



**SIAYA INSTITUTE OF TECHNOLOGY,
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**INVITATION FOR OPEN TENDER FOR
THE PROVISION OF REPAIR,
MAINTENANCE, SERVICING AND
SUPPLY OF SPAREPARTS FOR THE
STANDBY GENERATOR**

CATEGORY: OPEN

TENDER NO. SIT/2024/2025//14

***CLOSING/OPENNING DATE: FRIDAY
7TH JUNE 2024 AT 10:00 AM***

**ISSUED BY:
THE CHIEF PRINCIPAL
SIAYA INSTITUTE OF TECHNOLOGY,
P.O BOX 1087 – 40600,**

SIAYA

May 2024

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Siaya Institute of Technology invites sealed bids from eligible candidates for Provision of Maintenance and Repair Services of Power Backup Generators of at Siaya Institute of Technology

Interested eligible applicants may obtain further information and inspect the tender documents from the Supply Chain Management Services Office Siaya Institute of Technology during normal working hours except for public holidays. The tender documents may be downloaded from website www.siayainstitute.ac.ke/ppip

Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya Shillings and shall remain valid for a period of 365 days from the closing date of the tender. Completed tender documents, enclosed in a plain sealed envelope, clearly labeled with the tender number and tender name shall be addressed to-

**The Chief Principal,
Siaya Institute of Technology
P.O Box 1087-40600,
Siaya-Located Along Siaya-Ugunja Road**

And in addition, be deposited in the tender box located Outside the Administration Block, so as to be received on or **7th June, 2024 At 10.00 A.M.**

Bulky or large bid documents which cannot go through the slot of the Tender Box must be registered with the Secretary to the Chief Principal.

Tenders will be opened immediately in the presence of bidders or their representatives who choose to attend in Institutional Management Open Restaurant. All prices inclusive of taxes must be provided in the price schedule provided.

All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications.

SECTION II INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 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 unless where specially allowed under Section 131 of the Act.
- 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 services under this Invitation for tenders.
- 2.1.4 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

- 2.2.1 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.
- 2.2.2 The tender document shall be free of charge.
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of tender documents

- 2.3.1 The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to Tenderers.
 - i) Instructions to tenderers
 - ii) General Conditions of Contract
 - iii) Special Conditions of Contract

- iv) Schedule of Requirements
- v) Form of tender
- vi) Price schedules
- vii) Contract form
- viii) Confidential business questionnaire form
- ix) Tender security form
- x) Performance security form
- xi) Manufacturer's authorization form
- xiii) Declaration form
- xiv) Self-Declaration Form SD1 & SD2

2.3.2. 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.

2.4 Clarification of Documents

2.4.1 A prospective candidate making inquiries of the tender documents may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no 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 who have received the tender documents"

2.4.2 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

2.5 Amendment of documents

2.5.2 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 the prospective tenderer, may modify the tender documents by issuing an addendum.

2.5.3. All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

2.5.4. 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.

2.6 Language of tender

2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. 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.

2.7 Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9, 2.10 and 2.11 below.
- (b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished is in accordance with Clause 2.12
- (d) Confidential business questionnaire

2.8 Form of Tender

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

2.9 Tender Prices

2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:

2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless

otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.

- 2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.
- 2.9.6 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.10 Tender Currencies

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

2.11 Tenderers Eligibility and Qualifications

- 2.11.1 Pursuant to Clause 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.
- 2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12 Tender Security

- 2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.
- 2.12.2 The tender security shall be in the amount not less than 2 per cent of the tender price.
- 2.12.3 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 2.12.7
- 2.12.4 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:
 - a) A bank guarantee.
 - b) Cash.
 - c) Such insurance guarantee approved by the Authority.
 - d) Letter of credit

- 2.12.5 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20
- 2.12.6 Unsuccessful tenderer's 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.
- 2.12.7 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.
- 2.12.8 The tender security may be forfeited:
- (b) If a tenderer **withdraws** its tender **during** the period of tender validity specified by the procuring entity on the Tender Form; or
 - (c) In the case of a successful tenderer, *if* the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 30
 - or**
 - (ii) To furnish performance security in accordance with paragraph 29.
 - (c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

- 2.13.1 Tenders shall remain valid for 120 days or as specified in the invitation to tender after 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 nonresponsive.
- 2.13.2 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 2.12 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.

2.14 Format and Signing of Tender

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

2.14.2 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 person or persons signing the tender shall initial all pages of the tender, except for unamended printed literature.

2.14.3 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.

2.15 Sealing and Marking of Tenders

2.15.1 The tenderer shall seal the original and one copy of the tender in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall:

- (a) be addressed to the Procuring entity at the address given in the invitation to tender
- (b) bear, tender number and name in the invitation to tender and the words: “DO NOT OPEN BEFORE” 25th March, 2020 at 10:00am.

2.15.2 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”. —

2.15.3 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

2.16 Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than 25th March, 2020 at 10:00am.

2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the appendix.

2.17 Modification and withdrawal of tenders

2.17.1 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 tender's is received by the procuring entity prior to the deadline prescribed for the submission of tenders.

- 2.17.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tenders.
- 2.17.3 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 2.12.7.
- 2.17.4 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.17.5 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.

2.18 Opening of Tenders

- 2.18.1 The Procuring entity will open all tenders in the presence of tenderer's or their representatives who choose to attend, at the 9th floor boardroom Telposta Towers. The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 2.18.2 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.
- 2.18.3 The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of tenders

- 2.19.1 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 shall be sought, offered, or permitted.

2.19.2 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 tenderer's tender.

2.20 Preliminary Examination and Responsiveness

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

2.20.2 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 may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

2.20.3 The Procuring entity may waive any minor informality or nonconformity 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.

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.22, 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.

2.20.5 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 nonconformity.

2.21 Conversion to a single currency

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

2.22 Evaluation and comparison of tenders

2.22.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

(a) Operational plan proposed in the tender;

(b) Deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 2.22.3 the following evaluation methods will be applied:

(a) Operational Plan.

The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

(b) Deviation in payment schedule.

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

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

2.22.6 To qualify for contract awards, the tenderer shall have the following: -

(a) Necessary qualifications, capability experience, services, equipment and facilities

to provide what is being procured.

- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- (d) Shall not be debarred from participating in public procurement.

2.23 Contacting the procuring entity

- 2.23.1 Subject to paragraph 2.19, no tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.
- 2.23.2 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 tenderers tender.

2.24 Award of Contract

a) Post qualification

- 2.24.1 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.
- 2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Procuring entity deems necessary and appropriate.
- 2.24.3 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

- 2.24.4 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer 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.

2.24.5 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. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

2.24.6 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 Procuring entity's Right to Vary quantities

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

2.26 Procuring entity's Right to accept or Reject any or All Tenders

2.26.1 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.

2.27 Notification of award

2.27.1 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.

2.27.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12.

2.28 Signing of Contract

- 2.28.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.
- 2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.
- 2.28.3 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 Performance Security

- 2.29.1 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.
- 2.29.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 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 or call for new tenders.

2.30 Corrupt or Fraudulent Practices

- 2.30.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
- 2.30.2 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;
- 2.30.3 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 THE TENDERERS

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions 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

ITT Clause Number	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
2.1.1	Particulars of eligible tenderers: A Bidder may be a firm that is a private entity, a state-owned enterprise or institution dully registered by the Registrar of Companies/Business.
2.4.1	The address for clarification of Tender documents is Attention: The Chief Principal ,Siaya Institute of Technology P.O Box 1087-40600, Siaya Email address: info@siayainstitute.ac.ke/siavaprourement@gmail.com
2.6.1	The Language of all correspondence and documents related to the Tender is: English
2.9.3	The prices shall be FIXED
	Alternative Tenders to the requirements of the Tender documents will NOT be permitted.
2.10.1	Prices shall be quoted in Kenya Shillings
2.13.1	The Tender validity period shall be 180 days .
2.14.1	The number of copies of the Tender to be completed and returned shall be: One (1) original and one (1) copy. This is a one envelope tender. All the proposals (technical and financial) should be in one envelope clearly marked the Tender Number without any indication of the name of the bidder.

2.15	The site visit will be conducted ON/BOFORE 31 ST MAY 2024 through the guidance of TECHNICIAN AT IAYA INSTITUTE OF TECHNOLOGY
2.16	Tender shall be submitted to:- The Chief Principal ,Siaya Institute of Technology P.O Box 1087-40600, Siaya Located along Siaya Rangala Road Email address: info@siayainstitute.ac.ke/siavaprourement@gmail.com, The deadline for bid submission is: Date 7 th June2024 Time:10.00am local time
2.17	The Tender opening shall take place at: THE INSTITUTIONAL MANAGEMENT OPEN RESTAUTANT Time: 10.00am local time.

2.20.1	<p>1. PRELIMINARY/MANDATORY EVALUATION</p> <p>The evaluation shall adopt <i>YES/No Approach</i>. The non-responsive submissions will be eliminated from the entire preliminary evaluation process and will not be considered further.</p> <p>The preliminary evaluation shall involve checking on mandatory requirements (MR) which include the following:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Parameters/Requirements</th> <th>Compliance (Yes/No)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>A copy of certificate of registration / incorporation</td> <td>YES/ No</td> </tr> <tr> <td>2.</td> <td>A copy of valid tax compliance certificate</td> <td>YES/ No</td> </tr> <tr> <td>5.</td> <td>Fill and sign the form of tender (with Bid Validity-180 days).</td> <td>YES/ No</td> </tr> <tr> <td>6.</td> <td>Filled, Signed and stamped survey/site visit Form.</td> <td>YES/ No</td> </tr> <tr> <td>7.</td> <td>Confidential Business Questionnaire (duly</td> <td>YES/ No</td> </tr> </tbody> </table>	No.	Parameters/Requirements	Compliance (Yes/No)	1.	A copy of certificate of registration / incorporation	YES/ No	2.	A copy of valid tax compliance certificate	YES/ No	5.	Fill and sign the form of tender (with Bid Validity-180 days).	YES/ No	6.	Filled, Signed and stamped survey/site visit Form.	YES/ No	7.	Confidential Business Questionnaire (duly	YES/ No
No.	Parameters/Requirements	Compliance (Yes/No)																	
1.	A copy of certificate of registration / incorporation	YES/ No																	
2.	A copy of valid tax compliance certificate	YES/ No																	
5.	Fill and sign the form of tender (with Bid Validity-180 days).	YES/ No																	
6.	Filled, Signed and stamped survey/site visit Form.	YES/ No																	
7.	Confidential Business Questionnaire (duly	YES/ No																	

	filled, signed and stamped)	
	8. Price Schedule form dully filled signed and stamped	<i>YES/ No</i>
	9. Filled and signed Self Declaration Forms (SD1 and SD2)	<i>YES/ No</i>
	<p>Bidders must submit the documents above.</p> <p>At this stage, the tenderer's submission will be either responsive or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.</p>	
2.22.1	<p>Evaluation and Comparison of Tenders (Technical Evaluation)</p> <p>The bidder will be evaluated on the technical submissions and only tenders attaining 70% marks and above in the technical evaluation will proceed to the next stage of the procurement process. The technical proposals will be evaluated using the following criteria format: Scores for specific technical evaluation requirements will be distributed as follows:</p>	
	TECHNICAL EVALUATION	
1	<p>Qualifications and experience of Key Technical personnel (Attach Curriculum Vitae and Copies of Certificates)</p> <ul style="list-style-type: none"> ▪ Technical head:-Relevant Degree / Diploma and Certifications in generator installation. <p>Technical field personnel:-Diploma in Electrical / Motor Mechanical and certification</p>	30%
2	Submit your firm's Organization Chart (Attach current organization Structure indicating designations, names and Responsibilities of respective office holders.)	15%
4	<p>PROJECT PLAN AND METHODOLOGY</p> <ul style="list-style-type: none"> ▪ Work plan ▪ Project Management ▪ Personnel schedule of activities ▪ Quality Assurance ▪ Back stopping ▪ Project Support 	20%
	<p>Contractors Experience and past performance on similar projects</p> <ul style="list-style-type: none"> ▪ Five similar projects ▪ Letter of Award/LPOs/Recommendation Letters ▪ Manufacture Authorization to install, repair and 	15%

	maintain power backup generators and associated Automatic switching gear.	
5	SERVICE LEVEL AGREEMENT i. Introduction and Scope ii. Service Level Agreement iii. Technical Support Services a. Monitoring & Maintenance Services iv. On-Site Support (Corrective Maintenance) a. Preventive Maintenance b. Service Exclusions c. Responsibilities v. Gok Responsibilities vi. Clients Responsibility vii. Problem Escalation Procedure	20%
	TOTAL	100%
	Percentage Overall Score	80%
	FINANCIAL EVALUATION	
2.24.1	Lowest Evaluated Bid	
2.24.2	Post – Qualification shall “be undertaken”	
2.24.3	Award Criteria: The bidder with the lowest evaluated bid having passed the Preliminary/Mandatory Evaluation and the Technical Evaluation Shall be considered for award.	

SECTION III GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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 services” means services to be provided by the contractor including materials and incidentals, which the tenderer is required to provide to the Procuring entity under the Contract.
- d) “The Procuring entity” means the organization sourcing for the services under this Contract.
- e) “The contractor means the individual or firm providing the services under this Contract.
- f) “GCC” means general conditions of contract contained in this section
- g) “SCC” means the special conditions of contract
- h) “Day” means calendar day

3.2 Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other part of contract.

3.3 Standards

The services provided under this Contract shall conform to the standards mentioned in the Schedule of requirements

3.4 Patent Right’s

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 services under the contract or any part thereof.

3.5 Performance Security

3The 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) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

3.5.3 The performance security will be discharged by the procuring entity and returned to the candidate not later than 30 days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

3.6 Inspections and Tests

3.6.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services 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.

3.6.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). 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.

3.6.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.

3.6.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other

obligations **under this Contract.**

3.7 Payment

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

3.9 Prices

Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC, vary from the prices by the tenderer in its tender or in the procuring entity's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

3.10 Assignment

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

3.11 Termination for Default

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

- i If the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- ii If the tenderer fails to perform any other obligation(s) under the Contract.
- iii If the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

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

3.12 Termination of insolvency

The procuring entity may at the anytime terminate the contract by giving written notice to

the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

3.13 Termination for convenience

- 3.13.1 The procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.
- 3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.14 Resolution of disputes

- 3.14.1 The procuring entity's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.
- 3.14.2 If after 14 days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.15 Governing Language

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.16 Force Majeure

The contractor 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.

3.17 Applicable Law

The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC

3.18 Notices

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC.

A notice shall be effective when delivered or on the notices effective date, whichever is later.

3.19 Management Meetings

A Contract management meeting shall be held regularly and attended by the Procuring Entity's Representative and the Contractor. Its business shall be to review the plans for the remaining Work. The Procuring Entity's Representative shall record the business of management meetings and provide copies of the record to those attending the meeting and the Procuring Entity. The responsibility of the parties for actions to be taken shall be decided by the Procuring Entity's Representative either at the management meeting or after the management meeting and stated in writing to all who attend the meeting.

SECTION IV SPECIAL CONDITIONS OF CONTRACT

- 4.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.
- 4.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.6	Specify performance security if applicable: N/A
3.8	Payments shall be; Payments will be done upon successful competition the service/maintenance(Within 60 Days)
3.9	Specify price adjustments allowed. None
3.14	Specify resolution of disputes: Arbitration
3.17	Specify applicable law. Laws of Kenya
3.18	Notices shall be addressed and delivered to: The Chief Principal ,Siaya Institute of Technology P.O Box 1087-40600, Siaya Email address: info@siayainstitute.ac.ke / siavaprourement@gmail.com

SECTION V: SCHEDULE OF REQUIREMENTS (TECHNICAL SPECS /SCOPE OF WORK)

5.1 SCOPE OF WORK

Introduction

The contractor shall undertake to service and maintain backup power generator sets at Siaya Institute of Technology.

Tasks to be undertaken in Preventive and Maintenance Program include;

- a) On call support
 - b) Replacing any faulty components
 - c) Troubleshooting and offer support on all listed items
 - d) Carrying out monthly / quarterly preventive maintenance
 - e) Upgrading and patching software
 - f) Making recommendations where necessary
 - g) Regular monitoring, incident resolution and reporting as part of overall support and maintenance.
 - h) Provision of a maintenance and support agreement/plan that adheres to the agreed SLA**
-

NOTE: HARDWARE TO BE SUPPORTED UNDER THIS SLA.

The Backup Generators to be supported in this SLA. Replaceable Items **MUST** bestocked locally by the consultant for timely replacement when required

5.2 Definition of Service & Maintenance

The service and maintenance to be carried out on the equipment will be based on preventive maintenance and on-call support. The replacement of the following items will be replaced as part of routine maintenance quarterly:-

- 1) Air filters
- 2) Oil filters
- 3) Fuel filters
- 4) Fuel/water filter
- 5) Engine oil
- 6) Labour for servicing
- 7) Lubricating oil
- 8) Grease
- 9) Coolant

The Contractor undertakes to service and maintain backup power generating sets at Siaya Institute of Technology

Preventive Service maintenance:-

The entire equipment will be checked four times yearly as per manufacturer's recommendations, this will be done every three (3) months (quarterly) interval from date of first service or after 250 hours running cumulatively whichever comes first.

The Generator **shall** be serviced as per the following service checklist and a signed copy shall be left on site.

5.3 Generator Preventive Service Checklist

No	Activity	Check
1	Report to SIT and notify the Technical/SSCMO the intention to service equipment. Advise on the likely duration and the effect on operations	
2	Ensure to change to all safety wear before proceeding to the equipment room Isolate equipment (Mechanical/Electrical), as applicable	
3	Drain engine oil	
4	Replace the oil filter	
5	Re-fill with fresh engine oil. Check to confirm level	
6	Clean Fuel filter. (Replace every 6months/every other service)	
7	Clean Air filter. (Replace every 6months/every other service)	

No	Activity	Check
8	Check for oil and fuel leaks in joints and tighten if necessary	
9	Check v-belt state and tightness. Confirm multi belt uniformity. Replace all if necessary. Do not replace part	
10	Coolant level top up	
11	Every 6 months, drain Radiator, flash/clean and refill with coolant	
12	Clean and check all components in control panel especially contactors, timers and relays, ensure neither loose contact nor wire.	
13	Check battery voltage	
14	Check earthing, check and cleaning of electrical panels and relays	
15	Inspect circuitry and Automatic Transfer Switch confirming that all connections are firm and cables in good condition Clean the generator externally	
16	Restore isolating equipment	
17	Stimulate power failure and /or phase failure and check good running of the equipment and power per phase for generator set with auto	
18	Check and ensure all gauges and meters are working	
19	Analyze and advice on condition of engine performance	
20	Fill a service card and attach it conspicuously	
21	Instruct staff member on routine daily checks for oil and Battery voltage	
22	Prepare Service report. Specify any items that need follow up for closure and have it signed and stamped by the dealer	

Name of Technician..... Sign..... Date.....

5.4 Safety Note:

All service Technicians must be in safety gear before embarking on any work. They must ensure the safety of themselves and those in the station during the duration of service.

5.5 On-Call Support

This involves attendance during contracted hours, upon request by Huduma Kenya to carry out a repair of a defective or broken down equipment.

The request for repairs will be addressed to Contractor by Email, phone call, message or other agreed modes of communication.

SECTION VI SCHEDULE OF RATES AND PRICES

Tenderer must indicate the cost of routine service per center in Ksh

NO	DESCRIPTION	UNIT	RATE	AMOUNT
1	Air filters			
2	Oil filters			
3	Fuel filters			
4	Fuel/water filter			
5	Engine oil			
6	Lubricating oil			
7	Grease			
8	Coolant			
9	Labour for servicing			

5.2 SUPPLY AND INSTALLATION OF SPARE PARTS VAT INCLUSIVE

<u>ITEM</u>				
<u>NO.</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>RATE</u>	<u>AMOUNT</u>
1	Electric starter			
2	Thermostat seal			
3	Water temperature switch			
4	Thermostat			
5	Complete water pump			
6	Inlet valve			
7	Outlet valve			
8	Valve spring			
9	Fuel injector nozzle			
10	Fuel return gasket			
11	Injector seal			
12	Fan belt			
13	Top radiator hose			
14	Bottom radiator hose			
15	Piston rings set std			
16	Con rod bearing std			
17	Crankshaft bearing set std			
18	Valve guide			
19	Rocker cover gasket			
20	Complete fuel injector			

<u>ITEM</u>				
<u>NO.</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>RATE</u>	<u>AMOUNT</u>
21	Complete gasket set			
22	oil pressure switch			
23	Pump ,Fuel feed			
24	Stop solenoid			
25	Oil pump			
25a	Gear, oil pump inner			
25b	Gear, oil pump outer			
25c	Housing, oil pump			
26	Starting relay(solenoid)			
27	Pump ASSY,FUEL INJECTION			
28	Valve seal			
29	Inlet valve guide			
30	Outlet valve guide			
31	Filter assy, oil			
32	Fan, cooling			
33	FILTER ASSY,FUEL			
34	ELEMENT SUB ASSY			
35	Starter Assy			
36	ALTERNATOR ASSY			
37	Solenoid & Nut Set			
38	Switch Assy ,Thermo			
39	Switch, Pressure			

ITEM NO.	DESCRIPTION	UNIT	RATE	AMOUNT
40	Radiator ASSY			
41	ARMATURE Set			
42	Stator ASSY			
43	Radiator Bracket			
44	Exhaust replacement			
45	AVR (Voltage Regulator)			
46	Rectifier Bridge			
47	Relay 240 V-panel			
48	contactor coil Panel			
50	Electric Card			
51	Electric Card module			
52	Relay 12 V-panel 70 Amp			
53	Voltage monitoring relay 12V			
54	Switch auto of panel			
55	Relay Timer			
56	AVS 30			
57	battery Charger			
58	Battery NS70			
59	Emergency callout per generator			

NB: Bidders to list other spares or chargeable item not included and Price them.

[Signature of bidder and date]

Prices to be inclusive of all taxes

Signature of tenderer _____

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

SECTION VII STANDARD FORMS

FORM OF TENDER

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

Item Description: *[insert description of Items]*

Sir/Madam,

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

We undertake, if our Tender is accepted, to deliver the Goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Tender is accepted, we undertake to provide a performance security in the form, in the amounts, and within the times specified in the Tender documents.

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

We are not participating, as Tenderers, in more than one Tender in this Tendering process.

Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by the Government of Kenya under Kenyan laws.

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

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

We certify/confirm that we comply with the eligibility requirements as per ITT Clause 2.1.1 of the Tender documents

Dated this _____ day of _____ 20_____.
(Name)

[signature]

[in the capacity of]

Duly authorized to sign Tender for and on behalf of _____

REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

<i>Part I- General:</i>	
Business	Name
Location	business
premises.....	Plot
No.	
Street/Road.....	Postal
Address.....	Tel.
No.....	Nature
business.....	of
.....	Current
.....	Trade
No.....	Licence
.....	Expiring date.....
Maximum value of business which you can handle at any one time:	
Name of your bankers..... Branch	

<input type="checkbox"/>	Part 2 (a) – Sole Proprietor
	Your name in full..... Age.....
	Nationality..... Country of origin.....
	*Citizenship details.....
<input type="checkbox"/>	Part 2 (b) Partnership
	Given details of partners as follows:
	<i>Name Nationality Citizenship Details Shares</i>

.....
.....

Part 2 (c) – Registered Company:

Private or
Public.....

State the nominal and issued capital of
company-

Nominal
K£.....

Issued
K£.....

Given details of all directors as follows:-

Name Nationality Citizenship Details Shares

1. 1.
.....
- 2.
.....
3.
.....
4.
.....
5.
.....

DateSignature of
Candidate.....

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

TENDER SECURITY (BANK GUARANTEE)

Bank Letterhead

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/Insurance Company”), 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/Insurance Company binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank/Insurance Company _____
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 authorized representative of the bank/insurance company]..... Seal
.....

PERFORMANCE SECURITY FORM

To:

[name of the 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 services](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 figures],

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 your 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

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

(Amend accordingly if provided by Insurance Company)

MANUFACTURERS AUTHORIZATION FORM

To *[name of the Procuring entity]*

WHEREAS
[Name of the principal]

who are established and reputation dealers in *[Type of business]*
having registered offices at *[Address of principal]* do hereby authorizing *[Name and address of tenderer]* to submit a tender, *[reference of the tender]* for the stated *(particulars of tender)*.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the services to be provided against this Invitation for Tenders.

[Signature for and on behalf of the principal]

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

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

FORM RB 1

**REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

BETWEEN

.....APPLICANT

AND

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

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated

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

REQUEST FOR REVIEW

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

- 1.
 - 2.
- etc.

By this memorandum, the Applicant requests the Board for an
order/orders that: - 1.

- 2.
- et
c

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

SELF DECLARATION FORM SD1

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

I, (Full name) of P. O. Box being a resident of in the Republic of do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of **Tender No.** for (insert tender title/description) for (insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

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

Bidder's Official Stamp

SELF DECLARATION FORM SD2

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

I, (Full name) of P. O. Box being a resident of in the Republic of do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of **Tender No.** for (insert tender title/description) for (insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any collusive practice with other bidders participating in the subject tender

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....

(Title) (Signature) (Date)

Bidder's Official Stamp

TENDER SECURITY FORM

(TENDER SECURING DECLARATION FORM (YOUTH, WOMEN AND PEOPLE LIVING WITH DISABILITIES))

To:

WHEREAS (Hereinafter called the Tenderer) has submitted its Tender datedfor the provision of to tender no.

WE THE UNDERSIGNED, DECLARE THAT: -

1. We understand that, according to your conditions, bids must be supported by a Tender Securing Declaration.
2. We accept that we will be automatically suspended from being eligible for bidding in any contract with you for a period of 5 years starting from date of letter of offer, if we are in breach of our obligations under the tender conditions, because we –
 - a) Have withdrawn our bid during the period of tender validity, or,
 - b) Having been notified of the acceptance of our bid by you during the period of tender validity –
 - i. Fail or refuse to sign the contract when required, or
 - ii. Fail or refuse to furnish the Performance Security in accordance with the Instructions to Tenderers.
3. We understand that this Tender Securing Declaration shall expire if we are not the successful bidder, upon either of the following: -
 - a) Our receipt of a copy of your notification of the name of the successful bidder,
 - b) Twenty-eight (28) days after the expiry 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.

DATED AT ----- THIS-----DAY OF
.....

Yours sincerely,

Name of Tenderer

Signature of duly authorized person signing the Tender

Name and Capacity of duly authorized person signing the Tender

Stamp or Seal of Tenderer