



REPUBLIC OF KENYA

**MINISTRY OF INFORMATION, COMMUNICATION AND
TECHNOLOGY
STATE DEPARTMENT FOR ICT**

TENDER DOCUMENT

FOR

**SUPPLY AND DELIVERY OF DIGITAL CAMERAS,
VIDEO CAMERAS AND ASSORTED ACCESSORIES**

TENDER NUMBER: MOICT/SDICT/110/2019-2020

CLOSING DATE: 1st April, 2020 AT 10.00 A.M.



REPUBLIC OF KENYA
MINISTRY OF INFORMATION, COMMUNICATION AND INFORMATION
STATE DEPARTMENT OF ICT

SECTION I: INVITATION TO TENDER – 17th March, 2020

The **Principal Secretary, Ministry of Information, Communication and Technology, State Department of ICT** invites sealed bids from interested candidates for **Supply and Delivery of Digital Cameras, Video Cameras and Assorted Accessories**

TENDER FOR SUPPLY AND DELIVERY OF DIGITAL CAMERAS, VIDEO CAMERAS AND ASSORTED ACCESSORIES

No	Tender Numbers	Tender Description	Eligibility	Closing/Opening Date
1.	MOICT/SDICT/110/2019-2020	Supply and Delivery of Digital Cameras, Video Cameras and Assorted Accessories	Open	1 st April, 2020 at 10.00 a.m.

Interested eligible applicants may obtain further information and inspect the tender documents from the Supply Chain Management Services Office Telposta Towers, 8th floor, Office No. K8-3 during normal working hours except for public holidays. The tender documents may be downloaded from the Ministry's website www.ict.go.ke free of charge.

Tender bids must be submitted in sealed envelopes clearly labeled with the tender number and tender name and be deposited in the tender box located on the 8th floor corridor or be addressed to: **The Principal Secretary, State Department of ICT P.O. Box 30025-00100 Nairobi**, so as to be received on or before the closing/opening time.

Bulky or large bid documents which cannot go through the slot of the Tender Box must be delivered to the office of Head Supply Chain Management Services, Telposta Towers, 8th floor.

Tenders will be opened immediately in the presence of bidders or their representatives who choose to attend in the 9th floor boardroom at Telposta Towers.

All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications. Bidders are also advised to visit the Ministry's website regularly for updates.

Head/Supply Chain Management Services
For: PRINCIPAL SECRETARY

SECTION II - INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

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

2.2 Eligible Goods

- 2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.
- 2.2.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components
- 2.2.3 The origin of goods is distinct from the nationality of the tenderer.

2.3 Cost of Tendering

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.3.2 The price to be charged for the tender document shall not exceed Kshs.5,000/=
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

2.4. The Tender Document

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

- (i) Invitation to Tender
- (ii) Instructions to tenderers
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Tender Security Form
- (ix) Contract Form
- (x) Performance Security Form
- (xi) Bank Guarantee for Advance Payment Form
- (xii) Manufacturer's Authorization Form
- (xiii) Confidential Business Questionnaire

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

2.5 Clarification of Documents

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

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

2.6 Amendment of Documents

- 2.6.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.
- 2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.
- 2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.7 Language of Tender

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

2.8 Documents Comprising of Tender

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

2.9 Tender Forms

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

2.10 Tender Prices

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

2.11 Tender Currencies

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

2.12 Tenderers Eligibility and Qualifications

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

- (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

2.13 Goods Eligibility and Conformity to Tender Documents

2.13.1 Pursuant to paragraph 2.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity to the tender documents of all goods which the tenderer proposes to supply under the contract

2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

2.13.3 The documentary evidence of conformity of the goods to the tender documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristic of the goods;
- (b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the Procuring entity; and
- (c) a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

2.13.4 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

2.14 Tender Security

2.14.1 The tenderer shall furnish, as part of its tender, a tender security for the amount specified in the Appendix to Invitation to Tenderers.

2.14.2 The tender security shall be in the amount not less than 2 per cent of the tender price.

2.14.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7

2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to the Procuring entity and valid for thirty (30) days beyond the validity of the tender.

2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 2.22

2.14.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Procuring entity.

2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28

2.14.8 The tender security may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or
- (b) in the case of a successful tenderer, if the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.27
 - or
 - (ii) to furnish performance security in accordance with paragraph 2.28

2.15 Validity of Tenders

2.15.1 Tenders shall remain valid for 120 days or as specified in the Invitation to Tender after the date of tender opening prescribed by the Procuring entity, pursuant to

paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

2.15.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.16 Format and Signing of Tender

2.16.1 The Procuring entity shall prepare two copies of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

2.16.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.17 Sealing and Marking of Tenders

2.17.1 The Tenderer shall seal the original and a copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

2.17.2 The inner and outer envelopes shall:

(a) be addressed to the Procuring entity at the address given in the Invitation to Tender:

(b) bear, tender number and name in the Invitation for Tenders and the words, "DO NOT OPEN BEFORE," **1ST APRIL, 2020 AT 10.00 A.M.**

2.17.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late".

2.17.4 If the outer envelope is not sealed and marked as required by paragraph 2.17.2, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

2.18 Deadline for Submission of Tenders

Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later than **1ST APRIL, 2020 AT 10.00 A.M.**

2.18.1 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended

2.19 Modification and Withdrawal of Tenders

2.19.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring Entity prior to the deadline prescribed for submission of tenders.

2.19.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.19.3 No tender may be modified after the deadline for submission of tenders.

2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.14.7

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

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

2.20 Opening of Tenders

2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **1ST APRIL, 2020 AT 10.00 A.M.** and in the location specified in the Invitation to Tender.

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

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

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

2.21 Clarification of Tenders

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

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

2.22 Preliminary Examination

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

2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantify, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the

errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures the amount in words will prevail

2.22.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or effect the relative ranking of any tenderer.

2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.22.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

2.23 Conversion to Single Currency

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

2.24 Evaluation and Comparison of Tenders

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

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

2.24.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.25 Preference

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

2.26 Contacting the Procuring entity

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

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

2.27 Award of Contract

(a) Post-qualification

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

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

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

(b) Award Criteria

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

(c) Procuring entity's Right to Vary quantities

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

(d) Procuring entity's Right to accept or Reject any or All Tenders

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

2.28 Notification of Award

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

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

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

2.29 Signing of Contract

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

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

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

2.30 Performance Security

2.30.1 Within Thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

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

2.31 Corrupt or Fraudulent Practices

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

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

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

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

TENDER DATA SHEET

Instructions to Tenderers Clause Reference

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1 Eligible tenderer	<ul style="list-style-type: none"> • A Bidder may be a firm that is a private entity, a state-owned enterprise or institution dully registered by the Registrar of Companies/Business. • A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified.
2.5 Clarification of Documents	Tenderers who may need any clarification before the tender opening may do so by writing to the Principal Secretary, State Department of ICT or an email to ictprocurement@information.go.ke
2.10.1 Tender prices	The tenderer shall indicate on the Price Schedule the unit price of the goods it proposes to supply under the contract.
2.14.1 Tender security	<ul style="list-style-type: none"> • Amount of tender security shall be in the amount not less than 2 per cent of the tender price in the form of banker’s cheque to the Principal Secretary State Department of ICT or a guarantee issued by a reputable bank or insurance company. • The tender security shall remain valid for 150days after the date of opening.
2.15 Validity of tenders	The tender validity period shall be 120 days after the opening.
2.18.1 Deadline and submission of tenders	The tenderer shall prepare two copies of the tender, clearly marking each “ORIGINAL TENDER” and “COPY OF TENDER,” as appropriate and MUST bear the tender number, the tender category and name in the Invitation for Tenders and the words, “DO NOT OPEN BEFORE 1ST APRIL, 2020 AT 10.00 A.M. ”
2.22.2 Correction of errors	The tender price as read out during 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. All prices shall be in Kenya Shillings.
2.23.1 Award Criteria	Please refer to the technical specifications and qualifications under Section V of this tender document.

2.24.1 Submission of Tenders

Note: Bidders are to submit tenders as per the LOT they are interested in. i.e. Bidders to submit tenders separately for each LOT. They should also indicate the LOT number on the envelope.

SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

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

3.2 Application

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

3.3 Country of Origin

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

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

3.4 Standards

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

3.5 Use of Contract Documents and Information

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

3.6 Patent Rights

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

3.7 Performance Security

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

3.8 Inspection and Tests

- 3.8.1 The Procuring entity or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.
- 3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.
- 3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the Procuring entity.
- 3.8.4 The Procuring entity's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the Procuring entity or its representative prior to the equipment delivery.
- 3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.9 Packing

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

3.10 Delivery and Documents

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

3.11 Insurance

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

3.12 Payment

3.12.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in Special Conditions of Contract

3.12.2 Payments shall be made promptly by the Procuring entity as specified in the contract

3.13 Prices

3.13.1 Prices charged by the tenderer for goods delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

3.13.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

3.13.3 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

3.13.4 Price variation request shall be processed by the procuring entity within 30 days of receiving the request.

3.14. Assignment

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

3.15 Subcontracts

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

3.16 Termination for default

3.16.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part

- a. if the tenderer fails to deliver any or all of the goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity
- b. if the tenderer fails to perform any other obligation(s) under the Contract
- c. if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

3.16.2 In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, equipment similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar goods.

3.17 Liquidated Damages

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

3.18 Resolution of Disputes

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

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

3.19 Language and Law

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

3.20 Force Majeure

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

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

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

4.2. Special conditions of contract as relates to the GCC

REFERENCE OF GCC	PARTICULARS OF APPENDIX TO GCC
3.8.2 Inspection and test	Inspection and test of the equipment shall be done at the final destination i.e. Point of use.
3.13.2 Prices	Prices quoted shall remain valid for a period of one year (12 months) after signing of the contract. Request for variation of prices from the supplier can only be allowed after period has lapsed and the variation shall not exceed 15% of the cost.
3.13.3 Variation	Price variation, if any, will be based on the prevailing consumer price index obtained from the Kenya National Bureau of Statistics and the monthly inflation rate from the Central Bank of Kenya.
3.10.1 Delivery	Delivery Programme shall be specified in the LPO and contract document. The contract shall run for a period of two years with a possibility of contract renewal for a further one year depending on the performance of the awarded bidder(s).
3.19.1 Dispute Resolution	Disputes will be settled as per the Laws of Kenya.

SECTION V - TECHNICAL SPECIFICATIONS

5.1 General

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

5.1.2 Tenderers must indicate on the specification sheet whether the equipment offered comply with each specified requirement.

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

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

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

TENDER EVALUATION CRITERIA

Evaluation will be done in three stages:-

1. Preliminary Evaluation
2. Technical Evaluation
3. Financial Evaluation

1. PRELIMINARY EVALUATION

The following under- listed documents **MUST** be submitted in the following order:

1. Certificate of Incorporation or Registration.
2. CR 12 where applicable.
3. Valid Tax Compliance Certificate.
4. Valid Trade License or Single Business Permit.
5. Duly filled, signed and stamped business questionnaire.
6. Duly filled, signed and stamped form of tender.
7. Original bid bond in the amount not less than 2 per cent of the tender price.
8. Bidders must provide evidence of having supplied similar items by providing copies of orders, completion certificates or award letters from the current major clients.
9. Submit audited accounts for last 3years (2018, 2017 and 2016) and bank statement for the last 6 months preceding tender opening date.
10. Submission of detailed bank account information including a reference letter from your bank.
11. Warranty and Manufacturer's authorization:
 - a) A certified copy of valid manufacturer's authorization covering the item the tenderer has tendered.
 - b) A duly signed original statement by the manufacturer indicating that:-
 - i. *The Tenderer is authorized to offer and supply goods that are manufactured by the manufacturer*
 - ii. *The Original Manufacturer's Authorization (MA) MUST be on Letter Head of the manufacturer, duly signed, stamped and addressed to The Principal Secretary State Department of ICT and should be tender and item specific.*
12. A sworn affidavit from an advocate of the High Court of Kenya stating that:
 - a) *The firm has not been debarred from participating in any public procurement by PPRA.*
 - b) *No person related to the firm has any spouse or children working at MoICT*
 - c) *The firm has not been engaged in any unethical, corrupt, collusive or fraudulent activities in public procurement matters.*
 - d) *The firm has not been declared bankrupt, insolvent or under receivership.*
 - e) *The firm is not guilty of any violation of fair employment law practices.*
 - f) *Declaration that the firm will not engage in any corrupt or fraudulent practice.*

N/B: - Full compliance by the tenderers shall be required to proceed to the next stage of evaluation. Failure to provide any of the listed requirements shall lead to disqualification.

N/B. All pages of both original and copy of the tender documents submitted MUST be sequentially serialized by the tenderers.

2. TECHNICAL EVALUATION

The criteria below will be used to rate the technical responsiveness of the bidder. All the requirements must be met to be considered responsive for the next stage of evaluation.

a) Minimum Technical compliance

Determined by the information given by the tenderer concerning the equipment tendered. Minimum technical specifications must be met. Attach detailed specifications, drawings and catalogues of the equipment to be supplied.

b) Spare parts availability locally

Give a list of major replacement components, mandatory spare parts.

This is to be determined by the information supplied by the tenderer as regards to local firms that deal with stocking of spare parts for the make of equipment. Letters from the local dealers are required. A physical check/due diligence on these dealers may be done to confirm the information.

c) After sales service plan

The supplier should provide an after sale service plan during the warranty period. Including a help desk in case of any queries.

3. FINANCIAL EVALUATION CRITERIA

- i) The lowest evaluated financial bid i.e. the unit cost, will be considered. If there is a discrepancy between words and figures the amount in words will prevail.

NB: Prices that do not reflect the prevailing market price shall be rejected.

5.2 PARTICULARS – SPECIFICATIONS

LOT 1

SPECIFICATIONS FOR CAMERA

ITEM DESCRIPTION	SPECIFICATIONS
CAMERA	<p>PXW-Z280 Specs</p> <p>Imaging</p> <p>Image Sensor 3-Chip 1/2" CMOS Sensor</p> <p>Effective Sensor Resolution 3840 x 2160</p> <p>Signal-to-Noise Ratio 63 dB</p> <p>Minimum Illumination 0.0013 lux</p> <p>Lens</p> <p>Focal Length 5.6 to 95.2mm</p> <p>35mm Equivalent Focal Length 30.3 to 515mm</p> <p>Optical Zoom Ratio 17x</p> <p>Maximum Aperture f/1.9</p> <p>Minimum Aperture f/16</p> <p>Filter Size 77 mm</p> <p>Control Rings Focus Zoom Iris</p> <p>Image Stabilization Optical</p> <p>Focus Control Autofocus Manual Focus</p> <p>Camera</p> <p>Shutter Speed 1/24 to 1/8000 sec</p> <p>Mechanical Filter Wheel with Clear, 2 Stop (1/4), 4 Stop (1/16), 6 Stop (1/64) ND</p> <p>Built-In ND Filter Filters and a 2 to 7 Stop Electronic ND Filter</p> <p>Built-In Microphone Type Stereo</p> <p>Recording Media 2 x SxS Card Slots</p> <p>Recording</p> <p>Broadcast System Compatibility PAL</p>

	<p>XAVC-I: 3840 x 2160p at 23.98/25/29.97/50/59.94 fps (600 Mb/s) 1920 x 1080p at 23.98/25/29.97/50/59.94 fps (222 Mb/s) 1920 x 1080i at 50/59.94 fps (222 Mb/s) 1280 x 720p at 50/59.94 fps (222 Mb/s)</p> <p>XAVC-L: 3840 x 2160p at 23.98/25/29.97/50/59.94 fps (150 Mb/s) 1920 x 2160p at 23.98/25/29.97/59.94 fps (50 Mb/s) 1920 x 1080i at 50/59.94 fps (50 Mb/s) 1280 x 720p at 50/59.94 fps (50 Mb/s)</p> <p>XAVC-L: 1920 x 1080p at 23.98/25/29.97/50/59.94 fps (35 Mb/s) 1920 x 1080i at 50/59.94 fps (35 Mb/s) 1920 x 1080i at 50/59.94 fps (25 Mb/s)</p> <p>MPEG2 4:2:2: 1920 x 1080p at 23.98/25/29.97 fps (50 Mb/s) 1920 x 1080i at 50/59.94 fps (50 Mb/s) 1280 x 720p at 23.98/25/29.97/50/59.94 fps (50 Mb/s)</p> <p>MPEG2 4:2:0: 1920 x 1080p at 23.98/25/29.97 fps (35 Mb/s) 1920 x 1080i at 50/59.94 fps (35 Mb/s) 1440 x 1080p at 23.98/25/29.97 fps (35 Mb/s) 1440 x 1080i at 50/59.94 fps (35 Mb/s) 1280 x 1080p at 50/59.94 fps (35 Mb/s)</p> <p>DV 4:2:0 8-Bit: 720 x 576i at 50 fps (25 Mb/s) 720 x 576PsF at 50 fps (25 Mb/s) 720 x 480i at 59.94 fps (25 Mb/s) 720 x 480PsF at 59.94 fps (25 Mb/s)</p>
Recording Modes	
Variable Frame Rates	1 to 60 fps
Audio Recording	XAVC: 4-Channel 24-Bit 48 kHz LPCM Audio
Interfaces	
Video Connectors	1 x BNC (Component) Output 1 x BNC (12G-SDI) Output 1 x HDMI Output
Audio Connectors	2 x 3-Pin XLR Mic Level Input 1 x 1/8" (3.5 mm) Stereo Headphone Output
Other I/O	1 x BNC Timecode Input 1 x BNC Timecode Output 1 x BNC Genlock Input 1 x 2.5 mm LANC Control 1 x USB Micro-B Data 1 x USB Type-A 1 x USB Type-C 1 x RJ45 LAN Data

	Wireless Interfaces	2.4 GHz, 5 GHz Wi-Fi, NFC
	Global Positioning	GPS
	Display	
	Display Type	LCD
	Screen Size	3.5"
	Screen Resolution	1,560,000 Dots
	EVF	
	Screen Size	.5"
	EVF Resolution	2,360,000 Dots
	Power	
	Battery Type	Sony BP-U Series
	General	
	Accessory Mount	1 x Multi-Interface Shoe
	Dimensions	7.02 x 7.95 x 16.78" / 178.4 x 202 x 426.3 mm (With Protrusions)
	Weight	6.6 lb / 3 kg
	Packaging Info	
	Package Weight	11.5 lb
	Box Dimensions (LxWxH)	20.5 x 11 x 10"
SXS CARD	Sony 64GB SxS-1 Specs	
	Card Type	SxS
	Storage Capacity	64 GB
	Bus Type	PCI-Express
	Data Transfer	Read Speed: 440 MB/s Maximum (Burst) Write Speed: 200 MB/s Maximum (Burst)
	Error Correction	Yes
	Wireless Capability	None
	Packaging Info	
	Package Weight	0.285 lb

	Box Dimensions (LxWxH) 4.55 x 3.85 x 1.1"	
	Original detailed and highlighted Brochures MUST be submitted (where applicable)	

Battery Type	2 x AA (Included) 1 x Sennheiser Accupack (Not Included)
Approx. Battery Life	8 Hours (Alkaline)
Display & Indicators	1 x Backlit LCD (Battery Status, Output Level, RF Level)
Housing	Metal
Operating Temperature	14 to 131°F / -10 to 55°C
Dimensions	2.5 x 3.2 x 0.9" / 64 x 82 x 24 mm
Weight	5.6 oz / 160 g (with Batteries)
Transmitter Form Factor	Bodypack
RF Output Power	30 mW
Audio I/O	1 x 1/8" / 3.5 mm TRS Female Unbalanced Input (Lockable)
Muting	Mute Switch
Audio Input Level	3 V RMS (Max)
Gain Range	60 dB (3 dB Steps)
Frequency Response	80 Hz to 18 kHz (Mic) 25 Hz to 18 kHz (Line)
Sync Method	IR
Antenna	1 x Flexible Whip, Fixed (Beltpack)
Power Requirements	Battery
Battery Type	2 x AA (Included) 1 x Sennheiser Accupack (Not Included)
Approx. Battery Life	8 Hours (Alkaline)
Display & Indicators	1 x Backlit LCD (Audio Level, Battery Status, Signal Strength)
Housing	Metal
Dimensions	2.5 x 3.2 x 0.9" / 64 x 82 x 24 mm
Weight	5.6 oz / 160 g (with Batteries)
Microphone	

Form Factor	Lavalier
Sound Field	Mono
Capsule	Electret Condenser
Polar Pattern	Omnidirectional
Frequency Range	50 Hz to 18 kHz
Equivalent Noise Level	36 dB
Maximum SPL	130 dB SPL Peak
Sensitivity	20 mV/Pa
Output Connectors	1 x 1/8" / 3.5 mm TRS Male Unbalanced (Lockable)
Cable Length	5.25' / 1.6 m
Operating Voltage	7.5 V
Transmitter 2 Form Factor	Plug-On
RF Output Power	30 mW
Audio I/O	1 x XLR 3-Pin Female Unbalanced Input (Lockable)
Muting	Mute Switch
Audio Input Level	3 V RMS
Gain Range	48 dB (6 dB Steps)
Frequency Response	80 Hz to 18 kHz
Sync Method	IR
Antenna	1 x Internal
Power Requirements	Battery
Battery Type	2 x AA (Included) 1 x Sennheiser Accupack (Not Included)
Approx. Battery Life	8 Hours (Alkaline)
Display & Indicators	1 x Backlit LCD (Audio Level, Battery Status, Signal Strength)
Housing	Metal

	Operating Temperature	14 to 131°F / -10 to 55°C
	Dimensions	1.7 x 4.1 x 1.7" / 43 x 105 x 43 mm
	Weight	6.9 oz / 195 g (with Batteries)
	Packaging Info	
	Package Weight	2.335 lb
	Box Dimensions (LxWxH)	16.05 x 7.15 x 3"
CAMERA LIGHT	Yongnuo YN-300II Specs	
	Light Fixture	
	Beam Angle	55°
	Color Temperature	3200 to 5500K
	Color Accuracy Standard	CRI 90
	Lumens	2280
	Expected Lamp Life	50000 Hours
	Number of LEDs	300
	Power	
	Battery Plate	1 x Sony L-Series (NP-F)
	DC Input Power	8 VDC at 5 A
	Max Power Consumption	18 W
	Remote	
	Wireless Range	49.2' / 15 m
	Physical	
	Dimensions	6.8 x 6 x 1.7" / 17.3 x 15.3 x 4.3 cm
	Weight	1.6 lb / 0.73 kg
	Packaging Info	
	Package Weight	1.74 lb
	Box Dimensions (LxWxH)	8 x 7 x 2.95"
	Dracast S-Series Plus Daylight LED500 Panel With V-Mount Battery Plate Specs	

LIGHTING KIT	Light Source	LED
	Color Range	5600K Daylight Color Temperature
	CRI	96
	Dimming	100-0%
	Beam Angle	45°
	Operating Voltage	100-240 VAC, 50/60 Hz 15 VDC
	Power Consumption	29 W
	Material	Anodized aluminum
	Mount	Yoke with 5/8" / 16 mm receiver
	Dimensions	10 x 10.4 x 1.8" / 260 x 265 x 48 mm
	Weight	2.0 lb / 1.0 kg
	Packaging Info	
	Package Weight	5.3 lb
	Box Dimensions (LxWxH)	13.55 x 12.6 x 6.7"
	Dracast Barndoors For Silver Series LED500 Specs	
	Design	4-Leaf
	Material	Aluminum
	Dimensions	11.2 x 11.4 x 2.9" / 28.4 x 28.9 x 7.4 cm
	Weight	Not Specified by Manufacturer
	Packaging Info	
Package Weight	0.86 lb	
Box Dimensions (LxWxH)	8.95 x 8.75 x 1.05"	
SONY BATTERY CHARGER	Sony BC-U2A Specs	
	Mount / Series Type	Sony BP-U Series
	Number of Battery Bays	2
	Electrical	
	AC Input Power	100 to 240 VAC, 50 / 60 Hz
	Output Voltage	16.4 VDC
Multi-Bay Charging Modes	Simultaneous	

	<p>Chemistry Lithium-Ion</p> <p>Maximum Wattage 89 W</p> <p>Environmental Operating Temperature 32 to 113°F / 0 to 45°C</p> <p>General Dimensions 7 x 2 x 5.4" / 17.7 x 5.3 x 13.7 cm</p> <p>Weight 1.4 lb / 645 g</p> <p>Packaging Info Package Weight 2.435 lb</p> <p>Box Dimensions (LxWxH) 9.3 x 7.8 x 4.55"</p>
SONY BATTERY PACK	<p>Sony BP-U Specs Mount / Series Type Sony BP-U Series</p> <p>Chemistry Lithium-Ion</p> <p>Capacity (Wh) 85 Wh</p> <p>Output Voltage 14.4 VDC</p> <p>Operating Temperature -4 to 113°F / -20 to 45°C</p> <p>Dimensions (W x H x D) 1.76 x 4.87 x 2.75" / 41 x 120 x 69 mm</p> <p>Weight 1.3 lb / 0.6 kg</p> <p>Packaging Info Package Weight 1.4 lb</p> <p>Box Dimensions (LxWxH) 5.2 x 3 x 2.4"</p>
	<p>Original detailed and highlighted Brochures MUST be submitted (where applicable)</p>

LOT 3**SPECIFICATIONS FOR ACCESSORIES**

ITEM DESCRPTION ION	SPECIFICATIONS	
REFLECTORS	Westcott 308 Specs Surfaces Shape Working Size Packaging Info Package Weight Box Dimensions (LxWxH)	Black, Diffusion, Gold, Silver, White Circle 49.2 x 49.2" / 125 x 125 cm 2.095 lb 19.6 x 19.2 x 2.95"
PROTECTIVE CAMERA COVER	Porta Brace RS-PXWZ280 Specs Accommodates Type of Closure Material Weight Packaging Info Package Weight Box Dimensions (LxWxH)	Sony PXW-Z280 Zipper Nylon, Tricot 12 oz / 340.2 g 0.73 lb 14.35 x 8.7 x 4.1"
CAMERA BAG	Porta Brace CAR-Z280 Specs Case Type Interior Dimensions (L x W x H) Interior Adjustable Dividers Type of Closure Carrying/Transport Options Material of Construction ID Window Water Resistance Exterior Dimensions (L x W x H) Weight Packaging Info	Soft Case 21.8 x 9.0 x 9.0" / 55.37 x 22.86 x 22.86 cm Yes Zipper Connecting Handles, Shoulder Strap Cordura Nylon, Steel, Suede No Water Resistant 27.5 x 11.5 x 10.5" / 69.85 x 29.21 x 26.67 cm 5.4 lb / 2.45 kg

	Package Weight	5.05 lb
	Box Dimensions (LxWxH)	32 x 23 x 15.8"
Canon LENS EF 70- 200MM F/2.8 L IS III USM	Focal Length: 70-200mm Max Aperture: f/2.8L Lens Format: Full Frame Lens Type: Zoom Lens Lens Mount: Canon EF Type: Photo	
Sigma WR UV FILTER - 95mm	Filter Type: UV Filter Factor: 1 (+0-Stop) Shape: Circle Circular Size: 95 mm Front Accessory Thread / Bayonet: 95 mm	
Canon LENS RF 24- 105MM F/4 IS USM	Focal Length: 24-105mm Aperture: f/4 Mount: Canon RF Image size: Full Frame Angle of view (horzntl, vertl, diagnl) 74°-19°20', 53°-13°, 84°-23°20' Lens construction (elements/groups) 18/14 No. of diaphragm blades 9 Minimum aperture 22 Closest focusing distance (m) 0.45 Maximum magnification (x) 0.24 Distance Information Yes Image stabilizer 5 AF actuator Nano USM Physical Specifications: Dust/moisture resistance Yes Filter diameter (mm) 77 Max. diameter x length (mm) 83.5 x 107.3 Weight (g) 700 Accessories: Lens Cap E-77 II Lens hood EW-83N Lens case/pouch LP1319 Rear End Cap Lens Dust Cap RF Magnification with Extension Tube EF12 II Not Compatible Magnification with Extension Tube EF25 II Not Compatible Extender Compatibility Not Compatible	
Tiffen 77MM UV PROTECTOR	Tiffen (77UVP) 77MM UV PROTECTOR	
Original detailed and highlighted Brochures MUST be submitted (where applicable)		

LOT 4

SPECIFICATIONS FOR VIDEO CAMERA

ITEM DESCROPT ION	SPECIFICATIONS
Canon EOS-1D X Mark III Professional DSLR - Body Only	Lens Mount Canon EF Camera Format Full-Frame (1x Crop Factor) Pixels Actual: 21.4 Megapixel Effective: 20.1 Megapixel Maximum Resolution 5472 x 3648 Aspect Ratio 3:2 Sensor Type CMOS Sensor Size 36 x 24 mm Image File Format JPEG, Raw, HEIF Bit Depth 14-Bit Image Stabilization Digital (Video Only) Exposure Control ISO Sensitivity Auto, 100 to 102400 (Extended: 50 to 819200) Shutter Speed Mechanical Shutter 1/8000 to 30 Seconds Bulb Mode Metering Method Center-Weighted Average, Evaluative, Partial, Spot Exposure Modes Aperture Priority, Manual, Program, Shutter Priority Exposure Compensation -5 to +5 EV (1/3, 1/2 EV Steps) Metering Range 0 to 20 EV White Balance Auto, Cloudy, Color Temperature, Custom, Daylight, Flash, Fluorescent (White), Shade, Tungsten Continuous Shooting Up to 20 fps at 20.1 MP for up to 1000 Frames (Raw) Up to 16 fps at 20.1 MP for up to 1000 Frames (Raw) Interval Recording Yes Self-Timer 2/10-Second Delay Mirror Lock-Up Yes Focus Focus Type Auto and Manual Focus Focus Mode Continuous-Servo AF (C), Manual Focus (M), Single-Servo AF (S) Autofocus Points Phase Detection: 191 (155 Cross-Type) Autofocus Sensitivity -4 to +18 EV Viewfinder and Monitor Viewfinder Type Optical (Pentaprism) Viewfinder Eye Point 20 mm Viewfinder Coverage 100% Viewfinder Magnification Approx. 0.76x Diopter Adjustment -3 to +1

	<p>Monitor Size 3.2" Monitor Resolution 2,100,000 Dot Monitor Type Fixed Touchscreen LCD Flash Built-In Flash No Maximum Sync Speed 1/250 Second Flash Compensation -3 to +3 EV (1/3 EV Steps) Dedicated Flash System eTTL External Flash Connection Hot Shoe, PC Terminal Interface Memory Card Slot Dual Slot: CFexpress Type B (CFexpress 1.0) Connectivity USB Type-C (USB 3.1), HDMI C (Mini), Canon N3, 3.5mm Headphone, 3.5mm Microphone, PC Sync Socket, RJ45 Wireless Bluetooth Wi-Fi GPS Yes Physical Battery 1 x LP-E19 Rechargeable Lithium-Ion, 11.1 VDC, 2750 mAh (Approx. 2850 Shots) Dimensions (W x H x D) 6.22 x 6.6 x 3.25" / 158 x 167.6 x 82.6 mm Weight 2.75 lb / 1250 g (Body Only) 3.17 lb / 1440 g (Body with Battery and Memory) Packaging Info Package Weight 6.95 lb Box Dimensions (LxWxH) 11 x 11 x 9"</p>
<p>Canon LENS EF24-70MM F2.8L II USM</p>	<p>Image size: 35mm film equivalent focal length (mm) Full Frame Angle of view (horizontal, vertical, diagonal): 74° - 29°, 53° - 19° 30', 84° - 34° Lens construction (elements/groups): 21/15 No. of diaphragm blades: 9 Minimum aperture 22 Closest focusing distance (m) 0.21 wide/ 0.38 Tele Maximum magnification (x) 0.30x (at 32mm) Distance Information Yes Image stabilizer 5 stops AF actuator Nano USM Filter diameter (mm) 82 Max. diameter x length (mm) 88.5 x 125.7 Weight (g) 900 Lens Cap E-82 II Lens hood EW-88E Lens case/pouch LP1222 Rear End Cap Lens Dust Cap RF Extender Compatibility Not compatible Other Accessories None</p>
<p>Sandisk SDCFSP- 256G-G46D 256GB 525MB/s Extreme Pro CFast 2.0</p>	<p>256GB: up to 525MB/s Read, up to 450MB/s Write Card Dimensions: 1.7" x 1.4" x 0.13" (43 mm x 36 mm x 3.3 mm) Operating Temperature: -4°F to 158°F (-20°C to 70 °C) Storage Temperature: -49°F to 185°F (-45°C to 85 °C)</p>

Memory Card	
SanDisk Extreme® Pro SDXCTM UHS-I Card - 256GB	Capacity: 256GB Read Speeds: 150MB/s Weight: 1.67g Dimensions: 31.92 x 23.91 x 2.17mm / 1.26 x 0.94 x 0.09inch
Canon FLASH SPEEDLITE 600EX II-RT EU16	Power Guide No. (Iso100).meters 60 (200mm) Zoom Specification Details Zoom Head Yes Focal Length Coverage 20-200mm Coverage With Wide Panel 14mm Auto Zoom For Sensor Size Yes Flash Modes Auto Exposure Control E-ttl/ii/e-ttl/ttl High Speed Sync (Fp) Yes Manual / Output Settings Yes - 1/1-1/128 Manual Steps 1/3 Step Strobe / Output Settings Yes - 1/4-1/128 Frequency 1-500hz (199hz Using Optical Slave Function) Flash-related Function Fe Lock Yes Flash Exposure Compensation Yes Flash Exposure Bracketing Yes Second-curtain Flash Sync Yes Modelling Flash Yes Colour Temperature Info Communication: Yes Transmitter Yes Transmission Type Optical / Radio Transmitter Max Range Approx Indoors: 0.7-15m / 30m, Outdoors: 0.7-10m / 30m Slave Yes No Of Groups 3 / 5 ¹ No Of Channels: Apr-15 Remote Shutter Release: Yes Flash Head Movement: Up 45, 60, 75 And 90 ° Down 7 ° Left 60, 75, 90, 120, 150 And 180 ° Right 60, 75, 90, 120, 150 And 180 ° Af Assist Af-assist Beam Yes Number Of Af Points Supported Jan-65 Af-assist Beam Type Infra-red Battery: 4 X Aa Batteries Minimum Recycling Time: Approx. 3.3 Sec ¹ External Power Supply Yes - Cp-e4 / Cp-e4n Construction Dust And Water Resistance Yes

	<p>Mounting Foot Material: Metal</p> <p>Custom Function 15 (6 Personal Functions)</p> <p>Flash Settings From Camera Menu Yes¹</p> <p>External Flash Exposure Sensor Yes</p> <p>Pc Terminal Yes</p> <p>Compatible Accessories: Compact Battery Pack Cp-e4n / Cp-e4 Dimensions & Weight</p> <p>Size (W X H X D), Mm 78.7 X 143.2 X 122.7¹</p> <p>Weight (Excluding Batteries), Grams 435g</p> <p>Footnotes</p> <p>Specification Details</p> <p>No Of Groups ¹ As Default Only Flash In Group C Are Triggered Wireless, Set C.fn 5-1 To Wirelessly Trigger Groups A & B</p> <p>Minimum Recycling Time ¹ Time Taken To Recharge Flash After Full Discharge Using Alkaline Aa Batteries And Quick Flash</p> <p>Flash Settings From Camera Menu ¹ With Compatible Cameras Only</p> <p>Size (W X H X D), Mm ¹ Except For The Dust And Water Prevention Adapter</p>
<p>Bolt CZ2 HV Locking Flash Power Cable for Select Canon Flash Units</p>	<p>Length Coiled: 28.0" (71.1 cm)</p> <p>Uncoiled: 110.0" (279.4 cm)</p>
<p>Think Tank Photo Airport Take Off V2.0 Rolling Camera Bag (Black)</p>	<p>Material Exterior: Fabric features water-repellent (DWR) coating, plus underside of fabric has a polyurethane coating. The bag is constructed with 1680D ballistic nylon, Poly 600D, YKK RC Fuse zippers, extra tall skid plates, high performance 80mm quiet wheels with sealed bearings, SpanKodra front pocket, rubberized laminate reinforcement, 320G airmesh, nylon webbing, and 3-ply bonded nylon thread</p> <p>Interior: 210D silver-toned nylon, polyurethane backed Vexel liner and dividers, 2x polyurethane coated nylon 210T seam-sealed rain cover, closed-cell foam and reinforced PE board dividers, clear mesh pockets, and 3-ply bonded nylon thread</p> <p>Type of Closure Zippers that accept user-supplied lock</p> <p>Front cable and lock to secure laptops</p> <p>Carrying/Transport Options Tuck-Away backpack straps</p> <p>Dual wheels with retractable handle</p> <p>Top/side grab handles</p> <p>Tripod Holder Straps and tripod cup</p> <p>Monopod can be carried in the stretchable side pocket</p> <p>Interior Dimensions Overall: 13.0 x 18.5 x 5.3 - 6.8" / 33.0 x 47.0 x 13.3 - 17.3 cm</p> <p>Laptop Pocket: 11.4 x 16.3 x 1.4" / 29.0 x 41.5 x 3.6 cm</p> <p>Tablet Pocket: 9.8 x 9.4 x 0.8" / 24.9 x 23.9 x 2.0 cm</p> <p>Exterior Dimensions: 14.0 x 21.0 x 8.0 / 35.5 x 53.3 x 20.3 cm</p> <p>Weight: 7.0-8.7 lb / 3.2-3.9 kg, depending on accessories used</p>
<p>Canon BG-E22 Battery Grip</p>	<p>Battery Type: 2 x Battery Pack (LP-E6/LP-E6N)</p> <p>Tripod Mounting Thread: 1/4"-20</p>
<p>Original detailed and highlighted Brochures MUST be submitted (where applicable)</p>	

SECTION VI - SCHEDULE OF REQUIREMENTS

LOT 1

S/NO	DESCRIPTION	UNIT OF ISSUE	QUANTITY	UNIT PRICE (Kshs)	TOTAL PRICE (Kshs)
1.	CAMERA	NO	5		
2.	SXS CARD	NO	12		

SECTION VII - PRICE SCHEDULE FOR GOODS

Item	Description	Country of origin	Brand name	Quantity	Unit price	Total price
				5		
				12		

Signature of tenderer _____

SECTION VI - SCHEDULE OF REQUIREMENTS

LOT 2

S/NO	DESCRIPTION	UNIT OF ISSUE	QUANTITY	UNIT PRICE (Kshs)	TOTAL PRICE (Kshs)
1.	SENNHEISER MICROPHONE KIT	NO	5		
2.	CAMERA LIGHT	NO	5		
3.	LIGHTING KIT	NO	2		
4.	SONY BATTERY CHARGER	NO	2		
5.	SONY BATTERY PACK	NO	10		

SECTION VII - PRICE SCHEDULE FOR GOODS

Item	Description	Country of origin	Brand name	Quantity	Unit price	Total price
				5		
				5		
				2		
				2		
				10		

Signature of tenderer _____

SECTION VI - SCHEDULE OF REQUIREMENTS

LOT 3

S/NO	DESCRIPTION	UNIT OF ISSUE	QUANTITY	UNIT PRICE (Kshs)	TOTAL PRICE (Kshs)
1.	REFLECTORS	NO	2		
2.	PROTECTIVE CAMERA COVER	NO	5		
3.	CAMERA BAG	NO	5		
4.	Canon LENS EF 70-200MM F/2.8 L IS III USM	NO	4		
5.	Sigma WR UV FILTER - 95mm	NO	4		
6.	Canon LENS RF 24-105MM F/4 IS USM	NO	4		
7.	Tiffen 77MM UV PROTECTOR	NO	4		

SECTION VII - PRICE SCHEDULE FOR GOODS

Item	Description	Country of origin	Brand name	Quantity	Unit price	Total price
				2		
				5		
				5		
				4		
				4		
				4		
				4		

Signature of tenderer _____

SECTION VI - SCHEDULE OF REQUIREMENTS

LOT 4

S/NO	DESCRIPTION	UNIT OF ISSUE	QUANTITY	UNIT PRICE (Kshs)	TOTAL PRICE (Kshs)
1.	Canon EOS-1D X Mark III Professional DSLR - Body Only	NO	4		
2.	Canon LENS EF24-70MM F2.8L II USM	NO	4		
3.	Sandisk SDCFSP-256G-G46D 256GB 525MB/s Extreme Pro CFast 2.0 Memory Card	NO	8		
4.	SanDisk Extreme® Pro SDXCTM UHS-I Card - 256GB	NO	8		
5.	Canon FLASH SPEEDLITE 600EX II-RT EU16	NO	8		
6.	Bolt CZ2 HV Locking Flash Power Cable for Select Canon Flash Units	NO	8		
7.	Think Tank Photo Airport TakeOff V2.0 Rolling Camera Bag (Black)	NO	4		
8.	Canon BG-E22 Battery Grip	NO	4		

SECTION VII - PRICE SCHEDULE FOR GOODS

Item	Description	Country of origin	Brand name	Quantity	Unit price	Total price
				4		
				4		
				8		
				8		
				8		
				8		
				4		
				4		

Signature of tenderer _____

SECTION VIII - STANDARD FORMS

Notes on the sample Forms

1. Form of Tender - The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
3. Tender Security Form - When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
4. Contract Form - The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
5. Performance Security Form - The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
6. Bank Guarantee for Advance Payment Form - When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.
7. Manufacturers Authorization Form - When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

8.1 **FORM OF TENDER**

Date _____
Tender No. _____

To: _____

[name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. *[insert numbers]*.the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission (..... *(insert equipment description)* in conformity with the said tender documents for the sum of *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to _____ percent of the Contract Price for the due performance of the Contract , in the form prescribed by *(Procuring entity)*.

4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business

You are advised that it is a serious offence to give false information on this form

<i>Part 1 – General:</i>	
Business Name	
Location of business premises.	
Plot No.....	Street/Road
Postal Address	Tel No. Fax E mail
Nature of Business	
Registration Certificate No.	
Maximum value of business which you can handle at any one time – Kshs.	
Name of your bankers	
Branch	

	Part 2 (a) – Sole Proprietor			
	Your name in full			Age
	Nationality	Country of origin		
	ii. Citizenship			details
			
	iii.			
	Part 2 (b) Partnership			
	Given details of partners as follows:			
	Name	Nationality	Citizenship Details	Shares
	1.
	2.
	3.
	4.
	Part 2 (c) – Registered Company			
	Private or Public			
	State the nominal and issued capital of company-			
	Nominal Kshs.			
	Issued Kshs.			
	Given details of all directors as follows			
	Name	Nationality	Citizenship Details	Shares
	1.....
	2.....
	3.....
	4.....
	5.....
Date	Signature of Candidate			

iv. If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

8.3 TENDER SECURITY FORM

Whereas [*name of the tenderer*]
(hereinafter called “the tenderer”) has submitted its tender dated
..... [*date of submission of tender*] for the supply, installation and
commissioning of [*name and/or description of the
equipment*] (hereinafter called “the Tender”)
..... KNOW ALL PEOPLE by these
presents that WE of having our
registered office at (hereinafter called “the Bank”), are
bound unto [*name of Procuring entity*] (hereinafter called “the
Procuring entity”) in the sum of for which
payment well and truly to be made to the said Procuring entity, the Bank
binds itself, its successors, and assigns by these presents. Sealed with the
Common Seal of the said Bank this _____ day of _____
20 _____.

THE CONDITIONS of this obligation are:-

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

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

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

[*signature of the bank*] _____
(Amend accordingly if provided by Insurance Company)

8.4 CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20 _____ between [*name of Procurement entity*] of [*country of Procurement entity*] (hereinafter called “the Procuring entity) of the one part and [*name of tenderer*] of [*city and country of tenderer*] (hereinafter called “the tenderer”) of the other part;

WHEREAS the Procuring entity invited tenders for certain goods] and has accepted a tender by the tenderer for the supply of those goods in the sum of [*contract price in words and figures*] (hereinafter called “the Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

Signed, sealed, delivered by _____ the _____ (for the tenderer in the presence of _____

(Amend accordingly if provided by Insurance Company)

8.5 PERFORMANCE SECURITY FORM

To
[*name of Procuring entity*]

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

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

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of [*amount of the guarantee in words and figure*] and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [*amount of guarantee*] as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20 _____

Signed and seal of the Guarantors

[*name of bank or financial institution*]

[*address*]

[*date*]

8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM

To
[*name of Procuring entity*]

[*name of tender*]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, [*name and address of tenderer*](hereinafter called “the tenderer”) shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of [*amount of guarantee in figures and words*].

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

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

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

Yours truly,

Signature and seal of the Guarantors

[*name of bank or financial institution*]

[*address*]

[*date*]

8.7 MANUFACTURER'S AUTHORIZATION FORM

To *[name of the Procuring entity]*

WHEREAS*[name of the manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]* do hereby authorize *[name and address of Agent]* to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. *[reference of the Tender]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

[signature for and on behalf of manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.

8.8 LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

8.9 FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

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

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

REQUEST FOR REVIEW

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

- 1.
- 2.
- etc.

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

- 1.
- 2.
- etc

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of20.....

SIGNED
Board Secretary