"Maji Safi Maisha Bora"
"Quality Water Healthy Livelihood"

KAKAMEGA COUNTY WATER AND SANITATION COMPANY LIMITED
P.O. BOX 1189 – 50100KAKAMEGA
TEL:056-2030355
EMAIL:kacwasco@gmail.com
WEBSITE:www.kakamegawater.co.ke

OPEN TENDER

STANDARD TENDER DOCUMENT

FRAMEWORK AGREEMENT FOR SUPPLY AND DELIVERY OF STATIONERY, TONNERS & COMPUTER CONSUMABLES

TENDER NO: KACWASCO/FRAME/4/2024-2026

(RESERVED FOR YOUTH, WOMENAND PWD WITH AGPO CERTIFICATE)

CLOSING DATE

FRIDAY, 9TH AUGUST, 2024 AT 10:00 am

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SECTION I INVITATION TO TENDER
DATE _____

TENDER REF NO. KACWASCO/FRAME/4/2024-2026
TENDER NAME FRAMEWORK AGREEMENT FOR SUPPLY AND DELIVERY OF STATIONERY, TONNERS & COMPUTER CONSUMABLES.

1.1 **Kakamega County Water and Sanitation Company Limited** invites sealed bids from eligible candidates for the **Framework Agreement for the Supply and Delivery of Stationery,Tonners & Computer consumables for a period of two (2) years**

1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at the Procurement Office of **Kakamega County Water and Sanitation Company Limited P.O. Box 1189-50100 Kakamega Kefinco House off Kakamega-Kisumu Road Behind Barclays Bank** during normal working hours.

1.3 A complete set of tender documents may be viewed and downloaded / obtained by interested tenderers for free from the website https://kakamegawater.co.ke**.** Tenderers who download the tender document must forward their particulars immediately to **kacwasco@gmail.com** to facilitate any further clarification or addendum if need be**.**

1.4 Completed tender documents in hard copies are to be enclosed in plain sealed envelopes marked with tender reference and be deposited in the Tender Box Marked "Tender Box" at the Company Offices in Kakamega off Kakamega Kisumu road or be addressed to**: The Chief Executive Officer, Kakamega County Water and Sanitation Company Limited P.O Box 1189-50100 KAKAMEGA. Tel. 056-2030355 so as to be received on or before Friday 9TH August 2024 at 10:00 am EAT**

1.5 This framework agreement document is for registering firms for use through mini competition/ call off as and when need be.

1.6 Late Tenders, incomplete Tenders, Tenders not received, Tenders not opened at the Tender opening ceremony shall not be accepted for evaluation irrespective of the circumstances**.**

1.7 Tenders will be opened immediately thereafter the deadline in the presence of the tenderer's representatives who choose to attend at the Corporation's Board room on **Friday 9TH August 2024 at 10:00 am EAT**

For (**C.E.O, Kakamega County Urban Water and Sanitation Corporation** *)*

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 eligible candidates for the goods as described in the tender document. The successful tenderer will be expected to supply and deliver 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 be free of charge.

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 60 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 three (3) 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 0.5 – 2 per cent of the tender price.

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

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

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

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

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

2.14.8 The tender security may be forfeited:

(a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or

(b) in the case of a successful tenderer, if the tenderer fails:

(i) to sign the contract in accordance with paragraph 2.27

or

(ii) to furnish performance security in accordance with paragraph 2.28

2.15 Validity of Tenders

2.15.1 Tenders shall remain valid for 120 days or as specified in the Invitation to Tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non responsive.

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

2.16 Format and Signing of Tender

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

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

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

2.17 Sealing and Marking of Tenders

2.17.1 The Tenderer shall seal the original and 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," **Friday 23rd July 2021 at 10:00 am EAT**

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 **Friday 23rd July 2021 at 10:00 am EAT**

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

2.19 Modification and Withdrawal of Tenders

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

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

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

2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer'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 **Friday 9TH August 2024 at 10:00 am EAT** and in the location specified in the Invitation to Tender.

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

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

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

2.21 Clarification of Tenders

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

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

2.22 Preliminary Examination

2.22.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required

sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

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

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

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

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

2.23 Conversion to Single Currency

2.23.1 Where other currencies are used, the procuring entity will convert these currencies to Kenya Shillings using the selling exchange rate on the ate 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.

EVALUATION CRITERIA

Interested bidders should note that only those bidders meeting the criteria indicated below as a minimum, supported by relevant documents will be considered for further evaluation.

A. Mandatory Requirements:

NO.	Requirements	YES/NO
1.	Must submit a copy of certificate of Registration/incorporation	
2.	Must submit a copy of valid Tax Compliance certificate	
3.	Must fill the price schedule in the format provided and quote for all items	
4.	Must fill in the form of tender in the format provided	
5.	Must submit a dully filled and signed Confidential Business Questionnaire in format provided	
6.	Must attach a copy of a valid single business permit from county government	
7.	A copy of valid certificate of Access to Government Procurement Opportunity from the Ministry of Finance (For Youth,women,PWD)	
8.	Dully filled, signed and stamped Tender Securing Declaration form	
9.	Duly filled, signed and stamped Self Declaration Form	
10.	Duly filled, signed and stamped Anti-Corruption Declaration form.	
11.	Must provide one original copy of the Tender which MUST be Paginated/serialized/Numbered	
12.	Letter of reference from bidders bankers confirming satisfactory operation of a bank account	
	RESPONSIVENESS	

Tenderers have to meet all the mandatory requirements to proceed for Technical Evaluation.

TECHNICAL EVALUATION

No.	Requirements (Submit evidence)	Score (%)
1.	Supplier Availability -Postal Address (2) -Contact Person (2) -Email Address (2) -Telephone/Mobile Number (2) -Website (2)	10
2.	Past Experience- Attach evidence of having done relevant assignment i.e. LPO, LSO, Contract document (2 marks for each upto a maximum of 5 orders).	10
3.	Recommendation letters from current/ former clients – Five (5) points for every letter, max twenty (20) points	25
4.	Five (5) duly filled and stamped Client reference forms in the format provided (3 points for each upto a maximum of 5 CR forms)	15
5.	Client Reference Form Rating Excellent (2 points each) Good (1 point each) Average (0.5 points) Poor (0 points)	10
6.	Bank statement for the last six (6) months	15
7	Average premium turnover for the last one year - 2 points for every Kshs. 0.5 million handled (Max -10)	10
8	Eligibility & Disclosure of litigation history	**5**
	TOTAL MARKS	**100**

NB; to qualify for financial evaluation the bidder must score a minimum of **70% percent**.

3. FINANCIAL EVALUATION

The firm with the lowest financial cost after surpassing the minimum technical score shall be recommended for award.

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 thee is an administrative review request.

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

2.30 Performance Security

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

2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity

may make the award to the next lowest evaluated Candidate or call for new tenders.

2.31 Corrupt or Fraudulent Practices

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

(i) "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;

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

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

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 eligible tenderers	The tender is open to eligible tenderers under the special group- AGPO for supply and delivery of Stationery, Tonners & Computer consumables. This will be a three (3) year framework agreement.
Clarification of Tender Documents	Eligible candidates may obtain further information from and inspect the Tendering Documents at the Procurement Office of **Kakamega County Water and Sanitation Company limited P.O.Box 1189-50100 Kakamega Kefinco House off Kakamega-Kisumu Road Behind Barclays Bank** from8:00 am to 5:00 pm on Mondays to Fridays inclusive except on public holidays at your convenience.
Cost of Tendering	The price to be charged for the tender document shall free of charge
Language of Tenders	English Language
Tender Currencies	Prices shall be quoted in Kenya Shillings
Tender Security	The tender security shall not required
Validity of Tenders	**120 days** after date of tender closing
Sealing and Marking of Tenders	The tenderer shall seal the original copy of the tender in an envelope, duly marking the envelope as "ORIGINAL TENDER".
Deadline for Submission of Tenders	**Friday 9TH August 2024 at 10:00 am EAT.**
Tender Opening	Opening of the tender documents will be done in Public at the time of closing the tender. **Friday 9TH August 2024 at 10:00 am EAT**

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 it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

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

42. Special conditions of contract as relates to the GCC

Reference of general conditions of contract	Special condition of contract
Performance security	Shall not be required for this tender
Delivery of goods	Delivery of the goods shall be made by the vendor in accordance with the terms specified by the procuring entity in the schedule of requirements
Payment	KACWASCO will mutually negotiate and agree with the tenderer on the terms of payment
Prices	Framework agreements may include an indexing mechanism to adjust prices based on prevailing Central bank's monthly rate of inflation or the consumer price index of the Kenya National Bureau of Statistics.
Resolution of Disputes	**Disputes will be referred to Arbitration in line with Arbitration Act. Parties will appoint an Arbitrator.**
Governing language	English Language
Applicable Law	Laws of Kenya
Notices	Kakamega County Water and Sanitation Company Limited P.O.Box 1189-50100 Kakamega
Contract Period	3 years from the date of signing the contract by the successful bidder

SECTION VI - SCHEDULE OF REQUIREMENTS

N0.	ITEM DESCRIPTION	UNIT OF MEASURE	MINIMUM QUANTITY FOR CONTRACT PERIOD	MAXIMUM QUANTITY FOR CONTRACT PERIOD
1	PRINTING PAPER A4	Ream	100	3600
2	PRINTING PAPER A4 COLOURED	Ream	6	216
3	ISSUE VOUCHER S11	Pcs	10	3600
4	RECEIPT VOUCHER S13	Pcs	3	36
5	PRINTING PAPER A3	Pcs	2	18
6	GATE PASS	Pcs	10	3600
7	G.R.N MANUAL BOOKS	Pcs	3	36
8	OFFICIAL RECEIPTS BOOKS	Pcs	8	288
9	REQUISITION BOOKS	Pcs	10	3600
10	METER REPLACEMENT BOOK	Pcs	10	3600
11	NEW METER CONNECTION	Pcs	10	3600
12	DELIVERY NOTE BOOK	Pcs	10	30
13	WORK TICKETS	Pcs	1	36
14	LPO BOOKLET	Pcs	1	36
15	RUBBER STAMPS SELF INKING	Pcs	8	72
16	BINDING TAPE	Pcs	12	144
17	SPIRALS MEDIUM (100pcs)	Pkt	2	24
18	SPIRALS LARGE (100pcs)	Pkt	2	24
19	SPIRALS SMALL (100pcs)	Pkt	2	24
20	EMBOSSED (100pcs)	Pkt	2	24
21	P V C BINDING PAPER (100pcs)	Pkt	2	24
22	BIRO PEN BLUE [BIC] (25pcs)	Pkt	8	96
23	BIRO PEN RED [BIC] (25pcs)	Pkt	2	24
24	BIRO PEN BLACK [BIC] (25pcs)	Pkt	2	24
25	BIRO PEN POINTED [BIC] (25pcs)	Pkt	4	48
26	CARBON PAPERS (100pcs)	Pkt	2	24
27	ENVELOPES A3	Pcs	200	2400
28	ENVELOPES A5	Pcs	500	6000
29	ENVELOPES A4	Pcs	500	6000
30	D L ENVELOPES	Pcs	300	3600
31	PRINTING ROLLS	Pcs	5	60
32	GIANT STAPLE PINS (500pcs)	Pkt	2	24
33	STAPLE PINS 24/6 (5000pcs)	Pkt	20	240
34	YELLOW STICKER	Pcs	50	600
35	OFFICE PINS	Pkt	2	24
36	WHITE OUT	Pcs	20	720
37	PAPER CLIPS	Pkt	10	360
38	MASTER ROLLS	Pcs	10	30
39	COUNTER BOOK 2Q	Pcs	50	600
40	COUNTER BOOK 3Q	Pcs	50	600
41	COUNTER BOOK 4Q	Pcs	50	600

42	LOOSE PADS	Pcs	**100**	**1200**
43	RULED PAPER	Pcs	**5**	**60**
44	RULERS	Pcs	**20**	**240**
45	BOX FILE	Pcs	**200**	**2400**
46	SPRING FILES	Pcs	**200**	**2400**
47	VEHICLE REPAIR REQUISITION	Pcs	**2**	**24**
48	MASKING TAPE 1"	Pcs	**50**	**600**
49	HB PENCIL	Pcs	**24**	**288**
50	BIN CARD -S5	Pcs	**1000**	**3000**
51	LEDGER CARD S3	Pcs	**1000**	**3000**
52	OFFICE GLUE	Pcs	**24**	**288**
53	CELOTAPE 1"	Pcs	**20**	**240**
54	FELT PEN	Pcs	**50**	**600**
55	SUSPENSION FILE	Pcs	**50**	**600**
56	FILE FASTENERS	Pkt	**4**	**48**
57	HIGHLIGHTER PEN	Pcs	**30**	**360**
58	FLIP CHART	Pcs	**3**	**36**
59	ANALYSIS BOOK	Pcs	**3**	**36**
60	ANALYSIS MEDIUM	Pcs	**3**	**36**
61	ERASERS	Pcs	**20**	**60**
62	BINDING GLUE 1/2KG	Btl	**3**	**36**
63	STAPLE REMOVER	Pcs	**20**	**60**
64	CALCULATOR	Pcs	**10**	**30**
65	GIANT STAPLER	Pcs	**10**	**30**
66	STAMP INK	Pcs	**16**	**96**
67	STAPLERS 24/6	Pcs	**24**	**144**
68	PAPER PUNCH MEDIUM	Pcs	**20**	**120**
69	GIANT PAPER PUNCH	Pcs	**5**	**15**
70	LETTER HEAD PRINTED	Rms	**4**	**48**
71	STAFF ID,S	Pcs	**180**	**540**
72	TONNER 80A	Pcs	**6**	**72**
73	PASONIC TONNER	Pcs	**2**	**24**
74	TONNER 12A	Pcs	**2**	**24**
75	HP LASER JET TONNER 64A	Pcs	**10**	**120**
76	HP LASER JET TONNER 0.5A	Pcs	**6**	**72**
77	KYOCERA TONNER	Pcs	**6**	**72**
78	TONNER 17A	Pcs	**6**	**72**
79	TONNER 26A	Pcs	**6**	**72**
80	TONNER 49A	Pcs	**8**	**96**
81	CATRIDGE COLOURED (plotter)	Pcs	**6**	**72**
82	ANTI VIRUS 3USER OR 4USER	Pcs	**60**	**180**
83	FLASH DISK	Pcs	**20**	**60**
84	MODEM	Pcs	**10**	**30**
85	PRINTER CABLE	Pcs	**10**	**30**
86	NETWORK CABLE	Roll	**1**	**3**
87	BUSINESS CARDS	Pcs	**2000**	**6000**
88	RJ 45 (500pcs)	Pkt	**1**	**3**

SECTION VII - PRICE SCHEDULE FOR GOODS

Name of tenderer _____ Tender Number _____

Item	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE.	COUNTRY OF ORGIN
1	PRINTING PAPER A4	REAM	As and when required			
2	PRINTING PAPER A4 COLOURED	REAM	As and when required			
3	ISSUE VOUCHER S11	PCS	As and when required			
4	RECEIPT VOUCHER S13	PCS	As and when required			
5	PRINTING PAPER A3	PCS	As and when required			
6	GATE PASS	PCS	As and when required			
7	ACCOUNTABLE REGISTER	PCS	As and when required			
8	G.R.N MANUAL BOOKS	PCS	As and when required			
9	OFFICIAL RECEIPTS BOOKS	PCS	As and when required			
10	REQUISITION BOOKS	PCS	As and when required			
11	METER REPLACEMENT BOOK	PCS	As and when required			
12	NEW METER CONNECTION	PCS	As and when required			
13	DELIVERY NOTE BOOK	PCS	As and when required			
14	FUEL REQUISITION BOOK	PCS	As and when required			
15	WORK TICKETS	PCS	As and when required			
16	LPO BOOKLET	PCS	As and when required			
17	RUBBER STAMPS SELF INKING	PCS	As and when required			
18	BINDING TAPE	PCS	As and when required			
19	SPIRALS MEDIUM	PCS	As and when			

			required			
20	SPIRALS LARGE	PCS	As and when required			
21	SPIRALS SMALL	PCS	As and when required			
22	EMBOSSED	PCS	As and when required			
23	P V C BINDING PAPER	PCS	As and when required			
24	BIRO PEN BLUE [BIC]	PCS	As and when required			
25	BIRO PEN RED [BIC]	PCS	As and when required			
26	BIRO PEN BLACK [BIC]	PCS	As and when required			
27	BIRO PEN POINTED [BIC]	PCS	As and when required			
28	CARBON PAPERS	PCS	As and when required			
29	ENVELOPES A3	PCS	As and when required			
30	ENVELOPES A5	PCS	As and when required			
31	ENVELOPES A4	PCS	As and when required			
32	D L ENVELOPES	PCS	As and when required			
33	PRINTING ROLLS	PCS	As and when required			
34	GIANT STAPLE PINS	PCS	As and when required			
35	STAPLE PINS 24/6	PCS	As and when required			
36	YELLOW STICKER	PCS	As and when required			
37	OFFICE PINS	PCS	As and when required			
38	WHITE OUT	PCS	As and when required			
39	PAPER CLIPS	PCS	As and when required			
40	MASTER ROLLS	PCS	As and when			

			required			
41	COUNTER BOOK 2Q	PCS	As and when required			
42	COUNTER BOOK 3Q	PCS	As and when required			
43	COUNTER BOOK 4Q	PCS	As and when required			
44	LOOSE PADS	PCS	As and when required			
45	RULLED RAPER	PCS	As and when required			
46	RULERS	PCS	As and when required			
47	BOX FILE	PCS	As and when required			
48	SPRING FILES	PCS	As and when required			
49	VEHICLE REPAIR REQUISITION	PCS	As and when required			
50	MASKING TAPE 1"	PCS	As and when required			
51	HB PENCIL	PCS	As and when required			
52	BIN CARD -S5	PCS	As and when required			
53	LEDGER CARD S3	PCS	As and when required			
54	OFFICE GLUE	PCS	As and when required			
55	CELOTAPE 1"	PCS	As and when required			
56	FELT PEN	PCS	As and when required			
57	SUSPENSION FILE	PCS	As and when required			
58	FILE FASTENERS	PCS	As and when required			
59	HIGHLIGHTER PEN	PCS	As and when required			
60	FLIP CHART	PCS	As and when required			
61	ANALYSIS BOOK	PCS	As and when			

			required			
62	ANALYSIS MEDIUM	PCS	As and when required			
63	ERASERS	PCS	As and when required			
64	BINDING GLUE 1/2KG	PCS	As and when required			
65	STAPLE REMOVER	PCS	As and when required			
66	METER READING CARDS	PCS	As and when required			
67	CALCULATOR	PCS	As and when required			
68	LEDGER BOOK 3		As and when required			
69	GIANT STAPLER	PCS	As and when required			
70	RUBBER BANDS	PCS	As and when required			
71	STAMP INK	PCS	As and when required			
72	STAPLERS 24/6	PCS	As and when required			
73	PAPER PUNCH MEDIUM	PCS	As and when required			
74	GIANT PAPER PUNCH	PCS	As and when required			
75	LAB TOP BAG	PCS	As and when required			
76	LETTER HEAD PRINTED	RMS	As and when required			
77	STAFF ID,S	PCS	As and when required			
78	TONNER 80A	PCS	As and when required			
79	PASONIC TONNER	PCS	As and when required			
80	TONNER 12A	PCS	As and when required			
81	HP LASER JET TONNER 64A	PCS	As and when required			
82	HP LASER JET TONNER 0.5A	PCS	As and when			

			required			
83	TONNER 55A	PCS	As and when required			
84	KYOCERA TONNER	PCS	As and when required			
85	TONNER 17A	PCS	As and when required			
86	TONNER 26A	PCS	As and when required			
87	TONNER 49A	PCS	As and when required			
88	CATRIDGE 121 COLOURED	PCS	As and when required			
89	CATRIDGE 130 BLACK	PCS	As and when required			
90	TONNER 12A	PCS	As and when required			
91	TONNER TOSHIBA 350/450	PCS	As and when required			
92	ANT_ VIRUS 3USER OR 4USER	PCS	As and when required			
93	FLASH DISK	PCS	As and when required			
94	MODEM	PCS	As and when required			
95	PRINTER CABLE	PCS	As and when required			
96	PRINTER ADAPTOR	PCS	As and when required			
97	NETWORK CABLE	METRE	As and when required			
98	LETTER HEAD PRINTED	REAM	As and when required			
99	BUSINESS CARDS	PCS	As and when required			

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.

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.

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 ender 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 abid 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 ……

	Part 2 (a) – Sole Proprietor Your name in full …….. Age …….. Nationality …… Country of origin ……. • 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.

8.4 CONTRACT FORM

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to:

2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:
(a) the Tender Form and the Price Schedule submitted by the tenderer
(b) the Schedule of Requirements
(c) the Technical Specifications
(d) the General Conditions of Contract
(e) the Special Conditions of contract; and
(f) the Procuring entity's Notification of Award

3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tender hereby covenants with the Procuring entity to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provisions of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.

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

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

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

(Amend accordingly if provided by Insurance Company)

8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM

To ……
[*name of Procuring entity]*

[name of tender] ……..

Gentlemen and/or Ladies:

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

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

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

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

Yours truly,

Signature and seal of the Guarantors

_____

[name of bank or financial institution]

_____

[address]

_____

[date]

8.7 MANUFACTURER'S AUTHORIZATION FORM

To [*name of the Procuring entity]* ……..

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

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

_____

[*signature for and on behalf of manufacturer]*

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

8.8 LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity
_____
_____

To:_____
_____
_____
_____

RE: Tender No._____

Tender Name_____

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

_____
_____

1. Please acknowledge receipt of this letter of notification signifying your acceptance.

2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.

3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

   *(FULL PARTICULARS)*_____
   _____

SIGNED FOR ACCOUNTING OFFICER

8.9 FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO…….OF……..….20……...

BETWEEN

…….APPLICANT

AND

……RESPONDENT *(Procuring Entity*)

Request for review of the decision of the…… (*Name of the Procuring Entity)* of ……dated the…day of ……20…….in the matter of Tender No……...…of ……..20…

REQUEST FOR REVIEW

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

1.

2.

etc.

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

1.

2.

etc

SIGNED …….(Applicant)

Dated on…….day of ……/…20…

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on …… day of ……...20…..……

SIGNED

Board Secretary