

1. **INVITATION TO TENDER**

2. **PROCURING ENTITY:**

*RIBE BOYS HIGH SCHOOL
P.O. BOX 198 - 80105*

TENDER No......

Tender Name.....

3. Ribe Boys High School invites sealed tenders for the supply and delivery/provision of;

(Brief description of goods/works/services required, period and delivery location, Lots, etc.)

4. Tendering will be conducted under competitive open tender method (National) using a standardized tender document. Tendering is open to all qualified and interested Tenderers.

5. *In case this tender is subject to a Reservation, specify the Group eligible to tender, insert e.g. “Tendering is open to all Small and Medium Enterprises registered appropriately with.....”*

6. Qualified and interested tenderers may obtain further information and inspect the Tender Document (s) during office hours Monday to Friday **0800hrs to 0400hrs** at the address given below

7. A complete set of tender documents may be downloaded free of charge from PPIP website: <http://tenders.go.ke> or may be collected from the account’s office during normal working hours upon payment of non-refundable fee of **One thousand shillings 1000**

8. The Tenderer shall chronologically serialize all pages of the tender document(s) submitted.

9. Completed tenders must be delivered to the address below on or before 29th **June 2026 11:00am**

At the Tender box placed outside the Chief Principal’s office

10. Tenders will be opened immediately after the dead lined at and time specified above or any deadline date and time specified later through an addendum. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.

11. Late tenders will be rejected.

12. The addresses referred to above are:

a. Address for obtaining further information and for purchasing tender documents

- i. RIBE BOYS HIGH SCHOOL
- ii. RABAI SUB COUNTY, MAZERAS – KALOLENI ROAD
- iii. Postal Address: P. O. BOX 198-80105, KALOLENI, KENYA
- iv. Email address: ribeboys@gmail.com

A. Address for Submission of Tenders.

**The Chief Principal,
Ribe Boys High School,
P.O. Box 198-80105, Kaloleni**

NB. Tenders to be dropped in the tender box outside The Chief Principal's Office

B. Address for Opening of Tenders.

- 1) LIBRARY-RIBE BOYS HIGH SCHOOL

[Authorized Official (name, designation, Signature and date)]

Name: JULIUS CHANGAWA

Designation: CHIEF PRINCIPAL

Signature: _____

Date: _____

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
A. General	
ITT 1.1	The reference number of the Invitation for Tenders is: <i>[insert reference number of the Request for Tenders]</i> ____ The Procuring Entity is: The name of the Contract is: <i>[insert name of the ITT]</i> ____ The number and identification of lots (contracts)comprising this Invitation for Tenders is: <i>[insert number and identification of lots (contracts)]</i> _____
ITT 2.3	The Information made available on competing firms is as follows: _____ The firms that provided consulting services for the contract being tendered for are: _____
ITT 3.1	Maximum number of members in the Joint Venture (JV) shall be: <i>[insert a number]</i>
ITT 3.7	A list of debarred firms and individuals is available on the PPRAs website: www.ppra.go.ke
ITT 3.11	Tenderers shall be required to be registered with _____
B. Contents of Tendering Document	
ITT 6.1	(a) Address where to send enquiries is: Ribe Boys High School P. O. Box 198 - 80105 Email address: ribeboys@gmail.com
ITT 6.2	A pre-tender conference will not be held
ITT 6.3	The questions to reach the Procuring Entity not later than 29 th June 2026 (11:00AM)
C. Preparation of Tenders	
ITT 10 (j)	The Tenderer shall submit the following additional documents in its Tender: i) Current bank statements ii) LPO's/LSO's/Order forms/Jobs if any
ITT 12.1	Alternative Tenders shall not be considered.
ITT 13.5	The prices quoted by the Tenderer shall not be subject to adjustment during the performance of the Contract.
ITT 13.8 (a) (i) and (iii)	Place of final destination: Ribe Boys High School-Stores
ITT 13.8 (a) (iii)	Final Destination (Project Site): Within Ribe Boys High School-Compound
ITT 13.8 (b) (i)	Named place of destination, in Kenya is Kilifi County, Rabai Sub-County, Kaloeni – Mazeras Road
13.8 (c) (iv)	The place of final destination (Project Site) is _____
ITT 14.2	Foreign currency requirements not allowed .
ITT 16.2 (a)	Manufacturer's authorization is: <i>[insert "required" or "not required"]</i>
ITT 16.2 (b)	After sales service is: <i>[insert "required" or "not required"]</i>
ITT 17.1	The Tender validity period shall be one (1) Financial Year 2024-2025
ITT 17.3	(a) The Number of days beyond the expiry of the initial tender validity period will be _____365____ days.

ITT Reference	Particulars Of Appendix To Instructions To Tenders
ITT 19.1	In addition to the original of the Tender, the number of copies is: 1Copy (Not necessary)
ITT 19.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: <i>[insert the name and description of the documentation required to demonstrate the authority of the signatory to sign the Tender].</i>
D. Submission and Opening of Tenders	
ITT 21.1	<p>For Tender submission purposes only, the Procuring Entity’s address is: RIBE BOYS HIGH SCHOOL. P.O BOX 195 – 80105 KALOLENI KENYA <i>[This address may be the same as or different from that specified under provision ITT 7.1 for clarifications]</i> Attention: <i>[insert full name of person, if applicable]</i> Address: <i>[insert address]</i> Address: City, Street, Building name, Floor Number and Room number. Phone: <i>[insert telephone number, including country and city codes]</i> Electronic mail address: <i>[insert email address, if applicable]</i> The deadline for Tender submission is: Date 29 JUNE 2026: Time: <i>[1400HRS.]</i> <i>[Note: The date and time should be the same as those provided in the Specific Procurement Notice - Request for Tenders, unless subsequently amended pursuant to ITT 22.2.]</i> Tenderers <i>[“shall not”]</i> have the option of submitting their Tenders electronically.</p>
ITT 24.1	The Tender opening shall take place at: Ribe Boys High School 29th June 2026 at 11:00AM
E. Evaluation and Comparison of Tenders	
ITT 32.3	<p>A margin of preference and/or reservation <i>[insert either “shall” or “shall not”]</i> apply and specify the details. If a margin of preference applies, the application methodology shall be defined in Section III – Evaluation and Qualification Criteria.</p>
ITT 49.1	<p>The procedures for making a Procurement-related Complaint are detailed in the “Notice of Intention to Award the Contract” herein and are also available from the PPRA Website www.ppra.go.ke. If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by email or fax), to: ribeboys@gmail.com For the attention: <i>[insert full name of person receiving complaints]</i> Title/position: <i>[insert title/position]</i> Procuring Entity: <i>[insert name of Procuring Entity]</i> Email address: <i>[insert email address]</i> In summary, a Procurement-related Complaint may challenge any of the following:</p> <ol style="list-style-type: none"> 1. the terms of the Tendering Documents; and 2. the Procuring Entity’s decision to award the contract.

SECTION IV - TENDERING FORMS

FORM OF TENDER

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

INSTRUCTIONS TO TENDERERS

- i) *All italicized text is to help the Tenderer in preparing this form.*
- ii) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address. Tenderers are reminded that this is a mandatory requirement.*
- iii) *Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION FORMS OF THE TENDERER as listed under (s) below.*

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

Tender Name.....

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) **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;
- i) **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;
- j) **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];*
- k) **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.”)

- l) **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;
- m) **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
- n) **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.
- o) **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.
- p) **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.
- q) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.
- r) We, the Tenderer, have duly completed, signed and stamped 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; and

d) 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 tenders] 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 tendering 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 a]s 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 in directly, 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 _____

SELF-DECLARATIONFORMS

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 Boxbeing 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 debarred from participating in procurement proceeding under Part IV of the Act.

3. 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

SELFDECLARATIONTHATTHEPERSON/TENDERERWILLNOTENGAGEINANYCORRUPT ORFRAUDULENTPRACTICE

I, of P.O. Box.....being a residentof..... in the Republic of..... do hereby make a statement as follows: -

- 1. THAT I am the Chief Executive/Managing Director/PrincipalOfficer/Directorof.....(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 fore said 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 fore said 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).
4. THAT the afore said 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 here in 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 here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorizedsignatory.....

Sign.....

Position.....

Office address..... Telephone.....

Email.....

Name oftheFirm/Company.....

Date.....

(Company Seal/Rubber Stamp where applicable)

WitnessName.....

Sign.....

Date.....

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

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1. Tenderer's Name
2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i> Attach a list.
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 Name: Address: Telephone/Fax numbers: Email Address:
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> For Kenyan Tenderers a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority in accordance with ITT 3.14. <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 ITT 3.4. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 3.1. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing: (i) Legal and financial autonomy (ii) Operation under commercial law (iii) Establishing that the tenderer is not under the supervision of the Procuring Entity
2. Included are the organizational chart and a list of Board of Directors

TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESSQUESTIONNAIREFORM

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 2. City 3. Location 4. Building 5. Floor 6. Postal Address 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 Relationship or with Tenderer
1			
2			
3			

(ii) Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the 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		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	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 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].

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1. Tenderer's Name:
2. Tenderer's JV Member's name: [insert JV's Member legal name]
3. Tenderer's JV Member's country of registration: [insert JV's Member country of registration]
4. Tenderer's JV Member's year of registration: [insert JV's Member year of registration]
5. Tenderer's JV Member's legal address in country of registration: [insert JV's Member legal address in country of registration]
6. Tenderer's JV Member's authorized representative information Name: [insert name of JV's Member authorized representative] Address: [insert address of JV's Member authorized representative] Telephone/Fax numbers: [insert telephone/fax numbers of JV's Member authorized representative] Email Address: [insert email address of JV's Member authorized representative]
7. Attached are copies of original documents of [check the box(es) of the attached original documents] <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 4.4. <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 ITT 4.6.
8. Included are the organizational chart and a list of Board of Directors

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.]*



PART 2: SUPPLY REQUIREMENTS

Section V - Schedule of Requirements

Notes for Preparing the Schedule of Requirements

The Schedule of Requirements shall be included in the Tendering document by the Procuring Entity, and shall cover, at a minimum, a description of the goods and services to be supplied and the delivery schedule.

The objective of the Schedule of Requirements is to provide sufficient information to enable tenderers to prepare their Tenders efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section IV. In addition, the Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract pursuant to ITT 42.1.

The date or period for delivery should be carefully specified, taking into account (a) the implications of delivery terms stipulated in the Instructions to tenderers pursuant to the *Incoterms* rules that “delivery” takes place when goods are delivered **to the final place of delivery**, and (b) the date prescribed here in from which the Procuring Entity 'delivery obligations start (i.e., notice of award, contract signature, opening or confirmation of the letter of credit technical Specifications

- 1.1 The purpose of the Technical Specifications (TS), is to define the technical characteristics of the Goods and Related Services required by the Procuring Entity. The Procuring Entity shall prepare the detailed TS consider that:
- i) The TS constitute the benchmarks against which the Procuring Entity will verify the technical responsiveness of Tenders and subsequently evaluate the Tenders. Therefore, well-defined TS will facilitate preparation of responsive Tenders by tenderers, as well as examination, evaluation, and comparison of the Tenders by the Procuring Entity.
 - ii) The TS shall require that all goods and materials to be in corporate in the goods be new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided for otherwise in the contract.
 - iii) The TS shall make use of best practices. Samples of specifications from successful similar procurements in the same country or sector ay provide a sound basis for drafting the TS.
 - iv) The PPRA encourages the use of metric units.
 - v) Standardizing technical specifications may be advantageous, depending on the complexity of the good sand the repetitiveness soft he types of procurement. Technical Specifications should be broad enough to avoid restriction so workmanship, materials, and equipment commonly used in manufacturing similar kinds of goods.
 - vi) Standards for equipment, m a t e r i a l s , and workmanship specified in the Tendering document shall not be restrictive. Recognized international standards should be specified as much as possible. Reference to brand names, catalogue numbers, or other details that limit any materials or items to a specific manufacturer should be avoided as fares possible. Where un avoidable, such item description should always be followed by the words “or substantially equivalent.” When other particular standards or codes of practice are referred to in the TS, whether from the Procuring Entity's or from other eligible countries, a statement should follow other authoritative standards that ensure atleast a substantially equal quality, then the standards mentioned in the TS will also be acceptable.

- vii) Reference to brand names and catalogue numbers should be avoided as far as possible; where unavoidable the words “or at least equivalent” shall always follow such references.
 - viii) Technical Specifications shall be fully descriptive of the requirement in respect of, but not limited to, the following:
 - a) Standards of materials and workmanship required for the production and manufacturing of the Goods.
 - b) Any sustainable procurement technical requirements shall be clearly specified.
- 1.2 To encourage tenderers' innovation in addressing sustainable procurement requirements, as long as the Tender evaluation criteria specify the mechanism for monetary adjustments for the purpose of Tender comparisons, tenderers may be invited to offer Goods that exceeds the specified minimum sustainable procurement requirements.
- i) Detailed tests required (type and number).
 - ii) Other additional work and/or Related Services required to achieve full delivery/completion.
 - iii) Detailed activities to be performed by the Supplier, and participation of the Procuring Entity thereon.
 - iv) List of detailed functional guarantees covered by the Warranty and the specification of the liquidated damages to be applied in the event that such guarantees are not met.
- 1.3 The TS shall specify all essential technical and performance characteristics and requirements, including guaranteed or acceptable maximum or minimum values, as appropriate. Whenever necessary, the Procuring Entity shall include an additional ad-hoc Tendering form (to be an Attachment to the Letter of Tender), where the tenderer shall provide detailed information on such technical performance characteristics in respect to the corresponding acceptable or guaranteed values.
- 1.4 When the Procuring Entity requests that the tenderer provides in its Tender apart or all of the Technical Specifications, technical schedules, or other technical information, the Procuring Entity shall specify in detail the nature and extent of the required information and the manner in which it has to be presented by the tenderer in its Tender.
- 1.5 If a summary of the Technical Specifications (TS) has to be provided, the Procuring Entity shall insert in formation in the table below. The tenderer shall prepare a similar table to justify compliance with the requirements.

Summary of Technical Specifications: The Goods and Related Services shall comply with following Technical Specifications and Standards:

Item No	Name of Goods or Related Service	Technical Specifications and Standards
[insert item No]	[insert name]	[insert TS and Standards]

Inspections and Tests

The following inspections and tests shall be performed *[Insert list of inspections and tests]*

SECTION VII - SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement and/or amend the General Conditions of Contract (GCC)

Whenever there is a conflict, the provisions here in shall prevail over those in the GCC.

[The Procuring Entity shall select insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics].

SECTION VII - SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

[The Procuring Entity shall select insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
GCC 1.1(h)	The Procuring Entity is: Ribe Boys High School
GCC 8.1	For notices , the Procuring Entity's address shall be: Email: ribeboys@gmail.com Postal address: P.O. Box 195 - 80105, Kaloleni Kenya Tel: 0742220888
GCC 13.1	Details of Shipping and other Documents to be furnished by the Supplier are: <i>Official Delivery Notes</i> <i>Invoices with ETR receipts</i> <i>Copies of LPOs</i>
GCC 16.1	Sample provision GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: A. Payment for Goods supplied. Payment shall be in- arrears after the goods have been delivered, inspected and accepted.
GCC 25.1	Responsibility for transportation of the Goods shall be as specified in the Incoterms 2015. If not in accordance with Incoterms, responsibility for transportations shall be as follows: <i>[insert "The Supplier is required under the Contract to transport the Goods to a specified place of final destination within Kenya, defined as the Project Site, transport to such place of destination in Kenya, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price"; or any other agreed upon trade terms (specify the respective responsibilities of the Procuring Entity and the Supplier)]</i>
GCC 25.2	Incidental services to be provided are: <i>Installation, training and testing services where applicable</i>

SECTION VIII
CONTRACT FORMS
FORM NO. 2 – REQUEST
FOR REVIEW

FORM FOR REVIEW (r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....**APPLICANT**

AND

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

Request for review of the decision of the..... (Name of the Procuring Entity of
.....dated the...day of
.....20.....in the matter of Tender No.....of20.... for (Tender
description).

REQUEST FOR REVIEW

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

- 1.
- 2.

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

- 1.
- 2.

SIGNED (Applicant) Dated on..... day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review
Board on.....day of.....20.....

SIGNED

Board Secretary

MANDATORY EVALUATION CRITERIA

PRELIMINARY EVALUATION CRITERIA (Open Categories)

MR	Requirement	Yes /No
1.	Copies of Certificate of Registration/Incorporation	
2.	Copy of Valid Tax Compliance Certificate	
3.	Copy of KRA Pin Certificate	
4.	Attach valid Business Permit from county government	
5.	Duly Filled Confidential Business questionnaire	
6.	Duly signed application submission form/letter	
7.	Duly filled, signed and stamped self - declaration forms (SD1 and SD2)	
RESPONSIVENESS		

At this stage, the tenderer’s submission will either be responsive in all the mandatory requirements (MR) above or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not proceed to technical evaluation

MANDATORY EVALUATION CRITERIA

PRELIMINARY EVALUATION CRITERIA (Reserved Categories)

MR	Requirement	Yes /No
1.	Copies of Certificate of Registration/Incorporation	
2.	Copy of Valid Tax Compliance Certificate	
3.	Copy of KRA Pin Certificate	
4.	Attach valid Business Permit from county government	
5.	Duly Filled Confidential Business questionnaire	
6.	Duly signed application submission form/letter	
7.	Duly filled, signed and stamped self - declaration forms (SD1 and SD2)	
8	Copy of valid AGPO Certificate issued by National Treasury	
RESPONSIVENESS		

At this stage, the tenderer’s submission will either be responsive in all the mandatory requirements (MR) above or non-responsive. The non-responsive submissions will be

eliminated from the entire evaluation process and will not proceed to technical evaluation

