REPUBLIC OF KENYA

# OPEN NATIONAL TENDER

# PROVISION OF SOFTWARE LICENSING, AND SOFTWARE ASSURANCE FOR KODAK AND FUJITSU SCANNERSAT THE TEACHERS SERVICE COMMISSION

# TSC/T/KPEEL/02/2026-2027

**TENDER CLOSING/OPENING DATE: MONDAY 12 0CTOBER,2026 AT 10 00 AM.**

**MANDATORY PRE-BID SITE VISIT THURSDAY 8 OCTOBER, 2026 10 00AM – 12 00 NOON**

**Teachers Service Commission**
**Upper Hill,**
**Kilimanjaro Road,**
**Private Bag, 00100**
**Nairobi**

**Email: ddprocurement@tsc.go.ke**
**Website: http//www.tsc.go.ke/www.tenders.go.ke**

**INVITATION TO TENDER**

**PROCURING ENTITY: TEACHERS SERVICE COMMISSION**

**CONTRACT NAME AND DESCRIPTION: PROVISION OF SOFTWARE LICENSING AND SOFTWARE ASSURANCE FOR KODAK AND FUJITSU SCANNERS AT THE TEACHERS SERVICE COMMISSION**

1) The Teachers Service Commission invites sealed tenders for the provision of Software Licensing, Maintenance and Support Services for Kodak and Fujitsu Scanners at the Teachers Service Commission.
2) Tendering will be conducted under open competitive method using a standardized tender document. The tender is **OPEN TO GENERAL CITIZEN CONTRACTORS**.

3) Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 8.00 am to 4.00 pm at the Teachers Service Commission Procurement office located at Second Floor Podium Wing.

1. Complete tender document may be obtained by interested candidates upon payment of a non- refundable fee of **Kshs. 1,000** payable to the Teachers Service Commission at National Bank of Kenya Account No. 01001000905000, Harambee Avenue Branch or Bankers Cheque and present the bank slip to TSC Cash office for official receipt.

2. Tender documents may be viewed and downloaded free from the website **www.tsc.go.ke** or **www.tenders.go.ke** Tenderers who download the tender document must forward their particulars immediately to *ddprocurement@tsc.go.ke* to facilitate any further clarification or addendum.

3. Tender documents obtained electronically will be free of charge.

4. Bidders MUST provide Tender Security of Kenya Shillings One Hundred Thousand only **(Kshs. 100,000)** in the format provided from a bank guarantee or guarantee from financial institution regulated by CBK or from insurance firm registered by IRA valid for 150 days from the date of tender submission.

5. The Tenderer shall chronologically serialize all pages of the tender documents submitted.

**6.** There will be **Mandatory Site Visit/Pre-bid Conference** at TSC Building, Upper Hill on Tuesday 8 October,2026 from 10.00am to 12.00pm. Pre-bid Form will be issued during the conference.

7. Completed tenders must be delivered to the tender box located at Teachers Service Commission Podium Wing Ground floor on or before **Monday 12 October, 2026 at 10.00am.** Electronic Tenders will not be permitted.

8. The Tender shall remain valid for a period of **120** calendar days.

9. Tenders will be opened immediately on **Monday 12 October, 2026 at 10.00am.** at Teachers Service Commission Ground Floor Podium wing. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.

10. **Late tenders will be rejected.**

11. Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for one year (365 days) from the closing date of the tender **Monday 12 October, 2026 at 10.00am.** The addresses referred to above are:

12. Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for one year (365 days) from the closing date of the tender.

13. The tender validity shall be for 120 days.

14. A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

15. All information provided by the tenderer pursuant to the requirements of this tender must be complete, current, accurate and verifiable as at the date of tender submission. If a tenderer fails to submit the information required, its tender will be rejected. Similarly, if the Teachers Service Commission is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted pursuant to the requirements, then the tender will be rejected.

A. **Address for obtaining further information and for purchasing tender documents**

Teachers Service Commission
P.O. BOX Private Bag, 00100
Upper Hill, Kilimanjaro Road - Nairobi.
Procurement Office Located at Second Floor Podium
Wing Attention Head of Procurement
Tel: 0208079033/ 0202892301
Email ddprocurement@tsc.go.ke

B. **Address for Submission of Tenders.**
**Tenders must be deposited at the tender box located at:**
Teachers Service Commission Building
Ground Floor Podium Wing
P.O. BOX Private Bag, 00100
**Nairobi. –** Attention Head of Procurement

OR; Hand delivered to Supply Chain Management office located Second Floor Podium Wing (For bulky tenders).

C. **Address for Opening of Tenders.**

Teachers Service Commission
Upper Hill, Kilimanjaro Road,
TSC Building-Podium Wing, Ground Floor

**COMMISSION SECRETARY/CHIEF EXECUTIVE**
**TEACHERS SERVICE COMMISSION**

# TABLE OF CONTENTS


**INVITATION TOTENDER** ..... 2

**PART I –TENDERING PROCEDURE** ..... 7

Section I - Instructions to Tenderers ..... 8

**A. General** ..... **8**

1. Scope of Tender ..... 8
2. Unfair Competitive Advantage ..... 8
3. Fraud and Corruption ..... 8
4. Eligible Tenderers ..... 9
5. Qualification of the Tenderer ..... 10

**B. Contents of Tendering Document** ..... **10**

6. Sections of Tendering Document ..... 10
   PART 1: Tendering Procedures ..... 10
   PART 2: Procuring Entity's Requirements ..... 11
   PART3: Contract ..... 11
7. Site Visit ..... 11
8. Pre-Tender Meeting and a pre-arranged pretender visit of the site of the works ..... 11
9. Clarification of Tender Document, Site Visit, Pre-Tender Meeting ..... 11
10. Amendment of Tendering Documents ..... 12

**C. Preparation of Tenders** ..... **12**

11. Cost of Tendering ..... 12
12. Language of Tender ..... 12
13. Documents Comprising the Tender ..... 12
14. Form of Tender and Activity Schedule ..... 13
15. Alternative Tenders ..... 13
16. Tender Prices and Discounts ..... 13
17. Currencies of Tender and Payment ..... 13
18. Documents Establishing Conformity of Services ..... 14
19. Documents Establishing the Eligibility and Qualifications of the Tenderer ..... 14
20. Period of Validity of Tenders ..... 15
21. Tender Security ..... 15
22. Format and Signing of Tender ..... 16

**D. Submission and Opening of Tenders** ..... **16**

23. Sealing and Marking of Tenders ..... 16
24. Deadline for Submission of Tenders ..... 17
25. Late Tenders ..... 17
26. Withdrawal, Substitution and Modification of Tenders ..... 17
27. Tender Opening ..... 17

**E. Evaluation and Comparison of Tenders** ..... **18**

28. Confidentiality ..... 18
29. Clarification of Tenders ..... 18
30. Deviations, Reservations, and Omissions ..... 18
31. Determination of Responsiveness ..... 19
32. Correction of Arithmetical Errors ..... 19
33. Conversion to Single Currency ..... 20
34. Margin of Preference and Reservations ..... 20
35. Evaluation of Tenders ..... 20
37. Abnormally Low Tenders and Abnormally High Tenders ..... 20

38. Unbalanced and/or Front-Loaded Tenders ..... 21
39. Qualification of the Tenderer ..... 21
40. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders ..... 22

**F. Award of Contract ..... 22**

41. Award Criteria ..... 22
42. Notice of Intention to enter into a Contract ..... 22
43. Standstill Period ..... 22
44. Debriefing by the Procuring Entity ..... 22
45. Letter of Award ..... 22
46. Signing of Contract ..... 22
47. Performance Security ..... 23
48. Publication of Procurement Contract ..... 23
49. Adjudicator ..... 23
50. Procurement Related Complaints and Administrative Review ..... 23

**SECTION II - TENDER DATASHEET (TDS) ..... 24**

**SECTION III - EVALUATION AND QUALIFICATION CRITERIA ..... 36**

1. General Provision ..... 36
2. Preliminary examination for Determination of Responsiveness ..... 37
3. Tender Evaluation (ITT 35) ..... 40
4. Multiple Contracts ..... 40
5. Alternative Tenders (ITT 14.1) ..... 40
6. MARGIN OF PREFERENCE ..... 40
7. Post qualification and Contract ward (ITT 39), more specifically ..... 40

**SECTION IV-TENDERING FORMS ..... 41**

**1. FORM OFTENDER ..... 42**
i) TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE ..... 45
ii) CERTIFICATE OF INDEPENDENT TENDER DETERMINATION ..... 48
iii) SELF-DECLARATION FORMS ..... 49
iv) APPENDIX 1- FRAUD AND CORRUPTION ..... 52

**2. TENDERER INFORMATION FORM ..... 54**

**3. TENDERER'S JV MEMBERS INFORMATION FORM ..... 55**

**4. SITE VISIT/PRE-BID CONFERENCE FORM ..... 56**

**OTHER FORMS ..... 57**
5. FORM OF TENDER SECURITY - DEMANDBANKGUARANTEE ..... 57
6. FORM OF TENDER SECURITY (INSURANCE GUARANTEE) ..... 58
7. FORM OFTENDER-SECURING DECLARATION ..... 59

**QUALIFICATION FORMS ..... 60**
8. FOREIGN TENDERERS40% RULE ..... 60
9. FORM EQU: EQUIPMENT ..... 61
10. FORM PER -1 ..... 62
11. FORM PER-2 ..... 63

**TENDERERS QUALIFICATION WITHOUT PREQUALIFICATION ..... 65**
12. FORM ELI -1.1 ..... 65
13. FORM ELI -1.2 ..... 66
14. FORM CON– 2 ..... 67
15. FORM FIN– 3.1 ..... 69
16. FORM FIN– 3.2 ..... 71

**17.** FORM FIN– 3.3 ....72
**18.** FORM FIN– 3.4 ....72
**19.** FORM EXP- 4.1....73
**20.** FORM EXP- 4.2(a) ....74
**21.** FORM EXP- 4.2(b) ....75

**PART II – PROCURINGENTITY'S REQUIREMENTS ....76**

**SECTION V – PRICE SCHEDULE FORM ....77**

**SECTION VI - SCHEDULE OF REQUIREMENTS....78**

**PART III – CONDITIONS OF CONTRACT ANDCONTRACTFORMS ....80**

**SECTION VII - GENERAL CONDITIONSOFCONTRACT....81**

**A. General Provisions ....81**

1. Definitions....81
2. Commencement, Completion, Modification, and Termination of Contract....82
3. Obligations of the Service Provider ....84
4. Service Provider's Personnel ....86
5. Obligations of the Procuring Entity....87
6. Payments to the Service Provider....87
7. Quality Control....88
8. Settlement of Disputes....89
9. The Adjudicator .... 90

**B. SECTION VIII - SPECIAL CONDITIONS OF CONTRACT ....92**

**C. SECTION IX–CONTRACT FORMS....102**

1. FORM NO. 1 - PERFORMANCE SECURITY – (Unconditional Demand Bank Guarantee)...103
2. FORM No. 2 - PERFORMANCE SECURITY OPTION 2– (Performance Bond)....104
3. FORM NO. 3 - ADVANCE PAYMENT SECURITY [Demand Bank Guarantee] ....106
4. FORM NO. 4 - BENEFICIAL OWNERSHIP DISCLOSURE FORM....107
5. NOTIFICATION OF INTENTION TO AWARD ....109
6. LETTER OF AWARD ....112
7. FORM OF CONTRACT....113
8. REQUEST FOR REVIEW ....115

# PART 1 - TENDERING PROCEDURES

## SECTION I -INSTRUCTIONS TO TENDERERS

### A. General

### 1. Scope of Tender

1.1 This tendering document is for the delivery of Non-Consulting Services, as specified in Section V, Procuring Entity's Requirements. The name, identification and number of this tender are specified in the **TDS.**

### 2. Throughout this tendering document:

2.1 The terms:

a) The term "in writing" means 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) with proof of receipt;

b) if the contexts or esquires, "singular" means "plural" and vice versa; and

c) "Day" means calendar day, unless otherwise specified as "Business Day". A Business Day is any day that is an official working day of the Procuring Entity. It excludes the Procuring Entity's official public holidays.

2.2 The successful Tenderer will be expected to complete the performance of the Services by the Intended Completion Date provided **in the TDS**.

### 3. Fraud and Corruption

3.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015 (the Act), Section 62 "Declaration not to engage in corruption". The tender 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.

3.2 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 this effect, Tenders shall be required to complete and sign the "Certificate of Independent Tender Determination" annexed to the Form of Tender.

3.3 **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 **TDS** and make available to all the firms together with this tender document all Information that would in that respect gives such firm any unfair competitive advantage over competing firms.

3.4 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. The Procuring Entity shall indicate in the **TDS** firms (if any) that provided consulting services for the contract being tendered for. The Procuring Entity shall check whether the owners or controllers of the Tenderer are same as those that provided consulting services. The Procuring Entity shall, upon request, make available to any tenderer information that would give such firm unfair competitive advantage over competing firms.

## 4. Eligible Tenderers

4.1 A Tenderer may be a firm that is a private entity, a state-owned entity or institution subject to ITT 4.6, 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 Form of intent. 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. Members of a joint venture may not also make an individual tender, be a sub contract or in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the **TDS.**

4.2 Public Officers, of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse in which they have a substantial or controlling interest shall not be eligible to tender or be awarded contract. Public Officers are also not allowed to participate in any procurement proceedings.

4.3 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 legal representative 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 Procuring Entity's Requirements (including Activities Schedules, Performance Specifications and Drawings) for the Non-Consulting Services 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 project specified in the TDS ITT 2. 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

h 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 in directly 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 conflicts teeming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the procurement process and execution of the Contract.

4.4 A firm that is a Tenderer (either individually or as a JV member) shall not participate in 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 sub-contractor in more than one Tender.

4.5 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4 .9.

4.6 A Tenderer that has been sanctioned by PPRA or are under a temporary suspension or a debarment imposed by any other entity of the Government of Kenya shall be ineligible to be pre-qualified for,

initially selected for, tender for, propose for, or be awarded a contract during such period of sanctioning. The list of debarred firms and individuals is available at the PPRA Website www.ppra.go.ke

4.7 Tenderers that are state-owned enterprises or institutions in Kenya may be eligible to compete and be awarded a Contract(s) only if they can establish that they: (i) are legally and financially autonomous; (ii) operate under Commercial law; and (iii) are not under supervision of the Procuring Entity.

4.8 Firms and individuals may be ineligible if (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 take under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person or entity in that country.

4.9 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.

4.10 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided in for this purpose is be provided in *"SECTION III-EVALUATION AND QUALIFICATION CRITERIA, Item 9".*

4.11 Pursuant to the eligibility requirements of ITT 4.10, a tender is considered a foreign tenderer, if the tenderer is not registered in Kenya or if the tenderer is registered in Kenya and has less than 51 percent ownership by Kenyan citizens. JVs are considered as foreign tenderers if the individual member firms are not registered in Kenya or if are registered in Kenya and have less than 51 percent ownership by Kenyan citizens. The JV shall not sub contract to foreign firms more than 10 percent of the contract price, excluding provisional sums.

4.12 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

4.13 A Tenderer may be considered ineligible if he/she offers 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.

4.14 A Kenyan tenderer shall be eligible to tender if it provides evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate is sued by the Kenya Revenue Authority.

**5 Qualification of the Tenderer**

5.1 All Tenderers shall provide in Section IV, Tendering Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

5.2 In the event that pre-qualification of Tenderers has been undertaken as stated in ITT 18.3, the

provisions on qualifications of the Section III, Evaluation and Qualification Criteria shall not apply.

## B. Contents of Tendering Document

### 6 Sections of Tendering Document

6.1 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 10.

**PART 1: Tendering Procedures**

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

**PART 2: Procuring Entity's Requirements**

v) Section V-Procuring Entity's 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

6.2 The Invitation to Tender (ITT) notice or the notice to pre-qualify Tenderers, as the case may be, issued by the Procuring Entity is not part of this tendering document.

6.3 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 10. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.

6.4 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.

### 1. Site Visit

7.1 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit, examine and inspect the Site of the Required Services and its surroundings and obtain all information that may be necessary for preparing the Tender and entering in to a contract for the Services. The costs of visiting the Site shall beat the Tenderer's own expense.

### 8 Pre-Tender Meeting

8.1 The Procuring Entity shall specify in the **TDS** if a pre-tender conference will be held, when and where. The Procuring Entity shall also specify in the **TDS** if a pre-arranged pretender site visit will be held and when. The Tenderer's designated representative is invited to attend a pre-arranged pretender visit of the site of the works. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

8.2 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.

8.3 Minutes of the pre-Tender meeting and the pre-arranged pre tender visit of the site of the service, 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 ITT6.3. Minutes shall not identify the

source of the questions asked.

8.4 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the service 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 ITT10 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.

## 9 Clarification of Tender Documents

9.1 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 and the pre- arranged pretender visit of the site of the Service if provided for in accordance with ITT 8.4. 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 6.3, 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 webpage 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 appropriately following the procedure under ITT 8.4.

## 10 Amendment of Tender Documents

10.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tendering document by issuing addenda.

10.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering 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 8.4.

10.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 24.2 below.

# C. Preparation of Tenders

## 11 Cost of Tendering

11.1 The Tenderer 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 conduct or outcome of the Tendering process.

## 12 Language of Tender

12.1 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 the 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 translation shall govern.

## 13 Documents Comprising the Tender

13.1 The Tender shall comprise the following:

a **Form of Tender** prepared in accordance with ITT 14;

b **Schedules:** priced Activity Schedule completed in accordance with ITT 14 and ITT 16;

c **Tender Security or Tender-Securing Declaration** in accordance with ITT 21.1;

d **Alternative Tender**: if permissible in accordance with ITT 15;

e **Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 22.3;

f **Qualifications:** documentary evidence in accordance with ITT 19 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;

g **Tenderer's Eligibility**: documentary evidence in accordance with ITT 19 establishing the Tenderer's eligibility to Tender;

h **Conformity**: documentary evidence in accordance with ITT 18, that the Services conform to the tendering document; and

i Any other document required in the **TDS.**

j The Tenderer shall chronologically serialize pages of all tender documents submitted.

13.2 In addition to the requirements under ITT 13.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a Form 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.

13.3 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

## 14 Form of Tender and Activity Schedule

14.1 The Form of Tender and priced Activity Schedule shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 22.3. All blank spaces shall be filled in with the information requested.

14.2 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

## 15 Alternative Tenders

15.1 Unless otherwise indicated **in the TDS**, alternative Tenders shall not be considered. If alternatives are permitted, only the technical alternatives, if any, of the Best Evaluated Tender shall be considered by the Procuring Entity.

15.2 When alternative times for completion are explicitly invited, a statement to that effect will be included **in the TDS** and the method of evaluating different time schedules will be described in Section III, Evaluation and Qualification Criteria.

15.3 When specified **in the TDS**, Tenderers a reemitted to submit alternative technical solutions for specified parts of the Services, and such parts will be identified **in the TDS**, as will the method for their evaluating, and described in Section VII, Procuring Entity's Requirements.

## 16. Tender Prices and Discounts

16.1 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Activity Schedule (s) shall conform to the requirements specified below.

16.2 All lots (contracts) and items must be listed and priced separately in the Activity Schedule(s).

16.3 The Contract shall be for the Services, as described in Appendix A to the Contract and in the Specifications (or Terms of Reference), based on the priced Activity Schedule, sub mitted by the Tenderer.

16.4 The Tenderer shall quote any discounts and indicate the methodology for their application in the Form of Tender in accordance with ITT 16.1.

16.5 The Tenderer shall fill in rates and prices for all items of the Services described in the in Specifications (or Terms of Reference), and listed in the Activity Schedule in Section VII, Procuring Entity's Requirements. Items for which no rate or price is entered by the Tenderer will not be paid for by the Procuring Entity when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.

16.6 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 30 days prior to the deadline for submission of Tenders, shall be included in the total Tender price submitted by the Tenderer.

16.7 If provided for **in the TDS**, the rates and prices quoted by the Tenderer shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of Clause 6.6 of the General Conditions of Contract and / or Special Conditions of Contract. The Tenderer shall submit with the Tender all the information required under the Special Conditions of Contract and of the General Conditions of Contract.

16.8 For the purpose of determining the remuneration due for additional Services, a breakdown of the lump-sum price shall be provided by the Tenderer in the form of Appendices D and E to the Contract.

**17 Currencies of Tender and Payment**

17.1 The currency of the Tender and the currency of payments shall be Kenya Shillings.

**18 Documents Establishing Conformity of Services**

18.1 To establish the conformity of the Non-Consulting Services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that Services provided conform to the technical specifications and standards specified in Section VII, Procuring Entity's Requirements.

18.2 Standards for provision of the Non-Consulting Services are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality 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, Procuring Entity's Requirements.

18.3 Tender to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a Service provider or group of service providers. qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.

18.4 The purpose of the information described in ITT 18.3 above, overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.

18.4 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT18.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and

after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

18.6 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.

18.7 If a tenderer fails to submit the information required by these requirements, its tenderer will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.

18.8 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:

i) If the procurement process is still on going, the tenderer will be disqualified from the procurement process,

ii) if the contract has been awarded to that tenderer, the contract award will be set aside, pending the outcome of (iii),

iii) The tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.

18.9 If a tenderer submits information pursuant to these requirements that is in complete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 18.9 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine err or which was not attributable to the intentional act, negligence or recklessness of the tenderer.

**19 Documents Establishing the Eligibility and Qualifications of the Tenderer**

19.1 To establish Tenderer's their eligibility in accordance with ITT4, Tenderers shall complete the Form of Tender, included in Section IV, Tendering Forms.

19.2 The documentary evidence of the Tenderer's qualification stopper form the Contract if its Tender is accepted shall establish to the Procuring Entity's satisfaction that the Tenderer meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

19.3 All Tenderers shall provide in Section IV, Tendering Forms, a preliminary description of the proposed methodology, work plan and schedule.

19.4 In the event that pre-qualification of Tenderers has been undertaken, only Tenders from prequalified Tenderers shall be considered for award of Contract. These qualified Tenderers should submit with their Tenders any information updating their original pre-qualification applications or, alternatively, confirm in their Tenders that the originally submitted pre-qualification information remains essentially correct as of the date of Tender submission.

19.5 If pre-qualification has not taken place before Tendering, the qualification criteria for the Tenderers are specified- in Section III, Evaluation and Qualification Criteria.

**20 Period of Validity of Tenders**

20.1 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 date (as prescribed by the Procuring Entity in accordance with ITT 24.1). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

20.2 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 ITT20, 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.

## 21 Tender Security

21.1 The Tenderer 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**.

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

21.3 If a Tender Security is specified pursuant to ITT 21.1, from a reputable source, and an eligible country and shall be 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 guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya,

21.4 If a Tender Security is specified pursuant to ITT 20.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Procuring Entity as non-responsive.

21.5 If a Tender Security is specified pursuant to ITT 21.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's 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.

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

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

a. If a Tenderer withdraw sits Tender during the period of Tender validity specified by the Tenderer in the Form of Tender, or any extension there to provide by the Tenderer; or

b. if the successful Tenderer fails to:

c. sign the Contract in accordance with ITT 46; or

d. Furnish a performance security in accordance with ITT 47.

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

21.9 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 Form of intent referred to in ITT 4.1 and ITT 13.2.

21.10 A tenderer shall not issue a tender security to guarantee itself.

## 22 Format and Signing of Tender

22.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 13, bound with the volume containing the Form of Tender, and clearly marked “Original. “In addition, the Tenderer shall submit copies of the Tender, in the number specified **in the TDS**, and clearly marked as “Copies. “In the event of discrepancy between them, the original shall prevail.

22.2 Tenderers shall mark as “CONFIDENTIAL “information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

22.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person or persons 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 person signing the Tender.

22.4 In case the Tenderer is a JV, the Tender 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 their legally authorized representatives.

22.5 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

### 23 Sealing and Marking of Tenders

23.1 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 “ORIGINAL”, all documents comprising the Tender, as described in ITT13; and

b. in an envelope or package or container marked “COPIES”, all required copies of the Tender; and

c. if alternative Tenders are permitted in accordance with ITT15, and if relevant:

i. in an envelope or package or container marked “ORIGINAL–ALTERNATIVE TENDER”, the alternative Tender; and

ii. in the envelope or package or container marked “COPIES- ALTERNATIVE TENDER”, all required copies of the alternative Tender.

The inner envelopes or packages or containers shall:

a) Bear the name and address of the Procuring Entity.

b) Bear the name and address of the Tenderer; and

c) Bear the name and Reference number of the Tender.

23.2 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.

### 24 Deadline for Submission of Tenders

**24.1** 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 procedures specified **in the TDS**.

24.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT9, 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.

## 25 Late Tenders

25.1 The Procuring Entity shall not consider any Tender that arrives after the dead line for submission of Tenders, in accordance with ITT 24. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned un opened to the Tenderer.

## 26 Withdrawal, Substitution and Modification of Tenders

26.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by a n authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITT 21.3, (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 21 and ITT 22 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and;

b) Received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 23.

26.2 Tenders requested to be withdrawn in accordance with ITT 25.1 shall be returned unopened to the Tenderers.

26.3 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.

## 27 Tender Opening

**27.1** Except as in the cases specified in ITT 23 and ITT 25.2, 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 and anyone who choose to attend. Any specific electronic Tender opening procedures required if electronic tendering is permitted in accordance with ITT 23.1 shall be as specified **in the TDS.**

27.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding Tender shall not be opened, but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the “power of attorney” confirming the signature as a person duly authorized to sign on behalf 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.

27.3 Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Tender being substituted, and 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.

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

27.5 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 or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate.

27.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further. The Form of Tender and the priced Activity Schedule are to be initialed

by representatives of the Procuring Entity attending Tender opening in the manner specified **in the TDS**.

27.7 The Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT25.1).

27.8 The Procuring Entity shall prepare are cord 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; and

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

27.9 The Tenderers' representatives who a rep resent 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 distributed to Tenderer upon request.

## E. Evaluation and Comparison of Tenders

### 28 Confidentiality

28.1 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 information on the Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 42.

28.2 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.

28.3 Notwithstanding ITT 28.2, 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.

### 29 Clarification of Tenders

29.1 To assist in the examination, evaluation, and comparison of Tenders, and qualification of the Tenderers, the Procuring Entity may, at the Procuring Entity's discretion, ask any tenderer for clarification of its Tender including break downs of the prices in the Activity Schedule, and other information that the Procuring Entity may require. 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 ITT32.

29.2 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.

### 30 Deviations, Reservations, and Omissions

30.1 During the evaluation of Tenders, the following definitions apply:

a) “Deviation” is a departure from the requirements specified in the tendering document;

b) “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and

c) “Omission” is the failure to submit part or all of the information or documentation required in the tendering document.

## 31 Determination of Responsiveness

31.1 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 12.

31.2 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 Non-Consulting 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.

31.3 The Procuring Entity shall examine the technical aspects of the Tender submitted in accordance with ITT 18and ITT 19, in particular, to confirm that all requirements of Section VII, Procuring Entity's Requirements have been met without any material deviation or reservation, or omission.

31.4 If a Tender is not substantially responsive to the requirements of 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.

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

31.6 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 nonmaterial non- conformities or omissions in the Tender related to documentation requirements. Requesting information or documentation on such non-conformities 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.

31.7 Provided that a Tender is substantially responsive, the Procuring Entity shall rectify quantifiable nonmaterial 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**.

## 32 Arithmetical Errors

32.1 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.

32.2 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

32.3 Tenderers shall be notified of any error detected in their bid during the notification of a ward.

## 33 Conversion to Single Currency

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

## 34 Margin of Preference and Reservations

**34.1** Margin of preference on local service providers may be allowed if it is deemed that the services require participation of foreign tenderers. If so allowed, it will be indicated in the **TDS.**

34.2 Where it is intended to reserve the contract to specific groups under Small and Medium Enterprises, or enterprise of women, youth and /or persons living with disability, 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/firms belonging to the specified group are eligible to tender as specified in the **TDS**. Otherwise, if not so stated, the invitation will be open to all tenderers.

## 35 Evaluation of Tenders

35.1 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 Best 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 tendering document; and

b) The lowest evaluated cost.

35.2 In evaluating the Tenders, the Procuring Entity will determine for each Tender the evaluated Tender cost by adjusting the Tender price as follows:

a) Price adjustment due to discounts offered in accordance with ITT 16.4;

b) price adjustment due to quantifiable non material non-conformities in accordance with ITT 31.3;

c) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance withITT33; and

d) any additional evaluation factors specified **in the TDS** and Section III, Evaluation and Qualification Criteria.

35.3 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.

35.4 In the case of multiple contracts or lots, Tenderers are allowed to tender for one or more lots and the methodology to determine the lowest evaluated cost of the lot (contract) and for combinations, including any discounts offered in the Form of Tender, is specified in Section III, Evaluation and Qualification Criteria. For one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT

35.5. The methodology to determine the lowest evaluated tenderer or tenderers based one 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 will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.

## 36 Comparison of Tenders

36.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 35.2 to determine the Tender that has the lowest evaluated cost.

## 37 Abnormally Low Tenders and Abnormally High

### Tenders Abnormally Low Tenders

37.1 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price.

37.2 In the event of identification of a potentially Abnormally Low Tender, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document.

37.3 After evaluation of the price analyses, 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.

### Abnormally High Tenders

37.4 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.

37.5 In case of an abnormally high 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 he 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 maybe.

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

## 38 Unbalanced and/or Front-Loaded Tenders

38.1 If in the Procuring Entity's opinion, the Tender that is evaluated as the lowest evaluated price is seriously unbalanced and/or front loaded, the Procuring Entity may require the Tenderer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the tender prices with the scope of works, proposed methodology, schedule and any other requirements of the Tender document.

38.2 After the evaluation of the information and detailed price analyses presented by the Tenderer, the Procuring Entity may as appropriate:

a) Accept the Tender; or

b) require that the total amount of the Performance Security be increased at the expense of the

Tenderer to a level not exceeding 10% of the Contract Price; or

c) agree on a payment mode that eliminates the inherent risk of the Procuring Entity paying too much for undelivered works; or

d) Reject the Tender.

**39 Qualification of the Tenderer**

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

39.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 18. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s)different from the Tenderer that submitted the Tender.

39.3 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's qualifications to perform satisfactorily.

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

40.1 The Procuring Entity reserves the right to accept or reject any Tender, and to annul the Tendering process and reject all Tenders at any time prior to Contract Award, without there by incurring any liability to Tenderers. In case of annulment, all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

**F. Award of Contract**

**43 Award Criteria**

43.1 The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender.

**42 Notice of Intention to enter in to a Contract**

42.1 Upon 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 a ward 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 Stand still Period; and

e) instructions on how to request a debriefing and/or submit a complaint during the stand still period;

**43 Stand still Period**

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

shall not apply.

43.2 Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter in to a Contract with the successful Tenderer.

**44 Debriefing by the Procuring Entity**

44.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 42, 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.

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

**45 Letter of Award**

Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 43.1, 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.

**46 Signing of Contract**

46.1 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.

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

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

**47 Performance Security**

47.1 Within twenty-one (21) days of the receipt of the Form of Acceptance from the Procuring Entity, the successful Tenderer, if required, shall furnish the Performance Security in accordance with the GCC 3.9, using for that purpose the Performance Security Form included in Section VIII, Contract Forms, or another Form acceptable to the Procuring Entity. 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.

47.2 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 Best Evaluated Tender.

**48 Publication of Procurement Contract**

48.1 Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of 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.

## 49 Adjudicator

49.1 The Procuring Entity proposes the person named **in the TDS** to be appointed as adjudicator or under the Contract, at an hourly fee specified in **the TDS**, plus reimbursable expenses. If the Tenderer disagrees with this Tender, the Tenderer should so state in the Tender. If, in the Form of Acceptance, the Procuring Entity has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Special Conditions of Contract at the request of either party.

## 50 Procurement Related Complaints and Administrative Review

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

50.2 A request for administrative review shall be made in the form provided under contract forms.

## SECTION II - TENDER DATA SHEET (TDS)

The following specific data for the Non-Consulting Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT)Whenever there is a conflict, the provisions here in 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 Request for Tenders (ITT) is: **TSC/T/KPEEL/02/2026-2027**<br><br>The Procuring Entity is: **TEACHERS SERVICE COMMISSION**<br><br>The name of the ITT is**: PROVISION OF SOFTWARE LICENSING AND SOFTWARE ASSURANCE FOR KODAK AND FUJITSU SCANNERS AT THE TEACHERS SERVICE COMMISSION.** |
| ITT 2<br>ITT 2.1<br><br><br><br><br>ITT 2.2 | **Throughout this tendering document:**<br>The terms:<br>a) The term "in writing" means communication in written form by mail ddprocurement@tsc.go.ke or Post P.O Box Private Bag Nairobi<br>b) if the contexts or esquires, "singular" means "plural" and vice versa; and<br>c) "Day" means calendar day,<br>The successful Tenderer will be expected to complete the performance of the Services by time specified in the schedule of requirements |
| ITT 3<br>ITT 3.1<br><br><br><br><br><br><br><br><br><br><br>ITT 3.2<br><br><br><br><br><br><br><br><br><br>ITT 3.3 | **Fraud and Corruption**<br>Teachers Service Commission requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015 (the Act), Section 62 "Declaration not to engage in corruption". The tender 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.<br>Teachers Service Commission 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 this effect, Tenders shall be required to complete and sign the "Certificate of Independent Tender Determination" annexed to the Form of Tender.<br>**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 |

| ITT Reference | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS |
|---|---|
| | this tender. The preparation of this tender was not affiliated to any tenderer hence the Teachers Service Commission has provided all the necessary information in respect to fairness, competition to all interested firms. |
| ITT 4<br><br>ITT 4.1 | **Eligible Tenderers**<br><br>**The maximum number of JV members shall be two (2).** |
| ITT 4.2 | Public Officers, of the Teachers Service Commission, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse in which they have a substantial or controlling interest shall not be eligible to tender or be awarded contract. Public Officers are also not allowed to participate in any procurement proceedings. |
| ITT 4.3 | A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified as per the provisions of ITT 4.2 & 4.3<br><br>A firm that is a Tenderer (either individually or as a JV member) shall not participate in more than one tender. Such participation shall result in the disqualification of all Tenders in which the firm is involved. |
| ITT 5<br><br>ITT 5.1 | **Qualification of the Tenderer**<br>All Tenderers shall provide in Section IV, Tendering Forms, a preliminary description of the proposed work methodology and schedule, including drawings and charts, as necessary. |
| ITT 6<br><br>ITT 6.1 | **Sections of Tendering Document**<br><br>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 10.<br><br>**PART 1: Tendering Procedures**<br><br>i) Section I - Instructions to Tenderers (ITT)<br><br>ii) Section II - Tender Data Sheet (TDS)<br><br>iii) Section III - Evaluation and Qualification Criteria<br><br>iv) Section IV - Tendering Forms<br><br>**PART 2: Procuring Entity's Requirements**<br><br>v) Section V-Procuring Entity's Requirements<br><br>**PART 3: Contract**<br><br>vi) Section VI - General Conditions of Contract (GCC)<br><br>vii) Section VII - Special Conditions of Contract (SCC)<br><br>viii) Section VIII - Contract Forms |
| ITT 6.2 | The Invitation to Tender (ITT) Notice, Tender Document and Addenda obtained or Issued directly by the Teachers Service Commission shall form part of this tendering document.<br><br>The Tenderer is expected to examine all instructions, forms, terms, and specifications in the |

| ITT Reference | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS |
|---|---|
| ITT 6.4 | tendering document and to furnish with its Tender all information or documentation as is required by the tendering document. |
| ITT 8 | **Pre-Tender Meeting**<br><br>There shall be Pre-Tender Site Meeting for the Provision of License, Maintenance and Support for Kodak and Fujitsu Scanners at Teachers Service Commission on **Thursday 8 October,2026 from 10.00 am – 12.00 Noon** |
| ITT 9.<br><br>ITT 9.1<br><br><br><br>ITT 9.2 | **Clarification of Tender Documents**<br><br>A Tenderer requiring any clarification of the Tender Document shall contact Techers Service Commission in writing Via Email ddprocurement@tsc.go.ke or Via Post Addressed to The Head of Procurement Teachers Service Commission P.O Box Private Bag 00100 Nairobi.<br><br>Teachers Service Commission will respond in writing to any request for clarification, provided that such request is received no later than 7 calendar days before the Tender Closing Date. Teachers Service Commission shall forward copies of its response to all tenderers who have acquired the Tender Documents in accordance with ITT 6.3, including a description of the inquiry but without identifying its source. Teachers Service Commission shall also promptly publish its response at the www.tsc.go.ke and www.tenders.go.ke. Should the clarification result in changes to the essential elements of the Tender Documents, the Commission shall amend the Tender Documents appropriately at least in one local daily<br><br>newspaper following the procedure under ITT 8.4. |
| ITT 10<br><br>ITT 10.1<br><br>ITT 10.2<br><br><br><br>ITT 10.3 | **Amendment of Tender Documents**<br><br>At any time prior to the deadline for submission of Tenders, Teachers Service Commission may amend the Tendering document by issuing addenda.<br><br>Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Teachers Service Commission in accordance with ITT 6.3. Teachers Service Commission shall also promptly publish the addendum on the Procuring Entity's web page in accordance with ITT 8.4.<br><br>To give prospective Tenderers reasonable time in which to consider an addendum in preparing their Tenders, Teachers Service Commission shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 24.2 below. |
| ITT 11<br><br>ITT 11.1 | **Preparation of Tenders Cost**<br><br>**of Tendering**<br><br>The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and Teachers Service Commission shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process. |
| ITT 12<br><br>ITT 12.1 | **Language of Tender**<br><br>The Tender as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and Teachers Service Commission shall be written in the English language. Supporting documents and printed literature that are part of the Tender |

| ITT Reference | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS |
|---|---|
| | 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 translation shall govern. |
| ITT 13.<br><br>ITT 13.1 | **Documents Comprising the Tender**<br><br>a) Alternative Tender: **Not permissible**<br><br>Any other document required under Section IV – Evaluation Criteria |
| ITT 14<br><br>ITT 14.1 | **Form of Tender and Activity Schedule**<br><br>The Form of Tender and Priced Activity Schedule shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 22.3. All blank spaces shall be filled in with the information requested |
| ITT 15<br><br>ITT 15.1 | **Alternative Tenders**<br><br>**A**lternative Tenders shall not be accepted. |
| ITT 17<br><br>ITT 17.1 | **Currencies of Tender and Payment**<br><br>The currency of the Tender and the currency of payments shall be Kenya Shillings. |
| ITT 20<br><br>ITT 20.1<br><br><br><br>ITT 20.2 | **Period of Validity of Tenders**<br><br>Tenders shall remain valid for a period of **150 days** from the date of tender opening A Tender valid for Teachers Service Commission shall reject a shorter period as non-responsive.<br><br>In exceptional circumstances, prior to the expiration of the Tender validity period, Teachers Service Commission may request Tenderers to extend the period of validity of their Tenders to a maximum of 30 calendar days. |
| ITT 21<br><br>ITT 21.1 | **Tender Security**<br><br>A Tenderer shall furnish the Commission as part of the Tender, a Tender Security of Kenya Shillings **Kshs. 175,000** valid for **150 days** from the date of tender opening from a financial institution recognized by CBK or from Insurance Company registered by IRA . |
| ITT 22<br><br>ITT 22.1<br><br><br><br><br><br>ITT 22.2 | **Format and Signing of Tender**<br><br>The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 13, bound with the volume containing the Form of Tender, and clearly marked **"Original**. "In addition, the Tenderer shall submit **ONE COPY** of the Tender and clearly marked as **"COPY"In** the event of discrepancy between them, the original shall prevail.<br><br>Tenderers shall mark as **"CONFIDENTIAL "information** in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information. |

| ITT Reference | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS |
|---|---|
| ITT 22.3<br><br>ITT 22.4<br><br><br><br><br><br>ITT 22.5 | Tenderers must provide power of Attorney signed by Directors and witnessed by a Commissioner of Oath appointing an Officer to act on Behalf of the company. The power of Attorney must have the Tender name and Tender Number<br><br>The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as evidenced by a power of Attorney. 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 person signing the Tender.<br><br>In case the Tenderer is a JV, the Tender 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 their legally authorized representatives. Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender |
| ITT 23<br><br>ITT 23.1 | **Submission and Opening of Tenders**<br>**Sealing and Marking of Tenders**<br><br>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 Secretary, Teachers Service Commission P.O. Box Private Bag 00100 Nairob**i and a warning not to open before **Monday 12 October, 2026 at 10.00am.**Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:<br><br>a) in an envelope or package or container marked “ORIGINAL”, all documents comprising the Tender, as described in ITT13; and<br>b) in an envelope or package or container marked “COPIES”, all required copies of the Tender;<br>The inner envelopes or packages or containers shall<br>c) Bear the name Teachers Service Commission Private Bag Nairobi<br>d) Bear the name and address of the Tenderer; and<br>Bear the name and Reference number of the Tender. **TSC/T/KPEEL/02/2025-2027 PROVISION OF SOFTWARE LICENSING AND SOFTWARE ASSURANCE FOR KODAK AND FUJITSU SCANNERS AT THE TEACHERS SERVICE COMMISSION**<br>If an envelope, package, or container is not sealed and marked as required Teachers Service Commission will assume no responsibility for the misplacement or premature opening of the Tender. Tenders misplaced or opened prematurely will not be accepted.. |
| ITT 24<br><br>ITT 24.1<br><br><br>ITT 24.2 | **Deadline for Submission of Tenders**<br><br>Tenders must be received by Teachers Service Commission at the tender box placed Teachers Service Commission Podium Wing Ground Floor on or before **Monday 12 October, 2026 at 10.00am.**<br><br>Teachers Service Commission may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT9, in which case all rights and obligations of Teachers Service Commission and Tenderers previously subject |

| ITT Reference | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS |
|---|---|
| | to the deadline shall thereafter be subject to the deadline as extended |
| ITT 25<br><br>ITT 25.2 | **Late Tenders** Teachers Service Commission shall not consider any Tender that arrives after the deadline for submission **Monday 12 October, 2026 at 10.00am.**<br><br>Any Tender received by Teachers Service Commission after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer |
| ITT 26<br>ITT 26.1 | **Withdrawal, Substitution and Modification of Tenders**<br><br>b) Received by the Teachers Service Commission prior on or before **Monday 12 October, 2026 at 10.00am.** in accordance with ITT 23. |
| ITT 27<br><br>ITT 27.1 | **Tender Opening**<br><br>Teachers Service Commission shall, at the Tender opening, publicly open and read out all Tenders received by **Monday 12 October, 2026 at 10.00am.**at the Ground Floor Podium Wing in the presence of Tenderers' designated representatives and anyone who choose to attend. |
| ITT 27.6<br><br>ITT 27.7<br><br>ITT 27.8<br><br><br><br><br><br>ITT 27.9 | Only Tenders and discounts that are opened and read out at Tender opening shall be considered further. The Form of Tender and the priced Activity Schedule shall be initialed by the Tender Opening Committee of the Teachers Service Commission and the Tenderer's Representative Attending Tender opening exercise.<br><br>Teachers Service Commission shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT25.1).<br><br>Teachers Service Commission shall prepare are record of the Tender opening that shall include, as a minimum:<br><br>a) The name of the Tenderer and whether there is a withdrawal, substitution, or modification;<br><br>b) The presence or absence of a Tender-Securing Declaration,<br><br>c) Number of pages of each tender document submitted<br><br>The Tenderers' representatives shall be requested to sign the Tender Register. The omission of a Tenderer's signature on the register shall not invalidate the contents and effect of the record. A copy of the tender opening register shall be distributed to Tenderer upon an official request. |
| ITT 29<br><br>ITT 29.1 | **Clarification of Tenders**<br><br>To assist in the examination, evaluation, and comparison of Tenders, and qualification of the Tenderers, Teachers Service Commission may, at its discretion, ask any tenderer for clarification of its Tender including breakdowns of the prices in the Activity Schedule, and other information that Teachers Service Commission may require. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by Teachers Service Commission shall not be considered. Teachers Service Commission May request for clarification and the response shall be delivered in writing within a maximum of three (3) calendar days. 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 Teachers Service |

| ITT Reference | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS |
|---|---|
| ITT 29.2 | Commission in the evaluation of the Tenders, in accordance with ITT32.<br><br>If a Tenderer does not provide clarifications of its Tender within three (3) calendar days the Teachers Service Commission may reject the tender. |
| ITT 31<br><br>ITT 31.1<br><br>ITT 31.2 | **Determination of Responsiveness**<br><br>Teachers Service Commission determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 12.<br><br>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:<br><br>a) If accepted, would:<br><br>i. affect in any substantial way the scope, quality, or performance of the Non-Consulting Services specified in the Contract; or<br><br>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<br><br>b) If rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders. |
| ITT 31.3<br><br>ITT 31.4<br><br>ITT 31.6<br><br>ITT 31.7 | Teachers Service Commission shall examine the technical aspects of the Tender submitted in accordance with ITT 18 and ITT 19, in particular, to confirm that all requirements of Section VII, Teachers Service Commission Requirements have been met without any material deviation or reservation, or omission.<br><br>If a Tender is not substantially responsive to the requirements of tendering document, it shall be rejected by Teachers Service Commission and shall not subsequently be made responsive by correction of the material deviation, reservation, or omission.<br><br>Provided that a Tender is substantially responsive, Teachers Service Commission may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial non- conformities or omissions in the Tender related to documentation requirements. Requesting information or documentation on such non-conformities 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.<br><br>The Commission shall adjust the Tender Price for Comparison purposes in the following manner:<br><br>a) If the quantity times Unit Price is wrong<br><br>b) If there is understatement or overstatement of the total tender price<br><br>c) If an item in the price schedule is left blank without being priced<br><br>The Adjustment shall be based on the average price of the substantially quoted prices. |
| ITT 32 | **Arithmetical Errors**<br>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 whatsoever. |

| ITT Reference | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS |
|---|---|
| ITT 33 | **Conversion to Single Currency** |
| ITT 33.1 | For evaluation and comparison purposes, the currency (ies) of the Tender shall be converted into Kenya Shillings using the Exchange Rate Provided by Central Bank of Kenya. |
| ITT 34 | **Margin of Preference and Reservations** |
| ITT 34.1 | Margin of preference on local service providers shall not be applied since this tender is reserved for Local Contractors Only. |
| ITT 35 | **Evaluation of Tenders** |
| ITT 35.1 | Teachers Service Commission 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, Teachers Service Commission shall determine the Best Evaluated Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:<br>a) Substantially responsive to the tendering document; and<br>b) The lowest evaluated cost. |
| ITT 35.2 | In evaluating the Tenders, Teachers Service Commission will determine each evaluated Tender cost by adjusting the Tender price as follows:<br>a) Price adjustment due to discounts offered in accordance with ITT 16.4;<br>b) price adjustment due to quantifiable non-material or non-conformities in accordance with ITT 31.3;<br>c) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT33; and<br>d) Any additional evaluation factors specified in Section III, Evaluation and Qualification Criteria. |
| ITT 35.3 | 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. |
| ITT 35.4 | Multiple contracts or lots, SHALL NOT APPLY |
| ITT 35.5 | The methodology to determine the lowest evaluated tenderer or tenderers based one lot (contract) or based on a combination of lots (contracts), SHALL NOT APPLY |
| ITT 36 | **Comparison of Tenders** |
| ITT 36.1 | Teachers Service Commission shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 35.2 to determine the Tender that has the lowest evaluated cost. |
| ITT 37 | **Abnormally Low Tenders and Abnormally High Tenders**<br>**Abnormally Low Tenders** |
| ITT37.1 | An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered |

| ITT Reference | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS |
|---|---|
| | Tender Price. |
| ITT37.2 | In the event of identification of a potentially Abnormally Low Tender, Teachers Service Commission shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document. ***The Tenderer shall submit clarification within three (3) working days' failure to which the Commission may disqualify the tender.*** |
| ITT37.3 | After evaluation of the price analyses, 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, Teachers Service Commission shall reject the Tender |
| | **Abnormally High Tenders** |
| ITT 37.4 | 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 Teachers Service Commission is concerned that it 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. |
| ITT 37.5 | In case of an abnormally high price, , Teachers Service Commission 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 he specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. Teachers Service Commission may also seek written clarification from the tenderer on the reason for the high tender price. Teachers Service Commission shall proceed as follows:<br>a) If the tender price is abnormally high based on wrong estimated cost of the contract, Teachers Service Commission **shall not accept the tender**.<br>b) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, Teachers Service Commission 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 maybe. |
| ITT 38 | **Unbalanced and/or Front-Loaded Tenders** |
| ITT 38.1 | If in the Teachers Service Commission opinion, the Tender that is evaluated as the lowest evaluated price is seriously unbalanced and/or front-loaded, Teachers Service Commission may require the Tenderer to provide written clarifications. Clarifications that must be submitted within **three (3) calendar days** may include detailed price analyses to demonstrate the consistency of the tender prices with the scope of works, proposed methodology, schedule and any other requirements of the Tender document. |
| ITT38.2 | After the evaluation of the information and detailed price analyses presented by the Tenderer, Teachers Service Commission may as appropriate:<br>a) Accept the Tender; or<br>b) require that the total amount of the Performance Security be increased at the expense of the Tenderer to a level not exceeding 30% of the Contract Price; or<br>c) agree on a payment mode that eliminates the inherent risk of Teachers Service Commission paying too much for undelivered works; or Reject the Tender |

| ITT Reference | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS |
|---|---|
| ITT 39 | **Qualification of the Tenderer** |
| ITT39.1 | Teachers Service Commission shall determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender is eligible and meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria. |
| ITT39.2 | The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 18. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Tenderer that submitted the Tender. |
| ITT39.3 | 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 Teachers Service Commission shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated cost to make a similar determination of<br><br>that Tenderer's qualifications to perform satisfactorily. |
| ITT 40 | **Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders** |
| ITT 40.1 | Teachers Service Commission reserves the right to accept or reject any Tender, and to annul the Tendering process and reject all Tenders at any time prior to Contract Award, without there by incurring any liability to Tenderers. In case of annulment, all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers. |
| | **Award of Contract** |
| ITT 41 | Award Criteria |
| ITT 41.1 | Teachers Service Commission shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender. |
| ITT 42 | **Notice of Intention to enter in to a Contract** |
| ITT42.1 | Upon award of the contract and Prior to the expiry of the Tender Validity Period Teachers Service Commission shall issue a Notification of Intention to Enter into a Contract and Notification of a ward to the successful bidder after Stands Still period of 14 working days. All unsuccessful tenderers shall also get letters of notification in which shall contain, at a minimum, the following information:<br><br>a) The name and address of the Tenderer submitting the successful tender;<br><br>b) The Contract price of the successful tender;<br><br>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;<br><br>d) the expiry date of the Stand still Period; and<br><br>e) instructions on how to request a debriefing and/or submit a complaint during the stand still period; |

| ITT Reference | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS |
|---|---|
| ITT 43<br><br>ITT43.1<br><br><br>ITT 43.2 | **Stand still Period**<br><br>The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 calendar days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.<br><br>Where a Standstill Period applies, it shall commence from the date the Teachers Service Commission has transmitted to each Tenderer the Notification of Intention to Enter into a Contract with the successful Tenderer. |
| ITT 44<br><br>ITT 44.1<br><br><br><br>ITT 44.2 | **Debriefing by the Procuring Entity**<br><br>On receipt of the Teachers Service Commission Notification of Intention to Enter into a Contract referred to in ITT 42, an unsuccessful tenderer may make a written request to Teachers Service Commission for a debriefing on specific issues or concerns regarding their tender. The Commission shall provide the debriefing with in five days of receipt of the request.<br><br>Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting |
| ITT 45 ITT45.1 | **Letter of Award**<br><br>Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 43.1, upon addressing a complaint that has been filed within the Standstill Period, and the Teachers Service Commission shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the<br><br>Performance Security within 21 days of the date of the letter. |
| ITT 46<br><br>ITT46.1<br><br><br>ITT46.<br><br><br>2 ITT46.3 | **Signing of Contract**<br><br>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 Teachers Service Commission shall send the successful Tenderer the Contract Agreement.<br><br>Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to Teachers Service Commission<br><br>The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period |
| ITT 47<br>ITT47.1 | **Performance Security**<br><br>The successful Tenderer shall furnish the Commission with a Performance Security equivalent to 10% of the contract price inform of a bank guarantee from a reputable bank operating in Kenya regulated by Central Bank of Kenya. |
| ITT48<br>ITT48.1 | **Publication of Procurement Contract**<br><br>Within fourteen days after signing the contract, Teachers Service Commission shall publish the awarded contract at its websiteswww.tsc.go.ke and on the Website of the Authority www.tenders.go.ke . At the minimum, the notice shall contain the following information: |

| ITT Reference | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS |
|---|---|
| | a) Name and address of the Teachers Service Commission;<br>b) Name and reference number of the contract being awarded, a summary of its scope and the selection method used;<br>c) The name of the successful Tenderer, the final total contract price, the contract duration.<br>d) Dates of signature, commencement and completion of contract;<br>Names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening. |
| ITT 49<br>ITT49.1 | **Adjudicator**<br>Teachers Service Commission proposes the person named Chartered Institute of Arbitrator<br>- Nairobi to be appointed as adjudicator or under the Contract, at an hourly fee of Kshs. 2,000 plus reimbursable expenses. If the Tenderer disagrees with this proposed appointment, the Tenderer shall so state in his Bid document. If, in the Form of Acceptance, the Commission has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Special Conditions of Contract at the request of either party. |
| ITT 50<br>ITT 50.1<br>ITT 50.2 | **Procurement Related Complaints and Administrative Review**<br>The procedures for making a Procurement-related Complaint shall be done as per Section 167 of the Public Procurement and Asset Disposal Act 2015<br>A request for administrative review shall be made in the form provided under contract forms |

## SECTION III – EVALUATION AND QUALIFICATION CRITERIA

### 1. General Provision

1.1 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 construction 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 from the Central bank of Kenya.

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

### 1.3 Evaluation and contract award Criteria

Teachers Service Commission shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that

i. meets the qualification criteria,

ii. (has been determined to be substantially responsive to the Tender Documents, and

iii. is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

### 2. Preliminary examination for Determination of Responsiveness

Teachers Service Commission 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.

**PRELIMINARY EVALUATION (MR)**

Tenders are required to meet all the mandatory requirements listed below failure to which they will be declared nonresponsive**.**

| S/No. | MANDATORY REQUIREMENTS | RESPONSIVE OR NON RESPONSIVE |
|---|---|---|
| MR 1. | Must submit a copy of certificate of Registration/Incorporation from the registrar of companies. | |
| MR 2. | Must submit a copy of the Tax Compliance certificate or Tax Exemption Certificate from Kenya Revenue Authority valid up to and including the date of tender submission | |
| MR 3. | Must attach dully filled form of Pre-Tender Site Visit Form signed by the bidder and TSC representative during Tender Site Meeting. | |
| MR 4. | Must Provide a copy of CR12 issued in the month of **September/October 2026** from Registrar of Companies for Public Liability Companies or a copy of ID of the Director if the company is sole propriety. | |
| MR 5. | Bidders must submit Partnership Certificate from the Manufacturer **KODA**K **Alaris** as an Authorized Partner for Kodak Products and Services valid up to and including the date of tender submission**.** | |
| MR 6. | The Bidder must prepare, fill and stamp the Price/Activity Schedule on a stationery ***letterhead clearly showing the Tenderer's complete name and business address*** in the format provided which is signed by an authorized person with the Power of Attorney. The Price/Activity Schedule must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. | |
| MR 7. | Must fill, sign and stamp Confidential Business Questionnaire in format provided as provided. | |
| MR 8. | Must fill, sign and stamp the Certificate of Independent Tender Determination in the format provided. | |
| MR 9. | Must fill, sign and stamp the Self Declaration Form SD1 in the format provided. | |
| MR 10. | Must fill, sign and stamp the Self Declaration Form SD2 in the format provided. | |
| MR 11. | Must fill, sign and stamp the Declaration and Commitment to the Code of Ethic Form in the format provided. | |
| MR 12. | Must fill, sign and stamp the Tenderer Information Form in the format provided. | |
| MR 13. | Must fill, sign and stamp Tenderers Joint Venture (JV) Member's Information Form in the format provided (Applicable only to JV Partners) | |
| MR 14. | Must provide an Original Tender Security of **Kshs. 100,000.** from a reputable financial institution or insurance company approved list of IRA valid for a period of 150 days. | |
| MR 15. | Must submit a valid copy of Business Permit from County Government valid up to and including the date of tender submission | |

| | | |
|---|---|---|
| MR. 16 | Bidders must properly bind, serialize, and paginate the tender document from the first page to the last page including all the attachments | |
| MR. 17 | Bidders must provide Evidence of physical address/location (attach documentary evidence in the form of any of the following: - Valid Lease Agreement or Title Deed. The Lease Agreement must have a commencement date and end date. | |
| MR. 18 | Bidders must provide an affidavit on any litigation or arbitration history resulting from ***contracts completed or ongoing*** in the last two (2) years from the date of tender submission. The affidavit must be specific to ***contracts completed or ongoing.*** Affidavit must also indicate the Tender Name and Number, and must be witnessed by a Commissioner of Oath. | |
| MR .19 | The bidder must prepare, fill and stamp the **Form of Tender** on a stationery ***letterhead clearly showing the Tenderer's complete name and business address*** in the format provided and signed by an authorized officer with the Power of Attorney. The Form of Tender must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. | |
| MR. 20 | Bidders must provide a Power of Attorney signed by Directors and witnessed by a Commissioner of Oath appointing an officer to act on behalf of the Company. The power of attorney must reference this Tender Number and Tender Name, | |
| MR. 21 | Bidders must provide a copy of the Registration Certificate from the Data Protection commissioner as Data controller and Data Processor valid up to including the date of tender submission | |
| MR 22 | Bidders must submit copies of Audited Financial Statements of Accounts for the last two (2) years 2024 and 2025 signed and stamped by a registered and recognized Firm/Auditor with a valid practicing license/certificate.<br>***Must also attach the corresponding practicing licenses/certificates of the firm/auditor for each audited year.*** | |
| MR 23 | Bidders must demonstrate evidence of similar services (**Provision of License, Maintenance, and Support of Kodak/Fujitsu scanners)** in the last three (3) years. Evidence must be in the form of copies of: LPO's/LSOs/Signed Contracts. | |
| | **RESPONSIVENESS** | |

***Note:*** **Tenderers who will not meet the above requirements will be declared non-responsive and their bids will not be evaluated further**

***TSC reserves the right to carryout independent investigations to verify the accuracy of information provided without notifying the tenderer.***

## TECHNICAL EVALUATION CRITERIA

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

| S/No. | EVALUATION CRITERIA | MARKS | SCORE |
|---|---|---|---|
| TR1 | **ORGANIZATIONAL PROFILE**<br>The firm must demonstrate progressive operations for at least ten years' experience and above @ 2 marks | 20 | |
| TR2 | **KEY PERSONNEL-ATTACH EVIDENCE**<br>Must have one Certified Technical personnel with Experience and Certification in Maintenance and Support Certificate for **Kodak** Products and Services.<br>Attach the following:<br>a) Kodak Service and Maintenance Support Certificate @ 20 marks<br>b) Experience in Maintenance and Support of Kodak and Fujitsu Scanners and Kodak Capture Pro Licenses for at least five (5) years @ 2 marks per year | 30 | |
| TR3 | **At least 1No. degree holder of key personnel in relevant IT field**<br>• With over 5 years' relevant experience…….10<br>• With over 3 years' relevant experience……5<br>• With under 1 year's relevant experience …….2<br>**(Attach copy of resume and certificate)** | 10 | |
| TR4 | Bidders must provide reference letters from at least three (3) reputable clients of which the company has supplied similar service: (**Provision of Licenses, Maintenance and Support of Kodak/Fujitsu Scanners)** in the last five (5) years.<br><br>Attach three (3) reference letters from each client clearly indicating full name, contact person, telephone number, email address. All reference letters must reference this tender name and number and be addressed to the Commission Secretary, Teachers Service Commission. @ 10 marks per reference letter. | 30 | |
| TR6 | Outline the methodology of Maintenance of Maintenance and Support of Kodak and Fujitsu Scanners and Supply of new Kodak Capture Pro Licenses | 10 | |
| | **TOTAL MARKS** | 100 | |

***After technical evaluation and meeting all the technical conditions and requirements of the tender, those tenders that shall not have attained a minimum pass mark of 70% shall be declared Non responsive and will be eliminated from the evaluation process. Those who pass will proceed to financial evaluation.***

3. **Tender Evaluation (ITT 35) Price evaluation**:

   Price evaluation: in addition to the criteria listed in ITT 35.2 (a)–(d) the following criteria shall apply:

4. **Multiple Contracts**

   Multiple contracts will not be permitted.

5. **Alternative Tenders (ITT 14)**

Alternative tenders shall not be considered by Teachers Service Commission.

6. **Margin of Preference Margin of preference shall not be applicable.**

7. **Post qualification and Contract ward (ITT 39), more specifically,**

a) In case the tender will be subjected to post-qualification, the contract shall be awarded to the lowest evaluated tenderer, subject to confirmation of pre-qualification data, if so required.

b) In case the tender will not be subjected to post-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.

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 contractual obligation.

ii. At least three of contract(s) of a similar nature executed within Kenya or the East African Community or abroad, that have been satisfactorily and substantially completed as a prime contractor, or joint venture member or sub-contractor each of similar value to quoted amount.

iii. **Other conditions depending on their seriousness.**

a) **History of non-performing contracts**:

Tenderer and each member of JV in case the Tenderer is a JV, shall demonstrate that Non- performance of a contract did not occur because of the default of the Tenderer, or the member of a JV in the last five years. The required information shall be furnished in the appropriate form.

b) **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) above if all pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations in the appropriate form.

**Litigation History**

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last Five Years. All parties to the contract shall furnish the information in the appropriate form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the years specified. A consistent history of awards against

## SECTION IV - TENDERING FORMS

1. FORM OF TENDER
2. TENDERER INFORMATION FORM
3. TENDERER'S JV MEMBERS INFORMATION FORM
4. SITE VISIT/PRE-BID CONFERENCE FORM

OTHER FORMS QUALIFICATION FORMS TENDERERS QUALIFICATION WITHOUT PREQUALIFICATION

## 1. 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 and* TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE, *CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER,* all *attached to this Form of Tender.*

*(iv) The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*

*a) Tenderer's Eligibility-Confidential Business Questionnaire*

*a) Certificate of Independent Tender Determination*

*c) Self-Declaration of the Tenderer.*

**Date of this Tender submission**: [*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]*

a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with ITT 9;

b) **Eligibility**: We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4;

c) **Tender-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 4.7;

*d)* **Conformity:** We offer to provide the Private Security Services in conformity with the tendering document of the following:

e) **Tender Price:** The total price of our Tender, including any discounts offered in item (f) below is Total price is: Kshs ..... *(Amount in figures)*
……

……

… .....*[total tender price of the Tender in words;*

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 is 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 a period of.....days from the date of the

Tender submission deadline 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 10% Performance Security in form of bank guarantee from a reputable bank recognized by CBK;

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 4.3, other than alternative Tenders submitted in accordance with ITT 14;

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 PPRA. Further, we are not ineligible under Kenya's 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 4.6];*

*l)* **Commissions, gratuities and 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) We confirm that we understand the provisions relating to Standstill Period as described in this tendering document and the Procurement Regulations.

n) **Binding Contract**: We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;

o) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Most Advantageous Tender or any other Tender that you may receive; and

p) **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.

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) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from__(*specify website*) during the procurement process and the execution of any resulting contract.

s) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:

a) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.

b) Certificate of Independent Tender Determination - to declare that we completed the tender without colluding with other tenderers.

c) Self-Declaration of the Tenderer- to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.

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 person signing the Tender]*

**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]*

Bidder Official Stamp

## i) TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE

**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 | Reference Number of the Tender | |
| 3 | Date and Time of Tender Opening | |
| 4 | Name of the Tenderer | |
| 5 | 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. |
| 6 | Current Trade License Registration Number and Expiring date | |
| 7 | Name, country and full address (*postal and physical addresses, email, and telephone number*) of Registering Body/Agency | |
| 8 | Description of Nature of Business | |
| 9 | Maximum value of business which the Tenderer handles. | |
| 10 | State if Tenders Company is listed in stock exchange, give name and full address (*postal and physical addresses, email, and telephone number*) of state which stock exchange | |

**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/have 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 YES OR NO | If YES provide details of the relationship with Tenderer |
|---|---|---|---|
| 1 | Tenderer is directly or indirectly controlled by<br>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<br>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<br>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 | | |

| | **Type of Conflict** | **Disclosure YES OR NO** | **If YES provide details of the relationship with Tenderer** |
|---|---|---|---|
| | 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. | | |

…….. …….. ……..…

(Title) (Signature) (Date)

Bidder Official Stamp

## 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:

   i) Has been requested to submit a Tender in response to this request for tenders;

   ii) 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]:

   i) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;

   ii) 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:
   i) prices;
   ii) methods, factors or formulas used to calculate prices;
   iii) the intention or decision to submit, or not to submit, a tender; or
   iv) 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 of authorized agent of Tenderer_____

| …… | …… | ……..... |
|---|---|---|
| (Title) | (Signature) | (Date) |

Bidder Official 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 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

**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 ..... **at Teachers Service Commission Headquarters** 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 Teachers Service Commission.

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 Teachers Service Commission.

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 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-FORM 5

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…….....

Email…….....

Name of the Firm/Company…….....

Date…….....

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

Witness

Name…….....

Sign…….....

Date…….....

## iv) APPENDIX1-FRAUDANDCORRUPTION

*(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 1.1above.

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 be low 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 sub section (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;

**3.** 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 tender to whom was awarded contract, or a member of the group of tenders to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.

**4.** 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;

4.1 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 a warding officer. etc.

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:

a) 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

b) acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3e. below.

c) 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 he procuring entity of the benefits of free and open competition.

c) Rejects a proposal for award[1] 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 recommend to appropriate authority(ies) for sanctioning and debarment of a firm or individual, as applicable under the Act sand 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[2] 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.

[1] *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 rendering, 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.*

[2] *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 there of as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.*

## 2. 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].

ITT No.:_____*[insert number of Tendering process]*

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

| |
|---|
| 1. Tenderer's Name..... *[insert Tenderer's legal name]* |
| 2. In case of JV, legal name of each member.....*[insert legal name of each member in JV]* |
| 3. Tenderer's actual or intended country of registration:……<br><br>*[insert actual or intended country of registration]* |
| 4. Tenderer's year of registration: *[insert Tenderer's year of registration]……..* |
| 5. Tenderer's Address in country of registration: ..... *[insert Tenderer's legal address in country of registration]* |
| 6. Tenderer's Authorized Representative Information<br><br>Name .....*[insert Authorized Representative's name]*<br><br>Address.....*[insert Authorized Representative's Address]*<br><br>Telephone ..... *[insert Authorized Representative's telephone/fax numbers]*<br><br>Email Address .....*[insert Authorized Representative's email address]* |
| 7. Attached are copies of original documents of *[check the box(es) of the attached original documents]*<br>☐ 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 4.4.<br>☐ In case of JV, Form of intent to form JV or JV agreement, in accordance with ITT 4.1.<br>☐ Acurrent tax clearance certificate or tax exemption certificate in case of Kenyan tenderers issued by the the Kenya Revenue Authority in accordance with ITT 4.14.<br>☐ In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing:<br>• Legal and financial autonomy<br>• Operation under commercial law<br>• Establishing that the Tenderer is not under the supervision of the agency of the Procuring Entity<br>8.Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

***NAME ……***

…….. …….. ……..…

(Title) (Signature) (Date)

Bidder Official Stamp

## 3. 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]*

ITT No. .....*[insert number of Tendering process]*

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

| |
|---|
| 1. Tenderer's Name: *[insert Tenderer's legal 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<br>information Name: *[insert name of JV's Member authorized*<br>*representative]* Address: *[insert address of JV's Member*<br>*authorized representative]*<br>Telephone/Fax numbers: *[insert telephone/fax numbers of JV's Member authorized representative]*<br>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]*<br>☐ 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.<br>☐ 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, a list of Board of Directors, and the beneficial ownership. |

***NAME***

***……***

…….  …….  …….....…

(Title)  (Signature)  (Date)

Bidder Official Stamp

## 4. SITE VISIT/PRE-BID CONFERENCE FORM

**TSC/T/KPEEL/02/2026-2027 PROVISION OF SOFTWARE LICENSING, MAINTENANCE, AND SUPPORT SERVICES FOR KODAK AND FUJITSU SCANNERSAT THE TEACHERS SERVICE COMMISSION.**

1. This is to certify that

[Name/s] ……

Being the authorized representative/Agent of [Name of Bidder] *(Full name and address)*

……

……

Has attended a Pre-bid conference in accordance with the instruction to Bidders, for purposes of bidding for **TSC/T/KPEEL/02/2026-2027 PROVISION OF SOFTWARE LICENSING, MAINTENANCE, AND SUPPORT SERVICES FOR KODAK AND FUJITSU SCANNERSAT THE TEACHERS SERVICE COMMISSION** held on…… Day of……20……

2. Having studied the tender document, I carefully examined the requirements to make myself familiar with the local conditions likely to influence the works and cost thereof.

3. I further certify that I am satisfied with the description of the works and I understand perfectly the scope of the works as specified and implied in the performance of the contract

**SIGNED AND STAMPED……**

**(Bidder's Representative)**

**SIGNED AND STAMPED……**

**(Teachers Service Commission Representative)**

## OTHER FORMS

### 5. FORM OF TENDER SECURITY-[Option 1–Demand Bank Guarantee]

**Beneficiary:** _____

**Request for Tenders No:**

_____

**Date:** _____

**TENDER GUARANTEE No.:** _____

**Guarantor:** _____

1. We have been informed that _____ (here in after called "the Applicant") has submitted or will submit to the Beneficiary its Tender (here in after 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 there to provide 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) thirty 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)]*

***Note: All italicized text is for use in preparing this form and shall be deleted from the final product.***

## 6. FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee] TENDER GUARANTEE No.: _____

1. Whereas …… [*Name of the tenderer]* (hereinafter called "the tenderer") has submitted its tender dated …… [*Date of submission of tender]* for the …… *[Name and/or description of the tender]* (hereinafter called "the Tender") for the execution of under Request for Tenders No. _____("the ITT").

2. KNOW ALL PEOPLE by these presents that WE …… of …… [**Name of Insurance Company**] having our registered office at (hereinafter called "the Guarantor"), are bound unto …….. [*Name of Procuring Entity*] (hereinafter called "the Procuring Entity") in the sum of ……..... (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.

   Sealed with the Common Seal of the said Guarantor this _____day of ____20 __.

3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:

   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 guarantee 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. 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.

| | |
|---|---|
| *[Date]* | *[Signature of the Guarantor]* |
| *[Witness]* | *[Seal]* |

***Note: All italicized text is for use in preparing this form and shall be deleted from the final product.***

## 7. FORM OF TENDER - SECURING DECLARATION

*[The Tenderer shall fill in this Form in accordance with the instructions indicated.]*

Date: .....*[date (as day, month and year)]* ITT

No.: .....*[number of Tendering process]* Alternative

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

To: .....*[complete name of Procuring Entity]* We,

the undersigned, declare that: We understand

that, according to your conditions, Tenders must be supported by a Tender-Securing

Declaration.

We accept that we will automatically be suspended from being eligible for Tendering or submitting proposals in any contract with the Procuring Entity for the period of time of *[number of months or years]* starting on *[date],* if we are in breach of our obligation(s) under the Tender conditions, because we:

a) Have withdrawn our Tender during the period of Tender validity specified in the Form of Tender; or

b) Having been notified of the acceptance of our Tender by the Procuring Entity during the period of Tender validity,
(i) fail to sign the Contract agreement; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITT.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight days after the expiration of our Tender.

Name of the Tenderer***** _____ Name

of the person duly authorized to sign the Tender on behalf of the Tenderer****** _____ Title of

the person signing the Tender _____

_____ Signature of the person named above _____

_____ Date signed _____ day of _____,

Bidder Official Stamp:

*****: In the case of the Tender submitted by 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 attached to the Tender

*[Note: In case of a Joint Venture, the Tender-Securing Declaration must be in the name of all members to the Joint Venture that submits the Tender.]*

## QUALIFICATION FORMS

### 8. FOREIGN TENDERERS 40% RULE

Pursuant to ITT 4.10, a foreign tenderer must complete this form to demonstrate that the tender fulfils this condition.

| Item | Description of Work Item | Describe location of Source | COST in K. shillings | Comments, if any |
|---|---|---|---|---|
| A | Local Labor | | | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| B | Sub contracts from Local sources | | | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| C | Local materials | | | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| D | Use of Local Plant and Equipment | | | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| E | Add any other items | | | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| | TOTAL COST LOCAL CONTENT | | XXXXX | |
| | PERCENTAGE OF CONTRACT PRICE | | | |

## 9. FORM EQU: EQUIPMENT

The Tenderer shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Tenderer.

| Item of equipment | | |
|---|---|---|
| Equipment information | Name of manufacturer | Model and power rating |
| | Capacity | Year of manufacture |
| Current status | Current location | |
| | Details of current commitments | |
| Source | Indicate source of the equipment<br>□ Owned □ Rented □ Leased □ Specially manufactured | |

Omit the following information for equipment owned by the Tenderer.

| **Owner** | **Name of owner** | |
|---|---|---|
| | Address of owner | |
| | Telephone | Contact name and title |
| | Fax | Telex |
| Agreements | Details of rental / lease / manufacture agreements specific to the project | |

## 10. FORM PER - 1

### Contractor's Representative and Key Personnel Schedule

Tenderers should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

### Contractor' Representative and Key Personnel

| | | |
|---|---|---|
| **1.** | **Title of position:** Contractor's Representative | |
| | **Name of candidate:** | |
| | **Duration of appointment:** | … .....[*insert the whole period (start and end dates) for which this position will be engaged*] |
| | **Time commitment: for this position:** | … .....[*insert the number of days/week/months/ that has been scheduled for this position*] |
| | **Expected time schedule for this position:** | [*insert the expected time schedule for this position (e.g. attach high level Gantt chart*] |
| **2.** | **Title of position:** *[_____]* | |
| | **Name of candidate:** | |
| | **Duration of appointment:** | … ..... [*insert the whole period (start and end dates)*<br>*for which this position will be engaged*] |
| | **Time commitment: for this position:** | … ..... [*insert the number of days/week/months/ that has been scheduled for this position*] |
| | **Expected time schedule for this position:** | … .....[*insert the expected time schedule for*<br>*this position (e.g. attach high level Gantt chart*] |
| **3.** | **Title of position:** *[_____]* | |
| | **Name of candidate:** | |
| | **Duration of appointment:** | … .....[*insert the whole period (start and end dates) for which this position will be engaged*] |
| | **Time commitment: for this position:** | … .....[*insert the number of days/week/months/ that has been scheduled for this position*] |
| | **Expected time schedule for this position:** | … ..... [*insert the expected time schedule for this position (e.g. attach high level Gantt chart*] |
| **4.** | **Title of position:** *[_____]* | |
| | **Name of candidate:** | |
| | **Duration of appointment:** | … .....[*insert the whole period (start and end dates) for which this position will be engaged*] |
| | **Time commitment: for this position:** | … .....[*insert the number of days/week/months/ that has been scheduled for this position*] |
| | **Expected time schedule for this position:** | … .....[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*] |
| **5.** | **Title of position:** *[insert title]* | |
| | **Name of candidate** | |
| | **Duration of appointment:** | … .....[*insert the whole period (start and end dates) for which this position will be engaged*] |
| | **Time commitment: for this position:** | ……..<br>[*insert the number of days/week/months/ that has been scheduled for this position*] |
| | **Expected time schedule for this position:** | ……..<br>[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*] |

## 11. FORM PER-2:

**Resume and Declaration - Contractor's Representative and Key Personnel.**

| Name of Tenderer |
|---|
| |

| Position [*#1*]: [*title of position from Form PER-1*] | | |
|---|---|---|
| Personnel information | Name: | Date of birth: |
| | Address: | E-mail: |
| | | |
| | Professional qualifications: | |
| | Academic qualifications: | |
| | Language proficiency: *[language and levels of speaking, reading and writing skills]* | |
| Details | | |
| | Address of Procuring Entity: | |
| | Telephone: | Contact (manager / personnel officer): |
| | Fax: | |
| | Job title: | Years with present Procuring Entity: |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

| **Project** | **Role** | **Duration of involvement** | **Relevant experience** |
|---|---|---|---|
| *[main project details]* | *[role and responsibilities on the project]* | *[time in role]* | *[describe the experience relevant to this position]* |
| | | | |
| | | | |
| | | | |

## DECLARATION

I, the undersigned .....
*[Insert either "Contractor's Representative" or "Key Personnel" as applicable]*, certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Tender:-

| **Commitment** | **Details** |
|---|---|
| Commitment to duration of contract: | *….....[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]* |
| Time commitment: | *…..... [insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]* |

I understand that any misrepresentation or omission in this Form may:

a) be taken into consideration during Tender evaluation;

b) result in my disqualification from participating in the Tender;

c) result in my dismissal from the contract.

Name of Contractor's Representative or Key Personnel:

_____[*in*

*sert name*]

Signature:_____

_____

Date: (day month year):

_____

_____

Countersignature of authorized representative of the Tenderer:

Signature:

_____

Date: (day month year):

_____

Bidder Official Stamp:

## TENDERERS QUALIFICATION WITHOUT PRE-QUALIFICATION

To establish its qualifications to perform the contract in accordance with Section III, Evaluation and Qualification Criteria the Tenderer shall provide the information requested in the corresponding Information Sheets included hereunder.

### 12. FORM ELI -1.1 Tenderer Information Form

Date: _____

ITT No. and title: _____

| |
|---|
| Tenderer's name. |
| In case of Joint Venture (JV), name of each member: |
| Tenderer's actual or intended country of registration:<br>*[indicate country of Constitution]* |
| Tenderer's actual or intended year of incorporation: |
| Tenderer's legal address [in country of registration]: |
| Tenderer's authorized representative information<br>Name: _____<br>Address: _____<br>Telephone/Fax numbers: _____<br>E-mail address: _____ |
| 1. Attached are copies of original documents of<br>☐ 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 4.4<br>☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 4.1<br>☐ In case of state-owned enterprise or institution, in accordance with ITT 4.6, documents establishing:<br>• Legal and financial autonomy<br>• Operation under commercial law<br>• Establishing that the Tenderer is not under the supervision of the Procuring Entity<br>2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

## 13. FORM ELI -1.2

Tenderer's JV Information Form
(to be completed for each member of Tenderer's JV)

Date:_____

ITT No. and title:_____

| |
|---|
| Tenderer's JV name: |
| JV member's name: |
| JV member's country of registration: |
| JV member's year of constitution: |
| JV member's legal address in country of constitution: |
| JV member's authorized representative<br>information Name: _____<br>Address: _____<br>Telephone/Fax numbers: _____<br>E-mail address: _____ |
| 1. Attached are copies of original documents of<br>☐ 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.<br>☐ 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.<br>2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

## 14. FORM CON –2

**Historical Contract Non-Performance, Pending Litigation and Litigation History**

Tenderer's Name:_____

Date:_____

JV Member's Name_____

ITT No. and title:_____

| Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria | | | |
|---|---|---|---|
| ☐ Contract non-performance did not occur since 1st January *[insert year]* specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.1.<br><br>☐ Contract(s) not performed since 1st January *[insert year]* specified in Section III, Evaluation and Qualification Criteria, requirement 2.1 | | | |
| **Year** | **Non-performed portion of contract** | **Contract Identification** | **Total Contract Amount (current value, currency, exchange rate and Kenya Shilling equivalent)** |
| *[insert year]* | *[insert amount and percentage]* | Contract Identification: *[indicate complete contract name/ number, and any other identification]*<br>Name of Procuring Entity: *[insert full name]*<br>Address of Procuring Entity: *[insert street/city/country]*<br>Reason(s) for nonperformance: *[indicate main reason(s)]* | *[insert amount]* |
| Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria | | | |
| ☐ No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub- Factor 2.3.<br>☐ Pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3 as indicated below. | | | |

| **Year of dispute** | **Amount in dispute (currency)** | **Contract Identification** | **Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)** |
|---|---|---|---|
| | | Contract Identification: _____<br>Name of Procuring Entity: _____<br>Address of Procuring Entity: _____<br>Matter in dispute: _____<br>Party who initiated the dispute:<br>Status of dispute: _____ | |

| | | | |
|---|---|---|---|
| | | Contract Identification:<br>Name of Procuring Entity:<br>Address of Procuring<br>Entity: Matter in dispute:<br>Party who initiated the dispute:<br>Status of dispute: | |
| Litigation History in accordance with Section III, Evaluation and Qualification Criteria | | | |

| **Year of dispute** | **Amount in dispute (currency)** | **Contract Identification** | **Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)** |
|---|---|---|---|
| ☐ No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4.<br>☐ Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub- Factor 2.4 as indicated below. | | | |
| **Year of award** | **Outcome as percentage of Net Worth** | **Contract Identification** | **Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)** |
| *[insert year]* | *[insert percentage]* | Contract Identification: [indicate complete contract name, number, and any other identification]<br>Name of Procuring Entity: *[insert full name]*<br>Address of Procuring Entity: *[insert street/city/country]*<br>Matter in dispute: *[indicate main issues in dispute]*<br>Party who initiated the dispute: *[indicate "Procuring Entity" or "Contractor"]*<br>Reason(s) for Litigation and award decision *[indicate main reason(s)]* | *[insert amount]* |

## 15. FORM FIN –3.1:

**Financial Situation and Performance**

Tenderer's Name:_____

Date:_____

JV Member's Name:_____

ITT No. and title:_____

**Financial Data**

| **Type of Financial information in_____ (currency)** | **Historic information for previous _____*years,*** **(amount in currency, currency, exchange rate*, USD equivalent)** | | | | |
|---|---|---|---|---|---|
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Statement of Financial Position (Information from Balance Sheet) | | | | | |
| Total Assets (TA) | | | | | |
| Total Liabilities (TL) | | | | | |
| Total Equity/Net Worth (NW) | | | | | |
| Current Assets (CA) | | | | | |
| Current Liabilities (CL) | | | | | |
| Working Capital (WC) | | | | | |
| Information from Income Statement | | | | | |
| Total Revenue (TR) | | | | | |
| Profits Before Taxes (PBT) | | | | | |
| Cash Flow Information | | | | | |
| Cash Flow from Operating Activities | | | | | |

* Refer to ITT 15 for the exchange rate

**Sources of Finance**

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

| No. | Source of finance | Amount (Kenya Shilling equivalent) |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |

**Financial documents**

The Tenderer and its parties shall provide copies of financial statements for_____years pursuant Section III, Evaluation and Qualifications Criteria, Sub-factor3.1.The financial statements shall:

a) reflect the financial situation of the Tenderer or in case of JV member, and not an affiliated entity (such as parent company or group member).

b) Be independently audited or certified in accordance with local legislation.

c) Be complete, including all notes to the financial statements.

d) Correspond to accounting periods already completed and audited.

Attached are copies of financial statements[1]for the_____years required above ; and complying with the requirements

[2]*If the most recent set of financial statements is for a period earlier than 12 months from the date of Tender, the reason for this should be justified.*

## 16. FORM FIN –3.2:

**Average Annual Construction Turnover**

Tenderer's Name:_____

Date:_____

JV Member's Name_____

ITT No. and title:_____

| | **Annual turnover data (construction only)** | | |
|---|---|---|---|
| **Year** | **Amount Currency** | **Exchange rate** | **Kenya Shilling equivalent** |
| *[indicate year]* | *[insert amount and indicate currency]* | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Average Annual Construction Turnover * | | | |

* See Section

## 17. FORM FIN–3.3:

**Financial Resources**

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contractor contracts as specified in Section III, Evaluation and Qualification Criteria.

| | | |
|---|---|---|
| **No.** | **Source of financing** | **Amount (Kenya Shilling equivalent)** |
| 1 | | |
| 2 | | |
| 3 | | |
| | | |

## 18. FORMFIN–3.4:

**Current Contract Commitments / Works in Progress**

Tenderers and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

| **No.** | **Name of Contract** | **Procuring Entity's Contact Address, Tel,** | **Value of Outstanding Work [Current Kenya Shilling /month Equivalent]** | **Estimated Completion Date** | **Average Monthly Invoicing Over Last Six Months [Kenya Shilling /month)]** |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| | | | | | |

## 19. FORM EXP-4.1

**General Construction Experience**

Tenderer's Name:_____

Date:_____

JV Member's Name_____

ITT No. and title:_____

Page_____of_____pages

| Starting Year | Ending Year | Contract Identification | Role of Tenderer |
|---|---|---|---|
| | | Contract name: _____<br>Brief Description of the Works performed by the Tenderer: _____<br>Amount of contract: _____<br>Name of Procuring Entity: _____<br>Address: _____ | |
| | | Contract name: _____<br>Brief Description of the Works performed by the Tenderer: _____<br>Amount of contract: _____<br>Name of Procuring Entity: _____<br>Address: _____ | |
| | | Contract name: _____<br>Brief Description of the Works performed by the Tenderer: _____<br>Amount of contract: _____<br>Name of Procuring Entity: _____<br>Address: _____ | |

## 20. FORM EXP -4.2(a)

**Specific Work and Contract Management Experience**

Tenderer's Name:_____

Date:_____

JV Member's Name_____

ITT No. and title:_____

| **Similar Contract No.** | **Information** | | | |
|---|---|---|---|---|
| Contract Identification | | | | |
| Award date | | | | |
| Completion date | | | | |
| Role in Contract | Prime Contractor □ | Member in JV ☐ | Management Contractor ☐ | Sub-contractor ☐ |
| Total Contract Amount | | | **Kenya Shilling** | |
| If member in a JV or sub-contractor, specify participation in total Contract amount | | | | |
| Procuring Entity's Name: | | | | |
| Address:<br>Telephone/fax<br>number<br>E-mail: | | | | |
| Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III: | | | | |
| 1. Amount | | | | |
| 2. Physical size of required works items | | | | |
| 3. Complexity | | | | |
| 4. Methods/Technology | | | | |
| 5. Construction rate for key activities | | | | |
| 6. Other Characteristics | | | | |

## 21. FORMEXP-4.2(b)

**Work Experience in Key Activities**

Tenderer's Name:_____

Date:_____

Tenderer's JV Member Name:_____

Sub-contractor's Name[3] (as perITT35):_____

ITT No. and title:_____

All Sub-contractors for key activities must complete the information in this form as per ITT 34 and Section III, Evaluation and Qualification Criteria, Sub-Factor 4.2.

1. Key Activity No One:_____

| | **Information** | | | |
|---|---|---|---|---|
| Contract Identification | | | | |
| Award date | | | | |
| Completion date | | | | |
| Role in Contract | Prime Contractor ☐ | Member in JV ☐ | Management Contractor ☐ | Sub-contractor ☐ |
| Total Contract Amount | | | **Kenya Shilling** | |
| Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year | Total quantity in the contract (i) | Percentage participation (ii) | | Actual Quantity Performed (i) x (ii) |
| Year 1 | | | | |
| Year 2 | | | | |
| Year 3 | | | | |
| Year 4 | | | | |
| Procuring Entity's Name: | | | | |
| Address: Telephone/fax number E-mail: | | | | |

| Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III: | **Information** |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

2. Activity No. Two

3. ……

[3] *If applicable*

# PART II – PROCURING ENTITY'S REQUIREMENTS

**SECTION V –PRICE SCHEDULE FORM**

**PROVISION OF SOFTWARE LICENSING AND SOFTWARE ASSURANCE FOR KODAK AND FUJITSU SCANNERS AT THE TEACHERS SERVICE COMMISSION**

| S/No. | Item Description | QTY | PRICE FOR THE LICENSES AND SOFTWARE ASSURANCE | TOTAL PRICE FOR THE YEAR |
|---|---|---|---|---|
| 1. | Licenses and Software assurance for Kodak S3060F License Group C or Higher. | **6** | | |
| 2. | Licenses and Software assurance for Fujitsu FI 7600. License group DX or Higher. | **5** | | |
| 3. | Software Quality assurance for license SNO. (3410149498098264) Group C | **1** | | |
| 4. | Total Price Before VAT and PPRA Levy | | | |
| 5. | **PPRA LEVY 0.03%** | | | |
| 6. | **VAT 16%** | | | |
| **GRAND CONTRACT SUM** | | | | |

**Note:**

- **The Total Amount VAT Inclusive MUST BE TRANSFERRED to the Form of Tender.**
- Bidders are required to quote for the service as per the price activity schedule above only.
- Annual Total Price quoted should be inclusive of all taxes.
- Payment shall be made monthly during the contract period. (i.e. after providing services).

**Name of Tenderer [insert complete name of Tenderer] ……**

**Signature of Tenderer [signature of person signing the Tender] ……**

**Date [insert date] ……**

**Bidder Official Stamp**

## SECTION VI - SCHEDULE OF REQUIREMENTS

## Licenses and Software Assurance service for Kodak for a period of one year

## Scope of work

### 1. Supply of New Kodak Licenses and Software Assurance services for a period of One year

The Contractor is expected to install maintain and support the supplied Kodak Capture Pro software and licensing that is in use for scanning and indexing during the period of the software assurance for a period of one year. It is expected to undertake quarterly review to ensure that the major, minor and patch software version updates and deployed in order to support the day-to-day operation of the Commission.

| S/No | Make and Model of scanner hardware | Quantity of Kodak Capture Pro Licenses |
|---|---|---|
| 1. | Licenses and Software assurance for Kodak S3060F License Group C or Higher. | 6 |
| 2. | Licenses and Software assurance for Fujitsu FI 7600. License group DX or Higher. | 5 |
| 3. | Software Quality assurance for license SNO. (3410149498098264) Group C | 1 |

## Contract Period

The contractor shall supply and installation of the Licenses and software assurance provided for a period of one year.

## Payment

The Commission will be making the payments after installation of the Licenses to satisfaction as per scope of work attaching the supporting evidence i.e. Job cards signed by the engineer and the user. The payment will be one off after installation and provision of software assurance certificate or relevant documentation showing its validity.

# PART III – CONDITIONS OF CONTRACT AND CONTRACT FORMS

## SECTION VII - GENERAL CONDITIONS OF CONTRACT

### A. General Provisions

#### 6.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

a) The Adjudicator is the person appointed jointly by the Procuring Entity and the Service Provider to resolve disputes in the first instance, as provided for in Sub-Clause8.2 hereunder.

b) “Activity Schedule” is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Tender;

c) “Completion Date” means the date of completion of the Services by the Service Provider as certified by the Procuring Entity

d) “Contract” means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;

e) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;

f) “Day works” means varied work inputs subject to payment on a time basis for the Service Provider's employees and equipment, in addition to payments for associated materials and administration.

g) “Procuring Entity” means the Procuring Entity or party who employs the Service Provider

h) “Foreign Currency” means any currency other than the currency of Kenya;

i) “GCC” means these General Conditions of Contract;

j) “Government ”means the Government of Kenya;

k) “Local Currency ”means Kenya shilling;

l) “Member,” in case the Service Provider consist of a joint venture of more than one entity, means any of these entities; “Members” means all these entities, and “Member in Charge” means the entity specified in the SC to act on their behalf in exercising all the Service Provider' rights and obligations towards the Procuring Entity under this Contract;

m) “Party” means the Procuring Entity or the Service Provider, as the case maybe, and “Parties” means both of them;

n) “Personnel” means persons hired by the Service Provider or by any Subcontractor as employees and assigned to the performance of the Services or any part there of;

o) “Service Provider” is a person or corporate body whose Tender to provide the Services has been accepted by the Procuring Entity;

p) “Service Provider's Tender” means the completed Tendering Document submitted by the Service Provider to the Procuring Entity

q) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

r) “Specifications” means the specifications of the service included in the Tendering Document submitted by the Service Provider to the Procuring Entity

s) “Services” means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Specifications and Schedule of Activities included in the Service Provider's Tender.

t) “Subcontractor” means any entity to which the Service Provider subcontracts any part of the Services in accordance with the provisions of Sub-Clauses3.5and4;

u) “Public Procurement Regulatory Authority (PPRA)” shall mean the Government Agency

responsible for oversight of public procurement.

v) "Project Manager" shall the person appointed by the Procuring Entity to act as the Project Manager for

the purposes of the Contract and named in the Particular Conditions of Contract, or other person appointed from time to time by the Procuring Entity and notified to the Contractor.

w) "Notice of Dissatisfaction" means the notice given by either Party to the other indicating its dissatisfaction and intention to commence arbitration.

### 1.2 Applicable Law

The Contract shall be interpreted in accordance with the laws of Kenya**.**

### 1.3 Language

This Contract has been executed in the English language**,** which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

### 1.4 Notices

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, hand delivery, or email to such Party at the address **specified in the SCC.**

### 1.5 Location

The Services shall be performed at such locations as a respecified in Appendix A, in the specifications and, where the location of a particular task is not so specified, at such locations, whether in Kenya or elsewhere, as the Procuring Entity may approve.

### 1.6 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Entity or the Service Provider may be taken or executed by the officials **specified in the SCC.**

### 1.7 Inspection and Audit by the PPRA

Pursuant to paragraph 2.2 e. of Attachment 1 to the General Conditions, the Service Provider shall permit and shall cause its sub contract or sand sub-consultants to permit, PPRA and/or persons appointed by PPRA to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by PPRA. The Service Provider's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 3.10 which provides, inter alia, that acts intended to materially impede the exercise of PPRA's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to PPRA's prevailing sanctions procedures).

### 1.8 Taxes and Duties

The Service Provider, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

## 2. Commencement, Completion, Modification, and Termination of Contract

### 2.1 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both parties or such

other later date as maybe **stated in the SCC.**

## 2.2 Commencement of Services

### 2.2.1 Program

Before commencement of the Services, the Service Provider shall submit to the Procuring Entity for approval a Program showing the general methods, arrangements order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

### 2.2.2 Starting Date

The Service Provider shall start carrying out the Services thirty (30) days after the date the Contract becomes effective, or at such other date as may be **specified in the SCC.**

## 2.3 Intended Completion Date

Unless terminated earlier pursuant to Sub-Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is **specified in the SCC.** If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub- Clause3.8.Inthiscase,the Completion Date will be the date of completion of all activities.

## 2.4 Modification

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

### 2.4.1 Value Engineering

The Service Provider may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following;

a) The proposed change(s), and a description of the difference to the existing contract requirements;

b) A full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs, if applicable) the Procuring Entity may incur in implementing the value engineering proposal; and

c) A description of any effect(s)of the change on performance/functionality.

The Procuring Entity may accept the value engineering proposal if the proposal demonstrates benefits that:

a) accelerates the delivery period; or

b) reduces the Contract Price or the lifecycle costs to the Procuring Entity; or

c) improves the quality, efficiency, safety or sustainability of the services; or

d) yields any other benefits to the Procuring Entity, without compromising the necessary functions of the Facilities.

If the value engineering proposal is approved by the Procuring Entity and results in:

a) a reduction of the Contract Price; the amount to be paid to the Service Provider shall be the percentage specified in the **SCC** of the reduction in the Contract Price; or

b) an increase in the Contract Price; but results in a reduction in lifecycle costs duetoanybenefitdescribed in (a) to(d)above, the amount to be paid to the Service Provider shall be the full increase in the ContractPrice.

## 2.5 Force Majeure

### 2.5.1 Definition

Forthe purpose of this Contract,"ForceMajeure"meansaneventwhichisbeyondthereasonablecontrolofa Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

### 2.5.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and(b) has informed the other Party as soon as possible about the occurrence of such an event.

### 2.5.3 Extension of Time

Any period with in which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

### 2.5.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

## 2.6 Termination

### 2.6.1 By the Procuring Entity

The Procuring Entity may terminate this Contract, by not less than thirty(30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs(a)through
(d) of this Sub-Clause 2.6.1:

a) If the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Procuring Entity may have subsequently approved in writing;

b) if the Service Provider become insolvent or bankrupt;

c) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or

d) if the Service Provider, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph2.2a. of Attachment1 to the GCC, in competing for or in executing the Contract

### 2.6.2 By the Service Provider

The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Procuring Entity, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and
(b) of this Sub-Clause 2.6.2:

a) If the Procuring Entity fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue; or

b) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

### 2.6.3 Payment up on Termination

Upon termination of this Contract pursuant to Sub-Clauses 2.6.1 or 2.6.2, the Procuring Entity shall make the following payments to the Service Provider:

a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;

b) except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel.

## 3 Obligations of the Service Provider

### 3.1 General

The Service Provider shall perform the Services in accordance with the Specifications and the Activity Schedule, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with

generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Provider shall always act, in respect of any matter relating to this Contractor to the Services, as faithful adviser to the Procuring Entity, and shall at all times support and safeguard the Procuring Entity's legitimate interests in any dealings with Subcontractors or third parties.

### 3.2 Conflict of Interests

#### 3.2.1 Service Provider Not to Benefit from Commissions and Discounts.

The remuneration of the Service Provider pursuant to Clause 6 shall constitute the Service Provider's sole remunerationinconnectionwiththisContractortheServices,andtheServiceProvidershallnotacceptfortheir own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contractor to the Services or in the discharge of their obligations under the Contract, and the Service Provider shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

#### 3.2.2 Service Provider and Affiliates Not to be Otherwise Interested in Project

The Service Provider agree that, during the term of this Contract and after its termination, the Service Provider and its affiliates, as well as any Subcontractor and any of its affiliates, shall bed is qualified from providing goods, works, or Services(other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

#### 3.2.3 Prohibition of Conflicting Activities

Neither the Service Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

a) During the term of this Contract, any business or professional activities in Kenya which would conflict with the activities assigned to them under this Contract;

b) during the term of this Contract, neither the Service Provider nor their Subcontractors shall hire public employees' inactive duty or on any type of leave, to perform any activity under this Contract;

**c)** After the termination of this Contract, such other activities as may be **specified in the SCC.**

### 3.3 Confidentiality

The Service Provider, its Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Procuring

Entity's business or operations without the prior written consent of the Procuring Entity.

3.4 **The Service Provider** (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub contractors', as the case may be)own cost but on terms and conditions approved by the Procuring Entity, insurance against the risks, and for the coverage, as shall be **specified in the SCC;** and
(b) at the Procuring Entity's request, shall provide evidence to the Procuring Entity showing that such insurance has been taken out and maintained and that the current premiums have been paid.

**3.5 Service Provider's Actions Requiring Procuring Entity's Prior Approval**

The Service Provider shall obtain the Procuring Entity's prior approval in writing before taking any of the following actions:

a) Entering into a subcontract for the performance of any part of the Services,

b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Subcontractors"),

c) changing the Program of activities; and

**d)** Any other action that may be **specified in the SCC.**

**3.6 Reporting Obligations**

The Service Provider shall submit to the Procuring Entity the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

**3.7 Documents Prepared by the Service Provider to Be the Property of the Procuring Entity**

All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider in accordance with Sub-Clause 3.6 shall become and remain the property of the Procuring Entity, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Procuring Entity, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be **specified in the SCC.**

**3.8 Liquidated Damages**

**3.8.1 Payments of Liquidated Damages**

The Service Provider shall pay liquidated damages to the Procuring Entity at the rate per day **stated in the SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the SCC.** The Procuring Entity may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.

**3.8.2 Correction for Over-payment**

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Entity shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5.

**3.8.3 Lack of performance penalty**

If the Service Provider has not corrected a Defect within the time specified in the Procuring Entity's notice, a penalty for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as described in Sub-Clause7.2 and **specified in the SCC.**

**3.9 Performance Security**

The Service Provider shall provide the Performance Security to the Procuring Entity no later than the date specified in the Form of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Procuring Entity, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The performance Security shall be valid until a date 28 day from the Completion Date of the Contract in case of a bank guarantee, and until one year from the Completion Date of the Contract in the case of a Performance Bond.

### 3.10 Fraud and Corruption

The Procuring Entity requires compliance with the Government's Anti-Corruption laws and its prevailing sanctions. The Procuring Entity requires the Service Provider to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the tendering process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

### 3.11 Sustainable Procurement

The Service Provider shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC**.

## 4 Service Provider's Personnel

### 4.1 Description of Personnel

The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix Care hereby approved by the Procuring Entity.

### 4.2 Removal and/or Replacement of Personnel

a) Except as the Procuring Entity may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.

b) If the Procuring Entity finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Procuring Entity's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Entity.

c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

## 5 Obligations of the Procuring Entity

### 5.1 Assistance and Exemptions

The Procuring Entity shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as **specified in the SCC.**

### 5.2 Change in the Applicable Law

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2(a) or (b), as the case may be.

### 5.3 Services and Facilities

The Procuring Entity shall make available to the Service Provider the Services and Facilities listed under Appendix F.

## 6 Payments to the Service Provider

### 6.1 Lump-Sum Remuneration

The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Provider in carrying out the Services described in Appendix A. Except as provided in Sub-Clause 5.2, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub- Clauses2.4and6.3.

### 6.2 Contract Price

**a)** The price payable is **set forth in the SCC.**

b) Price may be payable in foreign currency, if so allowed in this document.

### 6.3 Payment for Additional Services, and Performance Incentive Compensation

**6.3.1** For the purpose of determining the remuneration due for additional Services as may be agreed under Sub- Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.

**6.3.2** **If the SCC so specify,** the service provider shall be paid performance incentive compensation asset out in the Performance Incentive Compensation appendix.

**6.3.3** Where the contract price is different from the corrected tender price, in order to ensure the contractor is not paid less or more relative to the contract price (*which would be the tender price*), payment valuation certificates and variation orders on omissions and additions valued based on rates in the schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows:*(corrected tender price–tender price)/tender price X100*.

### 6.4 Terms and Conditions of Payment

Payments will be made to the Service Provider according to the payment schedule **stated in the SCC. Unless otherwise stated in the SCC**, the advance payment (Advance for Mobilization, Materials and Supplies) shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period **stated in the SCC.** Any other payment shall be made after the conditions **listed in the SCC** for such payment have been met, and the Service Provider have submitted an invoice to the Procuring Entity specifying the amount due.

### 6.5 Interest on Delayed Payments

If the Procuring Entity has delayed payments beyond thirty (30) days after the due date stated in the **SCC**, interest shall be paid to the Service Provider foreach day of delay at the rate stated in **the SCC**.

### 6.6 Price Adjustment

**6.6.1** Prices shall be adjusted for fluctuations in the cost of inputs only if **provided for in the SCC.** If so provided, the amounts certified in each payment certificate, after deducting for Advance Payment, shall be adjusted by applying the respective price adjustment fact or to the payment amounts due in each currency. A separate formula of the type indicated below applies to each Contract currency:

$$P_c = A_c + B_c \, Lmc / Loc + C_c \, Imc / Ioc$$

Where:

$P_c$ is the adjustment factor for the portion of the Contract Price payable in a specific currency "c".

$A_c$, $B_c$ and $C_c$ are coefficients specified in the **SCC**, representing: $A_c$ the non-adjustable portion; $B_c$ the adjustable portion relative to labor costs and $C_c$ the adjustable portion for other inputs, of the Contract Price payable in that specific currency "c"; and

Lmc is the index prevailing at the first day of the month of the corresponding invoiced ate and Loc is the index prevailing28 days before Tender opening for labor; both in the specific currency "c".

Imc is the index prevailing at the first day of the month of the corresponding invoice date and Ioc is the index prevailing 28 days before Tender opening for other inputs payable; both in the specific currency "c".

If a price adjustment factor is applied to payments made in a currency other than the currency of the source of the index for a particular indexed input, a correction factor Zo/Zn will be applied to the respective component factor of pn for the formula of the relevant currency. Zo is the number of units of Kenya Shillings of the index, equivalent to one unit of the currency payment on the date of the base index, and Zn is the corresponding number of such currency units on the date of the current index.

**6.6.2** If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account to fall changes in cost due to fluctuations in costs.

### 6.7 Day works

**6.7.1** If applicable, the Day work rates in the Service Provider's Tender shall be used for small additional amounts of Services only when the Procuring Entity has given written instructions in advance for additional services to be paid in that way.

**6.7.2** All work to be paid for as Day works shall be recorded by the Service Provider on forms approved by the Procuring Entity. Each completed form shall be verified and signed by the Procuring Entity representative as indicated in Sub-Clause1.6 within two days of the Services being performed.

**6.7.3** The Service Provider shall be paid for Day works subject to obtaining signed Day works forms as indicated in Sub-Clause6.7.2

## 7 Quality Control

### 7.1 Identifying Defects

The principle and modalities of Inspection of the Services by the Procuring Entity shall be as **indicated in the SCC.** The Procuring Entity shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities. The Procuring Entity may instruct the Service Provider to search for a Defect and to uncover and test any service that the Procuring Entity considers may have a Defect. Defect Liability Period is as **defined in the SCC**.

**Correction of Defects, and Lack of Performance Penalty**

a) The Procuring Entity shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

b) Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Procuring Entity's notice.

c) If the Service Provider has not corrected a Defect within the time specified in the Procuring Entity's notice, the Procuring Entity will assess the cost of having the Defect corrected, the Service Provider will pay this amount and a Penalty for Lack of Performance calculated as described in Sub-Clause 3.8.

## 8 Settlement of Disputes

### 8.1 Contractor's Claims

**8.1.1** If the Contractor considers himself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give notice to the Project Manager, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 28 days after the Contractor became aware, or should have become aware, of the event or circumstance.

**8.1.2** If the Contractor fails to give notice of a claim within such period of 28days, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and the Procuring Entity shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub- Clauses hall apply.

**8.1.3** The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all s relevant to such event or circumstance.

**8.1.4** The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at another location acceptable to the Project Manager. Without admitting the Procuring Entity's liability, the Project Manager may, after receiving any notice under this Sub-Clause, monitor the record-keeping and /or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Project Manager to inspect all these records, and shall (if instructed) submit copies to the Project Manager.

**8.1.5** Within 42 days after the Contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Project Manager, the Contractor shall send to the Project Manager a fully detailed claim which includes full supporting particulars of the basis of the claim and of the extension of time and /or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:

8.1.5.1 This fully detailed claim shall be considered as interim;

a) The Contractor shall send further interim claims at monthly intervals, giving the accumulated delay and
/or amount claimed, and such further particulars as the Project Manager may reasonably require; and

b) The Contractor shall send a final claim within 28 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the Contractor and approved by the Project Manager.

**8.1.6** Within 42 days after receiving a claim or any further particulars supporting a previous claim, or within such other period as may be proposed by the Project Manager and approved by the Contractor, the Project Manager shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars, but shall nevertheless give his response on the principles of the claim within the above defined time period.

**8.1.7** Within the above defined period of 42 days, the Project Manager shall proceed in accordance with Sub-Clause 3.5[Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the additional payment (if any) to which the Contractor is entitled under the Contract.

**8.1.8** Each Payment Certificate shall include such additional payment for any claim as has been reasonably substantiated as due under the relevant provision of the Contract. Unless and until the particulars supplied are sufficient to substantiate the whole of the claim, the Contractor shall only been titled to payment for such part of the claim as he has be enable to substantiate.

**8.1.9** If the Project Manager does not respond within the time framed fined in this Clause, either Party may consider that the claim is rejected by the Project Manager and any of the Parties may refer to Arbitration in accordance withSub-Clause8.2 [Matters that may be referred to arbitration].

**8.1.10** The requirements of this Sub-Clause are in addition to those of any other Sub-Clause which may apply to a claim. If the Contract or fails to comply with this or another Sub-Clause in relation to any claim, any extension of time and/or additional payment shall take account of the extent

(if any) to which the failure has prevented or prejudiced proper investigation of the claim, unless the claim is excluded under the second paragraph of this Sub- Clause.

### 8.2 Matters that may be referred to arbitration

**8.2.1** Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Services or abandonment of the Services or termination of the Contract by either party:

a) The appointment of a replacement Project Manager upon the said person ceasing to act.

b) Whether or not the issue of an instruction by the Project Manager is empowered by these Conditions

c) Whetherornotacertificatehasbeenimproperlywithheldorisnotinaccordance with these Conditions.

e) Any dispute arising in respect of war risks or war damage.

f) All other matters shall only be referred to arbitration after the completion or alleged completion of the Services or termination or alleged termination of the Contract, unless the Procuring Entity and the Contractor agree otherwise in writing.

### 8.3 Amicable Settlement

**8.3.1** Where a Notice of Dis satisfaction has been given, both Parties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, the Party giving a Notice of Dissatisfaction in accordance with Sub-Clause 8.1 above should move to commence arbitration after the fifty-sixth day from the day on which a Notice of Dissatisfaction was given, even if no attempt at an amicable settlement has been made.

### 8.4 Arbitration

**8.4.1** Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 8.3 shall be finally settled by arbitration. Arbitration shall be conducted in accordance with the Arbitration Laws of Kenya.

**8.4.2** The arbitrators shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Project Manager, relevant to the dispute. Nothing shall disqualify representatives of the Parties and the Project Manager from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.

**8.4.3** Neither Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for dissatisfaction given in its Notice of Dissatisfaction.

**8.4.4** Arbitration may be commenced prior to or after completion of the services. The obligations of the Parties, and the Project Manager shall not be altered by reason of any arbitration being conducted during the progress of the services.

**8.4.5** The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.

### 8.5 Arbitration with proceedings

**8.5.1** In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following professional institutions;

a) Law Society of Kenya or

b) Chartered Institute of Arbitrators (Kenya Branch)

**8.5.2** The institution written to first by the aggrieved party shall take precedence over all other institutions.

**8.5.3** The arbitration maybe on the construction of this Contractor on any matter or thing of what so ever nature arising there under or in connection there with, including any matter or thing left by this Contract to the discretion of the Project Manager, or the withholding by the Project Manager of any certificate to which the Contractor may claim to been titled to or the measurement and valuation referred to in clause 23.0 of these conditions, or the rights and liabilities of the parties subsequent to the termination of Contract.

**8.5.4** Provided that no arbitration proceedings shall be commenced on any claim or dispute where notice of a claim or dispute has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue giving rise to the dispute.

**8.5.5** Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute shall not commence unless an attempt has in the first instance been made by the parties to settle such claim or dispute amicably with or without the assistance of third parties. Proof of such attempt shall be required.

**8.5.6** The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any certificate.

**8.5.7** The Arbitrator shall, without prejudice to the generality of his powers, have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute which shall be submitted to him in the same manner as if no such certificate, opinion, decision requirement or notice had been given.

**8.5.8** The award of such Arbitrator shall be final and binding upon the parties.

### 8.6 Failure to Comply with Arbitrator's Decision

**8.6.1** In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other rights it may have, refer the matter to a competent court of law.

## 9. The Adjudicator

9.1 Should the Adjudicator resign or die, or should the Procuring Entity and the Service Provider agree that the Adjudicator is not functioning in accordance with the provisions of the Contract; a new Adjudicator will be jointly appointed by the Procuring Entity and the Service Provider. In case of disagreement between the Procuring Entity and the Service Provider, within 30days, the Adjudicator shall be designated by the Appointing Authority **designated in the SCC** at the request of either party, within 14 days of receipt of such request.

9.2 The Adjudicator shall be paid **ksh. 2,000** by the hour at the rate **specified in the TDS and SCC,** together with reimbursable expenses of the type's **specified in the SCC**, and the cost shall be divided equally between the Procuring Entity and the Service Provider, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator's decision will be final and binding.

## SPECIAL CONDITIONS OF CONTRACT

### SECTION VIII - SPECIAL CONDITIONS OF CONTRACT

| Number of GC Clause | Amendments of, and Supplements to, Clauses in the General Conditions of Contract |
|---|---|
| **1.1(a)** | The Adjudicator is *the Teachers Service Commission is legal labour and industrial relation Division* |
| **1.1(v)** | Project Manager is the Deputy Director SCMS |
| **1.1(d)** | The contract name is for **PROVISION OF SOFTWARE LICENSING AND SOFTWARE ASSURANCE FOR KODAK AND FUJITSU SCANNERS AT THE TEACHERS SERVICE COMMISSION** |
| **1.1(g)** | The Procuring Entity is *Teachers Service Commission* |
| **1.1(l)** | The Member in Charge is *to be agreed after award* |
| **1.1(o)** | The Service Provider is *to be agreed after award* |
| **1.4** | The addresses are:<br>Procuring Entity: Teachers Service Commission<br>Attention: The Secretary Teachers Service<br>Commission Phone :0202892301<br>Service Provider: To be<br>agreed Attention: To be<br>agreed<br>Email address ddprocurement@tsc.go.ke |
| **1.6** | The Authorized Representatives are:<br>For the Procuring Entity: Senior Deputy Director Supply Chain<br>Management Services<br>For the Service Provider: To be agreed after Contract Signature |
| **2.1** | The date on which this Contract shall come into effect is 30 days after notification of award |
| **2.2.2** | The Starting Date or the commencement of the Services is to be agreed during contract signing |
| **2.3** | The Intended Completion Date will be as stated in the contract. |
| **2.4** | **Modification**<br>Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties. |

| | |
|---|---|
| **2.5**<br>**2.51** | **Force**<br>**Majeure**<br>**Definition**<br>For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the<br>circumstances. |
| **2.5.2** | **No Breach of Contract**<br>The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has<br>taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and(b) has informed the other Party as soon as possible about the occurrence of such an event. |
| **2.53** | **Extension of Time**<br>Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure |
| **2.5.4** | P**ayments**<br>During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period. |
| **2.6** | **Termination**<br>By Teachers Service Commission<br>Teachers Service Commission may terminate this Contract, by not less than thirty(30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs(a)through<br>(a) of this Sub-Clause 2.6.1:<br>a) If the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Procuring Entity may have subsequently approved in writing;<br>b) if the Service Provider become insolvent or bankrupt;<br>c) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or<br>if the Service Provider, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph2.2a. of Attachment1 to the GCC, in competing for or in executing the Contract |
| **2.6.2** | **By the Service Provider**<br>The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Procuring Entity, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and<br>(b) of this Sub-Clause 2.6.2:<br>a) If Teachers Service Commission fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within ninety (90) days after receiving written notice from the |

| | |
|---|---|
| | Service Provider that such payment is overdue; or<br>if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days |
| **2.6.3** | **Payment up on Termination**<br>Upon termination of this Contract pursuant to Sub-Clauses 2.6.1 or 2.6.2, the Teachers Service Commission shall make the following payments to the Service Provider:<br>a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;<br>b) except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel |
| **3**<br>**3.1** | **Obligations of the Service**<br>**Provider General**<br>The Service Provider shall perform the Services in accordance with the Specifications and the Activity Schedule, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Provider shall always act, in respect of any matter relating to this Contractor to the Services, as faithful adviser to Teachers Service Commission , and shall at all times support and safeguard Teachers Service Commission legitimate interests in any dealings with Subcontractors or third parties |
| **3.2**<br>**3.2.1** | **Conflict of Interests**<br>**Service Provider Not to Benefit from Commissions and Discounts.**<br>The remuneration of the Service Provider pursuant to Clause 6 shall constitute the Service Provider's sole remuneration in connection with this Contractor the Services, and the Service Provider shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contractor to the Services or in the discharge of their obligations under the Contract, and the Service Provider shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration. |
| **3.2.2** | **Service Provider and Affiliates Not to be Otherwise Interested in Project**<br>The Service Provider agree that, during the term of this Contract and after its termination, the Service Provider and its affiliates, as well as any Subcontractor and any of its affiliates, shall bed is qualified from providing goods, works, or Services(other than the Services and any continuation thereof) for any project resulting from or closely related to the Services. |
| **3.2.3** | **Prohibition of Conflicting Activities**<br>Neither the Service Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:<br>a) During the term of this Contract, any business or professional activities in Kenya which would conflict with the activities assigned to them under this Contract;<br>During the term of this Contract, neither the Service Provider nor their Subcontractors shall hire public employees' inactive duty or on any type of leave. |

| | |
|---|---|
| **3.5** | **Service Provider's Actions Requiring Procuring Entity's Prior Approval**<br>The Service Provider shall obtain Teachers Service Commission prior approval in writing before taking any of the following actions:<br>a) Entering into a subcontract for the performance of any part of the Services, appointing such members of the Personnel not listed by name in "Key Personnel and Subcontractors changing the Program of activities. |
| **3.6** | **Reporting Obligations**<br>The Service Provider shall submit to Teachers Service Commission the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix. |
| **3.7** | **Documents Prepared by the Service Provider shall be the Property of the TSC**<br>All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider in accordance with Sub-Clause 3.6 shall become and remain the property of Teachers Service Commission, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Commission, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. The documents shall be kept under the safe custody of the Teachers Service Commission at least for a minimum of six<br>(6) years. |
| **3.8** | **Liquidated Damages** |
| **3.8.1** | **Payments of Liquidated Damages**<br>The Service Provider shall pay liquidated damages to Teachers Service Commission at the rate of **0.01%** of the final contract price for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **20%** of the total contract price. The TSC may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities |
| **3.8.2** | **Correction for Over-payment**<br>If the Intended Completion Date is extended after liquidated damages have been paid, Teachers Service Commission shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5. |
| **3.8.3** | **Lack of performance penalty**<br>If the Service Provider has not corrected a Defect within the three days, The Teachers Service Commission shall issue a notice. The penalty for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as described in Sub-Clause7.2 and specified in the SCC 7.2 **– Correction of Defects.** |
| **3.9** | **Performance Security**<br>The Performance Security shall be ten percent (10%) of the contract sum in form of a bank guarantee from a reputable bank operating in Kenya. The performance security shall be valid up to the expiry of the contract. |
| **3.10** | **Fraud and Corruption**<br>Teachers Service Commission requires compliance with the Government's Anti-Corruption laws and its prevailing sanctions. Teachers Service Commission requires the Service Provider to disclose any commission or fees that may have been paid or are to be paid to agents or any other party with respect to the tendering process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose |

| | |
|---|---|
| | of the commission, gratuity or fee. |
| **3.11** | **Sustainable Procurement**<br>The Service Provider shall conform to the sustainable procurement contractual provisions, if and as specified in the Tender document and the contract. |
| **4**<br>**4.1** | **Service Providers'**<br>**Service Provider's of**<br>**Personnel**<br>The Tenderer shall provide titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Key Personnel as submitted in FORM PER – 1 and FORM PER – 2. The Key Personnel and Subcontractors listed by title as well as by name in FORM PER - 1 shall be approved by the Teachers Service Commission. |
| **4.2** | **Removal and/or Replacement of Personnel**<br>**a)** Except as Teachers Service Commission may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.<br>b) If the Teachers Service Commission finds that any of the Personnel have;<br>(i) committed serious misconduct or have been charged with having committed a criminal action, or<br>(ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Commission's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the TSC.<br>The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel**.** |
| **5**<br>**5.1**<br><br><br>**5.2** | **Obligations of the Procuring**<br>**Entity Assistance and**<br>**Exemptions**<br>Teachers Service Commission shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as specified in the PPADA, 2015, PFM Act and any other relevant legislation.<br>**Change in the Applicable Law**<br>If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2(a) or (b), as the case may be. |

| | |
|---|---|
| 6<br><br>6.1<br><br><br><br><br><br><br><br>6.2<br><br><br><br><br><br><br>6.3<br>6.3.1<br><br><br>6.32 | **Payments to the Service**<br>**Provider Lump-Sum**<br>**Remuneration**<br>The Service Provider's remuneration shall not exceed the Contract Price and shall be paid at Lump-Sum once the service has been provided to the satisfaction of the Commission after undertaking inspection and acceptance and all other costs incurred by the Service Provider in carrying out the **PROVISION OF SOFTWARE LICENSING, MAINTENANCE, AND SUPPORT SERVICES FOR KODAK AND FUJITSU SCANNERSAT THE TEACHERS SERVICE COMMISSION** at Teachers Service Commission. Except as provided in Sub-Clause 5.2, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub- Clauses2.4 and 6.3.<br>**Contract Price**<br>(i) The price payable be the Lowest Evaluated Tender Sum by the successful Tenderer.<br>(ii) Price shall be payable in Kenya Shillings<br>**Payment for Additional Services, and Performance Incentive Compensation**<br>For the purpose of determining the remuneration due for additional Services as may be agreed under Sub-Clause 2.4, a breakdown of the lump-sum price is provided under schedule of requirements. There shall be NO performance incentive compensation payable to the Service Provider. |
| 6.4<br><br><br><br><br>6.5<br><br><br><br><br>6.6<br><br>6.6.1<br><br>6.7<br><br><br>6.7.1 | Tender Price Adjustments or corrected tender prices **SHALL NOT BE ALLOWED**.<br>**Terms and Conditions of Payment**<br>Payments will be made to the Service Provider on a quarterly basis. ***Advance Payment shall not apply.***<br>**Interest on Delayed Payments**<br>Teachers Service Commission Shall ensure all invoices submitted are paid on time and will avoid any delay in payment. Payment shall be made within 60 calendar days from the date the invoice is received by the Commission.<br>**Price Adjustment**<br>There ***shall be no price adjustments***.<br>**Day works**<br>If applicable, the Day work rates in the Service Provider's Tender shall be used for small additional amounts of Services only when Teachers Service Commission has given written instructions in advance for additional services to be paid in that way. All works to be paid for as Day works shall be recorded by the Service Provider on forms approved by Teachers Service Commission. Each completed form shall be verified and signed by the Commission's representative as indicated in Sub-Clause 1.6 within two days of the Services being performed. |
| **7**<br>**7.1** | **Quality Control**<br>**Identifying**<br>**Defects**<br>The principles and modalities of Inspection of the Services by Teachers Service Commission shall be as indicated in the Work plan. Teachers Service Commission shall check the Service Provider's performance and notify him of any Defects that |

| | |
|---|---|
| | are found. Such checking shall not affect the Service Provider's responsibilities. Teachers Service Commission may instruct the Service Provider to search for a Defect and to uncover and test any service that Teachers Service Commission considers may have a Defect. Defect Liability Period for this Service shall be within 30 calendar days.<br><br>**Correction of Defects, and Lack of Performance Penalty**<br><br>a) Teachers Service Commission shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.<br><br>b) Every time a notice of Defect is given, the Service Provider shall correct the notified Defect within three working days from the date of delivery of Notice and the Service Provider shall notify the Commission that the Defect has been corrected.<br>If the Service Provider has not corrected a Defect with three working days from the date of the notice, the Teachers Service Commission will assess the cost of having the Defect corrected and proceed to correct the defect. The Service Provider will pay this amount and a Penalty for Lack of Performance calculated at the cost of defect correction and the 10% penalty calculated from the cost of Defect costs. |
| **8.19**<br><br>**8.1.10** | If the Project Manager does not respond within the time framed fined in this Clause, either Party may consider that the claim is rejected by the Project Manager and any of the Parties may refer to Arbitration in accordance withSub-Clause8.2 [Matters that may be referred to arbitration].<br><br>The requirements of this Sub-Clause are in addition to those of any other Sub-Clause, which may apply to a claim. If the Contract or fails to comply with this or another Sub-Clause in relation to any claim, any extension of time and/or additional payment shall take account of the extent (if any) to which the failure has prevented or prejudiced proper investigation of the claim, unless the claim is excluded under the second paragraph of this Sub- Clause. |
| **8.2**<br>**8.2.1** | **Matters that may be referred to arbitration**<br><br>Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Services or abandonment of the Services or termination of the Contract by either party:<br><br>a) The appointment or a replacement of Project Manager upon the said person ceasing to act.<br><br>b) Whether or not the issue of an instruction by the Project Manager is empowered by these Conditions.<br><br>c) Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.<br><br>d) Any dispute arising in respect of war risks or war damage.<br>All other matters shall only be referred to arbitration after the completion or alleged completion of the Services or termination or alleged termination of the Contract, unless Teachers Service Commission and the Contractor agree otherwise in writing. |
| **8.3** | **Amicable Settlement**<br><br>Where a Notice of Dissatisfaction has been given, both Parties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, the Party giving a Notice of Dissatisfaction in accordance with Sub-Clause<br>8.1 above should move to commence arbitration after the fifty-sixth day from the day on which a Notice of Dissatisfaction was given, even if no attempt at an amicable settlement has been made |

| | |
|---|---|
| **8.4** | **Arbitration** |
| **8.4.1** | Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 8.3 shall be finally settled by arbitration. Arbitration shall be conducted in accordance with the Arbitration Laws of Kenya. |
| **8.4.2** | The arbitrators shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Project Manager, relevant to the dispute. Nothing shall disqualify representatives of the Parties and the Project Manager from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute. |
| **8.4.3** | Neither Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for dissatisfaction given in its Notice of Dissatisfaction. |
| **8.4.4** | Arbitration may be commenced prior to or after completion of the services. The obligations of the Parties, and the Project Manager shall not be altered by reason of any arbitration being conducted during the progress of the services. |
| **8.4.5** | The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration. |
| **8.5** | **Arbitration with proceedings** |
| **8.5.1** | In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit to arbitration and to concur in the appointment of an Arbitrator within thirty (30) calendar days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following professional institutions;<br>a) Law Society of Kenya or<br>b) Chartered Institute of Arbitrators (Kenya Branch) |
| **8.5.2** | The institution written to first by the aggrieved party shall take precedence over all other institutions. |
| **8.5.3** | The arbitration maybe on the provision of this service or any matter or thing of whatsoever nature arising there under or in connection with the service, including any matter or thing left by this Contract to the discretion of the Project Manager, or the withholding by the Project Manager of any certificate to which the Contractor may claim to been titled to or the measurement/inspection and valuation referred to in clause 23.0 of these conditions, or the rights and liabilities of the parties subsequent to the termination of Contract. |
| **8.5.4** | Provided that no arbitration proceedings shall be commenced on any claim or dispute where notice of a claim or dispute has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue-giving rise to the dispute. |
| **8.5.5** | Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute **shall not commence unless an attempt** has in the first instance been made by the parties to settle such claim or dispute amicably with or without the |

| | |
|---|---|
| | assistance of third parties. Proof of such attempt shall be required. |
| **8.5.6** | The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any certificate. |
| **8.5.7** | The Arbitrator shall, without prejudice to the generality of his powers, have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute which shall be submitted to him in the same manner as if no such certificate, opinion, decision requirement or notice had been given. The award of such Arbitrator shall be final and binding upon the parties. |
| **8.6** | **Failure to Comply with Arbitrator's Decision** |
| **8.6.1** | In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other rights it may have, refer the matter to a competent court of law |
| **9** | **The Adjudicator** |
| **9.11** | Should the Adjudicator resign or die, or should Teachers Service Commission and the Service Provider agree that the Adjudicator is not functioning in accordance with the provisions of the Contract; a new Adjudicator will be jointly appointed by the Procuring Entity and the Service Provider. In case of disagreement between the Commission and the |
| **9.2** | Service Provider, within 30 days, the Adjudicator shall be designated by the Chairman, Chartered Institute of Arbitration – Kenya being the Appointing Authority, within 14 days of receipt of such request.<br><br>The Adjudicator shall be paid **Kshs. 2,000** per hour together with reimbursable expenses including transportation cost and airtime, and the cost shall be divided equally between the Teachers Service Commission and the Service Provider, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to another Arbitrator or court of law within 28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration or court of law within 28 days, the Adjudicator's decision will be final and binding. |

## B. SECTION IX - CONTRACT FORMS

### TABLE OF FORMS


1. PERFORMANCE SECURITY OPTION 1– (Unconditional Demand Bank Guarantee)
2. PERFORMANCE SECURITY OPTION 2– (Performance Bond)
3. ADVANCE PAYMENT SECURITY [Demand Bank Guarantee]
4. BENEFICIAL OWNERSHIP DISCLOSURE FORM
5. NOTIFICATION OF INTENTION TO AWARD
6. LETTER OF AWARD
7. FORM OF CONTRACT
8. REQUEST FOR REVIEW

**FORM NO. 1 - PERFORMANCE SECURITY** – (Unconditional Demand Bank Guarantee)

*[Guarantor letterhead or SWIFT identifier code]*

Beneficiary: _____ *[insert name and Address of* Procuring Entity*]*

**Date:** _____ *[Insert date of issue]*

**PERFORMANCE GUARANTEE No.:** _____

**Guarantor .....** *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. We have been informed that _____ (hereinafter called "the Applicant") has entered into Contract No. _____ *dated* _____ with the Beneficiary, for the execution of _____ (herein after called "the Contract").

2. Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

3. At the request of the Applicant, we as Guarantor, hereby irrevocably under take to pay the Beneficiary any sum or sums not exceeding in total an amount of _(),[1] such sum being payable in the types and proportions ofcurrenciesinwhichtheContractPriceispayable,uponreceiptbyusoftheBeneficiary'scomplyingdemand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

4. This guarantee shall expire, no later than the….Day of……, 2…[2], and any demand for payment under it must be received by us at this office indicated above on or before that date.

5. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months] [one year],* in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee." _____

*[Name of Authorized Official, signature(s) and seals/stamps*]

***Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.***

---

[1] *The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Beneficiary.*

[2] *Insert the date twenty-eight days after the expected completion date as described in GC Clause 11.9. The Procuring Entity should note that in the event of an extension of this date for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Procuring Entity might consider adding the following text to the form, at the end of the pen ultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."*

## FORM No. 2 - PERFORMANCE SECURITY OPTION 2 – (Performance Bond)

*[Note: Procuring Entities are advised to use Performance Security–Unconditional Demand Bank Guarantee instead of Performance Bond due to difficulties involved in calling Bond holder to action]*

*[Guarantor letterhead or SWIFT identifier code]*
**Beneficiary:** *[insert name and Address of* Procuring Entity*]* **Date:** *[Insert date of issue]*

**PERFORMANCE BOND No.:**_____

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. By this Bond_____ as Principal (hereinafter called "the Contractor") and_____] as Surety (herein after called "the Surety"), are held and firmly bound unto ] as Obligee (herein after called "the Procuring Entity")in the amount of_____for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

2. WHEREAS the Contractor has entered into a written Agreement with the Procuring Entity dated the___ day of_____, 20_____, for_____in accordance with the documents, plans, specifications, and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are herein after referred to as the Contract.

3. NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise, it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Procuring Entity to be, in default under the Contract, the Procuring Entity having performed the Procuring Entity's obligations there under, the Surety may promptly remedy the default, or shall promptly:
   1) Complete the Contract in accordance with its terms and conditions; or
   2) Obtain a tender or tenders from qualified tenderers for submission to the Procuring Entity for completing the Contract in accordance with its terms and conditions, and upon determination by the Procuring Entity and the Surety of the lowest responsive Tenderers, arrange for a Contract between such Tenderer, and Procuring Entity and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable here under, the amount set forth in the first paragraph hereof. The term "Balance of the Contract Price," as used in this paragraph, shall mean the total amount payable by Procuring Entity to Contractor under the Contract, less the amount properly paid by Procuring Entity to Contractor; or
   3) pay the Procuring Entity the amount required by Procuring Entity to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.

4. The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

5. Any suit under this Bond must be instituted before the expiration of one year from the date of the issuing of the Taking-Over Certificate. No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Procuring Entity named herein or the heirs, executors, administrators, successors, and assigns of the Procuring Entity.

6. In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this day_____of_____20_____.

SIGNED ON_____on behalf of

by_____in the

capacity of In the presence of

SIGNED ON_____on behalf of

By_____in the

capacity of In the presence of

## FORM NO. 3 - ADVANCE PAYMENT SECURITY [Demand Bank Guarantee]

*[Guarantor letter head or SWIFT identifier code] [Guarantor letter head or SWIFT identifier code]*

**Beneficiary:** _____*[Insert name and Address of* Procuring Entity*]*

**Date:**_____*[Insert date of issue]*

**ADVANCE PAYMENTGUARANTEE No.:**_____*[Insert guarantee reference*

*number]* **Guarantor:***[Insert name and address of place of issue, unless indicated in the letterhead]*

1. We have been informed that_____(hereinafter called "the Applicant") has entered into Contract No._____*dated*_____with the Beneficiary, for the execution of_____ (herein after called "the Contract").

2. Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum
_____() is to be made against an advance payment 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____()[1] upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document ac companying or identifying the demand, stating either that the Applicant:
   a) Has used the advance payment for purposes other than the costs of mobilization in respect of the Works; or
   b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.

4. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account number___at

5. The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90)percent of the Accepted Contract Amount, less provisional sums, has been certified for payment, or on the day of , 2,[2] whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months] [one year],* in response to the Beneficiary' s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

.....
*[Name of Authorized Official, signature(s) and seals/stamps*]

***Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.***

[1] *The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Procuring Entity.*

[2] *Insert the expected expiration date of the Time for Completion. The Procuring Entity should note that in the event of an extension of the time for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Procuring Entity might consider adding the following ext. to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."*

**FORM NO. 4 BENEFICIAL OWNERSHIP DISCLOSURE FORM**

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

**INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM**

*This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer pursuant to Regulation 13 (2A) and 13 (6) of the Companies (Beneficial Ownership Information) Regulations, 2020. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.*

Tender Reference No.: [*insert identification no*] Name of the Tender Title/Description: *[insert name of the assignment]* to: *[insert complete name of Procuring Entity]*

In response to the requirement in your notification of award dated *[insert date of notification of award]* to furnish additional information on beneficial ownership: *[select one option as applicable and delete the options that are not applicable]*

I) We here by provide the following beneficial ownership information.

Details of beneficial ownership

| | **Details of all Beneficial Owners** | | **% of shares a person holds in the company Directly or indirectly** | **% of voting rights a person holds in the company** | **Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of** | **Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)** |
|---|---|---|---|---|---|---|
| **1.** | Full Name | | Directly---------- % of shares<br><br>Indirectly---------- % of shares | Directly…… …….% of voting rights<br><br>Indirectly--------- % of voting rights | Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -----No----<br>Is this right held directly or indirectly?:<br><br>Direct…… ……<br><br>Indirect…… ……... | Exercises significant influence or control over the Company body of the Company (tenderer)<br><br>Yes ---- No----<br><br>Is this influence or control exercised directly or indirectly?<br><br>Direct…… |
| | National identity card number or Passport number | | | | | |
| | Personal Identification Number (where applicable) | | | | | |
| | Nationality | | | | | |
| | Date of birth *[dd/mm/yyyy]* | | | | | |
| | Postal address | | | | | |
| | Residential address | | | | | |
| | Telephone number | | | | | |
| | Email address | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | Occupation or profession | | | | | ….. Indirect…… |

| | Details of all Beneficial Owners | | % of shares a person holds in the company Directly or indirectly | % of voting rights a person holds in the company | Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No) | Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No) |
|---|---|---|---|---|---|---|
| | | | | | | … |
| | | | | | | |
| **2.** | Full Name | | Directly---------- % of shares<br><br>Indirectly---------- % of shares | Directly…… …….% of voting rights<br><br>Indirectly---------- % of voting rights | 1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -----No----<br>2. Is this right held directly or indirectly?:<br><br>Direct…… ……<br><br>Indirect…… ……... | 1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes -----No----<br>2. Is this influence or control exercised directly or indirectly?<br><br>Direct…… …..<br><br>Indirect…… … |
| | National identity card number or Passport number | | | | | |
| | Personal Identification Number (where applicable) | | | | | |
| | Nationality(ies) | | | | | |
| | Date of birth *[dd/mm/yyyy]* | | | | | |
| | Postal address | | | | | |
| | Residential address | | | | | |
| | Telephone number | | | | | |
| | Email address | | | | | |
| | Occupation or profession | | | | | |
| | | | | | | |
| **3.** | | | | | | |
| **e.t .c** | | | | | | |
| | | | | | | |
| | | | | | | |

*II)* Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020.(Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). *Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.*

III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

(a) holds at least ten percent of the issued shares in the company either directly or indirectly;

(b) exercises at least ten percent of the voting rights in the company either directly or indirectly;

(c) holds a right, directly or indirectly, to appoint or remove a director of the company; or

(d) exercises significant influence or control, directly or indirectly, over the company.

IV) What is stated to herein above is true to the best of my knowledge, information and belief.

*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]*

*Designation 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 this ..... [insert date of signing] day of.....[Insert month], [insert year]*

## 4. NOTIFICATION OF INTENTION TO AWARD

***[This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender.]***

***[Send this Notification to the Tenderer's Authorized Representative named in the Tenderer Information Form]***

1) For the attention of Tenderer's Authorized Representative Name:.....*[insert Authorized Representative's name]*

Address: ..... *[insert Authorized Representative's Address]*

Telephone numbers:.....*[insert Authorized Representative's telephone/fax numbers]*

Email Address: ..... *[insert Authorized Representative's email address]*

***[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]***

**DATEOFTRANSMISSION**: This Notification is sent by: [*email/fax*] on [*date*] (local time)

**Procuring Entity.....** *[insert the name of the Procuring Entity]*

**Contract title.....***[insert the name of the contract]*

**ITT No: .....***[insert ITT reference number from Procurement Plan].*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

a) Request a debriefing in relation to the evaluation of your Tender, and/or

b) Submit a Procurement-related Complaint in relation to the decision to award the contract.

**(i) The successful Tenderer**

| | |
|---|---|
| **Name:** | [*insert name of successful Tenderer*] |
| **Address:** | [*insert address of the successful Tenderer*] |
| **Contract price:** | [*insert contract price of the successful Tender*] |

**(ii) Other Tenderers [INSTRUCTIONS: insert names of all Tenderers that submitted a Tender. If the Tender's pricewasevaluatedincludetheevaluatedpriceaswellastheTenderpriceasreadout.]**

| **Name of Tenderer** | **Tender price** | **Evaluated Tender price (if applicable)** |
|---|---|---|
| [*insert name*] | [*insert Tender price*] | [*insert evaluated price*] |
| [*insert name*] | [*insert Tender price*] | [*insert evaluated price*] |

| | | |
|---|---|---|
| [*insert name*] | [*insert Tender price*] | [*insert evaluated price*] |
| [*insert name*] | [*insert Tender price*] | [*insert evaluated price*] |
| [*insert name*] | [*insert Tender price*] | [*insert evaluated price*] |

**2) How to request a debriefing.**

**DEADLINE: The deadline to request a debriefing expires at midnight on [*insert date*] (local time).** You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:

**Attention**.....*[insert full name of person, if applicable]*

**Title/position** ..... *[insert title/position]*

**Agency** ..... *[insert name of Procuring Entity]*

**Email address** ..... *[insert email address]*

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

**3) How to make a complaint.**

**Period: Procurement-related Complaint challenging the decision to award shall be submitted by [*insert date and time*].**

Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:

**Attention**.....*[insert full name of person, if applicable]*

**Title/position** .....*[insert title/position]*

**Agency** .....*[insert name of Procuring Entity]*

**Email address** .....*[insert email address]*

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

1. In summary, there are four essential requirements:
2. You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award.
3. The complaint can only challenge the decision to award the contract.
4. You must submit the complaint within the period stated above.
5. You must include, in your complaint, all of the information required to support the complaint.
6. The application must be accompanied by the fees set out in the Procurement Regulations, which shall not b
7. refundable (information available from the Public Procurement

Authority complaints@ppra.go.ke info@ppra.go.ke

**4) Standstill Period**

**DEADLINE: The Standstill Period is due to end at midnight on *[insert date]* (local time).**

The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended as stated in Section 4 above. If

you have any questions regarding this Notification pleased don't hesitate

to contact us. On behalf of the Procuring Entity:

**Signature:**_____

**Name:**_____

**Title/position:**_____

_____

**Telephone:**_____

**Email:**_____

## 6) LETTER OF AWARD

*[Form head paper of the Procuring Entity] [date]* To *[name and address of the Service Provider]*

This is to notify you that your Tender dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words] [name of currency]*, as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by us (Procuring Entity).

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section X, Contract Forms, of the tender document.

Please return the attached Contract dully signed Authorized

Signature: Name and Title of Signatory:

Name of Agency:

Attachment: Contract

## 7) FORM OF CONTRACT [Form head paper of the Procuring

## Entity] LUMP-SUMREMUNERATION

This CONTRACT (herein after called the "Contract") is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Procuring Entity]* (herein after called the "Procuring Entity") and, on the other hand, *[name of Service Provider]* (herein after called the "Service Provider").

[***Note**: In the text below text in brackets is optional; all notes should be deleted in final text*. *If the Service Provider consist of more than one entity, the above should be partially amended to read as follows:* "… (herein after called the "Procuring Entity") and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Procuring Entity for all the Service Provider's obligations under this Contract, namely, *[name of Service Provider]* and *[name of Service Provider]* (herein after called the "Service Provider").]

WHEREAS

a) the Procuring Entity has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (herein after called the "Services");

b) the Service Provider, having represented to the Procuring Entity that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of ;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:

   a) The Form of Acceptance;

   b) The Service Provider's Tender

   c) The Special Conditions of Contract;

   d) The General Conditions of Contract;

   e) The Specifications and the Priced Activity Schedule; and

   *f)* The following Appendices: ***[Note**: If any of these Appendices are not used, the words "Not Used" should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]*

   Appendix A: Description of the

   Services Appendix B: Schedule of

   Payments Appendix C:

   Subcontractors Appendix D:

   Breakdown of Contract Price

2. The mutual rights and obligations of the Procuring Entity and the Service Provider shall be as set forth in the Contract, in particular:

   a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and

   b) The Procuring Entity shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in the irrespective names as of the day and year first above written.

For and on behalf of *[name of Procuring*

*Entity] [Authorized Representative]*

For and on behalf of *[name of Service*

_____

*Provider] [Authorized Representative]*

*[**Note**: If the Service Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]*

For and on behalf of each of the Members of the Service Provider

_____

*[name of member]*

_____

*[Authorized*

_____

*[name of member]*

_____

*[Authorized Representative]*

*Representative]*

## 8) 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……..…of ……...20…... 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**