



**REPUBLIC OF KENYA**

**MINISTRY OF ICT, INNOVATION AND YOUTH AFFAIRS**

**STATE DEPARTMENT FOR ICT & INNOVATION**

**TENDER DOCUMENT FOR FRAME WORK CONTRACTS**

**FOR**

**SUPPLY AND DELIVERY OF CAMSCANNER LICENSE FOR  
WINDOWS (10/8/7) LATEST, AS AND WHEN REQUIRED, FOR  
FINANCIAL YEARS 2020/2021 AND 2021/2022**

**TENDER NUMBER: MOICT/SDICT/088/2020-2021**

***(AGPO – YOUTH)***

**CLOSING DATE: 18<sup>TH</sup> NOVEMBER, 2020 AT 10.00 A.M.**

# SECTION I: INVITATION TO TENDER – 3<sup>RD</sup> NOVEMBER, 2020



## REPUBLIC OF KENYA MINISTRY OF ICT, INNOVATION AND YOUTH AFFAIRS STATE DEPARTMENT OF ICT & INNOVATION

The Principal Secretary, Ministry of ICT, Innovation and Youth Affairs, State Department of ICT & Innovation invites sealed bids from interested candidates for two-year framework agreements for supply and delivery of ICT equipment and software for the period 2020/2021-2021/2022:

No	Tender Number	Tender Description	Eligibility	Closing/Opening Date
<b>COMPUTER DISPLAY SCREENS</b>				
1.	MOICT/SDICT/064/2020-2021	Supply and delivery of Computer Display Screen type 1	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
2.	MOICT/SDICT/065/2020-2021	Supply and delivery of Computer Display Screen type 3	AGPO – YOUTH	18 <sup>th</sup> November, 2020 at 10.00 a.m.
3.	MOICT/SDICT/066/2020-2021	Supply and delivery of Computer Display Screen type 5	AGPO – WOMEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
4.	MOICT/SDICT/067/2020-2021	Supply and delivery of Computer Display Screen type 8	AGPO – PWD	18 <sup>th</sup> November, 2020 at 10.00 a.m.
5.	MOICT/SDICT/068/2020-2021	Supply and delivery of Computer Display Screen type 10	AGPO – YOUTH	18 <sup>th</sup> November, 2020 at 10.00 a.m.
<b>SMART INTERACTIVE BOARDS</b>				
6.	MOICT/SDICT/069/2020-2021	Supply and delivery of Smart Interactive Board type 2	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
7.	MOICT/SDICT/070/2020-2021	Supply and delivery of Smart Interactive Board type 4	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
8.	MOICT/SDICT/071/2020-2021	Supply and delivery of Smart Interactive Board type 7	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
9.	MOICT/SDICT/072/2020-2021	Supply and delivery of Smart Interactive Board type 9	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
10.	MOICT/SDICT/073/2020-2021	Supply and delivery of Smart Interactive Board type 10	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
<b>PRINTERS</b>				
11.	MOICT/SDICT/074/2020-2021	Supply and delivery of Printers type 2	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
12.	MOICT/SDICT/075/2020-2021	Supply and delivery of Printers type 4	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
13.	MOICT/SDICT/076/2020-2021	Supply and delivery of Printers type 6	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.

14.	MOICT/SDICT/077/2020-2021	Supply and delivery of Printers type 8	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
15.	MOICT/SDICT/078/2020-2021	Supply and delivery of Printers type 9	AGPO – YOUTH	18 <sup>th</sup> November, 2020 at 10.00 a.m.
16.	MOICT/SDICT/079/2020-2021	Supply and delivery of Printers type 10	AGPO – WOMEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
17.	MOICT/SDICT/080/2020-2021	Supply and delivery of Printers type 16	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
18.	MOICT/SDICT/081/2020-2021	Supply and delivery of Printers type 18	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
19.	MOICT/SDICT/082/2020-2021	Supply and delivery of Printers type 19	AGPO – PWD	18 <sup>th</sup> November, 2020 at 10.00 a.m.
20.	MOICT/SDICT/083/2020-2021	Supply and delivery of Printers type 22	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
<b>SOFTWARES</b>				
21.	MOICT/SDICT/084/2020-2021	Supply and delivery of Microsoft Office 2016	AGPO – PWD	18 <sup>th</sup> November, 2020 at 10.00 a.m.
22.	MOICT/SDICT/085/2020-2021	Supply and delivery of Microsoft Windows Server 2012	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
23.	MOICT/SDICT/086/2020-2021	Supply and delivery of Microsoft Windows Server 2016	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
24.	MOICT/SDICT/087/2020-2021	Supply and delivery of Nuance Power PDF Advanced	AGPO – WOMEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
25.	MOICT/SDICT/088/2020-2021	Supply and delivery of Camscanner license for Windows (10/8/7) Latest	AGPO – YOUTH	18 <sup>th</sup> November, 2020 at 10.00 a.m.
<b>ACTIVE DEVICES</b>				
26.	MOICT/SDICT/089/2020-2021	Supply and delivery of Access Switch- 24 Ports	AGPO- YOUTH	18 <sup>th</sup> November, 2020 at 10.00 a.m.
27.	MOICT/SDICT/090/2020-2021	Supply and delivery of Access Switch- 48 Ports	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
28.	MOICT/SDICT/091/2020-2021	Supply and delivery of Aggregation/Core Switch – 24 Ports	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
29.	MOICT/SDICT/092/2020-2021	Supply and delivery of Aggregation/Core Switch – 48 Ports	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
30.	MOICT/SDICT/093/2020-2021	Supply and delivery of Core Switch	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
31.	MOICT/SDICT/094/2020-2021	Supply and delivery of Wired Router – Basic	AGPO- WOMEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
32.	MOICT/SDICT/095/2020-2021	Supply and delivery of Wired Router – Advanced	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
33.	MOICT/SDICT/096/2020-2021	Supply and delivery of Wireless Access Point –Basic	AGPO-PWD	18 <sup>th</sup> November, 2020 at 10.00 a.m.

34.	MOICT/SDICT/097/2020-2021	Supply and delivery of Wireless Access Point – Advanced (Indoor)	OPEN	18 <sup>th</sup> November, 2020 at 10.00 a.m.
35.	MOICT/SDICT/098/2020-2021	Supply and delivery of Wireless Access Point – Advanced (Outdoor)	OPEN	18 <sup>th</sup> November, 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, 8<sup>th</sup> 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](http://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 8<sup>th</sup> 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, 8<sup>th</sup> floor.

Tenders will be opened immediately in the presence of bidders or their representatives who choose to attend in the 9<sup>th</sup> 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.
- 2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

### **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/=

## 2.4. **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 Securing Declaration 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 securing declaration form 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 Securing Declaration Form**

2.14.1 The tenderer shall furnish, as part of its tender, a Duly Filled and signed Tender Securing Declaration Form as specified in the Appendix to Invitation to Tenderers.

2.14.2 This is in accordance with the Public Procurement Asset and Disposal Act (PPADA), 2015 Section 61(5) and Public Procurement Asset and Disposal Regulation (PPADR), 2020 Regulation 155.

2.14.3 The Tender Securing Declaration Form is required to protect the Procuring entity against the risk of Tenderer's conduct.

2.14.4 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

2.14.5 Unsuccessful Tenderer's Tender Securing Declaration shall expire upon the earlier of:

- (a) the receipt of a copy of your notification of the name of the successful Tenderer; or
- (b) thirty (30) days after the expiration of the Tender.

- 2.14.6 The successful Tenderer's Tender Securing Declaration Form will lapse upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28
- 2.14.7 The tenderer will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time [the procuring entity will deem fit], if the tenderer is in breach of its obligation(s) under the bid conditions, because they: –
- (a) have withdrawn their tender during the period of tender validity specified by procuring entity in the Tendering Data Sheet; or
  - (b) having been notified of the acceptance of the tenderer's Bid by the Purchaser during the period of bid validity;
    - (i) fail or refuse to execute the Contract, if required, and fail to sign the contract in accordance with paragraph 2.27 or
    - (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders and 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. 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 tenderer 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. In addition, the tenderer shall also submit a FLASH DISK WITH A SCANNED COPY of the filled out tender document. *N.B. The flash disk copy should be saved and submitted in PDF version.*
- 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 each copy of the tender and the flash disk in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY” and “FLASH DISK COPY”. The envelopes shall then be sealed in an outer envelope. *N.B. The flash disk copy should be saved and submitted in PDF version.*

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,” (*day, date and time of closing*)

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

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

## **2.18 Deadline for Submission of Tenders**

2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later than (*day, date and time of closing*).

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

## **2.19 Modification and Withdrawal of Tenders**

- 2.19.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring Entity prior to the deadline prescribed for submission of tenders.
- 2.19.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.
- 2.19.3 No tender may be modified after the deadline for submission of tenders.
- 2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer being suspended as according 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, at (time, *day and date of closing*) 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 securing declaration form 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 paragraph 2.14.7 will apply. 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 will be pursuant to PART XII of the Public Procurement and Asset Disposal Act, 2015.

2.25.2 Preference where allowed will be pursuant to Sections 61(5), 142(3), 157 (5 & 11) of the Public Procurement and Asset Disposal Act, 2015

2.25.3 Preference where allowed will be pursuant to PART XII of the Public Procurement and Asset Disposal Regulations, 2020.

2.25.4 Preference where allowed will be pursuant to Regulation 46, 155 and 159 of the Public Procurement and Asset Disposal Regulations, 2020.

## **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 pre-requisite 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.

**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 paragraph 2.14.7 will apply, 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 anything of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;

2.31.2 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
<b>2.1 Eligible tenderer</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified.</li> </ul>
<b>2.5 Clarification of Documents</b>	Tenderers who may need any clarification before the tender opening may do so by writing to the Principal Secretary, State Department of ICT or send an email to <a href="mailto:ictprocurement@information.go.ke">ictprocurement@information.go.ke</a>
<b>2.10.1 Tender prices</b>	The tenderer shall indicate on the appropriate Price Schedule the unit prices of the goods it proposes to supply under the contract. The total cost shall be determined through call-off quantities on ‘as and when required’ basis.
<b>2.14.1 Tender Securing Declaration Form</b>	<ul style="list-style-type: none"> <li>• Duly Filled and signed Tender Securing Declaration Form.</li> </ul>
<b>2.15 Validity of tenders</b>	The tender validity period shall be 120 days after the opening.
<b>2.18.1 Deadline and submission of tenders</b>	The tenderer shall prepare two copies of the tender, clearly marking each “ORIGINAL TENDER” and “COPY OF TENDER,” as appropriate and also submit a flash disk with a scanned copy ( <i>submitted in PDF format</i> ) of the filled out tender document clearly marking it “FLASH DISK COPY” and MUST bear the tender number, the tender category and name in the Invitation for Tenders and the words, “DO NOT OPEN BEFORE <b>18<sup>TH</sup> NOVEMBER, 2020 AT 10.00 A.M.</b> ”
<b>2.22.2 Correction of errors</b>	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.
<b>2.27.4 Award Criteria</b>	<p>Please refer to the technical specifications and qualifications under Section V of this tender document.</p> <p><b>N/B: The bidder with the lowest evaluated bid (unit cost) having passed the Preliminary/Mandatory Evaluation and the Technical Evaluation shall be considered for award.</b></p>

## **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

<b>REFERENCE OF GCC</b>	<b>PARTICULARS OF APPENDIX TO GCC</b>
<b>3.8.2 Inspection and test</b>	Inspection and test of the equipment shall be done at the final destination i.e. Point of use.
<b>3.13.2 Prices</b>	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.
<b>3.13.3 Variation</b>	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.
<b>3.10.1 Delivery</b>	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).
<b>3.19.1 Dispute Resolution</b>	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 specifications sheets 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

<b>PRELIMINARY/MANDATORY EVALUATION</b>		
The evaluation shall adopt <i>YES/NO Approach</i> . The non-responsive submissions will be eliminated from the entire preliminary evaluation process and will not be considered further. The preliminary evaluation shall involve checking on mandatory requirements ( <b>MR</b> ) which include the following:		
<b>S/NO</b>	<b>Parameters/Requirements</b>	<b>Compliance (Yes/No)</b>
1.	A copy of Certificate of Registration/ Incorporation	<i>YES/ NO</i>
2.	A copy of CR12 (where applicable)	<i>YES/ NO</i>
3.	A copy of valid Tax Compliance Certificate	<i>YES/ NO</i>
4.	Confidential Business Questionnaire (duly filled, signed and stamped)	<i>YES/ NO</i>
5.	Duly Filled and signed form of tender (with Bid validity-120 days).	<i>YES/ NO</i>
6.	Price Schedule form fully filled and signed (enclosed in the financial proposal)	<i>YES/ NO</i>
7.	Valid copy of AGPO Certificate – YOUTH	<i>YES/ NO</i>
8.	Copy of ID / Passport for verification of eligibility (youth)	<i>YES/ NO</i>
9.	Duly Filled and signed Tender Securing Declaration Form.	<i>YES/ NO</i>
10.	Submit evidence from the bank that the mandatory signatory of the bank account is either a youth, woman or person with disability (PWD) as per the AGPO category. [ <i>In accordance with PPADA, 2015; Section 157 (11)</i> ]	<i>YES/ NO</i>
11.	Filled and Signed self-declaration Forms (SD1 and SD2)	<i>YES/ NO</i>
12.	<p>Warranty and Manufacturer’s authorization:</p> <p><i>a) A certified copy of valid manufacturer’s authorization covering all items the tenderer has tendered.</i></p> <p><i>b) A duly signed original statement by the manufacturer indicating that: -</i></p> <p><i>i. The Tenderer is authorized to offer and supply goods that are manufactured by the manufacturer</i></p> <p><i>ii. The Original Manufacturer’s Authorization (MA) MUST be on Letter Head of the manufacturer, duly signed, stamped, (from the Manufacturer) and should be tender and item specific.</i></p>	<i>YES/ NO</i>

	<b>c) Bidders who attach forged MAs shall be disqualified</b>	
13.	<p>A sworn affidavit from an advocate of the High Court of Kenya stating that:</p> <p>a) <i>The firm has not been debarred from participating in any public procurement by PPRA.</i></p> <p>b) <i>No person related to the firm has any spouse or children working at MoICT</i></p> <p>c) <i>The firm has not been engaged in any unethical, corrupt, collusive or fraudulent activities in public procurement matters.</i></p> <p>d) <i>The firm has not been declared bankrupt, insolvent or under receivership.</i></p> <p>e) <i>The firm is not guilty of any violation of fair employment law practices.</i></p> <p>f) <i>Declaration that the firm will not engage in any corrupt or fraudulent practice.</i></p>	YES/ NO
<p><b>TECHNICAL EVALUATION</b></p> <p><b>The Technical Evaluation will involve the following elements;</b></p> <p><b>1. Mandatory Technical requirements.</b></p> <p>The evaluation in this stage shall adopt YES/ NO approach to evaluate on whether the bidder is <b>responsive in all the technical aspects as per the specifications given</b>. Bidders are required to attach detailed specifications, drawings and catalogues of the equipment to be supplied.</p> <p>The following aspects will be evaluated <u>in addition to the technical specifications</u> (as per the table below);</p> <p><b>a) Bidder’s qualifications, experience and past performance on similar services</b>  <b>b) Proposed Delivery Timelines</b>  <b>c) Annual SLA Support during the Warranty period (After sales service plan)</b></p> <p>Any bidder who is non-responsive in any of the technical requirements will be considered non – responsive and will not proceed to the next stage of evaluation.</p>		
<b>S/NO</b>	<b>Parameters/Requirements</b>	<b>Max Score (YES/NO)</b>
<b>1.</b>	<b>Proposed Delivery Timelines</b> Within 30 Days	YES/NO
<b>2.</b>	<b>Annual SLA Support during the Warranty period (After sales service plan)</b>	YES/NO

	The supplier should provide an after sale service plan during the warranty period. Including a help desk in case of any queries.	
<b>FINANCIAL EVALUATION</b>		
<b>1.</b>	<b>Award Criteria: The bidder with the lowest evaluated bid (unit cost) having passed the Preliminary/Mandatory Evaluation and Technical Evaluation shall be considered for award.</b> <b>If there is a discrepancy between words and figures the amount in words will prevail.</b>	

**NB.**

- 1. All pages of both original and copy of the tender documents submitted MUST be sequentially serialized by the tenderers.**
- 2. The bidder shall give a list of major replacement components, mandatory spare parts of the equipment during its life cycle. 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**
- 3. Prices that do not reflect the prevailing market price shall be rejected.**
- 4. Mandatory Technical evaluation must be met by the bidder**
- 5. *The Original Manufacturer's Authorization (MA) MUST be on Letter Head of the manufacturer, duly signed, stamped, (from the Manufacturer) and addressed to The Principal Secretary State Department of ICT & Innovation and should be tender and item specific.***

## **5.2 PARTICULARS – SPECIFICATIONS**

### **RECOMMENDED MINIMUM SPECIFICATIONS**

<b>CAMSCANNER LICENSE FOR WINDOWS (10/8/7) LATEST</b>
<b>Original detailed and highlighted Brochures MUST be submitted</b>

**SECTION VI - SCHEDULE OF REQUIREMENTS**

S/NO	DESCRIPTION	UNIT OF ISSUE	QUANTITY (AS AND WHEN REQUIRED)
1.		NO	AWR

**SECTION VII - PRICE SCHEDULE FOR GOODS**

Item	Description	Country of origin	Brand name	Quantity	Unit price
				AWR	

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 Securing Declaration Form - When required by the tender documents the tender shall provide the tender securing declaration form 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

To: *[Name and address of the PE]*  
Date: *[insert **date** (as day, month and year)]*  
Tender No.: *[insert **number of Tendering process**]*

Item Description: *[insert description of Items]*

Sir/Madam,

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

We undertake, if our Tender is accepted, to deliver the Goods in accordance with the delivery schedule specified in the Schedule of Requirements. If our Tender is accepted, we undertake to provide a performance security in the form, in the amounts, and within the times specified in the Tender documents.

We agree to abide by this Tender for the Tender validity period specified in Clause 2.13.1 of the ITT, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We are not participating, as Tenderers, in more than one Tender in this Tendering process. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by the Government of Kenya under Kenyan laws.

Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Tender you may receive. We certify/confirm that we comply with the eligibility requirements as per ITT Clause 2.1.1 of the Tender documents

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.  
(Name)

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Tender for and 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

<p><b>Part 1 – General:</b></p> <p>Business Name .....</p> <p>Location of business premises. ....</p> <p>Plot No..... Street/Road.....</p> <p>Postal Address ..... Tel No. .... Fax ..... E mail .....</p> <p>Nature of Business .....</p> <p>Registration Certificate No. ....</p> <p>Maximum value of business which you can handle at any one time – Kshs.</p>																																	
<p><b>Part 2 (a) – Sole Proprietor</b></p>																																	
<p>Your name in full ..... Age</p> <p>.....</p> <p>Nationality ..... Country of origin</p> <p>.....</p> <p>Citizenship details</p> <p>.....</p>																																	
<p><b>Part 2 (b) Partnership</b></p>																																	
<p><i>Given details of partners as follows:</i></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>					Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....					
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<p>Private or Public</p> <p>.....</p> <p>State the nominal and issued capital of company-</p> <p>Nominal Kshs. ....</p> <p>Issued Kshs. ....</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 25%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>					Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....	5.	.....	.....	.....	.....
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5.	.....	.....	.....	.....																													
<p>Date ..... Signature of Candidate .....</p>																																	

### 8.3 TENDER-SECURING DECLARATION FORM

*[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

## 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*) of .....dated the...day of .....20.....in the matter of Tender No.....of .....20... **REQUEST FOR REVIEW**

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

- 1.
2. 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 of .....20.....

SIGNED  
Board Secretary

**8.10 SELF DECLARATION FORM SD1**

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

I, .....(Full name) 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 Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....  
(Title)                      (Signature)                      (Date)

Bidder's Official Stamp

**8.11 SELF DECLARATION FORM SD2**

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

I, .....(Full name) 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 collusive practice with other bidders participating in the subject tender
5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....  
(Title) (Signature) (Date)  
Bidder's Official Stamp