

**REPUBLIC OF KENYA**



**COUNTY ASSEMBLY OF SIAYA**

**TENDER DOCUMENT**

**FOR**

**SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF INTEGRATED  
LIBRARY MANAGEMENT AND SECURITY SYSTEM**

**TENDER NO: CAS/OT/ITLIB/02/2023-2024**

**ISSUE DATE: THURSDAY 20<sup>TH</sup> DECEMBER 2023**

**CLOSING DATE: WEDNESDAY 10<sup>TH</sup> JANUARY 2024 AT NOON**

**IFMIS NUMBER; 1389235**

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## TABLE OF CONTENTS

<b>INVITATION TO TENDER .....</b>	<b>vii</b>
<b>Section I - Instructions to Tenderers.....</b>	<b>1</b>
<b>A General Provisions .....</b>	<b>1</b>
1 Scope of Tender .....	
2 Fraud and Corruption .....	1
3 Eligible Tenderers.....	1
4 Eligible Goods and Related Services .....	3
<b>1) Contents of Request for Tenders Document .....</b>	<b>3</b>
1. Sections of Tendering Document.....	3
6 Clarification of Tender Document.....	4
7 Amendment of Tender Document.....	4
<b>2) Preparation of Tenders .....</b>	<b>5</b>
8 Cost of Tendering.....	5
9 Language of Tender .....	5
10 Documents Comprising the Tender .....	5
11 Form of Tender and Price Schedules .....	5
12 Alternative Tenders.....	6
13 Tender Prices and Discounts.....	6
14 Currencies of Tender and Payment .....	7
15 Documents Establishing the Eligibility and Conformity of the Goods and Related Services.....	7
16 Documents Establishing the Eligibility and Qualifications of the Tenderer .....	7
17 Period of Validity of Tenders .....	8
18 Tender Security .....	8
19 Format and Signing of Tender .....	9
<b>3) Submission and Opening of Tenders .....</b>	<b>9</b>
20 Sealing and Marking of Tenders .....	9
21 Deadline for Submission of Tenders.....	10
22 Late Tenders.....	10
23 Withdrawal, Substitution, and Modification of Tenders .....	10
24 Tender Opening .....	10
<b>4) Evaluation and Comparison of Tenders .....</b>	<b>11</b>
25 Confidentiality.....	11
26 Clarification of Tenders .....	11
27 Deviations, Reservations, and Omissions .....	12
28 Determination of Responsiveness .....	12
29 Non-conformities, Errors and Omissions.....	12
30 Correction of Arithmetical Errors.....	13
31 Conversion to Single Currency.....	13
32 Margin of Preference and Reservations .....	13
33 Evaluation of Tenders .....	13
34 Comparison of Tenders.....	14
35 Abnormally Low Tenders .....	14
36 Abnormally High Tenders.....	14
37. Post Qualification of the Tenderer .....	15
38. Lowest Evaluated Tender .....	15
39. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All .....	15
<b>5) Award of Contract.....</b>	<b>15</b>
40. Award Criteria .....	15
41. Notice of Intention to enter into a Contract .....	16
42. Standstill Period.....	16
43. Debriefing by the Procuring Entity.....	16

44.	Letter of Award.....	16
45.	Signing of Contract.....	16
46.	Performance Security.....	16
47.	Publication of Procurement Contract.....	17
48.	Procurement Related Complaint .....	17
<b>SECTION II – TENDER DATA SHEET (TDS) .....</b>		<b>18</b>
<b>SECTION III - EVALUATION AND QUALIFICATION CRITERIA.....</b>		<b>22</b>
1.	General Provisions .....	22
2.	Evaluation of Tenders (ITT 33) .....	22
3.	margin of Preference .....	25
4.	Post Qualification of Tenderers (ITT 37) .....	25
<b>SECTION IV - TENDERING FORMS .....</b>		<b>28</b>
	Form of Tender.....	29
	Certificate of Independent Tender Determination .....	32
	Self-declaration Forms .....	33
	Appendix 1 - Fraud and Corruption .....	36
	Tenderer Information Form .....	38
	Tenderer’s Eligibility- Confidential Business Questionnaire Form .....	39
	Tenderer’s JV Members Information Form .....	42
	Price Schedule Forms .....	43
	FORM OF TENDER SECURITY - DEMAND BANK GUARANTEE.....	49
	FORM OF TENDER SECURITY (TENDER BOND).....	50
	FORM OF TENDER-SECURING DECLARATION .....	51
	MANUFACTURER’S AUTHORIZATION FORM .....	52
<b>PART 2: SUPPLY REQUIREMENTS .....</b>		<b>53</b>
<b>Section V - Schedule of Requirements.....</b>		<b>53</b>
	Notes for Preparing the Schedule of Requirements .....	53
1.	List of Goods and Delivery Schedule.....	54
2.	List of Related Services and Completion Schedule .....	55
3.	Technical Specifications .....	56
4.	Drawings .....	58
5.	Inspections and Tests .....	59
<b>PART 3 - CONTRACT .....</b>		<b>60</b>
<b>SECTION VI - GENERAL CONDITIONS OF CONTRACT .....</b>		<b>61</b>
<b>SECTION VII - SPECIAL CONDITIONS OF CONTRACT .....</b>		<b>74</b>
<b>SECTION VIII - CONTRACT FORMS.....</b>		<b>78</b>
	FORM No 1: NOTIFICATION OF INTENTION TO AWARD.....	79
	FORM NO 2: NOTIFICATION OF AWARD - LETTER OF ACCEPTANCE .....	82
	NOTIFICATION OF AWARD - LETTER OF ACCEPTANCE .....	83
	FORM NO 3 - CONTRACT AGREEMENT.....	84
	FORM NO. 4 - PERFORMANCE SECURITY [Option 1 - Unconditional Demand Bank Guarantee].....	85
	FORM No. 5 - PERFORMANCE SECURITY [Option 2– Performance Bond].....	86
	FORM NO. 6 - ADVANCE PAYMENT SECURITY [Demand Bank Guarantee] .....	

REPUBLIC OF KENYA



COUNTY ASSEMBLY OF SIAYA

**TENDER NO. CAS/OT/2/2023-2024 – SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF AN INTEGRATED LIBRARY MANAGEMENT SOFTWARE AND LIBRARY SECURITY SYSTEM**

**PROCURING ENTITY: COUNTY ASSEMBLY OF SIAYA**

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**CONTRACT NAME AND DESCRIPTION: SUPPLY, INSTALLATION,  
TESTING AND COMMISSIONING OF AN INTEGRATED LIBRARY MANAGEMENT  
SOFTWARE AND LIBRARY SECURITY SYSTEM- CAS/OT/ITLIB/02/2023-2024**

1. The *County Assembly of Siaya* invites sealed tenders for Supply, installation, testing and commissioning of an integrated library management software and library security system.
2. Tendering will be conducted under open national competitive method using a standardized tender document. Tendering is open to all eligible, qualified and interested Tenderers.

***This tender is reserved for special groups only and bidders MUST attach a valid AGPO certificate.***

3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours from 9.00am to 4.00pm at the address given below.
4. A complete set of tender documents may be obtained by interested tenders free of charge.
5. Tender documents may be obtained electronically from the assembly website, [www.siayaassembly.go.ke](http://www.siayaassembly.go.ke) or from government tenders portal, [tenders.go.ke](http://tenders.go.ke). Tender documents obtained electronically will be free of charge. Tenderers downloading documents from a designated Website shall advise the Procurement Entity that they have downloaded the tender documents, giving full contact addresses of the tenderer to the email, [clerk@siayaassembly.go.ke](mailto:clerk@siayaassembly.go.ke).
6. Tender documents may be viewed and downloaded for free from the website [www.siayaassembly.go.ke](http://www.siayaassembly.go.ke). Tenderers who download the tender document must forward their particulars immediately to [clerk@siayaassembly.go.ke](mailto:clerk@siayaassembly.go.ke) to facilitate any further clarification or addendum. The procedures to be followed will be as follows:
7. All Tenders must be accompanied by a duly filled **tender securing declaration form in the attached format**.
8. Completed tenders must be delivered to the address below on or before **WEDNESDAY 10<sup>TH</sup> JANUARY 2024 AT NOON** Electronic Tenders will be permitted.
9. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
10. Late tenders will be rejected.
11. The addresses referred to above are:

**A. Address for obtaining further information and for purchasing tender documents**

- 1) Name of Procuring Entity; COUNTY ASSEMBLY OF SIAYA
- 2) Physical address for hand Courier Delivery to an office or Tender Box (City, Street Name, Building, Floor Number and Room)- COUNTY ASSEMBLY OF SIAYA HEADQUARTERS, GROUND FLOOR
- 3) Postal Address-P.O BOX 7-40600 SIAYA
- 4) Insert name, telephone number and e-mail address of the officer to be contacted.  
Erick Odhiambo ogenga,  
clerk@siayaassembly.go.ke

**B. Address for Submission of Tenders.**

- 1) Name of Procuring Entity; COUNTY ASSEMBLY OF SIAYA
- 2) Postal Address (include designation of Officer to be attentional) The County Assembly Clerk, P.O BOX 7-40600 SIAYA
- 3) Physical address for hand Courier Delivery to an office or Tender Box - County Assembly of Siaya Headquarters, Ground floor

**C. Address for Opening of Tenders.**

- 1) Name of Procuring Entity; County Assembly of Siaya
- 2) Physical address for the location (City, Street Name, Building, Floor Number and Room)

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*[Authorized Official (name, designation, Signature and date)]*

Name Erick Odhiambo ogenga

Designation; Ag County Assembly Clerk

Signature\_\_\_\_\_

Date; 21<sup>ST</sup> December 2023\_\_\_\_\_

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**PART 1 - TENDERING PROCEDURES**

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## SECTION I: INSTRUCTIONS TO TENDERERS

### A General Provisions

#### 1. Scope of Tender

11 The Procuring Entity as defined in the TDS invites tenders for supply of goods and, if applicable, any Related Services incidental thereto, as specified in Section V, Supply Requirements. The name, identification, and number of lots (contracts) of this Tender Document are specified in the TDS.

12 Throughout this tendering document:

- a) the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, including if specified in the TDS, distributed or received through the electronic-procurement system used by the Procuring Entity) with proof of receipt;
- b) if the context so requires, “singular” means “plural” and vice versa;
- c) “Day” means calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of the Procuring Entity. It excludes official public holidays.

#### 2. Fraud and Corruption

21 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.

22 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.

23 Unfair Competitive Advantage - Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate in the **Data Sheet** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.

#### 3. Eligible Tenderers

31 A Tenderer may be a firm that is a private entity, an individual, a state-owned enterprise or institution subject to ITT 3.7, or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. Public employees and their close relatives (*spouses, children, brothers, sisters and uncles and aunts*) are not eligible to participate in the tender.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Tendering process and, in the event the JV is awarded the Contract, during contract execution. The maximum number of JV members shall be specified in the **TDS**.

32 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.

33 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:

- a) directly or indirectly controls, is controlled by or is under common control with another Tenderer; or
- b) receives or has received any direct or indirect subsidy from another Tenderer; or
- c) has the same - representative or ownership as another Tenderer; or
- d) has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this Tendering process; or
- e) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods that are the subject of the Tender; or
- f) or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity or Procuring Entity for the Contract implementation; or
- g) would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the TDS ITT 1.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or has a close business or family relationship with a professional staff of the Procuring Entity (or of the project implementing agency, who: (i) are directly or indirectly involved in the preparation of the tendering document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or (ii) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the Tendering process and execution of the Contract.

- 34 A tenderer shall not be involved in corrupt, coercive, obstructive, collusive or fraudulent practice. A tenderer that is proven to have been involved in any of these practices shall be automatically disqualified.
- 35 A firm that is a Tenderer (either individually or as a JV member) shall not submit more than one Tender, except for permitted alternative Tenders. This includes participation as a subcontractor. Such participation shall result in the disqualification of all Tenders in which the firm is involved. A firm that is not a Tenderer or a JV member, may participate as a subcontractor in more than one Tender. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender.
- 36 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 3.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub consultants for any part of the Contract including related Services.
- 37 A Tenderer that has been debarred by the PPRA from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the PPRA's website [www.ppra.go.ke](http://www.ppra.go.ke)
- 38 Tenderers that are state-owned enterprises or institutions may be eligible to compete and be awarded a Contract(s) only if they are (i) a legal public entity of the state Government and/or public administration, (ii) financially autonomous and not receiving any significant subsidies or budget support from any public entity or Government, and (iii) operating under commercial law and vested with legal rights and liabilities similar to any commercial enterprise to enable it compete with firms in the private sector on an equal basis. Public employees and their close relatives are not eligible to participate in the tender.
- 39 Tenderers may be ineligible if their countries of origin (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting for supply of goods or services from that country, or any payments to any country, person, or entity in that country. A tenderer shall provide such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.
- 310 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.



- 311 Where the law requires tenderers to be registered with certain authorities in Kenya, such registration requirements shall be defined in the **TDS**
- 312 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website [www.cak.go.ke](http://www.cak.go.ke)
- 313 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

#### **4 Eligible Goods and Related Services**

- 41 All the Goods and Related Services to be supplied under the Contract shall have their origin in any country that is eligible in accordance with ITT 3.9.
- 42 For purposes of this ITT, the term “goods” includes commodities, raw material, machinery, equipment, and industrial plants; and “related services” include services such as insurance, installation, training, and initial maintenance.
- 43 The term “origin” means the country where the goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.
- 44 A procuring entity shall ensure that the items listed below shall be sourced from Kenya and there shall be no substitutions from foreign sources. The affected items are:
- a) motor vehicles, plant and equipment which are assembled in Kenya;
  - b) furniture, textile, foodstuffs, oil and gas, information communication technology, steel, cement, leather, agro-processed products, sanitary products, and other goods made in Kenya; or
  - c) goods manufactured, mined, extracted or grown in Kenya.
- 45 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

#### **5 Sections of Tendering Document**

- 51 The tendering document consist of Parts 1, 2, and 3, which include all the sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITT 8.

##### **PART 1: Tendering Procedures**

- i) Section I - Instructions to Tenderers (ITT)
- ii) Section II - Tendering Data Sheet (TDS)
- iii) Section III - Evaluation and Qualification Criteria
- iv) Section IV - Tendering Forms

##### **PART 2: Supply Requirements**

- v) Section V - Schedule of Requirements

##### **PART 3: Contract**

- vi) Section VI - General Conditions of Contract (GCC)
- vii) Section VII - Special Conditions of Contract (SCC)
- viii) Section VIII - Contract Forms

- 52 The notice of Invitation to Tender or the notice to the prequalified Tenderers issued by the Procuring Entity is not part of the tendering document.

- 53 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the document, responses to requests for clarification, the minutes of the pre-tender meeting (if any), or addenda to the tendering document in accordance with ITT 7.
- 54 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

## **6 Clarification of Tendering Document**

- 61 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the **TDS** or raise its enquiries during the pre-Tender meeting if provided for in accordance with ITT 6.4. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender documents in accordance with ITT 5.3, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents following the procedure under ITT 7.
- 62 The Procuring Entity shall specify in the **TDS** if a pre-tender conference will be held, when and where. The Tenderer's designated representative is invited to attend a pre-Tender meeting. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 63 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.
- 64 Minutes of the pre-Tender meeting, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT 6.3. Minutes shall not identify the source of the questions asked.
- 65 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-Tender meeting at the web page identified in the **TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-Tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 7 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

## **7 Amendment of Tendering Document**

- 71 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the tendering document by issuing addenda.
- 72 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tender document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's web page in accordance with ITT 7.1.
- 73 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders, pursuant to ITT 21.2.

## **C. Preparation of Tenders**

### **8 Cost of Tendering**

81 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

### **9. Language of Tender**

91 The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages into the English Language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

### **10. Documents Comprising the Tender**

101 The Tender shall comprise the following:

- a) Form of Tender prepared in accordance with ITT11;
- b) Price Schedules: completed in accordance with ITT 11 and ITT 13;
- c) Tender Security or Tender-Securing Declaration, in accordance with ITT 18.1;
- d) Alternative Tender: if permissible, in accordance with ITT12;
- e) Authorization: written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT19.3;
- f) Qualifications: documentary evidence in accordance with ITT 16.2 establishing the Tenderer qualifications to perform the Contract if its Tender is accepted;
- g) Tenderer Eligibility: documentary evidence in accordance with ITT16.1 establishing the Tenderer eligibility to tender;
- h) Eligibility of Goods and Related Services: documentary evidence in accordance with ITT 15, establishing the eligibility of the Goods and Related Services to be supplied by the Tenderer;
- i) Conformity: documentary evidence in accordance with ITT15.2 that the Goods and Related Services conform to the tender document; and
- j) any other document required in the TDS.

102 In addition to the requirements under ITT 10.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender, together with a copy of the proposed Agreement.

103 The Tenderer shall furnish in the Form of Tender information on commissions gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Tender.

### **11. Form of Tender and Price Schedules**

111 The Form of Tender and Price Schedules shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize pages of all tender documents submitted.

### **12. Alternative Tenders**

121 Unless otherwise specified in the TDS, alternative Tenders shall not be considered.

### 13. Tender Prices and discounts

- 131 The prices quoted by the Tenderer in the Form of Tender and in the Price, Schedules shall conform to the requirements specified below.
- 132 All lots (contracts) and items must be listed and priced separately in the Price Schedules.
- 133 The price to be quoted in the Form of Tender in accordance with ITT10.1 shall be the total price of the Tender, including any discounts offered.
- 134 The Tenderer shall quote any discounts and indicate the methodology for their application in the form of tender. Conditional discounts will be rejected.
- 135 Prices quoted by the Tenderer shall be fixed during the performance of the Contract and not subject to variation on any account, unless otherwise specified **in the TDS**. A Tender submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to ITT 28. However, if in accordance with **the TDS**, prices quoted by the Tenderer shall be subject to adjustment during the performance of the Contract, a Tender submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.
- 136 If specified in ITT 1.1, Tenders are being invited for individual lots (contracts) or for any combination of lots (packages). Unless otherwise specified **in the TDS**, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Tenderers wishing to offer discounts for the award of more than one Contract shall specify in their Tender the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITT 13.4 provided the Tenders for all lots (contracts) are opened at the same time.
- 137 The terms EXW, CIP, CIF, DDP and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of Commerce.
- 138 Prices shall be quoted as specified in each Price Schedule included in Section IV, Tendering Forms. The disaggregation of price components is required solely for the purpose of facilitating the comparison of Tenders by the Procuring Entity. This shall not in any way limit the Procuring Entity's right to contract on any of the terms offered. In quoting prices, the Tenderer shall be free to use transportation through carriers registered in any eligible country. Similarly, the Tenderer may obtain insurance services from any eligible country in accordance with ITT 3.6, Eligible Tenders. Prices shall be entered in the following manner:
- a) For Goods manufactured in Kenya:
    - i) the price of the Goods quoted EXW (ex-works, ex-factory, ex warehouse, ex showroom, or off-the- shelf, as applicable) final destination point indicated in the **TDS**, including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods;
    - ii) any sales tax and other taxes which will be payable in Kenya on the Goods if the Contract is awarded to the Tenderer; and
    - iii) the price for inland transportation, insurance, and other local services required to convey the Goods to their final destination specified **in the TDS**.
  - b) For Goods manufactured outside Kenya, to be imported:
    - i) the price of the Goods, quoted CIP named place of destination, in Kenya, as specified **in the TDS**;
    - ii) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination specified **in the TDS**;
  - c) For Goods manufactured outside Kenya, already imported:
    - i) the price of the Goods, including the original import value of the Goods; plus, any mark-up (or rebate); plus, any other related local cost, and custom duties and other import taxes already paid or to be paid on the Goods already imported;
    - ii) the custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the Goods already imported;

- iii) any sales and other taxes levied in Kenya which will be payable on the Goods if the Contract is awarded to the Tenderer; and
  - iv) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) specified in the TDS.
- d) for Related Services, other than inland transportation and other services required to convey the Goods to their final destination, whenever such Related Services are specified in the Schedule of Requirements, the price of each item comprising the Related Services (inclusive of any applicable taxes).

#### **14 Currencies of Tender and Payment**

- 141 The currency (ies) of the Tender, the currency (ies) of award and the currency (ies) of contract payments shall be the same.
- 142 The Tenderer shall quote in Kenya shillings. If allowed in the TDS, the Tenderer may express the Tender price in any currency, provided it shall use no more than two foreign currencies in addition to the Kenya Shilling.
- 143 The rates of exchange to be used by the Tenderer shall be based on the exchange rates provided by the Central Bank of Kenya on the date 30 days prior to the actual date of tender opening.

#### **15 Documents Establishing the Eligibility and Conformity of the Goods and Related Services**

- 151 To establish the eligibility of the Goods and Related Services in accordance with ITT 15, Tenderers shall complete the country-of-origin declarations in the Price Schedule Forms, included in Section IV, Tendering Forms.
- 152 To establish the conformity of the Goods and Related Services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that the Goods conform to the technical specifications and standards specified in Section VII, Schedule of Requirements.
- 153 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Section VII, Schedule of Requirements.
- 154 The Tenderer shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified in the TDS following commencement of the use of the goods by the Procuring Entity.
- 155 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Procuring Entity in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Schedule of Requirements.

#### **16 Documents Establishing the Eligibility and Qualifications of the Tenderer**

- 161 To establish Tenderer eligibility in accordance with ITT 4, Tenderers shall complete the Form of Tender, included in Section IV, Tendering Forms.
- 162 The documentary evidence of the Tenderer qualifications to perform the Contract if its Tender is accepted shall establish to the Procuring Entity's satisfaction:
- a) that, if required in the TDS, a Tenderer that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Tendering Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Kenya;
  - b) that, if required in the TDS, in case of a Tenderer not doing business within the Kenya, the Tenderer is or will be (if awarded the Contract) represented by an Agent in the country equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
  - c) that the Tenderer meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

## 17. Period of Validity of Tenders

- 171 Tenders shall remain valid for the Tender Validity period specified in the **TDS**. The Tender Validity period starts from the date fixed for the Tender submission deadline (as prescribed by the Procuring Entity in accordance with ITT 21.1). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.
- 172 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 18, it shall also be extended for a corresponding period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 17.3.
- 173 If the award is delayed by a period exceeding the number of days to be specified in the **TDS** days beyond the expiry of the initial tender validity period, the Contract price shall be determined as follows:
- a) in the case of **fixed price** contracts, the Contract price shall be the tender price adjusted by the factor specified in the **TDS**;
  - b) in the case of **adjustable price** contracts, no adjustment shall be made; or in any case, tender evaluation shall be based on the tender price without taking into consideration the applicable correction from those indicated above.

## 18. Tender Security

- 181 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender Security, as specified in the **TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified in the **TDS**.
- 182 A Tender Securing Declaration shall use the form included in Section IV, Tendering Forms.
- 183 If a Tender Security is specified pursuant to ITT 18.1, the Tender Security shall be a demand guarantee in any of the following forms at the Tenderer option:
- i) cash;
  - ii) a bank guarantee;
  - iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
  - iv) a letter of credit; or guarantee by a deposit taking micro-finance institution, Sacco society, the Youth Enterprise Development Fund or the Women Enterprise Fund.
- 184 If an unconditional guarantee is issued by a non-Bank financial institution located outside Kenya, the issuing non-Bank financial institution shall have a correspondent financial institution located in Kenya to make it enforceable unless the Procuring Entity has agreed in writing, prior to Tender submission, that a correspondent financial institution is not required. In the case of a bank guarantee, the Tender Security shall be submitted either using the Tender Security Form included in Section IV, Tendering Forms, or in another substantially similar format approved by the Procuring Entity prior to Tender submission. The Tender Security shall be valid for thirty (30) days beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 17.2.
- 185 If a Tender Security is specified pursuant to ITT 18.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Procuring Entity as non-responsive.
- 186 If a Tender Security is specified pursuant to ITT 18.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer signing the Contract and furnishing the Performance Security pursuant to ITT 46. The Procuring Entity shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined non-responsive or a bidder declines to extend tender validity period.

- 187 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security.
- 188 The Tender Security may be forfeited or the Tender Securing Declaration executed:
- a) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender, or any extension thereto provided by the Tenderer; or
  - b) if the successful Tenderer fails to:
    - i) sign the Contract in accordance with ITT 45; or
    - ii) furnish a Performance Security in accordance with ITT 46.
- 189 Where tender securing declaration is executed, the Procuring Entity shall recommend to the PPRA that PPRA debar the Tenderer from participating in public procurement as provided in the law.
- 1810 The Tender Security or Tender- Securing Declaration of a JV must be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of Tendering, the Tender Security or Tender-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITT3.1 and ITT 10.2.
- 1811 A tenderer shall not issue a tender security to guarantee itself.

## **19. Format and Signing of Tender**

- 191 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 11 and clearly mark it "ORIGINAL." Alternative Tenders, if permitted in accordance with ITT 12, shall be clearly marked "ALTERNATIVE." In addition, the Tenderer shall submit copies of the Tender, in the number **specified in the TDS** and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.
- 192 Tenderers shall mark as "CONFIDENTIAL" information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.
- 193 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation **as specified in the TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.
- 194 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by each member's legally authorized representatives.
- 195 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

## **D. Submission and Opening of Tenders**

### **20 Sealing and Marking of Tenders**

- 20.1 Depending on the sizes or quantities or weight of the tender documents, a tenderer may use an envelope, package or container. The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:
- a) in an envelope or package or container marked "ORIGINAL", all documents comprising the Tender, as described in ITT 11; and
  - b) in an envelope or package or container marked "COPIES", all required copies of the Tender; and
  - c) if alternative Tenders are permitted in accordance with ITT 12, and if relevant:
    - i) in an envelope or package or container marked "ORIGINAL –ALTERNATIVE TENDER", the alternative Tender; and
    - ii) in the envelope or package or container marked "COPIES- ALTERNATIVE TENDER", all required copies of the alternative Tender.



- 202 The inner envelopes or packages or containers shall:
- a) bear the name and address of the Procuring Entity.
  - b) bear the name and address of the Tenderer; and
  - c) bear the name and Reference number of the Tender.
- 203 Where a tender package or container cannot fit in the tender box, the procuring entity shall:
- a) Specify in the **TDS** where such documents should be received.
  - b) maintain a record of tenders received and issue acknowledgement receipt note to each tenderer specifying time and date of receipt.
  - c) Ensure all tenders received are handed over to the tender opening committee for opening at the specified opening place and time.
- 204 If an envelope or package or container is not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender. Tenders misplaced or opened prematurely will not be accepted.

## **21. Deadline for Submission of Tenders**

- 211 Tenders must be received by the Procuring Entity at the address and no later than the date and time specified **in the TDS**. When so specified **in the TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures **specified in the TDS**.
- 212 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT7, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

## **22. Late Tenders**

- 221 The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of Tenders. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

## **23. Withdrawal, Substitution, and Modification of Tenders**

- 231 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITT19.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:
- a) prepared and submitted in accordance with ITT 20 and 21 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION;" and
  - b) received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 22.
- 233 Tenders requested to be withdrawn in accordance with ITT 23.1 shall be returned unopened to the Tenderers.
- 234 No Tender may be withdrawn, substituted, or modified 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 Form of Tender or any extension thereof.

## **24. Tender Opening**

- 241 Except as in the cases specified in ITT 23, the Procuring Entity shall, at the Tender opening, publicly open and read out all Tenders received by the deadline at the date, time and place specified **in the TDS** in the presence of Tenderers' designated representatives who choose to attend, including to attend any specific electronic tender opening procedures if electronic tendering is permitted in accordance with ITT 21.1, shall be as specified **in the TDS**.



- 242 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding Tender shall not be opened, but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the "power of attorney" confirming the signature as a person duly authorized to sign on behalf of the Tenderer, the corresponding Tender will be opened. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.
- 243 Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.
- 244 Next, envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.
- 245 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security, if required; and any other details as the Procuring Entity may consider appropriate.
- 246 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further for evaluation. The Form of Tender and pages of the Bills of Quantities are to be initialed by the members of the tender opening committee attending the opening. The number of representatives of the Procuring Entity to sign shall be specified in the **TDS**.
- 247 The Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 22.1).
- 248 The Procuring Entity shall prepare a record of the Tender opening that shall include, as a minimum:
- a) the name of the Tenderer and whether there is a withdrawal, substitution, or modification;
  - b) the Tender Price, per lot (contract) if applicable, including any discounts;
  - c) any alternative Tenders;
  - d) the presence or absence of a Tender Security or Tender-Securing Declaration, if one was required;
  - e) number of pages of each tender document submitted.
- 249 The Tenderers' representatives who are present shall be requested to sign the record. The omission of a Tenderer signature on the record shall not invalidate the contents and effect of the record. A copy of the tender opening register shall be issued to a Tenderer upon request.

## **E. Evaluation and Comparison of Tenders**

### **25. Confidentiality**

- 251 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the tendering process until the information on Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 41.
- 252 Any effort by a Tenderer to influence the Procuring Entity in the evaluation or contract award decisions may result in the rejection of its Tender.
- 253 Notwithstanding ITT 25.2, from the time of Tender opening to the time of Contract Award, if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tendering process, it should do so in writing.

### **26. Clarification of Tenders**

- 261 To assist in the examination, evaluation, comparison of the Tenders, and qualification of the Tenderers, the Procuring Entity may, at its discretion, ask any Tenderer for a clarification of its Tender. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No

change, including any voluntary increase or decrease, in the prices or substance of the Tender shall be sought, offered, or permitted except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the Evaluation of the Tenders, in accordance with ITT 30.

If a Tenderer does not provide clarifications of its Tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

## **27. Deviations, Reservations, and Omissions**

27.1 During the evaluation of Tenders, the following definitions apply:

- a) "Deviation" is a departure from the requirements specified in the Tendering document;
- b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and
- c) "Omission" is the failure to submit part or all of the information or documentation required in the tendering document.

## **28. Determination of Responsiveness**

28.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 28.2.

28.2 A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a) if accepted, would:
  - i) affect in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
  - ii) limit in any substantial way, inconsistent with the tendering document, the Procuring Entity's rights or the Tenderer obligations under the Contract; or
- b) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.

28.2 The Procuring Entity shall examine the technical aspects of the Tender submitted in accordance with ITT 15 and ITT 16, in particular, to confirm that all requirements of Section VII, Schedule of Requirements have been met without any material deviation or reservation, or omission.

28.3 If a Tender is not substantially responsive to the requirements of tendering document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

## **29. Non-conformities, Errors and Omissions**

29.1 Provided that a Tender is substantially responsive, the Procuring Entity may waive any non-conformities in the Tender.

29.2 Provided that a Tender is substantially responsive, the Procuring Entity may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify non-material non-conformities or omissions in the Tender related to documentation requirements. Such omission shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.

29.3 Provided that a Tender is substantially responsive, the Procuring Entity shall rectify quantifiable non-material non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified in the TDS. The adjustment shall be based on the **average** price of the item or component as quoted in other substantially responsive Tenders. If the price of the item or component cannot be derived from the price of other substantially responsive Tenders, the Procuring Entity shall use its best estimate.

### **30 Arithmetical Errors**

- 30.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.
- 30.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:
- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
  - b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and
  - c) if there is a discrepancy between words and figures, the amount in words shall prevail.
- 30.2 Tenderers shall be notified of any error detected in their bid during the notification of a ward.

### **31 Conversion to Single Currency**

- 31.1 For evaluation and comparison purposes, the currency(ies) of the Tender shall be converted in a single currency as specified in the **TDS**.

### **32 Margin of Preference and Reservations**

- 32.1 A margin of preference may be allowed on locally manufactured goods only when the contract is open to international tendering, where the tender is likely to attract foreign goods and where the contract exceeds the threshold specified in the Regulations.
- 32.2 For purposes of granting a margin of preference on locally manufactured goods under international competitive tendering, a procuring entity shall not subject the items listed below to international tender and hence no margin of preference shall be allowed. The affected items are:
- a) motor vehicles, plant and equipment which are assembled in Kenya;
  - b) furniture, textile, foodstuffs, oil and gas, information communication technology, steel, cement, leather agro-processing, sanitary products, and other goods made in Kenya; or
  - c) Goods manufactured, mined, extracted or grown in Kenya.
- 32.3 A margin of preference shall not be allowed unless it is specified so in the **TDS**.
- 32.4 Contracts procured on basis of international competitive tendering shall not be subject to reservations to specific groups as provided in ITT 32.5.
- 32.5 Where it is intended to reserve a contract to a specific group of businesses (these groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case may be), and who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses or firms belonging to the specified group are eligible to tender as specified in the **TDS**. No tender shall be reserved to more than one group. If not so stated in the Tender documents, the invitation to tender will be open to all interested tenderers.

### **33 Evaluation of Tenders**

- 33.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Procuring Entity shall determine the Lowest Evaluated Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:
- a) substantially responsive to the tender documents; and
  - b) the lowest evaluated price.

- 332 Price evaluation will be done for Items or Lots (contracts), as specified **in the TDS**; and the Tender Price as quoted in accordance with ITT 14. To evaluate a Tender, the Procuring Entity shall consider the following:
- a) price adjustment due to unconditional discounts offered in accordance with ITT 13.4;
  - b) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 31;
  - c) price adjustment due to quantifiable nonmaterial non-conformities in accordance with ITT 29.3; and
  - d) any additional evaluation factors specified **in the TDS** and Section III, Evaluation and Qualification Criteria.
- 333 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.
- 334 Where the tender involves multiple lots or contracts, the tenderer will be allowed to tender for one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT 33.2. The methodology to determine the lowest evaluated tenderer or tenderers based one lot (contract) or based on a combination of lots (contracts), will be specified in Section III, Evaluation and Qualification Criteria. In the case of multiple lots or contracts, tenderer will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.
- 335 The Procuring Entity's evaluation of a Tender will include and consider:
- a) in the case of Goods manufactured in Kenya, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the Tenderer;
  - b) in the case of Goods manufactured outside Kenya, already imported or to be imported, customs duties and other import taxes levied on the imported Good, sales and other similar taxes, which will be payable on the Goods if the contract is awarded to the Tenderer;
- 336 The Procuring Entity's evaluation of a Tender may require the consideration of other factors, in addition to the Tender Price quoted in accordance with ITT 14. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Tenders, unless otherwise specified in the **TDS** from amongst those set out in Section III, Evaluation and Qualification Criteria. The additional criteria and methodologies to be used shall be as specified in ITT 33.2(d).

### **34 Comparison of Tenders**

- 34.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 33.2 to determine the Tender that has the lowest evaluated cost. The comparison shall be on the basis of total cost (place of final destination) prices for all goods and all prices, plus cost of inland transportation and insurance to place of destination, for goods manufactured within the Kenya, together with prices for any required installation, training, commissioning and other services.

### **35 Abnormally Low Tenders**

- 35.1 An Abnormally Low Tender is one where the Tender price, in combination with other constituent elements of the Tender, appears unreasonably low to the extent that the Tender price raises material concerns with the Procuring Entity as to the capability of the Tenderer to perform the Contract for the offered Tender price.
- 35.2 In the event of identification of a potentially Abnormally Low Tender by the evaluation committee, the Procuring Entity shall seek written clarification from the Tenderer, including a detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, delivery schedule, allocation of risks and responsibilities and any other requirements of the tendering document.
- 35.3 After evaluation of the price analysis, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the contract for the offered Tender price, the Procuring Entity shall reject the Tender.

### **36 Abnormally High Tenders**

An abnormally high price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.

36.4 In case of an abnormally high tender price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The Procuring Entity may also seek written clarification from the tenderer on the reason for the high tender price. The Procuring Entity shall proceed as follows:

- i) If the tender price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the tender depending on the Procuring Entity's budget considerations.
- ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, the Procuring Entity shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.

36.5 If the Procuring Entity determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (*often due to collusion, corruption or other manipulations*), the Procuring Entity shall reject all Tenders and shall institute or cause relevant Government Agencies to institute an investigation on the cause of the compromise, before retendering.

### **37. Post Qualification of the Tenderer**

37.1 The Procuring Entity shall determine, to its satisfaction, whether the eligible Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender, meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

37.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer qualifications submitted by the Tenderer, pursuant to ITT 15 and 16. The determination shall not take into consideration the qualifications of other firms such as the Tenderer subsidiaries, parent entities, affiliates, subcontractors (other than specialized subcontractors if permitted in the tendering document), or any other firm(s) different from the Tenderer.

37.3 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated cost to make a similar determination of that Tenderer qualifications to perform satisfactorily.

### **38. Lowest Evaluated Tender**

38.1 Having compared the evaluated prices of Tenders, the Procuring Entity shall determine the Lowest Evaluated Tender. The Lowest Evaluated Tender is the Tender of the Tenderer that meets the Qualification Criteria and whose Tender has been determined to be:

- a) Most responsive to the Tender document; and
- b) the lowest evaluated price.

### **39. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders.**

39.1 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 notification Award, without thereby incurring any liability to Tenderers. In case of annulment, all Tenderers shall be notified with reasons and all Tenders submitted and specifically, tender securities, shall be promptly returned to the Tenderers.

## **F. Award of Contract**

### **40. Award Criteria**

The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender in accordance with procedures in Section 3: Evaluation and Qualification Criteria.

#### **41 Notice of Intention to enter into a Contract**

Upon award of the contract and prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter into a Contract / Notification of award to all tenderers which shall contain, at a minimum, the following information:

- a) the name and address of the Tenderer submitting the successful tender;
- b) the Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;
- d) the expiry date of the Standstill Period; and
- e) instructions on how to request a debriefing and/or submit a complaint during the standstill period;

#### **42 Standstill Period**

42.1 The Contract shall not be awarded earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied candidate to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.

42.2 Where standstill period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter into a Contract to the successful Tenderer.

#### **43 Debriefing by the Procuring Entity**

43.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 41, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request.

43.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

#### **44 Letter of Award**

Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 42, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

#### **45 Signing of Contract**

45.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.

45.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.

45.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period.

#### **46 Performance Security**

46.1 Within twenty-one (21) days of the receipt of Letter of Acceptance from the Procuring Entity, the successful Tenderer, if required, shall furnish the Performance Security in accordance with the GCC 18, using for that purpose the Performance Security Form included in Section X, Contract Forms. If the Performance Security furnished by the successful Tenderer is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Tenderer to be acceptable to the Procuring Entity. A foreign institution providing a bond shall have a correspondent financial institution located in Kenya, unless the Procuring Entity has agreed in writing that a correspondent financial institution is not required.

462 Failure of the successful Tenderer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next lowest Evaluated Tender.

463 Performance security shall not be required for a contract, if so specified in the **TDS**.

**47. Publication of Procurement Contract**

Within fourteen days after signing the contract, the Procuring Entity shall publish and publicize the awarded contract at its notice boards, entity website; and on the Website of the Authority in a manner and format prescribed by the Authority. At the minimum, the notice shall contain the following information:

- a) name and address of the Procuring Entity;
- b) name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- c) the name of the successful Tenderer, the final total contract price, the contract duration.
- d) dates of signature, commencement and completion of contract;
- e) names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening;

**48. Procurement Related Complaint**

The procedures for making a Procurement-related Complaint are as specified in the **TDS**.

## SECTION II – TENDER DATA SHEET (TDS)

The following specific data shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

ITT Reference	Particulars Of Appendix To Instructions To Tenders
<b>A. General</b>	
ITT 1.1	The reference number of the Invitation for Tenders is: <b>CAS/OT/ITLIB/02/2023-2024</b> The Procuring Entity is: <b>COUNTY ASSEMBLY OF SIAYA</b> The name of the Contract is: <b>SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF AN INTEGRATED LIBRARY MANAGEMENT SYSTEM AND LIBRARY SECURITY SYSTEM</b>  The number and identification of lots (contracts) comprising this Invitation for Tenders is: <b>ONE</b>
ITT 2.3	The Information made available on competing firms is as follows: _____ <b>N/A</b> _____
ITT 2.4	The firms that provided consulting services for the contract being tendered for are: _____ <b>N/A</b> _____
ITT 3.1	Maximum number of members in the Joint Venture (JV) shall be: <b>2</b>
ITT 3.7	A list of debarred firms and individuals is available on the PPRA's website: <a href="http://www.ppra.go.ke">www.ppra.go.ke</a>
ITT 3.11	Tenderers shall be required to be to be registered with – <b>THEIR RESPECTIVE REGISTRATION BODIES</b>
<b>B. Contents of Tendering Document</b>	
ITT 6.1	Address where to send enquiries is ..... <i>and/or</i> <b>THE COUNTY ASSEMBLY OF SIAYA</b> <b>Attn. THE COUNTY ASSEMBLY CLERK</b> <b>P.O. BOX 7-40600,</b> <b>SIAYA, KENYA</b> to reach the Procuring Entity not later than - <b>FIVE (5) DAYS TO THE CLOSING DATE OF THE TENDER</b>  (a) The Procuring Entity publish its response at the ASSEMBLY WEBSITE: <a href="http://www.siayaassembly.go.ke">www.siayaassembly.go.ke</a> <b>and at THE PUBLIC PROCUREMENT INFORMATION PORTAL (PPIP) WEBSITE...</b>
ITT 6.2	A pre-tender site visit will be held on <b>THURSDAY 28<sup>TH</sup> DECEMBER, 2023 at 2:00pm</b> at the County assembly of Siaya Offices from 10.00am
ITT 6.3	The questions to reach the Procuring Entity at least five (5) days to the closing date of the tender.
ITT 6.5	The Minutes of the Pre-Tender meeting shall be published on the at the website _____ <b>N/A</b> _____.
<b>C. Preparation of Tenders</b>	
ITT 10 (j)	The Tenderer shall submit the following additional documents in its Tender: <b>N/A</b>
ITT 12.1	Alternative Tenders <b>"SHALL NOT"</b> be considered.
ITT 13.4	The prices quoted by the Tenderer <b>"SHALL NOT"</b> be subject to adjustment during the Performance of the Contract.
13.8 (c) (iv)	Place of final destination (Project Site) is <b>COUNTY ASSEMBLY OF SIAYA</b>
ITT 14.2	Foreign currency requirements <b>NOT ALLOWED.</b>
ITT 15.4	Period of time the Goods are expected to be functioning (for the purpose of spare parts): <b>IMMEDIATELY UPON DELIVERY</b>
ITT 16.2 (a)	Manufacturer's authorization is: <b>REQUIRED</b>
ITT 16.2 (b)	After sales service is: <b>REQUIRED</b>
ITT 17.1	The Tender validity period shall be <b>140</b> days.



ITT 17.3	<p>(a) The Number of days beyond the expiry of the initial tender validity period will be <u>  N/A  </u> days.</p> <p>(b) The Tender price shall be adjusted by the following percentages of the tender price:</p> <p>(i) _____ <b>N/A</b> % of the local currency portion of the Contract price adjusted to reflect local inflation during the period of extension, and By _____</p> <p>(ii) _____ <b>N/A</b> % the foreign currency portion of the Contract price adjusted to reflect the international inflation during the period of extension. By _____</p>
ITT 18.1	<p>A Tender Security <b>"SHALL NOT BE"</b> required.</p> <p>A Tender-Securing Declaration <b>"SHALL BE"</b> required in the format provided.</p>
ITT 19.1	In addition to the original of the Tender, the number of copies is: <b>ONE (1) hardcopy and softcopy in a CD or flash disk</b>
ITT 19.3	<b>The written confirmation of authorization to sign on behalf of the Tenderer shall consist of Power of Attorney</b>
	<b>D. Submission and Opening of Tenders</b>
ITT 21.1	For <u><b>Tender submission purposes</b></u> only, the Procuring Entity's address is:

	<p><b>THE COUNTY ASSEMBLY OF SIAYA</b>  <b>Attn. THE COUNTY ASSEMBLY CLERK</b>  <b>P.O. BOX 7-40600</b>  <b>SIAYA, KENYA</b></p> <p><b>The deadline for Tender submission is: WEDNESDAY 10<sup>TH</sup> JANUARY 2024 at NOON</b>  The electronic Tendering submission procedures shall be: <b>N/A</b></p>
ITT 24.1	Tenders will be opened immediately thereafter in the presence of the designated tenderers representatives who choose to attend at Supreme Court Building 2 <sup>nd</sup> Floor Boardroom No. 74 or as will be advised.
ITT 24.6	The number of representatives of the Procuring Entity to sign is as per the appointment Letters
<b>E. Evaluation and Comparison of Tenders</b>	
ITT 31.1	<p>The currency that shall be used for Tender evaluation and comparison purposes to convert at the selling exchange rate all Tender prices expressed in various currencies into a single currency is: <b>KSHS</b></p> <p>The source of exchange rate shall be: <b>THE CENTRAL BANK IN KENYA.</b></p> <p>The date for the exchange rate shall be: <b>CLOSING/OPENING DATE OF THE TENDER</b></p>
ITT 32.3	<p>A margin of preference and/or reservation <b>N/A</b> apply and specify the details.</p> <p>If a margin of preference applies, the application methodology shall be defined in Section III – Evaluation and Qualification Criteria.</p>
ITT 32.5	<p>The invitation to tender is to the following group that qualify for Reservations</p> <p><u>  N/A  </u></p>
ITT 33.2	<b>Price evaluation will be done for items in a LOT – N/A</b>
ITT 33.2 (d)	Additional evaluation factors are as per evaluation criteria set out in the tender document

ITT 33.6	<p>The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria: <i>[refer to Section III, Evaluation and Qualification Criteria; insert complementary details if necessary]</i></p> <p>(a) Deviation in Delivery schedule: <b>NO</b>  (b) Deviation in payment schedule: <b>NO</b>  (c) the cost of major replacement component, mandatory spare parts, and service: <b>NO</b>  (d) the availability in Kenya of spare parts and after-sales services for the equipment offered in the Tender <b>NO</b>  (e) Life cycle costs: the costs during the life of the goods or equipment <b>No</b>  (f) the performance and productivity of the equipment offered; <b>NO</b>  (g) insert any other specific criteria in Section III, Evaluation and Qualification Criteria –</p>
	<b>F. Award of Contract</b>
ITT 41.1	<p>The maximum percentage by which quantities may be increased is: <b>N/A</b>  The maximum percentage by which quantities may be decreased is: <b>N/A</b></p>
ITT 41.1	<p>The Procuring Entity shall increase or decrease the quantity of Goods and Related Services by an amount not exceed <b>_N/A_</b>% and without any change in the unit prices or other terms and conditions of the Tender and the tendering document.</p>
ITT 47.3	<p>Performance security <b>of 1% shall be required from the highest evaluated bidder before contract signing</b></p>
ITT 49.1	<p>The procedures for making a Procurement-related Complaint are detailed in the “Notice of Intention to Award the Contract” herein and are also available from the PPRA Website <a href="http://www.ppra.go.ke">www.ppra.go.ke</a>.</p> <p>If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by email or fax), to:  For the attention: <b>THE CLERK</b></p> <p>Procuring Entity: <b>THE COUNTY ASSEMBLY OF SIAYA</b>  Email address...<a href="mailto:clerk@siayaassembly.go.ke">clerk@siayaassembly.go.ke</a>  Copy to .....</p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <ol style="list-style-type: none"> <li>1. The terms of the Tendering Documents; and</li> <li>2. The Procuring Entity’s decision to award the contract.</li> </ol>

## SECTION III - EVALUATION AND QUALIFICATION CRITERIA

### 1. General Provisions

- 1.1** Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
- a) For business turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
  - b) Value of single contract - Exchange rate prevailing on the date of the contract signature.
  - c) Exchange rates shall be taken from the publicly available source identified in **the ITT 14.3**. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.
- 1.2** This section contains the criteria that the Procuring Entity shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than those specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity should use the Standard Tender Evaluation Report for Goods and Works for evaluating Tenders.

### 2. Evaluation of Tenders (ITT 33)

#### 2.1 Successful Tender or Tenders

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate Tenders. By applying these criteria and methodologies, the Procuring Entity shall determine the successful Tender or Tenders which has/have been determined to:

- a) be substantially responsive to the tender documents;
- b) offer the lowest evaluated cost to the Procuring Entity for all items of Goods to be procured based on either a single Contract or all multiple Contracts combined, as the case may be, in accordance with the ITT 13.6 inviting Tender prices and discounts, and provisions made of the Tender Document for evaluation of tenders and award of contract (s); and
- c) be offered by Tenderer or Tenderers that substantially meet the qualification criteria applicable for Contract or combined Contracts for which they are selected.

#### 2.2 Evaluation of Tenders

##### Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. The Standard Tender Evaluation Report Document for Goods and Works for evaluating Tenders provides very clear guide on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

*[The Procuring Entity will provide the preliminary evaluation criteria. To facilitate, a template may be attached or clearly described all information and list of documentation to be submitted by Tenderers to enable preliminary evaluation of the Tender]*

##### PRICE EVALUATION

Consistent with and in addition to the criteria listed in ITT 33.3 and ITT 29.3; and ITT 34 and its subparagraphs the following criteria shall apply:

#### 2.2.1 Evaluation of Technical aspects of the Tender

The Procuring Entity shall evaluate the Technical aspects of the Tender to determine compliance with the Procuring Entity's requirements under Section V 'Schedule of Requirement' and whether the Tenders are substantially responsive to the Technical Specifications and other Requirements.



*other requirements under the specifications, which the Tenderer is required to specifically confirm or provide details as per Section V, Supply Requirements or other parts of the Tender Document. To facilitate, a template may be attached or clearly described all information and list of documentation to be submitted by Tenderers to enable evaluation of Technical parts of the Tender]*

## **222 Evaluation of Commercial Terms and Conditions of the Tender (ITT 33.1(a)):**

The Procuring Entity shall determine whether the Tenders are substantially responsive to the Commercial and Contractual Terms and Conditions (e.g. performance securities, Payment and delivery schedules).

*[The Procuring Entity will highlight herein any particular requirements under the Contract which the Tenderer is required to specifically confirm or provide information to enable evaluation of Commercial Terms and Conditions of the Tender]*

## **223 Evaluation Criteria (Other Factors) (ITT 33.6)**

The Procuring Entity's evaluation of a Tender may take into account, in addition to the Tender Price quoted in accordance with ITT 13.8, one or more of the following factors as specified in ITT 33.2(d) and in TDS ITT 33.6, using the following criteria and methodologies.

### **a) Delivery schedule.**

The Goods specified in the List of Goods are required to be delivered within the acceptable time range (after the earliest and before the final date, both dates inclusive) specified in Section V, Schedule of Requirements. No credit will be given to deliveries before the earliest date, and Tenders offering delivery after the final date shall be treated as non-responsive. Within this acceptable period, an adjustment of [insert the adjustment factor], will be added, for evaluation purposes only, to the Tender price of Tenders offering deliveries later than the "Earliest Delivery Date" specified in Section V, Schedule of Requirements.

*[An adjustment factor of 0.5% per week of delay would be reasonable. However, the adjustment factor should not be more than the rate of Liquidated Damages to be applied in case of delay in delivery of Goods and Services under the Contract conditions.]*

### **b) Deviation in payment schedule. [insert one of the following]**

- i) tenderers shall state their Tender price for the payment schedule outlined in the SCC. Tenders shall 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 and the reduced Tender price offered by the tenderer selected on the basis of the base price for the payment schedule outlined in the SCC.

**or**

- i) The SCC stipulates the payment schedule specified by the Procuring Entity. If a Tender deviate from the schedule and if such deviation is considered acceptable to the Procuring Entity, the Tender will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Tender as compared with those stipulated in the SCC, at the rate per annum [insert adjustment rate].

### **c) Cost of major replacement components, mandatory spare parts, and service. [insert one of the followings]**

The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the TDS 15.4, is in the List of Goods. An adjustment equal to the total cost of these items, at the unit prices quoted in each Tender, shall be added to the Tender price, for evaluation purposes only.

**or**

The Procuring Entity will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation specified in the TDS 15.4. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the tenderer and added to the Tender price, for evaluation purposes only.

**OR**

Tenderer shall provide along with its Tender, the list of recommended spare parts for Goods offered indicating for each item of spare part the recommended quantity and unit, and total CIP final destination prices required during the initial period of operation specified in the TDS

15.4. The prices offered shall not exceed the prevailing prices charged to other parties by the Tenderer. The cost of such spare parts will not be taken into account for tender evaluation. The Procuring Entity may award the contract for spare parts to the Tenderer that is successful for the supply of Goods, by selecting at its option, from the Tender's list of recommended spare parts, such items and quantities against each as the Procuring Entity may deem appropriate at the unit prices indicated by the Tenderer but not exceeding ----% (present) of the cost of Goods [normally not more than 10% or 15%.]

- d) **Availability in Kenya** of spare parts and after sales services for equipment offered in the Tender.

An adjustment equal to the cost to the Procuring Entity of establishing the minimum service facilities and parts inventories if quoted separately, shall be added to the Tender price, for evaluation purposes only.

**e) Life Cycle Costs**

If specified in TDS 33.6, an adjustment to consider the additional life cycle costs for the period specified below, such as the operating and maintenance costs of the Goods, will be added to the Tender price, for evaluation purposes only. The adjustment will be evaluated in accordance with the methodology specified below and the following information:

*[Note to Procuring Entity: Life cycle costing should be used when the costs of operation and/or maintenance over the specified life of the goods are estimated to be considerable in comparison with the initial cost and may vary among different Tenders. Life cycle costs shall be evaluated on a net present value basis. If life cycle costs apply, then specify the factors required to determine them for evaluation purposes.]*

*[Either amend the following text as required, or delete if life cycle cost is not applicable]*

- i) number of years for life cycle cost determination *[insert the number of years of economic life of Goods];*
- ii) the discount rate to be applied to determine the net present value of the life-cycle-cost is *[Insert the discount rate];*
- iii) The annual operating and maintenance costs (recurrent costs) shall be determined on the basis of the following methodology: *[insert methodology E.G. This should include factors that will be used for determination of life-cycle- cost such as costs of operation and maintenance, residual value at the end of economic life of Goods, major elements that will be used for determination of cost of operation and maintenance such as fuel, power, labor, spare parts, etc. unit prices of elements such as fuel, power, etc., quantity of annual usage such as Kms or Hours of operation of Goods, Formula for calculation of LCC, etc.];*
- iv) And the following information is required from tenderers *[insert any information required from tenderers, including prices e.g. guaranteed fuel and/or power consumption, cost of labor, spareparts, etc.].*

**f) Performance and productivity of the equipment: [insert one of the followings]**

- i) Performance and productivity of the equipment. An adjustment representing the capitalized cost of additional operating costs over the life of the goods will be added to the Tender price, for evaluation purposes if specified in the TDS 33.6. The adjustment will be evaluated based on the drop in the guaranteed performance or efficiency offered in the Tender below the norm of 100, using the methodology specified below. *[Insert the methodology and criteria if applicable E.G. The Following aspects could be considered in the formulation of this methodology and criteria:*

*(i) Tender price for the equipment;*

*(ii) Price of spare parts required for AAA years of operations,*

*(iii) Adjustments to tender price for omissions, deviations and exceptions to technical and commercial conditions in the tender documents;*

*(iv) (Capitalized cost savings due to the equipment efficiency at the rate of XXX (specify currency and amount) for each YYY % (percent) above the minimum ZZZ % (percent) efficiency;*

*(v) Capitalized cost for the auxiliary power consumption at PPP (specify currency and amount) per KW for AAA years; and*

*(vi) Applicable discount rate of BBB%. ]*



- ii) An adjustment to consider the productivity of the goods offered in the Tender will be added to the Tender price, for evaluation purposes only, if specified in ITT 33.6. The adjustment will be evaluated based on the cost per unit of the actual productivity of goods offered in the Tender with respect to minimum required values, using the methodology specified below.

*[insert the methodology and criteria if applicable E.G. The evaluation and comparison of responsive tenders shall be based on the total life cycle cost for XXX years, per unit of output. The life cycle cost shall be the sum of the initial purchase price of the equipment and the cost of operation in electric energy for XXX years of operation at unit cost of AAA (specify currency and amount) per kwh, discounted to net present value at YYY percent.]*

**g) Specific additional criteria**

[Other specific additional criteria to be considered in the evaluation, and the evaluation method shall be detailed in TDS 34.6][If specific **sustainable procurement technical requirements** have been specified in Section VII- Specification, **either** state that (i) those requirements will be evaluated on a pass/fail (compliance basis) **or** otherwise (ii) in addition to evaluating those requirements on a pass/fail (compliance basis), if applicable, specify the monetary adjustments to be applied to Tender Prices for comparison purposes on account of Tenders that exceed the specified minimum sustainable procurement technical requirements.]

**224. Multiple Contracts (ITT 33.4)**

Multiple contracts will be permitted in accordance with ITT 33.4. Tenderers are evaluated on basis of Lots and the lowest evaluated tenderer identified for each Lot. The Procuring Entity will select one Option of the two Options listed below for award of Contracts.

**OPTION 1**

- i) If a tenderer wins only one Lot, the tenderer will be awarded a contract for that Lot, provided the tenderer meets the Eligibility and Qualification Criteria for that Lot.
- ii) If a tenderer wins more than one Lot, the tender will be awarded contracts for all won Lots, provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the Lots. The tenderer will be awarded the combination of Lots for which the tenderer qualifies and the others will be considered for award to second lowest the tenderers.

**OPTION 2**

The Procuring Entity will consider all possible combinations of won Lots [contract(s)] and determine the combinations with the lowest evaluated price. Tenders will then be awarded to the Tenderer or Tenderers in the combinations provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the won Lots.

**225. Alternative Tenders**

**(ITT 13.1)** *An alternative if permitted under ITT 13.1, will be evaluated as*

*follows: [insert one of the following]*

“A Tenderer may submit an alternative Tender only with a Tender for the base case. The Procuring Entity shall only consider the alternative Tenders offered by the Tenderer whose Tender for the base case was determined to be the Lowest Evaluated Tender.”

**or**

“A Tenderer may submit an alternative Tender with or without a Tender for the base case. The Procuring Entity shall consider Tenders offered for alternatives as specified in the Technical Specifications of Section V, Schedule of Requirements. All Tenders received, for the base case, as well as alternative Tenders meeting the specified



requirements, shall be evaluated on their own merits in accordance with the same procedures, as specified in the ITT 33.”

### 3. MARGIN OF PREFERENCE

31 If the TDS so specifies, the Procuring Entity will grant a margin of preference of 15% (fifteen percent) to Tenderers offering goods manufactured, mined, extracted, grown, assembled or semi-processed in Kenya. Goods assembled or semi-processed in Kenya shall have a local content of not less than 40%.

32 The margin of preference will be applied in accordance with, and subject to, the following provisions:

- a) Tenderers applying for such preference on goods offered shall provide, as part of the data for qualification, such information, including details of the goods produced in Kenya, so as to determine whether, according to the classification established by the Procuring Entity, a particular category of goods or group of goods qualifies for a margin of preference.
- b) After Tenders have been received and reviewed by the Procuring Entity, goods offered in the responsive Tenders shall be assessed to ascertain they are manufactured, mined, extracted, grown, assembled or semi-processed in Kenya. Responsive tenders shall be classified into the following groups:
  - i) **Group A:** Tenders offering goods manufactured in Kenya, for which (a) labour, raw materials, and components from within Kenya account for more than forty (40) percent of the Ex-Works price; and (b) The production facility in which they will be manufactured or assembled has been engaged in manufacturing or assembling such goods at least since the date of Tender submission date;
  - ii) **Group B:** All other Tenders offering Goods manufactured in Kenya;
  - iii) **Group C:** Tenders offering Goods manufactured outside Kenya that have been already imported or that will be imported.
- c) To facilitate this classification by the Procuring Entity, the Tenderer shall complete whichever version of the Price Schedule furnished in the Tender Documents is appropriate. Incorrect classification may render the Tender non-responsive as no reclassification will be permitted after Tender opening. Tenderers shall provide correct information especially with respect to duties, taxes etc. paid on previously imported Goods and percentage of local labour, materials and components for Goods manufactured in Kenya as any false information which cannot be supported by documentation may render the Tender non-responsive besides other sanctions for providing falsified information.
- d) The Procuring Entity will first review the Tenders to confirm the appropriateness of the Tender group classification to which Tenderers assigned their Tenders in preparing their Tender Forms and Price Schedules.
- e) All evaluated Tenders in each group will then be compared to determine the lowest evaluated Tender of each group. Such lowest evaluated Tenders shall be compared with each other and if as a result of this comparison a Tender from Group A or Group B is the lowest, it shall be selected for the award.
- f) If as a result of the preceding comparison, the lowest evaluated Tender is a Tender from Group C, all Tenders from Group C shall be further compared with the lowest evaluated Tender from Group A after adding to the evaluated price of goods offered in each Tender from Group C, for the purpose of this further comparison only, an amount equal to 15% (fifteen percent) of the respective CIP Tender price for goods to be imported and already imported goods. Both prices shall include unconditional discounts and be corrected for arithmetical errors. If the Tender from Group A is the lowest, it shall be selected for award. If not, the lowest evaluated Tender from Group C shall be selected as per paragraph (e) above.”

### 4. Post Qualification of Tenderers (ITT 37)

*[Note for Procuring Entity to be deleted before issuing the tender documents.]*

*This STD for Procurement of Goods assumes that no Prequalification has taken place before tendering. However, if a Prequalification process is undertaken, the Qualification Criteria stipulated in this Section III, Evaluation and Qualification Criteria must be updated to ensure that the Tenderer and any Sub-Suppliers shall meet or continue to meet the Criteria used at the time of Prequalification.]*

## 41 Post-Qualification Criteria (ITT 37.1)

In case the tender was not subject to pre-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions (post qualification Criteria applied on a GO/NO GO basis). The Procuring Entity shall carry out the post-qualification of the Tenderer in accordance with ITT 37, using only the requirements specified herein. Requirements not included in the text below shall not be used in the evaluation of the Tenderer's qualifications. The minimum qualification requirements for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless otherwise specified.

***[Note for Procuring Entity to be deleted before issuing the tender documents.***

*Select requirements (criteria) for post qualification from below as relevant and appropriate for the nature, size and type of Goods and Services to be procured. Generally, for procurement of Goods, unless the value of the item is very large, the criteria for assessment of Manufacturer's technical capability should always be considered more important than its financial resources. For very small value items, the criteria for financial capability may even be omitted].*

## 42 If the Tenderer is a manufacturer

### a) Financial Capability

- i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the supply cash flow of Kenya Shillings \_\_\_\_\_ [or equivalent].
- ii) Minimum average annual supply turnover of Kenya Shillings \_\_\_\_\_ *[insert amount, specify a figure about 2.5 times the total Tender price]* or equivalent calculated as total certified payments received for contracts of goods manufactured and supplied within the last \_\_\_\_\_ *[insert number of years]*. In case of multiple contracts, limitation will be placed on the number of item(s) that will be awarded to the Tenderer.

### b) Experience and Technical Capacity

The Tenderer shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s) using the form provided in Section IV. In case the Tenderer is a JV, experience and demonstrated technical capacity of only the JV shall be taken into account and not of individual members nor their individual experience/capacity will be aggregated unless all members of the JV have been manufacturing and supplying Goods offered in the Tender to the same technology, processing, design, materials, specifications, model number, etc. in all respects such that Goods manufactured have the same functional characteristics, performance parameters, outputs and other guarantees and fully interchangeable which shall be documented along with other required documents demonstrating capacity to the satisfaction of the Procuring Entity in case individual members claim experience. Otherwise, documents evidencing experience and technical capacity shall be in the name of the JV that submitted the Tender. Wherever the Words "Similar Goods" have been used it includes upgrades, latest and improved versions or models of similar specifications and technology. Refer to Form Exp-1 to provide the required information.

*[list the requirement(s), including experience in successfully implementing sustainable procurement requirements, if specified in the tender document.] Samples of Experience Requirements:*

- i) The Tenderer shall be manufacturing similar Goods for the last \_\_\_\_\_ *(specify the number of years to cover a sufficiently long period ranging from 2 to 5 years depending upon the Goods to be procured).*
- ii) The Tenderer shall furnish documentary evidence to demonstrate successful completion of at least \_\_\_\_\_ *(Insert number)* of contracts of similar Goods in the last \_\_\_\_\_ *(Specify number)* each contract costing at least Kenya shillings \_\_\_\_\_ equivalent and involving a supply of at least \_\_\_\_\_ percentage of required quantity *(usually the percentage is about 70-80%) in some cases where Procuring Entity requires deliveries in a scheduled manner over a specified time, include item (iii) below.*

iii) (Optional) The installed capacity to manufacture \_\_\_\_\_ number of items (sp

- c) **(Optional) Documentary Evidence of Usage of Goods (When appropriate)** The Tenderer shall furnish documentary evidence satisfactory to the Procuring Entity to demonstrate that similar Goods as offered in the Tender have been in successful use or operation for the last \_\_\_\_\_ years. If the Tenderer is a JV, the evidence of demonstrated usage of Goods supplied in the past shall be in the name of the JV.

#### 43 If Tenderer is a Supplier:

If a Tenderer is a Supplier offering the Goods on behalf of or from a Manufacturer under Manufacturer's Authorization Form (Section IV, Tendering Forms), the Manufacturer shall demonstrate the above qualifications 4.2 (b) (i), (ii), and (iii) and the Tenderer shall demonstrate it meets the following criteria.

- i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the supply cash flow of Kenya Shillings
- ii) Minimum average annual supply turnover of Kenya Shillings \_\_\_\_\_  
[Insert amount]
- iii) Has satisfactorily and substantially completed at least \_\_\_\_\_ (specify number) contract

#### 44 History of non-performing contracts:

Tenderer (Supplier or/and manufacturer, and each member of JV in case the Tenderer is a JV, shall demonstrate that Non-performance of a contract did not occur as a result of the default of the Tenderer, manufacturer or the member of JV as the case may be, in the last 2 years). The required information shall be furnished as per form CON-2].

#### 45 Pending Litigation

Financial position and prospective long-term profitability of the Single Tenderer, and in the case the Tenderer is a JV, of each member of the JV, shall remain sound according to criteria established with respect to Financial Capability under paragraph I (i) above assuming that all pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations as per Form CON-2.

#### 46 Litigation History

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last 2 years. All parties to the contract shall furnish the information on the related Form (CON-2) about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the years specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.

# 1 QUALIFICATION FORM- THESE MUST BE DEMONSTRATED BY THE CONTRACTOR BY FILLING THE INDICATED FORMS

<i>Item No.</i>	<i>Qualification Subject</i>	<i>Qualification Requirement to be met</i>	<i>Document To be Completed by Tenderer</i>	<i>For Procuring Entity's Use (Qualification met or Not Met)</i>
1	2.1.1 Nationality	Nationality in accordance with ITT 4.5.	Form ELI –2.1.1 and 2.1.2, with attachments	
2	Tax Obligations for Kenyan Tenderers	Has produced a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority in accordance with ITT 3.14.	Form of Tender	
3	2.1.2 Conflict of Interest	No- conflicts of interests as described in ITT 4.3.	Form of Tender	
4	2.1.3 Country Ineligibility	Not having been declared ineligible by the PPRA as described in ITT 4.6.	Form of Tender	
5	2.1.4 State owned Entity of the Procuring Entity country	Compliance with conditions of ITT 4.7	Form ELI –2.1.1 and 2.1.2, with attachments	
6	2.1.5 United Nations resolution or Kenya law	Not having been excluded as a result of prohibition in Kenya laws or official regulations against commercial relations with the Tenderer's country, or by an act of compliance with UN Security Council resolution, both in accordance with ITT 4.8	Form of Tender	
7	History of non-performing contracts	Non-performance of a contract <sup>1</sup> did not occur as a result of Tenderer's default since 1 <sup>st</sup> January 2022	Form CON - 2	
8	Suspension	Not under suspension based on execution of a Tender Securing Declaration or Tender Securing Declaration pursuant to ITT 4.8 and ITT 20.10	Form of Tender	
9	Pending Litigation	Tenderer's financial position and prospective long-term profitability still sound according to criteria established in 2.3.1 below and assuming that all pending litigation will be resolved against the Tenderer.	Form CON – 2	
10	2.3.1 Historical Financial Performance	Submission of audited balance sheets or if not required by the law of the Tenderer's country, other financial statements acceptable to the Procuring Entity, for the last three (3) years to demonstrate the current soundness of the Tenderers financial position and its prospective long-term profitability.	Form FIN – 2.3.1 with attachments	
11	2.3.2 Average Annual Turnover	Minimum average annual turnover of _ million Kenya Shillings equivalent, calculated as total certified payments received for contracts in progress or completed, within the last three (3) years	Form FIN –2.3.2	
12	2.3.3 Financial Resources	The Tenderer must demonstrate access to, or availability of, financial	Form FIN –2.3.3	

<sup>1</sup> Nonperformance, as decided by the Procuring Entity, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Nonperformance shall not include contracts where Procuring Entity decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted.

		resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet the following cash-flow requirement: Minimum of _ million Kenya Shillings equivalent.		
13	2.4.1 General Experience	Experience under Information System contracts in the role of prime supplier, management contractor, JV member, or subcontractor for at least the last five (5) years prior to the applications submission deadline.	Form EXP-2.4.1	
	2.4.2 Specific Experience	Participation as a prime supplier, management contractor, JV <sup>2</sup> member, sub-contractor, in at least three (_3_) contracts within the last five (5 ) years, each with a value of at least ten million, that have been successfully and substantially completed and that are similar to the proposed Information System. <i>[Specify minimum key requirements in terms of physical size, complexity, methods, technology and/or other characteristics from those described in Section VII, Procuring Entity's Requirements]</i>	Form EXP 2.4.2	

<sup>2</sup> For contracts under which the Tenderer participated as a joint venture member or sub-contractor, only the Tenderer's share, by value, and role and responsibilities shall be considered to meet this requirement.

The Tenderer must demonstrate that it will have the personnel for the key positions that meet the following requirements:

No.	Position	Information System Experience <i>[Specify specific experience requirement for the key positions]</i>
1		
2		
3		
...		

The Tenderer shall provide details of the proposed personnel and their experience records in the relevant Forms included in Section IV, Tendering Forms.

#### 11. Subcontractors/vendors/manufacturers

Subcontractors/vendors/manufacturers for the following major items of supply or services must meet the following minimum criteria, herein listed for that item:

Item No.	Description of Item	Minimum Criteria to be met
1		
2		
3		
...		

Failure to comply with this requirement will result in rejection of the subcontractor/vendor.

In the case of a Tenderer who offers to supply and install major items of supply under the contract that the Tenderer did not manufacture or otherwise produce, the Tenderer shall provide the manufacturer's authorization, using the form provided in Section IV, showing that the Tenderer has been duly authorized by the manufacturer or producer of the related sub system or component to supply and install that item in Kenya. The Tenderer is responsible for ensuring that the manufacturer or producer complies with the requirements of ITT 4 and 5 and meets the minimum criteria listed above for that item.

#### STAGE 1. PRELIMINARY EVALUATION CHECKLIST

Documentary evidence in form of copies must be provided for the requirements stated below. **100% compliance** will be required to proceed to the next evaluation stage. Failure to provide ANY of the requirements leads to disqualification. The bidder has to pass ALL the criteria.

SN	Parameters/Requirements	Y/N
1.	Copy of certificate of Registration/Incorporation under the Companies Act.	
2.	A Copy of Current/Valid Tax Compliance Certificate issued by the Kenya Revenue Authority	
3.	Tender securing declaration form in the format provided	
4.	Form of Tender Duly Completed, Signed and Stamped by the Tenderer in the format provided.	
5.	Price Schedule Duly Completed, Signed and Stamped by the Tenderer in the format provided.	
6.	Must provide copy of CR12 certificate issued within the last 6 months for limited companies or National ID/Passport for sole proprietor and partnership.	
7.	Must submit a filled, signed and stamped Confidential Business Questionnaire in the format provided.	
8.	Proven Physical Location of the company/Firm (must attach evidence e.g., business permit, title deed, lease agreement or utility bills)	
9.	Copy of certificate of Valid ICTA Certificate- ICTA 4 networks.	
10.	Copy of certificate of Valid ICTA Certificate- ICTA 5 End User Computing Devices	
11.	Copy of Valid certificate of NCA certificate-Category-NCA 5 and above	
12.	Must fill certificate of independent tender determination in the format provided ( <b><i>Please tick on item 5 (a) or (b)</i></b> )	
13.	Must fill Self declaration forms SD1: - self-declaration that the person / Tenderer is not debarred in the matter of the Public Procurement and Asset Disposal Act, 2015	
14.	Must fill Self declaration forms SD2: - self-declaration that the person / Tenderer will not engage in any corrupt or fraudulent practice	
15.	Must fill the declaration and commitment to the code of ethics form in the format provided	
16.	<p><b>All pages of the tender documents must be duly paginated sequentially.</b></p> <p><b>NB: <i>Serialization of all your copies of the bid documents should be done in a continuous manner i.e. 1, 2,3,4,5 ..... from the first page to the last page where there is content excluding the cover page.</i></b></p>	
17.	Must attach Valid AGPO Certificate	
18.	Must attach valid CA license for contractor	
19.	Bidder must attach a signed and stamped site visit certificate	
20.	Filled tenderer information form with the required attachments	
21.	Filled beneficial ownership disclosure form	

## STAGE 2. TECHNICAL EVALUATION RESPONSE FORMS

Tenderers will be evaluated for suitability and awarded marks.

### STAGE 2A: TECHNICAL EVALUATION OF THE TECHNICAL SOLUTION

The CAS shall evaluate tenders according to specific criteria based on the technical specifications for the equipment to be supplied. All the parameters are critical and **MANDATORY**. The bidders must comply with ALL items listed in the tables below to proceed to the next phase and considered for any further evaluation.

## SECTION IV: TECHNICAL SPECIFICATIONS & ACCESSORIES

### 3.1 BACKGROUND

The procuring entity is looking to implement an RFID-based Library System at **CAS** that:

- a. Provides a central platform to manage issuing out and check-in of books and material in the library, keep track of circulation events and details.
- b. Assists in compliance with library policies of check-in and check-out. iii. Saves time taken to carry out circulation operations involving check-out and check-in borrowable library material, including the ability to check several items at a time.
  1. Gives better organized and improved control of library books and other material.
- c. Reduces costs through better management and control of material, better accountability, responsibility and transparency.
- d. Can report, using both standard and custom reports, to provide an overview of events in the circulation processes carried out.
- e. Provide a flexible, customizable, highly reliable, configurable, scalable and modular library system that can be expanded as capacity grows.

## I. DELIVERABLES

### A. KOHA LIBRARY MANAGEMENT SYSTEM or equivalent

- a. Installation of KOHA 21.05 or equivalent
- b. Customization of KOHA to CAS Requirements
- c. Classification of information Materials – Library of congress classification Scheme
- d. Retrospective data conversion
- e. Data entry of all information items in the library
- f. OPAC customization
- g. Barcoding all library information materials

### OBJECTIVE

The primary objective of Library Software Implementation is to enhance efficient management of institutional information resources.

### EXPECTED BENEFITS

The key benefits expected from this project are:

1. Improved visibility of Library collection through online access to Library Catalog
2. Enhanced service provision and improved capacity for patron self-service



3. Enhanced timeliness and accuracy of responses of information needs

## **EXPECTED DURATION**

The main implementation is expected to take approximately 2 months.

## **KEY MODULES TO BE IMPLEMENTED**

### **Acquisitions**

The acquisitions module should be designed to provide an integrated interface for the management of a library's funds, budgets, suppliers and orders. It should allow the librarian to easily manage acquisition of new materials within a pre-allocated annual budget and available funds. This module should also allow the librarian to know at a glance what books have been ordered for but not yet received from the suppliers.

### **Cataloguing**

The cataloguing module should enable the technical services library staff to directly import bibliographic records from the library of congress using Z39.50 server. This not only saves on time but also results into a consistent and clean catalogue. It should use the standard MARC21 format to store bibliographic information hence it should be possible to import bibliographic information from a previous system and also to share cataloguing information with other libraries.

It should also allow cataloguing of electronic resources such as eBooks where the address of the electronic material can be entered at the field 856\$u. This address is immediately available to users who search for the resource.

### **Circulation**

The module should manage not only the lending process but also provide a host of value adding facilities such as reservations management and multi-branch facilities such as inter-branch holdings-transfer management. The lending process is controlled by a highly granular user-defined circulation control matrix which allows for the description of both broad rules and very specific 'item-type/patron/branch' level rules. Fines calculation should be automated and based on the circulation rules. Member management should be seamless and tightly coupled to the circulation module with access controls restricting usage to authorized personnel only. The module can also inter-operate with institutional email and SMS services to provide email and text notifications to patrons.

### **Online Public Access Catalog (OPAC)**

The Koha OPAC is the 'face' of the library. It should enable library users may to access the library database for a host of functions ranging from both simple and comprehensive catalog searches to online renewals and reservations of holding. It should provide a range of cutting-edge enhancements including the dynamic generation of RSS feeds from searches.

### **Serials Module**

The Serials module should enable the librarian to carry out various serial related activities from acquisition, subscription control, circulation, processing among other activities.

### **Patron Management**

This module should facilitate the management of library users. This includes sending emails to patrons to notify them on various issues such as selective dissemination of information, current awareness services, overdue reminders etc. Patron information collected includes the patron photo hence easy patron identification.

### **Other Modules to be Implemented.**


In addition to the implementation should have the following features. These include:

1. **Inventory management** – This module should provide both online and offline stock taking.
2. **Z39.50 client and server** – This should provide the direct download of cataloguing entries from online databases such as the Library of Congress
3. **Barcode/Spine label generation** – This should allow for the automated generation of the appropriate labeling for holdings thereby enhancing both the issue and return of holdings as well as shelf retrieval.
4. **Content enhancement** – Integration of search results with online content providers for an enhanced user experience at the OPAC.

5. **Reporting** – A set of wizards for standards reporting and an integrated report writer that allows for the generating of reusable adhoc reports against the database tables with additional scheduling options.

#### REQUIREMENTS SCHEDULE FOR LIBRARY MANAGEMENT SYSTEM

ITEM	DESCRIPTION	COST (KSH)
<b>1. Installation of software, configuration</b>	Installation of supporting applications on terminal/virtual machine supplied by client and optimization to Koha operations. Installation of current release of Koha on configured terminal. Application of client business rules to software and customizations.	
<b>2. Data entry/Retrospective data conversion 15,000 items</b>	Retrospective data conversion of existing information materials and patron. Data entry of all information materials in the library	
<b>3. Barcoding and affix barcode labels for all the 15,000 information materials</b>	Printing and affixing all information materials with barcodes as per standard library practices	

<b>4. Classification of library information materials books/journals</b>	Library of congress classification scheme to be used to classify all 15,000 information materials	
<b>5. Spine labeling of the information materials</b>	Assign call numbers, print and spine label all the 15,000 library information materials.	
<b>6. Customization of the KOHA library management system staff interface to CAS requirements</b>	Customize staff interface to meet CAS requirements.  Assign rights to staff by segregation according to duties assigned	
<b>7. OPAC customization</b>	Customize and set up CAS Library OPAC and ensure visibility for information sharing capabilities and web presence.	
<b>8. Training</b>	Training: Impart the technical skills to enable various categories of users to understand/have a working knowledge of KOHA system.  Training of designated personnel in system administration (application troubleshooting and basic maintenance).  Training of designated library operations personnel in the usage of the software in day to day operations (data entry, lending services,) (end-user training)	
<b>9. Support and Maintenance</b>	Standard maintenance and Support Issues. Problem tracking and solving. Standard technical support. Troubleshooting general transactional problems. Workaround assistance with transactional issues  Database mirroring and automated backup. Standard maintenance and Support Issues. Problem tracking and solving.	

## **LIBRARY SECURITY SYSTEM - HYBRID**

- a. RFID Detection Gates and Base Plate (Single aisle) (1set)
- b. RFID Tags for Library Material (books, CDs, journals)
- c. EM tags for library Material
- d. Barcode reader four dimension
- e. Staff Station Unit (RFID Mid-Range Reader and Antenna) (1set)
- f. Handheld Stock taking unit (3)
- g. Civil works to allow for installation and mounting of the RFID Gates & Base plates
- h. Electrical & Networking Works to allow for interconnection of the devices above
- i. RFID Drop box for return of information materials when library counter is closed and reduce return traffic.

### **Tasks expected to be carried out include:**

- a. A detailed project implementation plan with resource requirements and allocations
- b. Delivery of appropriate software and hardware
- c. Provision of preliminary works to facilitate installation, including provision of data points, civil, electrical and networking works to make good mounting points for equipment
- d. Installation of Single-aisle RFID Detection Gates, complete with base-plates for each aisle, RFID Tags for books and material, Staff Station unit complete with amid-range reader and antenna, Library Management Software
- e. Installation Configuration and Implementation of the Hardware & Software
- f. Provision of Security Credentials/Accounts to the Library Staff
- g. System Population: Data capture of all books, RFID-tagging of all the necessary material in the library
- h. Customizations and Configurations of system with the provided data,
- i. Attain a full-fledged Library Management System
- j. Provision of progress report during the entire time of implementation
- k. Provision of Training material and outline/syllabus
- l. Training of Library Staff-training the trainer model
- m. Provision of training report and user manuals
- n. Provision of 12months' warranty
- o. Provision of support after commissioning
- p. Proposed Service Level Agreement
- q. Preparation and submission of final project report and technical manuals

## 1.SINGLE-AISLE RFID(UHF) DETECTION GATES

- The gates should be installed in a single-aisle kind of manner, and should have a minimum
- i. detection distance of 1meter between the gates, without interference of magnetic items. The gates Are made up of gate size antenna with long-range reader and appropriate power supply
  - ii. The gate should be able to trigger an alarm when a non-borrowed item passes through
  - iii. Physical lights should be able to light up at the same time as the alarm, when a nun-borrowed book or library material attempts to go through the gates
  - iv. The EAS Gates should have an option to trigger to record student/person when an Alarm is sounded by the gates
  - v. The gates should have a multi-item detection feature, such that if several unborrowed library Items attempt to pass through the gates, they are all detected and an alarm raised.
  - vi. The EAS gates should allow for easy control of the level of sound of the alarms
- The system should have an option/module that can be activated in future developments to
- vii. count and register the number of students that pass through the gates into and out of the library
- The gates should come with installation plates to be set on the floor and the gates mounted
- viii. on them, to avoid major civil works on the library's floor and to ensure a neat job is achieved
  - ix. The base plates on which the RFID gates are to stand on should be provided and should be Stainless steel material
  - x. Operation frequency of the gates should be 840-960MHz
  - xi. Security modes used should be EAS and/or AFI
  - xii. Communication Interface: Ethernet, USB
  - xiii. Power Supply: 100-240VAC/50-60Hz
  - xiv. The gates should have lights and buzzer for alarm raising
- To allow for future developments and integrations such as counting the number of people,
- xv. these Gates should have the possibility to count bi-directionally, i.e., in an out, when this option gets activated in future
  - xvi. RFID tags read per second: at least 20 tags
  - xvii. Reading distance: The maximum reading distance between antennae should be at least 300cm and from the floor up to at least 400cm high
  - xviii. The frame material should be light and robust such as Perspex or high-quality plexiglass, Preferably transparent
  - xix. Tag detection should be 3D Detection
  - xx. A pedestal including 1 antenna set (4 antennas) for large detection field and 1 electronic unit (Controller)integrated into the pedestal bottom.
  - xxi. To fit and position well in the area that is to be installed at the premise's entrance, the dimensions of the gates should be approximately:157(L)x44.5(W)x13(H)cm.
  - xxii. The Gates should adhere to and be certified by CE for conformity with health, safety and Environmental protection standards, FCC/IC, UL, c-UL &CB, as well as C-Tick.

#### STAFF STATION UNIT

1. The staff station unit is to be made up of amid-range RFID reader and desktop-antenna.
2. These work in combination with KOHA Integrated Library Management Software and user PC and monitor and is to be used to arm/disarm the EAS when checking in/out a book, for tagging, checking status of library items.
3. The Staff Station unit should have a feature that allows staff to choose to auto-arm/disarm
4. EAS or RFID chips of items that are within a certain range of the staff station unit antenna, so that when an item can just be placed on the antenna pad to arm or to disarm. Should be a combination of both RFID tags and Electromagnetic tags for further security measures
5. The RFID reader and antenna in the staff station unit should be able to serve as a registration Tool for new items, i.e. to be used to program chips on new library material

#### RFID READER

- i) Operation frequency: 840-960MHz
- ii) Maximum reading distance should be at least 40cm
- iii) The reader should be a multi-tag reader
- iv) The RFID Reader should have an anti-collision function and be able to read up to at least 30 transponders simultaneously.
- v) The reader should come housed in quality plastic ABS or equivalent, and should have an enclosure rating of at least IP50
- vi) Power supply: 12/24V DC power drawn should not be more than 6 Watts, whereas transmitting power should be between 1 to 2 watts.
- vii) Supply voltage at antenna output should be 7.5V DC, with a max of 5mA of current.
- viii) The reader should support at least 3 reader Modes: ISO Host Mode, Scan Mode and Notification mode
- ix) Standards and Compliance: The staff station unit reader should comply with EPC global UHF ISO-18000-6C(EPCG2)

## DESKTOP ANTENNA

- i. The desktop antenna should have a read range of more than 30cm, with no tag reading outside of The antenna set reading area/range
- ii. Operating frequency: 840-960MHz
- iii. The antenna should be able to provide optical feedback of read, with LED
- iv. The antenna should be designed in a way that installation on metallic or conductive surfaces has No influence on the antenna and its function ability.
- v. For portability and good placement on staff desk, the RFID desktop antenna should not be more Than 400mm by 300mm by 30mm, and should not exceed 3kg in weight.
- vi. Should have a protection class of at least IP50
- vii. It should have an optical indicator LED and support the three reading modes as in the reader
- viii. Similarly, the antenna should be EN, FCC & IC Certified in the appropriate categories and standards

## 3. RFID TAGS AND EM TAGS FOR BOOKS/JOURNALS - 15,000

i.	Operating frequency: 840-960MHz
ii.	Dimension: 98mm(L)by 6mm(W) by 0.18mm(H)
iii.	Antenna material: Aluminum
iv.	Memory Capacity: at least 2.5 Kbits
v.	Standards & Conformity: EPC global UHFISO-18000-6C(EPCG2)
vi.	Reading Range: between 0 to 50cm away from gate and 100cm between gates
vii.	Integrated Circuit: NXP G2iil with E+AS
viii.	Max. thickness of label: 0.2mm excluding IC and siliconized paper
ix.	Power supply: Passive, Induction
x.	Operating temperature: -20 to 70 degrees Celsius
xi.	Date retention: More than or equal to 50 years
xii.	Write endurance: at least one hundred thousand cycles
xiii.	EM strips B2 size 16cm by 4mm double sided adhesives

## 4. PORTABLE RFID HAND HELD READER FOR INVENTORY/STOCK TAKING

- i. The Portable hand held reader is to be made up of a high-range RFID reader and an antenna. These working combination with KOHA Integrated Library Management Software and user PC and monitor and is to be used to take stock of library items by scanning around the library.  
  
The Portable hand held readers should be installed with a software which allows staff to scan through shelves to inventory the library items by their circulation number (Koha bar code number)
- ii.

With a facility to export the list in a Koha format for inventory.

#### **HAND HELD RFID READER SPECS**

- i. Operation frequency:840-960MHz
- ii. Maximum reading distance should be at least 2m
- iii. The reader should be a multi-tag reader
- iv. The RFID Reader should have an anti-collision function and be able to read up to at least 80 Transponders simultaneously
- v. The reader should come housed in quality plastic ABS or equivalent and should have an Enclosure rating of at least IP65
- vi. Power supply: 1lithium battery with a backup
- vii. The reader should be equipped with USB2. 0port for data transfer, IEEE802.11b/g WiFi
- viii. The reader should support at least reader Modes: ISO Host Mode, Scan Mode and Notification mode.
- ix. Standards and Compliance: EPC global UHFISO-18000-6C(EPCG2)
- x. 4.3" IPS display screen
- xi. Should have an option for 1 D and 2D honey well scanner engine
- xii. The screen display should be able to provide feedback of read data.
- xiii. Should be UHFand,2.4G Module

#### **5. RFID DROP BOX FOR LIBRARY BOOKS**

i.	Operating frequency: 13.56MHz
ii.	Power supply 180-230v
iii.	Antenna internal and external
iv.	Read range up to 35cm drop one by one
v.	Standards & Conformity: LED/buzzer for read verification
vi.	Reading Range: between 0 to 50cm away from gate and 100cm between gates
vii.	Packaging material: wood
viii.	Supported Transponders: ISO 15693 and ISO 1800:3
ix.	Power supply: Passive, Induction
x.	Operating temperature: -10 to 70degreesCelsius
xi.	Date retention: More than or equal to 50years
xii.	Housing material: Metal Acrylic
xiii.	Communication interface: USB/RS232/Ethernet/IP



## End User Equipment, Electrical and Networking work to allow Interconnection of the Devices

A bidder will be required to install at least 10 data points in the CAS Library and extend connectivity through meshed access points. A bidder shall deliver and install the equipment below;

- Network Switch- 24 port POE-2
- Rack- 12 U
- UPS- 2 KVA
- Access point-3
- End User Equipment -10 All in one desktop
- MFP Priter-1
- Scanner- 1
- Server-1

Detailed Specifications for End User Equipment and Networking equipment

ALL-IN-ONE DESKTOPS 10				
SNO	ITEM	Description	Bidders Compliance	
1	Processor Type	Processor	Intel Core i7, 10 <sup>th</sup> Gen or equivalent, Min Base frequency of 2.0 GHz	
2	Memory	Installed RAM	16GB DDR4, 2400MHz	
3	Hard Drive	Capacity	1 TB	
4	Card Reader	Type	3-in 1 Card reader	
		Supported Flash Memory cards	SD, SDHX, SDXC Memory Cards	
5	Input devices	Type	Keyboard and Mouse	
		Localization and layout	US	
6	Output Devices	Speaker	Inbuilt Stereo Speakers	
		USB	4 x USB 3.0	
		Audio In/Out	Dual array microphone	
		Mic	Dual microphone	
7	Display	Widescreen Display	Yes	
		Monitor Features	Full HD anti-glare, zero Bezel design, edge to edge glass tilt stand	
		Type	LED	
		Touch Screen	Yes (10 point multi touch)	
		TFT Technology	IPS	
		Diagonal Size (Metric)	60.45cm	
		Display Resolution Abbreviation	Full HD	
8	Graphics Controller	Graphics processor	Intel UHD Graphics 620	
		Video Interface	HDMI	
9	Operating System	OS Type	Windows 10 Pro 64 Licensed and activated	
10	Software	MS Office	Microsoft Office 2019 Professional Licensed and activated	
		Antivirus	Kaspersky Antivirus	

		PDF reader	Adobe Reader	
11	Chassis	Form Factor	All-In-One	
		Manufacturer Form Factor	All-In-One	
		Built in Devices	Speaker	
12	Communication	Network	1 x NIC RJ45 10/100/1000	
		Wireless LAN Supported	Yes	
13	Power	Ratings	220 -240v	
14	Warranty	Labour and Parts	Three (3) year registered with manufacturer	

### Heavy Duty MFP-1

MFP				
Warm up Time	25 Seconds			
First output speed	B& W 4.0 seconds, Color 6.6 seconds			
Continuous Output speed	35 ppm			
Memory	GB			
SSD	256G			
Sinle Pass Document feeder	220 sheets			
Copier				
Copier	Up to 999 copies			
Resolution	600dpi			
Zoom	From 25% to 400% in 1% steps			
Printer				
Printer	1.3 Ghz			
Language	PCL 5c,PCL 6,Poscripty 3			
Resolution	Up to 1200* 1200 dpi			
Scanner				
Speed	150 ipm simplex, 300 ipm duplex			
Resolution	Upto 1200 dpi			
Compression Method	B&W JBIG2/MH/MMR/MR			
Scan Mode	Email folder,USB,URL,FTP			
Paper Handling				
Paper Input Std, Max	1200 sheets,4700 sheets			
Paper Output Std,Max	500 sheets,1,625 sheets			

### Scanner-1

Scanner				
Type	Office Document Scanner			
Document Size	Width: 2.0" – 8.5", Length: 2.8" – 14.0"			
Feeder Capacity	60 Sheets			
Grayscale:	8-bit			
Color:	24-bit			
Light Source:	RGB LED			
Scanning Element	Contact Image Sensor (CMOS)			
Scanning Modes:	Color, Grayscale, Black and White			
Optical Resolution	600 dpi			

Output Resolution	00/150/200/240/300/400/600			
Scanning Speeds	B&W Up to 45 ppm Up to 90 ipm Color Up to 30 ppm Up to 60 ipm			
Other Features	Auto Color Detection, Auto Page Size Detection, Auto Resolution, Background Smoothing, Deskew, Edge Emphasis, Moiré Reduction, Photograph Corrections, Prevent Bleed-Through/Remove Background, Shadow Cropping, Skip Blank Page, Text Enhancement, Text Orientation Recognition, Three-Dimensional Color Correction, Ultrasonic Double-Feed Detection, User Preference			

## POE Network Switch-2

ITEM	DESCRIPTION
	<b>Network distribution switch (Layer 2)</b>
<b>Number of switches</b>	
Form factor	
Ports	24 Ethernet 10/100/1000 Full PoE ports, 4 - SFP transceiver-based Gigabit multimode Fiber ports and MUST be populated with at least 2 x 1G Fiber transceiver modules for Uplink connectivity to the core switch. 1 Management port 1 console port
Other Features	Must support (IPv4 and IPv6) features, advanced quality of service (QoS), rate limiting, Access Control Lists (ACLs)
IP Telephony support	<b>Must support</b> /be compatible with the existing Institute's Yealink <b>IP Telephony</b> Infrastructure and must also provide a seamless integration with the existing Fortinet/Cisco network.
VLAN support	Compliant with IEEE 802.1Q standards- should support VLANs/Network Segmentation
Model and Technology	Mature internationally recognized brand, in existence for at least 10 years (bidder must specify brand, model and series)
Mounting	Rack mountable (include mounting brackets, screws, and 3-pin UK-type Power cord)
End of Life	Must not have End-of-Life announcement reported by the manufacturer or reached its End-of-Life. This will be confirmed from the manufacturer. It <b>MUST</b> be brand new.
Stacking capability	The switches should support stacking and must be supplied with the required accessories (stack adapters and power cables) with at least 160 Gbps
Power	Must be Compatible with Kenya Power standards 220V-240V
Power supply	The switches should have redundant power supply
Layer levels	Layer 2 features

	Cooling Units	Fixed Redundant
	Manageable	
	Installation & Configuration	Must be delivered, installed and configured (including configurations of the current switches) by the supplier
	Warranty	The hardware should come with three years hardware warranty (parts, labor, onsite service) from OEM and 3-years Software warranty and support.
<b>SPECS FOR WIRELESS ACCESS POINTS</b>		
	ITEM	REQUIREMENTS
	Quantity	
	Access Point Type	Indoor access point
	Network Interfaces	(1) GbE RJ45 port
	Power method	PoE+
	Installation & Configuration	Must be delivered, installed, and configured including cabling where necessary. Supplier to provide any cabling material needed.  Similar configurations like the existing access points (ubiquity access points)
	Brand	Leading, Mature, recognized and widely used International, in existence for at least 5 years. (bidder must specify brand and model)  The device <b>MUST</b> not be a product that has/is reaching end of life support/end of sale and <b>MUST be brand new</b>
	Physical	The access point must be mountable on the ceiling i.e. include mounting brackets.
	Guest Network isolation	Should be able to support Guest Traffic Isolation, to enhance wireless network security and lowers traffic congestion
	Frequency Bands	Dual-band Wi-Fi 6 (802.11ax)
	Interface standard	Wi-Fi 6 802.11ax
	MIMO	2.4 GHz = 2 x 2 (UL MU-MIMO)  5 GHz = 4 x 4 (DL/UL MU-MIMO)
	Advanced QoS	Per-user rate limiting
	Aggregate Throughput	Aggregate throughputs rate up to 5.3 Gbps
	Throughput rate at 5 GHz, Max	(4x4 MU-MIMO and OFDMA) band with a 4.8 Gbps throughput rate
	Throughput rate 2.4 GHz, Max	2x2 MU-MIMO and OFDMA) band with a 573.5 Mbps throughput rate
	Concurrent clients	Should be able to support a minimum of 300 concurrent clients
	Load Balance	Access Points should have the ability to load balance users between APs in the same area.
	Wireless Security	The proposed solution should support WPA-PSK, WPA-Enterprise (WPA/WPA2/WPA3)

	Warranty	It should have a 3 Year warranty.
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### Specifications for Server-1

Server	1			
Form Factor	2 U			
Processors	Two Intel Xeon Silver 4310 12C 120W 2.1GHz Processors			
Chipset	Intel C621A "Lewisburg" chipset, part of the platform codenamed "Whitley"			
Memory	Upto 32 DIMM slots with two processors (16 DIMM slots per processor). 128GB required installed total			
Persistent Memory	Supports up to 16x Intel Optane Persistent Memory 200 Series modules (8 per processor) installed in the DIMM slots.			
Maximum Memory	With RDIMMs: Up to 8TB by using 32x 256GB 3DS RDIMMs With Persistent Memory: Up to 12TB by using 16x 256GB 3DS RDIMMs and 16x 512GB Pmem modules			
Disks Drive Bays	Up to 20x 3.5-inch or 40x 2.5-inch hot-swap drive bays:  The server also supports these drives for OS boot or drive storage: <ul style="list-style-type: none"> <li>Two 7mm drives at the rear of the server (in addition to any 2.5-inch or 3.5-inch drive bays)</li> <li>Internal M.2 module supporting up to two M.2 drives</li> </ul> Required: Four 480GB Read Intensive SATA 6Gb HS SSD			
Storage Controller	<ul style="list-style-type: none"> <li>12 Gb SAS/SATA RAID adapter <ul style="list-style-type: none"> <li>8 ports</li> <li>Up to 2GB flash-backed cache</li> </ul> </li> </ul> PCIe 4.0 or PCIe 3.0 host interface			
Host Bust Adaptor	One Emulex 16Gb Gen6 FC Dual-port HBA			
Network Interface	Broadcom 5719 1GbE RJ45 4-port adapter			
GPU Support	Supports up to 8x single-wide GPUs or up to 3x double-wide GPUs			
Ports	Front: 1x USB 3.2 G1 (5 Gb/s) port, 1x USB 2.0 port (also for XCC local management), External diagnostics port, optional VGA port.  Rear: 3x USB 3.2 G1 (5 Gb/s) ports, 1x VGA video port, 1x RJ-45 1GbE systems			

	management port for XCC remote management. Optional DB-9 COM serial port (installs in slot 3).  Internal: 1x USB 3.2 G1 connector for operating system or license key purposes			
Cooling	Hot swap fans, N+1 redundant, tolerating a single-rotor failure. One fan integrated in each power supply			
Power Supply	Up to two hot-swap redundant AC power supplies			
System Mangement	Operator panel with status LEDs. Optional External Diagnostics Handset with LCD display. embedded management			
Security features	Chassis intrusion switch, Power-on password, administrator's password, Trusted Platform Module (TPM), supporting TPM 2.0.			
Operating systems supported	Microsoft Windows Server, Red Hat Enterprise Linux, SUSE Linux Enterprise Server, VMware ESXi			
warranty	Three-year customer-replaceable unit and onsite limited warranty with 9x5 next business day (NBD).			

## UPS-2

3KVA				
Type	Smart			
Main Output Voltage	230V			
Main Input Voltage	230 V			
No of Rack Us	At least 1			
Battery Type and Years of Life	Lead Acid,2 years of Life			
Warranty	2 Years			

## Bill of Materials For End User Equipment, Electrical and Networking works to allow Interconnection of the Devices

A bidder shall have to do a mandatory site visit to assess and ascertain the extent of the Networking and Installation required however a suggested minimum BOQ is as below.

NO.	Description	Unit of Measurement	Qty
1.	CAT 6A Cable	No	5
2.	Modules	No	20
3.	Face Plates	No	10
4.	1 Meter Patch Cords	No	20
5.	3 Meter Patch Cords	No	20
6.	24 Port Patch Panel	No	2
7.	1U Cable manager	No	2
8.	12U Cabinet	No	1

9.	Galvanized Metallic Trunking 150 by 100 mm	Lot	Lot
10.	Duplex Patch cord LC-SC Multimode 3 mtr	No	20
11.	Installation Accessories	No	1
13.	24 Port Access Switches	No	1
14.	Wireless Access Points and controller	No	3
15.	Rack Mountable UPS 3.0 KVA	No	2
16.	Clean Power Sockets (Twin)	No	10
17.	Clean Power Installation For at least 10 power points (Double/Twin)	Lot	Lot
18	Scanner	No	1
19	Heavy Duty MFP	No	1
20	Smart Phones For End Users	No	4
21	All in one Desktops	No	8
22	Server	No	1
18.	Training for 5 users	lot	lot
19.	Civil Works-Pulling, Termination, Labeling , documentation and testing of horizontal and backbone cabling	lot	Lot
20.	Installation Charges for active devices and configuration, testing and hand over	lot	lot
	<b>TOTAL</b>		

#### SCHEDULE OF REQUIREMENTS FOR LIBRARY RFID HYBRID LIBRARY SECURITY SYSTEM


ITEM	DESCRIPTION	COST (KSH)
<b>1. Installation of software, configuration</b>	Installation of supporting applications on terminal/virtual machine supplied by client and optimization to Koha operations. Installation of current release of Koha on configured terminal. Application of client business rules to software and customizations.	
<b>2. Data entry/Retrospective data conversion 7500 items</b>	Retrospective data conversion of existing information materials and patron. Data entry of all information materials in the library	
<b>3. Barcoding and affix barcode labels for all the 7500 information materials</b>	Printing and affixing all information materials with barcodes as per standard library practices	
<b>4. Classification of library information materials books/journals</b>	Library of congress classification scheme to be used to classify all 7500 information materials	

<b>5. Spine labeling of the information materials</b>	Assign call numbers, print and spine label all the 7500 library information materials.	
<b>6. Customization of the KOHA library management system staff interface to CAS requirements</b>	Customize staff interface to meet CAS requirements.  Assign rights to staff by segregation according to duties assigned	
<b>7. OPAC customization</b>	Customize and set up CAS Library OPAC and ensure visibility for information sharing capabilities and web presence.	
<b>8. Training</b>	Training: Impart the technical skills to enable various categories of users to understand/have a working knowledge of KOHA system.  Training of designated personnel in system administration (application troubleshooting and basic maintenance).  Training of designated library operations personnel in the usage of the software in day to day operations (data entry, lending services,) (end-user training)	
<b>9. Support and Maintenance</b>	Standard maintenance and Support Issues. Problem tracking and solving. Standard technical support. Troubleshooting general transactional problems. Workaround assistance with transactional issues  Database mirroring and automated backup. Standard maintenance and Support Issues. Problem tracking and solving.	

#### Library Security System

ITEM	DESCRIPTION	COST (KSH)
<b>1. RFID Detection Gates and Base Plate (Single aisle) (1set)</b>	Installation of Single-aisle RFID Detection Gates, complete with baseplates for each aisle, RFID	



	Tags for books and material, Staff Station unit complete with amid-range reader and antenna, Library Management Software	
<b>2. RFID Tags for Library Material 7500 (books, CDs, journals)</b>	System Population: Data capture of all books, RFID-tagging of all the necessary material in the library	
<b>3. EM tags for library Material 7500 Items</b>	EM tagging of all the necessary material in the library	
<b>4. Barcode reader four dimension</b>	Provide the necessary scanners for data conversion, tagging and use for dissemination of the information materials at designated workstations	
<b>5. Staff Station Unit (RFID Mid-Range Reader and Antenna) (1set)</b>	Provide and setup staff station interface with the required readers, scanners and sensitization desensitization units	
<b>6. Handheld Stock taking unit (2)</b>	Provide and demonstrate stock taking equipment handheld scanner and set up required module Software for the same.	
<b>7. Civil works to allow for installation and mounting of the RFID Gates &amp; Base plates</b>	Provision of preliminary works to facilitate installation, including provision of data points, civil, electrical and networking works to make good mounting points for Equipment.	
<b>8. Electrical &amp; Networking Works to allow for interconnection of the devices above</b>	Provision of preliminary works to facilitate installation, including provision of data points, civil, electrical and networking works to make good mounting points for Equipment.	
<b>9. RFID Drop box for return of information materials when library counter is closed and reduce return Traffic.</b>	Dropbox is designed for libraries to accept book returns even after Library opening hours. Provide and carry out all civil and electrical works necessary for the operation of the said drop box	
<b>10. Training</b>	Provision of progress report during the entire time of implementation	

	Provision of Training material and outline/syllabus  Training of Library Staff-training the trainer model  Provision of training report and user manuals	
<b>11. Support and Maintenance</b>	Provision of 12months' warranty Provision of support after commissioning  Proposed Service Level Agreement  Preparation and submission of final project report and technical manuals	

### **3.2 TRAINING**

In providing training, the vendor is expected to:

- a.** Conduct training for Library staff that mans the check- out/in desk/ICT staff
- b.** Bidder should provide a detailed training plan and curriculum/ guideline as part of their tender submission
- c.** Provide training manuals, reading materials and reports (during Training)

### **3.3 SUPPORT AND MAINTENANCE**

The vendor will be expected to support and maintain the proposed library system. This will include, but not limited to:

- a.** Providing a help-line, which users can call to report any problems
- b.** Providing upgrades, trouble-shooting and bug-fixes to the system
- c.** Provide 24/7 support
- d.** Provide a standard warranty (12 months) of the component parts of the system

### **3.4 PROJECT PERSONNEL**

The bidder should have project personnel with the right qualifications and personnel, as follows:

- a.** One (1 No.) Project Team Leader with at least a Degree in Electrical/ Electronic Engineering, Computer Science or related course, over 3 years of experience in installing and support of On-premise application software
- b.** At least Three (3 No.) Project Team Members with at least Degrees in IT, Electrical/ Electronic, Computer Science or related.
- c.** The bidder should attach copies of CVs for these staff.
- d.** The bidder should have experience in installation of both On-premise and SaaS based software and hardware application software in at least 4 government agencies/ parastatals of the caliber of the **BMA**

## STAGE 2B: CAPACITY OF THE FIRM EVALUATION SCORE SHEET

The County Assembly of Siaya shall evaluate tenders according to specific criteria based on the capacity of the firm. All the parameters are critical. The bidders must score a **minimum of 75 marks** to proceed to the next phase and to be considered for any further evaluation.

SN	Technical Parameter	Proration of Scores	Max Score	B1	B2
<b>1</b>	<b>Experience of the Firm</b>				
<b>a)</b>	Indicate the reputation of the organization in delivering at least 5 similar projects by providing evidence of supply of the similar (Must include at least one Software Project involving supply, delivery and installation of a software based project and at least one LAN/ Infrastructure based installation) within the last 7 years (2016 – 2023)	<ul style="list-style-type: none"> <li>• 5 valid copies (30 Marks)</li> <li>• 1 valid copy (6 Marks)</li> </ul>	<b>30</b>		
<b>b)</b>	Letters of reference from at least <b>three (3)</b> clients indicating delivery of similar projects within the last 7 years (2016 – 2023) with details of the project and contact persons.  <i>Attach copies of reference letters. The letters must be written on the letterhead of the client with the dates and appropriate signatures.</i>	<ul style="list-style-type: none"> <li>• 3 or more letters (15 Marks)</li> <li>• 2 letters (10 Marks)</li> <li>• 1 letter (5 Mark)</li> </ul>	<b>15</b>		
	<b>SUBTOTAL</b>		<b>45</b>		
<b>2</b>	<b>Financial Capability</b>				
<b>a)</b>	Business financial capability and existence.	<ul style="list-style-type: none"> <li>• Letter from the tenderer's bank indicating that the bidder has a line of credit of at least 10 M (5 marks)</li> </ul>	<b>5</b>		
<b>b)</b>	Provide audited accounts for the last three years	<ul style="list-style-type: none"> <li>• Audited account for each year (3 marks)</li> </ul>	<b>9</b>		
	<b>SUBTOTAL</b>		<b>14</b>		
<b>3</b>	<b>Project Management</b>				
<b>a)</b>	The tenderer must provide a preliminary project plan to commission the Library System. The plan shall include the delivery, management, coordination, and execution of all its responsibilities, if awarded the Contract, as well as the	<ul style="list-style-type: none"> <li>• Project Plan to commission in 30 Days or less (3 Marks)</li> <li>• Project Plan to commission in over 30 - 45 Days (1 Marks)</li> <li>• Project Plan to commission in over 45 Days (0 Marks)</li> </ul>	<b>3</b>		

SN	Technical Parameter	Proration of Scores	Max Score	B1	B2
	estimated duration and completion date for each major activity. Must include implementation plan, execution plan and test plan. <i>Attach Preliminary Project Plan</i>				
<b>b)</b>	Provide details of timelines for delivery period from the time of receipt of order.  <i>Attach filled list of goods and delivery schedule table</i>	<ul style="list-style-type: none"> <li>• Less than 6 weeks (5 Marks)</li> <li>• More than 6 weeks: (2 Marks)</li> </ul>	<b>5</b>		
<b>c)</b>	Attach draft Service Level Agreement that indicate the firm's proposal for supply management for duration of the contract to include staffing after sales support, customer care policy and warranty. Provide a helpline, which users can call to report any problems, Provide 24/7 support.	<ul style="list-style-type: none"> <li>• Attach draft SLA with Help desk, escalation matrix, 24/7 support (5 marks)</li> </ul>	<b>5</b>		
<b>d)</b>	Training Plan	<ul style="list-style-type: none"> <li>• Attach a detailed training plan and training curriculum.</li> </ul>			
<b>e)</b>	Support and Maintenance	<ul style="list-style-type: none"> <li>• Provide at least one-year comprehensive onsite warranty for the installed system</li> <li>• Commitment to provide upgrades, troubleshooting and bug-fixes to</li> </ul>			
	<b>SUBTOTAL</b>		<b>13</b>		
<b>4</b>	<b>Project Staff</b>				
<b>a)</b>	<b>Project Manager Qualifications</b> <i>Attach CV and relevant Technical Certificates</i> (These MUST be provided, otherwise, no score).	<ul style="list-style-type: none"> <li>• Both Project Management Certification (PMP, Prince2 or equivalent) and bachelor's degree in information science/IT/Computer Science (10 Marks)</li> <li>• Only Project Management Certification (PMP, Prince2 or equivalent) (5 Marks)</li> <li>• Only Bachelor's degree (5 Marks)</li> </ul>	<b>10</b>		

SN	Technical Parameter	Proration of Scores	Max Score	B1	B2
	<b>Project Manager Experience</b>  <i>Attach CV and relevant Job Profiles</i> (These MUST be provided, otherwise, no score).	<ul style="list-style-type: none"> <li>• 5 or more years of experience (6 Marks)</li> <li>• Less than 5 years but more than 2 years of experience: (3 Marks)</li> <li>• Less than 2 years of experience: (0 Marks)</li> </ul>	6		
b)	<b>Two (2) System Engineers (Software Biased)Qualifications</b>  <i>Attach CVs and relevant Technical Certificates</i> (These MUST be provided, otherwise, no score).	<ul style="list-style-type: none"> <li>• Relevant Degree in Information Science/Software Engineering IT/Computer Science and professional certification from the manufacturer of the proposed equipment for 2 System engineers (6 Marks)</li> <li>• Relevant Degree and professional certification from the manufacturer of the proposed equipment for 1 System Engineer (3 Marks)</li> </ul>	6		
	<b>Two (2) Network Security -Must possess degree in IT/Computer Science/ Engineers Experience</b>  <i>Attach CVs and relevant Technical Certificates</i> (These MUST be provided, otherwise, no score).	<ul style="list-style-type: none"> <li>• Three (3) years or more experience in Network Security/ CCTV and Access Control or LAN Installation and has relevant degree. (6 Marks)</li> <li>• Less than 3 years but more than 2 years of relevant experience as above but o degree : (3 Marks)</li> <li>• Less than 2 years of relevant experience: (0 Marks)</li> </ul>	6		
	<b>SUBTOTAL</b>		<b>28</b>		
	<b>GRAND TOTAL</b>		<b>100</b>		

The minimum technical points to proceed to financial evaluation is **75 Marks** ONLY tenderers whose bids secure the minimum technical score (**75Marks**) will have their financial bids evaluated.

### STAGE 3. FINANCIAL EVALUATION

#### a. Financial evaluation will be conducted as follows:

1. Determination of evaluated price per each bid.
2. Ranking of tenders according to their bid prices.
3. There shall be no correction of arithmetic errors as per the Provisions of PPADA 2015. **Any discrepancy between price schedule and form of tender will lead to automatic disqualification.**

#### b. Due Diligence

As part of the evaluation, due diligence **shall** be carried out to verify the accuracy of the information provided and past

performance of the lowest evaluated tenderer. Any inconsistencies noted in any of the above requirements and Unsatisfactory performances shall lead to automatic disqualification and the second lowest evaluated tenderer shall be considered for the award.

#### **SECTION IV - TENDERING FORMS**

- i) Form of Tender**
- ii) Tenderer Information Form**
- iii) Tenderer JV Members Information Form**
- iv) Price Schedule -Schedule of Requirements (Lease Items).**
- v) Form of Tender Security – Demand Guarantee**
- vi) Form of Tender Security (Insurance Guarantee)**
- vii) Form of Tender- Securing Declaration**
- viii) Owner's Authorization**

#### **Other Forms to be completed**

- i) Tenderer's Eligibility- Confidential Business Questionnaire**
- ii) Certificate of Independent Tender Determination**
- iii) Self-Declaration Form**
- iv) Appendix 1- Fraud and Corruption**



## FORM OF TENDER

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

### INSTRUCTIONS TO TENDERERS

- i) All italicized text is to help the Tenderer in preparing this form.
- ii) The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address. Tenderers are reminded that this is a mandatory requirement.
- iii) Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION FORMS OF THE TENDERER as listed under (s) below.

Date of this Tender submission: ..... [Insert date (as day, month and year) of Tender submission]

Tender Name and Identification

[insert

Identification] Alternative No.....[Insert identification No if this is a Tender For an alternative]

To: ..... [Insert complete name of Procuring Entity]

- a) **No reservations:** We have examined and have no reservations to the Tendering document, including Addenda issued in accordance with Instructions to tenderers (ITT 7);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3;
- c) **Tender/Proposal-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing Declaration.  
Or  
Proposal-Securing Declaration in Kenya in accordance with ITT 3.6;
- d) **Conformity:** We offer to supply in conformity with the Tendering document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods: [insert a brief description of the Goods and Related Services];
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is:

Option 1, in case of one lot: Total unit price is: [insert the total unit price of the Tender in words and figures, indicating the various amounts and the respective currencies];

Line Item No	Description of Goods	Unit of Issue	Quantity and physical unit (As and When Required)	Unit Price (VAT Inclusive) Kshs.
1.	Supply and Delivery Integrated Library Management			
2.	Supply and Delivery of Library Security System			
3.	Supply and Delivery of End User Equipment, Electrical and Networking works to allow Interconnection of the Devices			
4.	Installation, Training and Professional Charges			
5.	SLA (Provision of Comprehensive maintenance and Support for 1 year)			

Line Item N <sup>o</sup>	Description of Goods	Unit of Issue	Quantity and physical unit (As and When Required)	Unit Price (VAT Inclusive) Kshs.
TOTAL UNIT PRICE*				

**\*The contract sum will be dependent on quantities ordered based on the unit cost (As and When Required)**

or

Option 2, in case of multiple lots: (a) Total price of each lot *[insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]*; and (b) Total price of all lots (sum of all lots) *[insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies]*;

- f) **Discounts:** The discounts offered and the methodology for their application are:
- i) The discounts offered are: *[Specify in detail each discount offered.]*
  - ii) The exact method of calculations to determine the net price after application of discounts are shown below: *[Specify in detail the method that shall be used to apply the discounts];*
- g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 17.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS 21.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at anytime before the expiration of that period;
- (h) **Performance Security:** If our Tender is accepted, we commit to obtain a performance security in accordance with the Tendering document;
- i) **One Tender per tenderer:** We are not submitting any other Tender(s) as an individual tenderer, and we are not participating in any other Tender(s) as a Joint Venture member, or as a subcontractor, and meet the requirements of ITT 3.9, other than alternative Tenders submitted in accordance with ITT 12;
- j) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Procuring Entity. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;
- k) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITT 3.7];*
- l) **Commissions, gratuities, fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

- m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;

- n) **Procuring Entity Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive; and
- o) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

**Name of the Tenderer:** \*[insert complete name of person signing the Tender]

- (p) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from \_\_\_\_\_ (specify website) during the procurement process and the execution of any resulting contract.
- (q) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the "Certificate of Independent Tender Determination" attached below.
- (r) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.
- (s) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
- a) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict of interest.
  - b) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
  - c) Self-Declaration of the Tenderer – to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
  - d) Declaration and commitment to the code of ethics for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya. Further, we confirm that we have read and understood the full content and scope of fraud and corruption as in formed in "**Appendix1-Fraud and Corruption**" attached to the Form of Tender.

**Name of the person duly authorized to sign the Tender on behalf of the Tenderer:** \*\*[insert complete name of person duly authorized to sign the Tender]

**Title of the person signing the Tender:** [insert complete title of the person signing the Tender] **Signature of the person named above:** [insert signature of person whose name and capacity are shown above] **Date signed** [insert date of signing] **day of** [insert month], [insert year].

*\*: In the case of the Tender submitted by a Joint Venture specify the name of the Joint Venture as tenderer.*

*\*\*.: Person signing the Tender shall have the power of attorney given by the tenderer. The power of attorney shall be attached with the Tender Schedules.*

## CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the \_\_\_\_\_ [Name of Procuring Entity] for: \_\_\_\_\_ [Name and number of tender] in response to the request for tenders made by: \_\_\_\_\_ [Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
  - a) has been requested to submit a Tender in response to this request for tenders;
  - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
  - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) methods, factors or formulas used to calculate prices;
  - c) the intention or decision to submit, or not to submit, a tender; or
  - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. the terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

[Name, title and signature of authorized agent of Tenderer and Date]

SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, ..... of Post Office Box ..... being a resident of  
..... in the Republic of ..... do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of  
..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.**  
..... for ..... (*insert  
title/description*) for ..... (*insert name of the Procuring entity*) and duly authorized tender  
and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deposed to herein above is true to the best of my knowledge, information and belief.

.....

(Title)

.....

(Signature)

.....

.....

(Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION + THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, ..... of P. O. Box ..... being a resident of ..... in the Republic of ..... do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of .....  
..... (insert name of the Company) who is a Bidder in respect of **Tender No.** ..... for ..... (insert tender title/description)  
for ..... (insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ..... (insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ..... (name of the procuring entity).
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deposed to herein above is true to the best of my knowledge information and belief.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

Bidder's Official Stamp

## DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I.....(person) on behalf of **(Name of the Business/ Company/Firm)** .....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address.....

Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

**(Company Seal/ Rubber Stamp where applicable)**

Witness

Name

.....

Sign.....

Date.....

## APPENDIX 1- FRAUD AND CORRUPTION

*(Appendix 1 shall not be modified)*

### 1. Purpose

- 1.1 The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

### 2. Requirements

- 2.1 The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.

- 2.2 Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:

- 1) a person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
- 2) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
- 3) Without limiting the generality of the subsection (1) and (2), the person shall be—
  - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
  - b) if a contract has already been entered into with the person, the contract shall be voidable;
- 4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
- 5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement: -
  - a) shall not take part in the procurement proceedings;
  - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
  - c) shall not be a subcontractor for the bidder to whom was awarded contract, or a member of the group of bidders to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
- 6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
- 7) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5)(a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

- 2.3 In compliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
  - i) "Corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;



- ii) "Fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - iii) "Collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv) "Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - v) "Obstructive practice" is:
    - deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3 e. below.
- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:
- "Fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers 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.
- c) Rejects a proposal for award<sup>1</sup> of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
  - d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or debar or recommend to appropriate authority (ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
  - e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect<sup>2</sup> all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
  - f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a "Self-Declaration Form" as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

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<sup>1</sup>For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>2</sup> Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

**TENDERER INFORMATION FORM**  
**PART A**

*[The tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date... *[Insert date (as day, month and year) of Tender submission]*

**Tender Name and Identification...** *[Insert identification]*

Alternative No. .... *[Insert identification No if this is a Tender for an Alternative]*

1. Tenderer's Name <i>[insert Tenderer's legal name]</i>
2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i>
3. Tenderer's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Tenderer's year of registration: <i>[insert Tenderer's year of registration]</i>
5. Tenderer's Address in country of registration: <i>[insert Tenderer's legal address in country of registration]</i>
6. Tenderer's Authorized Representative Information  Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4. <input type="checkbox"/> In case of JV, Form of intent to form JV or JV agreement, in accordance with ITT 4.1. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing: <ul style="list-style-type: none"><li>• Legal and financial autonomy</li><li>• Operation under commercial law</li><li>• Establishing that the Tenderer is not under the supervision of the Procuring Entity</li></ul> <input type="checkbox"/> Included are the organizational chart and a list of Board of Directors.

**PART B**

**KRA Details**

SN	REQUIRED	DETAILS
1.	KRA Pin Number	
2.	Business Number	
3.	Pin Validity	
4.	Business Owner	
5.	Pin Owner	
6.	KRA Email	

**Business Registry Details**

SN	REQUIRED	DETAILS
1.	Business Number	

2.	Supplier Name	
3.	Supplier Telephone	
4.	Supplier Email Address	
5.	Date Registered	
6.	Physical Address	
7.	Postal Address	
8.	Business Type	
9.	TCC Number	
10.	TCC Expiry Date	
11.	Permit Number	
12.	Permit Expiry Date	
13.	Operation County	

#### Business Directors List

SN	REQUIRED	1	2	3	4	5
1.	Name					
2.	ID					
3.	Telephone					
4.	Nationality					

## TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

a) Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

### A. Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of state which stock exchange	

### General and Specific Details

b) Sole Proprietor, provide the following details.

Name in full \_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_

Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_

\_\_\_\_\_ Citizenship \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c) Partnership, provide the following details.

	<b>Names of Partners</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

(d) Registered Company, provide the following details.

i) Private or public Company \_\_\_\_\_

ii) State the nominal and issued capital of the Company:-  
 Nominal Kenya Shillings (Equivalent) ..... Issued Kenya Shillings  
 (Equivalent).....

iii) Give details of Directors as follows.

	<b>Names of Director</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

e) DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in..... (Name of Procuring Entity)  
 Who has an interest or relationship in this firm? Yes/No. If yes,  
 provide details as follows.

	<b>Names of Person</b>	<b>Designation in the Procuring Entity</b>	<b>Interest or Relationship with Tenderer</b>
1			
2			
3			

ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

f) **Certification**

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name\_\_\_\_\_

Title or Designation\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## TENDERER'S JV MEMBERS INFORMATION FORM

*[The tenderer shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the tenderer and for each member of a Joint Venture]].*

Date: .....*[insert date (as day, month and year) of Tender submission].*

**Tender Name and Identification:**.....*[insert identification Alternative No.....  
[Insert identification No if this is a Tender for an alternative].*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Tenderer's Name: <i>[insert Tenderer's legal name]</i>
2. Tenderer's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Tenderer's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Tenderer's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Tenderer's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Tenderer's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 4.4. <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and they are not under the supervision of the Procuring Entity in accordance with ITT 4.6. <input type="checkbox"/> Included are the organizational chart and a list of Board of Directors

**Form CON-1 Historical Contract Non-Performance and Pending Litigation.**

In case a pre-qualification process was conducted this form should be used only if the information submitted at the time of pre-qualification requires updating

Tenderer's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

JV member Legal Name: \_\_\_\_\_

ITT No.: \_\_\_\_\_

Age of \_\_\_\_\_ pages

Non-Performing Contracts in accordance with Section III, Evaluation and Qualification Criteria			
Contract non-performance did not occur during the stipulated period, in accordance with Sub- Factor 2.2.1 of Section III, Evaluation Criteria			
Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria			
No pending litigation in accordance with Sub-Factor 2.2.3 of Section III, Evaluation Criteria			
Pending litigation in accordance with Sub-Factor 2.2.3 of Section III, Evaluation Criteria, as indicated below			
Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
_____	_____	Contract Identification: Name of Procuring Entity: Address of Procuring Entity: Matter in dispute:	_____
_____	_____	Contract Identification: Name of Procuring Entity: Address of Procuring Entity: Matter in dispute:	_____



**Form EXP - 1 Experience – General Experience**

Tenderer's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

JV Member Legal Name: \_\_\_\_\_ ITT No.: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

Starting Month / Year	Ending Month / Year	Years*	Contract Identification	Role of Tenderer
_____	_____		Contract name: Brief Description of the Information System performed by the Tenderer: Name of Procuring Entity: Address:	_____
_____	_____		Contract name: Brief Description of the Information System performed by the Tenderer: Name of Procuring Entity: Address:	_____
_____	_____		Contract name: Brief Description of the Information System performed by the Tenderer: Name of Procuring Entity: Address:	_____
_____	_____		Contract name: Brief Description of the Information System performed by the Tenderer: Name of Procuring Entity: Address:	_____
_____	_____		Contract name: Brief Description of the Information System performed by the Tenderer: Name of Procuring Entity: Address:	_____
_____	_____		Contract name: Brief Description of the Information System performed by the Tenderer: Name of Procuring Entity: Address:	_____

\*List calendar year for years with contracts with at least nine (9) months activity per year starting with the earliest year.

**Form EXP – 2 Specific Experience**

Tenderer's Legal Name: \_\_\_\_\_

JV Member Legal Name: \_\_\_\_\_

Date: \_\_\_\_\_

ITT No.: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

<b>Similar Contract Number: ____ of ____ required.</b>	<b>Information</b>		
Contract Identification	_____		
Award date	_____		
Completion date	_____		
Role in Contract	<input type="checkbox"/> Prime Supplier	<input type="checkbox"/> Management Contractor	<input type="checkbox"/> Subcontractor
Total contract amount	_____		US\$ _____
If member in a JV or subcontractor, specify participation of total contract amount	_____ %	_____	US\$ _____
Procuring Entity's Name:	_____		
Address:	_____ _____ _____		
Telephone/fax number:	_____ _____		
E-mail:	_____ _____		

**Form EXP – 2 (cont.) Specific Experience (cont.)**

Tenderer's Legal Name: \_\_\_\_\_

JV Member Legal Name: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

<b>Similar Contract No. ____ [insert specific number] of [total number of contracts] ____ required</b>	<b>Information</b>
Description of the similarity in accordance with Sub-Factor 2.4.2 of Section III:	
Amount	_____
Physical size	_____
Complexity	_____
Methods/Technology	_____
Key Activities	_____

**Form CCC-1 Summary Sheet: Current Contract Commitments/ Work in Progress**

Name of Tenderer or partner of a Joint Venture.

Tenderers and each partner to a Joint Venture tender should provide information on their current commitments on all contracts that have been awarded, or for which a Form of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued

Name of contract	Procuring Entity, contact address/tel./fax	Value of outstanding Information System (current Kshs. equivalent)	Estimated completion date	Average monthly invoicing of last six months (Kshs/month)
1.				
2.				
3.				
4.				
5.				
etc.				

## Form FIN – 1 Financial Situation

### Historical Financial Performance

Tenderer's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

JV Member Legal Name: \_\_\_\_\_ ITT No. \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

To be completed by the Tenderer and, if JV, by each member

Financial information in Kshs. equivalent	Historic information for previous _____ (____) years (Kshs. equivalent in 000s)						
	Year 1	Year 2	Year 3	Year ...	Year n	Avg.	Avg. Ratio
<b>Information from Balance Sheet</b>							
Total Assets (TA)							
Total Liabilities (TL)							
Net Worth (NW)							
Current Assets (CA)							
Current Liabilities (CL)							
<b>Information from Income Statement</b>							
Total Revenue (TR)							
Profits Before Taxes (PBT)							

Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:

- a) Must reflect the financial situation of the Tenderer or member to a JV, and not sister or parent companies.
- b) Historic financial statements must be audited by a certified accountant.
- c) Historic financial statements must be complete, including all notes to the financial statements.
- d) Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

#### Form FIN –2 Average Annual Turnover

Tenderer's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

JV Member Legal Name: \_\_\_\_\_ ITT No.: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

Annual turnover data (applicable activities only)		
Year	Amount and Currency	Kshs. equivalent
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
*Average Annual Turnover	_____	_____

\*Average annual turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.2.

#### Form F-3 Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total cash flow demands of the subject contract or contracts as indicated in Section III, Evaluation and Qualification Criteria.

Source of financing	Amount (Kshs. equivalent)
1.	
2.	
3.	
4.	

## Personnel Capabilities

### i) Key Personnel

Name of Tenderer or partner of a Joint Venture

Tenderers should provide the names and details of the suitably qualified Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

1.	<b>Title of position: ...</b>	
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
2.	<b>Title of position: ...</b>	
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
3.	<b>Title of position: ...</b>	
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
4.	<b>Title of position:</b>	
	<b>Name of candidate</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
5.	<b>Title of position:</b>	
	<b>Name of candidate</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

## ii) Candidate Summary

<b>Position</b>		<b>Candidate</b> <input type="checkbox"/> Prime <input type="checkbox"/> Alternate	
Candidate information	Name of candidate	Date of birth	
	Professional qualifications		
Present employment	Name of Employer		
	Address of Employer		
	Telephone		
	Fax		
	Contact (manager / personnel officer)		
	Email		
	Job title of candidate		
	Years with present Employer		

Summarize professional experience over the last twenty years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company/Project/ Position/Relevant technical and management experience

## iii) Technical Capabilities

Tenderer shall provide adequate information to demonstrate clearly that it has the technical capability to meet the requirements for the Information System. With this form, the Tenderer should summarize important certifications, proprietary methodologies, and/or specialized technologies that the Tenderer proposes to utilize in the execution of the Contract or Contracts.

## Price Schedule Forms

*[The tenderer shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Procuring Entity in the Schedule of Requirements.]*

### PRICE SCHEDULE FOR GOODS

The supplier should quote for the goods and services appropriately as listed in the detailed technical specifications of the document.

Kenya _____		(Group A and B Tenders) Currencies in accordance with ITT 15			Date: _____ ITT No: _____ Alternative No: _____ Page N <sup>o</sup> _____ of _____		
1	2	3	4	5	6	7	8
<b>Line Item N<sup>o</sup></b>	<b>Description of Goods</b>	<b>Unit of Issue</b>	<b>Quantity and physical unit (As and When Required)</b>	<b>Country of Origin</b>	<b>Brand/Make</b>	<b>Model No.</b>	<b>Unit Price (VAT Inclusive) Kshs.</b>
1.	Integrated Library Management and Security System including its hosting and installation	Lot	AWR				
2.	End User Equipment, Electrical and Networking works to allow Interconnection of the Devices	Lot					
3.	SLA (Provision of Comprehensive maintenance and Support for 3 years)	LOT	AWR				
4.	Project Management Cost	KSH					300,000
<b>TOTAL UNIT PRICE*</b>							

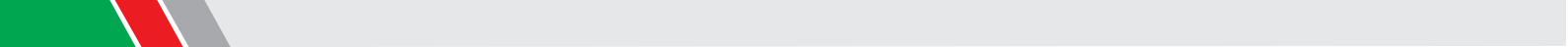
**\*The contract sum will be dependent on quantities ordered based on the unit cost (As and When Required)**

Name of tenderer [insert complete name of tenderer] Signature of tenderer [signature of person signing the Tender] Date [insert date]

**Note:**

1. Bidders **MUST** indicate the brand and country of origin for the items they are quoting.
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. Prices should include Setup, configuration and installation labour cost.
4. The orders will be place **"as and when required."**
5. Prices quoted **MUST** be valid for at least 12 months.
6. The total unit price shall be taken to the form of tender.





## FORM OF TENDER-SECURING DECLARATION

*[The Bidder shall complete this Form in accordance with the instructions indicated]*

Date:.....*[insert date (as day, month and year) of Tender Submission]*

Tender No.:..... *[Insert number of tendering process]*

To ..... *[insert complete name of*

*Purchaser]* I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of .....*[insert number of months or years]* starting on .....*[insert date]*, if we are in breach of our obligation(s) under the bid conditions, because we – (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
  - a) our receipt of a copy of your notification of the name of the successful Tenderer; or
  - b) thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....

Capacity / title (director or partner or sole proprietor, etc.) .....  
.....

Name: .....

Duly authorized to sign the bid for and on behalf of ..... *[insert complete name of*

*Tenderer]*. Dated on ..... day of ..... *[Insert date of*  
*Signing]*.

Seal or stamp.

## MANUFACTURER'S AUTHORIZATION FORM

*[The tenderer shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The tenderer shall include it in its Tender, if so indicated in the TDS.]*

Date... *[Insert date (as day, month and year) of Tender submission]*

ITT No.... *[Insert number of ITT process]* Alternative No. *[Insert identification No if this is a Tender for an alternative]*

To.....*[insert complete name of Procuring*

Entity] WHEREAS

We..... *[Insert complete name of Manufacturer]*, who are official manufacturers of..... *[Insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of tenderer]* to submit a Tender the purpose of which is to provide the following Goods, manufactured by us..... *[Insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed... *[Insert signature(s) of authorized representative(s) of the Manufacturer]*

Name... *[Insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title... *[Insert title]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

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## **PART 2: PROCURING ENTITY'S REQUIREMENTS**

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PART ONE: INTRODUCTION

1.1.1. PROJECT BACKGROUND

**3.1 BACKGROUND**

The procuring entity is looking to implement an RFID-based Library System at **BMA** that:

- i. Provides a central platform to manage issuing out and check-in of books and material in the library, keep track of circulation events and details.
- ii. Assists in compliance with library policies of check-in and check-out.
- iii. Saves time taken to carry out circulation operations involving check-out and check-in borrowable library material, including the ability to check several items at a time.
- iv. Gives better organized and improved control of library books and other material.
- v. Reduces costs through better management and control of material, better accountability, responsibility and transparency.
- vi. Can report, using both standard and custom reports, to provide an overview of events in the circulation processes carried out.
- vii. Provide a flexible, customizable, highly reliable, configurable, scalable and modular library system that can be expanded as capacity grows.

**J. DELIVERABLES**

**A. KOHA LIBRARY MANAGEMENT SYSTEM or equivalent**

- a. Installation of KOHA 21.05 or equivalent
- b. Customization of KOHA to CAS Requirements
- c. Classification of information Materials – Library of congress classification Scheme
- d. Retrospective data conversion
- e. Data entry of all information items in the library
- f. OPAC customization
- g. Barcoding all library information materials

**OBJECTIVE**

The primary objective of KOHA Implementation is to enhance efficient management of institutional information resources.

**EXPECTED BENEFITS**

The key benefits expected from this project are:

- 4. Improved visibility of Library collection through online access to Library Catalog
- 5. Enhanced service provision and improved capacity for patron self-service
- 6. Enhanced timeliness and accuracy of responses of information needs

**EXPECTED DURATION**

The main implementation is expected to take approximately 2 months

## **KEY MODULES TO BE IMPLEMENTED**

### **Acquisitions**

The acquisitions module should be designed to provide an integrated interface for the management of a library's funds, budgets, suppliers and orders. It should allow the librarian to easily manage acquisition of new materials within a pre-allocated annual budget and available funds. This module should also allow the librarian to know at a glance what books have been ordered for but not yet received from the suppliers.

### **Cataloguing**

The cataloguing module should enable the technical services library staff to directly import bibliographic records from the library of congress using Z39.50 server. This not only saves on time but also results into a consistent and clean catalogue. It should use the standard MARC21 format to store bibliographic information hence it should be possible to import bibliographic information from a previous system and also to share cataloguing information with other libraries.

It should also allow cataloguing of electronic resources such as eBooks where the address of the electronic material can be entered at the field 856\$. This address is immediately available to users who search for the resource.

### **Circulation**

The module should manage not only the lending process but also provide a host of value adding facilities such as reservations management and multi-branch facilities such as inter-branch holdings-transfer management. The lending process is controlled by a highly granular user-defined circulation control matrix which allows for the description of both broad rules and very specific 'item-type/patron/branch' level rules. Fines calculation should be automated and based on the circulation rules. Member management should be seamless and tightly coupled to the circulation module with access controls restricting usage to authorized personnel only. The module can also inter-operate with institutional email and SMS services to provide email and text notifications to patrons.

### **Online Public Access Catalog (OPAC)**

The Koha OPAC is the 'face' of the library. It should enable library users may to access the library database for a host of functions ranging from both simple and comprehensive catalog searches to online renewals and reservations of holding. It should provide a range of cutting-edge enhancements including the dynamic generation of RSS feeds from searches. Page 68 of 142

## Serials Module

The Serials module should enable the librarian to carry out various serial related activities from acquisition, subscription control, circulation, processing among other activities.

## Patron Management

This module is should facilitate the management of library users. This includes sending emails to patrons to notify them on various issues such as selective dissemination of information, current awareness services, overdue reminders etc. Patron information collected includes the patron photo hence easy patron identification.

## Other Modules to be implemented

In addition to the implementation should have the following features. These include:


6. **Inventory management** – This module should provide both online and offline stock taking.
7. **Z39.50 client and server** – This should provide the direct download of cataloguing entries from online databases such as the Library of Congress
8. **Barcode/Spine label generation** – This should allow for the automated generation of the appropriate labeling for holdings thereby enhancing both the issue and return of holdings as well as shelf retrieval.
9. **Content enhancement** – Integration of search results with online content providers for an enhanced user experience at the OPAC.
10. **Reporting** – A set of wizards for standards reporting and an integrated report writer that allows for the generating of reusable Adhoc reports against the database tables with additional scheduling options.

### C. LIBRARY SECURITY SYSTEM - HYBRID

- a. RFID Detection Gates and Base Plate (Single aisle) (1set)
- b. RFID Tags for Library Material (books, CDs, journals)
- c. EM tags for library Material
- d. Barcode reader four dimension
- e. Staff Station Unit (RFID Mid-Range Reader and Antenna) (1set)
- f. Handheld Stock taking unit (3)
- g. Civil works to allow for installation and mounting of the RFID Gates & Base plates
- h. Electrical & Networking Works to allow for interconnection of the devices above
- i. RFID Drop box for return of information materials when library counter is closed and reduce return traffic.

### Tasks expected to be carried out include:

- a. A detailed project implementation plan with resource requirements and allocations
- b. Delivery of appropriate software and hardware
- c. Provision of preliminary works to facilitate installation, including provision of data points, civil, electrical and networking works to make good mounting points for equipment
- d. Installation of Single-aisle RFID Detection Gates, complete with base-plates for each aisle, RFID Tags for books and material, Staff Station unit complete with amid-range reader and antenna, Library Management Software
- e. Installation Configuration and Implementation of the Hardware & Software
- f. Provision of Security Credentials/Accounts to the Library Staff
- g. System Population: Data capture of all books, RFID-tagging of all the necessary material in the library
- h. Customizations and Configurations of system with the provided data,

- 
- i. Attain a full-fledged Library Management System
  - j. Provision of progress report during the entire time of implementation
  - k. Provision of Training material and outline/syllabus
  - l. Training of Library Staff-training the trainer model
  - m. Provision of training report and user manuals
  - n. Provision of 12months' warranty
  - o. Provision of support after commissioning
  - p. Proposed Service Level Agreement
  - q. Preparation and submission of final project report and technical manuals



**Table 3.1: Equipment delivery timelines**

SN	ITEM	STOCK	TIMELINES	BIDDER COMPLIANCE
1.	As per part five: Schedule of requirement		LESS THAN 6 WEEKS	

**1.1.2. Training**

- a) The selected bidder shall provide comprehensive **5-days training on site** in the operations and management of the Library System and its components, as applicable to system users and personnel. Minimum number of users to be trained per station will be two.
- b) The following types of operations and administration training shall be developed and provided for the CAS operations staff:

- i. ICT Technical Training

- Individual training courses shall be designed for Technical Unit CAS ICT Directorate for technical support.

**1.2. SERVICE LEVEL AGREEMENT AND TECHNICAL SUPPORT**

The selected bidder **MUST** provide the following services under the Contract or, as appropriate under separate contracts (as specified in the bidding documents).

**1.2.1. Warranty Period agreements:**

- a) Provide written warranty for all work of the system for a period no less than one (1) year from the date of substantial completion as certified by CAS Project Manager. Warranty certificate shall be submitted as part of the Operations and Maintenance manuals. The products specified herein shall be covered under a minimum of a 12 months' warranty.
- b) Warranty shall cover the installation and equipment to be free of all defects resulting from faulty components, workmanship, installation or incorrect calibration. Replacements and repairs shall be made without cost to the CAS.
- c) The system warranty shall include parts and labour for the duration of the warranty.

**1.2.2. User support / hot line:**

During the warranty period the bidder shall;

- a) The bidder must provide a customer care hotline and email for all technical support.
- b) Provide telephone support within four (4) hours of a call requesting service.
- c) Provide on-site support within 24 hours of a call requesting service that was not corrected by telephone service.
- d) Repair or replace faulty items within 72 hours of on-site service or within manufacturer's specific repair program whichever is quicker.
- e) All support calls should be issued with a ticket number.

**1.2.3. Technical Assistance:**

- a) Technical Support in all modes of service, such as on-site, on-call, or return to site will be applicable for 12 months beginning with the system acceptance date.
- b) Technical assistance in areas of specific interest will be needed.
- c) These include but are not limited to: systems planning and management, technological features, data management, installation management,
- d) Systems performance monitoring and problem identification/ resolution.
- e) All maintenance or service is to be provided on-site with a 24-hour turnaround time

**1.2.4. Post-warranty maintenance services:**

- a) The bidder should offer regular maintenance and repair services to any of the sites. In the event that replace parts and/or it will take longer than 24 hours to repair, the supplier shall supply stand-by equipment, upon request, at no charge to the purchaser. The post warranty will apply for 12 months.
- b) Preventive maintenance shall be performed by the bidder in accordance with each original equipment manufacturer's recommended practice and service intervals.
- c) The preventive maintenance schedule, functions and reports shall be provided to and approved by the Project Manager.
- d) The bidder shall provide the Project Manager a typewritten report itemizing each deficiency found and the corrective action performed during each required visit or official reported trouble call.

**1.3. ACCEPTANCE**

- a) The acceptance by the CAS will be based on visual inspection during works and technical tests following complete bidder's tests.
- b) Acceptance will only be sanctioned when all technical tests and visual controls have certified that the works are in strict compliance with the terms of the contract.
- c) The Final acceptance date shall be marked when the Contractor has completed the following documents/services;
  - i. Testing reports supplied to CAS prior to system commissioning.
  - ii. System commissioning visit between CAS and Contractor to review all systems to ensure compliance with the design intent.
  - iii. Following the commissioning, a deficiency report checklist will be produced by the CAS. The contractor will be responsible for making all corrections as identified in the report. A second visit may be required depending on the extensiveness of deficiencies.
  - iv. Supply of manuals.
  - v. Training session supplied as described in the specifications.
  - vi. Warranty letters with the start of service period marked as the date of Final Acceptance.
- d) Failure of any system to meet the installation requirements of this specification shall be grounds for terminating all testing.



## PART FOUR: COMPONENTS SPECIFICATIONS

### INSTRUCTIONS TO BIDDERS

- 1) Bidders are required to read carefully and fill the table below or use its format to respond.
- 2) Bidders must provide a substantive response for all features and attach relevant technical documents where required. Use of yes, no, tick, compliant etc. will be considered non-responsive.
- 3) Bidders must append official company stamp and/or authorized signature on all data/technical sheets attached.

#### 2.1. General technical requirements

- a) Language Support: All information technologies must provide support for the CAS requirement. Specifically, all display technologies and software must support the ISO 3901 and ISO 15706-character set and perform sorting according to Recording Code and Audio-visual number respectively.
- b) DATES: All information technologies MUST properly display, calculate, and transmit date data, including, but not restricted to 21st-Century date data.
- c) Electrical Power: All active (powered) equipment must operate on 220v +/- 20v, 50Hz +/- 2Hz. All active equipment must include three-pin power plugs standard in *the Republic of Kenya*
- d) Environmental: Unless otherwise specified, all equipment must operate in environments of 10-40 degrees centigrade, 20-85 percent relative humidity, and 0-40 grams per cubic meter of dust.
- e) Safety:
  - Unless otherwise specified, all equipment must operate at noise levels no greater than 55 decibels.
  - All electronic equipment that emits electromagnetic energy must be certified as meeting *US FCC class B or END 55022 and END 50082-1*, or equivalent, emission standards.

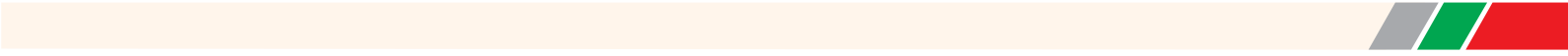
#### 2.2. Cabling Compliance

Cabling work carried out shall comply with;

- a) The appropriate requirements of this technical document Standard;
- b) Manufacturer's specifications;
- c) Color code all distribution wiring to conform to the respective system industry standard, TIA/EIA, and IEEE; whichever is the more stringent. At a minimum, all equipment, cable duct and/or conduit, enclosures, wiring, terminals, and cables shall be clearly and permanently labelled according to and using the provided Drawings of Record, to facilitate installation and maintenance.

#### 2.3. Equipment and component protection

- a) All equipment faceplates utilized in the system shall be stainless steel, anodized aluminum, or ABS plastic for the areas where provided.
- b) Noise filters and surge protectors shall be provided for the audio-visual system including equipment racks and display devices to ensure protection from input primary AC power surges and noise glitches are not induced into low voltage data circuits.
- c) Passive and electronic components and cabling shall be provided under the original equipment manufacturer's recommendations and guidance, to prevent damage to any system equipment from electrostatic discharges. The supplier shall contact the Owner for technical review and approval for this requirement in case of system redesign or change of technical approved system equipment that may require substitution.
- d) All cable junctions and taps shall be accessible. Do not install junction blocks, multi distribution connections or other audio-visual equipment (active or passive) items inside signal ducts. Ensure all equipment and connection assembly junctions are accessible.
- e) Separate, organize, bundle, and route wires or cables to restrict channel cross-talk or feedback oscillation inside any enclosure. Looking at any enclosure from the rear (wall mounted enclosures, junction, pull or interface boxes from the front), locate AC power, DC power, loudspeaker, RF, relay and switching control wires or cables on the left; microphone level, line level audio, video, digital control and time code wires or cables on the right. This installation shall be



accomplished with ties and/or hook and loop fasteners that will not damage or distort the wires or cables. Limit spacing between tied off points to a maximum of six inches.

- f) Audio-visual cables shall be installed and fastened without causing sharp bends or rubbing of the cables against sharp edges. Cables shall be fastened with hardware that will not damage or distort them.
- g) Cables shall be labelled with permanent markers at the terminals of the electronic and passive equipment and at each junction point in the system. The lettering on the cables shall correspond with the lettering on the as installed diagrams.
- h) AC power wiring shall run separately from signal cable.

2.4. Detailed Specifications for Equipment

1. Schedule of Requirements

The tenderer should quote for the goods and services appropriately as listed in the detailed technical specifications in part four of the document.

SN	Description of Goods	Quantity	Physical Unit
	As per Bidders Proposal that meets desired Integrated Library System and Library Security Proposal		
	As Per BOQ for End User Equipment, Electrical and Networking works to allow Interconnection of the Devices		
	Support and Maintenance for 3 Years		

2. Schedule for SLA

The tenderer should quote for the maintenance and support calls appropriately as listed below as part of the SLA. This should be transferred to price schedule under SLA item. The SLA shall be quoted for the entire contract period (3 years) and shall involve the below.

Table 3.2                      Table for SLA (Quarterly and Support Call)

Line Item No	YEAR	QUARTELY COST PER KIT (Kshs.)	ANNUAL COST PER KIT (Kshs)
	YEAR 1		
	YEAR 2		
	YEAR 3		
	Support Calls		
TOTAL PRICE (This MUST be transferred to Price Schedule under SLA item)			



### 3. List of Goods and Delivery Schedule

[The Procuring Entity shall fill in this table, with the exception of the column "Tenderer's offered Delivery date" to be filled by the tenderer]

Line Item No	Description of Goods	Quantity	Physical Unit	Final Destination as specified in TDS	Delivery (as per Incoterms) Date		
					Earliest Delivery Date	Latest Delivery Date	Tenderer's offered Delivery date on issuance of LPO (to be provided by the tenderer)
1.							
2.							
3.							

Name of tenderer [insert complete name of tenderer] Signature of tenderer [signature of person signing the Tender] Date [insert date]



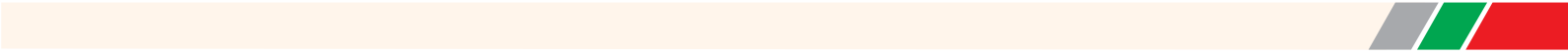




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## **PART 3 - CONDITIONS OF CONTRACT AND CONTRACT FORMS**

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## SECTION VI - GENERAL CONDITIONS OF CONTRACT

### 1. Definitions

In the Conditions of Contract (“these Conditions”), which include Special Conditions, Parts A and B, and these General Conditions, the following words and expressions shall have the meanings stated. Words indicating persons or parties include corporations and other legal entities, except where the context requires otherwise.

- a) “Contract” means the Contract Agreement entered into between the Procuring Entity and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- b) “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.
- c) “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- d) “Day” means calendar day.
- e) “Completion” means the fulfilment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- f) “GCC” means the General Conditions of Contract.
- g) “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Procuring Entity under the Contract.
- h) “Procuring Entity” means the Procuring Entity purchasing the Goods and Related Services, as **specified in the SCC.**
- i) “Related Services” means the services incidental to the supply of the goods, such as insurance, delivery, installation, commissioning, training and initial maintenance and other such obligations of the Supplier under the Contract.
- j) “SCC” means the Special Conditions of Contract.
- k) “Subcontractor” means any person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
- l) “Supplier” means the person, private or government entity, or a combination of the above, whose Tender to perform the Contract has been accepted by the Procuring Entity and is named as such in the Contract Agreement.
- m) “**Base Date**” means a date 30 day prior to the submission of tenders.
- n) “**Laws**” means all national legislation, statutes, ordinances, and regulations and by-laws of any legally constituted public authority.
- o) “**Letter of Acceptance**” means the letter of formal acceptance, signed by the contractor. Procuring Entity, including any annexed memoranda comprising agreements between and signed by both Parties.
- p) “**Procuring Entity**” means the Entity named in the Special Conditions of Contract.

### 2. Interpretation

21. If the context so requires it, singular means plural and vice versa.

22. Incoterms



- a) Unless inconsistent with any provision of the Contract, the meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by Incoterms **specified in the SCC**.
- b) The terms EXW and CIP and other similar terms, when used, shall be governed by the rules prescribed in the current edition of Incoterms specified in the **SCC** and published by the International Chamber of Commerce in Paris, France.

### **3. Contract Documents**

Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole. The documents forming the Contract shall be interpreted in the following order of priority:

- a) the Contract Agreement,
- b) the Letter of Acceptance,
- c) the General Conditions of Contract
- d) Special Conditions of Contract
- e) the Form of Tender,
- f) the Specifications and Schedules of the Drawings (if any), and
- g) The Schedules of Requirements, Price Schedule and any other documents forming part of the Contract.

### **4. Fraud and Corruption**

- 3.1 The supplier shall comply with anti-corruption laws and guidelines and the prevailing sanctions, policies and procedures as set forth in the Laws of Kenya.
- 3.2 The Supplier shall disclose any commissions, gratuity or fees that may have been paid or are to be paid to agents or any other person with respect to the Tendering process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

#### **4.1 Entire Agreement**

- 4.3.1 The Contract constitutes the entire agreement between the Procuring Entity and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.

#### **4.2 Amendment**

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

#### **4.3 Non-waiver**

- a) Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- b) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

#### **4.4 Severability**

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.



## **5. Language**

- 5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Procuring Entity, shall be written in the **English Language**. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate and certified translation of the relevant passages in the **English Language**, in which case, for purposes of interpretation of the Contract, the English language translation shall govern.
- 5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.

## **6. Joint Venture, Consortium or Association**

- 6.1 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Procuring Entity for the fulfilment of the provisions of the Contract and shall designate one member of the joint venture, consortium, or association to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior written consent of the Procuring Entity.

## **7. Eligibility**

- 7.1 The Supplier and its Subcontractors shall have the nationality of an eligible country. A Supplier or Sub-contractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country.
- 7.2 All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries. For the purpose of this Clause, origin means the country where the goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.
- 7.3 The Tenderer, if a Kenyan firm, must submit with its tender a valid tax compliance certificate from the Kenya Revenue Authority.

## **8. Notices**

- 8.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the **SCC**. The term "in writing" means communicated in written form with proof of receipt.
- 8.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

## **9. Governing Law**

- 9.1 The Contract shall be governed by and interpreted in accordance with the laws of Kenya.
- 9.2 Throughout the execution of the Contract, the Supplier shall comply with the import of goods and services prohibitions in Kenya:
- a) where, as a matter of law, compliance or official regulations, Kenya prohibits commercial relations with that country or any import of goods from that country or any payments to any country, person, or entity in that country ; or
  - b) By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods from that country or any payments to any country, person, or entity.

## **10. Settlement of Disputes**

- 10.1 The Procuring Entity and the Supplier shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 10.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this



matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.

## **102 Arbitration proceedings shall be conducted as follows:**

- 1021 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 10.1 shall be finally settled by arbitration.
- 1022 No arbitration proceedings shall be commenced on any claim or dispute where notice of a claim or dispute has not been given by the applying party within thirty days of the occurrence or discovery of the matter or issue giving rise to the dispute.
- 1023 Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute shall not commence unless an attempt has in the first instance been made by the parties to settle such claim or dispute amicably with or without the assistance of third parties. Proof of such attempt shall be required.
- 1024 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any due payments.
- 1025 Neither Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for the dispute given in its notice of a claim or dispute.
- 1026 Arbitration may be commenced prior to or after delivery of the goods. The obligations of the Parties shall not be altered by reason of any arbitration being conducted during the progress of the delivery of goods.
- 1027 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.

## **103 Arbitration Proceedings**

- 1031 Arbitration proceedings with national suppliers will be conducted in accordance with the Arbitration Laws of Kenya. In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person or persons to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following professional institutions;
- i) Kenya National Chamber of Commerce
  - ii) Chartered Institute of Arbitrators (Kenya Branch)
  - iii) The Law Society of Kenya
- 1032 The institution written to first by the aggrieved party shall take precedence over all other institutions.

## **103 Alternative Arbitration Proceedings**

Alternatively, the Parties may refer the matter to the Nairobi Centre for International Arbitration (NCIA) which offers a neutral venue for the conduct of national and international arbitration with commitment to providing institutional support to the arbitral process.

## **104 Arbitration with Foreign Suppliers**

- 1041 Arbitration with foreign suppliers shall be conducted in accordance with the arbitration rules of the United Nations Commission on International Trade Law (UNCITRAL); or with proceedings administered by the International Chamber of Commerce (ICC) and conducted under the ICC Rules of Arbitration; by one or more arbitrators appointed in accordance with said arbitration rules.

1042 The place of arbitration shall be a location specified in the **SCC**; and the arbitration shall be conducted in the language for communications defined in Sub-Clause 1.4 [Law and Language].

#### 105 **Alternative Arbitration Proceedings**

Alternatively, the Parties may refer the matter to the Nairobi Centre for International Arbitration (NCIA) which offers a neutral venue for the conduct of national and international arbitration with commitment to providing institutional support to the arbitral process.

#### 106 **Failure to Comply with Arbitrator's Decision**

1061 The award of such Arbitrator shall be final and binding upon the parties.

1062 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other rights it may have, refer the matter to a competent court of law.

#### 107 **Contract operations continue**

Notwithstanding any reference to arbitration herein,

- a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- b) the Procuring Entity shall pay the Supplier any monies due the Supplier.

#### 11. **Inspections and Audit by the Procuring Entity**

11.1 The Supplier shall keep, and shall cause its Subcontractors to keep, accurate and systematic accounts and records in respect of the Goods in such form and details as will clearly identify relevant time, changes and costs.

11.2 Pursuant to paragraph 2.2 of Instruction to Tenderers, the Supplier shall permit and shall cause its subcontractors to permit, the Procuring Entity and/or persons appointed by the Procuring Entity or by other statutory bodies of the Government to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the Procuring Entity. The Supplier's and its Subcontractors' attention is drawn to Sub-Clause 3.1 which provides, inter alia, that acts intended to materially impede the exercise of the Procuring Entity's inspection and audit rights constitute a prohibited practice subject to contract termination, as well as to a determination of ineligibility.

#### 12. **Scope of Supply**

12.1 The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.

#### 13. **Delivery and Documents**

13.1 Subject to GCC Sub-Clause 33.1, the delivery of the Goods and completion of the Related Services shall be in accordance with the List of Goods and Delivery Schedule specified in the Supply Requirements. The details of shipping and other documents to be furnished by the Supplier are specified in the **SCC**.

#### 14. **Supplier's Responsibilities**

14.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 12, and the Delivery and Completion Schedule, as per GCC Clause 13.

#### 15. **Contract Price**

15.1 Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Tender, with the exception of any price adjustments authorized in the **SCC**.

15.2 Where the contract price is different from the corrected tender price, in order to ensure the supplier is not paid less or more relative to the contract price (*which would be the tender price*), any partial payment valuation based



on rates in the schedule of prices in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows: *(corrected tender price – tender price)/tender price X 100*.

## **16. Terms of Payment**

- 16.1 The Supplier shall request for payment by submitting invoice(s), delivery note(s) and any other relevant documents as specified in the SCC to the Procuring Entity.
- 16.2 Payments shall be made promptly by the Procuring Entity, but not later than thirty (30) days after submission of an invoice by the Supplier, and after the Procuring Entity has accepted it.
- 16.3 Where a Procuring Entity rejects Goods and Related Services, in part or wholly, the procuring Entity shall promptly inform the Supplier to collect, replace or rectify as appropriate and give reasons for rejection. The Supplier shall submit a fresh invoice, delivery note and any other relevant documents as specified in the SCC.
- 16.4 The currencies in which payments shall be made to the Supplier under this Contract shall be those in which the Tender price is expressed.
- 16.5 In the event that the Procuring Entity fails to pay the Supplier any payment by its due date or within the period set forth in the **SCC**, the Procuring Entity may pay to the Supplier interest on the amount of such delayed payment at the rate shown in the **SCC**, for the period of delay until payment has been made in full, whether before or after judgment or arbitrage award.

## **17 Taxes and Duties**

- 17.1 The Supplier shall be entirely responsible for all taxes, duties, license fees, and other such levies incurred to deliver the Goods and Related Services to the Procuring Entity at the final delivery point.
- 17.3 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in Kenya, the Supplier shall inform the Procuring Entity and the Procuring Entity shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.

## **18. Performance Security**

- 18.1 If required as specified in the SCC, the Supplier shall, within twenty-eight (28) days of the notification of contract award, provide a performance security for the performance of the Contract in the amount specified in the **SCC**.
- 18.2 The proceeds of the Performance Security shall be payable to the Procuring Entity as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 18.3 As specified in **the SCC**, the Performance Security, if required, shall be denominated in the currency(ies) of the Contract, or in a freely convertible currency acceptable to the Procuring Entity; and shall be in one of the formats stipulated by the Procuring Entity in **the SCC**, or in another format acceptable to the Procuring Entity.
- 18.4 The Performance Security shall be discharged by the Procuring Entity and returned to the Supplier not later than thirty (30) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the **SCC**.

## **19. Copyright**

- 19.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Procuring Entity by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Procuring Entity directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

## **20. Confidential Information**

- 20.1 The Procuring Entity and the Supplier shall keep confidential and shall not, without the written

consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Sub-Supplier such documents, data, and other information it receives from the Procuring Entity to the extent required for the Sub Supplier to perform its work under the Contract, in which event the Supplier shall obtain from such Sub Supplier undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 20.

20.2 The Procuring Entity shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Procuring Entity for any purpose other than the performance of the Contract.

20.3 The obligation of a party under GCC Sub-Clauses 20.1 and 20.2 above, however, shall not apply to information that:

- a) the Procuring Entity or Supplier need to share with other arms of Government or other bodies participating in the financing of the Contract; such parties shall be disclosed in **the SCC**;
- b) now or hereafter enters the public domain through no fault of that party;
- c) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
- d) Otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

20.4 The above provisions of GCC Clause 20 shall not in any way modify any undertaking of Confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.

20.5 The provisions of GCC Clause 20 shall survive completion or termination, for whatever reason, of the Contract.

## **21. Subcontracting**

21.1 The Supplier shall notify the Procuring Entity in writing of all subcontracts awarded under the Contract if not already specified in the Tender. Such notification, in the original Tender or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.

21.2 Subcontracts shall comply with the provisions of GCC Clauses 3 and 7.

## **22. Specifications and Standards**

22.1 Technical Specifications and Drawings

- a) The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section V, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.
- b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Procuring Entity, by giving a notice of such disclaimer to the Procuring Entity.
- c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Procuring Entity and shall be treated in accordance with GCC Clause 33.

## **23. Packing and Documents**

23.1 The Supplier 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. During transit, the

packing shall be sufficient to withstand, without limitation, rough handling and exposure to extremetemperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

- 23.2 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, including additional requirements, if any, specified **in the SCC**, and in any other instructions ordered by the Procuring Entity.

## **24. Insurance**

- 24.1 Unless otherwise specified in the **SCC**, the Goods supplied under the Contract shall be fully insured—in a freely convertible currency from an eligible country—against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the **SCC**.

## **25. Transportation and Incidental Services**

- 25.1 Unless otherwise specified in the **SCC**, responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms.

- 25.2 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified **in SCC**:

- a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- e) Training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

- 25.3 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services

## **26. Inspections and Tests**

- 26.1 The Supplier shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Goods and Related Services as are specified in the **SCC**.

- 26.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place in Kenya as specified in the **SCC**. Subject to GCC Sub-Clause 26.3, if conducted on the premises of the Supplier or its Subcontractor, 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.

- 26.3 The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 26.2, provided that the Procuring Entity bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all travelling and board and lodging expenses.

- 26.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Procuring Entity. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Procuring Entity or its designated representative to attend the test and/or inspection.

- 26.5 The Procuring Entity may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier's performance of its other

obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.

- 26.6 The Supplier shall provide the Procuring Entity with a report of the results of any such test and/or inspection.
- 26.7 The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to GCC Sub-Clause 26.4.
- 26.8 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, nor the issue of any report pursuant to GCC Sub-Clause 26.6, shall release the Supplier from any warranties or other obligations under the Contract.

## **27. Liquidated Damages**

- 27.1 Except as provided under GCC Clause 32, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Procuring Entity may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the **SCC** of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those **SCC**. Once the maximum is reached, the Procuring Entity may terminate the Contract pursuant to GCC Clause 35.

## **28. Warranty**

- 28.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 28.2 Subject to GCC Sub-Clause 22.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.
- 28.3 Unless otherwise specified in the **SCC**, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the **SCC**, or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.
- 28.4 The Procuring Entity shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Procuring Entity shall afford all reasonable opportunity for the Supplier to inspect such defects.
- 28.5 Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC**, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Procuring Entity.
- 28.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the **SCC**, the Procuring Entity may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract.

## **29. Patent Indemnity**

- 29.1 The Supplier shall, subject to the Procuring Entity's compliance with GCC Sub-Clause 29.2, indemnify and hold harmless the Procuring Entity and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Procuring Entity may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:

- a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and
- b) the sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.

- 292 If any proceedings are brought or any claim is made against the Procuring Entity arising out of the matters referred to in GCC Sub-Clause 29.1, the Procuring Entity shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Procuring Entity's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- 293 If the Supplier fails to notify the Procuring Entity within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Procuring Entity shall be free to conduct the same on its own behalf.
- 294 The Procuring Entity shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.
- 295 The Procuring Entity shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Procuring Entity.

### **30. Limitation of Liability**

- 30.1 Except in cases of criminal negligence or willful misconduct,
  - a) the Supplier shall not be liable to the Procuring Entity, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Procuring Entity, and
  - b) the aggregate liability of the Supplier to the Procuring Entity, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the Procuring Entity with respect to patent infringement.

### **31. Change in Laws and Regulations**

- 31.1 Unless otherwise specified in the Contract, if after the date of 30 days prior to date of Tender submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Kenya (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 15.

### **32. Force Majeure**

- 32.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, 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.





32.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

32.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

### 33. Change Orders and Contract Amendments

33.1 The Procuring Entity may at any time order the Supplier through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:

- a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Entity;
- b) the method of shipment or packing;
- c) the place of delivery; and
- d) The Related Services to be provided by the Supplier.

33.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Procuring Entity's change order.

33.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

33.4 **Value Engineering:** The Supplier may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following;

- a) the proposed change(s), and a description of the difference to the existing contract requirements;
- b) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs) the Procuring Entity may incur in implementing the value engineering proposal; and
- c) a description of any effect(s) of the change on performance/functionality.

33.5 The Procuring Entity may accept the value engineering proposal if the proposal demonstrates benefits that:

- a) accelerates the delivery period; or
- b) reduces the Contract Price or the life cycle costs to the Procuring Entity; or
- c) improves the quality, efficiency or sustainability of the Goods; or
- d) Yields any other benefits to the Procuring Entity, without compromising the necessary functions of the Facilities.

33.6 If the value engineering proposal is approved by the Procuring Entity and results in:

- a) a reduction of the Contract Price; the amount to be paid to the Supplier shall be the percentage specified in the SCC of the reduction in the Contract Price; or
- b) an increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in  
(a) To (d) above, the amount to be paid to the Supplier shall be the full increase in the Contract Price.

33.7 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.



## **34. Extensions of Time**

- 34.1 If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 13, the Supplier shall promptly notify the Procuring Entity in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Procuring Entity shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 34.2 Except in case of Force Majeure, as provided under GCC Clause 32, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 34.1.

## **35. Termination**

### **35.1 Termination for Default**

- a) The Procuring Entity, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
- i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to GCC Clause 34;
  - ii) if the Supplier fails to perform any other obligation under the Contract; or
  - iii) If the Supplier, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2 as of the Appendix to the GCC, in competing for or in executing the Contract.
- b) In the event the Procuring Entity terminates the Contract in whole or in part, pursuant to GCC Clause 35.1(a), the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Procuring Entity for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

### **35.2 Termination for Insolvency.**

The Procuring Entity may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Procuring Entity.

### **35.2 Termination for Convenience.**

- a) The Procuring Entity, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Entity's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring Entity at the Contract terms and prices. For the remaining Goods, the Procuring Entity may elect:
- i) to have any portion completed and delivered at the Contract terms and prices; and/or
  - ii) To cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

## **36. Assignment**

- 36.1 Neither the Procuring Entity nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

## **37. Export Restriction**

- 37.1 Notwithstanding any obligation under the Contract to complete all export formalities, any export restrictions attributable to the Procuring Entity, to Kenya, or to the use of the products/goods, systems or services to be supplied, which arise from trade regulations from a country supplying those products/goods, systems or services, and which substantially impede the Supplier from meeting its obligations under the Contract, shall release the Supplier from the obligation to provide deliveries or services, always provided, however, that the Supplier can demonstrate to the satisfaction of the Procuring Entity that it has completed all formalities in a timely manner, including applying for permits, authorizations and licenses necessary for the export of the products/goods, systems

or services under the terms of the Contract. Termination of the Contract on this basis shall be for the Procuring Entity's convenience pursuant to Sub-Clause 35.3.

## SECTION VII - SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

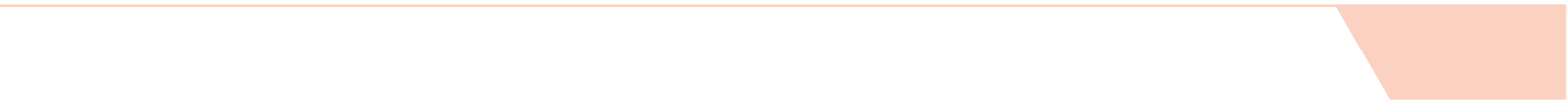
*[The Procuring Entity shall select insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]*

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
<b>GCC 1.1(h)</b>	The Procuring Entity is: The County Assembly of Siaya P. O. Box 7-40600 Siaya
<b>GCC 4.2</b>	The meaning of the trade terms shall be as prescribed by Incoterms.
<b>GCC 4.2</b>	The version edition of Incoterms shall be <i>INCOTERMS 2015</i>
<b>GCC 8.1</b>	For <b><u>notices</u></b> , the Procuring Entity's address shall be:  Attn; The County Assembly Clerk,  County Assembly of Siaya P.O. Box 7-40600 Siaya Email: <a href="mailto:clerk@siayaassembly.go.ke">clerk@siayaassembly.go.ke</a>
<b>GCC 10.4.2</b>	Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration or appropriate court for determination. In the event the matter goes for Arbitration or Mediation, parties will agree on the Arbitrator(s) and final decision of a person(s) to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya Branch, on the request of the applying party.
<b>GCC 13.1</b>	Details of Shipping and other Documents to be furnished by the Supplier are <i>Delivery Notes and Invoices</i> .
<b>GCC 15.1</b>	The prices charged for the Goods supplied and the related Services performed <i>shall not</i> be adjustable.
<b>GCC 16.1</b>	<p><b>B. Payment for Goods and Services supplied from within Kenya:</b></p> <p>Payment for Goods and Services supplied from within Kenya shall be made in [Kshs], as follows:</p> <p><b>On Acceptance:</b> The Contract Price shall be paid to the Supplier within ninety (90) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity.</p> <p><b>Payment shall be</b> upon successful delivery, testing, commissioning, training inspection and acceptance of goods and services subject to inspection and acceptance report. Documents to be attached include:</p> <ol style="list-style-type: none"> <li>1. Invoice</li> <li>2. The Delivery notes user</li> <li>3. The Job card/Work ticket</li> <li>4. Signed certificate of compliance issued by the CAS's Project manager.</li> <li>5. Signed certificate of completion issued by the CAS's Project manager.</li> <li>6. Inspection and Acceptance report of the CAS Inspection and Acceptance Committee</li> </ol>

<b>GCC 16.5</b>	<p>The payment-delay period after which the Procuring Entity shall pay interest to the supplier shall be [N/A] days.</p> <p>The interest rate that shall be applied is [N/A]</p>
<b>GCC 18.1</b>	<p>A Performance Security <i>shall be required</i></p> <p><i>[If a Performance Security is required, insert “the amount of the Performance Security shall be <b>1% of the order amount before contract signing</b>.</i></p>
<b>GCC 18.3</b>	<p>If required, the Performance Security shall be in the form of: <b>Bank Guarantee payable to the County Assembly Clerk</b></p> <p>If required, the Performance security shall be denominated in <i>Kenya Shillings</i>.</p>
<b>GCC 18.4</b>	Discharge of the Performance Security shall take place as <i>indicated in sub clause GCC 18.4</i>
<b>GCC 23.2</b>	The packing, marking and documentation within and outside the packages shall be: <i>N/A</i>
<b>GCC 24.1</b>	The insurance coverage shall be as specified in the Incoterms.
<b>GCC 25.1</b>	Responsibility for transportation of the Goods shall be as specified in the Incoterms.
<b>GCC 25.2</b>	<p>Incidental services to be provided are:</p> <p><i>[Selected services covered under GCC Clause 25.2 and/or other should be specified with the desired features. The price quoted in the Tender price or agreed with the selected Supplier shall be included in the Contract Price.]</i></p>
<b>GCC 26.1</b>	The inspections and tests shall as indicated in the Contract
<b>GCC 26.2</b>	The Inspections and tests shall be conducted at the delivery station.
<b>GCC 27.1</b>	The liquidated damage shall be: <i>N/A</i>
<b>GCC 27.1</b>	The maximum amount of liquidated damages shall be: <i>N/A</i>
<b>GCC 28.3</b>	<p>The period of validity of the Warranty shall be: stated in the contract</p> <p>For purposes of the Warranty, the place(s) of final destination(s) shall be:</p> <p><i>As stated in the contract</i></p>
<b>GCC 28.5, GCC 28.6</b>	The period for repair or replacement shall be: <i>As stated in the contract.</i>

**SECTION VIII - CONTRACT FORMS**

This Section contains forms which, once completed, will form part of the Contract. The forms for Performance Security and Advance Payment Security, when required, shall only be completed by the successful tenderer after contract award.





## FORM No 1: NOTIFICATION OF INTENTION TO AWARD

This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender. Send this Notification to the Tenderer's Authorized Representative named in the Tender Information Form on the format below.

-----

### **FORMAT**

1 For the attention of Tenderer's Authorized Representative

I) Name: \_\_\_\_\_ [insert Authorized Representative's name]

ii) Address: \_\_\_\_\_ [insert Authorized Representative's Address]

iii) Telephone: \_\_\_\_\_ [insert Authorized Representative's telephone/fax numbers]

iv) Email Address: \_\_\_\_\_ [insert Authorized Representative's email address]

*[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]*

2 Date of transmission: \_\_\_\_\_ [email] on [date] \_\_\_\_\_ (local time)

This Notification is sent by \_\_\_\_\_ (Name and designation)

3 Notification of Intention to Award

I) Employer: \_\_\_\_\_ [insert the name of the Employer]

ii) Project: \_\_\_\_\_ [insert name of project]

iii) Contract title: \_\_\_\_\_ [insert the name of the contract]

iv) Country: \_\_\_\_\_ [insert country where ITT is issued]

v) ITT No: \_\_\_\_\_ [insert ITT reference number from Procurement Plan]

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period, you may:

4 Request a debriefing in relation to the evaluation of your tender

Submit a Procurement-related Complaint in relation to the decision to award the contract.

a) The successful tenderer

i) Name of successful Tender \_\_\_\_\_

ii) Address of the successful Tender \_\_\_\_\_

iii) Contract price of the successful Tender Kenya Shillings \_\_\_\_\_ (in words \_\_\_\_\_)

b) Other Tenderers

Names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out. For Tenders not evaluated, give one main reason the Tender was unsuccessful.

S/No	Name of Tender	Tender Price as read out	Tender's evaluated price (Note a)	One Reason Why Not Evaluated
1				
2				
3				
4				
5				

(Note a) State NE if not evaluated

#### 5 How to request a debriefing

- a) DEADLINE: The deadline to request a debriefing expires at midnight on *[insert date]* (local time).
- b) You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (5) Business Days of receipt of this Notification of Intention to Award.
- c) Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:
  - I) Attention: \_\_\_\_\_ *[insert full name of person, if applicable]*
  - ii) Title/position: \_\_\_\_\_ *[insert title/position]*
  - ii) Agency: \_\_\_\_\_ *[insert name of Employer]*
  - iii) Email address: \_\_\_\_\_ *[insert email address]*
- d) If your request for a debriefing is received within the 3 Days deadline, we will provide the debriefing within five (3) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (3) Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.
- e) The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.
- f) If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, as and normally no later than fifteen (15) Days from the date of publication of the Contract Award Notice.

#### 6 How to make a complaint

- a) Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, *[insert date]* (local time).
- b) Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:
  - I) Attention: \_\_\_\_\_ *[insert full name of person, if applicable]*
  - ii) Title/position: \_\_\_\_\_ *[insert title/position]*
  - iii) Agency: \_\_\_\_\_ *[insert name of Employer]*
  - iv) Email address: \_\_\_\_\_ *[insert email address]*
- c) At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.
- d) Further information: For more information refer to the Public Procurement and Disposals Act 2015 and its Regulations available from the Website [www.ppra.go.ke](http://www.ppra.go.ke) or email [complaints@ppra.go.ke](mailto:complaints@ppra.go.ke).

You should read these documents before preparing and submitting your complaint.

- e) There are four essential requirements:
- i) You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award.
- ii) The complaint can only challenge the decision to award the contract.
- iii) You must submit the complaint within the period stated above.
- iv) You must include, in your complaint, all of the information required to support your complaint.

**7. Standstill Period**

- i) DEADLINE: The Standstill Period is due to end at midnight on *[insert date]* (local time).
- ii) The Standstill Period lasts ten (14) Days after the date of transmission of this Notification of Intention to Award.
- iii) The Standstill Period may be extended as stated in paragraph Section 5 (d) above.

If you have any questions regarding this Notification please do not hesitate to contact us.

On behalf of the Employer:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title/position: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**FORM NO 2: NOTIFICATION OF AWARD - LETTER OF ACCEPTANCE**

*[letterhead paper of the Employer]*

\_\_\_\_\_ *[date]*

To \_\_\_\_\_ *[name and address of the Contractor]*

This is to notify you that your Tender dated \_\_\_\_\_ *[date]* for execution of the \_\_\_\_\_ *[name of the Contract and identification number, as given in the Contract Data]* for the Accepted Contract Amount \_\_\_\_\_ *[amount in numbers and words] [name of Currency]*, as corrected and modified in accordance with the Instructions to Tenderers, is hereby accepted by \_\_\_\_\_ *(name of Employer)*.

You are requested to furnish the Performance Security within 30 days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section VIII, Contract Forms, of the Tender Document.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Attachment: *Contract Agreement*: \_\_\_\_\_

## NOTIFICATION OF AWARD - LETTER OF ACCEPTANCE

*[Use letterhead paper of the Procuring Entity]*

\_\_\_\_\_ *[Date]*

To: \_\_\_\_\_ *[name and address of the Supplier]*

Subject: \_\_\_\_\_ **Notification of Award Contract No...** ..

This is to notify you that your Tender dated \_\_\_\_\_ *[insert date]* for execution of the \_\_\_\_\_ *[insert name of the contract and identification number, as given in the SCC]* for the Accepted Contract Amount of \_\_\_\_\_ *[insert amount in numbers and words and name of currency]*, as corrected and modified in accordance with the Instructions to tenderers is hereby accepted by our Agency.

You are requested to furnish the Performance Security within 30 days in accordance with the Conditions of Contract, using for that purpose the of the Performance Security Form included in Section X, Contract Forms, of the Tendering document.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

**Attachment: Contract Agreement**

### FORM NO 3 - CONTRACT AGREEMENT

*[The successful tenderer shall fill in this form in accordance with the instructions indicated]*

THIS AGREEMENT made the \_\_\_\_\_ *[insert: number]* day of \_\_\_\_\_ *[insert: month]*, *[insert: year]*.  
BETWEEN (1) \_\_\_\_\_ *[insert complete name of Procuring Entity]* and having its principal place  
of business at *[insert: address of Procuring Entity]* (hereinafter called "Procuring  
Entity"), of the one part; and (2) \_\_\_\_\_ *[insert name of Supplier]*, a  
corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business  
at \_\_\_\_\_ *[insert: address of Supplier]* (hereinafter called "the Supplier"), of the other part.

3. WHEREAS the Procuring Entity invited Tenders for certain Goods and ancillary services, viz., \_\_\_\_\_  
*[insert brief description of Goods and Services]* and has accepted a Tender by the Supplier for the supply of those  
Goods and Services, the Procuring Entity and the Supplier agree as follows:
- i) In this Agreement words and expressions shall have the same meanings as are \_\_\_\_\_ respectively  
assigned to them in the Contract documents referred to.
- ii) The following documents shall be deemed to form and be read and construed as part of \_\_\_\_\_ this  
Agreement. This Agreement shall prevail over all other contract documents.
- a) the Letter of Acceptance
  - b) the Letter of Tender
  - c) The Addenda Nos. \_\_\_\_\_ (if any)
  - d) Special Conditions of Contract
  - e) General Conditions of Contract
  - f) the Specification (including Schedule of Requirements and Technical Specifications)
  - g) the completed Schedules (including Price Schedules)
  - h) any other document listed in GCC as forming part of the Contract
- iii) In consideration of the payments to be made by the Procuring Entity to the Supplier as specified in this  
Agreement, the Supplier hereby covenants with the Procuring Entity to provide the Goods and Services 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 Supplier in consideration of the provision of the Goods and  
Services 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.
5. IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws  
of Kenya on the day, month and year indicated above.

#### For and on behalf of the Procuring Entity

Signed: \_\_\_\_\_ *[insert signature]* in the capacity of \_\_\_\_\_ *[insert title or other appropriate designation]* In the presence  
of \_\_\_\_\_ *[insert identification of official witness]*

#### For and on behalf of the Supplier

Signed: \_\_\_\_\_ *[insert signature of authorized representative(s) of the Supplier]* in the capacity of \_\_\_\_\_ *[insert title  
or other appropriate designation]* in the presence of \_\_\_\_\_ *[insert identification of  
official witness]*

**FORM NO. 4 - PERFORMANCE SECURITY [Option 1 - Unconditional Demand Bank Guarantee]**

*[Guarantor letterhead]*

**Beneficiary:** \_\_\_\_\_ *[insert name and Address of*

Employer] **Date:** \_\_\_\_\_ *[Insert date of issue]*

**Guarantor:** \_\_\_\_\_ *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. We have been informed that \_\_\_\_\_ (hereinafter called "the Contractor") has entered into Contract No. \_\_\_\_\_ dated \_\_\_\_\_ With (name of Employer) \_\_\_\_\_ (the Employer as the Beneficiary), for the execution of \_\_\_\_\_ (hereinafter called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.
3. At the request of the Contractor, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ (in words), <sup>1</sup> such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
4. This guarantee shall expire, no later than the .... Day of ....., 2..... <sup>2</sup>, and any demand for payment under it must be received by us at the office indicated above on or before that date.
5. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months] [one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

---

*[Name of Authorized Official, signature(s) and seals/stamps]*

***Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.***

**FORM No. 5 - PERFORMANCE SECURITY [Option 2-- Performance Bond]**

*[Note: Procuring Entities are advised to use Performance Security – Unconditional Demand Bank Guarantee instead of Performance Bond due to difficulties involved in calling Bond holder to action]*

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** \_\_\_\_\_ *[insert name and Address of*

*Employer]* **Date:** \_\_\_\_\_ *[Insert date of issue]*

**PERFORMANCE BOND No.:** \_\_\_\_\_

**Guarantor:** \_\_\_\_\_

*[Insert name and address of place of issue, unless indicated in the letterhead]*

1. By this Bond \_\_\_\_\_ as Principal (hereinafter called “the Contractor”) and \_\_\_\_\_ as Surety (hereinafter called “the Surety”), are held and firmly bound unto \_\_\_\_\_ as Obligor (hereinafter called “the Employer”) in the amount of for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.
2. WHEREAS the Contractor has entered into a written Agreement with the Employer dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for \_\_\_\_\_ in accordance with the documents, plans, specifications, and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.
3. NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise, it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Employer to be, in default under the Contract, the Employer having performed the Employer's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:
  - 1) complete the Contract in accordance with its terms and conditions; or
  - 2) obtain a tender or tenders from qualified tenderers for submission to the Employer for completing the Contract in accordance with its terms and conditions, and upon determination by the Employer and the Surety of the lowest responsive Tenderers, arrange for a Contract between such Tenderer, and Employer and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term “Balance of the Contract Price,” as used in this paragraph, shall mean the total amount payable by Employer to Contractor under the Contract, less the amount properly paid by Employer to Contractor; or
  - 3) Pay the Employer the amount required by Employer to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.
4. The Surety shall not be liable for a greater sum than the specified penalty of this Bond.
5. Any suit under this Bond must be instituted before the expiration of one year from the date of the issuing of the Taking-Over Certificate. No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Employer named herein or the heirs, executors, administrators, successors, and assigns of the Employer.
6. In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this day of \_\_\_\_\_ 20\_\_\_\_\_.



SIGNED ON \_\_\_\_\_ on behalf of

By \_\_\_\_\_ in the capacity

Of in the presence of

SIGNED ON \_\_\_\_\_ on behalf of

By \_\_\_\_\_ in the capacity

Of in the presence of