

**REPUBLIC OF KENYA**



**COUNTY ASSEMBLY OF SIAYA  
P. O BOX 7 -40600 SIAYA  
Website: [www.siyaassembly.go.ke](http://www.siyaassembly.go.ke)  
Email: [clerk@siyaassembly.go.ke](mailto:clerk@siyaassembly.go.ke)**

**STANDARD TENDER DOCUMENT FOR EXPANSION OF COUNTY  
ASSEMBLY OF SIAYA'S MULTIMEDIA SYSTEM**

**CAS/TEND/MMS/19/20-01**

**CLOSING DATE : MONDAY 17TH FEBRUARY 2020 AT NOON**

**IFMIS REFERENCE NUMBER 774434**

**TENDER DOCUMENTS MUST BE SUBMITTED THROUGH THE IFMIS**

**SUPPLIERS' PORTAL [suppliers.treasury.go.ke](http://suppliers.treasury.go.ke)**

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## SECTION I INVITATION TO TENDER

DATE; 31/1/2020

TENDER REF NO : CAS/TEND/MMS/19/20-01

TENDER NAME: **EXPANSION OF COUNTY ASSEMBLY OF SIAYA'S MULTIMEDIA SYSTEM**

- 1.1 The (*COUNTY ASSEMBLY OF SIAYA*) invites sealed tenders from eligible candidates for **EXPANSION OF COUNTY ASSEMBLY OF SIAYA'S MULTIMEDIA SYSTEM**
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents from the county Assembly of Siaya website: **www.siyaassembly.go.ke** during normal working hours. The documents are also available on the Government's tenders portal, [tenders.go.ke](http://tenders.go.ke)
- 1.3 A complete set of tender documents may be obtained by interested candidates from the website free of charge.
- 1.4 Prices quoted should be inclusive of all taxes, must be in Kenya Shillings and shall remain valid for **120** days from the closing date of the tender.
- 1.5 Completed tender documents **MUST** be uploaded in the IFMIS suppliers portal, [supplier.treasury.go.ke](http://supplier.treasury.go.ke), and hard copies enclosed in plain sealed envelopes marked with tender reference number **MAY** be deposited in the Tender Box **on the first floor of Siaya County Assembly headquarter building in Siaya town** or be addressed to: **the clerk, County Assembly of Siaya**, so as to be received **on or before MONDAY 17<sup>TH</sup> FEBRUARY 2020 AT NOON**.
- 1.6 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend **at The assembly's boardroom 3 in Siaya town**

**ERICK ODHIAMBO OGENGA**  
**Ag. COUNTY ASSEMBLY CLERK**

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## **SECTION II – INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible Tenderers**

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderer shall complete the supply, installation and commissioning of the equipment by the intended completion date specified in the tender documents.
- 2.1.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3 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.
- 2.1.4 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### **2.2 Eligible Equipment**

- 2.2.1 All equipment to be supplied and installed 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 equipment(s) are 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 equipment is distinct from the nationality of the tenderer and shall be treated thus in the evaluation of the tender.

### **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 There is no price chargeable for the tender document as it is available in the website

2.3.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

### **2.4. Contents of 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
- (iv) Special Conditions of Contract
- (v) Schedule of requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Tender Security Form
- (ix) Contract Form
- (x) Performance Security Form
- (xi) Bank Guarantee for Advance Payment Form
- (xii) Manufacturer's Authorization Form
- (xiii) Confidential Business Questionnaire Form
- (xiv) Declaration form
- (xv) Request for Review Form

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 tenderers risk and may result in the rejection of its tender.

## **2.5 Clarification of Tender Documents**

2.5.1 A prospective tenderer making inquiries of the tender documents may notify the Procuring entity in writing or by post at the entity's address indicated in the invitation for tenders. 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 received the tender document.

2.5.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

## **2.6 Amendment of Tender Documents**

2.6.1 At any time prior to the deadline for submission of tender, 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 issuing an addendum.

2.6.2 All prospective tenderers that have obtained the tender documents will be notified of the amendment in writing or by post and 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.

## **2.7 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 the 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 2.12 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 2.13 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
- (e) Confidential Business Questionnaire

## **2.9 Tender Form**

2.9.1 The tenderer shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the equipment to be supplied, installed and commissioned and a brief description of the equipment, 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 where applicable and total tender price of the equipment and installation it proposes to supply under the contract.

2.10.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:

- (i) the price of the equipment quoted EXW (ex works, ex factory, ex warehouse, ex

showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable:

- (ii) charges for inland transportation, insurance, and other local costs incidental to delivery of the goods to their final destination; and
- (iii) installation charges shall also be indicated separately for each equipment

2.10.3 Prices quoted by the tender shall remain fixed during the Tender's performance of the contract. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22 unless otherwise agreed by the parties.

## **2.11 Tender Currencies**

2.11.1 Prices shall be quoted in the following currencies:

- (a) For equipment that the tenderer will supply from within Kenya, the prices shall be quoted in Kenya Shillings; and
- (b) For equipment that the tenderer will supply from outside Kenya, the prices may be quoted in US Dollars or in another freely convertible currency.
- (c) Cost of installation and commissioning will be in Kenya Shillings or US Dollars.

## **2.12 Tenderers Eligibility and Qualifications**

2.12.1 Pursuant to paragraph 2.1. the tenderers shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.12.1 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

2.12.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction;

- (a) that, in the case of a tenderer offering to supply equipment under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the equipment, Manufacturer or producer to supply the equipment
- (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 Document**

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 equipment which the tenderer proposes to supply under the contract

2.13.2 The documentary evidence of the eligibility of the goods shall consist of 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 equipment 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 equipment
- 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 equipment for a period of two (2) years, following commencement of the use of the equipment by the Procuring entity; and
- c) a clause-by-clause commentary on the Procuring entity's Technical Specifications 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 commentary 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 and form specified in the Appendix to Instructions to Tenderers.

2.14.2 The tender security shall be in the amount not exceeding 2 percent of the tender price.

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) Cash
- b) A bank guarantee
- c) Such insurance guarantee approved by the Authority
- d) Letter of credit.

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 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
  - 1. or
  - ii) to furnish performance security in accordance with paragraph 2.28
- c) If the tenderer rejects correction of an arithmetic error in the tender.

## **2.15 Validity of Tenders**

2.15.1 Tenderers shall remain valid for 120 days or as specified in the tender documents after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.20. 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. 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 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.

2.17.2 The inner and outer envelopes shall:

(a) be addressed to the Procuring entity at the address given on the Invitation to Tender.

(b) bear the tender number and name in the Invitation to Tender and the words “**DO NOT OPEN BEFORE MONDAY 17<sup>TH</sup> FEBRUARY 2020 AT NOON**”

2.17.3 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”.

2.17.4 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 not later than **MONDAY 17<sup>TH</sup> FEBRUARY 2020 AT NOON**.

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

2.18.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the Appendix.

## **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

## **2.20 Opening of Tenders**

2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **MONDAY 17<sup>TH</sup> FEBRUARY 2020 AT NOON** at the **County Assembly of Siaya's board room 3**

The tenderers' representatives who are present shall sign a tender opening register evidencing their attendance.

2.20.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts and 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.

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

## **2.21 Clarification of Tenders**

2.21.1 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.

2.21.2 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.

## **2.22 Preliminary Examination and Responsiveness**

2.22.1 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.

2.22.2 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 quantity, 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 may be forfeited. If there is a discrepancy between words and figures the amount in words will prevail

2.22.3 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 effect the relative ranking of any tenderer.

2.22.4 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.

2.22.5 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.

## **2.23 Conversion to Single Currency**

**2.23.1** Where other currencies are used, the Procuring Entity will convert those currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

## **2.24 Evaluation and Comparison of Tenders**

2.24.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22

2.24.2 The Procuring entity's evaluation of a tender will exclude and not take into account

- (a) in the case of equipment manufactured in Kenya or equipment of foreign origin already located in Kenya, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the tenderer; and
- (b) any allowance for price adjustment during the period of execution of the contract, if provided in the tender.

2.24.3 The comparison shall be of the ex-factory/ex-warehouse/off-the-shelf price of the goods offered from within Kenya, such price to include all costs, as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods.

2.24.4 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price and the price of incidental services, the following factors, in the manner and to the extent indicated in paragraph 2.23.5 and in the technical specifications:

- (a) delivery and installation schedule offered in the tender;
- (b) deviations in payment schedule from the specifications in the Special Conditions of Contract;
- (c) the cost of components, mandatory spare parts and service;
- (d) the availability in Kenya of spare parts and after-sales service for the equipment offered in the tender;

2.24.5 Pursuant to paragraph 2.24.4 the following evaluation methods will be applied

(a) *Delivery schedule*

- (i) The Procuring entity requires that the equipment under the Invitation for Tenders shall be delivered at the time specified in the Schedule of Requirements. Tenders offering deliveries longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

(b) *Deviation in payment schedule*

Tenderers shall state their tender price for the payment of schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

(c) *Spare parts and after sales service facilities*

Tenderers must offer items with service and spare parts back-up. Documentary evidence and locations of such back-up must be given. Where a tenderer offers items without such back-up in the country, he must give a documentary evidence and assurance that he will establish adequate back-up for items supplied.

2.24.6 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

2.24.7 Preference where allowed in the evaluation of tenders shall not exceed 15%

## **2.25 Contacting the Procuring Entity**

2.25.1 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.

2.25.2 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.

## **2.26 Award of Contract**

### **(a) Post-Qualification**

2.26.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.26.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.12.3 as well as such other information as the Procuring entity deems necessary and appropriate.

2.26.3 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 lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

### **(b) Award Criteria**

2.26.4 The Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.26.5 To qualify for contract awards, the tenderer shall have the following:

- a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- b) Legal capacity to enter into a contract for procurement
- c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating

- to the foregoing.
- d) Shall not be debarred from participating in public procurement.

**(c) Procuring Entity's Right to Accept or Reject Any or All Tenders**

2.26.6 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 tenderer of the grounds for the procuring entity's action

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

2.26.8 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.

2.26.9 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.

**2.27 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 signify the formation of the Contract but will have to wait until the contract is finally signed by both parties. Simultaneous other tenderers shall be notified that their tenders have not been successful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful

**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 simultaneously inform the other tenderers that their tenders have not been successful.

2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.28.3 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.

## **2.29 Performance Security**

2.29.1 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.

2.29.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.28 or paragraph 2.29 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.

## **2.30 Corrupt or Fraudulent Practices**

2.30.1 The procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has and will not be involved in corrupt or fraudulent practices.

2.30.2 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.

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

## **2.31 Joint Ventures**

Tenders submitted by a joint venture of two or more firms as partners shall comply with the following requirements: -

- (a) The tender, and in case of a successful tender, the Form of Agreement, shall be signed so as to be legally binding on all partners.
- (b) One of the partners shall be nominated as being in charge; and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.
- (c) The partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture and the entire execution of the Sub-Contract including payment shall be done exclusively with the partner in charge.
- (d) All partners of the joint venture shall be liable jointly and severally for the execution of the Sub-Contract in accordance with the Sub-Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Form of Tender and the Form of Agreement (in case of a successful tender).
- (e) A copy of the agreement entered into by the joint venture partners shall be submitted with the tender.

## **2.32 Site Visit**

**2.32.1** The tenderer **MUST** visit and examine the site and its surroundings and obtain for himself on his own responsibility, all information that may be necessary for preparing the tender and entering into a Sub-Contract. The costs of visiting the Site shall be the Tenderer's own responsibility

**2.32.2** The tenderer and any of his personnel or agents will be granted permission by the Client to enter upon premises and lands for the purpose of such inspection, but only upon the express condition that the tenderer, his personnel or agents, will release and indemnify the Client from and against all liability in respect of, and will be responsible for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses however caused, which but for the exercise of such permission, would not have arisen.

**2.32.3** The Client shall organize a site visit at a date to be notified. A representative of the Client will be available to meet the intending tenderers at the Site.

Tenderers must provide their own transport. The representative will not be available at any other time for site inspection visits.

Each tenderer shall complete the Certificate of Tenderer's Visit to the Site, whether he in fact visits the Site at the time of the organized site visit or by himself at some other time.

## APPENDIX TO INSTRUCTIONS TO TENDERERS

The following information regarding the particulars of the tender shall complement, supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

<b>INSTRUCTIONS TO TENDERERS REFERENCE</b>	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
2.1.1	<i>Indicate eligible tenderers; AS PER THE SET CRITERIA</i>
2.14.1	<i>Indicate particulars of tender Security: <b>Ksh 200,000 /= in the form of a bank guarantee valid for up to 120 days from the date of tender opening.</b></i>
2.18.1	<i>Indicate day, date and time of Closing <b>MONDAY 17<sup>TH</sup> FEBRUARY 2020 AT NOON</b></i>
2.20.1	<i>As in 2.18.1 above</i>
2.29.1	<i>Indicate particulars of performance security: <b>5% OF TENDER SUM UPON AWARD NOTIFICATION THE FORM</b></i>



### SECTION III: GENERAL CONDITIONS OF CONTRACT

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## **SECTION III - GENERAL CONDITIONS OF CONTRACT**

### **3.1 Definitions**

- 3.1.1 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.

### **3.2 Application**

- 3.2.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement installation and commissioning of equipment to the extent that they are not superceded by provisions of other part of contract.

### **3.3 Country of Origin**

- 3.3.1 For purposes of this clause, “Origin” means the place where the Goods were mined, grown or produced.
- 3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer and will be treated thus in the evaluation of the tender.

### **3.4 Standards**

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

### **3.5 Use of Contract Documents and Information**

3.5.1 The Candidate 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.

3.5.2 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

3.5.3 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

### **3.6 Patent Rights**

3.6.1 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

### **3.7 Performance Security**

3.7.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.

- 3.7.2 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.
- 3.7.3 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) Cash
  - b) Bank guarantee
  - c) Such insurance guarantee approved by the Authority
  - d) Letter of credit
- 3.7.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not late 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

### 3.8 **Inspection and Tests**

- 3.8.1 The Procuring entity or its representative shall have the right to inspect and/or to test the equipment 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.
- 3.8.2 The inspections and tests may be conducted in the premises of the tenderer. 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.
- 3.8.3 Should any inspected or tested equipment 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.
- 3.8.4 The Procuring entity's right to inspect test and where necessary, reject the equipment after the equipment arrival and installation 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.

3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

### 3.9 **Packing**

3.9.1 The tenderer shall provide such packing and packaging of the equipment as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

3.9.2 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

### 3.10 **Delivery and Documents**

3.10.1 Delivery of the equipment, documents and installation of the same 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

### 3.11 **Insurance**

3.11.1 The equipment 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 equipment delivered and installation 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 requests shall be processed by the procuring entity within 30 days of receiving the request.

### **3.14. Assignment**

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. Subcontracts**

3.15.1 The tenderer shall notify the Procuring entity in writing of all subcontracts 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 equipment 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 equipment.

### **3.17. Termination for convenience**

### **3.18. Liquidated Damages**

3.18.1 If the tenderer fails to deliver and/or install any or all of the items 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.

### **3.19. Resolution of Disputes**

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

3.19.2 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 that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

### **3.20. Language and Law**

3.20.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise specified in the SCC

### **3.21. Force Majeure**

3.21.1 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.

### **3.22 Notices**

3.22.1 Any notice given by one party to the other pursuant to this contract shall be sent to other party by post or by fax or Email and confirmed in writing to the other party's address specified.

3.22.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

**SPECIAL IV - SPECIAL CONDITIONS OF CONTRACT Notes on**

**Special Conditions of Contract**

4.1 The clauses in this section are intended to assist the procuring entity in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract

4.2 The provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the goods being procured. In preparing Section IV, the following aspects should be taken into consideration.

- (a) Information that complement provisions of Section III must be incorporated and
- (b) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the goods being procured must also be incorporated.

4.1 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.

4.2 Special conditions of contract as relates to the GCC

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
3.7.1	<i>Performance security shall be in the form of a bank guarantee</i>
3.12.1	<i>Payment shall be upon completion of significant stages as will be indicated in the contract agreement or as Negotiated with the client.</i>



3.18.1	<i>Disputes shall be resolved through negotiation where practicable</i>

## **SECTION - V- SCHEDULE OF REQUIREMENTS Notes on Schedule of Requirements**

### **and Evaluation**

#### **1. 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

### 1.1 C.1.3. Central Control Unit

Power Source	AC mains, 50/60 Hz
Power Consumption	60 W
Input	Microphone: $-60$ dB*, $600 \Omega$ , unbalanced, phone jack AUX: $-20$ dB*, $600 \Omega$ , unbalanced, phone jack
Output	Recording: $-20$ dB*, $10 \text{ k}\Omega$ , unbalanced, phone jack, RCA jack x 2
Equalizer Insertion Terminals	Input: $-20$ dB*, $10 \text{ k}\Omega$ , RCA jack Output: $-20$ dB*, $10 \text{ k}\Omega$ , RCA jack
Expansion IN/OUT Terminals	Input: $-20$ dB*, $10 \text{ k}\Omega$ , unbalanced, RCA jack x 2 Output: $-20$ dB*, $10 \text{ k}\Omega$ , unbalanced, RCA jack x 2 Control: $10 \text{ k}\Omega$ , 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 Conference Units	70 units (max. 35 units per line), max. 210 units when 3 Central units connected
Operating Temperature	0°C to 40°C (32°F to 104°F)
Operating Humidity	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 $\Omega$ (headphone)/10 k $\Omega$ , -20 dB* (recording), unbalanced, mini jack, equipped with a volume control Internal Speaker: 130 $\Omega$ , 200 mW Contact output: 24 V DC, Max. 50 mA
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)
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**1.2 C.1.5. Microphones**

Type	Electret condenser microphone
Directivity	Unidirectional
Rated Impedance	1.8 kΩ
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**

~	120V AC, 50Hz
Rated Output	240W
Power Consumption	238W (EN60065), 520W (AC operation at rated output)
Frequency Response	50 – 20,000Hz (±3dB)
Distortion	Under 1% at 1kHz, 1/3 rated power
Input	MIC 1, 2: -60dB* (10mV), 600Ω, electronically balanced, screw terminal TEL: -10dB* (300mV), 10kΩ, transformer isolated balanced, screw terminal AUX 1, 2: -20dB* (100mV), 10kΩ, unbalanced, RCA pin jack
Output	Speaker out: Balanced (floating); High impedance: 21Ω (70V), 2.6Ω (25V); Low impedance: 4Ω (31V); Rec. out: 0dB* (1.0V), 600Ω, unbalanced, RCA pin jack
Phantom Power	+21V (MIC1, with ON/OFF switch)

S/N Ratio	Over 60dB
Tone Control	Bass: $\pm 10\text{dB}$ at 100Hz; Treble: $\pm 10\text{dB}$ at 10kHz
Muting	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)
Ventilation	Fan cooling
Indicators	Power, signal, peak

### C.1.7. Speakers

Enclosure Type      **Two-way bass reflex**

Speaker Components      **4.72”(12 cm) dynamic cone-type**

**against water sprayed from all (IEC 60529) directions - limited ingress)      speaker 1”(2.5 cm) balanced dome tweeter-**

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

Sensitivity	<b>90dB (1 W/1 m,anechoic chamber)</b>	
Power Handling		
<b>Continuous Program:</b>	<b>90 W (8-ohm)</b>	
<b>Continuous Pink Noise (24 hrs.):</b>	<b>30 W (8-ohm)</b>	
<b>Transformer:</b>	<b>30 W (70.7</b>	
<b>V,100 V line)</b>		
Frequency Response	<b>80 – 20,000 Hz</b>	
Crossover Frequency	<b>4 kHz</b>	
Speaker Cable	<b>2-conductor cable</b>	

### **C.1.8. Projectors**

ANSI Lumens >= 3000

Display system : 3 LCD system

Display device Size of effective display area : 24.1 mm  
x 3, Bright Era, 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 cycle<sup>4</sup>:** 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: <sup>7</sup> 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 ( 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 4 technical 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 Service Support**

The supplier is to provide warranty for the equipment for not less than one (1) year. The supplier must provide proposed Service Level Agreement as part of tender submission.

#### **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.

**1.3 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.	3 kVA UPS					

**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.

### 5.1 **EVALUATION CRITERIA**

The tender documents shall be evaluated in three stages.

- a) RESPONSIVENESS/ PRELIMINARY EVALUATION
- b) TECHNICAL COMPLIANCE EVALUATION
- c) FINANCIAL EVALUATION

### **PRELIMINARY EVALUATION**

The tenderer must attach the following documents.

- i) Original letter of authorization for the equipment (the tenderer proposes to install) from the manufacturer or local representative OR Current certification from the manufacturer or local representative, of appointment as a supplier/vendor of the product quoted to be supplied.
- ii) Technical and Operational brochures of all the equipment to be supplied.
- iii) Pagination/ serialization of all pages of the tender document.
- iv) Copy of TAX PIN.
- v) Copy of valid tax compliance certificate.
- vi) Copy of certificate of registration/incorporation.

- vii) Copy of valid single/unified business permit
- viii) Bid bond worth KSH 200,000 in the form of a bank guarantee**
- ix) Litigation history
- x) Audited Accounts for the three (3) years – 2018, 2017 and 2016.
- xi) Valid Communications Authority of Kenya Telecommunications Contractor License.
- xii) Valid National Construction Authority Certificate and License Category 6 and above.
- xiii) Attach a dully filled and stamped Site Survey Form.
- xiv) Detailed work plan
- xv) **Warranties:** -Provide a one-year warranty. All equipment supplied under the scope, including all associated installations shall be warranted by the manufacturer against electronic failure for at least one year
- Xvi) Power of attorney indicating the person authorized by the bidder to sign the bid documents

**A TENDERER WHO DOES NOT PROVIDE ALL THE ABOVE SHALL BE CONSIDERED NON-RESPONSIVE AND HENCE BE DISQUALIFIED AT THIS STAGE.**

#### **TECHNICAL EVALUATION**

- a) The evaluation committee will thoroughly scrutinize the documents to satisfy themselves that the tenderer has filled, completed and provided comprehensive and supportive documents outlining: -
  - 1. Key personnel to execute in the works
  - 2. Contracts completed in the last (2) two years and their relevance to the contract
  - 3. Schedule on the on-going contracts and their relevance to the contract
  - 4. Schedule of unit rates
  - 5. Bills of Quantities
- b) The evaluation team shall further scrutinize and satisfy themselves that the proposal/technical solution offered by the tenderer meets the requirements of

the specification.

- c) The evaluation team shall also scrutinize the brochures (which must be enclosed in the tender) and verify from the brochures that the items the tenderer proposes to supply meets the requirements of the technical specification.
- d) Presentation of realistic time frame for completion on the project work plan of the contract shall be included with the proposal and evaluated.

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.

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:

No	Item	Score (%)
a.	Bidder must present at least Three (3) similar assignments/services that have been successfully and satisfactorily completed from reputable corporate/enterprise clients locally or Internationally in the last 7 years. The similarity should be in terms of nature (Multimedia and Audio-Visual System), scope and value. Must provide copies of LPO, award letters, copies of contract as proof. Attach completion certificates and	15%
	Present at least 3 Letters of references/recommendation from three different clients <b>(one letter =3 marks)</b>	9%
	Volume of business handled in the last three  (3) years (Attach evidence in form of LPO /contract copy) <b>(5 marks)</b> <b>i. Over Kshs. 20 million (5 marks)</b> <b>ii. Over Kshs. 10 million and below 20</b>	5%

b.	<p><b>Compliance with Technical Specifications</b></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 bidder's compliance to the technical specifications provided in this Bid document (15 Marks)</p> <p>Systems Compliance with relevant industry codes and standards (2 Marks)</p>	15%
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d	<p><b>Key Personnel Competence</b>  Knowledge and experience of staff to implementing/ take charge of the contract execution. (Attach CVS and Certifications) of team leader/Lead Technician,3 technicians, Project manager,</p> <p><b>1.Project Manager: (4 marks)</b>  Must be a holder of at least a Degree in any relevant field (1)  Must possess certification in Project Management such as Prince 2, PMP or Masters in PM. (1)  Must have handled at-least 3 similar projects in the last 7 years. (2 marks)</p> <p><b>2. Lead Technician: (4 marks)</b>  Must provide one (1) lead technicians who must be a holder of at least  Degree in Telecommunication Engineering or Electrical and Electronics Engineering or any relevant field. (1)  Must have at least three (3) years’ experience in sound technology, or electronics. (1)  Must have served as a lead Technician in at least three similar projects in scope, cost and complexity. (1)  Must have experience in working with either, multi-media systems, broadcasting systems or telecommunications or video conferencing technologies. 1 mark</p> <p><b>3.Techicians :(8 marks)</b>  Must provide two (2) technicians who must be a holder of at least Diploma in Telecommunication Engineering, Electrical and Electronics Engineering. b) At least three (3) years’ experience in sound technology, or electronics. c) Must have served as AV Technician in three similar projects in scope, cost and complexity. d) Must have experience in working with either broadcasting, telecommunications or video conferencing technologies. (4 marks each-8 marks total)</p> <p><b>4. Electrical Engineer: (2 marks)</b>  ) Must provide a qualified electrical engineer with at least a Diploma from a recognized institution. Must have a valid ERC certificate and have handled similar project in the last 5 years (2</p>	20%
	<p><b>Training and Skills Transfer schedules plan</b> -Detailed and proper training plan and curriculum on operation and usage. (4 marks)</p> <p><b>Detailed work/Implementation Plan</b>-Provide reasonable timelines and must not exceed 12 weeks. Detailed implementation plan explaining integration, delivery schedules, time lines, resource allocation (3 marks)</p> <p><b>Maintenance and Support Plan:</b> Attach draft SLA and support</p>	10%

	plan for 1 year. All the equipment must have one-year Warranty (3 marks)	
	<p><b>Integrated System Design:</b> 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 (6 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>	16%
	<p><b>Accreditations, Partnership and Licenses</b></p> <p>NCA 6 and above (2 marks)</p> <p>Accreditation to ICTA-(2 marks)</p> <p>Valid CAK license (3 marks)</p> <p>Manufacturer Authorization Form /letter (3)</p>	10%
<b>TOTAL SCORE</b>		<b>100%</b>

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2.24.4.3. A bidder MUST attain at least **70%** in the Technical Evaluation to be considered for the Financial Evaluation.

#### **2.24.4.4 Financial Evaluation of Tenders**

Tenders which have been determined to be substantially responsive to technical requirements, pursuant to the above criteria will be evaluated and compared financially.

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.

**SECTION VI - SCHEDULE OF REQUIREMENTS AND PRICES**

**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	26				
4.	Gooseneck Microphones	28				
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.	Server PC	1				
16.	3KVA UPS	2				
17.	Installation Accessories (lot)	1				
18.	Installation and Commissioning Services	1				
19.	Training Services	1				

20.	Provisional Sum for expenses at the discretion of the Project Manager	1				<b>100,000.00</b>
	<b>Total Price in Kenya Shillings</b>					

**Remarks :**

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.

E.3. The prices quoted must be inclusive of 16% VAT

## **SECTION VII- 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.

**1. 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 \_\_\_\_\_ 2020.

*[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]***

**2. 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	.....	.....	.....	.....

**3.**

**4.** Date ..... Seal / Signature of Candidate .....

**3. TENDER SECURITY FORM**

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]

**4. 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\_\_\_\_\_.

**5. 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]*

**6. 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 AWARD**

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

.....

**SIGNED FOR ACCOUNTING OFFICER**



**7. 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 of .....20.....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....

**8. SITE SURVEY FORM**

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

**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.***