

**THE NATIONAL GOVERNMENT AFFIRMATIVE ACTION FUND PO  
BOX 2234 - 50200, BUNGOMA KENYA**

**NATIONAL COMPETITIVE BIDDING**

**TENDER**

**For**

**SUPPLY AND DELIVERY OF SANITARY TOWELS TO PUBLIC  
PRIMARY AND JUNIOR SECONDARY SCHOOLS.**

**TENDER No: BGM/CNTY/NGAAF/14/2025-2026**

**CLOSING DATE: Tuesday 23<sup>rd</sup> JUNE, 2026 AT 10:00AM. Local time.**



**National Government Affirmative Action Fund**

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## INVITATION TO TENDER

1. The National Government Affirmative Action Fund invites sealed tenders for the supply and Distribution of sanitary towels to deserving school going girls in Public Primary and Junior Secondary Schools by AGPO and Citizen Category as per the lots below:

**THE NATIONAL GOVERNMENT AFFIRMATIVE ACTION FUND  
SUPPLY AND DELIVERY OF SANITARY TOWELS TO PUBLIC PRIMARY AND JUNIOR  
SECONDARY SCHOOLS BY OPEN CATEGORY & AGPO CATEGORY (YOUTH, WOMEN  
AND PWD)**

**BGM/CNTY/NGAAF/14/2025-2026**

### REPUBLIC OF KENYA

| LOT NO.                            | SUBCOUNTY                          | TOTAL NO. OF PACKETS (8 Pieces per Packet) | RESERVED    |
|------------------------------------|------------------------------------|--|-------------|
| <b>Lot1</b>                        | BUMULA                             | 31,155                                     | <b>AGPO</b> |
|                                    | BUNGOMA CENTRAL                    | 46,815                                     |             |
|                                    | BUNGOMA EAST                       | 41,139                                     |             |
|                                    | BUNGOMA NORTH                      | 33,774                                     |             |
|                                    | BUNGOMA SOUTH                      | 65,889                                     |             |
|                                    | BUNGOMA WEST                       | 38,244                                     |             |
|                                    | <b>Total No. of Packets (Lot1)</b> | <b>257,016</b>                             |             |
| <b>Lot</b>                         | CHEPTAIS                           | 21,762                                     | <b>OPEN</b> |
|                                    | KIMAETI                            | 33,384                                     |             |
|                                    | KIMILILI                           | 38,077                                     |             |
|                                    | KOPSIRO                            | 15,668                                     |             |
|                                    | MT. ELGON                          | 14,908                                     |             |
|                                    | TONGAREN                           | 16,674                                     |             |
|                                    | WEBUYE WEST                        | 26,278                                     |             |
| <b>Total No. of Packets (Lot2)</b> | <b>166,751</b>                     |  |             |

2. Tendering will be conducted under open competitive method (National) using a standardized tender document. Tendering is open to all qualified and interested **OPEN and AGPO (Youth, Women and PWD) category**
3. Tenderers will be allowed to tender for one or more lots.
4. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 0900 to 1500 hours at the address given below.
5. Tender documents may be viewed and downloaded for free from National Government Affirmative Action Fund website: <https://ngaaf.go.ke/tenders> or the Public Procurement Information (PPIP) website: <https://tenders.go.ke>. Tenderers who download the tender document MUST forward their particulars immediately to the procurement email: [bungomacc@ngaaf.go.ke](mailto:bungomacc@ngaaf.go.ke) to facilitate any further clarification or addendum.
6. All Tenders must be accompanied by **the Tender Securing Declaration**.
7. The Tenderers shall chronologically serialize all pages of the tender document submitted.
8. Completed tenders must be delivered to the address below on or before **Tuesday, 23<sup>rd</sup> June 2026 at 10:00 am**. Electronic Tenders will not be permitted.
9. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later.
10. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below. Late tenders will be rejected and returned unopened.
11. The addresses referred to above are:

**a. Address for obtaining further information on the tender documents**

County Coordinator, Bungoma County,  
National Government Affirmative Action Fund,  
P.O. Box 2234-50200,  
Bungoma, Kenya.  
Tel: 0727639744

**b. Address for Submission of Tenders.**

The County Coordinator, Bungoma County,  
National Government Affirmative Action Fund,  
P.O. Box 2234-50200,  
Bungoma, Kenya.  
Tel: 0727639744

**TENDER BOX LOCATED AT COUNTY COMMISSIONER'S OFFICE BUNGOMA**



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# **PART1-TENDERING PROCEDURES**

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## SECTION I: INSTRUCTIONS TO TENDERERS

### A General Provisions

#### i. Scope of Tender

1. The Procuring Entity as defined in the TDS invites tenders for supply of goods and, if applicable, any Related Services incidental thereto, as specified in Section V, Supply Requirements. The name, identification, and number of lots (contracts) of this Tender Document are specified in the TDS.
2. Throughout this tendering document:
  - a) The term "Business Day" shall mean a day communicated in written form (e.g. by mail, e-mail, fax, including if specified in the TDS, distributed or received through the electronic-procurement system used by the procuring entity.
  - b) "Business Day" shall mean a calendar day, unless otherwise specified as a Business Day is any day that is an official working day of the Procuring Entity. It excludes official public holidays.

#### ii. Fraud and Corruption

The Procuring Entity requires compliance with the provisions of the Public Procurement Act, 2010. Tenders submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.

The Procuring Entity requires compliance with the provisions of the Competition Act, 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To ensure transparency and fairness, the Procuring Entity shall indicate in the Data Sheet and make available to all the firms together with this tender document all information that would in that respect give such firm an unfair competitive advantage over competing firms.

Unfair Competitive Advantage-Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate in the Data Sheet and make available to all the firms together with this tender document all information that would in that respect give such firm an unfair competitive advantage over competing firms.

#### iii. Eligible Tenderers

1. A Tenderer may be a firm that is a private entity, an individual, a state-owned enterprise or institution subject to ITT 3.7, or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. Public employees and their close relatives (*spouses, children, brothers, sisters and uncles and aunts*) are not eligible to participate in the tender.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Tendering process.

and, in the event the JV is awarded the Contract, during contract execution. The maximum number of JV members shall be specified in the TDS.

2. Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister, Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
3. A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:
  - a. directly or indirectly controls, is controlled by or is under common control with another Tenderer; or
  - b. receives or has received any direct or indirect subsidy from another Tenderer; or
  - c. has the same representative or ownership as another Tenderer; or
  - d. has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this Tendering process; or
  - e. or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods that are the subject of the Tender; or
- f. or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity or Procuring Entity for the Contract implementation; or
- g. would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the projects specified in the TDS ITT 1.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or has a close business or family relationship with a professional staff of the Procuring Entity (or of the project implementing agency, who: (i) are directly or indirectly involved in the preparation of the tendering document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or (ii) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the Tendering process and execution of the Contract.
4. A tenderer shall not be involved in corrupt, coercive, obstructive, collusive or fraudulent practice. A tenderer that is proven to have been involved in any of these practices shall be automatically disqualified.
5. A firm that is a Tenderer (either individually or as a JV member) shall not submit more than one Tender, except for permitted alternative Tenders. This includes participation as a subcontractor. Such participation shall result in the disqualification of all Tenders in which the firm is involved. A firm that is not a Tenderer or a JV member, may participate as a subcontractor in more than one Tender. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender.
6. A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 3.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub-consultants for any part of the Contract including related Services. A Tenderer that has been debarred by the PPRA from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the PPRA's website [www.ppra.go.ke](http://www.ppra.go.ke)
7. Tenderers that are state-owned enterprises or institutions may be eligible to compete and be awarded a Contract(s) only if they are (i) a legal public entity of the state Government and/or public administration, (ii) financially autonomous and not receiving any significant

subsidies or budget support from any public entity or Government, and (iii) operating under commercial law and vested with legal rights and liabilities similar to any commercial enterprise to enable it to compete with firms in the private sector on an equal basis. Public employees and their closer relatives are not eligible to participate in the tender.

8. Tenderers may be ineligible if their countries of origin (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting for supply of goods or services from that country, or any payment to any country, person, or entity in that country. A tenderer shall provide such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.
9. 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.
10. Where the law requires tenderers to be registered with certain authorities in Kenya, such registration requirements shall be defined in the TDS
11. The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website [www.cak.go.ke](http://www.cak.go.ke).
12. A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

#### iv. Eligible Goods and Related Services

1. All the Goods and Related Services to be supplied under the Contract shall have their origin in any country that is eligible in accordance with ITT 3.9.
2. For purposes of this ITT, the term "Origin" shall mean the country where the material, machinery, HTXLSPHQWDQG LQG XVWULDOSODQWV is used, or the country where the material, machinery, installation, training, and initial maintenance.
3. The term "Origin" shall mean the country where the goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.
4. A procuring entity shall ensure that the items listed below shall be sourced from Kenya and there shall be no substitutions from foreign sources. The affected items are:
  - a. motor vehicles, plant and equipment which are assembled in Kenya;
  - b. furniture, textile, foodstuffs, oil and gas, information communication technology, steel, cement, leather, agro-processed products, sanitary products, and other goods made in Kenya; or
  - c. goods manufactured, mined, extracted or grown in Kenya.
5. Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

#### v. Sections of Tendering Document

1. The tendering document consists of Parts 1, 2, and 3, which include all the sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITT 8.

**PART: Tendering Procedures**

- i. Section I-Instructions to Tenderers (ITT)
- ii. Section II-Tendering Data Sheet (TDS)
- iii. Section III-Evaluation and Qualification
  - a. Criteria
- iv. Section IV-Tendering Forms

**PART 2: Supply Requirements**

- v. Section V-Schedule of Requirements

**PART 3 Contract**

- vi. Section VI-General Conditions of Contract (GCC) vii) Section VII-Special Conditions of Contract (SCC) viii) Section VIII-Contract Forms

2. The notice of Invitation to Tender or the notice to the prequalified Tenderers issued by the Procuring Entity is not part of the tendering document.
3. Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the document, responses to requests for clarification, the minutes of the pre-tender meeting (if any), or addenda to the tendering document in accordance with ITT 7.
4. The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

**vi. Clarification of Tendering Document**

1. A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the TDS or raise its enquiries during the pre-Tender meeting if provided for in accordance with ITT 6.4. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the TDS prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender documents in accordance with ITT 5.3, including a description of the inquiry but without identifying its source. If so specified in the TDS, the Procuring Entity shall also promptly publish its response at the web page identified in the TDS. Should the clarification result in changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents following the procedure under ITT 7.
2. The Procuring Entity shall specify in the TDS if a pre-tender conference will be held, when and where. The Tenderer's designated representative is invited to attend a pre-Tender meeting. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
3. The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the TDS before the meeting.

4. Minutes of the pre-Tender meeting, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT 6.3. Minutes shall not identify the source of the questions asked.
5. The Procuring Entity shall also promptly publish an anonymized (*nonames*) Minutes of the pre-Tender meeting at the web page identified **in the TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-Tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 7 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

**vii. Amendment of Tendering Document**

1. At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the tendering document by issuing addenda.
2. Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tender document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's web page in accordance with ITT 7.1.
3. To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders, pursuant to ITT 21.2.

**C. Preparation of Tenders**

**viii. Cost of Tendering**

The Tenderers shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conductor or outcome of the Tendering process.

**ix. Language of Tender**

1. The Tender, 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. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages into the English Language, in which case, for purposes of interpretation of the Tender, such translations shall govern.

**x. Documents Comprising the Tender**

1. The Tenders shall comprise the following:
  - a. Form of Tender prepared in accordance with ITT 11;
  - b. Price Schedules: completed in accordance with ITT 11 and ITT 13;
  - c. Tender Security or Tender-Securing Declaration, in accordance with ITT 18.1;
  - d. Alternative Tender: if permissible, in accordance with ITT 12;
  - e. Authorization: written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 19.3;
  - f. Qualifications: documentary evidence in accordance with ITT 16.2 establishing the Tenderer qualification to perform the Contract if its Tender is accepted;
  - g. Tenderer Eligibility: documentary evidence in accordance with ITT 16.1 establishing the Tenderer eligibility to tender;
  - h. Eligibility of Goods and Related Services: documentary evidence in accordance with ITT 15,

establishing the eligibility of the Goods and Related Services to be supplied by the Tenderer;

- i. Conformity: documentary evidence in accordance with ITT 15.2 that the Goods and Related Services conform to the tender document; and
  - j. any other document required in the TDS.
2. In addition to the requirements under ITT 10.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender, together with a copy of the proposed Agreement.
  3. The Tenderer shall furnish in the Form of Tender information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Tender.

**xi. Form of Tender and Price Schedules**

1. The Form of Tender and Price Schedules shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alteration to the text. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize pages of all tender documents submitted.

**xii. Alternative Tenders**

1. Unless otherwise specified in the TDS, alternative Tenders shall not be considered.

**Tender Prices and discounts**

2. The prices quoted by the Tenderer in the Form of Tender and in the Price Schedules shall conform to the requirements specified below.
3. All lots (contracts) and items must be listed and priced separately in the Price Schedules.
4. The price to be quoted in the Form of Tender in accordance with ITT 10.1 shall be the total price of the Tender, including any discount offered.
5. The Tenderer shall quote any discounts and indicate the methodology for their application in the form of tender. Conditional discounts will be rejected.
6. Prices quoted by the Tenderer shall be fixed during the performance of the Contract and not subject to variation on any account, unless otherwise specified in the TDS. A Tender submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to ITT 28. However, if in accordance with the TDS, prices quoted by the Tenderer shall be subject to adjustment during the performance of the Contract, a Tender submitted with a fixed price quotation shall not be rejected, but the price adjustments shall be treated as zero.
7. If specified in ITT 1.1, Tenders are being invited for individual lots (contracts) or for any combination of lots (packages). Unless otherwise specified in the TDS, prices quoted shall correspond to 100% of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Tenderers wishing to offer discounts for the award of more than one Contract shall specify in their Tender the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITT 13.4 provided the Tenders for all lots (contracts) are opened at the same time.
8. The terms EXW, CIP, CIF, DDP and others similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of Commerce.
9. Prices shall be quoted as specified in each Price Schedule included in Section IV, Tendering Forms. The disaggregation of price components is required solely for the purpose of

facilitating the comparison of Tenders by the Procuring Entity. This shall not in any way limit the Procuring Entity's right to contract on any of the terms offered. In quoting prices, the Tenderers shall be free to use transportation through carriers registered in any eligible country. Similarly, the Tenderer may obtain insurance services from any eligible country in accordance with ITT 3.6, Eligible Tenders. Prices shall be entered in the following manner:

- a. For Goods manufactured in Kenya:
  - i. the price of the Goods quoted EXW (ex-works, ex-factory, ex warehouse, ex showroom, or off-the-shelf, as applicable) final destination point indicated in the **TDS**, including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods;
  - ii. any sales tax and other taxes which will be payable in Kenya on the Goods if the Contract is awarded to the Tenderer; and
  - iii. the price for inland transportation, insurance, and other local services required to convey the Goods to their final destinations specified in the **TDS**.
- b. For Goods manufactured outside Kenya, to be imported:
  - i) the price of the Goods, quoted CIP named place of destination, in Kenya, as specified in the **TDS**;
  - ii) the price for inland transportation, insurance, and other local services required to convey the goods from the named place of destination to their final destinations specified in the **TDS**;
- c. For Goods manufactured outside Kenya, already imported:
  - i) the price of the Goods, including the original import value of the Goods; plus, any markup (or rebate); plus, any other related local cost, and custom duties and other import taxes already paid or to be paid on the Goods already imported;
  - ii) the custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the Goods already imported;
  - iii) any sales and other taxes levied in Kenya which will be payable on the Goods if the Contract is awarded to the Tenderer; and
  - iv) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) specified in the **TDS**.
- d. for Related Services, other than inland transportation and other services required to convey the Goods to their final destination, whenever such Related Services are specified in the Schedule of Requirements, the price of each item comprising the Related Services (inclusive of any applicable taxes).

#### 14 Currencies of Tender and Payment

The currency (ies) of the Tender, the currency (ies) of award and the currency (ies) of contract payment shall be the same.

The Tenderer shall quote in Kenya shillings. If allowed in the **TDS**, the Tenderer may express the Tender price in any currency, provided it shall use no more than two foreign currencies in addition to the Kenya Shilling.

The rates of exchange to be used by the Tenderers shall be based on the exchange rates provided by the Central Bank of Kenya on the date 30 days prior to the actual date of tender opening.

#### 15. Documents Establishing the Eligibility and Conformity of the Goods and Related Services

To establish the eligibility of the Goods and Related Services in accordance with ITT 15, Tenderers shall complete the country-of-origin declarations in the Price Schedule Forms,

included in Section IV, Tendering Forms.

To establish the conformity of the Goods and Related Services to the tendering document, the Tenderer shall furnish a part of its Tender documentary evidence that the Goods conform to the technical specifications and standards specified in Section VII, Schedule of Requirements.

The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Section VII, Schedule of Requirements.

The Tenderer shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period **specified in the TDS** following commencement of the use of the goods by the Procuring Entity. Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Procuring Entity in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Schedule of Requirements.

## **16. Documents Establishing the Eligibility and Qualification of the Tenderer**

To establish Tenderer eligibility in accordance with ITT 4, Tenderers shall complete the Form of Tender, included in Section IV, Tendering Forms.

The documentary evidence of the Tenderer qualification to perform the Contract if its Tender is accepted shall establish to the Procuring Entity's satisfaction:

- a) that, if required **in the TDS**, a Tenderer that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Tendering Form to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Kenya;
- b) that, if required **in the TDS**, in case of a Tenderer not doing business within the Kenya, the Tenderer is or will be (if awarded the Contract) represented by an Agent in the country equipped and able to carry out the Supplier's maintenance, repair and spare parts stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
- c) that the Tenderer meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

## **17. Period of Validity of Tenders**

Tenders shall remain valid for the Tender Validity period specified **in the TDS**. The Tender Validity period starts from the date fixed for the Tender submission deadline (as prescribed by the Procuring Entity in accordance with ITT 21.1). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 18, it shall also be extended for a corresponding period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 17.3.

If the award is delayed by a period exceeding the number of days to be specified in the **TDS** days beyond the expiry of the initial tender validity period, the Contract price shall be determined as follows:

- a) in the case of **fixed price** contracts, the Contract price shall be the tender price adjusted by the factors specified **in the TDS**;
- b) in the case of **adjustable price** contracts, no adjustments shall be made; or in any case, tender evaluation shall be based on the tender price without taking into consideration the applicable correction from those indicated above.

## **18. Tender Security**

The Tenderers shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender Security, as specified **in the TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified **in the TDS**.

A Tender Securing Declaration shall use the form included in Section IV, Tendering Forms.

If a Tender Security is specified pursuant to ITT 18.1, the Tender Security shall be a demand guarantee in any of the following forms at the Tenderer's option:

- i) cash;
- ii) a bank guarantee;
- iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
- iv) a letter of credit; or
- v) guarantee by a deposit taking micro-finance institution, Sacco society, the Youth Enterprise Development Fund or the Women Enterprise Fund.

If an unconditional guarantee is issued by a non-Bank financial institution located outside Kenya, the issuing non-Bank financial institution shall have a correspondent financial institution located in Kenya to make it enforceable unless the Procuring Entity has agreed in writing, prior to Tender submission, that a correspondent financial institution is not required. In the case of a bank guarantee, the Tender Security shall be submitted either using the Tender Security Form included in Section IV, Tendering Forms, or in another substantially similar format approved by the Procuring Entity prior to Tender submission. The Tender Security shall be valid for thirty (30) days beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 17.2.

If a Tender Security is specified pursuant to ITT 18.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Procuring Entity as non-responsive.

If a Tender Security is specified pursuant to ITT 18.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer signing the Contract and furnishing the Performance Security pursuant to ITT 46. The Procuring Entity shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined non-responsive or a bidder declines to extend tender validity period.

The Tender Security of the successful Tenderers shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security.

The Tender Security may be forfeited or the Tender Securing Declaration executed:

- a) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender, or any extension thereto provided by the Tenderer; or b) if the successful Tenderer fails to:
  - i) sign the Contract in accordance with ITT 45; or
  - ii) furnish a Performance Security in accordance with ITT 46.

Where tender securing declaration is executed, the Procuring Entity shall recommend to the PPRA that PPRA debar the Tenderer from participating in public procurement as provided in the law.

The Tender Security or Tender-Securing Declaration of a JV must be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of Tendering, the Tender Security or Tender-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITT 3.1 and ITT 10.2.

A Tenderer shall not issue a tender security to guarantee itself.

## 19. Format and Signing of Tender

The Tenderers shall prepare one original of the documents comprising the Tender as described in ITT 11 and clearly mark LW<sup>3</sup> 25, \*Al, ter lna \$tiv/e Tñ ders, if permitted

**LQDFFRUGDQFHZLWK,77VKDOOEHFHODUO**

Tenderer shall submit copies of the Tender, in the numbers **specified in the TDS** and clearly mark them <sup>3&23<</sup>In the event of any discrepancy between the original and the copies, the original shall prevail.

7HQGHUHUUVVKDOOP DUNDV<sup>3&21)</sup>, 'rs( w1hi7ch, i\$s confidential to / ^ LQ their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

The original and all copies of the Tenders shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation **as specified in the TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the persons signing the Tender.

In case the Tenderer is a JV, the Tenders shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on



all the members as evidenced by a power of attorney signed by each PHPEHU legal representative.

Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

#### D. Submission and Opening of Tenders

##### 20 Sealing and Marking of Tenders

Depending on the sizes or quantities or weight of the tender documents, a tenderer may use an envelope, package or container. The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:

- a) in an envelope or package or container marked "25, \* 1al \$ld o c u n e n t s" comprising the Tender, as described in ITT 11, and
- b) in an envelope or package or container marked "FRQWDLQHUPDUNHG & 23, (6" of the Tender; and
- c) if alternative Tenders are permitted in accordance with ITT 12, and if relevant:
  - i) in an envelope or package or container marked "25, \*, =H\$/ ALTERNATIVE 7 (1" (the " alternative Tender; and
  - ii) LQWKHHQYHORSHRUSDFNDJH- \$/7(5 1 \$7,9(7(1(5 " DOOUHTXLUHG Tender.

RU

The inner envelopes or packages or containers shall:

- d) bear the name and address of the Procuring Entity.
- e) bear the name and address of the Tenderer; and
- f) bear the name and Reference number of the Tender.

Where a tender package or container cannot fit in the tender box, the procuring entity shall: Specify in the TDS where such documents should be received. maintain a record of tenders received and issue acknowledgement receipt note to each tenderer specifying time and date of receipt.

Ensure all tenders received are handed over to the tender opening committee For opening at the specified opening place and time.

If an envelope or package or container is not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the Tender. Tenders misplaced or opened prematurely will not be accepted.

##### 21. Deadline for Submission of Tenders

Tenders must be received by the Procuring Entity at the address and no later than the date and time specified in the TDS. When so specified in the TDS, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedure specified in the TDS.

The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT 7, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

##### 22. Late Tenders

The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of Tenders. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

### 23. Withdrawal, Substitution, and Modification of Tenders

A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITT 19.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:

- a) prepared and submitted in accordance with ITT 20 and 21 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked
- b) received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 22.

Tenders requested to be withdrawn in accordance with ITT 23.1 shall be returned unopened to the Tenderer.

No Tender may be withdrawn, substituted, or modified 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 Form of Tender or any extension thereof.

### 24. Tender Opening

Except as in the cases specified in ITT 23, the Procuring Entity shall, at the Tender opening, publicly open and read out all Tenders received by the deadline at the date, time and place specified in the TDS in the presence of Tenderers' designated representatives who choose to attend, including to attend any specific electronic tender opening procedures if electronic tendering is permitted in accordance with ITT 21.1, shall be as specified in the TDS.

envelopes with the corresponding Tenders shall not be opened, but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the signature of the Tenderer, the corresponding Tender will be opened. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

If a Tender is substituted, the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.

Next, envelopes marked "O2" shall be opened and read out with the corresponding Tender. No Tender modifications shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.

Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security, if required; and any other details as the Procuring Entity may consider appropriate.

Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further for evaluation. The Form of Tender and pages of the Bills of Materials are to be initialed by the members of the tender opening committee attending the opening. The number of representatives of the Procuring Entity to sign shall be specified in the TDS.

The Procuring Entity shall neither discuss the merit of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 22.1).

The Procuring Entity shall prepare a record of the Tender opening that shall include, as a minimum:

- a) the name of the Tenderer and whether there is a withdrawal, substitution, or modification;
- b) the Tender Price, per lot (contract) if applicable, including any

- discounts; c) any alternative Tenders;
- d) the presence or absence of a Tender Security or Tender-Securing Declaration, if one was required;
- e) number of pages of each tender document submitted.

The Tenderers' representatives who are present shall be requested to sign the record. The omission of a Tenderer's signature on the record shall not invalidate the contents and effect of the record. A copy of the tender opening register shall be issued to a Tenderer upon request.

## **E. Evaluation and Comparison of Tenders**

### **25. Confidentiality**

Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the tendering process until the information on Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 41.

Any effort by a Tenderer to influence the Procuring Entity in the evaluation or contract award decisions may result in the rejection of its Tender.

Notwithstanding ITT 25.2, from the time of Tender opening to the time of Contract Award, if any Tenderer wishes to contact the Procuring Entity on any matter related to the tendering process, it should do so in writing.

### **26. Clarification of Tenders**

To assist in the examination, evaluation, comparison of the Tenders, and qualification of the Tenderers, the Procuring Entity may, at its discretion, ask any Tenderer for a clarification of its Tender. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Tender shall be sought, offered, or permitted except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the Evaluation of the Tenders, in accordance with ITT 30.

If a Tenderer does not provide clarifications of its Tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

### **27. Deviations, Reservations, and Omissions**

During the evaluation of Tenders, the following definitions apply:

- a) <sup>3</sup>H Y L D s W L e p a r Q u i r e from the requirements specified in the Tendering document;
- b) <sup>3</sup>S H V H U Y s D h e W s L e t t R n g o f limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and
- c) <sup>3</sup>2 P L V V s I t h R f Q i l i r e to submit part or all of the information or documentation required in the tendering document.

### **28. Determination of Responsiveness**

The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 28.2.

28. A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- a) if accepted, would:
    - i) affect in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
    - ii) limit in any substantial way, inconsistent with the tendering document, the Procuring Entity's rights or the Tenderer's obligations under the Contract; or

- b) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.

The Procuring Entity shall examine the technical aspects of the Tender submitted in accordance with ITT 15 and ITT 16, in particular, to confirm that all requirements of Section VII, Schedule of Requirements have been met without any material deviation or reservation, or omission.

If a Tender is not substantially responsive to the requirements of the tendering document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

## **29. Non-conformities, Errors and Omissions**

Provided that a Tender is substantially responsive, the Procuring Entity may waive any non-conformities in the Tender.

Provided that a Tender is substantially responsive, the Procuring Entity may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify non-material non-conformities or omissions in the Tender related to documentation requirements. Such omissions shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.

Provided that a Tender is substantially responsive, the Procuring Entity shall rectify quantifiable non-material non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified in the TDS. The adjustment shall be based on the *average* price of the item or component as quoted in other substantially responsive Tenders. If the price of the item or component cannot be derived from the price of other substantially responsive Tenders, the Procuring Entity shall use its best estimate.

## **30. Arithmetical Errors**

The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail.

30.2 Tenderers shall be notified of any error detected in their bid during the notification of award.

## **31. Conversion to Single Currency**

For evaluation and comparison purposes, the currency(ies) of the Tenders shall be converted in a single currency as specified in the TDS.

## **32. Margin of Preference and Reservations**

A margin of preference may be allowed on locally manufactured goods only when the contract is open to international tendering, where the tender is likely to attract foreign goods and where the contract exceeds the threshold specified in the Regulations.

For purposes of granting a margin of preference on locally manufactured goods under international competitive tendering, a procuring entity shall not subject the

items listed below to international tender and hence no margin of preference shall be allowed. The affected items are: a) motor vehicles, plant and equipment which are assembled in Kenya;

b) furniture, textile, foodstuffs, oil and gas, information communication technology, steel, cement, leather agro-processing, sanitary products, and other goods made in Kenya; or goods manufactured, mined, extracted or grown in Kenya. A margin of preference shall not be allowed unless it is specified in the TDS.

Contracts procured on basis of international competitive tendering shall not be subject to reservation to specific groups as provided in ITT 32.5.

Where it is intended to reserve a contract to a specific group of businesses (these groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case may be), and who are appropriately registered as such by the authority to be specified in the TDS, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses or firms belonging to the specified group are eligible to tender as specified in the TDS. No tender shall be reserved to more than one group. If not so stated in the Tender documents, the invitation to tender will be open to all interested tenderers.

### 33. Evaluation of Tenders

The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Procuring Entity shall determine the Lowest Evaluated Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:

- a) substantially responsive to the tender documents; and
- b) the lowest evaluated price.

Price evaluation will be done for Items or Lots (contracts), as specified in the TDS; and the Tender Price as quoted in accordance with ITT 14. To evaluate a Tender, the Procuring Entity shall consider the following:

- a) price adjustment due to unconditional discounts offered in accordance with ITT 13.4;
- b) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 31;
- c) price adjustment due to quantifiable non-material non-conformities in accordance with ITT 29.3; and
- d) any additional evaluation factors specified in the TDS and Section III, Evaluation and Qualification Criteria.

The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.

Where the tender involves multiple lots or contracts, the tenderer will be allowed to tender for one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT 33.2. The methodology to determine the lowest evaluated tenderer or tenderers based on a lot (contract) or based on a combination of lots (contracts), will be specified in Section III, Evaluation and Qualification Criteria. In the case of multiple lots or contracts, tenderer will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.

The Procuring Entity's evaluation of a Tender will include and consider:

- a) in the case of Goods manufactured in Kenya, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the Tenderer;
- b) in the case of Goods manufactured outside Kenya, already imported or to be imported, customs duties and other import taxes levied on the imported Good, sales and other similar taxes, which will be payable on the Goods if the contract is awarded to the Tenderer;

The Procuring Entity's evaluation of a Tender may require the consideration of other factors, in addition to the Tender Price quoted in accordance with ITT 14. These factors may be related to the characteristics, performance, and terms and conditions

of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Tenders, unless otherwise specified in the TDS from among those set out in Section III, Evaluation and Qualification Criteria. The additional criteria and methodologies to be used shall be as specified in ITT 33.2(d).

#### **34. Comparison of Tenders**

The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 33.2 to determine the Tender that has the lowest evaluated cost. The comparison shall be on the basis of total cost (place of final destination) prices for all goods and all prices, plus cost of inland transportation and insurance to place of destination, for goods manufactured within the Kenya, together with prices for any required installation, training, commissioning and other services.

#### **35. Abnormally Low Tenders**

An Abnormally Low Tender is one where the Tender price, in combination with other constituent elements of the Tender, appears unreasonably low to the extent that the Tender price raises material concerns with the Procuring Entity as to the capability of the Tenderer to perform the Contract for the offered Tender price.

In the event of identification of a potentially Abnormally Low Tender by the evaluation committee, the Procuring Entity shall seek written clarification from the Tenderer, including a detailed price analysis of its Tender price in relation to the subject matter of the contract, scope, delivery schedule, allocation of risks and responsibilities and any other requirements of the tendering document.

After evaluation of the price analysis, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the contract for the offered Tender price, the Procuring Entity shall reject the Tender.

#### **36. Abnormally High Tenders**

An abnormally high price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.

In case of an abnormally high tender price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The Procuring Entity may also seek written clarification from the tenderer on the reason for the high tender price. The Procuring Entity shall proceed as follows:

- i) If the tender price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the tender depending on the Procuring Entity's budget considerations.
- ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, the Procuring Entity shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.

If the Procuring Entity determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (*oftenduetocollusion, corruption or other manipulations*), the Procuring Entity shall reject all Tenders and shall institute or cause relevant Government Agencies to institute an investigation on the cause of the compromise, before retendering.

**37. Post Qualification of the Tenderer**

The Procuring Entity shall determine, to its satisfaction, whether the eligible Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender, meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

The determination shall be based upon an examination of the documentary evidence of the Tenderer qualifications submitted by the Tenderer, pursuant to ITT 15 and 16. The determination shall not take into consideration the qualifications of other firms such as the Tenderer subsidiaries, parent entities, affiliates, subcontractors (other than specialized subcontractors if permitted in the tendering document), or any other firm(s) different from the Tenderer.

An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated cost to make a similar determination of that Tenderer qualification to perform satisfactorily.

**38. Lowest Evaluated Tender**

Having compared the evaluated prices of Tenders, the Procuring Entity shall determine the Lowest Evaluated Tender. The Lowest Evaluated Tender is the Tender of the Tenderer that meets the Qualification Criteria and whose Tender has been determined to be: a) Most responsive to the Tender document; and b) the lowest evaluated price.

**39. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders.**

The Procuring Entity reserves the right to accept or reject any Tender, and to annul the Tendering process and reject all Tenders at any time prior to notification Award, without thereby incurring any liability to Tenderers. In case of annulment, all Tenderers shall be notified with reasons and all Tenders submitted and specifically, tender securities, shall be promptly returned to the Tenderers.

**F. Award of Contract**

**40. Award Criteria**

The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender in accordance with procedures in Section 3: Evaluation and Qualification Criteria.

**41. Notice of Intention to Enter into a Contract**

Before award of the contract and prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter into a Contract / Notification of award to all tenderers which shall contain, at a minimum, the following information:

- a) the name and address of the Tenderer submitting the successful tender;
- b) the Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;
- d) the expiry date of the Standstill Period; and

e) instructions on how to request a debriefing and/or submit a complaint during the standstill

period;

**42. Standstill Period**

The Contract shall not be awarded earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied candidate to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.

Where standstill period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter into a Contract to the successful Tenderer.

#### **43. Debriefing by the Procuring Entity**

On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 41, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request.

Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderers shall bear its own cost of attending such a debriefing meeting.

#### **44. Letter of Award**

Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 42, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

#### **45. Signing of Contract**

Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.

Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.

The written contract shall be entered into within the periods specified in the notification of award and before expiry of the tender validity period.

#### **46. Performance Security**

Within twenty-one (21) days of the receipt of Letter of Acceptance from the Procuring Entity, the successful Tenderer, if required, shall furnish the Performance Security in accordance with the GCC 18, using for that purpose the Performance Security Form included in Section X, Contract Forms. If the Performance Security furnished by the successful Tenderer is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Tenderer to be acceptable to the Procuring Entity. A foreign institution providing a bond shall have a correspondent financial institution located in Kenya, unless the Procuring Entity has agreed in writing that a correspondent financial institution is not required.

Failure of the successful Tenderer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award

and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next lowest Evaluated Tender.

Performance security shall not be required for a contract, if so, specified in the TDS.

#### **47. Publication of Procurement Contract**

Within fourteen days after signing the contract, the Procuring Entity shall publish and publicize the awarded contract at its notice boards, entity website; and on the Website of the Authority in manner and format prescribed by the Authority. At the minimum, the notice shall contain the following information: a) name and address of the Procuring Entity;

- b) name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- c) the name of the successful Tenderer, the final total contract price, the contract duration.
- d) dates of signature, commencement and completion of contract;
- e) names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening;

**48. Procurement Related Complaint**

The procedures for making a Procurement-related Complaint are as specified in the TDS.

**SECTION II – TENDER DATA SHEET (TDS)**

The following specific data shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

| ITT Reference     | Particulars Of Appendix To Instructions To Tenders  |
|-------------------|---|
| <b>A. General</b> |   |
| <b>ITT 1.1</b>    | <p>The reference number of the invitation to Tender is:<br/> <b>TENDER NO: BGM/CNTY/NGAAF/14/2025-2026</b><br/> The Procuring Entity is:<br/> <b>County Coordinator, BUNGOMA County<br/> National Government Affirmative Action Fund,<br/> P.O.Box 2234-50200,<br/> BUNGOMA<br/> KENYA.</b></p> <p>The name of the ITT is <b>SUPPLY AND DELIVERY OF SANITARY TOWELS TO PUBLIC PRIMARY AND JUNIOR SECONDARY SCHOOLS</b></p> <p>The number and identification of lots (contracts) comprising this ITT is <b>2 (Two)</b> lots: As indicated in the invitation to tender.</p> |

|                   |   |
|-------------------|---|
| <b>ITT 1.2(a)</b> | <b>Electronic Procurement System</b><br>The Procuring Entity shall use the following electronic-procurement system to manage this procurement process: <b>Not Applicable</b><br><br>The electronic-procurement system shall be used to manage the following aspects of the Procurement process: <b>Not Applicable</b> |
| <b>ITT 2.3</b>    | The Information made available on competing firms is as follows:<br><b>Not Applicable</b><br>The firms that provided consulting services for the contract being tendered for are: <b>Not Applicable</b>   |
| <b>ITT 3.1</b>    | Maximum number of members in the Joint Venture (JV) shall be: <b>Three (3 No.)</b>  |
| <b>ITT 3.7</b>    | A list of debarred firms and individuals is available on the eProcurement website: <a href="http://www.ppra.go.ke">www.ppra.go.ke</a>   |
| <b>ITT 3.11</b>   | Tenderers shall be required to be registered with: <b>Local Manufacturer Category shall be required to be registered with Kenya Association of Manufacturers and provide proof of importation of raw materials for the past 12 months for the production of sanitary towels.</b>                                      |
|                   | <b>B. Content of Tendering Document</b>   |
| <b>ITT 6.1</b>    | For <b>Clarification of Tender purposes</b> only, the Procuring (Q & A) is in the Attention:<br><b>County Coordinator, BUNGOMA County<br/> National Government Affirmative Action Fund,<br/> P.O. Box 2234-50200,<br/> BUNGOMA</b>  |

| ITT Reference                 | ParticularsOfAppendixToInstructionsToTenders   |
|-------------------------------|--|
|                               | TheProcuringEntityshouldreceiverequestsforclarificationnotlaterthan: <b>Three(3) days before tender opening date.</b>  |
| ITT 6.2                       | (a)Apre-tenderconferenceshalltakeplaceatthefollowingdate,timeandplace:<br>Date:N/A<br>Time N/A<br>Place:Virtual±N/A<br><br>Asitevisit conducted bythe ProcuringEntityshall <i>notbe</i> organized  |
| ITT 6.3                       | ThequestionstoreachtheProcuringEntitynotlaterthan <b>Three(3)daysbeforetender opening date</b>   |
| ITT 6.5                       | TheMinutesofthePre-Tendermeetingshallbepublishedonthewebsite: <b>Not applicable</b>  |
| <b>C.PreparationofTenders</b> |  |
| ITT 10 (j)                    | The Tenderer shall submit the following additional documents in itsTender:<br>1. Kenya Association of Manufacturers Certificate(LocalManufacturersOnly)<br>2. Manufacturer Authorization Certificate (MANUFACTURERS AGPO Category Only)<br>3. Quality Standard Certificate from Kenya Bureau of Standards(KEBS)<br>4. Tax Compliance Certificate<br>5. Acomprehensive work programme and proof of distribution capability<br>6. Manufacturers Brochures clearly showingspecificationsofthe product being offered |
| ITT 112.1                     | AlternativeTenders <b>SHALLNOT</b> bepermitted   |
| ITT 13.5                      | Thepricesquotedby the Tenderer <b>shallnot</b> besubjecttoadjustmentduringthe performance of the Contract.   |
| ITT 13.6                      | Pricesquotedforeachlot(contract)shallcorrespondatleastto <b>100percent</b> oftheitems specified for each lot (contract).<br><br>Prices quotedforeach item ofalot shall correspond at leastto <b>100</b> percent ofthe quantities specified for this item of a lot.   |
| ITT13.8(a) (i) and(iii)       | Placeoffinaldestination: <b>DesignatedSub-CountyOfficesasperdistributionlist</b>   |
| ITT 13.8 (a) (iii)            | Final Destination (Project Site): <b>Designated Sub-CountyOfficesasperdistribution list</b>  |
| ITT13.8 (b)(i)                | Named place of destination,in Kenya is <b>DesignatedSub-CountyOffices as per distribution list</b>   |
| ITT13.8(b)(ii)                | Thepriceforinlandtransportation,insurance, andotherlocalservices   |

| ITT Reference | ParticularsOfAppendixToInstructionsToTenders   |
|---------------|--|
|               | requiredto conveytheGoodsfromthenamedplaceofdestination to finaldestinationwhichis <b>DesignatedSub-CountyOfficesasperdistribution list</b>  |
| 13.8(c)(iv)   | Theplaceoffinaldestination(ProjectSite)is <b>DesignatedSub-CountyOfficesasper distributionlist</b>   |
| ITT 14.2      | Foreigncurrencyrequirements <b>notallowed.</b>   |
| ITT 15.4      | PeriodoftimetheGoodsareexpectedtobefunctioning(forthepurposeofspareparts): <b>2 Yearfromthedateofdelivery</b>  |
| ITT 16.2 (a)  | ODQXIDFauWixriZafloUis[]: For Open and <b>AGPO</b>   |
| ITT 16.2 (b)  | Aftersalesserviceis: <b>notrequired</b>  |
| ITT 17.1      | TheTendervalidityperiodshallbe <b>180</b> days.  |
| ITT 17.3      | <p>(a) TheNumberofdaysbeyondtheexpiryoftheinitialtendervalidityperiodwillbe _____ days.<b>NotApplicable</b></p> <p>(b) TheTenderpriceshallbe adjustedbythefollowingpercentagesofthetenderprice: <b>NotApplicable</b></p> <p>a) By _____%ofthelocalcurrencyportionoftheContractpriceadjustedto reflect local inflation during the period of extension, and</p> <p>b) By _____%theforeigncurrencyportionoftheContractpriceadjustedto reflect the international inflation during the period of extension.</p> <p><b>NotApplicable</b></p> |
| ITT 18.1      | <p>ξATenderSecurity(DemandBankGuarantee)<b>shallberequired.</b>-Not Applicable</p> <p>ξAduly,filled,signedandstampedTender-SecuringDeclarationfor MANUFACTURERSand<b>AGPO.</b></p> <p>ξ<b>TenderSecuringDeclaration forOPENand AGPOCategoriesshall be required.</b></p>  |
| ITT 19.1      | Inaddition tothe <b>OriginalTender</b> ,thenumberof copiesshallbe <b>ONE(1)hardcopy</b>  |
| ITT 19.3      | <p>The tendershallbesignedbyapersondulyauthorizedtosignonbehalfofthe tenderer.</p> <p>Writtenconfirmationofauthorizationtosignon behalfoftheTenderershallconsistof <b>NotarizedPowerofAttorney</b></p>   |
|               | <b>D.SubmissionandOpeningofTenders</b>   |
| ITT 20.3      | <p>For<b>Tendersubmissionpurposes</b>only,theProcuring(Q W L a d r e s s [] i s V</p> <p style="text-align: center;"><b>The County Coordinator, Kakamega County,</b></p> <p style="text-align: center;"><b>NationalGovernmentAffirmativeActionFund,</b></p> <p style="text-align: center;"><b>P.O.Box2234-50200,</b></p> <p style="text-align: center;"><b>BUNGOMA</b></p> <p style="text-align: center;"><b>KENYA</b></p>   |

| ITT Reference                                  | Particulars Of Appendix To Instructions To Tenders  |
|--|---|
| ITT 21.1                                       | <p>The deadline for Tender submission is:</p> <p>Day: <b>Tuesday</b></p> <p>Date: <b>23<sup>rd</sup> June 2026.</b></p> <p>Time: <b>10:00am.</b></p> <p>Tenderers <i>shall not</i> have the option of submitting their Tenders electronically.</p> <p>The electronic Tender submission procedures shall be: <b>Not Applicable</b></p> <p>The tender documents shall be deposited in Tender Box located at &amp;R XQW &amp;R PP Bungoma. Bulky tender documents that cannot fit in the tender box shall be delivered and registered at supply chain management offices within the compound</p> |
| ITT 24.1                                       | <p>The Tender opening shall take place at:</p> <p><b>COUNTY COMMISSIONER'S BOARD ROOM</b></p> <p>BUNGOMA</p>  |
| ITT 24.6                                       | <p>The Form of Tender and Price Schedules shall be initiated by all members of the Procuring Entity conducting Tender opening.</p>  |
| <b>E. Evaluation and Comparison of Tenders</b> |   |
| ITT 29.3                                       | <p>The manner of rectify quantifiable non-material non-conformities described below: <b>Not Applicable.</b></p>   |
| ITT 31.1                                       | <p>The currency (ies) of the Tenders shall be converted into a single currency as follows: <b>To Kenya Shillings at the prevailing exchange rate at the date of tender opening.</b></p> <p>The currency that shall be used for Tender evaluation and comparison purposes to convert all Tender prices expressed in various currencies into a single currency is <b>Kenya Shillings</b></p> <p>The source of exchange rates shall be: <b>Central Bank of Kenya mean exchange rate</b> The date for the exchange rate shall be: <b>the deadline date for Submission of the Tenders</b></p>      |
| ITT 32.3                                       | <p>Margin of Preferences shall apply as follows: <b>Not Applicable</b></p>  |
| ITT 32.5                                       | <p>The invitation to tender is extended to the following group that qualify for Reservations <b>AGPO</b> who shall be duly registered with The National Treasury</p>  |
| ITT 33.2                                       | <p>Price evaluation will be done for all items in the Price Schedule</p>  |
| ITT 33.2 (d)                                   | <p>Additional evaluation factors are <b>Not Applicable</b></p>  |
| ITT 33.6                                       | <p>The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria:</p> <ol style="list-style-type: none"> <li>a) Deviation in Delivery schedule: <b>No</b></li> <li>b) Deviation in payments schedule: <b>No. Deviation in payments schedule shall not be allowed</b></li> </ol>  |

| ITT Reference   | Particulars Of Appendix To Instructions To Tenders  |
|-----------------|---|
|                 | c) the cost of a major replacement component, mandatory spare parts, and service: <b>No</b><br>d) the availability in Kenya of spare parts and after-sales services for the equipment offered in the Tender <b>No</b><br>e) Lifecycle costs: the costs during the life of the goods or equipment <b>No</b><br>f) the performance and productivity of the equipment offered; <b>No</b>   |
|                 | <b>F. Award of Contract</b>   |
| <b>ITT 40.1</b> | The award will be made on the basis of: Lowest Technically Evaluated Tenderer per lot<br><br>Tenderers are allowed to quote for one lot only.<br><br>A tenderer will be awarded a maximum of one (1) won lots.<br><b>YOU ARE ADVISED TO APPLY FOR ONE LOT, MORE THAN TWO APPLICATIONS WILL LEAD TO AUTOMATIC DISQUALIFICATION</b>   |
| <b>ITT 41.1</b> | The maximum percentage by which quantities may be increased is: <b>15%</b><br>The maximum percentage by which quantities may be decreased is: <b>15%</b>  |
| <b>ITT 41.2</b> | The Procuring Entity shall increase or decrease the quantity of Goods and Related Services by an amount not exceeding <b>15%</b> and without any change in the unit prices or other terms and conditions of the Tender and the tendering document.  |
| <b>ITT 49.1</b> | If a Tenderer wishes to make a Procurement-related Complaint, to the Public Procurement Regulatory Authority at any time prior to contract award, the Tenderer should submit its complaint in prescribed format found in the PPRA website <a href="http://www.ppra.go.ke">www.ppra.go.ke</a> and mail it to: <a href="mailto:info@ppra.go.ke">info@ppra.go.ke</a> or <a href="mailto:complaint@ppra.go.ke">complaint@ppra.go.ke</a><br><br>The procedures for challenging a contract award to the Public Procurement Administrative Review Board (PPRA) are as follows: The request for review should be submitted to the Secretary of the Review Board using the request for review form contained herein.<br><br>The address for submitting appeals to Administrative Review Board:<br><b>The Secretary,</b><br>Public Procurement Administrative Review Board,<br>6 <sup>th</sup> Floor KISM Towers, Ngong Road,<br>P.O. Box 58583-00200,<br>NAIROBI, Kenya.<br>Tel: +254 (0) 20 3244000<br>Email: <a href="mailto:info@ppra.go.ke">info@ppra.go.ke</a><br><b>Website: <a href="http://www.ppra.go.ke">www.ppra.go.ke</a></b><br><br>In summary, a Procurement-related Complaint may challenge any of the following:<br><br>(i) the terms of the Tender Documents; and<br>(ii) the Procuring Entity's decision to award the contract |

## SECTION III-EVALUATION AND QUALIFICATION CRITERIA

### 1. General Provisions

Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a) For business turnover or financial data required for each year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year are to be converted) was originally established.
- b) Value of single contract-Exchange rate prevailing on the date of the contract signature.
- c) Exchange rates shall be taken from the publicly available source identified in the ITT 14.3. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.

This section contains the criteria that the Procuring Entity shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than those specified in this tender document. The Tenderers shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity should use the Standard Tender Evaluation Report for Goods and Works for evaluating Tenders.

### 2. Evaluation of Tenders (ITT 33)

#### Successful Tender or Tenders

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate Tenders. By applying these criteria and methodologies, the Procuring Entity shall determine the successful Tender or Tenders which has/have been determined to:

- a) be substantially responsive to the tender documents;
- b) offer the lowest evaluated cost to the Procuring Entity for all items of Goods to be procured based on either a single Contractor or all multiple Contracts combined, as the case may be, in accordance with the ITT 13.6 inviting Tender prices and discounts, and provisions made of the Tender Document for evaluation of tenders and award of contract(s); and
- c) be offered by Tenderer or Tenderers that substantially meet the qualification criteria applicable for Contractor combined Contracts for which they are selected.

#### Evaluation of Tenders

##### Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. The Standard Tender Evaluation Report Document for Goods and Works for evaluating Tenders provides very clear guide on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

#### a) Mandatory Requirements

All Tenderers **MUST** meet the following mandatory requirements. **Tenderers that do not meet ALL the mandatory requirements will be considered non-responsive and will not be considered further:**

**Note: All copies that require certification SHALL be certified by an Advocate and Commissioner for Oaths, High Court of Kenya**

#### a. EVALUATION CRITERIA FOR OPEN CATEGORY ONLY

|     | <b>REQUIREMENT</b>  | <b>EVALUATION CRITERIA</b> | <b>DOCUMENT REFERENCE</b> |
|-----|---|----------------------------|---------------------------|
| 1.  | Provide a <b>certified</b> copy of Certificate of Incorporation or Certificate of Registration  | <b>MANDATORY</b>           |                           |
| 2.  | Provide a copy of valid Tax Compliance Certificate  | <b>MANDATORY</b>           |                           |
| 3.  | Provide duly filled, signed and stamped Confidential Business Questionnaire in the format provided.   | <b>MANDATORY</b>           |                           |
| 4.  | Provide a <b>certified</b> copy of a valid Business Permit from County Government.  | <b>MANDATORY</b>           |                           |
| 5.  | Provide a duly filled, signed and stamped Tender Information Form   | <b>MANDATORY</b>           |                           |
| 6.  | Provide a valid <b>certified</b> copy of Certificate of Confirmation of Directors and Shareholding (CR12). (Issued within the last 12 Months to Tender Opening Date) and copies of the IDs for all the Directors, copies of ID cards for Sole Proprietors and partnerships. | <b>MANDATORY</b>           |                           |
| 7.  | Provide a Bank guarantee of KSH300,000 from a recognized financial institution  | <b>MANDATORY</b>           |                           |
| 8.  | Provide a duly filled, signed and stamped Self-Declaration Form that the Tenderer is Not Debarred from doing business with the Government of Kenya or any other jurisdiction  | <b>MANDATORY</b>           |                           |
| 9.  | Provide a duly filled, signed and stamped Certificate of Independent Determination.   | <b>MANDATORY</b>           |                           |
| 10. | Provide a duly filled, signed and stamped Self Declaration Form that the Tenderer will not engage in any Corrupt or Fraudulent Practice.  | <b>MANDATORY</b>           |                           |
| 11. | Provide a duly filled, signed and stamped Declaration and Commitment to the code of ethics.   | <b>MANDATORY</b>           |                           |
| 12. | Provide Power of Attorney giving the name of the person who should be signing the bid, authorizing him to submit/execute the agreement as a binding document  | <b>MANDATORY</b>           |                           |
| 13. | Duly filled, signed and stamped Price Schedule Form in the format provided.   | <b>MANDATORY</b>           |                           |
| 14. | Duly filled, signed and stamped Form of Tender in the Format Provided (In Bidders Letter Head).   | <b>MANDATORY</b>           |                           |
| 15. | Duly filled, signed and stamped Litigation History in the format Provided   | <b>MANDATORY</b>           |                           |
| 16. | The bid document must be Tape Bound (spiral binding and use of spring or box files will not be accepted and will lead to automatic disqualification) and sequentially serialized on all pages of the tender documents submitted   | <b>MANDATORY</b>           |                           |
| 18. | Provide a <b>certified</b> copy of registration certificate as a Manufacturer from the Kenya Association of Manufacturers.  | <b>MANDATORY</b>           |                           |

|   |   |                  |  |
|---|---|------------------|--|
| 19.   | Provide a <b>certified</b> copy of quality certification from Kenya Bureau of Standard (KEBS) | <b>MANDATORY</b> |  |
| <b>The successful bidders whom meet the above requirements will be recommended for the next stage of technical evaluation</b> |   |                  |  |

**b. EVALUATION CRITERIA FOR AGPO (YOUTH, WOMEN AND PWD) CATEGORY ONLY**

|     | <b>REQUIREMENT</b>  | <b>EVALUATION CRITERIA</b> | <b>DOCUMENT REFERENCE</b> |
|-----|---|----------------------------|---------------------------|
| 1.  | Provide a <b>certified</b> copy of Certificate of Incorporation or Certificate of Registration  | <b>MANDATORY</b>           |                           |
| 2.  | Provide a copy of valid Tax Compliance Certificate  | <b>MANDATORY</b>           |                           |
| 3.  | Provide a <b>certified</b> copy of AGPO Certificate   | <b>MANDATORY</b>           |                           |
| 4.  | Provide a <b>certified</b> copy of a valid Business Permit from County Government.  | <b>MANDATORY</b>           |                           |
| 5.  | Provide a duly filled, signed and stamped Tender Information Form   | <b>MANDATORY</b>           |                           |
| 6.  | Provide a duly filled, signed and stamped Confidential Business Questionnaire in the format provided.   | <b>MANDATORY</b>           |                           |
| 7.  | Provide a valid <b>certified</b> copy of Certificate of Confirmation of Directors and Shareholding (CR 12). (Issued within the last 12 Months to Tender Opening Date) and copies of the IDs for all the Directors, copies of ID cards for Sole Proprietors and partnerships | <b>MANDATORY</b>           |                           |
| 8.  | Provide a duly filled, signed and stamped Tender Securing Declaration form  | <b>MANDATORY</b>           |                           |
| 9.  | Provide a duly filled, signed and stamped Self-Declaration Form that the Tenderer is Not Debarred from doing business with the Government of Kenya or any other jurisdiction  | <b>MANDATORY</b>           |                           |
| 10. | Provide a duly filled, signed and stamped Certificate of Independent Determination.   | <b>MANDATORY</b>           |                           |
| 11. | Provide a duly filled, signed and stamped Self Declaration Form that the Tenderer will not engage in any Corrupt or Fraudulent Practice.  | <b>MANDATORY</b>           |                           |
| 12. | Provide a duly filled, signed and stamped Declaration and Commitment to the code of ethics.   | <b>MANDATORY</b>           |                           |
| 13. | Provide Power of Attorney giving the name of the person who should be signing the bid, authorizing him to submit / execute the agreement as a binding document  | <b>MANDATORY</b>           |                           |
| 14. | Duly filled, signed and stamped Price Schedule Form in the format provided.   | <b>MANDATORY</b>           |                           |
| 15. | Duly filled, signed and stamped Litigation History in the form as provided  | <b>MANDATORY</b>           |                           |
| 16. | Duly filled, signed and stamped Form of Tender in the Format Provided in the Tender (In Bidders Letter Head)  | <b>MANDATORY</b>           |                           |
| 17. | The bid document must be Tape Bound (spiral binding and use of spring or box files will not be accepted and will lead to automatic disqualification) and sequentially serialized on all pages of the tender documents submitted   | <b>MANDATORY</b>           |                           |
| 19. | Provide a duly filled signed, stamped <b>and certified</b> copy of a Manufacturer authorization For month manufacturers letter head.  | <b>MANDATORY</b>           |                           |
| 20. | Provide a <b>certified</b> copy of quality certification from Kenya Bureau of   | <b>MANDATORY</b>           |                           |

|   |   |  |  |
|---|---|--|--|
|   | Standard(KEBS)meeting the Technical specifications enlisted under schedule of requirements. |  |  |
| <b>The successful bidders whom meet the above requirements will be recommended for the next stage of technical evaluation</b> |   |  |  |

**THE NON-RESPONSIVE SUBMISSIONS WILL BE ELIMINATED FROM THE ENTIRE EVALUATION PROCESS AND WILL NOT BE CONSIDERED FURTHER**

**Technical Evaluation Criteria (OPEN Contractors)**

| S/ No | Requirement  | Supporting Documents   | Scores          | Reference Document |
|-------|--|--|-----------------|--------------------|
| 1.    | Tenderer to meet all the technical specifications as provided below.   | Manufacturers brochures clearly showing the product being offered together with its specifications. <b>(Brochures to be evaluated as per the table below). (5 marks)</b><br><br>Written undertaking to supply goods meeting the technical specifications enlisted under schedule of requirement <b>(5 Marks)</b> | <b>10 Marks</b> |                    |
| 2.    | Provide comprehensive work programme   | Work plan <b>(delivery schedules in respective sub-counties)</b>   | <b>10 Marks</b> |                    |
| 3.    | Price Validity   | Submit a written under taking to hold prices as awarded in the entire contract period  | <b>10 Marks</b> |                    |
| 4     | Submit current three years audited accounts  | <p>† Audited Financial Statements 2023, 2024, 2025</p> <p>† Turn over of kshs. 5 Million per year</p> <p>† Current ratio; (Current Assets/Current Liabilities) 1.5±2 Dully Filled Form Fin 3.1</p>   | <b>15 Marks</b> |                    |
| 5     | Bank statement/credit facility net of other contractual commitments to demonstrate cashflow of Kshs. 3 million | <p>† Letters of Credit of at least Kshs. 8 million from reputable Bank (5 marks)</p> <p>† Bank statement of at least 6 months (5 marks)</p> <p>† Dully filled Form Fin 3.3 and Form Fin 3.4</p>  | <b>10 Marks</b> |                    |
| 6     | Provide evidence of similar or equivalent assignments of the scope of such assignments in the                  | ξ Recommendation Letters from at least five clients  |                 |                    |

|   |  |   |                 |  |
|---|--|---|-----------------|--|
|   | last three years from 2021 onwards. Bidders shall provide references/recommendations for successful completion of the contracts awarded. | ξ Local Purchase Orders/ Contracts from at least three clients of at least Kshs. 1 million each (5 marks for each)  | <b>25 Marks</b> |  |
| 7   | Provide evidence of Distribution Capacity  | ‡ Minimum of two (2 no) 10 tonne vehicles owned/leased/hired by providing logbooks or duly signed and valid lease agreement<br>‡ Dully Filled Form EQU: Equipment | <b>10 Marks</b> |  |
| 8   | Tenderer to commit to supply the goods within the set timelines requirement  | ‡ Written commitment to supply the sanitary towels within four (4) weeks on receipt of order.   | <b>10 Marks</b> |  |
| <b>The successful bidders who meet the above requirement will be recommended for the next stage of Financial evaluation</b> |  |   |                 |  |

#### Technical Evaluation (AGPO)

| S/ No | Requirement  | Supporting Documents   | Scores          | Reference In Document |
|-------|--|--|-----------------|-----------------------|
| 1.    | Tenderer to meet all the technical specifications as provided below. | ξ Manufacturers brochures clearly showing the product being offered together with its specifications. <b>(Brochures to be evaluated as per the table below). (5 marks)</b><br>ξ Written undertaking to supply goods meeting the technical specifications enlisted under schedule of requirement <b>(5 Marks)</b> | <b>10 Marks</b> |                       |
| 2.    | Provide comprehensive work programme                                 | ξ Workplan <b>(delivery schedules in respective sub-counties)</b>  | <b>10 Marks</b> |                       |
| 3.    | Price Validity   | ξ Submit a written undertaking to Hold prices as awarded in the entire contract period   | <b>10 Marks</b> |                       |
| 4     | Submit current two years audited accounts                            | ‡ Audited Financial Statements 2024, 2025<br>‡ Turn over of kshs. 2 Million per year<br>‡ Current ratio; (Current Assets/Current Liabilities) 1.5 ± 2<br>‡ Dully Filled Form Fin 3.1   | <b>15 Marks</b> |                       |

|  |  |   |                 |  |
|--|--|---|-----------------|--|
| 5  | Bank statement/credit facility net of other contractual commitments to demonstrate cashflow of Kshs. 3 million   | <p>± Letters of Credit of at least Kshs. 2 million from reputable Bank (5 marks)</p> <p>± Bank statement of at least 6 months (5 marks)</p> <p>± Dully filled Form Fin 3.3 and Form Fin 3.4</p> | <b>10 Marks</b> |  |
| 6  | Provide evidence of similar or equivalent assignments of the scope of such assignments in the last three years from 2021 onwards. Bidders shall provide references/recommendations for successful completion of the contracts awarded. | <p>ξ Recommendation Letters from at least three clients</p> <p>ξ Local Purchase Orders/ Contracts from at least three clients of at least Kshs. 1 million each (10 marks for each)</p>          | <b>30 Marks</b> |  |
| 7  | Provide evidence of Distribution Capacity  | <p>± Minimum of two (2 no) 10 tonne vehicles owned/leased/hired by providing logbooks or dully signed and valid lease agreement</p> <p>± Dully Filled Form EQU: Equipment</p>                   | <b>10 Marks</b> |  |
| 8  | Tenderer to commit to supply the goods within the set timelines requirement  | ± Written commitment to supply the sanitary towels within four (4) weeks on receipt of order.   | <b>5 Marks</b>  |  |
| <b>The successful bidders who meet the above requirements will be recommended for the next stage of Financial evaluation</b> |  |   |                 |  |

## TECHNICAL EVALUATION CRITERIA FOR BROCHURE

### b) Technical Specifications

These shall be done as per the brochures attached and response of the Tenderers

| S/no | Requirement          | Description  | Compliance/ Non-compliance | Reference In Brochures |
|------|----------------------|--|----------------------------|------------------------|
| 1.   | Product Description: | The sanitary towels to be procured shall be suitable for use by primary-school going children in Kenya. The product should provide comfort, absorbency, and leak protection. The sanitary towels should be designed with consideration for the age group and body size of primary school children. |                            |                        |

|    |                      |  |  |  |
|----|----------------------|--|--|--|
| 2. | Size and dimensions: | The sanitary towels should be of appropriate size to fit comfortably for primary school children. The dimension should be provided in the length and width, taking into account the varying body size within the primary school age group. |  |  |
| 3. | Absorbency:          | The sanitary towels must have adequate absorbency to effectively manage menstrual flow for the intended age group. The material  |  |  |

(cusedshouldhandlebothmoderateto heavy flow.

Material:

i) Absorbent Filler When visually examined, the absorbent filler shall be white or light in color and shall be free from any water soluble coloring matter when inspected and tested. It shall not contain extraneous materials, which are not designed to enhance performance.

Theouterlayerofthesanitarytowels should be made of a soft and breathable materials that is gentle to the skin to prevent discomfort or irritation.

The specifications will strictly follow KS 507:2005KS5 9 . 0 8 0 . 3 0 ;E A S 96:2008

SanitaryTowels ±Specification from KEBS a shown below:

a. **Covering**

i)The absorbent filler covering shall be made of good quality fabric with sufficient porosity to permit the assembled towel to meet absorbency requirements.

iii)**Protectivebarrier:**

The protective barrier shall be water resistant (no wetting of outer surface and no water penetration) when inspected and tested.

b. **Workmanshipandfinishing;**

i) **Absorbentfiller**

The absorbent filler shall be continuous and neatly cut to the required size. It shall be free from hard lumps. It shall be completely covered and free from wrinkles that are not a design feature.

ii) **Securingmechanism**

Anyofthefollowingmaybeused:

a) loops ortabswhichshallextendbeyondthe length of the filler materials

b) adhesivestripsorpatch

c) wings with adhesive which shall be of sufficient length in such a manner as to form folds around the panty / brief for securing the sanitary towel when in use.

iii) **Protectivebarrier;**

The sanitary towels when visually examined shall have a protective barrier on one side, if not clear, they shall have an identifying mark or colour indicating clearly the side of the barrier.

iv) **Freedomfromdefects;**

The sanitary towels when visually examined shallbe freefromdefects,whichaffectsthe

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | appearanceandutilitysuchasoilstains,dirt, |  |  |
|--|--|---|--|--|

|   |                               | soil particles and hard lumps.<br>v) Odour;<br>The sanitary towels shall have no unpleasant odour either in dry state immediately after sampling from the packages or after wetting the sample with distilled water.<br>vi) Texture<br>The sanitary towels shall be smooth and soft when felt by hand.  |                       |                    |                    |                       |              |                     |                      |          |                     |            |             |                       |   |          |                     |                                    |        |                     |             |                               |  |  |  |
|---|-------------------------------|---|-----------------------|--------------------|--------------------|-----------------------|--------------|---------------------|----------------------|----------|---------------------|------------|-------------|-----------------------|---|----------|---------------------|------------------------------------|--------|---------------------|-------------|-------------------------------|--|--|--|
| 4.  | Leak protection:              | The sanitary towels must incorporate leak-proof barrier to prevent leakage during movement activities.  |                       |                    |                    |                       |              |                     |                      |          |                     |            |             |                       |   |          |                     |                                    |        |                     |             |                               |  |  |  |
| 5.  | Adhesive strip                | The sanitary towels should have a secure adhesive strip on the back to keep them in place within the underwear. The adhesive should be strong enough to prevent shifting during movement.   |                       |                    |                    |                       |              |                     |                      |          |                     |            |             |                       |   |          |                     |                                    |        |                     |             |                               |  |  |  |
| 6.  | Individually wrapped:         | Each sanitary towel should be individually wrapped for hygiene purposes and ease of distribution. The packaging should be discreet and easy to open.  |                       |                    |                    |                       |              |                     |                      |          |                     |            |             |                       |   |          |                     |                                    |        |                     |             |                               |  |  |  |
| 7.  | Texture                       | The sanitary towels shall be smooth and soft when felt by hand.<br>Performance requirement for sanitary towels;   |                       |                    |                    |                       |              |                     |                      |          |                     |            |             |                       |   |          |                     |                                    |        |                     |             |                               |  |  |  |
| 8.  |                               | <table border="1"> <thead> <tr> <th><u>Characteristic</u></th> <th><u>Requirement</u></th> <th><u>Test Method</u></th> </tr> </thead> <tbody> <tr> <td>ξ Absorbency Capacity</td> <td>ξ No leakage</td> <td>ξ Annex C of EAS 96</td> </tr> <tr> <td>ξ Absorbency rate(s)</td> <td>ξ max 10</td> <td>ξ Annex D of EAS 96</td> </tr> <tr> <td>ξ pH Value</td> <td>ξ 5.5 ± 8.5</td> <td>ξ EAS 261, Method Ba)</td> </tr> <tr> <td>ξ Moisture content of Filler Material (%)</td> <td>ξ max. 8</td> <td>ξ Annex E of EAS 96</td> </tr> <tr> <td>ξ Fluorescence of filler Materials</td> <td>ξ None</td> <td>ξ Annex G of EAS 96</td> </tr> <tr> <td>ξ Size (mm)</td> <td>ξ min. (filler material only)</td> <td></td> </tr> </tbody> </table> | <u>Characteristic</u> | <u>Requirement</u> | <u>Test Method</u> | ξ Absorbency Capacity | ξ No leakage | ξ Annex C of EAS 96 | ξ Absorbency rate(s) | ξ max 10 | ξ Annex D of EAS 96 | ξ pH Value | ξ 5.5 ± 8.5 | ξ EAS 261, Method Ba) | ξ Moisture content of Filler Material (%) | ξ max. 8 | ξ Annex E of EAS 96 | ξ Fluorescence of filler Materials | ξ None | ξ Annex G of EAS 96 | ξ Size (mm) | ξ min. (filler material only) |  |  |  |
| <u>Characteristic</u>                     | <u>Requirement</u>            | <u>Test Method</u>  |                       |                    |                    |                       |              |                     |                      |          |                     |            |             |                       |   |          |                     |                                    |        |                     |             |                               |  |  |  |
| ξ Absorbency Capacity                     | ξ No leakage                  | ξ Annex C of EAS 96   |                       |                    |                    |                       |              |                     |                      |          |                     |            |             |                       |   |          |                     |                                    |        |                     |             |                               |  |  |  |
| ξ Absorbency rate(s)                      | ξ max 10                      | ξ Annex D of EAS 96   |                       |                    |                    |                       |              |                     |                      |          |                     |            |             |                       |   |          |                     |                                    |        |                     |             |                               |  |  |  |
| ξ pH Value                                | ξ 5.5 ± 8.5                   | ξ EAS 261, Method Ba)   |                       |                    |                    |                       |              |                     |                      |          |                     |            |             |                       |   |          |                     |                                    |        |                     |             |                               |  |  |  |
| ξ Moisture content of Filler Material (%) | ξ max. 8                      | ξ Annex E of EAS 96   |                       |                    |                    |                       |              |                     |                      |          |                     |            |             |                       |   |          |                     |                                    |        |                     |             |                               |  |  |  |
| ξ Fluorescence of filler Materials        | ξ None                        | ξ Annex G of EAS 96   |                       |                    |                    |                       |              |                     |                      |          |                     |            |             |                       |   |          |                     |                                    |        |                     |             |                               |  |  |  |
| ξ Size (mm)                               | ξ min. (filler material only) |   |                       |                    |                    |                       |              |                     |                      |          |                     |            |             |                       |   |          |                     |                                    |        |                     |             |                               |  |  |  |

|     |                               |  |  |  |  |  |
|-----|-------------------------------|--|--|--|--|--|
|     |                               |  |  | <p>ξ Width<br/>40<br/>Length<br/>at least<br/>280<br/>Measure<br/>d by a<br/>ruler</p> |  |  |
|     |                               | <p>In case jelly forms, dilute with more distilled water before determining the pH.<br/>Refer-Source: EAS 96:2008, East African Standard Specification for Sanitary Towels</p>   |  |  |  |  |
| 9.  | Microbiological requirements  | <p>(i) When packed in sterile conditions as declared by a manufacturer sanitary towels shall pass test for sterility in accordance with EAS 217-1<br/>(ii) When packed in non-sterile condition:<br/>a) the total viable bacterial count shall not exceed 1000 per sanitary towels<br/>b) When tested, they shall be free from <i>enterobacteriaceae</i>, <i>staphylococcus aureus</i>, and <i>pseudomonas aeruginosa</i>.<br/>(c) Flushability When declared to be flushable in water closets, sanitary towels shall be manufactured from disposable materials</p>  |  |  |  |  |
| 10. | Packaging:                    | <p>The sanitary towels should be packaged in units suitable for distribution. The packaging should be environmentally friendly and easy to transport.<br/>The towels shall be supplied in packages of suitable materials, which are sealed so as to protect them from moisture, soiling and contamination during storage and transportation.<br/>Bales<br/>The packages shall be supplied in bales made of suitable materials which are strong enough to hold the number of declared packages. The bale shall withstand pressure during transportation and shock piled during storage. It shall be properly sealed to prevent package spilling</p> |  |  |  |  |
| 11. | Environmental considerations: | <p>The material used in the production of sanitary should be environmentally suitable</p>  |  |  |  |  |
| 12. | Compliance:                   | <p>The sanitary towels should comply with relevant health and safety standards.</p>  |  |  |  |  |
| 13. | Quantity:                     | <p>Provide the required quantity of sanitary towels needed for distribution to primary schools based on the estimated number of primary school girls in Kenya/County.</p>  |  |  |  |  |
| 14. | Sample request:               | <p>Bidders should provide a warranty for the quality and performance of sanitary towels. In case of any defects or quality issues, a</p>   |  |  |  |  |

|     |                      |   |  |  |
|-----|----------------------|---|--|--|
|     |                      | mechanism for replacement or refund should be established.  |  |  |
| 15. | Inspection and test  | The supplier(s) will be expected to show evidence of the sanitary towels having been inspected by the Kenya Bureau of Standards (KEBS) before the start of the distribution. A certificate of inspection issued must accompany the goods. |  |  |
| 16. | Documentation:       | Bidders should provide comprehensive documentation including product specifications, testing certificates, and any other relevant quality assurance documentation.  |  |  |
| 17. | Afterward evaluation | Evaluation for clauses 7, 11, 12, 13, 14, 15 and 16 above will be done upon award.  |  |  |

## PRICE EVALUATION

Consistent with and in addition to the criteria listed in ITT 33.3 and ITT 29.3; and ITT 34 and its subparagraphs the following criteria shall apply:

### Evaluation of Technical Aspects of the Tender

The Procuring Entity shall evaluate the technical aspects of the Tender to determine compliance with the Procuring Entity's requirements under Section V 'Schedule of Requirement' and whether the Tenders are substantially responsive to the Technical Specifications and other Requirements.

### Evaluation of Commercial Terms and Conditions of the Tender (ITT 33.1(a)):

The Procuring Entity shall determine whether the Tenders are substantially responsive to the Commercial and Contractual Terms and Conditions (e.g. performance securities, Payment and delivery schedules).

### Evaluation Criteria (Other Factors) (ITT 33.6)

The Procuring Entity's evaluation of a Tender may take into account, in addition to the Tender Price quoted in accordance with ITT 13.8, one or more of the following factors as specified in ITT 33.2(d) and in TDS ITT 33.6, using the following criteria and methodologies.

#### a) Delivery schedule.

The Goods specified in the List of Goods are required to be delivered within the acceptable time range (after the earliest and before the final date, both dates inclusive) specified in Section V, Schedule of Requirements. No credit will be given to deliveries before the earliest date, and Tenders offering delivery after the final dates shall be treated as non-responsive. Within this acceptable period, an adjustment of [insert the adjustment factor], will be added, for evaluation purposes only, to the Tender price of 7HQGHUVRIIHULQJGHOLYHULHVODWHUWKDQWKH Schedule of Requirements.

#### c) Deviation in payments schedule (N/A)

i) tenderers shall state their Tender price for the payments schedule outlined in the SCC.

Tenders shall 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 and the reduced Tender price offered by the tenderers select ed on the basis of the base price for the payment schedule outlined in the SCC. **or**

- i) The SCC stipulates the payment schedules specified by the Procuring Entity. If a Tender deviate from the schedule and if such deviation is considered acceptable to the Procuring Entity, the Tender will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Tender as compared with those stipulated in the SCC, at the rate per annum [insert adjustment rate].
- c) **Cost of major replacement components** mandatory spare parts, and service. The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operations specified in the TDS 15.4, is in the List of Goods. An adjustment equal to the total cost of these items, at the unit prices quoted in each Tender, shall be added to the Tender price, for evaluation purposes only. (N/A)
- d) **Availability in Kenya** of spare parts and after sales services for equipment offered the Tender. in An adjustment equal to the cost to the Procuring Entity of establishing the minimum service facilities and parts inventories if quoted separately, shall be added to the Tender price, for evaluation purposes only. (N/A)

**Life Cycle Costs**

- e) If specified in TDS 33.6, an adjustment to consider the additional life cycle costs for the period specified below, such as the operating and maintenance costs of the Goods, will be added to the Tender price, for evaluation purposes only. The adjustment will be evaluated in accordance with the methodology specified below and the following information: (N/A)

**Performance and productivity of the equipment:**

- f) i) Performance and productivity of the equipment. An adjustment representing the capitalized cost of additional operating costs over the life of the goods will be added to the Tender price, for evaluation purposes if specified in the TDS 33.6. The adjustment will be evaluated based on the drop in the guaranteed performance or efficiency offered in the Tender below the norm of 100, using the methodology specified below. (N/A)
- ii) An adjustment to consider the productivity of the goods offered in the Tender will be added to the Tender price, for evaluation purposes only, if specified in ITT 33.6. The adjustment will be evaluated based on the cost per unit of the actual productivity of goods offered in the Tender with respect to minimum required values, using the methodology specified below.

**g) Specific additional criteria**

[Other specific additional criteria to be considered in the evaluation, and the evaluation method shall be detailed in TDS 34.6][If specific **sustainable procurement technical requirements** have been specified in Section VII- Specification, either state that (i) those requirements will be evaluated on a pass/fail (compliance basis) **or** otherwise (ii) in addition to evaluating those requirements on a pass/fail (compliance basis), if applicable, specify the monetary adjustments to be applied to Tender Prices for comparison purposes on account of Tenders that exceed the specified minimum sustainable procurement technical requirements.] N/A

**Multiple Contracts (ITT 33.4)**

Multiple contracts will be permitted in accordance with ITT 33.4. Tenderers are evaluated

on basis of Lots and the lowest evaluated tenderer identified for each Lot. The Procuring Entity will select one Option of the two Options listed below for award of Contracts.

### **OPTION 1**

- i) If a tenderer wins only one Lot, the tenderer will be awarded a contract for that Lot, provided the tenderer meets the Eligibility and Qualification Criteria for that Lot.
- ii) If a tenderer wins more than one Lot, the tenderer will be awarded contracts for a maximum of two lots for both local manufacturers and AGPO category provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the Lots. The tenderer will be awarded the combination of Lots for which the tenderer qualifies and the others will be considered for award to second lowest tenderers.

### **Alternative Tenders**

#### **(ITT13.1)**

<sup>3</sup> \$ Tenderer may submit an alternative Tender only with a Tender for the base case.

The Procuring Entity shall only consider the alternative Tenders offered by the Tenderer

whose Tender is **UIR UW KHED V H F D V H Z D V G H W H U R / A Q H G W R**

### **3. MARGIN OF PREFERENCE**

If the TDS so specifies, the Procuring Entity will grant a margin of preference of 15% (fifteen percent) to Tenderers offering goods manufactured, mined, extracted, grown, assembled or semi processed in Kenya. Goods assembled or semi-processed in Kenya shall have a local content of not less than 40%.

The margin of preference will be applied in accordance with, and subject to, the following provisions:

- a) Tenderers applying for such preference on goods offered shall provide, as part of the data for qualification, such information, including details of the goods produced in Kenya, so as to determine whether, according to the classification established by the Procuring Entity, a particular category of goods or group of goods qualifies for a margin of preference.
- b) After Tenders have been received and reviewed by the Procuring Entity, goods offered in the responsive Tenders shall be assessed to ascertain they are manufactured, mined, extracted, grown, assembled or semi-processed in Kenya. Responsive tenders shall be classified into the following groups:
  - i) **Group A:** Tenders offering goods manufactured in Kenya, for which (a) labor, raw materials, and components from within Kenya account for more than forty (40) percent of the Ex-Works price; and (b) the production facility in which they will be manufactured or assembled has been engaged in manufacturing or assembling such goods at least since the date of Tender submission date;
  - ii) **Group B:** All other Tenders offering Goods manufactured in Kenya;
  - iii) **Group C:** Tenders offering Goods manufactured outside Kenya that have been already imported or that will be imported.
- c) To facilitate this classification by the Procuring Entity, the Tenderer shall complete whichever version of the Price Schedule furnished in the Tender Documents is appropriate. Incorrect classification may render the Tender non-responsive as no reclassification will be permitted after Tender opening. Tenderers shall provide correct information especially with respect to duties, taxes etc. paid

on previously imported Goods and percentage of local labor, materials and components for Goods manufactured in Kenya as any false information which cannot be supported by documentation may render the Tender non-responsive besides other sanctions for providing falsified information.

- d) The Procuring Entity will first review the Tenders to confirm the appropriateness of the Tender group classification to which Tenderers assigned their Tenders in preparing their Tender Forms and Price Schedules.
- e) All evaluated Tenders in each group will then be compared to determine the lowest evaluated Tender of each group. Such lowest evaluated Tenders shall be compared with each other and if as a result of this comparison a Tender from Group A or Group B is the lowest, it shall be selected for the award.
- f) If as a result of the preceding comparison, the lowest evaluated Tender is a Tender from Group C, all Tenders from Group C shall be further compared with the lowest evaluated Tender from Group A after adding to the evaluated price of goods offered in each Tender from Group C, for the purpose of this further comparison only, an amount equal to 15% (fifteen percent) of the respective CIP Tender price for goods to be imported and already imported goods. Both prices shall include unconditional discounts and be corrected for arithmetical errors. If the Tender from Group A is the lowest, it shall be selected for award. If not, the lowest evaluated Tender from Group C shall be selected as per paragraph HDERYH.

#### 4. Post Qualification of Tenderers (ITT 37)

##### Post-Qualification Criteria (ITT 37.1)

In case the tender was not subject to pre-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions (post qualification Criteria applied on a GO/NOGO basis). The Procuring Entity shall carry out the post-qualification of the Tenderer in accordance with ITT 37, using only the requirements specified herein. Requirements not included in the text below shall not be used in the evaluation of the Tenderer's qualifications. The minimum qualification requirements for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless otherwise specified.

##### If the Tenderer is a manufacturer

###### a) Financial Capability

- i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the supply cash flow of **Kenya Shillings 3 million per Lot**
- ii) Minimum average annual supply turnover of Kenya Shillings **3 million per Lot** calculated as total certified payments received for contracts of goods manufactured and supplied within the last **3 years**. In case of multiple contracts, limitation will be placed on the number of item(s) that will be awarded to the Tenderer.

###### b) Experience and Technical Capacity

The Tenderer shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s) using the form provided in Section IV. In case the Tenderer is a JV, experience and demonstrated technical capacity of only the JV shall be taken into account and not of individual members nor their individual experience/capacity will be aggregated unless all members of the JV have been manufacturing and supplying Goods offered in the Tender to the same technology,

processing, design, materials, specifications, model number, etc. in all respects such that Goods manufactured have the same functional characteristics, performance parameters, outputs and other guarantees and fully interchangeable which shall be documented along with other required documents demonstrating capacity to the satisfaction of the Procuring Entity in case individual members claim experience. Otherwise, documents evidencing experience and technical capacity shall be in the name of the JV that submitted the Tender. Wherever the :RUGV<sup>3</sup>6LP<sup>1</sup>ha<sup>0</sup>De<sup>1</sup>Un<sup>3</sup>\*ed<sup>1</sup>Rit<sup>1</sup>R<sup>1</sup>o<sup>1</sup>Gu<sup>1</sup>Ve<sup>1</sup>s' upgrades, latest and improved versions or models of similar specifications and technology. Refer to Form Exp-1 to provide the required information.

- i) The Tenderer shall be manufacturing similar Goods for the last **3 years**
- ii) The Tenderer shall furnish documentary evidence to demonstrate successful completion of at least **3 contracts per Lot** of similar or equivalent (produced using similar manufacturing/raw materials/production processes) Goods in the last **3 years** each contract costing at least Kenya shillings **20 million** and involving a supply of at least **70%** percentage of required quantity

**If Tenderer is a Supplier**

If a Tenderer is a Supplier offering the Goods on behalf of or from a Manufacturer under Manufacturer's Authorization Form (Section IV, Tendering Forms), the Manufacturer shall demonstrate the above qualifications 4.2 (b) (i), (ii), and (iii) and the Tenderer shall demonstrate it meets the following criteria.

- i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the supply cash flow of **Kenya Shillings 3 million**.
- ii) Minimum average annual supply turnover of **Kenya Shillings 3 Million** or equivalent calculated as total certified payments received for contracts in progress and/or completed within the last 3 years, divided by 3 years.
- iii) Has satisfactorily and substantially completed at least **2 (two) contract(s)** of a similar nature or equivalent either within Kenya, the East African Community or abroad, as a prime supplier or a joint venture member, each of a minimum value in **Kenya shillings 3 Million** equivalent.

**History of non-performing contracts:**

Tenderer (manufacturer, and each member of JV in case the Tenderer is a JV, shall demonstrate that Non performance of a contract did not occur as a result of the default of the manufacturer or the member of JV as the case may be, in the last **3 years**. The required information shall be furnished as per Form CON-2].

**Pending Litigation**

Financial position and prospective long-term profitability of the Single Tenderer, and in the case the Tenderer is a JV, of each member of the JV, shall remain sound according to criteria established with respect to Financial Capability under paragraph I(i) above assuming that all pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations as per Form CON-2.

**4.6. Litigation History**

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last 3 years. All parties to the contract shall furnish the information on the related Form (CON-2) about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the years specified. A consistent history

of awards against the Tenderer or any member of a JV may result in rejection of the tender.

## SECTION IV - TENDERING FORMS

Form of Tender Tenderer Information Form

Tenderer/JV Members Information Form

Price Schedule: Goods Manufactured Outside Kenya, to be Imported Price Schedule: Goods

Manufactured Outside Kenya, already imported Price Schedule: Goods Manufactured in Kenya Price and

Completion

Schedule ± Related Services Form of Tender Security ± Demand Guarantee

Form of Tender Security (Tender Bond)

Form of Tender - Securing Declaration on QXIDFA Whizaid Form



## **SECTION IV - TENDERING FORMS**

Form of Tender Tenderer Information Form Tenderer JV Members Information Form

Price Schedule: Goods Manufactured Outside Kenya, to be Imported Price Schedule: Goods Manufactured Outside

Kenya, already imported Price Schedule: Goods Manufactured in Kenya Price and Completion Schedule –

Related Services Form of Tender Security – Demand Guarantee Form of Tender Security (Tender Bond)

Form of Tender-Securing Declaration Manufacturer's Authorization Form

## FORM OF TENDER

### INSTRUCTIONS TO TENDERERS

- i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER attached to this Form of Tender.*

**Date of this Tender submission:**.....[insert date (as day, month and year) of Tender

submission] **Tender Name and Identification:**.....[insert

identification] **Alternative No.:**.....[insert identification No if this is a Tender

for an alternative]

To:.....[insert complete name of Procuring Entity]

- a) **No reservations:** We have examined and have no reservations to the Tendering document, including Addenda issued in accordance with Instructions to tenderers (ITT 7);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3;
- c) **Tender/Proposal-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing Declaration.  
or  
Proposal-Securing Declaration in Kenya in accordance with ITT 3.6;
- d) **Conformity:** We offer to supply in conformity with the Tendering document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods: *[insert a brief description of the Goods and Related Services]*;
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is:  
  
Option 1, in case of one lot: Total price is: *[insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies]*;  
  
or  
  
Option 2, in case of multiple lots: (a) Total price of each lot *[insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]*; and (b) Total price of all lots (sum of all lots) *[insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies]*;
- f) **Discounts:** The discounts offered and the methodology for their application are:
  - i) The discounts offered are: *[Specify in detail each discount offered.]*
  - ii) The exact method of calculations to determine the net price after application of discounts are shown below: *[Specify in detail the method that shall be used to apply the discounts]*;
- g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 17.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS 21.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (h) **Performance Security:** If our Tender is accepted, we commit to obtain a performance security in accordance with the Tendering document;

- i) **One Tender per tenderer:** We are not submitting any other Tender(s) as an individual tenderer, and we are not participating in any other Tender(s) as a Joint Venture member, or as a subcontractor, and meet the requirements of ITT 3.9, other than alternative Tenders submitted in accordance with ITT 12;
- j) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Procuring Entity. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;
- k) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITT 3.7];*
- l) **Commissions, gratuities, fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

| Name of Recipient | Address | Reason | Amount |
|-------------------|---------|--------|--------|
|                   |         |        |        |
|                   |         |        |        |
|                   |         |        |        |

(If none has been paid or is to be paid, indicate “none.”)

- m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- n) **Procuring Entity Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive; and
- o) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- p) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from \_\_\_\_\_ (*specify website*) during the procurement process and the execution of any resulting contract.
- q) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent tender Determination” attached below.
- r) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
- Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
  - Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
  - Self-Declaration of the Tenderer – to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
  - Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in

**“Appendix 1- Fraud and Corruption”** attached to the Form of Tender.

**Name of the tenderer:** *\*[insert complete name of the tenderer]*

**Name of the person duly authorized to sign the Tender on behalf of the tenderer:** *\*\*[insert complete name of person duly authorized to sign the Tender]*

**Title of the person signing the Tender:** *[insert complete title of the person signing the Tender]*

**Signature of the person named above:** *[insert signature of person whose name and capacity are shown above]* **Date signed** *[insert date of signing]* **day of** *[insert month], [insert year]*

\*: In the case of the Tender submitted by a Joint Venture specify the name of the Joint Venture as tenderer.

\*\* : Person signing the Tender shall have the power of attorney given by the tenderer. The power of attorney shall be attached with the Tender Schedules.

## CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the \_\_\_\_\_ [Name of Procuring Entity] for: \_\_\_\_\_ [Name and number of tender] in response to the request for tenders made by: \_\_\_\_\_ [Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
  - a) has been requested to submit a Tender in response to this request for tenders;
  - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
  - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) methods, factors or formulas used to calculate prices;
  - c) the intention or decision to submit, or not to submit, a tender; or
  - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. the terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

[Name, title and signature of authorized agent of Tenderer and Date]

**FOURTH SCHEDULE (rr. 46 and 155(2))  
TENDER-SECURING DECLARATION FORM**

*[The Bidder shall complete this Form in accordance with the instructions indicated]*

Date: [insert date (as day, month and year) of Tender Submission] .....

Tender No.: [insert number of tendering process] .....

To: [insert complete name of Purchaser] .....

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation(s) under the bid conditions, because we – (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders. 852 Kenya Subsidiary Legislation, 2020
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of: (a) our receipt of a copy of your notification of the name of the successful Tenderer; or (b) thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent. **Signed:**.....

**Capacity / title (Director or Partner or Sole Proprietor, etc.)** .....

**Name:** .....

**Duly authorized to sign the bid for and on behalf of:** [insert complete name of Tenderer] **Dated on**  
..... **day of** ....., ..... **[Insert date of signing] Seal or stamp**

**SELF-DECLARATION**

**FORMS FORM SD1**

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

I,.....of Post Office Box.....being a resident of  
.....in the Republic of.....do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ 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 cak
3. red from participating in procurement proceeding under Part IV of the Act.
4. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

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

Bidder Official Stamp

FORM SD2

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

I,.....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 corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

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

Bidder's Official Stamp

**DECLARATION AND COMMITMENT TO THE CODE OF ETHICS**

I.....(person) on behalf of (*Name of the Business/ Company/Firm*).....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address.....

Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

**(Company Seal/ Rubber Stamp where applicable)**

Witness

Name

.....

Sign.....

Date.....

## APPENDIX 1- FRAUD AND CORRUPTION

*(Appendix 1 shall not be modified)*

### 1. Purpose

- 1.1 The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

### 2. Requirements

- 2.1 The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.
- 2.2 Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:
- 1) a person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
  - 2) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
  - 3) Without limiting the generality of the subsection (1) and (2), the person shall be—
    - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
    - b) if a contract has already been entered into with the person, the contract shall be voidable;
  - 4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
  - 5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement:-
    - a) shall not take part in the procurement proceedings;
    - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
    - c) shall not be a subcontractor for the bidder to whom was awarded contract, or a member of the group of bidders to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
  - 6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
  - 7) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5)(a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.
- 2.3 In compliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:
- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
    - i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

- ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - v) “obstructive practice” is:
    - deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3 e. below.
- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:
- "fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers 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.
- c) Rejects a proposal for award<sup>1</sup> of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
  - d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or debar or recommend to appropriate authority (ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
  - e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect<sup>2</sup> all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
  - f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

<sup>1</sup>For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>2</sup> Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

**TENDERER INFORMATION FORM**

*[The tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date:..... *[insert date (as day, month and year) of Tender submission]*

**Tender Name and Identification:**.....*[insert identification*

Alternative No.:..... *[insert identification No if this is a Tender for an alternative]* Page \_\_\_\_\_ of \_\_\_\_\_ pages

|   |
|---|
| 1.Tenderer'sName <i>[insert Tenderer's legal name]</i>  |
| 2.In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i>   |
| 3.Tenderer's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>   |
| 4.Tenderer's year of registration: <i>[insert Tenderer's year of registration]</i>  |
| 5.Tenderer's Address in country of registration: <i>[insert Tenderer's legal address in country of registration]</i>  |
| 6.Tenderer's Authorized Representative Information<br>Name: <i>[insert Authorized Representative's name]</i><br>Address: <i>[insert Authorized Representative's Address]</i><br>Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i><br>Email Address: <i>[insert Authorized Representative's email address]</i>  |
| 7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i><br><input type="checkbox"/> For Kenyan Tenderers a current tax clearance certificate or tax exemption certificate issued by the the Kenya Revenue Authority in accordance with ITT 3.14.<br><input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT3.4.<br><input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 3.1.<br><input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT4.6 documents establishing:<br>(i) Legal and financial autonomy<br>(ii) Operation under commercial law<br>(iii) Establishing that the tenderer is not under the supervision of the Procuring Entity |
| 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.   |

## TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

a) Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

### A. Tenderer's details

|   | ITEM  | DESCRIPTION  |
|---|---|--|
| 1 | Name of the Procuring Entity                          |  |
| 2 | Name of the Tenderer                                  |  |
| 3 | Full Address and Contact Details of the Tenderer.     | 1. Country<br>2. City<br>3. Location<br>4. Building<br>5. Floor<br>6. Postal Address<br>7. Name and email of contact person. |
| 4 | Reference Number of the Tender                        |  |
| 5 | Date and Time of Tender Opening                       |  |
| 6 | Current Trade License No and Expiring date            |  |
| 7 | Maximum value of business which the Tenderer handles. |  |
| 8 |   |  |

### General and Specific Details

b) Sole Proprietor, provide the following details.

Name in full \_\_\_\_\_ Age \_\_\_\_\_

Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_

Citizenship \_\_\_\_\_

c) Partnership, provide the following details.

|   | Names of Partners | Nationality | Citizenship | % Shares owned |
|---|-------------------|-------------|-------------|----------------|
| 1 |                   |             |             |                |
| 2 |                   |             |             |                |
| 3 |                   |             |             |                |

(d) Registered Company, provide the following details.

i) Private or public Company \_\_\_\_\_

ii) State the nominal and issued capital of the Company:- Nominal Kenya Shillings

(Equivalent)..... Issued Kenya Shillings

(Equivalent).....

iii) Give details of Directors as follows.

|   | Names of Director | Nationality | Citizenship | % Shares owned |
|---|-------------------|-------------|-------------|----------------|
| 1 |                   |             |             |                |
| 2 |                   |             |             |                |
| 3 |                   |             |             |                |

e) DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in.....(*Name of Procuring Entity*) who has an interest or relationship in this firm?

Yes/No..... If yes, provide details as follows.

|   | Names of Person | Designation in the Procuring Entity | Interest or Relationship with Tenderer |
|---|-----------------|-------------------------------------|--|
| 1 |                 |                                     |  |
| 2 |                 |                                     |  |
| 3 |                 |                                     |  |

**ii) Conflict of interest disclosure**

|   | Type of Conflict   | Disclosure<br>YES OR NO | If YES provide details of the<br>relationship with Tenderer |
|---|--|-------------------------|---|
| 1 | Tenderer is directly or indirectly controlled by or is under common control with another tenderer.   |                         |   |
| 2 | Tenderer receives or has received any direct or indirect subsidy from another tenderer.  |                         |   |
| 3 | Tenderer has the same legal representative as another tenderer   |                         |   |
| 4 | Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.                            |                         |   |
| 5 | Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.  |                         |   |
| 6 | Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.  |                         |   |
| 7 | Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract. |                         |   |
| 8 | Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.  |                         |   |
| 9 | Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.   |                         |   |

**f) Certification**

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name \_\_\_\_\_

Title or Designation \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**TENDERER'S JV MEMBERS INFORMATION FORM**

*[The tenderer shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the tenderer and for each member of a Joint Venture]].*

Date:.....*[insert date (as day, month and year) of Tender submission].*

**Tender Name and Identification:**.....*[insert identification Alternative No.:.....[insert identification No if this is a Tender for an alternative].*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

|  |
|--|
| 1. Tenderer's Name: <i>[insert Tenderer's legal name]</i>  |
| 2. Tenderer's JV Member's name: <i>[insert JV's Member legal name]</i>   |
| 3. Tenderer's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>   |
| 4. Tenderer's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>   |
| 5. Tenderer's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>   |
| 6. Tenderer's JV Member's authorized representative information<br>Name: <i>[insert name of JV's Member authorized representative]</i><br>Address: <i>[insert address of JV's Member authorized representative]</i><br>Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i><br>Email Address: <i>[insert email address of JV's Member authorized representative]</i>  |
| 7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i><br><input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of the legal entity named above, in accordance with ITT 4.4. registration<br><br><input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Procuring Entity, in accordance with ITT4.6. |
| 8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.  |

### Price Schedule Forms

[The tenderer shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Procuring Entity in the Schedule of Requirements.]

| <b>LOTNO.</b>                          | <b>SUBCOUNTY</b>                       | <b>TOTALNO. OF<br/>PACKETS<br/>(8Piecesper Packet)</b> | <b>RESERVED</b> | <b>Unit Price<br/>In Kshs.</b> | <b>Total<br/>Amount</b> |
|--|--|--|-----------------|--------------------------------|-------------------------|
| <b>Lot1</b>                            | BUMULA                                 | 31,155   | <b>AGPO</b>     |                                |                         |
|  | BUNGOMA<br>CENTRAL                     | 46,815   |                 |                                |                         |
|  | BUNGOMA EAST                           | 41,139   |                 |                                |                         |
|  | BUNGOMA NORTH                          | 33,774   |                 |                                |                         |
|  | BUNGOMA SOUTH                          | 65,889   |                 |                                |                         |
|  | BUNGOMA WEST                           | 38,244   |                 |                                |                         |
|  | <b>Total No. of Packets<br/>(Lot1)</b> | <b>257,016</b>   |                 |                                |                         |
| <b>Lot</b>                             | CHEPTAIS                               | 21,762   | <b>OPEN</b>     |                                |                         |
|  | KIMAETI                                | 33,384   |                 |                                |                         |
|  | KIMILILI                               | 38,077   |                 |                                |                         |
|  | KOPSIRO                                | 15,668   |                 |                                |                         |
|  | MT. ELGON                              | 14,908   |                 |                                |                         |
|  | TONGAREN                               | 16,674   |                 |                                |                         |
|  | WEBUYE WEST                            | 26,278   |                 |                                |                         |
| <b>Total No. of Packets<br/>(Lot2)</b> | <b>166751</b>                          |  |                 |                                |                         |

**Price Schedule: Goods Manufactured Outside Kenya, to be Imported**

| Date: _____<br>_____               |                              |   |                                       |  |   |   |  |  |
|------------------------------------|------------------------------|---|---------------------------------------|--|---|---|--|--|
| Alternative No: _____              |                              |   |                                       |  |   |   |  |  |
| Page N° _____ of _____             |                              |   |                                       |  |   |   |  |  |
| 1                                  | 2                            | 3   | 4                                     | 5  | 6   | 7   | 8  | 9  |
| Line Item N°                       | Description of Goods         | Country of Origin                             | Delivery Date as defined by Incoterms | Quantity and physical unit   | Unit price CIP <i>[insert place of destination]</i> in accordance with ITT 14.8(b)(i) | CIP Price per line item (Col. 5x6)            | Price per line item for inland transportation and other services required in Kenya to convey the Goods to their final destination specified in TDS | Total Price per item Line (Col. 7+8)         |
| <i>[insert number of the item]</i> | <i>[insert name of good]</i> | <i>[insert country of origin of the Good]</i> | <i>[insert quoted Delivery Date]</i>  | <i>[insert number of units to be supplied and name of the physical unit]</i> | <i>[insert unit price CIP per unit]</i>   | <i>[insert total CIP price per line item]</i> | <i>[insert the corresponding price per line item]</i>  | <i>[insert total price of the line item]</i> |
|                                    |                              |   |                                       |  |   |   |  |  |
|                                    |                              |   |                                       |  |   |   | Total Price  |  |

Name of tenderer *[insert complete name of tenderer]* Signature of tenderer *[signature of person signing the Tender]* Date *[Insert Date]*

**Price Schedule: Goods Manufactured Outside Kenya, already imported\***

| (Group C Tenders, Goods already imported)<br>Currencies in accordance with ITT 15 |                               |   |                                       |  |   |   |  |  |   | Date: _____<br>ITT No: _____<br>Alternative No: _____<br>Page N° _____ of _____                           |   |
|---|-------------------------------|---|---------------------------------------|--|---|---|--|--|---|---|---|
| 1   | 2                             | 3   | 4                                     | 5  | 6   | 7   | 8  | 9  | 10  | 11  | 12  |
| Line Item N°  | Description of Goods          | Country of Origin                             | Delivery Date as defined by Incoterms | Quantity and physical unit   | Unit price including Custom Duties and Import Taxes paid, in accordance with ITT 14.8(c)(i) | Custom Duties and Import Taxes paid per unit in accordance with ITT 14.8(c)(ii), [to be supported by documents] | Unit Price net of custom duties and import taxes, in accordance with ITT 14.8 (c) (iii) (Col. 6 minus Col.7) | Price per line item net of Custom Duties and Import Taxes paid, in accordance with ITT 14.8(c)(i) (Col. 5×8) | Price per line item for inland transportation and other services required in Kenya to convey the goods to their final destination, as specified in TDS in accordance with ITT 14.8 (c)(v) | Sales and other taxes paid or payable per item if Contract is awarded (in accordance with ITT 14.8(c)(iv) | Total Price per line item (Col. 9+10)     |
| <i>[insert number of the item]</i>  | <i>[insert name of Goods]</i> | <i>[insert country of origin of the Good]</i> | <i>[insert quoted Delivery Date]</i>  | <i>[insert number of units to be supplied and name of the physical unit]</i> | <i>[insert unit price per unit]</i>   | <i>[insert custom duties and taxes paid per unit]</i>   | <i>[insert unit price net of custom duties and import taxes]</i>   | <i>[insert price per line item net of custom duties and import taxes]</i>                                    | <i>[insert price per line item for inland transportation and other services required in Kenya]</i>  | <i>[insert sales and other taxes payable per item if Contract is awarded]</i>                             | <i>[insert total price per line item]</i> |
|   |                               |   |                                       |  |   |   |  |  |   |   |   |
|   |                               |   |                                       |  |   |   |  |  |   |   |   |
|   |                               |   |                                       |  |   |   |  |  |   | Total Tender Price  |   |

Name of tenderer.....*[insert complete name of tenderer]* Signature of tenderer..... *[signature of person signing the Tender]* Date..... *[insert date]\* [For previously imported Goods, the quoted price shall be distinguishable from the original import value of these Goods declared to customs and shall include any rebate or mark-up of the local agent or representative and all local costs except import duties and taxes, which have been and/or have to be paid by the Procuring Entity. For clarity, the tenderers are asked to quote the price including import duties, and additionally to provide the import duties and the price net of import duties which is the difference of those values.]*

## Price Schedule: Goods Manufactured in Kenya

| Kenya   |                              | (Group A and B Tenders)  |  |                                |   | Date: _____   |   |   |                                      |
|---|------------------------------|--|--|--------------------------------|---|---|---|---|--------------------------------------|
| _____   |                              | Currencies in accordance with ITT15  |  |                                |   | _____   |   |   |                                      |
| Name of tenderer..... <i>[insert complete name of tenderer]</i> ..... |                              | Signature of tenderer..... <i>[signature of person signing the Tender]</i> ..... |  |                                |   | ITT No: _____   |   |   |                                      |
| Date..... <i>[insert date]</i>  |                              | Alternative No: _____  |  |                                |   | Date..... <i>[insert date]</i>  |   |   |                                      |
|   |                              |  |  |                                |   | Page N° _____ of _____  |   |   |                                      |
| 1   | 2                            | 3  | 4  | 5                              | 6   | 7   | 8   | 9   | 10                                   |
| Line Item N°  | Description of Goods         | Delivery Date as defined by Incoterms  | Quantity and physical unit   | Unit price EXW                 | Total EXW price per line item (Col. 4×5)      | Price per line item for inland transportation and other services required in Kenya to convey the Goods to their final destination | Cost of local labor, raw materials and components from within the origin in Kenya % of Col. 5   | Sales and other taxes payable per line item if Contract is awarded (in accordance with ITT 14.8(a)(ii)) | Total Price per line item (Col. 6+7) |
| <i>[insert number of the item]</i>                                    | <i>[insert name of Good]</i> | <i>[insert quoted Delivery Date]</i>   | <i>[insert number of units to be supplied and name of the physical unit]</i> | <i>[insert EXW unit price]</i> | <i>[insert total EXW price per line item]</i> | <i>[insert the corresponding price per line item]</i>   | <i>[Insert cost of local labor, raw material and components from within the Purchase's country as a % of the EXW price per line item]</i> | <i>[insert sales and other taxes payable per line item if Contract is awarded]</i>                      | <i>[insert total price per item]</i> |
|   |                              |  |  |                                |   |   |   |   |                                      |
|   |                              |  |  |                                |   |   |   |   |                                      |
|   |                              |  |  |                                |   |   |   |   |                                      |
| Total Price   |                              |  |  |                                |   |   |   |   |                                      |

**Price and Completion Schedule - Related Services**

| Currencies in accordance with ITT15   |  |   |   |  | Date: _____                         |  |
|---------------------------------------|--|---|---|--|-------------------------------------|--|
|                                       |  |   |   |  | ITT No: _____                       |  |
|                                       |  |   |   |  | Alternative No: _____               |  |
|                                       |  |   |   |  | Page N° _____ of _____              |  |
| 1                                     | 2  | 3   | 4   | 5  | 6                                   | 7  |
| Service N°                            | Description of Services (excludes inland transportation and other services required in Kenya to convey the goods to their final destination) | Country of Origin                                 | Delivery Date at place of Final destination                             | Quantity and physical unit   | Unit price                          | Total Price per Service (Col. 5*6 or estimate) |
| <i>[insert number of the Service]</i> | <i>[insert name of Services]</i>   | <i>[insert country of origin of the Services]</i> | <i>[insert delivery date at place of final destination per Service]</i> | <i>[insert number of units to be supplied and name of the physical unit]</i> | <i>[insert unit price per item]</i> | <i>[insert total price per item]</i>           |
|                                       |  |   |   |  |                                     |  |
|                                       |  |   |   |  |                                     |  |
|                                       |  |   |   |  |                                     |  |
|                                       |  |   |   |  |                                     |  |
|                                       |  |   |   |  |                                     |  |
|                                       |  |   |   |  | Total Tender Price                  |  |

Name of tenderer.....*[insert complete name of tenderer]* Signature of tenderer..... *[signature of person signing the Tender]* Date.....  
*[insert date]*

**FORM OF TENDER SECURITY - DEMAND BANK GUARANTEE**

**Beneficiary:** \_\_\_\_\_

**ITT No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TENDER GUARANTEE No.:** \_\_\_\_\_

**Guarantor:** \_\_\_\_\_

1. We have been informed that \_\_\_\_\_(hereinafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (hereinafter called "the Tender") for the execution of \_\_\_\_\_under Request for Tenders No. \_\_\_\_\_("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_(\_\_\_\_\_) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
  - a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
  - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension thereto provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii)twenty-eight days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_  
*[signature(s)]*

**FORM OF TENDER SECURITY (TENDER BOND)**

*[The Surety shall fill in this Tender Bond Form in accordance with the instructions indicated.]*

BOND NO. \_\_\_\_\_

1. BY THIS BOND.....*[name of tenderer]* as Principal (hereinafter called “the Principal”), and..... *[name, legal title, and address of surety]*, **authorized to transact business in** *[name of country of Procuring Entity]*, as Surety (hereinafter called “the Surety”), are held and firmly bound unto..... *[name of Procuring Entity]* as Obligee (hereinafter called “the Procuring Entity”) in the sum of.....*[amount of Bond]*<sup>1</sup>*[amount in words]*, for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.
2. WHEREAS the Principal has submitted or will submit a written Tender to the Procuring Entity dated the \_\_\_\_\_ day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_, for the supply of \_\_\_\_\_*[name of Contract]* (hereinafter called the “Tender”).
3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:
  - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
  - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or  
(ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document.

then the Surety undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

4. The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 30 days after the date of expiration of the Tender Validity Period set forth in the Principal's Letter of Tender or any extension thereto provided by the Principal.
5. IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Principal:\_\_\_ Corporate Seal (where appropriate)

Surety: \_\_\_\_\_

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
*(Printed name and title)*

<sup>1</sup>The amount of the Bond shall be denominated in the currency Kenya shillings or the equivalent amount in a freely convertible currency.

**FORM OF TENDER-SECURING DECLARATION**

*[The Bidder shall complete this Form in accordance with the instructions indicated]*

Date:.....*[insert date (as day, month and year) of Tender Submission]*

Tender No.....*[insert number of tendering process]*

To:.....*[insert complete name of*

*Purchaser]* I/We, the undersigned, declare that:

- 1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
- 2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of .....*[insert number of months or years]* starting on .....*[insert date]*, if we are in breach of our obligation(s) under the bid conditions, because we – (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
- 3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
  - a) our receipt of a copy of your notification of the name of the successful Tenderer; or
  - b) thirty days after the expiration of our Tender.
- 4. I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....

Capacity / title (director or partner or sole proprietor, etc.) .....

.....

Name: .....

Duly authorized to sign the bid for and on behalf of: .....*[insert complete name of*

*Tenderer]*. Dated on ..... day of ..... *[Insert date of signing]*.

Seal or stamp.

**MANUFACTURER'S AUTHORIZATION FORM**

*[The tenderer shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The tenderer shall include it in its Tender, if so indicated in the TDS.]*

Date:.....*[insert date (as day, month and year) of Tender submission]*

ITT No:.....*[insert number of*

*ITT process]* Alternative No:.....*[insert*

*identification No if this is a Tender for an alternative]*

To:.....*[insert complete name*

*of Procuring Entity]* WHEREAS

We..... *[insert complete name of Manufacturer]*, who are official manufacturers of.....*[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of tenderer]* to submit a Tender the purpose of which is to provide the following Goods, manufactured by us..... *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed:.....*[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name:.....*[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title:.....*[insert title]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*