



KENYA SCHOOL OF GOVERNMENT
Empowering the Public Service

TENDER DOCUMENT

FOR

SUPPLY & DELIVERY OF ELECTRICAL FITTINGS

EMBU CAMPUS

FRAMEWORK CONTRACT ONE YEAR RENEWABLE

OPEN NATIONAL TENDER

TENDER NO: KSG/EBU/12/2019-2021

CLOSING DATE: WEDNESDAY JULY 3, 2019 AT 10:30AM

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SECTION I: INVITATION TO TENDER

TENDER NO: KSG/EBU/12/ 2019-2021

DATE: 18/06/2019

TENDER NAME: SUPPLY AND DELIVERY OF ELECTRICAL FITTINGS TO EMBU CAMPUS

- 1.1 The Kenya School of Government invites sealed bids from eligible candidates for **Supply & Delivery of Electrical Fittings to EMBU Campus.**
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at Kenya School of Government, EMBU Campus procurement offices **EMBU** during normal working hours from 8am-1pm and 2pm-5pm or download free of charge from the website www.ksg.ac.ke. Or www.tenders.go.ke
- 1.1 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, EMBU (RECEPTION AREA, MAIN ADMINISTRATION BLOCK)** so as to be received on or before **WEDNESDAY JULY 3, 2019 AT 10.30 A.M**
- 1.2 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.
- 1.3 Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at Kenya School of Government EMBU.
- 1.4 Your document should be submitted Book bound and properly paginated, i.e., 1, 2, 3, 4.....

Supply Chain Manager
For: DIRECTOR GENERAL

SECTION II: 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.5,000/
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

2.4 The Tender Document

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

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

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

2.5 Clarification of Documents

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

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

2.6 Amendment of Documents

2.6.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.

2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.

2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.7 **Language of Tender**

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

2.8 **Documents Comprising of Tender**

2.8.1 The tender prepared by the tenderers shall comprise the following components

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

2.9 **Tender Forms**

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

2.10 **Tender Prices**

2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract

2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the entity.

2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22

2.10.4 The validity period of the tender shall be 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.

The original and all copies of the

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

2.17 **Sealing and Marking of Tenders**

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

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

2.17.2 The inner and outer envelopes shall:

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

(b) bear, tender number and name in the Invitation for Tenders and the words, "**DO NOT OPEN BEFORE, WEDNESDAY JULY 3, 2019 AT 10.30AM.**"

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

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

2.18 **Deadline for Submission of Tenders**

- 2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later than **WEDNESDAY JULY 3, 2019 AT 10.30AM.**
- 2.18.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended

2.19 **Modification and Withdrawal of Tenders**

- 2.19.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring Entity prior to the deadline prescribed for submission of tenders.
- 2.19.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tenders.
- 2.19.3 No tender may be modified after the deadline for submission of tenders.
- 2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.14.7
- 2.19.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.19.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.20 **Opening of Tenders**

- 2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **WEDNESDAY JULY 3, 2019 AT 10.30 a.m.** and in the location specified in the Invitation to Tender.

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

- 2.20.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts and the presence or absence of requisite tender security and such other details as the

Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

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

2.21 Clarification of Tenders

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

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

2.22 Preliminary Examination

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

2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and 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

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

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

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

2.23 Conversion to Single Currency

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

2.24 Evaluation and Comparison of Tenders

- 2.24.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22
- 2.24.2 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.
- 2.24.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.25 Preference

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

2.26 Contacting the Procuring entity

- 2.26.1 Subject to paragraph 2.21 no tenderer shall contact the Procuring entity on any matter related to its tender, from the time of the tender opening to the time the contract is awarded.
- 2.26.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender, evaluation, tender comparison, or contract award may result in the rejection of the Tenderer's tender.

2.27 Award of Contract

(a) Post-qualification

- 2.27.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.
- 2.27.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.12.3 as well as such other information as the Procuring entity deems necessary and appropriate.
- 2.27.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

(b) **Award Criteria**

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

(c) **Procuring entity's Right to Vary quantities**

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

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

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

2.28 Notification of Award

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

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

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

2.29 Signing of Contract

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

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

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

2.30 Performance Security

2.30.1 Within Thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance

with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

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

2.31 Corrupt or Fraudulent Practices

- 2.31.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;
- (i) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;
- 2.31.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 2.31.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

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
2.3.2	Downloaded free of charge from www.ksg.ac.ke or www.tenders.go.ke
2.14.1	Ksh.100,000 valid for a period of 210 days from the date of tender opening
2.18.1	WEDNESDAY JULY 3, 2019 AT 10:30AM
2.29.1	Shall be provided to successful tender
NOTES/	<ul style="list-style-type: none"> • Bidders with the lowest evaluated price shall enter into Framework contracts for a period of one year, renewable once subject to satisfactory performance. • Bidders with the 2nd to 8th lowest price shall enter into Framework agreements for a period of one year renewable once.
2.24	Evaluation and comparison of tenderers as below

MANDATORY EVALUATION (MR) CRITERIA

Only bidders who meet the minimum mandatory requirements above will be evaluated further.

No.	Requirements	Responsive or Not Responsive
MR1	Must Submit a copy of certificate of Registration/Incorporation	
MR2	Must submit the tender document in the format provided. Mutilation of the tender document will lead to automatic disqualification	
MR3	Must Submit a copy of a valid Tax Compliance certificate from Kenya Revenue Authority	
MR4	Must Fill the Price Schedule in the format provided	
MR5	Must Fill the Form of Tender in the Format provided	
MR6	Must submit a Tender security (bid bond) Kenya Shilling hundred thousand (100,000) from bank in form of a bank guarantee or approved insurance firms by PPRA valid for 210 days.	
MR7	Must submit valid latest CR12 for limited company or national ID for sole proprietor	
MR8	Must submit a dully filled up Confidential Business Questionnaire in format provided	
MR9	Submit a written Self-declaration in non-engagement in corruption.	
MR10	Anti-debarment pledge dully signed and stamped	
MR11	Must submit valid and relevant business permit.	
MR12	Submission of original and copy of tender document properly book bound and paginated in correct sequence and all pages must be initialed in the format of 1,2,3,4,5.....(spiral bound and use of spring or box file will not be allowed this will result in to automatic disqualification).	
MR13	Credit period minimum 30days	

TECHNICAL EVALUATION

No.	Evaluation Attribute	Tenderer's Response	Weighting Score	Max. Score
T.S.1	Number of years in supply business (Electrical Fittings)		<ul style="list-style-type: none"> • 3 years and above (20 marks) • Others prorated $\frac{\text{Number of years in business} \times 20}{3}$ 	20
T.S.2	Provide a list of clients and References, LPOs to which the company has done similar supplies in the last 3 years.		<ul style="list-style-type: none"> • 3 or more Clients with references (20 marks) • Others prorated at: $\frac{\text{Number of Clients}' \times 20}{3}$ 	20
T.S.3	Please indicate minimum time required to deliver the items after an LPO is issued. (Please note that this will be used in performance evaluation for the successful bidder)		<ul style="list-style-type: none"> • 2 days – 10 marks • 3 days -3marks • 5 days – 1mark 	10
T.S.4	Physical Facilities: Provide details of physical address and contacts – attach evidence		address and contacts with copy of title or lease documents and latest utility bill – 10 marks Not provided – 0 mark	10
T.S.5	Latest bank statement		Attach last 3 months (may-July 2018)	10
T.S.6	Audited accounts		Provide last 3 years (2015-2017)	10

No.	Evaluation Attribute	Tenderer's Response	Weighting Score	Max. Score
T.S.7	Prove of line of credit		Attach letter from bank (KSG will confirm from bank)	10
T.S.9	Financial Capacity	Letter of credit	1 Million and above = 10 Marks Others prorated at Value of credit x 10 marks/1 Million	10
TOTAL				100

Only bidders who meet the technical mandatory requirements above will be evaluated further.

Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.27	Particulars of post – qualification if applicable. KENYA SCHOOL OF GOVERNMENT EMBU shall inspect the premises and /or check the accuracy of any or all information provided by the bidder before awarding a contract.
2.27.6	Award Criteria: Award shall be to the lowest evaluated bidder per line item. Contract may be awarded in whole or partially on evaluated line items.

SECTION III: GENERAL CONDITIONS OF CONTRACT

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SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

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

3.2 Application

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

3.3 Country of Origin

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

3.4 Standards

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

3.5 Use of Contract Documents and Information

- 3.5.1 The tenderer shall not, without the Procuring entity’s prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.
- 3.5.2 The tenderer shall not, without the Procuring entity’s prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above

3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the Tenderer's performance under the Contract if so required by the Procuring entity

3.6 **Patent Rights**

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

3.7 **Performance Security**

3.7.1 Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security in the amount specified in Special Conditions of Contract.

3.7.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.7.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the Procuring entity, in the form provided in the tender documents.

3.7.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Tenderer's performance obligations under the Contract, including any warranty obligations, under the Contract

3.8 **Inspection and Tests**

3.8.1 The Procuring entity or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.

3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the Procuring entity.

3.8.4 The Procuring entity's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the Procuring entity or its representative prior to the equipment delivery.

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

3.9 **Packing**

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

3.9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract

3.10 **Delivery and Documents**

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

3.11 **Insurance**

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

3.12 **Payment**

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

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

3.13 **Prices**

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

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

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

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

3.14. Assignment

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

3.15 Subcontracts

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

3.16 Termination for default

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

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

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

3.17 Liquidated Damages

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

3.18 Resolution of Disputes

- 3.18.1 The procuring entity and the tenderer shall make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract
- 3.18.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require adjudication in an agreed national or international forum, and/or international arbitration.

3.19 Language and Law

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

3.20 Force Majeure

- 3.20.1 The tenderer shall not be liable for forfeiture of its performance security or termination for default if and to the extent that 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

4.1. 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.

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

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

4.2. Special conditions of contract as relates to the GCC

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
3.7.1	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	<ul style="list-style-type: none"> • Price quoted should be valid within the contract period • Bidders with the lowest evaluated price shall enter into Framework contracts for a period of one year renewable subject to satisfactory performance and delivery schedule will be provided. (Delivery will be made as and when required) • Bidders with the 2nd to 8th lowest bid shall enter into Framework agreement for a period of one year. • NOTE/ the quantities in the schedule of requirements are the estimated consumption of the year

SECTION V: TECHNICAL SPECIFICATIONS

5.1 General

- 5.1.1 These specifications describe the requirements for goods. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply
- 5.1.2 Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.
- 5.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.
- 5.1.4 The tenderers are requested to present information along with their offers as follows:
- (i) Shortest possible delivery period of each product
 - (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

1.	<i>ITEM DESCRIPTION</i>
2.	<i>Bulb pin type 100 watts</i>
3.	<i>Hand driers electric</i>
4.	<i>Bulb pin type 40 watts</i>
5.	<i>Bulb pin type 60 watts</i>
6.	<i>Bulb pin type 75 watts</i>
7.	<i>Bulb energy savers pin type 18 watts</i>
8.	<i>Bulb energy savers pin type 14 watts</i>
9.	<i>Bulb energy savers pin type 11 watts</i>
10.	<i>Bulb energy savers pin type 8 watts</i>
11.	<i>Bulb energy savers screw type 18 watts</i>

12.	<i>Bulb energy savers screw type 11 watts</i>
13.	<i>Tube fluorescent as 4Ft</i>
14.	<i>Tube fluorescent 5Ft</i>
15.	<i>Fluorescent fitting 4ft</i>
16.	<i>Fluorescent fitting 5ft</i>
17.	<i>Tube fluorescent 4Ft</i>
18.	<i>Tube fluorescent 2Ft</i>
19.	<i>Chokes 1x 36 watts</i>
20.	<i>Chokes 1x18 watts</i>
21.	<i>Chokes 1x58 watts</i>
22.	<i>Lamps fluorescent mercury High pressure screw type 125 watts.</i>
23.	<i>Nails 1" concrete</i>
24.	<i>Nails 1 1/2" concrete</i>
25.	<i>Socket outlets, single 13 Amps</i>
26.	<i>1 gang 2 gangway switch</i>
27.	<i>1 gang 1 gangway switch</i>
28.	<i>2 gang 2 gangway switch</i>
29.	<i>3 gang 2 gangway switch</i>
30.	<i>Cables 1.5mm pvc twin wire w/ 3 core and single 4 core cable</i>
31.	<i>Cables 1Cables 1.5mm pvc twin wire w/ 3 core pvc twin wire w/ 3 core</i>
32.	<i>Cables 1.5mm pvc twin wire with earth core</i>
33.	<i>Cables 1.0mm pvc twin wire with earth core</i>
34.	<i>Cables 2.5mm pvc twin wire with earth core</i>
35.	<i>Cables 4.0mm pvc twin wire with earth core</i>
36.	<i>Cables 6.0mm pvc twin wire with earth core</i>
37.	<i>Cables 10.0mm pvc twin wire with earth core</i>

38.	<i>Cables 16.0mm pvc twin wire core Armored</i>
39.	<i>Cables 25.0mm pvc twin wire core Armored</i>
40.	<i>Cables 35.0mm pvc twin wire core Armored</i>
41.	<i>Cables 50.0mm pvc twin wire core Armored</i>
42.	<i>Cables 70.0mm pvc twin wire core Armored</i>
43.	<i>Mould case circuit breaker 500 Amp</i>
44.	<i>Mould case circuit breaker 480 Amp</i>
45.	<i>Mould case circuit breaker 380Amp</i>
46.	<i>Mould case circuit breaker 250 Amp</i>
47.	<i>Conductors 40 A 415 V</i>
48.	<i>Conductors 30 A 415 V</i>
49.	<i>Conductors 25 A 415 V</i>
50.	<i>Conductors 15 A 415 V</i>
51.	<i>Three core 2.5 mm white flexible cable</i>
52.	<i>Three core 1.5 mm white flexible cable</i>
53.	<i>Celling rose c/w pending</i>
54.	<i>Couplers pvc 20mm</i>
55.	<i>Cutout single series 7</i>
56.	<i>Cutouts single twin series 7</i>
57.	<i>Detectors, smoke ,Battery operated</i>
58.	<i>Detectors, smoke, Wire able</i>
59.	<i>Fitting, close ceiling 2D-2pin</i>
60.	<i>Fittings showers light 1Ft</i>
61.	<i>Four way extension sockets with surge protector as power</i>
62.	<i>MCB, 5Amps</i>
63.	<i>MCB, 15Amps</i>

64.	<i>MCB,20Amps</i>
65.	<i>MCB, 30Amps</i>
66.	<i>MCB,45Amps</i>
67.	<i>MCB, 60Amps</i>
68.	<i>MCB AS MEM 10 Amps</i>
69.	<i>MCB AS MEM 15 Amps</i>
70.	<i>MCB AS MEM 20 Amps</i>
71.	<i>MCB AS MEM 30 Amps</i>
72.	<i>MCB AS MEM 32 Amps</i>
73.	<i>MCB AS MEM 45Amps</i>
74.	<i>MCB AS MEM 60Amps</i>
75.	<i>MCB AS MEM.6Amps 10,15,20,30,32,45,60</i>
76.	<i>MCB AS powermax.6Amps 10,15,20,30,32,45,60</i>
77.	<i>Terminate, inversion heater 1.5kw BAKER (Original)</i>
78.	<i>Terminate, inversion heater 2.0kw BAKER (Original)</i>
79.	<i>Terminate, inversion heater 3.0kw BAKER (Original)</i>
80.	<i>Water heater switch 40 Amps</i>
81.	<i>Water heater switch 20 Amps</i>
82.	<i>Integral main switches 100Amps</i>
83.	<i>Circuit breaker 9AMP</i>
84.	<i>Circuit breaker 32AMP</i>
85.	<i>TV Jacks Male/Female</i>
86.	<i>Switch intermediate</i>
87.	<i>Double pole water heater switch</i>
88.	<i>TOP PLUGS 13A,3pin</i>
89.	<i>Spotlight bulbs 60watts</i>

90.	<i>Circuit breakers 20A</i>
91.	<i>Circuit breakers 30A</i>
92.	<i>Circuit breakers 10A</i>
93.	<i>Consumer 4 units way</i>
94.	<i>Consumer 6 unit</i>
95.	<i>Consumer 8 unit way</i>
96.	<i>Consumer 9 unit way</i>
97.	<i>Consumer 12 unit way</i>
98.	<i>Looping boxes 12" X 12" X 8"</i>
99.	<i>Circular pvc 20mm boxes 4 way</i>
100.	<i>Circular pvc 20mm boxes 3way</i>
101.	<i>Circular pvc 20mm boxes2 way</i>
102.	<i>Circular covers</i>
103.	<i>Switch covers single</i>
104.	<i>switch covers finish</i>
105.	<i>25mm² pvc conducts</i>
106.	<i>32mm² pvc conducts</i>
107.	<i>38mm² pvc conducts</i>
108.	<i>50mm² pvc conducts</i>
109.	<i>Cuppers 25mm pvc</i>
110.	<i>Cuppers 32mm pvc</i>
111.	<i>Cuppers 38mm pvc</i>
112.	<i>Cuppers 50mm pvc</i>
113.	<i>Trucking pvc of all size white</i>
114.	<i>Mcb 3 phase 123A</i>
115.	<i>Mcb 3 pole 200A</i>

116.	<i>Mcb 250A</i>
117.	<i>415v SWITCH 6 Unit 3A</i>
118.	<i>415v SWITCH gear 6 Unit 3A</i>
119.	<i>125A Distributor</i>
120.	<i>415V Starters 3p</i>
121.	<i>240V Starters single phase</i>
122.	<i>415V 63a isolating switch</i>
123.	<i>Industrial socket 32</i>
124.	<i>Industrial socket 16A</i>
125.	<i>Industrial socket 45A</i>
126.	<i>Industrial socket 30A</i>
127.	<i>Straight lamp holders</i>
128.	<i>Angle lamp holders</i>
129.	<i>Bulk head fitting</i>
130.	<i>B.C head fitting</i>
131.	Conduits for running cables powermax
132.	Connectors F
133.	T-connectors/junction connectors
134.	Push connectors
135.	Splitters powers 4 way
136.	Coaxial cable
137.	Insulating tape
138.	Amplifiers
139.	Cable ties
140.	Decoders Dstv
141.	One complete Dstv set with dish

142.	4 way L.N.B
143.	TV socket outlet
144.	50mm Armored cable 4 core
145.	6.0 Twin earth
146.	Cut out
147.	Meter box/gauge 1mx1.3m
148.	Conduits 20mm
149.	Coupler 20mm
150.	Bend 20mm
151.	10 mm single green
152.	Earth rod
153.	

SECTION VII: PRICE SCHEDULE FOR GOODS

Name of tenderer _____ Tender Number _____ Page _____ of _____

No	ITEM DESCRIPTION	UNIT	EST. QTY	UNIT PRICE	Days to Delivery
1.	Ball Fittings Complete (Germany)	No.	100		
2.	20mm P.v.c 4way round boxes	No.	100		
3.	Bulbs, Energy Saving, Pin type ,18 w, osram	No.	200		
4.	Bulbs, Energy Saving, Screw type, 18 w, osram	No.	100		
5.	Pin type Bulbs, Mercury, 160W	No.	100		
6.	Cables, Asbestos, 2.5mm ² x 100m	Roll	100		
7.	Cables, PVC ,1.5 ² mm Twin With Earth	Roll	100		
8.	Cables, PVC, 1.5mm ² Single Core, Black	Roll	100		
9.	Cables, PVC, 1.5mm ² Single Core, Green	Roll	100		
10.	Cables, PVC, 1.5mm ² Single Core, Red	Roll	100		
11.	Cables, PVC, 2.5 ² mm Twin With Earth	Roll	100		
12.	Cables, PVC, 2.5mm ² Single Core, Black	Roll	100		
13.	Cables, PVC, 2.5mm ² Single Core, Green	Roll	100		
14.	Cables, PVC, 2.5mm ² Single Core, Red	Roll	100		
15.	Cables, PVC, 4.0 ² mm Twin With Earth	Roll	100		
16.	Cables, PVC, 6.0 ² mm Twin With Earth	Roll	100		
17.	Cables, Three Core, 2.5 ² mm, White Flex	Roll	100		
18.	Cables, Twin, white Bell Wire 1.0mm ²	Roll	100		
19.	Ceiling rose c/w pedant as BG	No.	100		
20.	Chokes 2ft, Thorn/EMI	No.	100		
21.	Chokes 4ft, Thorn/EMI	No.	100		
22.	Chokes 5ft, Thorn/EMI	No.	50		
23.	Conduits, PVC, 20mm, Heavy Gauge(Metro)	Length	100		
24.	Couplers, PVC, 20mm	No.	100		
25.	Cut-Outs, Single, Series 7 (Henry)	No.	100		
26.	Cut-Outs, Twin, Series 7 (Henry)	No.	100		
27.	Fitting, Fluorescent 2ft	No.	100		
28.	Fitting, Fluorescent 4ft	No.	100		

29.	Fluorescent Tubes 2ft	No.	100		
30.	Fluorescent Tubes 4ft	No.	100		
31.	Fluorescent Tubes 5ft	No.	100		
32.	Four Way Extension Sockets with Surge Protector	No.	100		
33.	Immersion Heaters 1.5KW Baker(Original)	No.	100		
34.	Immersion Heaters 3.0KW Baker(Original)	No.	100		
35.	Lamp Holders ,Straight Batten as BG	No.	100		
36.	Bulbs, Mercury, 160W	No.	100		
37.	Nails, 1", Concrete	Kg.	100		
38.	Nails, 1½", Concrete	Kg.	100		
39.	Nails, 1½", Concrete	Kg.	100		
40.	Patress Single Deep	No.	100		
41.	Patress Single Shallow	No.	100		
42.	Plugs, Top, 13Amps unbreakable as mem	No.	100		
43.	Saddles, GI, 20mm, Open	No.	100		
44.	Showers, Instant Water heater as Lorenzetti bello banho	No.	100		
45.	Socket Outlets, Single, 13Amps as MEM/MK/CRABTREE original	No.	100		
46.	Socket Outlets, Twin, 13Amps as MEM/ MK/ CRABTREE	No.	100		
47.	Sockets, Extension, Trailing, 13 A, 100metres c/w Drum	No.	100		
48.	Spur Unit, 13A, Switched TWIN	No.	100		
49.	Switch 1 Gang, Two Way, Crabtree/MK	No.	100		
50.	Switch 2 Gang, Two Way, Crabtree/MK	No.	100		
51.	Switch 3 Gang, Two Way, Crabtree/MK	No.	100		
52.	Switch, K.M.B.G. 60 – 80 Amp.	No.	100		
53.	Switch, MCB, 5Amps, Crabtree/MK/MEM	No.	100		
54.	Switch, MCB, 10Amps, Crabtree/MK/MEM	No.	100		
55.	Switch, MCB, 15Amps, Crabtree/MK/MEM	No.	100		
56.	Switch, MCB, 20Amps, Crabtree/MK/MEM	No.	100		
57.	Switch, MCB, 30Amps, Crabtree/MK/MEM	No.	100		
58.	Switch, MCB, 45Amps, Crabtree/MK/MEM	No	100		
59.	Tapes, Insulating as Globe(Black, Red, Green, Yellow)	Roll	100		

60.	Terminals, Push On	No.	100		
61.	Thermostats, Immersion Heater 1.5KW Baker(Original)	No.	100		
62.	Thermostats, Immersion Heater 2.0KW Baker(Original)	No.	100		
63.	Thermostats, Immersion Heater 3.0KW Baker(Original)	No.	100		
64.	Trunking, Mini,1inch	Length	100		
65.	Water Heater Switches as mk/mem/crabtree original	No.	100		
66.	Pl 9 close ceiling fitting as per sample	No.	100		
67.	Starter 4-22w Series	No.	100		
68.	Starter 4-80w Glow	No.	100		
69.	Spot light dichrolic bulb 240v, 50w	No.	100		
70.	Circuit breaker as crabtree 5amp, 2.5amp,30amp, 10amp	No.	100		
71.	Circuit breaker as MEM 6amp, 32amp	No.	100		
72.	Integral main switch as mem 100amp	No.	100		
73.	Integral main switch as crabtree 100 amp	No.	100		
74.	Circuit breaker as multi 9 32amp, 6amp	No.	100		
75.	TV jacks male/ Female	No.	100		
76.	Fitting, Energy Saver, Floodlight ,56- 60w	No.	100		
77.	Bulb, Energy saver, Floodlight, 56- 60w	No.	100		
78.	Double Pole Water heater Switch	No	100		
79.	16W 2D-2Pin bulb	No	100		
80.	16W 2D-4Pin bulb	No	100		
81.	28W 2D-4Pin bulb	No	100		
82.	Bulbs Energy Saver pin type	No	100		
83.	Bulbs Energy Saver screw type	No	100		
84.	160W Mercury Bulbs pin type	No	100		
85.	160W Mercury bulbs screw type	No	100		
86.	18w Pl- 11 bulbs as osram or equivalent	No	100		
87.	Sportlight Bulbs 60w	No	100		
88.	Top Plugs 13A	No	100		
89.	Instant Water Heater	No	100		
90.	Starters S2	No	100		
91.	Starters S10	No	100		
92.	Circuit breakers as Multi 9 10A	No	100		
93.	Circuit breakers as Multi 9 20A	No	100		
94.	Circuit breakers as Multi 9 30A	No	100		
95.	Circuit breakers as Schneider 10A	No	100		
96.	Circuit breakers as Schneider 20A	No	100		
97.	Circuit breakers as Schneider 30A	No	100		

98.	Consumer Control Unit	No	100		
99.	Integral Switch 80A	No	100		
100.	Bulb holders pendant w/o ceiling rose as bg		100		
101.	Shavers light 1 ft	Pairs	100		
102.	Flood light led 200wats	No	100		
103.	Chokes electric 18watts	No	100		
104.	Main switch electric	No	100		
105.	Bulbs 2d 2pin 38watts	"	100		
106.	Conduits 20mm2 h/g	"	100		
107.	Bulb 2d 4pin 28watts	No	100		
108.	Bulb 2d 2pin 16watts	No	100		
109.	Bulb 2d 4pin 16watts	No	100		
110.	Chokes 4ft 36watts	No	100		
111.	Bulbs holders	Pcs	100		
112.	Ball fitting complete 60w	Pcs	100		
113.	Connector cooker 45a	No	100		
114.	Spotlight 50w	No	100		
115.	Bulb 3watts screw type	no	100		
116.	Bulb 18 watts screw type	no	100		
117.	Bulb 18 watts pin type	no	100		
118.	Chokes fluorescent 5ft	No	100		
119.	Chokes florescent 4ft 36watts	No	100		
120.	Bulb 2d 4 pin28w	No	100		
121.	Cooker unit 45a	No	100		
122.	Bulbs 18w-pl	No	100		
123.	Element water heating 3 kw	no	100		
124.	Element water heating 1.5 kw	no	100		
125.	Thermostat 3kw	no	100		
126.	Thermostat 1.5kw	no	100		
127.	Immersion Heaters 3kw	no	100		
128.	Tube Fluorescent 2ft	no	100		
129.	40 A Contractor 4 pole	No	100		
130.	Insulation tape 20 yard R/Y/B	No	100		
131.	Lorenzetti Instant water heater element	No	100		
132.	LED Bulbs 15 watts pintype	No	100		
133.	LED Tubes 4 ft	No	100		
134.	LED Tubes 2 ft	No	100		
135.	LED flood light 200 ft	No	100		
136.	3 w/5 w screw type bulbs	No	100		
137.	LED 240 w Driver	No	100		
138.	LED recessed washroom downlighter	No	100		
139.	Bulb pin type 100 watts	No	100		
140.	Hand driers electric	No	100		
141.	Bulb pin type 40 watts	No	100		

142.	Bulb pin type 60 watts	No	100		
143.	Bulb pin type 75 watts	No	100		
144.	Bulb energy savers pin type 18 watts	No	100		
145.	Bulb energy savers pin type 14 watts	No	100		
146.	Bulb energy savers pin type 11 watts	No	100		
147.	Bulb energy savers pin type 8 watts	No	100		
148.	Bulb energy savers screw type 18 watts	No	100		
149.	Bulb energy savers screw type 11 watts	No	100		
150.	Tube fluorescent as 4Ft	No	100		
151.	Tube fluorescent 5Ft	No	100		
152.	Fluorescent fitting 4ft	No	100		
153.	Fluorescent fitting 5ft	No	100		
154.	Tube fluorescent 4Ft	No	100		
155.	Tube fluorescent 2Ft	No	100		
156.	Chokes 1x 36 watts	No	100		
157.	Chokes 1x18 watts	No	100		
158.	Chokes 1x58 watts	No	100		
159.	Lamps fluorescent mercury High pressure screw type 125 watts.	No	100		
160.	Nails 1" concrete	No	100		
161.	Nails 1 1/2" concrete	No	100		
162.	Socket outlets, single 13 Amps	No	100		
163.	1 gang 2 gangway switch	No	100		
164.	1 gang 1 gangway switch	No	100		
165.	2 gang 2 gangway switch	No	100		
166.	3 gang 2 gangway switch	No	100		
167.	Cables 1.5mm pvc twin wire w/3 core and single 4 core cable	No	100		
168.	Cables 1 Cables 1.5mm pvc twin wire w/3 core pvc twin wire w/3 core	No	100		
169.	Cables 1.5mm pvc twin wire with	No	100		

	earth core				
170.	Cables 1.0mm pvc twin wire with earth core	No	100		
171.	Cables 2.5mm pvc twin wire with earth core	No	100		
172.	Cables 4.0mm pvc twin wire with earth core	No	100		
173.	Cables 6.0mm pvc twin wire with earth core	No	100		
174.	Cables 10.0mm pvc twin wire with earth core	No	100		
175.	Cables 16.0mm pvc twin wire core Armored	No	100		
176.	Cables 25.0mm pvc twin wire core Armored	No	100		
177.	Cables 35.0mm pvc twin wire core Armored	No	100		
178.	Cables 50.0mm pvc twin wire core Armored	No	100		
179.	Cables 70.0mm pvc twin wire core Armored	No	100		
180.	Mould case circuit breaker 500 Amp	No	100		
181.	Mould case circuit breaker 480 Amp	No	100		
182.	Mould case circuit breaker 380Amp	No	100		
183.	Mould case circuit breaker 250 Amp	No	100		
184.	Conductors 40 A 415 V	No	100		
185.	Conductors 30 A 415 V	No	100		
186.	Conductors 25 A 415 V	No	100		
187.	Conductors 15 A 415 V	No	100		
188.	Three core 2.5 mm white flexible cable	No	100		
189.	Three core 1.5 mm white flexible cable	No	100		
190.	Celling rose c/w pending	No	100		

191.	Couplers pvc 20mm	No	100		
192.	Cutout single series 7	No	100		
193.	Cutouts single twin series 7	No	100		
194.	Detectors, smoke ,Battery operated	No	100		
195.	Detectors, smoke, Wire able	No	100		
196.	Fitting, close ceiling 2D-2pin	No	100		
197.	Fittings showers light 1Ft	No	100		
198.	Four way extension sockets with surge protector as power	No	100		
199.	MCB, 5Amps	No	100		
200.	MCB, 15Amps	No	100		
201.	MCB,20Amps	No	100		
202.	MCB, 30Amps	No	100		
203.	MCB,45Amps	No	100		
204.	MCB, 60Amps	No	100		
205.	MCB AS MEM 10 Amps	No	100		
206.	MCB AS MEM 15 Amps	No	100		
207.	MCB AS MEM 20 Amps	No	100		
208.	MCB AS MEM 30 Amps	No	100		
209.	MCB AS MEM 32 Amps	No	100		
210.	MCB AS MEM 45Amps	No	100		
211.	MCB AS MEM 60Amps	No	100		
212.	MCB AS MEM.6Amps 10,15,20,30,32,45,60	No	100		
213.	MCB AS powermax.6Amps 10,15,20,30,32,45,60	No	100		
214.	Terminate, inversion heater 1.5kw BAKER (Original)	No	100		
215.	Terminate, inversion heater 2.0kw BAKER (Original)	No	100		
216.	Terminate, inversion heater 3.0kw	No	100		

	BAKER (Original)				
217.	Water heater switch 40 Amps	No	100		
218.	Water heater switch 20 Amps	No	100		
219.	Integral main switches 100Amps	No	100		
220.	Circuit breaker 9AMP	No	100		
221.	Circuit breaker 32AMP	No	100		
222.	TV Jacks Male/Female	No	100		
223.	Switch intermediate	No	100		
224.	Double pole water heater switch	No	100		
225.	TOP PLUGS 13A,3pin	No	100		
226.	Spotlight bulbs 60watts	No	100		
227.	Circuit breakers 20A	No	100		
228.	Circuit breakers 30A	No	100		
229.	Circuit breakers 10A	No	100		
230.	Consumer 4 units way	No	100		
231.	Consumer 6 unit	No	100		
232.	Consumer 8 unit way	No	100		
233.	Consumer 9 unit way	No	100		
234.	Consumer 12 unit way	No	100		
235.	Looping boxes 12" X 12" X 8"	No	100		
236.	Circular pvc 20mm boxes 4 way	No	100		
237.	Circular pvc 20mm boxes 3way	No	100		
238.	Circular pvc 20mm boxes2 way	No	100		
239.	Circular covers	No	100		
240.	Switch covers single	No	100		
241.	switch covers finish	No	100		
242.	25mm ² pvc conducts	No	100		
243.	32mm ² pvc conducts	No	100		
244.	38mm ² pvc conducts	No	100		

245.	50mm2 pvc conducts	No	100		
246.	Cuppers 25mm pvc	No	100		
247.	Cuppers 32mm pvc	No	100		
248.	Cuppers 38mm pvc	No	100		
249.	Cuppers 50mm pvc	No	100		
250.	Trucking pvc of all size white	No	100		
251.	Mcb 3 phase 123A	No	100		
252.	Mcb 3 pole 200A	No	100		
253.	Mcb 250A	No	100		
254.	415v SWITCH 6 Unit 3A	No	100		
255.	415v SWITCH gear 6 Unit 3A	No	100		
256.	125A Distributor	No	100		
257.	415V Starters 3p	No	100		
258.	240V Starters single phase	No	100		
259.	415V 63a isolating switch	No	100		
260.	Industrial socket 32	No	100		
261.	Industrial socket 16A	No	100		
262.	Industrial socket 45A	No	100		
263.	Industrial socket 30A	No	100		
264.	Straight lamp holders	No	100		
265.	Angle lamp holders	No	100		
266.	Bulk head fitting	No	100		
267.	B.C head fitting	No	100		
268.	Conduits for running cables powermax	No	100		
269.	Connectors F	No	100		
270.	T-connectors/junction connectors	No	100		
271.	Push connectors	No	100		
272.	Splitters powers 4 way	No	100		
273.	Coaxial cable	No	100		

274.	Insulating tape	No	100		
275.	Amplifiers	No	100		
276.	Cable ties	No	100		
277.	Decoders Dstv	No	100		
278.	One complete Dstv set with dish	No	100		
279.	4 way L.N.B	No	100		
280.	TV socket outlet	No	100		
281.	50mm Armored cable 4 core	No	100		
282.	6.0 Twin earth	No	100		
283.	Cut out	No	100		
284.	Meter box/gauge 1mx1.3m	No	100		
285.	Conduits 20mm	No	100		
286.	Coupler 20mm	No	100		
287.	Bend 20mm	No	100		
288.	10 mm single green	No	100		
289.	Earth rod	No	100		
	TOTAL TENDER PRICE				

Signature of tenderer _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

SECTION VIII: STANDARD FORMS

Notes on the sample Forms

1. Form of Tender - The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
3. Tender Security Form - When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.

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

8.1 FORM OF TENDER

Date _____
Tender No. _____

To: _____

[name and address of procuring entity]

Gentlemen and/or Ladies:

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

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

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

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

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

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

Dated this _____ day of _____ 20 _____

[signature] [in the capacity of]
Duly authorized to sign tender for an on behalf of _____

8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business
 You are advised that it is a serious offence to give false information on this form

Part 1 – General:

Business Name

 Location of business premises.

 Plot No..... Street/Road

 Postal Address Tel No. Fax E
 mail

Nature of Business

 Registration Certificate No.

 Maximum value of business which you can handle at any one time – Kshs.

 Name of your bankers Branch

	<p style="text-align: center;">Part 2 (a) – Sole Proprietor</p> <p>Your name in full Age Nationality Country of origin <ul style="list-style-type: none"> • Citizenship details • </p>																		
	<p style="text-align: center;">Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares			1.	2.	3.	4.
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	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																																																
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- 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

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

TENDER FOR:

To: Kenya School of Government EMBU.

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.....of20...

REQUEST FOR REVIEW

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

- 1.
- 2. etc.

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

- 1.
- 2.etc

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

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

SIGNED
Board Secretary