



KENYA SCHOOL OF GOVERNMENT
Empowering the Public Service

TENDER DOCUMENT

FOR

SUPPLY & DELIVERY OF ICT HARDWARE TO ALL CAMPUSES

TENDER NO: KSG/82/2018-2020

CLOSING DATE: WEDNESDAY NOVEMBER 21, 2018 AT 10:30AM.

Issued by the Kenya School of Government - August, 2018

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INTRODUCTION

- 1.1 The School is a government institution established under the Kenya School of Government Act No. 9 of 2012. It is the successor of the Kenya Institute of Administration (KIA) and Kenya Development Learning Centre (KDLC). The former Government Training Institutes (GTI) of Embu, Mombasa, Matuga and Baringo are now the School's campuses.
- 1.2 The role of the School is to develop programs that will inculcate public service values and ethics for the delivery of results to the Kenyan citizenry.
- 1.3 The mandate of the School is to provide learning and development programs to build capacity for a result-oriented public service
- 1.4 The procurement function of the School objective is to provide quality goods works and service to the Schools in a cost effective and timely manner.
- 1.5 The procurement process of the School is carried out under the government laid down procurement procedures, laws and Regulations.

SCHOOL ADDRESSES

Campuses Contacts

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SECTION I: INVITATION TO TENDER

TENDER NO: KSG/82/ 2018-2020

DATE: 06/11/2018

TENDER NAME **SUPPLY AND DELIVERY OF ICT HARDWARE TO ALL
CAMPUSES**

- 1.1 The Kenya School of Government invites sealed bids from eligible candidates for **Supply & Delivery of ICT Hardware to all its Campuses.**
- 1.2 Interested eligible candidates may obtain further information from and inspect and buy the tender documents at Kenya School of Government procurement offices at the **RESPECTIVE CAMPUS** during normal working hours at Kshs 1,000.00 only or download free of charge from the website www.ksg.ac.ke.
- 1.3 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at the **Kenya School of Government, RESPECTIVE CAMPUS** so as to be received on or before **Wednesday November 21, 2018 at 10.30am**
- 1.4 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for (180) days from the closing date of the tender.
- 1.5 Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at Kenya School of Government at the **RESPECTIVE CAMPUS.**
- 1.6 Your document should be submitted spiral/velo-binded and properly page numbered. The School shall not be responsible for loss of documents not bound/loose.

Supply Chain Manager
For. Director General

SECTION I: INSTRUCTIONS TO TENDERERS

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SECTION II - INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the 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.1,000/=
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

2.4 The Tender Document

- 2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers
 - (i) Invitation to Tender

- (ii) Instructions to tenderers
- (iii) General Conditions of Contract
- (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 180 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 of Kshs 100,000.00

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 as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Procuring entity.

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

2.14.8 The tender security may be forfeited:

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

2.15 Validity of Tenders

2.15.1 Tenders shall remain valid for 180 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.

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

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

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," **Wednesday November 21, 2018 at 10.30am**

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".

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 **Wednesday November 21, 2018 at 10.30am**.

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

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.

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 no later than the deadline for submission of tenders.

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

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

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

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

The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **Wednesday November 21, 2018 at 10.30am** and in the location specified in the Invitation to Tender.

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

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.

The Procuring entity will prepare minutes of the tender opening.

2.21 Clarification of Tenders

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.

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

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.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures the amount in words will prevail

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

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.

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

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

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

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

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

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

2.26 Contacting the Procuring entity

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.

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

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.

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.

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

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

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

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

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.

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

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

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.

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.

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

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.

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

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;

“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

“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;

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.

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

Appendix to Instructions to Tenderers

Notes on the Appendix to the Instruction to Tenderers

1. The Appendix to instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to the corresponding clause in the instructions to Tenderers included in Section II and has to be prepared for each specific procurement.
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the goods to be procured and the tender evaluation criteria that will apply to the tenders.
3. In preparing the Appendix the following aspects should be taken into consideration;
 - (a) The information that specifies and complements provisions of Section II to be incorporated
 - (b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the goods to be procured to be also incorporated
4. Section II should remain unchanged and can only be amended through the Appendix.
5. Clauses to be included in this part must be consistent with the public procurement law and the regulations.

Appendix to Instructions to Tenderers

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

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS																																																				
2.1.1	OPEN to all eligible tenderers																																																				
2.14.1	Ksh. 100,000																																																				
2.18.1	Wednesday August 29, 2018 at 10.30am																																																				
2.29.1	Shall be provided to successful tender																																																				
2.22	<p>Evaluation Criteria The following requirements must be met by the tenderer not withstanding other requirements in the tender documents:-</p> <p>a) Mandatory Requirements (MR)</p> <table border="1" data-bbox="418 800 1450 1612"> <thead> <tr> <th></th> <th></th> <th>TO FULL COMPLY</th> </tr> </thead> <tbody> <tr> <td>MR 1</td> <td>Copy of registration/incorporation certificates.</td> <td>Yes/No</td> </tr> <tr> <td>MR 2</td> <td>Copy of Current KRA Tax Compliance Certificate</td> <td>Yes/No</td> </tr> <tr> <td>MR 3</td> <td>Form of Tender Duly filled, Signed & Stamped</td> <td>Yes/No</td> </tr> <tr> <td>MR 4</td> <td>Confidential Business Questionnaire fully filled, Signed & Stamped</td> <td>Yes/No</td> </tr> <tr> <td>MR 5</td> <td>Tender Security Kshs 100,000</td> <td>Yes/No</td> </tr> <tr> <td>MR 6</td> <td>Valid Business Permit</td> <td>Yes/No</td> </tr> <tr> <td>MR 7</td> <td>Letters of recommendation from 3 of your clients</td> <td>Yes/No</td> </tr> <tr> <td>MR 8</td> <td>Proof of Experience in the form of contracts & LPOs from at least 3 clients</td> <td>Yes/No</td> </tr> <tr> <td>MR 9</td> <td>Attach Valid copy of CR12</td> <td>Yes/No</td> </tr> <tr> <td>MR 10</td> <td>Attach Copies of IDs of Directors on CR12 in j) above</td> <td>Yes/No</td> </tr> <tr> <td>MR 11</td> <td>Self-declaration of non-engagement in corruption and non-debarment</td> <td>Yes/No</td> </tr> <tr> <td>MR 12</td> <td>Manufacturers License/Authorization/Sales Dealership</td> <td>Yes/No</td> </tr> <tr> <td>MR 13</td> <td>At least 1 reference from the applicant's bankers regarding suppliers credit position</td> <td>Yes/No</td> </tr> <tr> <td>MR 14</td> <td>Audited accounts for the past two years</td> <td>Yes/No</td> </tr> <tr> <td>MR 16</td> <td>Credit period (not less than 30 days)</td> <td>Yes/No</td> </tr> <tr> <td>MR 17</td> <td>ALL PAGES MUST BE NUMBERED</td> <td>Yes/No</td> </tr> </tbody> </table> <p>**Only bidders who meet the minimum mandatory requirements above will be evaluated further.</p> <p>**All firms must attach proof of compliance to mandatory requirements.</p>				TO FULL COMPLY	MR 1	Copy of registration/incorporation certificates.	Yes/No	MR 2	Copy of Current KRA Tax Compliance Certificate	Yes/No	MR 3	Form of Tender Duly filled, Signed & Stamped	Yes/No	MR 4	Confidential Business Questionnaire fully filled, Signed & Stamped	Yes/No	MR 5	Tender Security Kshs 100,000	Yes/No	MR 6	Valid Business Permit	Yes/No	MR 7	Letters of recommendation from 3 of your clients	Yes/No	MR 8	Proof of Experience in the form of contracts & LPOs from at least 3 clients	Yes/No	MR 9	Attach Valid copy of CR12	Yes/No	MR 10	Attach Copies of IDs of Directors on CR12 in j) above	Yes/No	MR 11	Self-declaration of non-engagement in corruption and non-debarment	Yes/No	MR 12	Manufacturers License/Authorization/Sales Dealership	Yes/No	MR 13	At least 1 reference from the applicant's bankers regarding suppliers credit position	Yes/No	MR 14	Audited accounts for the past two years	Yes/No	MR 16	Credit period (not less than 30 days)	Yes/No	MR 17	ALL PAGES MUST BE NUMBERED	Yes/No
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b) Technical Scores (T.S.)				
No.	Evaluation Attribute	Tenderer's Response	Weighting Score	Max. Score
T.S.1	Number of years in supply and delivery of ICT equipment.		5 years and above (5 marks) Below 5 years, prorated- $\frac{\text{Number of years} \times 5}{5}$	5
T.S.2	Reference of at least three firms that the bidder has supplied similar items quoted for (ICT Equipment) in the last three years. Bidders to provide evidence of serviced LSO, letters of reference or signed contracts		3 or more Clients with references (15 marks) Below 3 references prorated at: $\frac{\text{No. of Clients}' \times 15}{3}$	15
T.S.3	Please indicate minimum time required to deliver the ICT Equipment after an order is placed.		Fourteen (14) days and below – 10 marks 14 – 30 days – 5 marks More than 30 days – 0 marks	10
T.S.4	Physical Facilities Provide details of physical address and contacts – attach evidence e.g. title deed, lease, utility bills		Details of physical address and contacts with copy of title or lease documents or latest utility bill – 10marks Not provided – 0 mark	10
T.S.5	Evidence of adequacy of working capital		Access to line(s) of credit and availability of other financial resources. Evidence attached – 20Marks Not attached – 0 Marks	20
T.S.6	Composition of directors/owners(list of Directors, Shareholders/beneficial owner.)		Attach evidence (CR12, copies of IDs) Attached -20 Marks Not attached -0 marks	20
T.S.7	Business Questionnaire		Duly filled business questionnaire-20 marks Not filled-0 marks	20
Only bidders who score 75% (of 80 points) and above will be subjected to financial evaluation. Those who score below the 75% will be eliminated at this stage from the entire evaluation process and will not be considered further.				
c) Financial Evaluation The bidders who qualifies technically and with the lowest financial quote will be recommended for the award of the contract.(<i>the first eight lowest evaluated and ranked bidders</i>)				
2.29.1	Shall be provided to successful tender			

NOTES/	<ul style="list-style-type: none">▪ Bidders who will meet mandatory and technical requirement will automatically be prequalified and registered suppliers for the year 2018 – 2020 for this category of supplies▪ Bidders with the lowest evaluated price within the market price shall enter into Framework contracts for a period of one year, renewable once.▪ Bidders with the 2nd to 8th lowest price shall enter into Framework agreements for a period of one year renewable once.
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SECTION III: GENERAL CONDITIONS OF CONTRACT

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SECTION III - GENERAL CONDITIONS OF CONTRACT

Definitions

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

“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.

“The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations

“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.

“The Procuring entity” means the organization purchasing the Goods under this Contract.

“The Tenderer” means the individual or firm supplying the Goods under this Contract.

Application

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

Country of Origin

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

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

Standards

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

Use of Contract Documents and Information

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.

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

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

Patent Rights

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

Performance Security

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.

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.

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.

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

Inspection and Tests

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.

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.

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.

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.

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

Packing

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.

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

Delivery and Documents

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

Insurance

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

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

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

Prices

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.

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

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

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

Assignment

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

Subcontracts

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

Termination for default

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

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

if the tenderer fails to perform any other obligation(s) under the Contract

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

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.

Liquidated Damages

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.

Resolution of Disputes

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

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.

Language and Law

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

Force Majeure

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

SECTION IV: SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

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

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

Information that complement provisions of Section III must be incorporated and

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

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.

42. Special conditions of contract as relates to the GCC

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
3.7.1	N/A
3.12.1	At least 30 days credit
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
Others as necessary	<p>Price quoted should be valid within the contract period.</p> <p>Bidders who will meet mandatory and technical requirement will automatically be prequalified and registered suppliers for the year 2018 – 2020 for this category of supplies.</p> <p>The bidder with the lowest evaluated price within the market price shall enter into a Framework Contract for a period of one year (renewable for one more year upon satisfactory performance).</p> <p>The delivery schedule will be provided. (Delivery will be made as and when required).</p> <p>Bidders with the 2nd to 8th lowest evaluated bids shall enter into Framework Agreements for a period of one year (renewable for one more year upon satisfactory performance).</p> <p>NOTE/ the quantities in the schedule of requirements are the estimated consumption of the year</p>

SECTION V: TECHNICAL SPECIFICATIONS

5.1 General

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

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

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.

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

Shortest possible delivery period of each product

Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

MINIMUM TECHNICAL SPECIFICATIONS

1. The tenderers should submit the **Manufacturer's Brochure** for each lot
2. The brochure should contain technical specifications data for each specific item quoted.
3. Any item quoted without a Manufacturer's brochure supporting it, will be disqualified automatically.
4. The tenderer shall meet or exceed the given specifications.
5. The tenderers must submit letters of warranties as part of the bid.
6. Attach **Manufacturer's Authorization letter** for each Lot applied for in the bid

LOT 1: DESKTOP COMPUTERS

DESKTOPS MINIMUM TECHNICAL SPECIFICATIONS	
ITEM	REQUIREMENT
Processor & Core Logic	6th Generation Intel Core i5 Processor (3.6 GHZ, 6MB Cache)
System Memory	Standard 8GB Upgradeable
Storage Subsystem	1TB HDD Combo Drive
Power System	220 – 240 VAC Power supply
Display/	18.5” TFT Flat panel Color LCD, Same brand as CPU 1024x768.
Graphics	Intel HD Graphics 510/530
Keyboard and Pointing Device	Enhanced keyboard & Optical Scroll mouse
Audio	Stereo audio system full multimedia with 2.0 speakers
Optical Drive	Super Multi-Burner DVD±RW SATA 1.5Gb/s Drive
Communication interface	100/1000 Mbs Fast Ethernet NIC
I/O interface ports	4 USB 3.0 Port, Ethernet, VGA Port
Front ports	Two USB 3.0, two optional USB 2.0, microphone (3.5mm), headphone (3.5mm)
Rear ports	Four USB 3.0, two USB 2.0, ethernet (RJ-45), one VGA, two DisplayPort, DVI-I and HDMI
Rear audio ports	Line-in (3.5mm), line-out (3.5mm), microphone-in (3.5mm)
Audio support	High Definition (HD) Audio, Realtek ALC662, internal and external speakers.
Keyboard	Pro USB Keyboard
Mouse	Enhanced Optical USB Mouse, black,
Power supply	250 watts, autosensing,
Operating System	MS Windows 10 Volume licensed
Warranty	3 years

LOT 2: LAPTOPS

MINIMUM TECHNICAL SPECIFICATIONS	
ITEM	REQUIREMENT
Processor & Core Logic	Intel Core i5-7300U Intel HD Graphics 620 (3.2 GHz with Intel Turbo Boost Technology)
System Memory	Standard 8GB, 4 GB 1333 MHz DDR3 SDRAM
Storage Subsystem	500GB 2.5-inch hard drive
DVD Drive	External DVD Writer
Graphics	Intel UHD Graphics 620
Display	13.3" diagonal Full HD anti-glare Ultralim LED-backlit (1920 x 1080)
Audio & Webcam	PCI 3D audio system / Built in Microphone / 1.3 MP Integrated True Vision HD Webcam
Communication interface	100/1000 Mbs Fast Ethernet, RJ 45 jack,WIFI,1EEE,Bluetooth
Ports and connectors	1 USB 2.0 (power port); 1 USB 3.0; 1 USB 3.0 Type-C port; 1 HDMI; 1 RJ-45; 1 VGA; 1 headphone/microphone combo; 1 AC power
Wireless Technologies	It4132 LTE/HSPA+ 4G Mobile Broadband; Realtek 802.11b/g/n (1x1) and Bluetooth 4.0 Combo; Intel Dual Band Wireless-AC 3168 802.11a/b/g/n/ac (1x1) WiFi and Bluetooth 4.2 Combo; Intel Dual Band Wireless-AC 8265 802.11a/b/g/n/ac (2x2) WiFi and Bluetooth 4.2 Combo (non-vPro); Intel Dual Band Wireless-AC 7265 802.11a/b/g/n/ac (2x2) WiFi and Bluetooth 4.2 Combo (non-vPro)
Operating System	MS Windows 10 professional Volume licensed
Power	45 W Smart AC adapter 3-cell, 48 Wh Long Life Li-ion Up to 16 hours
Accessories	Leather Carry Case and Wireless Mouse
Warranty	One (1) Year

LOT 3: EXECUTIVE LAPTOP

MINIMUM TECHNICAL SPECIFICATIONS	
ITEM	REQUIREMENT
Processor	2.3GHz quad-core Intel Core i5, Turbo Boost up to 3.8GHz, with 128MB of eDRAM Configurable to 2.7GHz quad-core Intel Core i7, Turbo Boost up to 4.5GHz, with 128MB of eDRAM
System Memory	8GB of 2133MHz LPDDR3 onboard memory
Storage Subsystem	256GB SSD
Touch Screen	Touchbar
Graphics	Intel Iris Plus Graphics 655
Camera	720p FaceTime HD camera
Display	13.3-inch (diagonal) LED-backlit display with IPS technology; 2560-by-1600 native resolution at 227 pixels per inch with support for millions of colors Supported scaled resolutions: 1680 by 1050 1440 by 900 1024 by 640 500 nits brightness Wide color (P3) True Tone technology
Communication interface	Wi-Fi 802.11ac, IEEE 802.11a/b/g/n compatible Bluetooth 5.0 wireless technology
I/O interface ports	USB/ HDMI Ports
Operating System	macOS High Sierra Ms Office for MacOS
Accessories	Leather Carry Case
Warranty	One (1) Year

LOT 4: DESKTOP UPS

ITEM	MINIMUM TECHNICAL SPECIFICATIONS
Rating	APC 1000 VA
Input Voltage Swing	220V -270V single phase input AC
Output Voltage	220V to 240V Single phase output
Output Frequency	50/60 Hz
	Minimum 3 years lifetime for batteries
Time	At least 50 Min for 100% runtime
Communication interface	Serial port communications support
	Operational Environment requirement.
Warranty	One (1) Year

LOT 5: LASERJET PRINTER

MINIMUM TECHNICAL SPECIFICATIONS	
ITEM	REQUIREMENT
Print technology	Laser
Duplex print options	Yes
Standard print languages	PCL 6, PCL 5e , Postscript Level 3 emulation, native PDF printing (v 1.7); or equivalent
Print resolution technologies	ImageREt 3600 (600 x 600 dpi), ProRes 1200 (1200 x 1200 dpi); or equivalent
Black (normal, A4):	Up to 50 ppm;
Standard connectivity	Hi-Speed USB 2.0 ports (Host and Device); built-in Gigabit Ethernet 10/100/1000T network port;
Print resolution	Black (best): Up to 1200 x 1200 dpi;
Memory Standard:	512 MB;
Processor speed	1.2 GHz
Duty cycle (monthly)	Up to 175,000 pages;
Paper handling Input	100-sheet multipurpose tray 1, 500-sheet input tray 2;
Output	500-sheet output bin, 100-sheet rear output bin;
Duplex	Automatic duplexer for two-sided printing
Media type	Paper (bond, colour, letterhead, plain, preprinted, prepunched, recycled, rough, light), envelopes, labels, cardstock, transparencies, shelf edge labels, user-defined
Media size	Multipurpose tray 1: 76 x 127 to 216 x 356 mm; Tray 2, optional 500-sheet input tray: 148 x 210 to 216 x 356 mm
Warranty	1 years

LOT 6: HD PROJECTORS

MINIMUM TECHNICAL SPECIFICATIONS	
ITEM	REQUIREMENT
Brightness	4500lumens
Resolution	WXGA(1280X800)pixel
Display Technology	3LCD
Contrast ratio	3700:1
Video signals	NTSC, SECAM, PAL
Input signal format	Video; NTSC, SECAM, SVGA, RGB, VGA, SVGA, XVGA and WXGA
Output terminal	1XRGB,1xaudio,pc control, screen control,1Xs-video
Video Modes	720p, 1080i, 576i, 576p, 480p, 480i
Digital Input	HDMI Support
Audio	2x2.5 watt stereo
Aspect ratio	16:10 (WXGA)
Image size	126cm-735cm-diagonal
Remote control	Wireless remote for projector with pointer, source selection power, resize, mouse functions, volume, preset
Lamp Life (Full Power)	3000 hours
Lamp Life (eco-mode)	5000 hours
Projection Lamp	250W UHP X 4
lens	Powered Zoom / Focus
Throw distance	Dependent on lens
Rated power supply	120-240 AC, 50/ 60 Hz (Auto voltage)
Digital Keystone	Horizontal & Vertical
Lens Shift	Horizontal & Vertical
Digital Zoom	Yes
Throw Distance	2.0 – 8.2m
Audible Noise	Eco-Mode: 30.0 db
Accessories	Premium carrying case, Installation CDs & manuals, VGA cable, HDMI Cable, USB Cable
Warranty	2 years

LOT 7: PORTABLE LCD PROJECTORS

FEATURE	MINIMUM REQUIREMENT
Brand	Internationally Recognized mature brand
Display Technology	WXGA 0.65" DLP Chip
Brightness	3000 Lumens or higher
Resolution	1200 x 800 Pixel
Color reproduction	Full color up to 16.77 Million colors
Aspect Ratio	16:10
Light Source	Casio laser & LED Hybrid (up to 20,000Hours)
Power Source	Ac 100 – 240 V 50/60 Hz
Lamp life	3000 Hrs
Projection Screen Size (Diagonal)	30in. – 300ft. (76cm – 762 cm)
Throw Distance	2.3 -24 ft. (0.7 – 7.2 M) or Better
Remote control	Wireless Laser Pointer
Video Compatibility	NTSC, NTSC 4.43, PAL, PAL- M&N, SECAM
Video Input Analog	480i/p, 720i/p, 1080i/p
Video Input Digital	480p, 720p, 1080i
Image Signal Inputs	1 x Dsub 15 Computer Analog/ Component
	1 x DVI-I Computer Digital & Analog
	1 x RCA Composite Video
	1 x S-Video
Audio Signal Inputs	Dsub15 &DVI-I: 2 x MiniStereo
	RCA & S-Video: 2 x RCA Stereo

LOT 8: LCD PROJECTOR SCREEN

MINIMUM TECHNICAL SPECIFICATIONS	
ITEM	REQUIREMENT
Model	Electric projection screen with remote control
Screen Size	120" Diagonal
Viewable Screen Area	105" x 59" (HxW)
Aspect Ratio	16:9
Screen	scratch resistant, white color,
Stand	Steel screen case with sturdy height adjustable stand
Warranty	3 years
<p>** Supply, delivery and installation.</p> <p>The prospective suppliers must commit themselves in writing, to the terms of warranties for each item. The letters of warranties should be written separately</p>	

LOT 9: SPECIFICATIONS FOR EDGE SWITCH

Description	Minimum Specifications
10/100/1000 Ethernet Interfaces	48
Uplink Interfaces	4*1G SFP (Include 4 SFP)
IOS Software Feature Set	LAN Base with smartnet
Available PoE Power	740W
FlexStack-Plus Stacking	Yes
Layer Switching	Support layer 2 & 3 Switching
Power Supply	Have one fixed power-supply with an optional external redundant power supply

LOT 10: HEAVY DUTY COLOR LASER PRINTER

DESCRIPTION	MINIMUM SPECIFICATIONS
Printer Type/Technology	laser - color
Max Media Capacity	550 sheets
Built-in Devices	status LCD
Media Type	bond paper, cards, envelopes, glossy paper, labels, plain paper, recycled paper, transparencies
Connectivity Technology	wired
Max Resolution B/W and color	600 x 600 dpi and 600 x 600 dpi respectively
Interface	USB 2.0, LAN
Duplex	Automatic duplexing
AirPrint Enabled	AirPrint Enabled
Media handling	250-sheet input tray, 50-sheet multipurpose tray

Total Media Capacity	300 Sheets
Processor and clock speed	600Mhz and 600Mhz
Compatibility	Win xp,Win7 32/64bit,win8,8.1 32/64bit,win 10 32/64bit
Consumables Included	Toner cartridge (black ,cyan ,magenta ,yellow)
RAM Installed (Max)	128 MB / 384 MB (max)
Max Printing Speed B/W (ppm) and Color	21 ppm and 21 ppm respectively
Connector Type	LAN, USB 2.0
Power Consumption Operational	425 Watt
Warranty	1 Year

LOT 11: TECHNICAL SPECIFICATIONS FOR SCANNER

DESCRIPTION	MINIMUM SPECIFICATIONS
Scanner type	Automatic Document Feeder (ADF), Duplex Scanning
Scanning Modes	Color, Grayscale, Monochrome, Automatic (color / grayscale / monochrome Detection)
Image Sensor	CCD (Charge coupled device) x 2 (front x 1/ back x 1)
Light Source	White cold cathode discharge lamp
Optical Resolution	600 x 600 dots per inch (dpi)
Scanning Speed (A4 portrait)	Auto mode: Simplex or Duplex, 20 pages per minute (ppm)
	Normal mode: Color & Grayscale 150 dpi, Monochrome 300 dpi, Simplex/Duplex, 20 ppm
	Excellent mode: Color & Grayscale 600 dpi, Monochrome 1200 dpi, Simplex/Duplex, 5 ppm
Scanning range Normal Mode without and with Carrier Sheet	A4, A5, A6, B5, B6, Business Card, Letter, Legal and Custom Size. Max: 8.5 X 14.17 in. (216 X 360 mm), Min: 2 X 2 in. (50.8 X 50.8 mm). Automatically recognizes document size.
Multi-feed Detection	Ultrasonic Sensor or Length Detection (selectable)
Paper Weight	14 to 34 lb (52 to 127 g/m ²)
Paper Chute Capacity	Maximum 50 sheets (Letter size at 20 lb or 80 g/m ²)
Interface	USB 2.0 (USB 1.1 Compatible)
Dimensions (W x D x H)	11.5 x 6.3 x 6.2 in. (292 x 159 x 158 mm)
Device weight	6.62 lb (3.0 kg)
Warranty	1 year

LOT 12: MICROSOFT OFFICE SUITE AND PROJECT

Microsoft Office 2016 Professional Plus volume Licensed. *Academic Licensing Mode*
Microsoft Project 2016 Professional Plus volume Licensed. *Academic Licensing Mode*

LOT 13: CYBEROAM SUPPORT AND SUBSCRIPTION

Vendors must be certified (technical) and are partners of Cyberoam/Sophos

LOT 14: MICROSOFT WINDOWS

Microsoft Windows 10 Professional Plus volume Licensed. *Academic Licensing Mode*

LOT 15: STATISTICAL PACKAGE FOR SOCIAL SCIENCE (SPSS)

SPSS 64 bit for Windows Version 24 or latest

LOT 16: TECHNICAL SPECIFICATIONS FOR ANTIVIRUS SOFTWARE

DESCRIPTION	MINIMUM SPECIFICATIONS
Minimum Expertise, Qualifications and skills required	<ul style="list-style-type: none"> ▪ Relevant vendor technical certification ▪ Experience of same extend and magnitude ▪ Manufacturer Authorization
Minimum system requirements:	<ul style="list-style-type: none"> ▪ Processors Supported: • 32-bit (x86) or 64-bit (x64) processor, 1 GHz or higher (see Note Operating Systems: Microsoft ® Windows ® 10/8.1/8/7/Vista/XP SP3 32-bit/XP SP2 64-bit ▪ 0.3 GB of free system memory ▪ 1 GB of free disk space ▪ Minimum display resolution 1024x768 ▪ Internet connection or a local area network connection to a source
Features:	<ul style="list-style-type: none"> ▪ Real time File System Protection ▪ HIPS ▪ Exploit Blocker - Fighting Targeted Attacks ▪ Advanced Memory Scanner ▪ Optimized for the Virtual Environment ▪ Anti-Phishing ▪ Two-Way Firewall ▪ Botnet Protection ▪ Device Control ▪ Vulnerability Shield ▪ Web Control and Web Protocol Filtering ▪ Low System Demands ▪ User Friendly including Deployment ▪ RIP & Replace – Seamless Deployment ▪ Customizable GUI
Server security	<p><u>Minimum system requirements:</u></p> <ul style="list-style-type: none"> ▪ Processors Supported: • 32-bit (x86) or 64-bit (x64) processor, 1 GHz or higher ▪ Operating Systems:

	<ul style="list-style-type: none"> ▪ Microsoft Windows Server 2016, 2012R2, 2012, 2008R2, 2008, 2003 ▪ Microsoft Windows Server Core 2012R2, 2012, 2008R2, 2008 Core ▪ Microsoft Small Business Server 2011, 2008, 2003R2, 2003 ▪ Linux: RPM & Debian Based Systems, Kernel version 2.6.x or higher, glibc 2.3.6 or higher, FreeBSD – Version 6.x, 7.x, 8.x & 9.x ▪ 0.3 GB of free system memory ▪ 1 GB of free disk space ▪ Minimum display resolution 1024x768 ▪ Internet connection or a local area network connection to a source ▪ Features: <ul style="list-style-type: none"> ▪ Real time File System Protection ▪ Exploit Blocker - Fighting Targeted Attacks ▪ Advanced Memory Scanner ▪ Specialized Cleaner ▪ Optimized for the Virtual Environment ▪ Anti-Phishing ▪ Windows Management Instrumentation (WMI) Provider ▪ Storage Scan ▪ Hyper-V Storage Scan ▪ Device Control ▪ Native Clustering Support ▪ Web Protocol Filtering ▪ Low System Demands ▪ User Friendly including Deployment ▪ Component-Based installation ▪ Process Exclusions ▪ Customizable GUI
Virtualization security for VMware	<p><u>System Requirements:</u></p> <ul style="list-style-type: none"> ▪ Virtual appliance compatible with VMware vSphere 5.5+ ▪ VMware NSX 6.2.4+ <p><u>Features:</u></p> <ul style="list-style-type: none"> ▪ Agentless Solution ▪ Native Support of NSX Automation ▪ vMotion & vCenter Supported ▪ Optimized for High Performance ▪ Remote Management ▪ Easy to Deploy ▪ Low System Demands ▪ No AV Storms
Mobile and tablet protection	<p><u>System Requirements:</u></p> <ul style="list-style-type: none"> ▪ Operating systems: ▪ Android 4+

	<ul style="list-style-type: none"> ▪ iOS 8+ ▪ Minimum screen resolution: 480x800 ▪ Free space: 20MB ▪ CPU: ARM with ARMv7 ▪ instruction set Requires internet connection <p><u>Features:</u></p> <ul style="list-style-type: none"> ▪ Mobile & Tablet Protection ▪ Real Time File System Protection ▪ Anti-Phishing ▪ SMS & Call Filter ▪ On-Charger Scan ▪ Remote Management i.e enforce Device Security centrally ▪ Application Control ▪ Pro-Active Anti-Theft <p><u>Mobile Device Management for iOS</u></p> <ul style="list-style-type: none"> ▪ Boost the security of your iOS devices: iPhones and iPads ▪ Pro-Active Anti-Theft ▪ Remote Management via ESET Remote Administrator ▪ App white/blacklisting and web content filtering ▪ Cost Effective
Remote administration	<p><u>Features:</u></p> <ul style="list-style-type: none"> ▪ Multi-platform Support – Runs on Windows, Linux & comes as a Virtual Appliance ▪ Intuitive Web Interface with customizable Dashboard for Enterprise Visibility ▪ Independent Agent ▪ Proxy/Server Architecture for network scalability ▪ Rogue Detection Sensor ▪ Secure Peer to Peer Communication ▪ Multi-tenant central management tool ▪ Integrated License Administrator ▪ 2FA-protected login ▪ Integrated Sysinspector (System Inspector) ▪ Dynamic & Static groups ▪ Tasks and Policies Assignments ▪ Reports & Notifications ▪ Triggers ▪ IBM QRadar Integration

LOT 17: TECHNICAL SPECIFICATIONS FOR POWERED SPEAKERS

MINIMUM TECHNICAL SPECIFICATIONS – 2 WAY FULL RANGE POWERED SPEAKERS (12” and 15”)	
ITEM	REQUIREMENT
Brand	Internationally recognized
Powered	Yes
Power Configuration	Bi-amped
LF Driver Size	1 x 15" and 1 x 12"
HF Driver Size	1"
LF Driver Power Amp	1,000W (Peak, Class-D)
HF Driver Power Amp	100W (Peak, Class-D)
Total Power	1100W
Inputs	2 x XLR/TRS Combo
Outputs	1 x XLR
Frequency Range	45Hz-18kHz (± 3 dB), 40Hz-20kHz (-10dB)
Maximum Peak SPL	130dB -15” 128dB – 12”
Enclosure Material	Polypropylene
Mounting Options	Pole Mount, Floor Wedge, 6 x M10 Fly Points, Dual-angle pole mount socket
Horizontal Coverage Angle	90 Degrees
Vertical Coverage Angle	60 Degrees
Technology	Klark Teknik DSP
indicators	Front-panel LED indicators
Audio Inputs	Input Sensitivity Mic: -32 dBu; Line: -2 dBu Input Impedance Mic: 560 Ω unbalanced, 1 k Ω balanced; Line: 20 k Ω unbalanced, 40 k Ω balanced
System	Frequency Range 45 Hz–18 kHz ± 3 dB 40 Hz–20 kHz -10 dB Dispersion @-6 dB pts 90° H x 60° V Max SPL (peak) 130 dB (15”), 128dB (12”) Equalization Bass: ± 6 dB @ 80 Hz; Treble: ± 6 dB @ 12 kHz
Amplifier Protection	Full short circuit, open circuit, thermal
Power Supply, Voltage (Fuses)	220–240 V~, T 4.0 A H 250 V
Carry Case	Deluxe Water-resistant Cover
Cable	30 meters factory terminated XLR Cables for each speaker
Stand	Aluminum Speaker Stand
Warranty	<i>3 years</i>

MINIMUM TECHNICAL SPECIFICATIONS – 15” SUB WOOFER POWERED SPEAKERS

<i>ITEM</i>	<i>REQUIREMENT</i>
Brand	Internationally recognized
Powered	Yes
Power Configuration	Bi-amped
LF Driver Size	1 x 15"
LF Driver Power Amp	2,200W (Peak, Class-D)
Inputs	2 x XLR/TRS Combo
Outputs	1 x XLR
Frequency Range	45 Hz–100 Hz \pm 3 dB 35 Hz–150 Hz -10 dB
Maximum Peak SPL	134dB
Connectors	Input: 2 x female XLR wired pin 2 hot; Thru: 2 x male XLR wired pin 2 hot; IEC mains connector with integrated fuseholder
Mounting Options	Pole Mount,
Horizontal Coverage Angle	90 Degrees
Vertical Coverage Angle	60 Degrees
Technology	Klark Teknik DSP
Indicators	Front-panel LED indicators
Audio Inputs	Input Sensitivity : +4 dBu Input Impedance : 10 k Ω unblanced, 20 k Ω balanced
System	Boost Frequency +6 dB @ 40 Hz–90 Hz, Q=1 Max SPL (peak) 134 dB
Amplifier Protection	Full short circuit, open circuit, thermal
Power Supply, Voltage (Fuses)	220–240 V~, T 4.0 A H 250 V
Carry Case	Deluxe Water-resistant Cover
Cables	30 meters factory terminated XLR Cables for each speaker
Stand	Adjustable Subwoofer Attachment Shaft aluminum
Warranty	<i>3 years</i>

LOT 18: TECHNICAL SPECIFICATIONS FOR SOUND MIXER

MINIMUM TECHNICAL SPECIFICATIONS – SOUND MIXER	
Inputs	10 mono channels with line and microphone input connections
Stereo Inputs	3 stereo channels feature stereo-paired 1/4" phone connectors for stereo devices
USB Connection	USB connection provides direct connection to Mac and Windows computers to provide input and output for live recording
Equalizer Selection	Responsive 3-band, swept mid frequency EQ design for equalizing individual instruments.
Inserts	Inserts on all mono channels and stereo output provide flexible routing and control to outboard processors, effects, monitors,
Output	The main output section feature a pair of balanced XLR connectors.
Effects	16 Internal time delay Effects
Others	Monitor Out
	Internal FX Send
	100mm faders
	Illuminated Mute
	2 pre-fade Aux sends
	Illuminated PFL & Peak Warning
	All Inputs with level control
	1 Post-Fade Aux send
	12 bar meters
Shall be rack mountable (include rack ears)	
Include Cakewalk Sonar X1 LE software	
Flight Case	12U universal 19" lighting controller case with rack rails, removable lid

LOT 19: TECHNICAL SPECIFICATIONS FOR DUAL CORDLESS MICROPHONE RECEIVER, HANDHELD TRANSMITTER MIC.

Handheld Transmitter	
Type	Cardioid 60 – 15000Hz
Audio Input Level	gain 0dB: -20 dBV maximum, -10dB: -10 dBV maximum
Gain Adjustment Range	10 dB
RF Transmitter Output	10 mW, typical
Power Requirements	2 LR6 AA batteries, 1.5 V, alkaline
Technology	Dynamic
Frequency Response	60Hz
Stands	With Microphone stand
Color ID Caps	WA621: Red; Green; Blue; Yellow; White.

Dual Wireless Receiver

Output Impedance	XLR connector: 200 Ω 6.35 mm (1/4") connector: 50 Ω
Audio Output Level Ref. ± 33 kHz deviation with 1 kHz tone	XLR connector: -27 dBV (into 100 k Ω load) 6.35 mm (1/4") connector: -13 dBV (into 100 k Ω load)
RF Sensitivity	-105 dBm for 12 dB SINAD, typical
Image Rejection	>50 dB, typical
Power Requirements	12–15 V DC @ 160 mA (BLX88, 320 mA), supplied by external power supply
Dynamic Range	100dB
Radio Frequency Range	542.125 - 571.8MHz

LOT 20: TECHNICAL SPECIFICATIONS FOR IPADS

Description	
Models	Wi-Fi + Cellular
Size	<ul style="list-style-type: none"> 9.7 inch
Storage	<ul style="list-style-type: none"> 128 GB
Display	<ul style="list-style-type: none"> Retina display 9.7-inch (diagonal) LED-backlit glossy widescreen Multi-Touch display with IPS technology 2048-by-1536-pixel resolution at 264 pixels per inch (ppi) Fingerprint-resistant oleophobic coating Support for display of multiple languages and
Chip	<ul style="list-style-type: none"> A9 chip with 64-bit architecture Embedded M9 coprocessor
Wireless and Cellular	<ul style="list-style-type: none"> <input type="checkbox"/> Wi-Fi (802.11a/b/g/n) Bluetooth 4.0 technology Model for AT&T: 4G LTE (700, 2100 MHz)³; UMTS/HSPA/HSPA+/DC-HSDPA (850, 900, 1900, 2100 MHz); GSM/EDGE (850, 900, 1800, 1900 MHz) Model for Verizon: 4G LTE (700 MHz)³; CDMA EV-DO Rev. A (800, 1900 MHz);
	<p>UMTS/HSPA/HSPA+/DC-HSDPA (850, 900, 1900, 2100 MHz); GSM/EDGE (850, 900, 1800, 1900 MHz)</p> <ul style="list-style-type: none"> Data only

Cameras, Photos, and Video Recording	<ul style="list-style-type: none"> • 8-megapixel iSight camera • Autofocus • Tap to focus • Face detection in still images • Video recording, HD (1080p) up to 30 frames per second with audio • Video stabilization • FaceTime camera with VGA-quality photos and video at up to 30 frames per second • Photo and video geotagging
Battery and Power ⁵	<ul style="list-style-type: none"> • Built-in 32.4-watt-hour rechargeable lithium-polymer battery • Up to 10 hours of surfing the web on Wi-Fi, watching video, or listening to music • Up to 9 hours of surfing the web using cellular
Input and Output	<ul style="list-style-type: none"> • 30-pin dock connector port • 3.5-mm stereo headphone minijack • Built-in speaker • Microphone • Micro-SIM card tray
Sensors	<ul style="list-style-type: none"> • Accelerometer • Ambient light sensor • Gyroscope
Location	<ul style="list-style-type: none"> • Wi-Fi • Digital compass • Assisted GPS and GLONASS • Cellular
Audio Playback	<ul style="list-style-type: none"> • Frequency response: 20Hz to 20,000Hz • Audio formats supported: HE-AAC (V1 and V2), AAC (8 to 320 Kbps), Protected AAC (from iTunes Store), MP3 (8 to 320 Kbps), MP3 VBR, Audible (formats 2, 3, and 4, Audible Enhanced Audio, AAX, and AAX+), Apple Lossless, AIFF, and WAV • User-configurable maximum volume limit • Dolby Digital 5.1 surround sound pass-through with Apple Digital AV Adapter (sold separately)
Operating System	<ul style="list-style-type: none"> • IOS 10
Environmental Requirements	<ul style="list-style-type: none"> • Operating temperature: 32° to 95° F (0° to 35° C) • Nonoperating temperature: -4° to 113° F (-20° to 45° C) • Relative humidity: 5% to 95% noncondensing • Maximum operating altitude: 10,000 feet (3000 m)

System Requirements	<ul style="list-style-type: none"> • Apple ID (required for some features) • Internet access⁶ • Syncing with iTunes on a Mac or PC requires: <ul style="list-style-type: none"> ○ Mac: OS X v10.9.5 or later ○ PC: Windows 7; or later ○ iTunes 12 or later
Connection	<ul style="list-style-type: none"> • Lightning • To include lightning to usb cable and Power adapter
Touch ID	<ul style="list-style-type: none"> • Fingerprint identity sensor built into the Home button
Carry Case	<ul style="list-style-type: none"> • Leather executive case

LOT 21: TECHNICAL SPECIFICATIONS FOR AUDITORIUM SOLUTION- SMART PODIUM & LECTERN

ITEM	MINIMUM SPECIFICATIONS
LECTERN	<ul style="list-style-type: none"> ▪ Laptop connectivity: HDMI, DP, VGA and 3.5 Audio, Ethernet ▪ Integrated computer expansion ports: 2 x USB Sockets for external USB devices ▪ 8” wide tablet holder for control panels and tablets with integrated Apple Lightning and/or Micro USB charging plugs ▪ Second display connection HDMI of integrated computer HDMI, DP, VGA and 3.5 Audio cables from connectivity side panel or integrated 4x1 HDMI switcher with only one HDMI/CAT6 cable in the bottom. Ethernet, Power, Microphone output: XLR cable per microphone. ▪ All In One Touch PCs compatible ▪ Integrated computer expansion ports: 2 x USB Sockets for external USB devices ▪ shock mount XLR socket 1 x regular mount XLR-3 pin Socket for microphone (or 1 x regular mount XLR-4 pin for the reading light) Optional 4 speakers integrated into the top with 280W amplifier.
SMART PODIUM	<ul style="list-style-type: none"> ▪ Full HD touchscreen, 1920 x 1080 resolution ▪ Media-card -One 4-in-1 slot: SD card, Multimedia Card (MMC), SD Extended Capacity (SDXC) card, SD High Capacity (SDHC) card. ▪ Storage: SATA 6 Gbps ▪ One 2.5-inch drive (supports Intel Smart Response Technology), One 32 GB M.2 SSD (optional)

	<ul style="list-style-type: none"> ▪ Audio: Realtek ALC3661 Waves Maxx Audio Pro, Digital microphones ▪ Video: Intel HD Graphics 530, NVIDIA Ge Force 940M, Shared system memory, 4 GB DDR3 ▪ Communication: 10/100/1000 Mbps Ethernet controller integrated on system boardWireless, Wi-Fi 802.11b/g/n, Wi-Fi 802.11ac, Bluetooth 4.0, Intel WiDi (optional) ▪ Ports and Connectors: One RJ45 port, Two USB 2.0 ports, Four USB 3.0 ports. ▪ Intel Core i5 ▪ HDMI-out port: Connect a TV or another HDMI-in enabled device. Provides video and audio output. ▪ HDMI-in port Connect a gaming console, Blu-ray player, or other, HDMI-out enabled devices.
SOFTWARE:	<ul style="list-style-type: none"> ▪ Notebook software: No subscription
Warranty	1 Year

LOT 22: TECHNICAL SPECIFICATIONS FOR BOARDROOM SOLUTION 75” PANEL, HI-LO FLIP TROLLEY, IN-BUILT COMPUTER & WEB-BASED VIDEO CONFERENCING

ITEM	MINIMUM SPECIFICATIONS
75” Panel	<ul style="list-style-type: none"> • Backlight -LED • Outline dimension- 1768 x 1066 x 114mm • Display area -1650 x 973mm • Resolution-3840 x 2160 Pixel • Display colors-10bit • Response time-8ms • Viewing angle-178° • Brightness-370cd/m2 • Touchscreen glass-Tempered glass; Transparency: >88%; Surface Hardness: >H7 • Speaker output power-15W x 2 • Power consumption-Maximum Maximum <350W Standby Mode ≤0.5W • Touch surface-New Generation Anti-glare glass • Touch point-10 point touch • AV inputs/outputs- <ul style="list-style-type: none"> Front: Microphone (3.5mm) x 1, USB (Touch) x 1, USB (OPS) x 2, HDMI x 1, Display Port x 1,USB (Android) x 1 Rear: HDMI (MHL*1) x 3, HDMI out x1 US

	<p>(Touch) x 3, Microphone (3.5mm) x 1, VGA x 1, VGA, Audio x 1, USB 3.0 x 1, Mini SD Reader x1.</p> <ul style="list-style-type: none"> • Supported media formats image: JPEG, BMP, PNG, Video: MPEG1, MPEG2, MPEG4, H.264,H.265, RM, RMVB, MOV, MJPEG, VC1, DivX, FLV (Support 1080P, 4K HD Decoding) • Cursor speed- 100 Points • Communication interface- USB • Android system-Yes • Net Weight -59KG • Software Provided- Notebook software no subscription • Detachable IR frame-Yes • OPS slot- Yes • Front/side I/O port - Yes • Speaker position-Front-facing • Cables- 5m (VGA, HDMI, USB) • Accessories- Remote, Stylus Pen
OPS SPECIFICATION	<ul style="list-style-type: none"> • Operating system -windows 10 pro • Processor- corei5 • Memory- 4GB • Hard Disk Drive- 500GB • OPS- YES
HI-LO MOBILE MOUNT ELECTRIC	<ul style="list-style-type: none"> • 680mm Electric vertical height adjustment • Table to Easel Position • Screen rotation in all position from table top to beyond vertical • Vesa mount 150mm-800mm, up-to 400mm high • Cable routing • 3 IEC outlets for power peripherals • Screens up-to 100kg
WEB-BASED VIDEO CONFERENCING	<p>CAMERA:</p> <ul style="list-style-type: none"> • Smooth motorized pan, tilt and zoom, controlled from remote or console, 260° pan, 130° tilt, 10x loss less HD zoom, 90° Field of View, Full HD 1080p 30fps, H.264 UVC 1.5 with • Scalable Video Coding (SVC), Auto focus, 5 camera presets, Far-end control (PTZ) of • ConferenceCam products, Kensington security slot, LED to confirm video streaming, Standard tripod thread

	<p>SPEAKERPHONE:</p> <ul style="list-style-type: none"> • Full-duplex performance, Acoustic echo cancellation, Noise reduction technology, Ultrawideband audio, Bluetooth and NFC wireless technology, LCD for caller ID, call duration and other functional response, LEDs for speakerphone streaming, mute, hold, and Bluetooth wireless pairing, Touch controls for call answer/end, volume and mute, Bluetooth – plus camera PTZ, “home” preset and far-end control <p>Microphones (Tx) Four omni-directional microphones supporting, 20-foot diameter range, Frequency response: 100Hz – 11KHz, Sensitivity: -28dB +/-3dB, Distortion: <1% @ 1KHz at 106dB, Speakers (Rx), Frequency response: 120Hz – 14KHz, Sensitivity: 83dB SPL +/-3dB at 1W/1M.</p> <p>HUB/CABLE:</p> <ul style="list-style-type: none"> • Central mountable hub for connection of all components, Included adhesive solution for under-table mounting, Two cables for connection between hub and camera/speakerphone (Length: 5 m/16’) One USB cable for connection to PC/Mac (Length: 3 m/9.8’), AC Power adapter (Length: 3 m/9.8’) <p>MOUNT:</p> <ul style="list-style-type: none"> • Dual purpose mount for wall placement or for elevating the camera on a table <p>COMPLIANCE:</p> <ul style="list-style-type: none"> • USB 2.0 compliant, UVC- Compliant video and audio for broad application compatibility, Certified for Skype for Business, Cisco compatible 4
Warranty	1 Year

LOT 23: TECHNICAL SPECIFICATIONS FOR LECTURE ROOM SOLUTION 86” PANEL, IN-BUILT COMPUTER, ELECTRIC CONTROLLED WALL MOUNT & WEB-BASED VIDEO CONFERENCING

ITEM	MINIMUM SPECIFICATIONS
86” Panel	<ul style="list-style-type: none"> • Backlight -LED • Outline dimensions- 2019 x 1209 x 116mm • Display area -1895 x 1066mm • Resolution-3840 x 2160 Pixel • Display colors-10bit • Response time-8ms • Brightness-370cd/m2 • Touchscreen glass-Tempered glass; Transparency: >88%; Surface Hardness: >H7 • Speaker output power-15W x 2 • Power consumption-Maximum <450W Standby Mode ≤0.5W • Touch surface-New Generation Anti-glare glass • Touch point-10 point touch • AV inputs/outputs- <ul style="list-style-type: none"> Front: Microphone (3.5mm) x 1, USB (Touch) x 1, USB (OPS) x 2, HDMI x 1, Display Port x 1, USB (Android) x 1 Rear: HDMI (MHL*1) x 3, HDMI out x1 US (Touch) x 3, Microphone (3.5mm) x 1, VGA x 1, VGA, Audio x 1, USB 3.0 x 1, Mini SD Reader x1. • Supported media formats image: <ul style="list-style-type: none"> JPEG, BMP, PNG, Video: MPEG1, MPEG2, MPEG4, H.264, H.265, RM, RMVB, MOV, MJPEG, VC1, DivX, FLV (Support 1080P, 4K HD Decoding) • Communication interface- USB • Android system-Yes • Net Weight -79KG • Software Provided- Notebook software no subscription • Detachable IR frame-Yes • OPS slot- Yes • Front/side I/O port - Yes • Speaker position-Front-facing • Cables- 5m (VGA, HDMI, USB) • Accessories- Remote, Stylus Pen
OPS SPECIFICATION	<ul style="list-style-type: none"> • Operating system -windows 10 pro • Processor- corei5 • Memory- 4GB • Hard Disk Drive- 500GB • OPS- YES
ELECTRIC WALL	<ul style="list-style-type: none"> • Electronic height adjustment

MOUNT	<ul style="list-style-type: none"> • Accommodates displays from 32” to 90” • Remote control • Can be used on any type of wall • Maximum vertical movement: 450mm • Maximum display weight: 150kg • Built-in Power Socket • Security switch • Electric Motor- 6000N motor, 12V • Cable management
WEB-BASED VIDEO CONFERENCING	<p>CAMERA:</p> <ul style="list-style-type: none"> ▪ Smooth motorized pan, tilt and zoom, controlled from remote or console, 260° pan, 130° tilt, 10x loss less HD zoom, 90° Field of View, Full HD 1080p 30fps, H.264 UVC 1.5 with ▪ Scalable Video Coding (SVC), Auto focus, 5 camera presets, Far-end control (PTZ) of ConferenceCam products, Kensington security slot, LED to confirm video streaming, <p>SPEAKERPHONE:</p> <ul style="list-style-type: none"> ▪ Full-duplex performance, Acoustic echo cancellation, Noise reduction technology, Ultrawideband audio, Bluetooth and NFC wireless technology, LCD for caller ID, call duration and other functional response, LEDs for speakerphone streaming, mute, hold, and Bluetooth wireless pairing, Touch controls for call answer/end, volume and mute, ▪ Bluetooth – plus camera PTZ, “home” preset and far-end control Microphones (Tx) Four omni-directional microphones supporting, 20-foot diameter range, <p>HUB/CABLE:</p> <ul style="list-style-type: none"> ▪ Central mountable hub for connection of all components, Included adhesive solution for under-table mounting, Two cables for connection between hub and camera/speakerphone (Length: 5 m/16’) One USB cable for connection to PC/Mac (Length: 3 m/9.8’), AC Power adapter (Length: 3 m/9.8’) <p>MOUNT:</p> <ul style="list-style-type: none"> ▪ Dual purpose mount for wall placement or for elevating the camera on a table <p>COMPLIANCE:</p> <ul style="list-style-type: none"> ▪ USB 2.0 compliant, UVC- Compliant video and audio for broad application compatibility, Certified for Skype for Business, Cisco compatible 4
Warranty	1 Year

LOT 24: PROJECTOR SPARE LAMPS

MINIMUM TECHNICAL SPECIFICATIONS	
<i>ITEM</i>	<i>REQUIREMENT</i>
Epson ELPLP95	The genuine Epson ELPLP95 ultra high efficiency (UHE) projector lamp. Designed to replace the original genuine Epson projector lamp for Epson 2265u HD Projectors
Warranty	<i>1Year</i>

LOT 25: PORTABLE HARD DRIVE

MINIMUM TECHNICAL SPECIFICATIONS	
<i>ITEM</i>	<i>REQUIREMENT</i>
USB Type	Micro USB to USB Type A
Connection interface	USB 3.0
Capacity	2 TB
Storage Media	2.5 “ HDD
Features	Shock resistant with anti-shock rubber outer case. Windows compatible Auto backup software
Warranty	<i>1 year</i>

LOT 26: WIRELESS ACCESS POINT

Item	Specification
802.11n version 2.0 (and related) capabilities	<ul style="list-style-type: none"> • 4x4 MIMO with three spatial streams • Maximal Ratio Combining (MRC) • 802.11n and 802.11a/g beamforming • 20- and 40-MHz channels • PHY data rates up to 450 Mbps (40 MHz with 5 GHz) • Packet aggregation: A-MPDU (Tx/Rx), A-MSDU (Tx/Rx) • 802.11 Dynamic Frequency Selection (DFS) • Cyclic Shift Diversity (CSD) support
802.11ac Wave 1 capabilities	<ul style="list-style-type: none"> • 4x4 MIMO with three spatial streams • MRC • 802.11ac beamforming • 20-, 40-, and 80-MHz channels • PHY data rates up to 1.3 Gbps (80 MHz in 5 GHz) • Packet aggregation: A-MPDU (Tx/Rx), A-MSDU (Tx/Rx) • 802.11 DFS • CSD support

802.11ac Wave 2 capabilities	<ul style="list-style-type: none"> • 4x4 MU-MIMO with three spatial streams • MRC • 802.11ac beamforming • 20-, 40-, 80, 160-MHz channels • PHY data rates up to 5.2 Gbps • Packet aggregation: A-MPDU (Tx/Rx), A-MSDU (Tx/Rx) • 802.11 DFS • CSD support
Dimensions (W x L x H)	<ul style="list-style-type: none"> • Access point (without mounting brackets): 3802I: 8.66 x 8.68 x 2.46 in. (22 x 22 x 6.25 cm), 3802E: 8.66 x 8.68 x 2.62 in. (22 x 22 x 6.7 cm), 3802P: 8.66 x 8.68 x 2.62 in. (22 x 22 x 6.7 cm)
Weight	<ul style="list-style-type: none"> • 4.6 lb (2.09 kg)
Input power requirements	<ul style="list-style-type: none"> • 802.3at PoE+, • 802.3at power injector (AIR-PWRINJ6=) • 50W power supply (AIR-PWR-50=)
Power draw	<ul style="list-style-type: none"> • 25.8W at the PSE (22.5W at the PD) with all features enabled except for the USB 2.0 port • 30W at the PSE (25.5W at the PD) with the USB 2.0 port enabled
System memory	<ul style="list-style-type: none"> • 1024 MB DRAM • 256 MB flash
Wi-Fi Alliance Certified	<ul style="list-style-type: none"> • Wi-Fi Certified a, b, g, n, ac • Wi-Fi Vantage • WMM • Passpoint
Integrated antenna	<p>Flexible radio (either 2.4 GHz or 5 GHz)</p> <ul style="list-style-type: none"> • 2.4 GHz, gain 4 dBi, internal antenna, omnidirectional in azimuth • 5 GHz, gain 6 dBi, internal directional antenna, elevation plane beamwidth 90° <p>Dedicated 5-GHz radio</p> <ul style="list-style-type: none"> • 5 GHz, gain 5 dBi, internal antenna, omnidirectional in azimuth
Smart Antenna	<ul style="list-style-type: none"> • Available on the 3802e Series and 3802p Series access points only
Connector	<ul style="list-style-type: none"> • Requires the AIR-CAB002-DART-R= 2 ft smart antenna connector to RP-TNC connectors to connect a second antenna to the access point • Required when running the flexible radio as either a: <ul style="list-style-type: none"> ◦ Second 5-GHz serving radio

	<ul style="list-style-type: none"> ◦ Wireless Security Monitoring radio
Interfaces	<ul style="list-style-type: none"> ◦ 2 Ethernet ports ◦ 100/1000/2500/5000 Multigigabit Ethernet (RJ-45) – IEEE 802.3bz ◦ CAT 5e cabling ◦ Higher-quality 10GBASE-T (CAT 6/6a) cabling ◦ 100/1000BASE-T autosensing (RJ-45 - AUX port) ◦ Management console port (RJ-45)
Indicators	<ul style="list-style-type: none"> ● Status LED indicates boot loader status, association status, operating status, boot loader warnings, boot loader errors
Warranty	1 year

**** Supply and installation**

LOT 27: WIRELESS NETWORK ADAPTER

MINIMUM TECHNICAL SPECIFICATIONS	
ITEM	REQUIREMENT
Interface	PCI Express
Antenna Type	2 Dual Band Detachable Antennas
Wireless Standards	IEEE 802.11ac/n/a 5GHz, IEEE 802.11b/g/n 2.4GHz
Frequency	2.4GHz or 5GHz
Signal Rate	867Mbps at 5GHz, 400Mbps at 2.4GHz
Wireless Modes	Ad-Hoc / Infrastructure mode
Wireless Security	Support 64/128 bit WEP, WPA-PSK/WPA2-PSK,802.1x
Transmit Power	5GHz : <23dBm (EIRP), 2.4GHz :<20dBm (EIRP)
System Requirements	Windows 10 (32/64bits), Windows 8.1 (32/64bits), Windows 8 (32/64bits), Windows 7 (32/64bits), Windows XP(32/64bits)
Warranty	1Year

LOT 28: TECHNICAL SPECIFICATIONS - DIGITAL TV

MINIMUM TECHNICAL SPECIFICATIONS - DIGITAL TV	
ITEM	REQUIREMENT
Display	Screen Size 32" (80cm), 16:9 TV System 1 (Digital/Analog): B/G, D/K, I, M Colour System PAL, SECAM, NTSC 3.58, NTSC 4.43
Video	Signal 1080/24p (HDMI only), 1080/60i, 1080/60p (HDMI / Component), 1080/50i, 1080/50p (HDMI / Component), 480/60i, 480/60p, 576/50i, 576/50p, 720/60p, 576/50p, 1080/30p (HDMI only), 720/30p (HDMI only), 720/24p (HDMI only)
Picture	Display Resolution: WXGA Tuner: DVB-T2 Motionflow™ : Motionflow XR 100Hz Dimming Type: Frame Dimming Live Colour Digital Noise Reduction MPEG Noise Reduction Advanced Contrast Enhancer (ACE) 24p True Cinema Viewing Angle: 89° (Right/Left), 89° (Up/Down) Screen Format TV: Auto Wide/ Full/ Normal/ Wide Zoom/ Zoom/ 14:9/ PC: Full 1/ Full 2/ Normal/ 4:3 Default Picture Mode: Vivid, Standard, Custom, Photo-Vivid, Photo-Standard, Photo-Custom, Cinema, Game, Graphics, Sports CineMotion/Film Mode/Cinema Drive, 3D Comb Filter
Audio	Speaker Type :Clear Phase Speaker Sound Mode: Standard, Music, Cinema, Game, Sports S-Master Dolby® :Dolby Digital, Dolby Digital Plus Stereo System: NICAM/A2 Audio Output Power: 5W+5W Speaker Configuration : 2ch, Full Range(40x80mm)x2
Features	X-Protection Pro for solid durability against external threats Clear Resolution Enhancer for crisp picture quality Clear Phase Speakers for balanced reproduction of sound frequencies Lifelike Action With Smoother Movement with Motionflow XR 100Hz DVB-T2 for greater access to digital broadcasting FM Radio
Mounting Bracket	Wall mounting brackets
HDMI Cables	5 meter high quality HDMI Cables
Works	All supplies TV shall be Installed and Mounted

LOT 29: MINIMUM SPECIFICATION MULTIFUNCTIONAL INKJET PRINTER

Minimum Specification for a Multifunctional Inkjet Printer	
Functions	Print, Scan, Copy, Fax
Printing Technology	PrecisionCore Print head
Nozzle Configuration	800 Nozzles black and per colour
Maximum Printing Speed	34 pages/min Monochrome (plain paper), 34 pages/min Colour (plain paper)
Duplex Printing Speed	15 A4 pages/min Monochrome, 15 A4 pages/min Colour
Printing Resolution	4,800 x 1,200 dpi
Colours	Black, Cyan, Yellow, Magenta
Scanning Resolution	1,200 dpi x 2,400 dpi (Horizontal x Vertical)
Optical Resolution ADF)	1,200 dpi (Horizontal x Vertical)
Output format	JPEG, TIFF, PDF
Copy Speed	up to 22 ipm Black, up to 22 ipm Colour
Copy Resolution	600x1200

LOT 30: DIGITAL PRINTING PRESS

Digital Printing Press	
Print speed (BW/CL)	Up to 65 A4 ppm
Maximum monthly peak volume	up to 350,000
Registration tolerance	Front to Back: 0.5 mm or less
Printing method	Colour Laser Beam Printing
Print resolution	2400 dpi x 2400 dpi, 256 gradations
Paper capacity (80 gsm)	Standard: 3 x 550-sheet cassettes, 1 x 100 sheet multipurpose tray
Supported media types	Cassettes: Thin paper, Plain paper, Heavy paper, Recycled paper, Colour paper, Coated paper, Textured, Bond, Letterhead, Envelopes (#10 Business, Monarch, 6" x 9", 9" x 12", 10" x 13")
Supported media sizes	Standard size: A4, A4R, A3, SRA3, 13"x19" (330 x 483 mm), Banner print up to 762 mm Free size: 100 mm x 148 mm to 330.2 mm x 487.7 mm
Supported media weights	Cassettes: 52 to 220 gsm Duplex : 52 to 300 gsm
GENERAL SPECIFICATIONS	
Warm-up time	Approx 360 sec
Interface type	USB 2.0 Hi-speed
	Ethernet: 1000BaseT / 100Base-TX / 10Base-T
	Standard: 1 x USB Host
Processor speed	1.66 GHz (SOC ARM 1136JF-S 400 MHz, ARM 946 200 MHz)
Memory	1.5+2.0 GB
Hard Disk Drive	Standard 1 TB HDD
Control panel (PRISMAsync)	Operating Panel-A4: 10.4 inch touch panel screen
EFI CONTROLLER SPECIFICATIONS	

Page Description Languages	Postscript L3, PDF 1.7
Memory	1 x 2 GB
Hard Disk Drive	1 x 500 GB
Processor Speed	Intel Pentium G850 2.9 Ghz
Fonts	138 Adobe PS fonts, 113 PCL fonts, 32 barcode
Supported Operating Systems	Windows XP, Server 2003, Server 2008, Server 2008R2, Server 2012, Vista, 7, 8, 8.1 MacOS 10.5, 10.6, 10.7,10.8, 10.9
Interface	Ethernet 1000 Base-T/100Base-TX/10Base-T, USB
Network protocols	TCP/IP, AppleTalk (only support font downloader), Bonjour, SNMP, IPP, FTP, SMB, Pv6,WSD(minimum support to achieve WHQL certification)
SCAN SPECIFICATIONS	
DUPLEX COLOUR IMAGE READER UNIT	Colour flatbed scan unit and 300-sheet duplex automatic document feeder
Supported media sizes	A3, A4, A4R, A5, A5R, Free sizes (W x L): Min. 139.7 mm x 128 mm, Max. 432 mm x 304.8 mm
Supported media weights (BW/CL)	Single-sided scanning (BW/CL): 38 to 220 gsm/64 to 220 gsm;
	Double-sided scanning (BW/CL): 50 to 220 gsm/64 to 220 gsm
Scan resolution	Copy: 600 dpi x 600 dpi
	Send: 600 dpi x 600 dpi/300 dpi x 300 dpi
Duplex scanning	2-sided to 2-sided (Automatic)
Scan speed	Single-sided (A4, 300 dpi): (BW/CL) 120/120 ipm
	Double-sided (A4, 300 dpi): (BW/CL) 200/140 ipm
	Single-sided (A4, 600 dpi): (BW/CL) 120/70 ipm
	Double-sided (A4, 600 dpi): (BW/CL) 120/70 ipm
COPY SPECIFICATIONS	
Copy speed (BW/CL)	Up to 65 ppm A4
First Copy Output Time (FCOT) (BW/CL)	Color: Approx. 7.7 sec
	BW: Approx. 6.9 sec
Copy resolution	Reading: 600 dpi x 600 dpi
	Printing: 2400 dpi x 2400 dpi
PAPER OUTPUT	
Staple Finisher T1	Tray Capacity:
	Upper Tray (A) : A4 / A4R / A5R 1,000 sheets,
	Lower Tray (B) Capacity: A4 4,000 sheets, A4R 2,000 sheets, A3 1,500 sheets, SRA3 1,000 sheets
	Paper Weight: 52 to 300 gsm
	Staple Position: Corner, Double
	Staple Capacity: A4: 100 sheets,

SECTION VII: PRICE SCHEDULE FOR GOODS

Name of tenderer _____ Tender Number _____ Page _____ of _____

Vendors to mark (In Bold) the Campus he/ she is quoting for.

- 1) LOWER KABETE
- 2) MOMBASA
- 3) MATUGA
- 4) EMBU
- 5) BARINGO

NO.	ITEM DESCRIPTION	UNIT	EST. QTY	UNIT PRICE	TOTAL
1	DESKTOP COMPUTERS	No	200		
2	LAPTOPS	No	100		
3	EXECUTIVE LAPTOP	No	20		
4	DESKTOP UPS	No	200		
5	LASERJET PRINTER	No	10		
6	HD PROJECTORS	No	10		
7	PORTABLE LCD PROJECTORS	No	40		
8	LCD PROJECTOR SCREEN	No	40		
9	EDGE SWITCH	No	60		
10	HEAVY DUTY COLOR LASER PRINTER	No	5		
11	SCANNER	No	10		
12	MICROSOFT OFFICE SUITE	No	1 (100)		
13	MICROSOFT PROJECT	No	1 (100)		
14	MICROSOFT WINDOWS	No	1 (200)		
15	STATISTICAL PACKAGE FOR SOCIAL SCIENCE (SPSS)	No	30		
16	ANTIVIRUS SOFTWARE	No	1 (300)		
17	POWERED SPEAKERS	No	20		
18	SOUND MIXER	No	5		

19	DUAL CORDLESS MICROPHONE RECEIVER, HANDHELD TRANSMITTER MIC.	No	10		
20	IPADS	No	20		
21	SMART PODIUM & LECTERN	No	7		
22	75" PANEL, HI-LO FLIP TROLLEY, IN-BUILT COMPUTER & WEB-BASED VIDEO CONFERENCING	No	4		
23	86" PANEL, IN-BUILT COMPUTER, ELECTRIC CONTROLLED WALL MOUNT & WEB-BASED VIDEO CONFERENCING	No	16		
24	PROJECTOR SPARE LAMPS	No	1		
25	PORTABLE HARD DRIVE	No	10		
26	WIRELESS ACCESS POINT	No	50		
27	WIRELESS NETWORK ADAPTER	No	30		
28	DIGITAL TV	No.	200		
29	MULTIFUNCTIONAL INKJET PRINTER	No	1		
30	DIGITAL PRINTING PRESS	No.	1		

Must attach Manufacture authorization letters, brochures and technical data for everything quoted for.

Signature of tenderer _____

Note:

- In case of discrepancy between unit price and total, the unit price shall prevail.
- Vendors to drop Tender Document to the campus he/s is quoting for.

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. **KSG/82/2018-2020**

To: Director General
Kenya School of Government
P. O. Box 23030 – 00604
Lower Kabete

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 ICT Hardware** (the Lot applied for) in conformity with the said tender documents for the Sum of

Kenya Shillings *(total tender amount in figures)*

Kenya Shillings
.....
(total tender amount in words) 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 Kenya School of Government (*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 of20.....

Signaturein the capacity of

Duly authorized to sign tenders for and on behalf of:

.....[*Name of Tenderer*]

of.....[*Address of Tenderer*]

KRA PIN No.

REGISTRATION CERTIFICATE No.

Witness: Name

 Address

 Signature

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	
<ul style="list-style-type: none"> • Citizenship details • 			
Part 2 (b) Partnership			
Given details of partners as follows:			
Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
Part 2 (c) – Registered Company			
Private or Public			
State the nominal and issued capital of company-			
Nominal Kshs.			
Issued Kshs.			
Given details of all directors as follows			
Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.
Date		Signature of Candidate	

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

8.3 ME-3 FINANCIAL POSITION AND TERMS OF TRADE

- a. Attach letters of reference from the bankers regarding supplier's credit position.**(Compulsory)**

- b. State Credit period (minimum proposed is 30 days).....

(Compulsory i.e. any applicant who does not indicate the credit period and/or who indicates any credit period less than 30 days shall be automatically be disqualified)

Note – *Any information marked compulsory must be provided failure to which the applicant shall be automatically disqualified.*

8.4. FORM ME -5 -LITIGATION HISTORY

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT, CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT

8.5 FORM ME-6

SWORN STATEMENT

Having studied the pre-qualification information for the above project I/We hereby state:

The information furnished in our application is accurate to the best of our knowledge.

That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on basis of provisions in the tender or quotation documents to follow.

We enclose all the required documents and information required for the pre-qualification and evaluation.

Category No...

Supply/Provision of

Date

Applicant's Name

Represented by

Signature

(Full name and designation of the person signing and stamp or seal)

8.6 TENDER-SECURING DECLARATION FORM (To be filled on bidder's letterhead)

TENDER FOR:

To: Kenya School of Government

We, the undersigned, declare that:

1. We understand that, according to your conditions, Tenders must be supported by a Tender-Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for Tendering in any contract with the Procuring Entity for the period of time of 3 years starting on....., if we are in breach of our obligation(s) under the Tender conditions, because we:-
 - a. Have withdrawn our Tender during the period of Tender validity specified in the Form of Tender; or
 - b. Having been notified of the acceptance of our Tender by the Procuring Entity during the period of Tender validity:
 - i. Fail or refuse to execute the Contract, if and when required, or
 - ii. Fail or refuse to furnish the Performance Security, in accordance with the ITT.
3. We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of:-
 - a. Our receipt of your notification to us of the name of the successful Tenderer; or
 - b. Thirty days after the expiration of our Tender.
4. We understand that if we are 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: _____ in the capacity of.....

Name:

Duly authorized to sign the Tender for and on behalf of:

Dated:

8.7 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)

8.8 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)

8.9 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]

8.10 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]

8.11 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.

8.12 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

8.13 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 of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

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

- 1.
- 2. 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