

REPUBLIC OF KENYA

**SIAYA COUNTY ASSEMBLY
OFFICE OF THE CLERK
P. O. BOX 7-40600
SIAYA, KENYA**

CAS

TENDER DOCUMENT

FOR

SUPPLY, DELIVERY, INSTALLATION, TESTING

AND

COMMISSIONING

OF

**MULTIMEDIA SYSTEM AND STRUCTURED CABLING & NETWORKING FOR SIAYA
COUNTY ASSEMBLY
(COMMITTEE ROOMS & CLERK'S UNIT)**

TENDER NUMBER CAS/TEND/MMS/18/18-2.

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SECTION I

INVITATION TO TENDER **DATE: 9TH MARCH, 2018**

TENDER REFERENCE NUMBER CAS/TEND/MMS/18/18-2

TENDER NAME: SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF MULTIMEDIA SYSTEM FOR COUNTY ASSEMBLY OF SIAYA BOARD ROOMS.

- 1.1 The *County Assembly* of Siaya invites sealed bids from eligible candidates for supply, delivery, installation, testing and commissioning of A **MULTIMEDIA SYSTEM**.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at **SIAYA County Assembly** offices during normal working hours.
- 1.3 A complete set of tender documents may be obtained **FREE** by interested candidates from the assembly's website-**www.siayaassembly.go.ke**
- 1.4 **A mandatory pre-bid/site survey MUST be held by all bidders at SIAYA County Assembly.**
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at Siaya County Assembly **on or before Friday 23rd March 2018 at 12.00noon.**
- 1.6 Prices quoted should be net inclusive of all taxes and delivery and must be in **Kenya Shillings**. They shall remain valid for **(120) days** from the closing date of the tender.
- 1.7 Tenders will be opened immediately thereafter at **12.15noon** in the presence of the Candidates or their representatives who choose to attend at the **Assembly Boardroom at 12.15noon**

The Clerk, County Assembly of Siaya

2.0 SECTION II: INSTRUCTIONS TO TENDERERS

2.0 .0 Eligible Tenderers

- 2.0.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the Technical Specification Section V.
- 2.0.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.0.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.
- 2.0.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2.1. Minimum and Mandatory Eligibility Requirements

- 2.1.1. Certificate of Incorporation/ Registration
- 2.1.2. KRA PIN Certificate.
- 2.1.3. KRA Tax Compliance Certificate.
- 2.1.4. Audited Accounts for the three (3) years – 2016, 2015 and 2014.
- 2.1.5. Valid Communications Authority of Kenya Telecommunications Contractor License
- 2.1.6. Valid National Construction Authority Certificate and License Category 5 and above.
- 2.1.7. Attach a dully filled and stamped Site Survey Form.
- 2.1.8. Detailed work plan
- 2.1.9. Bid Security of **Kshs.300, 000** in the form of a bank guarantee.

Note: The bid security shall be in accordance with clauses 2.14 and 23.2 of Instruction to Tenderers which states as follows:

Clause 2.14.1 of Instruction to Tenderers, “the Tenderers shall furnish as part of his tenders a tender surety in the amount stated in the tender document in the Appendix to Instructions to Tenderers”.

Clause 2.14.2 of Instruction to Tenderers, “the unconditional Tender surety shall be in Kenya shillings and be in form of a guarantee from a reputable Bank approved by PPOA located in the Republic of Kenya. The format of the surety shall be in accordance with the sample form included in the tender documents and the tender surety shall be valid for **150 days** from the date of tender opening”.

2.2 Eligible Goods

- 2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.

2.2.2 For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components

2.2.3 The origin of goods is distinct from the nationality of the tenderer.

2.3 Cost of Tendering

2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.3.2 The price to be charged for the tender document shall not exceed **Kshs.1,000/=**

2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

2.4 The Tender Document

2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers

- (i) Invitation to Tender
- (ii) Instructions to tenderers
- (iii) General Conditions of Contract and Subcontract Agreement.
- (iv) Special Conditions of Contract
- (v) Technical Specifications
- (vi) Tender Form
- (vii) Confidential Business Questionnaire
- (viii) Tender Security Form
- (ix) Contract Form
- (x) Performance Security Form
- (xi) Bank Guarantee for Advance Payment Form
- (xii) Letter of Notification of award
- (xiii) Systems Bills of Quantities

2.4.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderer’s risk and may result in the rejection of its tender.

2.5 Clarification of Documents

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity’s address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the

submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have purchased the tender document.

2.5.2 The procuring entity shall reply to any clarifications sought by the tenderer as soon as practicable to enable the tenderer to make timely submission of its tender.

Amendment of Documents

2.6.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.

2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and the said amendment will be binding on them.

2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

Language of Tender

2.7.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and the Procuring entity, shall be written in English language, provided that any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.8 Documents Comprising of Tender

2.8.1 The tender prepared by the tenderers shall comprise the following components;

- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
- (b) documentary evidence established in accordance with paragraph 2.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) documentary evidence established in accordance with paragraph 2.2 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
- (d) tender security furnished in accordance with paragraph 2.14

2.9 Tender Forms

- 2.9.1 The tenderer shall complete the Tender Forms and the appropriate Price Schedule furnished in the tender documents, indicating the goods to be supplied, a brief description of the goods, models, their country of origin, quantity, and prices.

2.10 Tender Prices

- 2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract
- 2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances, delivery to the premises of the procuring entity and testing of the goods for performance.
- 2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22
- 2.10.4 The validity period of the tender shall be **120 days** from the date of opening of the tender.

2.11 Tender Currencies

- 2.11.1 Prices shall be quoted in **Kenya Shillings** unless otherwise specified in the Appendix to Instructions to Tenderers.

2.12 Tenderers Eligibility and Qualifications

- 2.11.2 Pursuant to paragraph 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderer's eligibility to tender and its qualifications to perform the contract if its tender is accepted.
- 2.11.3 The documentary evidence of the tenderers eligibility to tender shall establish to the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1
- 2.11.4 The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall be established to the Procuring entity's satisfaction;
- (a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.
 - (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;
 - (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the

Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

2.13 Goods Eligibility and Conformity to Tender Documents

- 2.13.1 Pursuant to paragraph 2.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity to the tender documents of all goods which the tenderer proposes to supply under the contract
- 2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
- 2.13.3 The documentary evidence of conformity of the goods to the tender documents may be in the form of literature, drawings, and data, and shall consist of:
- (a) a detailed description of the essential technical and performance characteristic of the goods;
 - (b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the Procuring entity; and
 - (c) a clause-by-clause commentary on the Procuring entity's **Technical Schedule** demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- 2.13.4 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

2.14 Tender Security

- 2.14.1 *The tenderer shall furnish, as part of its tender, a tender security for the amount specified in the Appendix to Invitation to Tenderers.*
- 2.14.2 The tender security shall be in the amount of **Kshs. 300,000** in the form of a bank guarantee
- 2.14.3 The tender security is required to protect the Procuring entity against the risk of tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7
- 2.14.4 The tender security shall be denominated in **Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya** in the form provided in the tender documents or another form

acceptable to the Procuring entity and valid for one hundred and twenty (120) days beyond the validity of the tender.

- 2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.22
- 2.14.6 Unsuccessful tenderer's tender security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Procuring entity.
- 2.14.7 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28
- 2.14.8 The tender security may be forfeited:
- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or
 - (b) in the case of a successful tenderer, if the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.27, or
 - (ii) to furnish performance security in accordance with paragraph 2.28

2.15 Validity of Tenders

- 2.15.1 Tenders shall remain valid for 120 days or as specified in the Invitation to Tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.
- 2.15.2 In exceptional circumstances, the Procuring entity may solicit the tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.16 Format and Signing of Tender

- 2.16.1 The Procuring entity shall prepare two copies of the tender, clearly marking each **“ORIGINAL TENDER”** and **“COPY OF TENDER,”** as appropriate. In the event of any discrepancy between them, the original shall govern.
- 2.16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.
- 2.16.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.17 Sealing and Marking of Tenders

- 2.17.1 This tender is based on the **two-envelope bid system**. The Tenderer must submit a bid which has a technical proposal in one envelope and a financial proposal in another envelope. These two envelopes are then placed in one envelope to form a complete bid. Bids must be submitted in TWO copies.
- 2.17.2 The Tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as **“ORIGINAL” and “COPY.”** The envelopes shall then be sealed in an outer envelope.
- 2.17.3 The inner and outer envelopes shall:
- (a) Be addressed to the Procuring entity at the address given in the Invitation to Tender:
 - (b) Bear, tender number and name in the Invitation for Tenders and the words, **“DO NOT OPEN BEFORE,” (Friday, 23rd March 2018 at 12.00pm).**
- 2.17.4 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.
- 2.17.5 If the outer envelope is not sealed and marked as required by paragraph 2.17.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

2.18 Deadline for Submission of Tenders

- 2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later than **(Friday, 23rd March 2018 at 12.00pm).**
- 2.18.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended

2.19 Modification and Withdrawal of Tenders

- 2.19.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring Entity prior to the deadline prescribed for submission of tenders.
- 2.19.2 The tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.
- 2.19.3 No tender may be modified after the deadline for submission of tenders.
- 2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form.

Withdrawal of a tender during this interval may result in the tenderer's forfeiture of its tender security, pursuant to paragraph 2.14.7.

2.19.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.19.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination **within 14 days** of receiving the request from any tenderer.

2.20 Opening of Tenders

2.19.7 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **(Friday, 23rd March 2018 at 12.15pm)**, at the location specified in the Invitation to Tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

2.19.8 The tenderers' names, tender modifications or withdrawals, the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

2.19.9 The Procuring entity will prepare minutes of the tender opening.

2.20 1Clarification of Tenders

2.19.10 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.19.11 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Preliminary Examination

2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantify, the unit price shall prevail, and the total price shall be corrected.

If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. **If there is a discrepancy between words and figures, the amount in words will prevail.**

- 2.20.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity’s determination of a tender’s responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.20.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

2.21 Conversion to Single Currency

- 2.21.1 Where other currencies are used, the procuring entity will convert these currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

2.22 Evaluation and Comparison of Tenders

- 2.22.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraphs 2.1, 2.22, 2.24.4 and 2.24.5.
- 2.22.2 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.
- 2.22.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.22.4 Technical Evaluation of Tenders

2.24.4.1. The technical evaluation will assess whether: a) the bidder has the necessary professional and technical qualifications and competence, resources, and managerial capability; and b) the proposed solution is adequate.

2.24.4.2 The following merit point method for weighted evaluation factors will be applied for comparison and final selection of those bidders who shall have met ALL the Mandatory requirements for the Supply, Installation, Configuration and Testing of **Multimedia System**. The criteria for technical evaluation will be as given in the following table:

Item Description	Marks Allocated (Maximum)
Personnel: Availability of Technical staff to carry out the implementation. Verifiable CVs and Certificates of Team Leader/Lead Technician (1	12

<p>staff) and Technicians (minimum 3 staff) MUST be provided and referenced.</p> <p>Organization chart of the firm (2 Marks)</p> <p>Team leader CV and Certifications (2Marks)</p> <p>Technicians CV and Certifications (2 Marks)</p> <p>Relevant Skills and Experience of team leader in similar projects (3 Marks)</p> <p>Relevant Skills and Experience of technical team members in similar projects (3 Marks)</p>	
<p>Compliance with the Technical Specifications:</p> <p>Bidder to provide a response to all technical specifications that justifies your offer. Cross Reference to and highlighting key items on the supporting documents is a MUST.</p> <p>Detailed description of the bidders compliance to the technical specifications provided in this Bid document (20 Marks)</p> <p>Systems Compliance with relevant industry codes and standards (5 Marks)</p>	25
<p>Integrated System Design: Bidder to attach their proposed detailed design solution showing how all the individual components will be connected, integrated and optimized as well as how the system proposed will integrate with the existing or planned systems.</p> <p>Architectural Designs of the key components of the desired Multimedia system (8 Marks)</p> <p>Project Design System should be capable of combining audio and video technology with industry leading IT Technology (5 Marks)</p> <p>Integrated Design should also be able to accommodate today's growing needs to integrate video, audio, and a variety of PC input sources in live events; the system to provide a comprehensive set of AV and IT inputs. These to include SDI, analogue composite, S-Video, DV Input, balanced analogue and digital audio input from integration of conference microphone and the simultaneous interpreting systems, computer RGB input, e.tc. (5 Marks)</p>	18
<p>Client References: Bidder to provide at least 3 references from enterprise clients for similar services provided quoting value and the scope. The evidence submitted shall include: - Copies of contracts, Letters of Award project sign-offs, service level agreement (where applicable) and recommendation letters.</p>	27

<p>At least 3 references from enterprise clients for similar services provided (12 Marks) Evidences submitted (15 Marks)</p> <p>Similar services means installation of a functional working Multimedia Digital Congress System in County Assembly or National Parliament in Kenya.</p>	
<p>Manufacturer Support Documentation Brochures of equipment model offered detailing all the features of interest and reference sites of similar installation. Where the brochure contains different models, the bidders MUST clearly mark out the models they intend to offer by using a ‘marker pen’ (6 Marks) Warranty provided should not be less than one year (4 Marks)</p> <p>The Manufacturer Warranty and brochures are to be used to ascertain the suitability of the equipment being offered by the bidders, and bidders not complying with this requirement will be considered non-responsive and shall subsequently be disqualified from technical evaluation.</p>	10
<p>Training/Knowledge Transfer on operation and usage of the system / Delivery period. Training: The bidder should provide a comprehensive training approach for skills transfer (4 Marks) Work plan: Due to the criticality of this project a bidder should provide a reasonable timelines. This should not be more than 12 weeks (4 Marks)</p>	8
Total	100

2.24.4.3. A bidder **MUST** attain at least **85%** in the Technical Evaluation to be considered for the Financial Evaluation.

2.24.4.4. Only those bids that will have met the minimum technical requirements will be considered for the Financial Evaluation. **Provided that at this stage, the Procuring Entity may, at its discretion, carry out due diligence on the supporting documents submitted by bidders.**

2.24.4.5. Bids that do not qualify beyond this point will have their corresponding Financial proposals returned unopened.

2.24.5. Financial Evaluation of Tenders

2.24.5.1. Tenders which have been determined to be substantially responsive to technical requirements, pursuant to paragraphs 2.24.4.1-2.24.4.5. will be evaluated and compared.

2.24.5.2. The Financial Proposal will be checked for correctness of the computations. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

2.24.5.3. Pursuant to paragraph 2.24.4.2 the following evaluation methods will be applied:

The formulae for determining the Financial Score (Sf) shall be as follows:

$Sf = 100 \times Fm/F$ where Sf is the financial score; Fm is the lowest priced financial proposal and F is the price of the proposal under consideration.

Proposals will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights (*T* = 0.80, is the weight given to the Technical Proposal; *P* = 0.20, is the weight given to the Financial Proposal; and $T + P = 1$

The combined technical and financial score, S, is calculated as follows:

$S = (St \times T \%) + (Sf \times P \%)$. *The firm achieving the highest combined technical and financial score, will be recommended for award of the tender.*

2.25.0 Award of Contract

(a) Post-qualification

2.25.1. In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having obtained the highest total score is qualified to perform the contract satisfactorily.

2.25.2. The determination will take into account the tenderer financial, technical, and production capabilities as well as such other information as the Procuring entity deems necessary and appropriate.

2.25.3. An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next highest ranked tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

(b) Award Criteria

2.25.4. The Procuring entity will award the contract to the successful tenderer(s) as determined above, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

(c) Procuring entity's Right to Vary quantities

2.25.5. The Procuring entity reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions.

(d) Procuring entity's Right to Accept or Reject Any or All Tenders

2.25.6. The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action

2.26. Contacting the Procuring entity

2.26.1. Subject to paragraph 2.21 no tenderer shall contact the Procuring entity on any matter related to its tender, from the time of the tender opening to the time the contract is awarded.

2.26.2. Any effort by a tenderer to influence the Procuring entity in its decisions on tender, evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

2.27. Notification of Award

2.27.1. Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.27.2. The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties

2.27.3. Upon the successful tenderer's furnishing of the performance security pursuant to paragraph 2.28, the Procuring entity will promptly notify each unsuccessful tenderer and will discharge its tender security, pursuant to paragraph 2.14

2.28. Signing of Contract

2.28.1. At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

2.28.2. The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.28.3. Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.30 Performance Security

2.28.4. Within Thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of

Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

2.28.5. Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new tenders.

2.29. Corrupt or Fraudulent Practices

2.29.1. The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;

- (i) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;

2.29.2. The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.29.3. Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

APPENDIX TO INSTRUCTIONS TO TENDERS

2.14. Tender security shall be in the amount of **Kshs. 300,000** as reflected in the Form of Tender.

2.17. This tender is based on the **two-envelope bid system**. The tenderer must submit a bid which has a technical proposal in one envelope and a financial proposal in another envelope. These two envelopes are then placed in one envelope to form a complete bid. Bids must be submitted in TWO sets, that is ORIGINAL and 1 COPY. The tenderer shall seal the Technical and Financial proposals in separate envelopes duly marked TECHNICAL PROPOSAL and FINANCIAL PROPOSAL respectively. ORIGINAL and 1 COPY of tender shall be submitted.

2.18. Tenders must be received by the procuring entity at the (Friday, 23rd March 2018 at 12.00noon)... Tenders shall be addressed to:

**THE CLERK,
COUNTY ASSEMBLY OF SIAYA,
P.O BOX 7-40600,
SIAYA.**

SECTION III: CONDITIONS OF CONTRACT AND SUBCONTRACT AGREEMENT

PART A: GENERAL CONDITIONS OF CONTRACT

3.0 Definitions

3.0.1 In this Contract, the following terms shall be interpreted as indicated:-

- (a) “The Contract” means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations
- (c) “The Goods” means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the Procuring entity under the Contract.
- (d) “The Procuring entity” means the organization purchasing the Goods under this Contract.
- (e) “The Tenderer” means the individual or firm supplying the Goods under this Contract.

3.1 Application

3.1.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement, installation and commissioning of equipment.

3.2 Country of Origin

3.2.1 For purposes of this clause, “Origin” means the place where the Goods were mined, grown or produced.

3.2.2 The origin of Goods and Services is distinct from the nationality of the tenderer.

3.3 Standards

3.3.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

3.4 Use of Contract Documents and Information

- 3.4.1 The tenderer shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.
- 3.4.2 The tenderer shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above
- 3.4.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the Tenderer's performance under the Contract if so required by the Procuring entity

3.5 Patent Rights

- 3.5.1 The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring entity's country

3.6 Performance Security

- 3.6.1 Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security in the amount specified in Special Conditions of Contract.
- 3.6.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the tenderer's failure to complete its obligations under the Contract.
- 3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the Procuring entity, in the form provided in the tender documents.
- 3.6.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Tenderer's performance obligations under the Contract, including any warranty obligations, under the Contract

3.7 Inspection and Tests

- 3.7.1 The Procuring entity or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.

- 3.7.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.
- 3.7.3 Should any inspected or tested goods fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the Procuring entity.
- 3.7.4 The Procuring entity's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the Procuring entity or its representative prior to the equipment delivery.
- 3.7.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.8 Packing

- 3.8.1 The tenderer shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.
- 3.8.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract.

3.9 Delivery and Documents

- 3.9.1 Delivery of the Goods shall be made by the tenderer in accordance with the terms specified by Procuring entity in its Schedule of Requirements and the Special Conditions of Contract.

3.10 Insurance

- 3.10.1 The Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacturer or acquisition, transportation, storage, and delivery in the manner specified in the Special conditions of contract.

3.12 Payment

- 3.12.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in Special Conditions of Contract.
- 3.12.2 Payments shall be made promptly by the Procuring entity as specified in the contract.

3.13 Prices

- 3.13.1 Prices charged by the tenderer for goods delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.
- 3.13.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).
- 3.13.3 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.
- 3.13.4 Price variation request shall be processed by the procuring entity within 30 days of receiving the request.

3.14. Assignment

- 3.14.1 The tenderer shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring entity's prior written consent

3.15 Sub-contracts

- 3.15.1 The tenderer shall notify the Procuring entity in writing of all sub-contracts awarded under this Contract if not already specified in the tender. Such notification, in the original tender or later, shall not relieve the tenderer from any liability or obligation under the Contract

3.16 Termination for default

- 3.16.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part
- (a) if the tenderer fails to deliver any or all of the goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity
 - (b) if the tenderer fails to perform any other obligation(s) under the Contract
 - (c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract
- 3.16.2 In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, equipment similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar goods.

3.17 Liquidated Damages

3.17.1. If the tenderer fails to deliver any or all of the goods within the period(s) specified in the contract, the procuring entity shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the delivered price of the delayed items up to a maximum deduction of 10% of the delayed goods. After this the tenderer may consider termination of the contract.

3.18 Resolution of Disputes

3.18.1 The procuring entity and the tenderer shall make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract

3.18.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require adjudication in an agreed national or international forum, and/or international arbitration.

3.19 Language and Law

3.19.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise stated.

3.20 Force Majeure

3.20.1 The tenderer shall not be liable for forfeiture of its performance security or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

4.0 SECTION IV: SPECIAL CONDITIONS OF CONTRACT

4.0 Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.

SECTION V: TECHNICAL SPECIFICATIONS

5.0. General

5.0.1 These specifications describe the requirements for goods and services. Tenderers are requested to submit with their offers the detailed specifications, drawings, brochures, catalogues, etc for the products they intend to supply

5.0.2 Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.

5.0.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.

5.0.4 The tenderers are requested to present information along with their offers as follows:

- (i) Shortest possible delivery period of each product
- (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

5.0.5 GENERAL SPECIFICATIONS

5.0.5.1 Unless stated otherwise, all equipment quoted for should be suited for 240 volts AC, 50Hz power supply operation.

5.0.5.2 All equipment quoted for should be suited for operations in dust prone areas.

5.0.5.3 Prices quoted should include all taxes and levies at current rates where applicable.

5.0.5.4 Unless otherwise stated, the prices quoted for the equipment will be assumed to include manufacturer recommended mandatory accessories.

5.0.5.5 Local dealers for the quoted for equipment should attach a copy of their appointment or recommendation letters from the manufacturers.

5.0.5.6 Winning bidders will be expected to supply quoted for equipment with service manuals either in hard copy or soft copy.

5.0.5.7 All bidders should specify time of delivery in **weeks** for the proposed system /equipment to the Client's Premises.

5.0.5.8 All bidders should state the country of origin of each proposed system /equipment.

- 5.0.5.9** Bidders are allowed to offer better alternatives for the system /equipment specified in the technical specifications. In such a case, the specific superior qualities of the alternative equipment or system should be **shown or highlighted**.
- 5.0.5.10** All bidders should state the warranty attached to offered equipment if any and any warranty conditions applicable in each case.
- 5.0.5.11** All bidders should fill the **Bills of Quantities** form attached in the format given in this Tender Document.
- 5.0.5.12** Bidders are allowed to list and cost all optional accessories for each equipment offered in the Tender.
- 5.0.5.13** All bidders should attach copies of offered equipment brochures in **English language**.
- 5.0.5.14** All documentations in the Tenders should be in **English language**.
- 5.0.5.15** The currency used in the Tender Documents should be **Kenya Shillings otherwise section 2.23.1 will apply**.
- 5.0.5.16** Bidders **MUST** state their similar works references and clear company profiles to assist the Client make informed decisions on contractual implications.
- 5.0.5.17** The award of the tender will be for the Complete System and therefore bidders should bid for the entire system and all services attached to it.
- 5.0.5.18** Where bidders need to survey the sites to ascertain measurements and magnitude of work expected during system installation, necessary support will be provided by the Client.

5.1.6. DETAILED TECHNICAL SPECIFICATIONS:

C.1. Key features

The core of the system will be a software application that will manage publishing of the agenda, attendance register and microphone management, delegate discussion, electronic voting, requests to speak, “point of order” by a member to interrupt a speech in progress, chairman priority and digital recording.

The various components of the desired system are now described.

C.1.1. Operation

Through the system interface, the following should be achieved:

- Management of agenda items, sub-items, document, etc
- Execution of session’s attendance control, accepting absent members with justification, for example
- Authentication of users
- Management of requests for speaking, assigning times, giving priorities and enabling/disabling the microphones
- Obtaining quorum on the sessions
- Generation and review of several types of reports
- Export/import of information to/from external systems.

C.1.2. Multimedia System Software

This will be used to store all information, activities and votes that take place during each session. The software will run on a Windows environment and have direct links to all the contribution and control units thereby bringing into a single point of control all aspects of conference management, for increased ease of use, efficiency and data distribution. The following application modules must be supported in this environment:

- Installation and start-up
- Attendance registration
- Delegate database
- Microphone management
- Synoptic microphone control
- Text display
- Automatic camera control

C.1.3. Central Control Unit

Power Source	AC mains, 50/60 Hz
Power	60 W
Input	Microphone: -60 dB*, 600 Ω , unbalanced, phone jack AUX: -20 dB*, 600 Ω , unbalanced, phone jack
Output	Recording: -20 dB*, 10 k Ω , unbalanced, phone jack, RCA jack x 2
Equalizer	Input: -20 dB*, 10 k Ω , RCA jack Output: -20 dB*, 10 k Ω ,
Expansion IN/OUT	Input: -20 dB*, 10 k Ω , unbalanced, RCA jack x 2 Output: -20 dB*, 10 k Ω , unbalanced, RCA jack x 2 Control: 10 k Ω , voltage output, RCA jack x 2
Control	Priority Speech chime: A single-tone chime activated by TS-771's priority key Speaker Restriction: Number of simultaneously-usable TS-772/775s can be set to 0, 1, 3, or 6 Automatic Mic-off: Function OFF/20 s/40 s (selectable)
Number of Connectable	70 units (max. 35 units per line), max. 210 units when 3 Central units connected
Operating	0°C to 40°C (32°F to 104°F)
Operating	Under 90 % RH (no condensation)

C.1.4. Chairman Unit and Delegate Units

Power Source	35 V DC, under 30 mA (supplied from TS-770 Central unit)
Output	Headphone/Recording: 32 Ω (headphone)/10 k Ω , -20 dB* (recording), unbalanced, mini jack, equipped with a volume control Internal Speaker: 130 Ω , 200 mW Contact output: 24 V DC, Max. 50
Control	Speech: Microphone and speaker on-off control by Talk key Priority speech (TS-771 only): Microphone and speaker on-off control, other microphone off, and single-tone chime activation by Priority key
Operating Temperature	0°C to 40°C (32°F to 104°F)
Operating Humidity	Under 90 % RH (no condensation)

C.1.5. Microphones

Type	Electret condenser microphone
Directivity	Unidirectional
Rated Impedance	1.8 k Ω
Rated Sensitivity	-37 dB (1 kHz, 0 dB = 1 v/Pa)
LED Indicator	Speech Indicator (ring type)
Frequency Response	100 – 13,000 Hz
Output Connector	Equivalent to XLR-4-32
Finish	Gooseneck: Stainless steel, black Other: ABS resin, black
Length	368 mm

C.1.6. Amplifier

Rated Output	120V AC, 50Hz
Power Consumption	240W
Frequency Response	238W (EN60065), 520W (AC operation at rated output)
Distortion	50 – 20,000Hz (± 3 dB)
Input	Under 1% at 1kHz, 1/3 rated power
Output	MIC 1, 2: -60dB* (10mV), 600 Ω , electronically balanced, screw terminal TEL: -10dB* (300mV), 10k Ω , transformer isolated balanced, screw terminal AUX 1, 2: -20dB* (100mV), 10k Ω , unbalanced, RCA pin jack
Phantom Power	Speaker out: Balanced (floating); High impedance: 21 Ω (70V), 2.6 Ω (25V); Low impedance: 4 Ω (31V); Rec. out: 0dB* (1.0V), 600 Ω , unbalanced, RCA pin jack
S/N Ratio	+21V (MIC1, with ON/OFF switch)
Tone Control	Over 60dB
Muting	Bass: ± 10 dB at 100Hz; Treble: ± 10 dB at 10kHz
Ventilation	MIC 1, MIC 2 and TEL overrides other input signals with -30dB attenuation. Sensitivity input level adjustable for MIC 1, MIC 2: 0 to -64dB, TEL: 0 to -23dB (MIC 1, MIC 2, TEL, same priority level)
Indicators	Fan cooling
	Power, signal, peak

C.1.7. Speakers

Enclosure Type **Two-way bass reflex**

Speaker Components **4.72”(12 cm) dynamic cone-type speaker 1”(2.5 cm) balanced dome tweeter**

Impedance/PowerTap **70.7 V line:30 W (170 Ω), 20W (250 Ω), 15 W (330 Ω),10 W (500 Ω),5 W (1k Ω)**
100 V line:30 W (330 Ω),
20W500 Ω), 15W
(670 Ω), 10 W (1k Ω),
5 W (2k Ω) Direct 8 Ω

Sensitivity **90dB**
(1 W/1 m,anechoic chamber)

Power Handling

Continuous Program: 90 W (8-ohm) Continuous Pink Noise (24 hrs.): 30 W (8-ohm)

Transformer: 30 W (70.7 V,100 V line)

Frequency Response **80 – 20,000 Hz**

Crossover Frequency **4 kHz**

Speaker Cable **2-conductor cable**

Weather Resistance Rating IP-X4 (Protected against water sprayed from all (IEC 60529) directions - limited ingress)

C.1.8. Projectors

ANSI Lumens \geq 3000
Display system : 3 LCD system
Display device Size of effective display area : 24.1 mm
x 3, BrightEra, Aspect ratio: 16:10
Number of pixels : 6,912,000
Projection lens Zoom : Powered / Manual
Projection Lens Focus : Powered / Manual
Projection Lense Lens shift : Powered
Contrast ratio (full white / full black)*4 P : 2500:1
Displayable scanning frequency
Horizontal : 14 kHz to 93 kHz
Vertical : 47 Hz to 93 Hz
Panel display resolution: 1920 x 1200 dots

C.1.9. PRINTER

Duplex Print options: Manual and Automatic
Print Speed: Up to 40 ppm
Print Technology: Laser
Print resolution: Up to 1200 x 1200 dpi
Cartridge Technology: Job Storage with PIN printing

Connectivity

Standard connectivity 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network; 1 Wireless 802.11b/g/n Network ready Standard (built-in Gigabit Ethernet) Standard (built-in Ethernet, Wi-Fi) [Operates as both an AP (with Wi-Fi Direct) and STA]

Network capabilities Via built-in 10/100/1000Base-TX Ethernet, Gigabit; Auto-crossover Ethernet; Authentication via 802.1X Via built-in 10/100/1000 Base-TX Ethernet, Gigabit; Auto-crossover Ethernet; Authentication via 802.1X

Built-in Wi-Fi; Authentication via WEP, WPA/WPA2, WPA Enterprise;

Encryption via AES or TKIP; WPS; Wi-Fi Direct

Memory Standard/Maximum: 128 MB

Duty cycle⁴: Up to 80,000 pages;

Paper handling: Input 100-sheet tray 1, 250-sheet input tray 2; **Optional:** third 550-sheet tray, Output 150-sheet output bin

Fonts and typefaces: 84 scalable TrueType fonts

Control panel : 2-line backlit LCD graphic display; Buttons (OK, Menu, Cancel, Back); LED indicator lights (Attention, Ready) 2-line backlit LCD graphic display; Buttons (OK, Menu, Cancel, Back, Wi-Fi); LED indicator lights (Attention, Ready, Wi-Fi)

Power supply required: 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz)

Power consumption: 591 watts (Active Printing)

Acoustic power emissions: 7 6.8 B(A);

Acoustic power emissions (ready): Inaudible;

Acoustic pressure emissions bystander (active, printing): 54 dB(A);

Environmental ranges Operating temperature range: 15 to 32.5° C (59 to 90.5° F);
Recommended operating temperature: 17.5 to 25° C (63.5 to 77° F);
Recommended operating humidity range: 30 to 70% RH;
Security management Embedded Web Server: password-protection, secure browsing via SSL/TLS; Network: enable/disable network ports and features, SNMPv1 & SNMPv2 community password change; SASL authentication; Firewall and ACL; SNMPv3, 802.1X, Secure Boot
Embedded Web Server: password-protection, secure browsing via SSL/TLS; Network: enable/disable network ports and features, SNMPv1 & SNMPv2 community password change; SASL authentication; Firewall and ACL; SNMPv3, 802.1X, Secure Boot, authentication via WEP, WPA/WPA2 Personal, WPA2 Enterprise; Encryption via AES or TKIP
Safety approvals and requirements: IEC 60950-1:2005 +A1:2009+A2:2013/EN 60950-1:2006 +A11:2009+A1:2010+A12:2011+A2:2013; IEC 60825-1:2007/EN 60825-1:2007 (Class 1 Laser/LED Product); IEC 62479: 2010/EN 62479: 2010; GB4943-2011
Supported network protocols: TCP/IP, IPv4, IPv6; Print: TCP-IP port 9100 Direct Mode, LPD (raw queue support only), Web Services Printing etc

C.1.10. PROJECTOR SCREENS

Size: 2m x 2m

Manual Pull-up

Screen Material:

- Gain Fiber Glass Screen Material is flat, durable and easy to clean
- 180° wide-viewing angle for commercial and residential presentations
- Black backed screen material eliminates light penetration or superior colour reproduction
- Black masking enhances picture contrast
- Flame Retardant: Complies with NFPA 701 Standards

Housing Finish and Installation:

- Premium grade Aluminum Pearlescent Square Housing
- Dual wall and ceiling installation design
- To include wood screws and drywall anchor

Control System:

- Slow Retract Mechanism (SRM)
- Auto-locking mechanism with variable height settings
- Manually operated (lanyard included)
- Automatically retracts into housing hands-free
- GREENGUARD® and GREENGUARD® Gold Certified UL

C.1.17. System Equipment setup (User PC to handle Court Grade Software)

The PC shall have the following recommended hardware specifications :

Processor: core i7 or higher

CPU: 2.0 GHz or higher

Memory: 8.0GB or higher

Hard disk: 2TB

Operating system: Windows 7 or higher

C.2. Other Features and Requirements

C.2.1 Training

Bidders are required to undertake training for staff selected by SIAYA County Assembly.

C.2.2 Supply, Installation and Commissioning

The supplier is responsible for the supply and delivery of the equipment up to the County Assembly, complete installation, testing and commissioning to hand over a complete working system.

C.2.3 Warranty and Spare Parts

The supplier is to provide warranty for the equipment for not less than one (1) year.

C.2.4 Integration

The supplier is responsible for the total integration of the system including conformance to the Kenya electrical power supply system of 240 V, 50 HZ and tropicalization of the equipment.

C.3. Technical Schedule of Major Items to be supplied

No.	Item Description	Offered Model	Delivery Period	Country of Origin	Compliance	Cross-Reference
1.	Central Control Unit					
2.	Digital Chairman Unit					
3.	Digital Delegate Unit					
4.	Loud Speakers					
5.	Audio Power Amplifier					
6.	Network Switch					
7.	Uninterruptible Power Supply					
8.	Printer					
9.	Table Tops					
10.	Projector					
11.	Projector Screen					
12.	Projector Mount					
13.	Desktop User PC					
14.	Laptop					
15.	Smart Phone					

Note : Should tenderer find the space insufficient for adequate response, tenderer may reproduce this table in a wider format. Tenderer must highlight in the brochures the specific features that respond to the technical specifications provided that these must be cross-referenced.

ANNEXES

SECTION D: STANDARD FORMS

1. Notes on standard forms

2. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.
3. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the procuring entity pursuant to instructions to tenderers clause 12.3
4. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.
5. The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the – conditions of contract.
6. The principal's or manufacturer's authorization form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

TENDER FORM

Date _____

Tender No. _____

To...The Clerk
County Assembly of Siaya
P.O. Box 7-40600, Siaya.

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos... *[Insert numbers, the of which is hereby duly acknowledged, we, the undersigned, offer to provide. [Description of services]* in conformity with the said tender documents for the sum of.....
.....
.....
.....*[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements or Bills of Quantities.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).
4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 2018.

[signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

Signature of tenderer _____

[Note: In case of discrepancy between unit price and total, the unit price shall prevail]

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business. You are advised that it is a serious offence to give false information on this form

Part 1 – General:

Business Name
Location of business premises.....
Plot No..... Street/Road
Postal Address Tel No. Fax E mail
Nature of Business
Registration Certificate No.
Maximum value of business which you can handle at any one time; KShs.....
Name of your bankers Branch

Part 2 (a) – Sole Proprietor

Your name in full Age
Nationality Country of origin
Citizenship details.....

Part 2 (b) Partnership

Given details of partners as follows:

	Name	Nationality	Citizenship Details	Shares
1
2
3
4

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company :

Nominal Kshs.

Issued Kshs.

Give details of all directors as follows :

	Name	Nationality	Citizenship Details	Shares
1
2
3
4
5

Date Seal / Signature of Candidate

TENDER SECURITY FORM (BANK)

Whereas [name of the tenderer]

(hereinafter called “the tenderer”) has submitted its tender dated.....[date of submission of tender] for the provision of[name and/or description of the services]

(hereinafter called “the Tenderer”).....

KNOW ALL PEOPLE by these presents that WE.....

Of.....having registered office

at.....

(hereinafter called “the Bank”)are bound unto.....

[name of procuring entity](hereinafter called “the procuring entity”) in the sum of

for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of 20_____.

THE CONDITIONS of this obligation are:

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the instructions to tenderers;

we undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

TENDER SECURITY FORM (INSURANCE COMPANY)

Whereas (Name of the tenderer) (hereinafter called “the tenderer” has submitted its tender dated..... (Date of submission of tender) for the(Name and/or description of the tender) (Hereinafter called “the Tender”).

KNOW ALL PEOPLE by these presents that WE.....of (Name of Insurance Company) having our registered office at..... (hereinafter called the “the Guarantor”), are bound unto.....(Name of Procuring Entity) (hereinafter called “the Procuring Entity”) in the sum of(Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Guarantor this _____ day of _____ 2017.

THE CONDITIONS of this obligation are:

1. If after tender opening the tenderer withdraws his tender during the period of tender validity specified in the instructions to tenderers; or
2. If the tenderer rejects the correction of an error upon prompt notice by the procuring entity; and
3. If the tenderer, having been notified of the acceptance of his tender by the Employer during the period of tender validity:
 - (a) fails or refuses to execute the form of Agreement in accordance with the Instructions to Tenderers, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with Instructions to Tenderers.

We undertake to pay to the Procuring Entity up to the above amount upon receipt of its first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity will note that the amount claimed by its due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Guarantor not later than the said date.

(Date) : _____ (Signature of the Guarantor) : _____

(Witness) _____ (Seal)

FORM OF CONTRACT

THIS AGREEMENT made the ___day of ___20___between..... [name of procurement entity] of[country of Procurement entity](hereinafter called “the Procuring entity”) of the one part and[name of tenderer] of[city and country of tenderer](hereinafter called “the tenderer”) of the other part.

WHEREAS the procuring entity invited tenders for certain materials and spares. Viz..... [brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring entity’s Notification of Award.
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring entity)

Signed, sealed, delivered by _____ the _____ (for the tenderer)

in the presence of _____.

PERFORMANCE SECURITY FORM

To:.....

[name of the Procuring entity]

WHEREAS.....[name of tenderer]

(hereinafter called “the tenderer”) has undertaken, in pursuance of Contract No. _____ [reference number of the contract] dated _____ 20 to supply.....

.....

[Description services](Hereinafter called “the contract”)

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of
[amount of the guarantee in words and figures],

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of

[amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of 20

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

BANK GUARANTEE FOR ADVANCE PAYMENT

To.....

[Name of tender].....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the special conditions of contract, which amends the general conditions of contract to provide for advance payment,.....

[name and address of tenderer][hereinafter called “the tenderer”] shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of.....

[amount of guarantee in figures and words].

We / he

[bank or financial institution], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding
.....*[amount of guarantee in figures and words].*

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the tenderer under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

**LETTER OF NOTIFICATION OF INTENTION TO ENTER INTO
A CONTRACT**

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

.....

SIGNED FOR ACCOUNTING OFFICER

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

..... (APPLICANT)

AND

.....(RESPONDENT (*Procuring Entity*))

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....Fax No.....Tel. No.....Email, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:-

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on ...day of.....20....

SECTION E. BILL OF QUANTITIES AND PRICING SCHEDULES

No.	Item Description	Quantity	Delivery Period	Country	Unit Price in KShs.	Total Price in KShs.
				of Origin		
1.	Central Control Unit	2				
2.	Digital Chairman Unit	2				
3.	Digital Delegate Unit	41				
4.	Gooseneck Microphones	43				
5.	Loud Speakers	4				
6.	Audio Power Amplifier	2				
7.	Network Switch	1				
8.	Table Tops	2				
9.	Printer	2				
10.	Cabinets	2				
11.	Projectors	2				
12.	Projector Screen and Mount	2				
13.	Cables and Cabling Materials (lot)	2				
14.	User PCs loaded with Court Grade software.	2				
15.	Laptop Core i 7 complete with 8 GB RAM, 2 TB HDD, 2.8GHz Intel Core i7-7700HQ processor, licensed Windows 10 and Office 2016.	1				
16.	Smart Phone (Samsung Galaxy S8 Plus) or equivalent	1				
17.	Server PC complete with (3.1GHz/4-core /8MB/80W), 4GB (1x4GB), B120i/ZM, 1x1TB SATA HDD, DVD-RW, 1x350W, Keyboard, Mouse, 19" TFT Screen, Tower (4U)	1				
18.	Installation Accessories (lot)	1				
19.	Installation and Commissioning Services	1				
20.	Training Services	1				
	Total for Price Schedule					
	Provisional Sum for expenses at the discretion of Project Manager	1				150,000.00
	Total Price in Kenya Shillings					

SIAYA COUNTY ASSEMBLY

STRUCTURED CABLING & NETWORKING BILL OF QUANTITIES

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>New Committee Services Block & Clerk's Unit</u>				
1	Supply and install Twin Data Point as Dual Angular wired by CAT6 UTP cable as Siemon or equivalent complete with RJ45 Cat6 UTP Keystone modules.	59	No.		
2	Supply and install Wifi Access Point wired by Cat 6 UTP cable as Ubiquity Unify Access Terminal or equivalent.	7	No.		
3	Supply and install 3 - Compartment Trunking 200mm x 50mm x 2.44 M. Complete with Trunking Cover Finish : Powder Coated	50	Lengths		
4	Supply and install 200mm x 50mm SK Plates Complete with Knockouts and Cover Finish : Powder Coated	50	No.		
5	Supply, install and configure 48 Port POE Switch with 4 SFP as D-Link DGS - 1210-52MP or equivalent.	4	No.		
6	Supply, install and label 48 Port Patch Panel	4	No.		
7	Supply and install Cable Manager	4	No.		
8	Supply, install and configure 1.5 KVA UPS as APC Smart - UPS C 1500VA LCD 230V or equivalent.	3	No.		
9	Supply and install 42 U rack cabinet	1	pcs		

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
10	Supply, construct and install 200 Meters Length, 6 - Core MM/125um Fiber Cable complete with fiber duct, 10pcs SFP SX MM modules, 3pcs 24 port Fiber Patch Panel, 3 pcs 6 way Adapter panel, 8 pcs SC Duplex Adopter, 10 pcs SC MM Connector Pigtails, 2 No. OFC Splicing and testing, digging, laying hatari tiles and backfilling.	1	Lot		
11	Supply, install and configure IP Phones as Yealink SIP - T19P or equivalent.	12	No.		
12	Supply and install assorted installation accessories including 500 pcs Self Tapping screws, 2 pcs 50mm PVC Conduit Heavy Gauge, 3 pcs 32mm PVC Conduit H/G, 5 pcs 25mm PVC conduit H/G, assorted sizes Half threads, couplers and Adhesive.	1	Lot		
13	Supply 3M Machine made Patch Cords	200	No.		
14	Supply 1M Machine made Patch Cords	120	No.		
15	Supply RJ 45 Connectors	200	No.		
16	Supply and install 22 U rack cabinet	1	No.		
17	Miscellaneous installation materials and accessories	1	Lot		
	Sub - Total carried to Main Summary Page				
	Provisional Sum for Civil Works, digging, laying and backfilling of fiber route (approximately 200M)	1	Lot	100,000.00	100,000.00
	Provisional Sum for Project Supervision & Management	Item	Item		150,000.00

SUMMARY				
Sub-total for New Committee Services Block & Clerk's Unit				-
Provisional Sum for Civil Works				100,000.00
Provisional Sum for Project Management	150000			150,000.00
Total Contract Sum				
Add 16% VAT				
GRAND TOTAL				

E.1. These price schedules shall be completed and included as part of the Financial Proposal.

E.2. The Form of Tender shall form part of the Financial Proposal.

SITE SURVEY FORM

PRE-BID MEETING/SITE SURVEY FORM FOR TENDER FOR THE SUPPLY, INSTALLATION AND COMMISSIONING OF A MULTIMEDIA SYSTEM FOR COUNTY ASSEMBLY OF SIAYA.

NAME OF BIDDER.....

THIS IS TO CERTIFY THAT THE ABOVE NAMED BIDDER VISITED THE SITE AND PARTICIPATED IN THE PRE-BID MEETING AS REQUIRED IN THE TENDER DOCUMENT FOR THE SUPPLY, INSTALLATION, CONFIGURATION AND TESTING OF A MULTIMEDIA SYSTEM.

BIDDER REPRESENTATIVE

NAME -----

DESIGNATION-----

SIGNED ----- DATE -----

SIAYA COUNTY ASSEMBLY REPRESENTATIVE

NAME -----

DESIGNATION-----

SIGNED ----- DATE -----

OFFICIAL STAMP :-----

NB: THIS FORM MUST BE RETURNED DULY SIGNED AND STAMPED WITH THE TENDER DOCUMENT.