTRODUCTION AND SCOPE OF WORKS

Ruiru Sports Club (“the Club”) invites sealed tenders from interested and qualified contractors for the **completion works** of the proposed Changing Rooms and Washrooms (Swimming Pool Ablution Block) at Ruiru Sports Club.

1.1 Nature of the works and existing structure

Bidders are advised that this is a **completion contract**. Part of the works has already been executed under a previous arrangement

The works shall be undertaken in accordance with the **Bills of Quantities (BOQ), Specifications, Drawings and Conditions of Contract** to be provided by the Club.

2. TENDER TIMETABLE

Activity	Date and time	Venue / mode
Issue of invitation to tender	5 September, 2026	Club noticeboard, Members social forums, website and direct invitation
Mandatory site visits	Wednesday 9 to Monday 14 September 2026, 9:00 a.m. to 4:00 p.m. daily	Report to Reception; Site Visit Certificate issued on completion
Issue of BOQ and tender documents	From Wednesday 9 September 2026, on payment of the document fee, Kshs 2000	At the Club reception
Tender closing (deposit of bids)	Friday 18 September 2026, 12:00 noon	Tender Box, Restaurant, Ruiru Sports Club
Anticipated notification of award	By Wednesday 30 September 2026	In writing to all bidders

Bidders are strongly advised to note that the tender closing date is the governing deadline and that no extension will be granted.

A bidder who is dissatisfied with the conduct of this tender process may submit a written complaint to the **Chairperson of the Procurement Committee, Ruiru Sports Club**, within **seven days** of notification of the outcome. The Club will acknowledge and respond in writing.



MANDATORY BID DOCUMENTS AND ADDITIONAL INFORMATION

1. **Evaluation Criteria**

The tender document shall contain clear and detailed evaluation criteria, including the mandatory preliminary requirements, technical evaluation and financial evaluation. The criteria shall be made available to all bidders as part of the tender document.

2. **No Advance Payment**

The Club shall **not make any advance payment** to the successful bidder. Payments shall be made strictly in accordance with the agreed contractual terms and upon satisfactory completion and certification of the works.

3. **Performance Guarantee**

The successful bidder shall be required to provide a **Performance Guarantee in the form of a Bank Guarantee or guarantee from a reputable financial institution**, in the amount and within the period specified in the tender/contract documents, before commencement of the works.

4. **Insurance and Statutory Compliance**

The successful bidder shall be required to maintain, throughout the duration of the contract, all applicable insurance and statutory-compliance requirements, including:

- **Contractor's All Risks (CAR) Insurance;**
- **Public/Third-Party Liability Insurance;** and
- **WIBA/Workers' Compensation Insurance.**

Evidence of valid insurance covers and statutory compliance shall be submitted as required by the tender and contract documents.

5. **Mandatory Site Visit Certificate**

Bidders shall be required to undertake a site visit prior to submission of their bids. A **Site Visit Certificate, duly signed and stamped by Ruiru Sports Club**, must be included in the submitted bid. Failure to provide the duly signed and stamped certificate shall render the bid **non-responsive**.

6. **Conflict of Interest Declaration**

Each bidder shall submit a signed **Conflict of Interest Declaration** as part of the bid documents. The declaration shall disclose any direct or indirect relationship, interest or association between the bidder, its directors, shareholders, employees or representatives and **Ruiru Sports Club, its officials, employees, Management Committee members or Club members**, where applicable.

7. **Tender Number**

The tender number shall be included in the subject/title of all tender correspondence and documentation as follows:

**TENDER NO. RSC/SPAB/01/2026 – COMPLETION OF THE SWIMMING
POOL ABLUTION BLOCK.**

8. **Company profile** and evidence of relevant experience in similar projects;
9. Work schedule and proposed project completion timeline;
10. Proof of **company registration and compliance with all applicable statutory requirements**. Valid **National Construction Authority (NCA) registration certificate**, of category **NCA-8** or above, for building works
11. **Valid Tax Compliance Certificate**;

Working on an occupied site

Bidders must note that the Club **remains fully operational** during the works and that members, including children, use the adjoining facilities. The contractor shall:

1. Confine its operations to the area allocated and erect and maintain hoarding and signage to separate the works from members' areas;
2. Work only within the hours of **day** and obtain written approval for any work outside those hours or on tournament and event days notified by the Club;
3. Submit the names and identification of all workers for security clearance, and ensure that all personnel are identifiable on site;
4. Keep the site clean, remove waste and debris regularly, and protect existing structures, finishes, services, landscaping and the swimming pool from damage; and
5. Make good, at its own cost, any damage caused to Club property.

We look forward to your participation and submissions.

Yours faithfully,



Patrick Nzomo Magello
General Manager
Ruiru Sports Club

Cc. Procurement Committee

Management Committee