

NATIONAL COHESION AND INTEGRATION COMMISSION

TENDER DOCUMENT

FOR

PROVISION OF COMPREHENSIVE CLEANING, FUMIGATION AND SANITARY SERVICES 2027

(AGPO)

TENDER NO. NCIC/OT/ADM/020/2027

CLOSING DATE:

Tuesday 17th November 2026 at 09:00 AM

TABLE OF CONTENTS

		Page
	INTRODUCTION …….	3
SECTION I	INVITATION FOR TENDERS…….....	3
SECTION II	INSTRUCTIONS TO TENDERERS Appendix to instructions to tenderers ……..	5 - 16
SECTION III	GENERAL CONDITIONS OF CONTRACT……..	18 - 23
SECTION IV	SPECIAL CONDITIONS OF CONTRACT ……	24
SECTION V	SCHEDULE OF REQUIREMENTS ……..	25 - 27
SECTION VI	STANDARD FORMS ……...	31
1.	FORM OF TENDER …….	32
2.	PRICE SCHEDULES……	33
3.	CONTRACT FORM……..	34
4.	CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM …….	35
5.	TENDER SECURITY FORM …….	37
6.	PERFORMANCE SECURITY FORM…….	38
7.	BANK GUARANTEE FOR ADVANCE PAYMENT FORM…….	39
8.	LETTER OF NOTIFICATION OF AWARD……	40
9.	PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD.	41

SECTION I : TENDER NOTICE

TENDER NO.: NCIC/OT/ADM/020/2027- PROVISION OF COMPREHENSIVE CLEANING, FUMIGATION AND SANITARY SERVICES

1.1 The National Cohesion & Integration Commission (NCIC) hereby invites sealed tenders from the prequalified suppliers and eligible candidates for Provision of Comprehensive Cleaning, fumigation & Sanitary Services:

S/NO	TENDER NO	TENDER DESCRIPTION	ELIGIBILIY	CLOSING DATE
1.	**NCIC/OT/ADM/020/ 2026-2027**	PROVISION OF COMPREHESIVE CLEANING, FUMIGATION AND SANITARY SERVICES (Three (3) year Contract)	AGPO	**Tuesday 17th November 2026 at 09:00am**

1.2 Tender documents with detailed specifications may be downloaded from our website: www.cohesion.go.ke or portal www.tenders.go.ke FREE of charge.

1.3 Interested bidders MUST register with the Procurement Office or notify the office using our email: tenders@cohesion.go.ke indicating the following details; Tender No., Tender name, the bidder details and contacts for purposes of receiving any clarifications and/or addendums.

1.4 The price quoted should be net inclusive of all taxes, must be in Kenya Shillings and should remain valid for 150 days.

1.5 Duly Completed Tender documents shall be enclosed in plain sealed envelope clearly marked with the tender number as stated in the tender documents and be deposited in the Tender box provided at the office HQs , Britam Tower, 17th Floor, Hospital Road, Upper hill, Nairobi or addressed to:

The Commission Secretary/CEO,
National Cohesion and Integration Commission, Britam Tower,
17th Floor, Hospital Road, Upper hill
P.O Box 7055 - 00100 NAIROBI

So as to be received on or before Tuesday 17th November 2026 at 09:00AM

1.8 The applications will be opened immediately thereafter, at the NCIC's Boardroom on 18th Floor Boardroom in the presence of bidders or their representatives who choose to attend. Late tenders will not be accepted

The commission reserves the right to reject any tender application in whole or part.
Canvassing will lead to automatic disqualification.

COMMISSION SECRETARY/CEO

SECTION II: INSTRUCTIONS TO TENDERERS

Table of Clauses

		Page
2.1	Eligible Tenderers……	5
2.2	Cost of Tendering……	5
2.3	Contents of Tender document…….	5
2.4	Clarification of Tender document……	6
2.5	Amendments of Tender document……..	6
2.6	Language of Tenders……	7
2.7	Documents Comprising the Tender…….	7
2.8	Tender Form……	7
2.9	Tender Prices……..	7
2.10	Tender Currencies……	8
2.11	Tenderers Eligibility and Qualifications…….	8
2.12	Tender Security……	9
2.13	Validity of Tenders…….	9
2.14	Format and Signing of Tenders……	9
2.15	Sealing and Marking of Tenders…….	9
2.16	Deadline for Submission of Tenders……	10
2.17	Modification and Withdrawal of Tenders……	10
2.18	Opening of Tenders…….	10
2.19	Clarification of Tenders……	11
2.20	Preliminary Examination…….	11
2.21	Conversion to Single Currency…….	12
2.22	Evaluation and Comparison of Tenders……	12
2.23	Contacting the Procuring Entity……	13
2.24	Post-Qualification…….	13
2.25	Award Criteria…….	13
2.26	Procuring Entity's Right to Vary Quantities ……	13
2.27	Procuring Entity's Right to Accept or Reject any or all Tenders…….	14
2.28	Notification of Award……..	14
2.29	Signing of Contract……..	14
2.30	Performance Security……	15
2.31	Corrupt or Fraudulent Practices……	15

SECTION II: INSTRUCTIONS TO TENDERERS

2.1. Eligible Tenderers

2.1.1 This Invitation for Tenders is open to Underwriters only. Successful tenderers shall provide the services for the stipulated duration from the commencement (hereinafter referred to as the term) specified in the tender documents.

2.1.2 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 66 of the Act.

2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.

2.1.4 Tenderers involved in the corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of Tendering

2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs regardless of the conduct or outcome of the tendering process.

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

2.3 Contents of Tender Document

2.3.1 The tender documents comprise the documents listed below and addenda issued in accordance with clause 2.5 of these instructions to tenderers.

(i) Instructions to Tenderers
(ii) General Conditions of Contract
(iii) Special Conditions of Contract
(iv) Schedule of Requirements
(v) Details of Insurance Cover
(vi) Form of Tender
(vii) Price Schedules
(viii) Contract Form
(ix) Confidential Business Questionnaire Form
(x) Tender security Form
(xi) Performance security Form
(xii) Insurance Company's Authorization Form
(xiii) Declaration Form
(xiv) Request for Review Form

2.3.2 The Tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the **REJECTION** of its tender.

2.4 Clarification of Tender Documents

2.4.1 A Candidate making inquiries of the tender documents may notify the Procuring entity by post, fax or by email at the procuring entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of the tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender documents.

2.4.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.4.3 Preference where allowed in the evaluation of tenders shall not exceed 15%.

2.5 Amendment of Tender Documents

2.5.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

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

2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.6 Language of Tenders

2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in any other language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.7. Documents Comprising the Tender

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

(a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below

(b) Documentary evidence established in accordance with paragraph 2.1.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;

(c) Tender security furnished in accordance with paragraph 2.12 :

(d) Declaration Form.

2.8. Form of Tender

2.8.1 The tenderer shall complete the Tender Form and the Price Schedule furnished in the tender documents, indicating the services to be provided.

2.9. Tender Prices

2.9.1 The tenderer shall indicate on the form of tender and the appropriate Price Schedule the unit prices and total tender price of the services it proposes to provide under the contract.

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

2.9.3 Prices quoted by the tenderer shall remain fixed during the Term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.20.5

2.10. Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings

2.11. Tenderers Eligibility and Qualifications

2.11.1 Pursuant to paragraph 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if it's tender is accepted.

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

2.12. Tender Security

2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Appendix to Instructions to Tenderers.

2.12.2 The tender security shall not exceed 2 per cent of the tender price.

2.12.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7.

2.12.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in any of the following form:

a) Cash.
b) A bank guarantees.
c) Such insurance guarantee approved by the Authority.
d) Letter of credit from a reputable bank.

2.12.5 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 shall be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20.5

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

2.12.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.28, and furnishing the performance security, pursuant to paragraph 2.29.

2.12.8 The tender security may be forfeited:

(a) If a tenderer withdraws its tender during the period of tender validity.
(b) In the case of a successful tenderer, if the tenderer fails:
  (i) to sign the contract in accordance with paragraph 2.28 or
  (ii) to furnish performance security in accordance with paragraph 2.29.

2.13. Validity of Tenders

2.13.1 Tenders shall remain valid for 120 days after date of tender opening pursuant to paragraph Procuring 2.18. A tender valid for a shorter period shall be rejected by the entity as non-responsive.

2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14. Format and Signing of Tenders

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

2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.

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

2.15 Sealing and Marking of Tenders

2.15.1 The tenderer shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL TENDER" and "COPY OF TENDER". The envelopes shall then be sealed in an outer envelope.

2.15.2 The inner and outer envelopes shall:

(a) be addressed to the Procuring entity at the address given in the Invitation to Tender.

bear tender number and name in the invitation to tender and the words, "DO NOT OPEN BEFORE **Tuesday 17th November 2026 at 9:00AM**

2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late".

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

2.16. Deadline for Submission of Tenders

Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 not later than **Tuesday 17th November 2026 at 9:00AM**

2.16.1 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of the Procuring entity and candidates previously subjected to the deadline will thereafter be subjected to the deadline as extended.

2.17. Modification and Withdrawal of Tenders

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

2.17.2 The tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.18. Opening of Tenders

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **Tuesday 17th November 2026 at 9:00AM**

2.18.2 and in the location specified in the invitation for tenders. The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

2.18.4 The Procuring entity will prepare minutes of the tender opening, which will be submitted to tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of Tenders

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

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

2.20 Preliminary Examination and Responsiveness

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

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

2.20.3 Prior to the detailed evaluation, pursuant to paragraph 2.20, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.20.4 If a tender is not substantially responsive, it will be rejected by the procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.21. Conversion to single currency

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

2.22. Evaluation and Comparison of Tenders

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

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

(a) Operational plan proposed in the tender;

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

2.22.3 Pursuant to paragraph 2.22.2, the following evaluation methods will be applied.

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

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

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

2.23. Contacting the Procuring entity

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

2.23.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the Tenderers' tender.

2.24 Post-qualification

2.24.1 The Procuring entity will verify and determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.11.2, as well as such other information as the Procuring entity deems necessary and appropriate

2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

2.25 Award Criteria

2.25.1 Subject to paragraph 2.27 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

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

(c) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
(d) Legal capacity to enter into a contract for procurement
(e) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
(f) Shall not be debarred from participating in public procurement.

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

2.26.1 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action. If the Procuring entity determines that none of the tenders is responsive, the Procuring entity shall notify each tenderer who submitted a tender.

2.26.2 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

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

2.27 Notification of Award

2.27.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.27.2 The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to

clause 2.28. Simultaneously the other tenderers shall be notified that their tenders were not successful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29 the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12.

2.28 Signing of Contract

2.28.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.28.3 The contract will be definitive upon its signature by the two parties.

2.28.4 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.29 Performance Security

2.29.1 The successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in a form acceptable to the Procuring entity.

2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.28 or paragraph 2.29.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated tender or call for new tenders.

2.30 Corrupt or Fraudulent Practices

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

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

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

Appendix to Instructions to Tenderers

The following information for the procurement of Comprehensive Cleaning, Fumigation and Sanitary Services shall complement, supplement, or amend, the provisions on the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instruction to tender reference	**Particulars of Appendix to instructions to tenderers**
2.1Eligible tenderers	Eligible bidders are Reserved for Youth, Women & Persons Living with Disabilities
2.12.2 Tender Security	N/A
2.13.1 Tender Validity	150 days
2.15.2 Tender Marking	The envelopes shall be clearly marked: i)Tender name: Provision of Comprehensive Cleaning, fumigation & Sanitary Services ii) Do not open before **Tuesday 17th November 2026 at 9:00AM** Tenders must be placed in the Tender Box and addressed to: **The Commission Secretary/CEO,** **National Cohesion and Integration Commission, Britam Tower,** **17th Floor, Hospital Road, Upper hill** **P.O Box 7055 – 00100, NAIROBI.**
2.15.2 State day, date and time of closing	Tenders must be received on or before **Tuesday 17th November 2026 at 9:00AM**
2.18 Opening of tenders	Tenders will be opened at the time stated in the presence of tenderers or their representative who choose to attend.
2.22. Evaluation and Comparison of Tenders	The bids shall be evaluated in three stages as contained in Section IV –special condition of the contract

SECTION III: GENERAL CONDITIONS OF CONTRACT

Table of Clauses

		Page
3.1	Definitions…….	18
3.2	Application……	18
3.3	Standards……....	18
3.4	Use of Contract Documents and Information……..	18
3.5	Patent Rights…….	19
3.6	Performance Security……	19
3.7	Delivery of Services and Documents……	20
3.8	Payment…….	20
3.9	Prices…….	20
3.10	Assignment……	20
3.11	Termination for Default……	20
3.12	Termination for Insolvency……..	21
3.13	Termination for Convenience……..	21
3.14	Resolution of Disputes…….	21
3.15	Governing Language…….	22
3.16	Applicable law…….	22
3.17	Force Majeure……..	22
3.18	Notices…….	22

SECTION III: GENERAL CONDITIONS OF CONTRACT

3.1. Definitions

3.1.1 In this Contract, the following terms shall be interpreted as indicated:

(a) "The Contract" means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

(b) "The Contract Price" means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.

(c) "The Services" means services to be provided by the tenderer including any documents, which the tenderer is required to provide to the Procuring entity under the Contract.

(d) "The Procuring entity" means the organization procuring the services under this Contract.

(e) "The Contractor" means the organization or firm providing the services under this Contract.

(f) "GCC" mean the General Conditions of Contract contained in this section.

(g) "SCC" means the Special Conditions of Contract.

(h) "Day" means calendar day.

3.2. Application

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

3.3. Standards

3.3.1 The services provided under this Contract shall conform to the standards mentioned in the schedule of requirements.

3.4. Use of Contract Documents and Information

3.4.1 The Contractor shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the contractor in the performance of the Contract.

3.4.2 The Contractor shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 2.4.1 above.

3.4.3 Any document, other than the Contract itself, enumerated in paragraph 2.4.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the contract's or performance under the Contract if so required by the Procuring entity.

3.5. Patent Rights

3.5.1 The Contractor shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

3.6 Performance Security

3.6.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in SCC.

3.6.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of:

a) Cash.
b) A bank guarantee.
c) Such insurance guarantee approved by the Authority.
d) Letter of credit from a reputable bank.

3.6.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Contractor's performance of obligations under the Contract, including any warranty obligations, under the Contract.

3.7. Delivery of Services and Documents

3.7.1 Delivery of the services shall be made by the Contractor in accordance with the terms specified by the procuring entity in the schedule of requirements and the special conditions of contract

3.8. Payment

3.81. The method and conditions of payment to be made to the contractor under this Contract shall be specified in SCC.

3.82. Payment shall be made promptly by the Procuring entity, but in no case later than sixty (60) days after submission of an invoice or claim by the contractor

3.9. Prices

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

3.9.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

3.9.3 Where contract price variation is allowed the variation shall not exceed 10% of the original contract price

3.9.4 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

3.10. Assignment

3.10.1 The Contractor shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring entity's prior written consent.

3.11. Termination for Default

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

(a) if the Contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.

(b) If the Contractor fails to perform any other obligation(s) under the Contract.

(c) If the Contract in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the contract

3.11.2 In the event the Procuring entity terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those un-delivered, and the Contractor shall be liable to the Procuring entity for any excess costs for such similar services.

3.12. Termination for Insolvency

3.12.1 The Procuring entity may at any time terminate the contract by giving written notice to the Contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

3.13. Termination for Convenience

3.13.1 The Procuring entity by written notice sent to the contractor, may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entities convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor an agreed amount for partially completed services.

3.14 Resolution of Disputes

3.14.1 The procuring entity and the contractor shall make every effort to resolve amicably by direct informal negotiations and disagreement or disputes arising between them under or in connection with the contract.

3.14.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.15. Governing Language

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

3.16. Applicable Law

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

3.17 Force Majeure

3.17.1 The Contractor shall not be liable for forfeiture of its performance security, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

3.18 Notices

3.18.1 Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by Fax or Email and confirmed in writing to the other party's address specified in the SCC.

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

Special Conditions of Contract as relates to the General Conditions of Contract

Reference of general conditions of contract	**Special condition of contract**
3.6 Performance security	N/A
3.7 Delivery of Services	As specified in the tender document
3.8 Payment	As specified in the tender document
3.9 Price adjustment	As specified in the tender document
3.16 Applicable law	As specified in the tender document
3.18 Notices	**The Commission Secretary/CEO, National Cohesion and Integration Commission, Britam Tower, 17th Floor, Hospital Road, Upper hill P.O Box 7055 - 00100 NAIROBI**

SECTION IV – SPECIAL CONDITIONS OF CONTRACT

4.1. CONDITIONS TO BE MET BY THE CLEANING COMPANY

1. Must submit a copy of certificate of Registration/ Incorporation under the Kenyan Laws
2. Must submit a copy of a Valid Tax Compliance Certificate from KRA
3. Must submit a Copy of PIN/Tax Certificate
4. Must submit a Copy of CR 12
5. Must submit a copy of Current Business License from the County Where the business is Located
6. Must submit duly filled up, Completed, signed & stamped Confidential Business Questionnaire in the format provided
7. Must submit a Duly completed, Signed and stamped Form of Tender and the Price Schedule
8. Must Provide Certified Copy of current Workers Injury Benefit (WIBA) Insurance Policy Cover for its staff by the issuing company
9. Must submit a valid copy of SHA compliance certificate plus evidence of remittance of employees SHA contributions for the last Six(6) months
10. Must submit a Valid copy of NSSF compliance certificate and Proof of Payment for the last six (6) months
11. Must submit a valid copy of NEMA License
12. Must give a list of FIVE (5) current reputable clients and the contracts amounts (Attach copies of reference certificate/LSOs/Contracts/Award letters of experience in carrying out similar work)
13. Must have total number of management and technical/Cleaning staff of at least 14 personnel. Please attach Certificate of good conduct for all the staffs Proposed
14. Attach Company profile & Organisation Structure showing management names and responsibilities - The company's core business Must be Cleaning and Sanitary Services
15. Provide details of Physical address and contacts (attach proof of office or current lease agreement from the Landlord)
16. Must Submit a copy of Valid certificate from the National Treasury for the purpose of benefiting Preference and reservation scheme for enterprises owned by Youth, Women & Persons Living with Disability (AGPO certificate)
17. Provide a valid Certificate of Registration of Workplace issued by DOSH
18. A declaration & Proof that the service Provider shall comply with Minimum Wage guidelines, Laws & Regulations- The Quote Must demonstrate and meet the Government Minimum Wage requirements
19. Provide Prove of Machinery/Equipment, ownership to be used in Cleaning services
20. Provide Proof of Financial capacity and working Capital – A bank reference letter confirming the tenders banking relationship- available credit facilities or Overdraft arrangements – Attach Bank Statements for the last Six(6) Months
21. The tender MUST be submitted in the required format and serialized in each page of the bid. As prescribed in section 74.i of the PPADA, 2015.

4.2 EVALUATION CRITERIA

4.2.1 STAGE ONE: MANDATORY REQUIREMENTS (MR)

Preliminary Evaluation will be conducted in accordance with Section 79(1) of Public Procurement and Asset Disposal Act, 2015. For Mandatory Requirements (MR), firms **MUST Attach Evidence** to prove compliance.

NO	Mandatory Requirements	Yes/No
MR1	Must submit a copy of certificate of Registration/ Incorporation under the Kenyan Laws	
MR2	Must submit a copy of a Valid Tax Compliance Certificate from KRA	
MR3	Must submit a Copy of PIN/Tax Certificate	
MR4	Must submit a Copy of CR 12	
MR5	Must submit a copy of Current Business License from the County Where the business is Located	
MR6	Must submit duly filled up, Completed, signed & stamped Confidential Business Questionnaire in the format provided	
MR7	Must submit a Duly completed, Signed and stamped Form of Tender and the Price Schedule	
MR8	Must Provide Certified Copy of current Workers Injury Benefit (WIBA) Insurance Policy Cover for its staff by the issuing company	
MR 9	Must submit a valid copy of SHA compliance certificate plus evidence of remittance of employees SHA contributions for the last Six(6) months	
MR10	Must submit a Valid copy of NSSF compliance certificate and Proof of Payment for the last six (6) months	
MR11	Must submit a valid copy of NEMA License	
MR12	Must give a list of FIVE (5) current reputable clients and the contracts amounts (Attach copies of reference certificate/LSOs/Contracts/Award letters of experience in carrying out similar work)	
MR13	Must have total number of management and technical/Cleaning staff of at least 14 personnel. Please attach Certificate of good conduct for all the staffs Proposed	
MR14	Attach Company profile & Organisation Structure showing management names and responsibilities - The company's core business Must be Cleaning and Sanitary Services	
MR15	Provide details of Physical address and contacts (attach proof of office or current lease agreement from the Landlord)	
MR16	Must Submit a copy of Valid certificate from the National Treasury for the purpose of benefiting Preference and reservation scheme for enterprises owned by Youth, Women & Persons Living with Disability (AGPO certificate)	
MR 17	Provide a valid Certificate of Registration of Workplace for its workplace issued by DOSHs under Occupational Safety & Health Act, 2007	
MR 18	A declaration & Proof that the service Provider shall comply with Minimum Wage guidelines, Laws & Regulations- The Quoted Prices Must demonstrate and meet the Government Minimum Wage requirements	
MR 19	Provide Prove of Machinery/Equipment, ownership to be used in Cleaning services	
MR 20	Provide Proof of Financial capacity and working Capital – A bank reference letter confirming the tenders banking relationship- available credit facilities or Overdraft arrangements – Attach Bank Statements for the last Six(6) Months	

MR 21	The tender MUST be submitted in the required format and serialized in each page of the bid. As prescribed in section 74.i of the PPADA, 2015.	
NB: - Bidders MUST meet all the Mandatory requirements to qualify for Technical Evaluation. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further for Evaluation		

4.2.2 STAGE TWO: TECHNICAL EVALUATION (TOTAL POINTS 100)

Technical Evaluation (TE) will be carried out as per the table below. Bidders must score 80% and above in order to be considered for financial evaluation and Due diligence.

2.	**TECHNICAL EVALUATION**		**Scores**
	Evaluation Attributes	**Weight Score**	**Max Score**
T.S.1	Tenderers experience and Capacity • Attach List and contacts of references of at least five (5) sites both completed and ongoing in last 5 Five years • Evidence of Satisfactory Performance • Testimonials & references letters on performance of the services provided • Number of years in Cleaning business (attach Company Profile) • Attach Six Months Bank statements or any proof of financial strength • Membership of a local or International Associations relevant to Cleaning services	• Marks prorated upto a maximum of **15 Marks**	15
T.S. 2	Personnel Experience and Qualifications • Staffing Capacity, Development plan and Staff Trainings in Cleaning, OSH and Safe Handing of Chemicals and Cleaning Materials- – Attach staff establishment schedule, roles & Deployment plans, Duty Roster, Training records/Certificates, Training & induction Plans • Quality Assurance, Complaint handling, Supervision & Performance monitoring • Organisation structure indicating designation/responsibilities, Names, Gender, qualifications and any other information of staff • Provide staff details (at least two (2 No.) -Management staff, two (2No.) –Supervisory staff and ten (10No.) -other/technical Staff of any relevant certifications and trainings. **Attach evidence and Qualifications**	• Marks prorated upto a maximum of **20 marks.**	20
T. S 3	Contractual Liability • Evidence of Contractual liability insurance Evidence demonstrating a minimum limit indeminity of Ksh 10,000,000/- • A signed undertaking to Maintain the required cover thought the Contract	• Marks prorated upto a maximum of **20 marks.**	20
T.S.4	Certificate of Good Conduct • Provide copies of current certificate of good of conduct from the Kenya Police, Criminal Investigation Department for at least 10 members of staff	• Marks prorated upto a maximum – of **5Marks**	5
T.S.5	Cleaning equipment, Machinery and accessories owned by the firm to be directly assigned to NCIC during contract period. Attach **evidence of ownerships/lease** • Provide details /list/ inventory and photos equipment and accessories and their use • Maintenance & Service Plan • Detergents/Chemicals to be used for cleaning • Details of Supporting tools & Safety accessories	• Marks prorated upto a maximum – of **5Marks**	5
T.S.6	Proof of functional office- • Physical facilities provide details of physical address and contacts with a copy of either title, lease document, latest utility bill. • Lease documents or proof of ownership **Attach evidence**	• Marks prorated upto a maximum – of - **3 Marks**	3

T.S.7	Work program/Operations Plan/Schedule of cleaning • Submit a proposal on the work plan • Submit a sample checklist for cleaning sites (To be evaluated on the quality through demonstration of a measurable items that will help in simplifying the management and supervision of the cleaning service)	• Marks prorated upto a maximum – **of 5 Marks**	5
T.S.8	Safety Measures • Provide safety measure in cases of emergency of staff, Machines and other resources	• Marks prorated upto a maximum – **of 2 Marks**	2
T.S.9	Quality Assurance – Quality Control and Inspections procedures, continuous improvements and Service reporting and Certifications	• Marks prorated upto a maximum – **of 5 Marks**	5
T.S. 10	Financial capacity and working Capital – Provide a bank reference letter confirming the tenders banking relationship- available credit facilities or Overdraft arrangements of atleast Ksh 10,000,000 – • Valid bank confirmation showing an approved and available Overdraft	• Marks prorated upto a maximum – **of 20 Marks**	20
		TOTAL TECHNICAL SCORE	**100**

4.2.3 STAGE THREE: FINANCIAL EVALUATION

The bidder who attains 80% and over in the Technical Evaluation and whose financial proposal is the lowest shall be awarded the tender to provide the specific insurance cover.

1. **Post Qualification Criteria (ITT 38) Post qualification and Contract award (ITT39), more specifically,**
   a) In case the tender was subject 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 was not subject 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, un encumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the services cash flow of Kenya Shillings
      .
      ii) Minimum average annual turnover of Kenya Shillings_____*[insert amount]*, equivalent calculated as total certified payments received for contracts in progress and/or completed within the last_____*[insert of year] years.*]
      iii) At least_____(*insert number)* 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 insurer, or joint vent u remember or sub-contractor each of minimum value Kenya shillings _____equivalent.
      iv) 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___(*specify 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 i fall pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations in the appropriate form.

c) Litigation History

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last _____(*specify 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 the Tenderer or any member of a JV may result in rejection of the tender.

SECTION V - SCHEDULE OF REQUIREMENTS/SPECIFICATIONS

5.1 PROVISION OF COMPREHESIVE CLEANING AND SANITARY SERVICES

The National Cohesion and Integration Commission (NCIC) seek to contract a reputable cleaning company under AGPO (special groups) from a reputable supplier for a period of 3 years subject to performance appraisal.

5.1.2 SCHEDULE OF CLEANING

Tentatively, the service provider will be expected to engage in cleaning services from 6.30 a.m. in the morning to 4.00 p.m. in the evening during weekdays.

General Cleaning and fumigation will also be done on Saturdays as and when required between 7.00 a.m. to 1 p.m. The actual timetable for weekly cleaning will however be agreed with the successful bidder. A roster of cleaning activities undertaken within the premises should be kept.

5.1.3 EQUIPMENT AND CLEANING MATERIAL

The Contractor will be expected to use own equipment in providing the services and provide cleaning materials in quantities and of quality to ensure efficient and uninterrupted performance of duty.

5.1.4 STAFF

The Contractor will be expected to deploy a minimum of ten (10) Cleaning staff with not more than three (3) being of the same gender.

5.1.5 UNIFORM AND BADGES

The Contractor will provide the Cleaning staff with uniform and identification badges which they will be required to put on all the times when they are working for NCIC

5.1.6 TERMS AND CONDITIONS OF EMPLOYMENT

Wages paid to employees to be deployed must conform to the Ministry of Labor Guidelines on Minimum wages and all other terms and conditions of employment stipulated in the labour laws. NCIC will be at liberty to confirm compliance to this from whatever source.

5.1.7 GENERAL

Age of employees: Aged between 21- and 35-years Vetting: The successful contractor should have thorough knowledge of employees' background and must provide certificate of good conduct before engagement. The contractor should have adequate reserve employees for replacement on unsatisfactory performance, sickness, absence or any other reason

5.2 DESCRIPTION OF SERVICES

The National Cohesion & Integration Commission (NCIC) occupies the 17th & 18th Floor of Britam Tower Building, Hospital Road, Upper Hill, Nairobi. The total area measures approximately 20,710 Sq. Ft. The offices are mostly partitioned. The offices partitions are of glass with glazed aluminum casement and gypsum ceiling in some areas

Office floors on 17th and 18th floor have a mixture of carpets and floor tiles. Floors on the open working areas are occupied by workstations and corridors have a mixture of floor carpets and tiles.

Offices on 17th &18th floor are mostly tiled. The offices also each have:-

(i) The Executive offices in 17th & 18th floor are mostly carpeted
(ii) Tiled conference rooms in 17th and 18th Floor
(iii) Tiled Kitchen in 17th floor
(iv) Washrooms and Arabic Sinks one in 17th Floor, seven at 18th Floor

5.2.1 DETAILS OF SERVICES TO BE OFFERED

1. Carpeted Areas

- Cleaning of offices and daily cleaning of corridors, waiting room, reception and conference room daily.
- Shampooing once every month OR as need arises
- Removal of stains when necessary

2. Areas with floor tiles

- Daily sweeping and mopping using necessary detergent
- Machine scrubbing and polishing weekly

3. Washrooms

a) Floors

- Daily cleaning of floors & machine scrubbing at least four times a day OR "as and when required" whichever is most appropriate for the reigning circumstances using necessary detergent and materials
- Polishing & stripping on weekly basis
- Ensure that floors are always dry

b) Sinks, toilet bowls, & seat bidets:

- Scrubbing with brush twice daily using necessary detergent and materials
- Disinfecting twice daily including all hand touch facilities
- Flush all soap dispensing units once weekly
- Cisterns to be cleaned once a month with due care
- Door handles, push plates (main doors/cubicles) to be cleaned daily and disinfected twice weekly
- Any System failure causing leakage/spillage of water in any of the areas to be reported to the Administrator immediately

c) Toiletries

- Daily supply of hand washing soap
- Supply of approximately 150 Rolls of Premium brand white toilet tissue paper (Premium brand Sheet Size 10 x 12.5 cm) per week to be distributed as directed.
- Monthly supply will therefore be approximately 600 Rolls.

4. Reception Areas

- Daily sweeping and mobbing as and when required using necessary detergent and materials Machine Scrubbing and polishing weekly

5. Partition walls and ceilings

- Wipe with detergent to remove all marks and stains, remove cobwebs and wipe all fire extinguishers

6. Windows, Window Latches and Grilles

- Accessible windows are dusted once daily and cleaned weekly. Latches are cleaned daily and lubricated once monthly. Grilles dusted daily and cleaned weekly. Where external windows are cleaned, they are done once monthly or as agreed with management.

7. Kitchen

- Daily sweeping and mopping using necessary detergent and material
- Scrubbing with suitable brushes
- Stripping & polishing weekly

8. Furniture –desks & tables

- Dusting and damp wiping daily
- Polishing of tables & desks once weekly

- Dusting and damp wiping telephones & computers daily
- Disinfecting telephone handset daily

9. Sanitary Bins

- Provision of Automatic Foot Peddled Sanitary bins to be disposed off twice a month.

10. Air fresheners

- Provision of automatic Air fresheners and their dispensers and refilling them when necessary

11. Emptying of waste paper baskets.

- To be done daily

11. Regular Monitoring & Evaluation

- The successful bidder will sign a service level agreement with deliverables that will be evaluated monthly before invoicing

SECTION VII: STANDARD FORMS

Notes on the standard Forms

1. **Form of TENDER** - The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.

2. **Price Schedule Form** - The price schedule form must similarly be completed and submitted with the tender.

3. **Contract Form** - The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.

4. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.

5. **Tender Security Form** -When required by the tender document the tenderer shall provide the tender security either in the form included hereinafter or in another format acceptable to the procuring entity.

6. **Performance security Form** - The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.

Form of Tender

To: Date

Name and address of procuring entity

Tender No.

Tender Name

Gentlemen and/or Ladies:-

1. Having examined the Tender documents including Addenda No. (Insert numbers) …….. the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide Cleaning Services under this tender in conformity with the said Tender document for the sum of ……
……[Total Tender amount in words and figures]
or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide the Cleaning Services in accordance with the conditions of the tender.

3. We agree to abide by this Tender for a period of …….[number] days from the date fixed for Tender opening of the Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract between us subject to the signing of the contract by both parties.

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

Dated this _____ day of _____ 2013

_____ _____

[Signature] [In the capacity of]

Duly authorized to sign tender for and on behalf of _____

Price Schedule Form

ITEM NO.	DESCRIPTION OF SERVICES	APPROXIMATE SQUARE FEETS	MONTHLY CHARGES (KSH)	TOTALS FOR 12 MONTHS (KSHS.)
1.	Britam 17th & 18th floor (Ceramic, Carpeted & washrooms)	20,710		
2.	Kitchenette and other areas	237.43		
3.	Garbage Disposal	Please specify		
4.	Sanitary Bin Servicing	Please specify		
5.	Fumigation (pest control) To be done quarterly	Please specify		
	TOTAL TENDER SUM	**20,947.43 Sq ft**		

Contract Form

THIS AGREEMENT made the day of 20 between [NCIC] of [KENYA] (hereinafter called "the Procuring entity") of the one part and [name of tenderer] of [city and country of tenderer] (hereinafter called "the tenderer") of the other part:

WHEREAS the Procuring entity invited tenders for the provision of comprehensive cleaning, fumigation and sanitary services cover and has accepted a tender by the tenderer for the supply of the services in the sum of _____ _____ [contract price in words in figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:-

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
   (a) the Tender Form and the Price Schedule submitted by the tenderer;
   (b) the Schedule of Requirements
   (c) the Details of cover
   (d) the General Conditions of Contract
   (e) the Special Conditions of Contract; and
   (f) the Procuring entity's Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the cleaning services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

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

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

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

1. COMPANY DETAILS

a) Business Name

……

b) Location of business premises

Plot No. …….. Street/Road ……..

Postal Address …….. Tel. No. ……..Fax ……

Email ……...

Contact Person and Telephone No…….

(**Please attach Company Profile**)

c) Nature of business

…….

d) Registration Certificate No. …… (Please attach copy)

e) Current Trade Licence No…… (Please attach copy)

f) PIN No…….. (Please attach copy)

g) Tax Compliance Certificate No…… (Please attach copy)

h) VAT No……..

i) Year Established……..

j) Number of staff employed…….

k) Payment terms…….Days

l) Maximum value of business which you can handle at any one time Kshs. ……

2(a). SOLE PROPRIETOR:

Your name in full ……. Age…….
Nationality …….. Country of origin ……..Citizenship details……..

2(b) – Partnership

Give details of partners as follows

Name	Nationality	Citizenship Details	Shares
……	…..…….	……..	……..
……	…..…….	……..	……..
……	…..…….	……..	……..
……	…..…….	……..	……..

(If a Kenyan Citizen, indicate under Citizen Details whether by Birth, Naturalization or Registration)

2(c) – Registered Company:

Private or public
……..
State the nominal and issued capital of the company –

Nominal Kshs.. ……

Issued Kshs…….

Give details of all directors as follows

Name	Nationality	Citizenship Details	Shares
……	…..…….	……..	……..
……	…..…….	……..	……..
……	…..…….	……..	……..
……	…..…….	……..	……..
……	…..…….	……..	…….

Date……. Signature of Tenderer……..

If a citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

TENDER SECURITY FORM

Whereas [*name of Bidder*] (hereinafter called <the tenderer> has submitted its bid dated [*date of submission of bid*] for the provision of insurance services (hereinafter called <the tender?

KNOW ALL PEOPLE by these presents that WE [*name of bank*] of [*name of country*], having our registered office at [name of procuring entity] (hereinafter called <the procuring entity> in the sum of [*state the amount*] for which payment well and truly to be made to the said procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ _____ 20 _____

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Form; or

2. If the tender, having been notified of the acceptance of its tender by the procuring entity during the period of tender validity

    (a) fails or refuses to execute the Contract Form, if required; or
    (b) fails or refuses to furnish the performance security, in accordance with the Instructions to tenders.

We undertake to pay to the procuring entity up to the above amount upon receipt of its first written demand, without the procuring entity having to substantiate its demand, provided that in its demand the procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition(s)

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above stated date.

[Authorized Signatories and official stamp of the Bank]

PERFORMANCE SECURITY FORM

To: …….
[Name of procuring entity]

WHEREAS ……. [*Name of tenderer*]
(Hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. _____ _____ [*Reference number of the contract*] dated _____ 20 _____
to supply …….
[*Description of insurance services*] (Hereinafter called "the Contract")

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for a sum specified therein as security for compliance with the Tenderer's performance obligations in accordance with the Contract

AND WHEREAS we have agreed to give the tenderer a guarantee:

THERFEFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of ……
[*amount of the guarantee in words and figures*], and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum of money within the limits of …… [*Amount of guarantee*] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20 ___

Signature and seal of the Guarantors

_____
[Name of bank of financial institution]

_____

BANK GUARANTEE FOR ADVANCE PAYMENT FORM

To ……
[*name of Procuring entity]*

[name of tender] ……..

Gentlemen and/or Ladies:

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

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

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

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

Yours truly,

Signature and seal of the Guarantors

_____
[name of bank or financial institution]

_____
[address]

_____
[date]

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

_____

_____

To:_____

_____

_____

_____

RE: Tender No._____

Tender Name_____

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

_____

_____

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

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

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

   *(FULL PARTICULARS)*_____

   _____

SIGNED FOR ACCOUNTING OFFICER

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO…….OF……..….20……...BETWEEN

…….APPLICANT

AND

……RESPONDENT *(Procuring Entity*)

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

REQUEST FOR REVIEW

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

1.

2.

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

1.

2.

etc

SIGNED …….(Applicant)

Dated on…….day of ……/…20…

FOR OFFICIAL USE ONLY

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

SIGNED
Board Secretary