



# **KENYA SEED COMPANY LIMITED**

## **TENDER DOCUMENT**

**TENDER FOR**

**SUPPLY AND DELIVERY OF FARM INPUTS – FERTILIZER &  
AGROCHEMICALS**

**TENDER NO. KSC/T/FA/08/2019/2020**

**TENDER CLOSING & OPENING DATE: 18<sup>TH</sup> DECEMBER 2019**

**KENYA SEED COMPANY LIMITED  
P.O, BOX 553-30200  
KITALE  
TEL. 054 31909-14, 0722 205 144**

# TABLE OF CONTENTS

|              |  | PAGE |
|--------------|--|------|
|              | INTRODUCTION .....                                     | 3    |
| SECTION I    | INVITATION TO TENDER.....                              | 4    |
| SECTION II   | INSTRUCTIONS TO TENDERERS.....                         | 5    |
|              | Appendix to Instructions to Tenderers .....            | 21   |
| SECTION III  | GENERAL CONDITIONS OF CONTRACT.....                    | 23   |
| SECTION IV   | SPECIAL CONDITIONS OF CONTRACT.....                    | 30   |
| SECTION V    | TECHNICAL SPECIFICATIONS.....                          | 32   |
| SECTION VI   | SCHEDULE OF REQUIREMENTS.....                          | 34   |
| SECTION VII  | PRICE SCHEDULE FOR GOODS.....                          | 35   |
| SECTION VIII | STANDARD FORMS.....                                    | 36   |
|              | 8.1 FORM OF TENDER.....                                | 37   |
|              | 8.2 CONFIDENTIAL BUSINESS<br>QUESTIONNAIRES FORMS..... | 38   |
|              | 8.3 TENDER SECURITY FORM.....                          | 39   |
|              | 8.4 CONTRACT FORM.....                                 | 40   |
|              | 8.5 PERFORMANCE SECURITY FORM.....                     | 41   |
|              | 8.6 BANK GUARANTTE FOR ADVANCE<br>PAYMENT FORM.....    | 42   |
|              | 8.7 MANUFACTURER’S AUTHORIZATION<br>FORM.....          | 43   |

## SECTION I INVITATION TO TENDER

DATE: 4<sup>TH</sup> DECEMBER, 2019

**TENDER REF NO. KSC/T/FA/08/2019/2020**

**TENDER NAME: TENDER FOR SUPPLY AND DELIVERY OF FARM INPUTS – FERTILIZER & AGROCHEMICALS**

- 1.1 **Kenya Seed Company Limited** invites sealed bids from eligible **manufacturers or manufacturers’ subsidiaries or manufacturers’ authorised agents or manufacturers authorized distributors** to submit sealed tenders for supply of **farm inputs-fertilizers & agrochemicals**
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at **Procurement Department, Kenya Seed Company Limited, Mbegu Plaza, Ground Floor, Kijana Wamalwa Road, Kitale** during normal working hours.
- 1.3 A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of **Kes 1,000.00** in cash or Bankers cheque payable to **Kenya Seed Company Limited** or be accessed at the [www.kenyaseed.com](http://www.kenyaseed.com) free of charge. Interested bidders who opt to download the Tender Document shall be required to submit their contact details to [procurement@kenyaseed.co.ke](mailto:procurement@kenyaseed.co.ke) for recording and any further clarification and addenda
- 1.4 Completed tender documents Properly bound, serialized/paginated in all printed pages including all the attachments from the first page, in the correct sequence and in the format 1,2,3,4... to the last page are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at **Kenya Seed Company Limited, Mbegu Plaza, Ground Floor, Reception Area, Kijana Wamalwa Road, P.O Box 553 - 30200, Kitale** or be addressed to **Managing Director, Kenya Seed Company Limited, Mbegu Plaza, 1<sup>st</sup> Floor, Kijana Wamalwa Road, P.O Box 553 - 30200, Kitale** so as to be received on or before **18<sup>th</sup> December, 2019 at 11.00 a.m. Kenyan time.**
- 1.5 Prices quoted should be **net inclusive of all taxes** and delivery must be in Kenya Shillings and shall remain valid for **120 days** from the closing date of the tender.

- 1.6 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at **Kenya Seed Company Limited, Mbegu Plaza, Ground Floor, Conference Road, Kijana Wamalwa Road, Kitale.**

**MANAGING DIRECTOR**

**SECTION II - INSTRUCTIONS TO TENDERERS**

**Table of Clauses**

|  | Page |
|--|------|
| 2.1 Eligible tenderers.....  | 6    |
| 2.2 Eligible goods.....  | 6    |
| 2.3 Cost of tendering.....   | 6    |
| 2.4 Contents of Tender document.....   | 7    |
| 2.5 Clarification of documents.....  | 7    |
| 2.6 Amendment of documents.....  | 8    |
| 2.7 Language of tender.....  | 8    |
| 2.8 Documents comprising the tender.....                                     | 8    |
| 2.9 Tender forms.....  | 9    |
| 2.10 Tender prices.....  | 9    |
| 2.11 Tender currencies.....  | 9    |
| 2.12 Tenderers eligibility and qualifications.....                           | 0    |
| 2.13 Goods' eligibility and conformity to<br>tender documents.....           | 10   |
| 2.14 Tender security.....  | 11   |
| 2.15 Validity of tenders.....  | 12   |
| 2.16 Format and signing of tenders.....                                      | 13   |
| 2.17 Sealing and marking of tenders.....                                     | 13   |
| 2.18 Deadline for submission of tender .....                                 | 14   |
| 2.19 Modification and withdrawal of tenders.....                             | 14   |
| 2.20 Opening of tenders.....   | 15   |
| 2.21 Clarification of tenders.....   | 15   |
| 2.22 Preliminary examination.....  | 15   |
| 2.23 Conversion to single currency.....                                      | 16   |
| 2.24 Evaluation and comparison of tenders.....                               | 16   |
| 2.25 Contacting the procuring entity.....                                    | 17   |
| 2.26 Award of contract.....  | 17   |
| (a) Post qualification.....  | 17   |
| (b) Award criteria.....  | 17   |
| (c) Procuring entity's right to vary quantities....                          | 18   |
| (d) Procuring entity's right to accept or<br>reject any or all tenders ..... | 18   |
| 2.27 Notification of award.....  | 18   |
| 2.28 Signing of contract.....  | 18   |
| 2.29 Performance security.....   | 19   |
| 2.30 Corrupt or fraudulent practices.....                                    | 19   |

## **SECTION II - INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible Tenderers**

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the Schedule of Requirements Section VI.
- 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.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.
- 2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

### **2.2 Eligible Goods**

- 2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.
- 2.2.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components
- 2.2.3 The origin of goods is distinct from the nationality of the tenderer.

### **2.3 Cost of Tendering**

- 2.3.1 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.

2.3.2 The price to be charged for the tender document shall not exceed Kshs.5,000/=

2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

## 2.4. **The Tender Document**

2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers

- (i) Invitation to Tender
- (ii) Instructions to tenderers
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Tender Security Form
- (ix) Contract Form
- (x) Performance Security Form
- (xi) Bank Guarantee for Advance Payment Form
- (xii) Manufacturer's Authorization Form
- (xiii) Confidential Business Questionnaire

2.4.2 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.

## 2.5 **Clarification of Documents**

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. 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 tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

2.5.2 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.

## 2.6 **Amendment of Documents**

2.6.1 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 amendment.

2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.

2.6.3 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.

## 2.7 **Language of Tender**

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

## 2.8 **Documents Comprising of Tender**

2.8.1 The tender prepared by the tenderers shall comprise the following components

- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
- (b) documentary evidence established in accordance with paragraph 2.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) documentary evidence established in accordance with paragraph 2.2 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
- (d) tender security furnished in accordance with paragraph 2.14



## **2.9 Tender Forms**

2.9.1 The tenderer shall complete the Tender Form and the appropriate Price Schedule furnished in the tender documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

## **2.10 Tender Prices**

2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract

2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the entity.

2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22

2.10.4 The validity period of the tender shall be 60 days from the date of opening of the tender.

## **2.11 Tender Currencies**

2.11.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the Appendix to Instructions to Tenderers.

## **2.12 Tenderers Eligibility and Qualifications**

2.12.1 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 its tender is accepted.

2.12.2 The documentary evidence of the tenderers eligibility to tender shall establish to the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1

2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to the Procuring entity's satisfaction;

- (a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer

has been duly authorized by the goods' Manufacturer or producer to supply the goods.

- (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;
- (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

## **2.13 Goods Eligibility and Conformity to Tender Documents**

2.13.1 Pursuant to paragraph 2.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity to the tender documents of all goods which the tenderer proposes to supply under the contract

2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

2.13.3 The documentary evidence of conformity of the goods to the tender documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristic of the goods;
- (b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the Procuring entity; and
- (c) a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

2.13.4 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

## **2.14 Tender Security**

2.14.1 The tenderer shall furnish, as part of its tender, a tender security for the amount specified in the Appendix to Invitation to Tenderers.

2.14.2 The tender security shall be in the amount of 0.5 – 2 per cent of the tender price.

2.14.3 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 2.14.7

2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to the Procuring entity and valid for thirty (30) days beyond the validity of the tender.

2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 2.22

2.14.6 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 prescribed by the Procuring entity.

2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28

2.14.8 The tender security may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or
- (b) in the case of a successful tenderer, if the tenderer fails:
  - (i) to sign the contract in accordance with paragraph 2.27
  - or
  - (ii) to furnish performance security in accordance with paragraph 2.28

## **2.15 Validity of Tenders**

2.15.1 Tenders shall remain valid for 90 days or as specified in the Invitation to Tender after the date of tender opening prescribed by the Procuring entity, pursuant to

paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non responsive.

2.15.2 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 2.14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

## **2.16 Format and Signing of Tender**

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

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

2.16.3 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.

## **2.17 Sealing and Marking of Tenders**

2.17.1 The Tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

2.17.2 The inner and outer envelopes shall:

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

(b) bear, tender number and name in the Invitation for Tenders and the words, "DO NOT OPEN BEFORE," (*day, date and time of closing*)

2.17.3 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".

2.17.4 If the outer envelope is not sealed and marked as required by paragraph 2.17.2, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

## 2.18 **Deadline for Submission of Tenders**

2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later than *(day, date and time of closing)*.

2.18.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended

## 2.19 **Modification and Withdrawal of Tenders**

2.19.1 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.

2.19.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.14.7

2.19.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.19.6 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.

## **2.20 Opening of Tenders**

2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at ( *time, day and date of closing*) and in the location specified in the Invitation to Tender.

The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

2.20.3 The Procuring entity will prepare minutes of the tender opening.

## **2.21 Clarification of Tenders**

2.21.1 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.

2.21.2 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.

## **2.22 Preliminary Examination**

2.22.1 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.

2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantify, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures the amount in words will prevail

2.22.3 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 effect the relative ranking of any tenderer.

2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 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.

2.22.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the non conformity.

## **2.23 Conversion to Single Currency**

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

## **2.24 Evaluation and Comparison of Tenders**

2.24.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22

2.24.2 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

2.24.3 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.

## **2.25 Preference**

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

## **2.26 Contacting the Procuring entity**

2.26.1 Subject to paragraph 2.21 no tenderer shall contact the Procuring entity on any matter related to its tender, from the time of the tender opening to the time the contract is awarded.

2.26.2 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 Tenderer's tender.

## **2.27 Award of Contract**

### **(a) Post-qualification**

2.27.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.27.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.12.3 as well as such other information as the Procuring entity deems necessary and appropriate.

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

### **(b) Award Criteria**

2.27.4 The Procuring entity will award the contract to the successful tenderer(s) 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.

### **(c) Procuring entity's Right to Vary quantities**

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



(d) **Procuring entity's Right to Accept or Reject Any or All Tenders**

2.27.6 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action

**2.28 Notification of Award**

2.28.1 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.

2.28.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties

2.28.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.28, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.14

**2.29 Signing of Contract**

2.29.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

2.29.2 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.

2.29.3 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

**2.30 Performance Security**

2.30.1 Within Thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 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 Candidate or call for new tenders.

## **2.31 Corrupt or Fraudulent Practices**

2.31.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;

- (i) “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;

2.31.2 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.

2.31.3 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 regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the

| <b>INSTRUCTIONS TO TENDERERS REFERENCE</b> | <b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>  |
|--|--|
| 2.1.1 Eligible tenderers                   | (a) Manufacturers or<br>(b) Manufacturers’ Subsidiaries incorporated in Kenya<br>(c) Manufacturers’ Authorized Agents<br>(d) Manufacturers’ Authorized Distributors  |
| 2.3.2 Cost tendering                       | The price to be charged for the tender document shall be Kes 1,000.00 or accessed free of charge at <a href="http://www.kenyaseed.com">www.kenyaseed.com</a>   |
| 2.4.1. The tender document                 | The tender document does not comprise of (xi) Bank Guarantee for Advance Payment Form.   |
| 2.8.1(a) Documents comprising tender       | A Tender Form Under Section VIII and a Price Schedule completed in accordance with Section VII   |
| 2.8.1(b) Documents comprising tender       | <p><b>Documentary evidence of eligibility to tender:</b></p> <ol style="list-style-type: none"> <li>1. Certificate of Incorporation or Registration</li> <li>2. Auditor’s certificate confirming that the tenderer is not insolvent, in receivership, bankrupt or in the process of being wound up.</li> <li>3. Statutory declaration under oath to confirm that the tenderer is not debarred by the Public Procurement Regulatory Authority from participating in public procurement proceedings.</li> <li>4. Valid Tax Compliance Certificate to confirm that the tenderer has fulfilled its tax obligations.</li> <li>5. Statutory declaration under oath to confirm that the tenderer has not been convicted of corrupt and fraudulent practices in any country.</li> <li>6. Statutory declaration under oath to confirm that the tenderer has not been found guilty of serious violations of fair employment laws and practices.</li> </ol> <p><b>Documentary evidence of qualification to perform the contract:</b></p> <ol style="list-style-type: none"> <li>1. Manufacturer’s authorization in the prescribed format herein.</li> <li>2. Experience of the firm related to supply of</li> </ol> |

|  |   |
|--|---|
|  | <p>Quoted products</p> <p>3. Quoted products literature and technical data.</p> <p>4. Certificate of Registration of the insecticide in Kenya by the Pest Control and Produce Board(PCPB) and evidence of renewal certificate of registration (where applicable).</p>   |
| 2.8.1(d) Documents comprising tender               | The tender security shall be Kes. 100,000.00  |
| 2.12.3(b) Tenderers Eligibility and Qualifications | Documentary evidence that the tenderer has financial, technical and production capability necessary to perform the contract.  |
| 2.14.4 Tender security                             | The tender security shall be denominated in Kenya Shillings and shall be in the form of a bank guarantee issued by a bank licensed and operating in Kenya and valid for thirty (30) days beyond the validity of the tender.   |
| 2.15.1 Validity of tenders                         | Tenders shall remain valid for 120 days.  |
| 2.16.1 Format and signing of tender                | The tenderer shall prepare two copies of the tender, clearly marking each “ORIGINAL TENDER” and “COPY OF TENDER”  |
| 2.16.2 Format and signing of tenders               | The latter authorization shall be indicated by a written power of attorney duly stamped and registered in Kenya accompanying the tender.  |
| 2.17.1 Sealing and marking of tenders              | The Tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY ” The envelopes shall then be sealed in an outer envelope.   |
| 2.17.2 Sealing and marking of tenders              | <p>The inner and outer envelopes shall:</p> <p>(a)be addressed to <b>Managing Director, Kenya Seed Company Limited, Mbegu Plaza, Ground Floor, Reception Area, Kijana Wamalwa Road, P.O Box 553 - 30500, Kitale.</b></p> <p>(b)bear, tender number and name <b>TENDER FOR SUPPLY AND DELIVERY OF FARM INPUTS – FERTILIZER &amp; AGROCHEMICALS.</b><br/>(Tender NO. KSC/T/FA/08/2019/2020) and the words <b>“DO NOT OPEN BEFORE 18<sup>TH</sup> DECEMBER, 2019 AT 11.00 A.M. KENYAN TIME</b></p> |
| 2.18.1 Deadline for submission of tenders          | Tenders must be received by <b>Kenya Seed Company Limited</b> at the address specified under paragraph 2.17.2 no later than <b>18<sup>th</sup> December, 2019 AT 11.00 A.M. KENYAN TIME.</b>  |
| 2.20.1 Opening of tenders                          | <b>Kenya Seed Company Limited</b> will open all tenders in the presence of tenderers’ representatives who choose to attend, at  |

|   |   |
|---|---|
|   | <b>11.00 a.m., 18<sup>th</sup> December, 2019 at Kenya Seed Company Limited, Mbegu Plaza, Ground Floor, Conference Room, Kijana Wamalwa Road, Kitale.</b>   |
| 2.22.2 Preliminary examination                    | Arithmetical errors will not be rectified.  |
| 2.22.4 Determination of a tender's responsiveness | <p><b>Tenderers are required to submit the following Mandatory Documents or information which shall be used to determine Responsiveness at the Preliminary evaluation stage.</b></p> <p><b><u>Administrative mandatories (Criteria: Pass/Fail)</u></b></p> <ol style="list-style-type: none"> <li>1. Properly bound, serialized/paginated in all printed pages including all other attachments from the first page, in the correct sequence and in the format 1,2,3... to the last page of the original Tender and copy of the Tender.</li> <li>2. Duly completed and Signed Form of Tender</li> <li>3. Certificate of incorporation/registration</li> <li>4. Auditor's certificate.</li> <li>5. Statutory declaration on oath on debarment.</li> <li>6. Valid Tax Compliance Certificate.</li> <li>7. Statutory declaration on oath of non-violation of labour laws in Kenya.</li> <li>8. Attach Original Tender Security of KES 100,000.00 in the form of Bank guarantee issued by a bank licensed and operating in Kenya</li> <li>9. Duly filled Confidential Business Questionnaire.</li> <li>10. Current CR 12 (Limited Companies).</li> </ol> <p><b>Note: The non-responsive submissions will not be considered further</b></p> |
| 2.24.1 Evaluation and comparison of tenders       | <p><b>Tenderers are required to submit the following Mandatory Documents or information which shall be used to determine Responsiveness at the Technical evaluation stage.</b></p> <p><b><u>Technical mandatories (Evaluation criteria: Pass/Fail)</u></b></p> <ol style="list-style-type: none"> <li>1. Business Permit/ Trading license.</li> <li>2. Manufacturer's authorization (if not manufacturer) in the prescribed form.</li> <li>3. At least one reference letter from previous client you have supplied the quoted products. The letter must be in the clients' letter head.</li> <li>4. Each quoted product literature including technical data and application/ usage rate (attach brochure)</li> <li>5. Certificate of Registration for each quoted product from Pest Control and Product Board (PCPB) and evidence of payment receipt for renewal of PCPB Certificate of</li> </ol>  |

|  | <p>Registration for each quoted product (where applicable).</p> <p>6. Quoted products Eligibility and conformity to tender specifications.</p> <p><b>Note: The non-responsive submissions will not be considered further.</b></p>  |   |                     |  |               |    |  |  |          |  |  |   |          |    |                           |   |         |  |              |  |                |
|--|--|---|---------------------|--|---------------|----|--|--|----------|--|--|---|----------|----|---------------------------|---|---------|--|--------------|--|----------------|
| <p>2.24.1 Evaluation and comparison of tenders</p> | <p><b>Tenderers are required to submit the following Documents as evidence that the tenderer has financial, technical and production capability necessary to perform the contract, which shall be used to determine Responsiveness at the Technical evaluation stage.</b></p> <p><b><u>TECHNICAL CAPACITY EVALUATION CRITERIA</u></b></p> <table border="1" data-bbox="505 577 1489 1753"> <thead> <tr> <th data-bbox="505 577 570 646"></th> <th data-bbox="570 577 797 646">Evaluation Criteria</th> <th data-bbox="797 577 1292 646">Evaluation Attribute and Weighting Score</th> <th data-bbox="1292 577 1489 646">Maximum Score</th> </tr> </thead> <tbody> <tr> <td data-bbox="505 646 570 1413">1.</td> <td data-bbox="570 646 797 1413"><b>Experience of the firm related in supply of farm inputs - fertilizers and agrochemicals</b></td> <td data-bbox="797 646 1292 1413"> <p>The tenderers' specific experience (Attach company profile should include names of Directors, staff and general structure of the company, data of supply of the quoted products in Kenya)</p> <p>5 years and above= 20 marks</p> <p>Others prorated at <math>\frac{\text{No. of years} \times 20 \text{ marks}}{5 \text{ years}}</math></p> </td> <td data-bbox="1292 646 1489 1003">20 marks</td> </tr> <tr> <td data-bbox="505 1003 570 1413"></td> <td data-bbox="570 1003 797 1413"></td> <td data-bbox="797 1003 1292 1413"> <p>Magnitude of business done in supply of the farm inputs -fertilizers and agrochemicals in the years last 3 years. Provide reference letters from the clients. The letters should be accompanied with copies of LPOs or Contracts.</p> <p>Cumulative Value of business worth Kes 10 million and above=20 marks</p> <p>Others prorated at <math>\frac{\text{Value of business} \times 20 \text{ marks}}{10 \text{ million}}</math></p> </td> <td data-bbox="1292 1003 1489 1413">20 marks</td> </tr> <tr> <td data-bbox="505 1413 570 1717">2.</td> <td data-bbox="570 1413 797 1717"><b>Financial Capacity</b></td> <td data-bbox="797 1413 1292 1717"> <p>Latest two year Audited Accounts for the years (2017 and 2018 or 2018 and 2019)</p> <p>Turnover In excess of Kes 10million = 20 marks</p> <p>Others Prorated as follows;<br/><math>\frac{\text{Value Turnover} \times 20 \text{ marks}}{10 \text{ million}}</math></p> </td> <td data-bbox="1292 1413 1489 1717">20marks</td> </tr> <tr> <td data-bbox="505 1717 570 1753"></td> <td data-bbox="570 1717 1292 1753"><b>TOTAL</b></td> <td data-bbox="797 1717 1292 1753"></td> <td data-bbox="1292 1717 1489 1753"><b>60MARKS</b></td> </tr> </tbody> </table> <p>Points will be tabulated as follows</p> <p><u>Total marks gained x100 points</u></p> |   | Evaluation Criteria | Evaluation Attribute and Weighting Score | Maximum Score | 1. | <b>Experience of the firm related in supply of farm inputs - fertilizers and agrochemicals</b> | <p>The tenderers' specific experience (Attach company profile should include names of Directors, staff and general structure of the company, data of supply of the quoted products in Kenya)</p> <p>5 years and above= 20 marks</p> <p>Others prorated at <math>\frac{\text{No. of years} \times 20 \text{ marks}}{5 \text{ years}}</math></p> | 20 marks |  |  | <p>Magnitude of business done in supply of the farm inputs -fertilizers and agrochemicals in the years last 3 years. Provide reference letters from the clients. The letters should be accompanied with copies of LPOs or Contracts.</p> <p>Cumulative Value of business worth Kes 10 million and above=20 marks</p> <p>Others prorated at <math>\frac{\text{Value of business} \times 20 \text{ marks}}{10 \text{ million}}</math></p> | 20 marks | 2. | <b>Financial Capacity</b> | <p>Latest two year Audited Accounts for the years (2017 and 2018 or 2018 and 2019)</p> <p>Turnover In excess of Kes 10million = 20 marks</p> <p>Others Prorated as follows;<br/><math>\frac{\text{Value Turnover} \times 20 \text{ marks}}{10 \text{ million}}</math></p> | 20marks |  | <b>TOTAL</b> |  | <b>60MARKS</b> |
|  | Evaluation Criteria  | Evaluation Attribute and Weighting Score  | Maximum Score       |  |               |    |  |  |          |  |  |   |          |    |                           |   |         |  |              |  |                |
| 1.   | <b>Experience of the firm related in supply of farm inputs - fertilizers and agrochemicals</b>   | <p>The tenderers' specific experience (Attach company profile should include names of Directors, staff and general structure of the company, data of supply of the quoted products in Kenya)</p> <p>5 years and above= 20 marks</p> <p>Others prorated at <math>\frac{\text{No. of years} \times 20 \text{ marks}}{5 \text{ years}}</math></p>  | 20 marks            |  |               |    |  |  |          |  |  |   |          |    |                           |   |         |  |              |  |                |
|  |  | <p>Magnitude of business done in supply of the farm inputs -fertilizers and agrochemicals in the years last 3 years. Provide reference letters from the clients. The letters should be accompanied with copies of LPOs or Contracts.</p> <p>Cumulative Value of business worth Kes 10 million and above=20 marks</p> <p>Others prorated at <math>\frac{\text{Value of business} \times 20 \text{ marks}}{10 \text{ million}}</math></p> | 20 marks            |  |               |    |  |  |          |  |  |   |          |    |                           |   |         |  |              |  |                |
| 2.   | <b>Financial Capacity</b>  | <p>Latest two year Audited Accounts for the years (2017 and 2018 or 2018 and 2019)</p> <p>Turnover In excess of Kes 10million = 20 marks</p> <p>Others Prorated as follows;<br/><math>\frac{\text{Value Turnover} \times 20 \text{ marks}}{10 \text{ million}}</math></p>   | 20marks             |  |               |    |  |  |          |  |  |   |          |    |                           |   |         |  |              |  |                |
|  | <b>TOTAL</b>   |   | <b>60MARKS</b>      |  |               |    |  |  |          |  |  |   |          |    |                           |   |         |  |              |  |                |

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|  | <p>60 marks</p> <p>The minimum score to be considered technically responsive is 70 points out of the possible <b>100 points</b>.</p> <p>Only tenderers who score <b>70 points</b> and above will have their financial proposals considered where award will be to the technically responsive tenderer with the lowest evaluated price.</p> <p><b>Note: The non-responsive submissions will not be considered further.</b></p> |
| 2.24.1 Evaluation and comparison of tenders                            | <p><b>FINANCIAL EVALUATION</b></p> <p>Financial evaluation will include:-</p> <p>Confirmation and considering price schedule duly completed and signed.</p> <p>Conducting a financial comparison.</p> <p>Product cost per unit weight considering the usage rate per hectare (ha).</p>  |
| 2.23.1 Conversion to single currency                                   | Where other currencies are used, Kenya Seed Company Limited will not convert these currencies to Kenya Shillings.   |
| 2.26.2 Contacting the procuring entity                                 | Any effort by a tenderer to influence Kenya Seed Company Limited in its decisions on tender, evaluation, tender comparison, or contract award will result in the rejection of the Tenderer's tender.  |
| 2.27.2 Award of Contract   | <p><b>Post Qualification</b></p> <p>Kenya Seed Company Limited may verify with the issuing authorities the authenticity of the documents submitted by the winning tenderer:</p>   |
| 2.27.4 Award Criteria  | <p><b>Award criteria:</b></p> <p>The Company shall award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that a tenderer is determined to be qualified to perform the contract satisfactorily.</p>   |
| 2.27.6 Procuring entity's right to accept or reject any or all tenders | Kenya Seed Company Limited 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 and will inform the affected tenderers of the grounds for its action   |

## SECTION III: GENERAL CONDITIONS OF CONTRACT

### Table of Clauses

|  | Page |
|--|------|
| 3.1 Definitions.....                               | 24   |
| 3.2 Application.....                               | 24   |
| 3.3 Country of Origin.....                         | 24   |
| 3.4 Standards.....                                 | 25   |
| 3.5 Use of Contract documents and information..... | 25   |
| 3.6 Patent Rights.....                             | 25   |
| 3.7 Performance security.....                      | 25   |
| 3.8 Inspection and Tests.....                      | 26   |
| 3.9 Packing.....                                   | 27   |
| 3.10 Delivery and documents.....                   | 27   |
| 3.11 Insurance .....                               | 27   |
| 3.12 Payment.....                                  | 27   |
| 3.13 Price.....                                    | 28   |
| 3.14 Assignments.....                              | 28   |
| 3.15 Sub contracts.....                            | 28   |
| 3.16 Termination for default.....                  | 28   |
| 3.17 Liquidated damages.....                       | 29   |
| 3.18 Resolution of Disputes.....                   | 29   |
| 3.19 Language and law.....                         | 29   |
| 3.20 Force Majeure.....                            | 29   |



## **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 Goods” means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the Procuring entity under the Contract.
- (d) “The Procuring entity” means the organization purchasing the Goods under this Contract.
- (e) “The Tenderer” means the individual or firm supplying the Goods under this Contract.

### **3.2 Application**

3.2.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement installation and commissioning of equipment

### **3.3 Country of Origin**

3.3.1 For purposes of this clause, “Origin” means the place where the Goods were mined, grown or produced.

3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer.

### **3.4 Standards**

3.4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

### **3.5 Use of Contract Documents and Information**

- 3.5.1 The tenderer shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision therefore, 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 tenderer in the performance of the Contract.
- 3.5.2 The tenderer shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above
- 3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the Tenderer's performance under the Contract if so required by the Procuring entity

### **3.6 Patent Rights**

- 3.6.1 The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring entity's country

### **3.7 Performance Security**

- 3.7.1 Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security in the amount specified in Special Conditions of Contract.
- 3.7.2 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.
- 3.7.3 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 bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the Procuring entity, in the form provided in the tender documents.
- 3.7.4 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 Tenderer's performance obligations under the Contract, including any warranty obligations, under the Contract

### **3.8 Inspection and Tests**

- 3.8.1 The Procuring entity or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.
- 3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination if conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.
- 3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the Procuring entity.
- 3.8.4 The Procuring entity's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the Procuring entity or its representative prior to the equipment delivery.
- 3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

### **3.9 Packing**

- 3.9.1 The tenderer shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.
- 3.9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract

### **3.10 Delivery and Documents**

- 3.10.1 Delivery of the Goods shall be made by the tenderer in accordance with the terms specified by Procuring entity in its Schedule of Requirements and the Special Conditions of Contract

### **3.11 Insurance**

3.11.1 The Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacturer or acquisition, transportation, storage, and delivery in the manner specified in the Special conditions of contract.

### **3.12 Payment**

3.12.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in Special Conditions of Contract

3.12.2 Payments shall be made promptly by the Procuring entity as specified in the contract

### **3.13 Prices**

3.13.1 Prices charged by the tenderer for goods delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

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

3.13.3 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

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

### **3.14. Assignment**

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

### **3.15 Subcontracts**

3.15.1 The tenderer shall notify the Procuring entity in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in the original tender or later, shall not relieve the tenderer from any liability or obligation under the Contract

### **3.16 Termination for default**

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

- (a) if the tenderer fails to deliver any or all of the goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity
- (b) if the tenderer fails to perform any other obligation(s) under the Contract
- (c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

3.16.2 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, equipment similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar goods.

### **3.17 Liquidated Damages**

3.17.1. If the tenderer fails to deliver any or all of the goods within the period(s) specified in the contract, the procuring entity shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the delivered price of the delayed items up to a maximum deduction of 10% of the delayed goods. After this the tenderer may consider termination of the contract.

### **3.18 Resolution of Disputes**

3.18.1 The procuring entity and the tenderer shall make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract

3.18.2 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 adjudication in an agreed national or international forum, and/or international arbitration.

### **3.19 Language and Law**

3.19.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise stated.

### **3.20 Force Majeure**

3.20.1 The tenderer 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.

## **SECTION IV - SPECIAL CONDITIONS OF CONTRACT**

### **Notes on Special Conditions of Contract**

The clauses in this section are intended to assist the procuring entity in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract.

The provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the goods being procured. In preparing Section IV, the following aspects should be taken into consideration.

- (a) Information that complement provisions of Section III must be incorporated and
- (b) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the goods being procured must also be incorporated.

## SECTION IV - SPECIAL CONDITIONS OF CONTRACT

- 4.1. Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.
42. Special conditions of contract as relates to the GCC

| REFERENCE OF GCC              | SPECIAL CONDITIONS OF CONTRACT   |
|-------------------------------|--|
| 3.1.1(c) Definitions          | “The Goods” means farm inputs-fertilizers & agrochemicals which the tenderer is required to supply to the Procuring entity under the Contract.   |
| 3.1.1(d) Definitions          | “The Procuring entity” means Kenya Seed Company Limited (KSC)  |
| 3.6 Patent rights             | Intellectual property rights   |
| 3.7.1 Performance security    | Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish the Procuring entity with 10% performance security based on the minimum value of the contract.                                 |
| 3.7.3 Performance security    | The performance security shall be denominated in Kenya Shillings to the Procuring entity and shall be in the form of a bank guarantee issued by a bank licensed and operating in Kenya in the form provided in the tender documents.           |
| 3.7.4 Performance security    | The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the issuance of the certificate of final acceptance by the accounting officer                      |
| 3.8.1 Inspection and tests    | The Procuring entity’s Inspection and Acceptance Committee shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications.  |
| 3.10.1 Delivery and Documents | Delivery of the Goods shall be made by the tenderer in accordance with the terms specified by Procuring entity in its Schedule of Requirements on as and when required basis (AWR) and upon issuance of an official Local Purchase Order (LPO) |
| 3.12.1 Payment                | Payment shall be electronic transfer of funds.   |
| 3.12.2 Payment                | Payments shall be made within 45 days from the date of final acceptance of the goods.  |
| 3.13.1 Prices                 | Prices charged by the tenderer for goods delivered   |



|               |  |
|---------------|--|
|               | and services performed under the Contract shall not vary from the prices by the tenderer in its tender.  |
| 3.13.3 Prices | Where contract price variation is allowed, the variation shall not exceed 15% of the original contract price.  |
| 3.15.1        | Subcontracts are not allowed after award and after the signing of the Form of Contract.  |
| 3.18.2        | 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 adjudication in Nairobi, Kenya an in case failure to settle the dispute either may request the chairman of the Chartered Institute of Arbitrators Kenya Chapter to appoint a sole arbitrator under the laws of Kenya in Nairobi. |
| 3.19.1        | The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively.  |

## **SECTION V - TECHNICAL SPECIFICATIONS**

### **5.1 General**

5.1.1 These specifications describe the requirements for goods. Tenderers are requested to submit with their offers the detailed specifications, for the insecticide they intend to supply.

5.1.2 Tenderers must indicate on the specifications sheets whether the insecticide offered comply with each specified requirement.

5.1.3 The tenderers are requested to present information along with their offers as follows:

- (i) Shortest possible delivery period of each product

## **SECTION VI - SCHEDULE OF REQUIREMENTS**

The contract is for Supply and Delivery of Farm inputs – Fertilizer & Agrochemicals as per specifications. The Farm inputs – Fertilizer & Agrochemicals will be delivered to Kitale Stores.

The tenderers shall note that references to brand names or catalogue numbers designated by the Kenya Seed Company Limited in the Technical Specifications, are intended to be descriptive only and not restrictive.

The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in his tender, provided that he demonstrates to the Company's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications

**A. PLANTING FERTILIZERS, SOIL AMELIORANTS AND FOLIAR FERTILIZERS IN MAIZE, WHEAT AND OTHER FIELD CROPS**

| ITEM NO | ITEM/PRODUCT DESCRIPTION   | UNIT OF ISSUE |
|---------|--|---------------|
| 1       | Planting fertilizers containing Major NPK elements of at least NPK 18:46; 0)   | 50kg bags     |
| 2       | Planting fertilizers containing Major NPK elements of at least NPK 17:17:17)   | 50kg bags     |
| 3       | Planting fertilizer (15:35:4)  | 50 kg bags    |
| 4       | Planting fertilizer (11;22;15)   | 50 kg bags    |
| 5       | Top dressing fertilizers for supply of Nitrogen containing at least Major NPK elements of at least NPK 26:0:0)         | 50 kg bags    |
| 6       | PANORAMIX-plant hormones and microorganisms  | Lts           |
| 7       | CODAZINC -zinc complexed   | Lts           |
| 8       | Foliar Fertilizers For Crop Improvement Containing Essential NPK Elements OF at least (NPK ) 24:24:18 + Micronutrients | Lts           |
| 9       | Copper based Foliar fertilizer with of NPK 24;24:18 + micronutrients   | Lts           |
| 10      | Natural plant extract 78 % macronutrient 0.5 % micronutrient 1.1 %Biozyme stimulant                                    | Lts           |

**B.FOLIAR FUNGICIDES FOR CONTROL OF VARIOUS FUNGAL INFECTIONS IN MAIZE, WHEAT AND OTHER FIELD CROPS**

| ITEM NO | ITEM/PRODUCT DESCRIPTION   | UNIT OF ISSUE |
|---------|--|---------------|
| 11      | Broad spectrum systemic foliar fungicide composed of Azoxystrobin 200g/ltr + Cyproconazole 80g/ltr   | lts           |
| 12      | Broad spectrum systemic foliar fungicide composed of Azoxystrobin 200g/ltr + Difenaconazole 125 g/ltr  | lts           |
| 13      | Preventive and curative fungicide containing Probineb 70% + Cymoxanil 6%   | kgs           |
| 14      | Broad spectrum fungicide for control of wide range of cereal diseases and contains Tifloxystrobin 100g/ltr + Tebuconazole 200g/ltr.                    | lts           |
| 15      | Systemic and residual fungicide for control of Downey mildews and late blight in many field crops and composed of Metalxyl-M 40g/kg + Mancozeb 640g/kg | Lts           |
| 16      | Broad spectrum fungicide containing an active ingredient of Difenconazole 250g/ltr   | lts           |
| 17      | Broad spectrum systemic fungicide for disease control in coffee containing an active ingredients of Cyproconazole 100g/ltr                             | lts           |
| 18      | Broad spectrum systemic fungicide for disease control in coffee containing an active ingredients of Azoxystrobin 500g/kg                               | kgs           |

|    |   |        |
|----|---|--------|
| 19 | Broad spectrum systemic fungicide for disease control in wheat with an active ingredients of Metconazole 27.5g/L+ Epoxiconazole 37.5g/L                         | lts    |
| 20 | Broad spectrum systemic fungicide for control of cereal disease with an active ingredient of Prothioconazole 125g/L+ Tebuconazole 125g/L                        | lts    |
| 21 | Copper based fungicide with an active ingredient of copper oxychloride 500gms/kg for coffee   | lts    |
| 22 | Broad spectrum fungicide for control of fungal infections in horticultural crop with an active ingredient of Mancozeb 80%                                       | kg     |
| 23 | Systemic broad based fungicide for control of fungal diseases in cereals with an active ingredient of <i>Pyraclostrobin 62.5g/ltr + Epoxiconazole 62.5g/ltr</i> | lts    |
| 24 | Copper based fungicide for control of leaf rust and CBD in coffee with an active ingredient of Copper (I) oxide 860g/ltr equivalent to 750g/kg copper           | Kg/lts |
| 25 | Systemic fungicide for control of rusts in beans with an active ingredient of Chlorothalonil 720g/ltr   | lts    |
| 26 | Fungicide for control of leaf rusts and CBD in coffee containing Cupric hydroxide 77 % (Equivalent to 50 % w/w metallic copper)                                 | kgs    |
| 27 | Systemic broad based fungicide for control of fungal diseases in cereals with an active ingredient of <i>Picoxystrobin 200g/ltr + cyproconazole 80g/ltr</i>     | ltrs   |
| 28 | Fungicides with an active ingredient of copper hydroxide 61.4%  | kgs    |
| 29 | Luna sensation  | lts    |

#### **B.INSECTICIDES FOR CONTROL OF VARIOUS INSECT PESTS IN MAIZE, WHEAT AND OTHER FIELD CROPS**

| <b>ITEM NO</b> | <b>ITEM/PRODUCT DESCRIPTION</b>   | <b>UNIT OF ISSUE</b> |
|----------------|---|----------------------|
| 30.            | Broad spectrum contact, residual and stomach acting insecticide with an active ingredient of Lambda-cyhalothrin 15 g/L + Acetamiprid 35g/ltr  | lts                  |
| 31.            | insecticide for control of stalk borer in maize with an active ingredient of Imidacloprid 200g/ltr  | kgs                  |
| 32.            | Broad spectrum insecticide formulated with oil based solvent free O_TEG technology with an active ingredient of Imidacloprid 100g/ltr + Betacyfluthrin45g/ltr   | lts                  |
| 33.            | Broad spectrum systemic insecticide for control of aphids, mealy bugs, whiteflies and caterpillars in wide range of crops with an active ingredient of Thiamethoxam 141g/ltr + Lambda cyhalothrin 106 g/ltr | lts                  |
| 34.            | Fungicide for control of thrips, aphid and whiteflies in wheat with an active ingredient of deltamethrin 100g/ltr   | lts                  |
| 35.            | Pyrethroid based insecticide for control of insect pests with an active ingredient of chlorpyrifos 48% w/v  | lts                  |

|     |   |     |
|-----|---|-----|
| 36. | Systemic broad based insecticide for control of leaf miners, spider mites, caterpillars, aphids and thrips in cereals with an active ingredient of Chloranthraniliprole | lts |
| 37  | Insecticide with stomach and contact activity for control of aphid ,thrips caterpillars and thrips and diamond back moth with an active ingredient of Lefenuron 50g/ltr | lts |
| 38. | Systemic insecticide for control of wide range of insect pests with an active ingredient of Thiamethoxam 250g/ltr   | kgs |
| 39  | Insecticides for control of Russian aphids and chaffer grubs with an active ingredient of Carbosulfan 200g/ltr  | lts |
| 40. | Insecticides for control of insect pests with an a.i f Acephate 970g/ltr  | kgs |
| 41. | Tihan   | lts |
| 42. | Insecticide for termite control with a.i of Chloropyrifos 480g/ltr  | lts |
| 43. | Insecticide for control of termites with an a.i of Peremthrin 36.8%   | lts |

**C: HERBICIDE FOR CONTROL OF BROAD LEAVED WEED AND GRASSES IN MAIZE, WHEAT AND OTHER FIELD CROPS**

**C.1- NON SELECTIVE HERBICIDE FOR USE AS PRE PLANT, NON CROP AREAS OR MINIMUM TILLAGE**

| ITEM NO | ITEM/PRODUCT DESCRIPTION  | UNIT OF ISSUE |
|---------|---|---------------|
| 44.     | Non selective herbicide with an active ingredient of Glyphosate as IPA salt of at least 450g/ltr  | lts           |
| 45.     | Non selective systemic herbicide for control of grasses, sedges and broad leaved weeds with an active ingredient glyphosate Trimessium 500g | lts           |
| 46.     | Non selective herbicide containing Glufosinate ammonium 200g/ltr  | lts           |

**C.2- PRE EMERGENCE HERBICIDE FOR CONTROL OF BROAD LEAVED WEEDS AND GRASSES IN MAIZE**

| ITEM NO | ITEM/PRODUCT DESCRIPTION   | UNIT OF ISSUE |
|---------|--|---------------|
| 47.     | Pre and early emergence herbicide containing Mesotrione 37.5 g ai/kg +s metalachlor 375g ai/ltr + terbuthylazine 125 g ai/ltr                            | lts           |
| 48.     | Broad spectrum Pre emergence herbicide for control grasses and broad leaved weeds with Dimethenamid –P 600g/ltr + Saflufenacil 68g/ltr active ingredient | lts           |
| 49.     | Pre emergence herbicide for control of grasses and certain broad leaved weeds with an active ingredient of Acetachlor 840+Flurilazole 28g/l              | lts           |

**C.3- PRE EMERGENCE HERBICIDE FOR USE IN CONTROL OF BROAD ELAVED WEEDS AND GRASSES IN WHEAT, BEANS, SUNFLOWER AND OTHER CROPS**

| <b>ITEM NO</b> | <b>ITEM/PRODUCT DESCRIPTION</b>   | <b>UNIT OF ISSUE</b> |
|----------------|---|----------------------|
| 50.            | Broad spectrum, residual Pre emergence herbicide for control of grass and broad leaved weeds including <i>Rottboellia</i> spp containing Pendimethalin 455g/l | Lts                  |
| 51.            | Pre emergence herbicide for control of broad leaved weeds and grasses in Beans with an a.i. of Metolachlor-s 960g/ltr   | lts                  |
| 52.            | Pre and early post emergence herbicide with an active ingredient of Metribuzin 480g/ltr   | lts                  |
| 53.            | Pre-emergence herbicide for control of grasses and broad leaved weeds with an active ingredient of S metalachlor 290g/ltr + Atrazine 370g/L                   | lts                  |
| 54.            | Pre-emergence herbicide for control of grasses and broad leaved weeds in beans with an active ingredient of Fluazifob-b butyle 150g/ltr                       | lts                  |

**C4: POST – EMERGENCE HERBICIDE IN MAIZE**

| <b>ITEM NO</b> | <b>ITEM/PRODUCT DESCRIPTION</b>  | <b>UNIT OF ISSUE</b> |
|----------------|--|----------------------|
| 55.            | Post emergence herbicide in maize containing 2,-4 D Amine 720g/l salt/l equivalent to 600g acid /ltr   | lts                  |
| 56.            | Post emergence herbicide for control of sedge and water grass with an a.i. of Bentazone 480g/ltr   | lts                  |
| 57.            | Post emergence herbicide for control of broad leaved weeds and grasses in Maize with an a.i. of + Bromoxynil Octanoate 262g/Lt MCPA 450g/ltr | lts                  |

**C5: POST – EMERGENCE HERBICIDE IN WHEAT**

| <b>ITEM NO</b> | <b>ITEM/PRODUCT DESCRIPTION</b>   |
|----------------|---|
| 58.            | selective post emergence herbicide for the control of grasses and broad leaf weeds in Wheat with an a.i. of Fenoxaprop-P-ethyl 64g/L + Iodosulfuron -methyl sodium 50g/kg |
| 59.            | Post emergence herbicides for control of water grass and sedges with a.i of Halosulfuron methyl 750g/ltr  |
| 60.            | Post emergence herbicide for control of grasses in wheat with active ingredient of Clodinafop-propargyl 80g/ltr + cloquinocet (safener ) 20g/ltr                          |

**C6: POST – EMERGENCE HERBICIDE BEANS, SUNFLOWER, FRUITS AND VEGETABLES**

| <b>ITEM NO</b> | <b>ITEM/PRODUCT DESCRIPTION</b>  | <b>UNIT OF ISSUE</b> |
|----------------|--|----------------------|
| 61.            | Post emergence herbicide for control of grass weeds in beans and vegetables with an a.i. of Fluazifop-p-butyl 150g/L | lts                  |

**D: PUBLIC HEALTH PRODUCTS FOR CONTROL OF RODENTS AND****STORAGE PESTS /FUMIGATION**

| <b>ITEM NO</b> | <b>ITEM/PRODUCT DESCRIPTION</b>  | <b>UNIT OF ISSUE</b> |
|----------------|--|----------------------|
| 62.            | Rat bait for control of rats and mice in stores with an a.i. of Zinc phosphide 10 % w/w  | kgs                  |
| 63.            | Post-harvest insecticide dust for control of Grain storage pests (maize weevil and Larger grain borer; with an a.i. of Thiamethoxam 3.6g/Kg + Pirimiphos Methyl 16g/kg)                                    | Kg ( 25kg Pack)      |
| 64.            | Emulsifiable concentrate formulation as an Insecticide for the control of storage pests in stored grain- bulk-stored grain, bagged grain, storage surfaces with an a.i. of <i>Pirimiphos-Methyl</i> 250g/L | Lts                  |



## SECTION VII - PRICE SCHEDULE FOR GOODS

Tender for supply and delivery of Farm inputs – Fertilizer & Agrochemicals.

**Tender Number:** KSC/T/FA/08/2019/2020 Page \_\_\_\_\_ of \_\_\_\_\_

### A. PLANTING FERTILIZERS, SOIL AMELIORANTS AND FOLIAR FERTILIZERS IN MAIZE, WHEAT AND OTHER FIELD CROPS

| ITEM NO | ITEM/PRODUCT DESCRIPTION   | UNIT OF ISSUE | TOTAL QTY | UNIT PRICE | TRANSPORT COST INCLUSIVE OF TAXES AND TRANSPORT TO KITALE | BRAND NAME | ACTIVE INGREDIENT | USAGE RATE | PCPB REGISTRATION NO |
|---------|--|---------------|-----------|------------|---|------------|-------------------|------------|----------------------|
| 1.      | Planting fertilizers containing Major NPK elements of at least NPK 18:46; 0)   | 50kg bags     | 5575      |            |   |            |                   |            |                      |
| 2.      | Planting fertilizers containing Major NPK elements of at least NPK 17:17:17)   | 50kg bags     | 565       |            |   |            |                   |            |                      |
| 3.      | Planting fertilizer (15:35:4)  | 50 kg bags    | 458       |            |   |            |                   |            |                      |
| 4.      | Planting fertilizer (11;22;15)   | 50 kg bags    | 61        |            |   |            |                   |            |                      |
| 5.      | Top dressing fertilizers for supply of Nitrogen containing at least Major NPK elements of at least NPK 26:0:0)         | 50 kg bags    | 5260      |            |   |            |                   |            |                      |
| 6.      | PANORAMIX-plant hormones and microorganisms  | Lts           | 24        |            |   |            |                   |            |                      |
| 7.      | CODAZINC -zinc compexed  | Lts           | 498       |            |   |            |                   |            |                      |
| 8.      | Foliar Fertilizers For Crop Improvement Containing Essential NPK Elements OF at least (NPK ) 24:24:18 + Micronutrients | Lts           | 1110      |            |   |            |                   |            |                      |
| 9.      | Copper based Foliar fertilizer with of NPK 24;24:18 + micronutrients   | Lts           | 100       |            |   |            |                   |            |                      |
| 10.     | Natural plant extract 78 % macronutrient 0.5 % micronutrient 1.1 % Biozyme stimulant                                   | Lts           | 33        |            |   |            |                   |            |                      |

**B.FOLIAR FUNGICIDES FOR CONTROL OF VARIOUS FUNGAL INFECTIONS IN MAIZE, WHEAT AND OTHER FIELD CROPS**

| <b>Item No</b> | <b>Item/Product Description</b>  | <b>Unit of Issue</b> | <b>Total qty</b> | <b>Unit price</b> | <b>Transport cost inclusive of taxes and transport to Kitale</b> | <b>Brand Name</b> | <b>Active ingredient</b> | <b>Usage Rate</b> | <b>PCPB registration no</b> |
|----------------|--|----------------------|------------------|-------------------|--|-------------------|--------------------------|-------------------|-----------------------------|
| 11.            | Broad spectrum systemic foliar fungicide composed of Azoxystrobin 200g/ltr + Cyproconazole 80g/ltr   | lts                  | 183              |                   |  |                   |                          |                   |                             |
| 12.            | Broad spectrum systemic foliar fungicide composed of Azoxystrobin 200g/ltr + Difenaconazole 125 g/ltr  | lts                  | 431              |                   |  |                   |                          |                   |                             |
| 13.            | Preventive and curative fungicide containing Probineb 70% + Cymoxanil 6%   | kgs                  | 49               |                   |  |                   |                          |                   |                             |
| 14.            | Broad spectrum fungicide for control of wide range of cereal diseases and contains Tifloxystrobin 100g/ltr + Tebuconazole 200g/ltr.                    | lts                  | 888              |                   |  |                   |                          |                   |                             |
| 15.            | Systemic and residual fungicide for control of Downey mildews and late blight in many field crops and composed of Metalxyl-M 40g/kg + Mancozeb 640g/kg | Lts                  | 124              |                   |  |                   |                          |                   |                             |
| 16.            | Broad spectrum fungicide containing an active ingredient of Difenconazole 250g/ltr   | lts                  | 100              |                   |  |                   |                          |                   |                             |
| 17.            | Broad spectrum systemic fungicide for disease control in coffee containing an active ingredients of Cyproconazole 100g/ltr                             | lts                  | 33               |                   |  |                   |                          |                   |                             |
| 18.            | Broad spectrum systemic fungicide for disease control in coffee containing an active ingredients of Azoxystrobin                                       | kgs                  | 10               |                   |  |                   |                          |                   |                             |

|     |  |        |     |  |  |  |  |  |  |
|-----|--|--------|-----|--|--|--|--|--|--|
|     | 500g/kg  |        |     |  |  |  |  |  |  |
| 19. | Broad spectrum systemic fungicide for disease control in wheat with an active ingredients of Metconazole 27.5g/L+ Epoxiconazole 37.5g/L                                | lts    | 100 |  |  |  |  |  |  |
| 20. | Broad spectrum systemic fungicide for control of cereal disease with an active ingredient of Prothioconazole 125g/L+ Tebuconazole 125g/L                               | lts    | 100 |  |  |  |  |  |  |
| 21. | Copper based fungicide with an active ingredient of copper oxychloride 500gms/kg for coffee  | lts    | 747 |  |  |  |  |  |  |
| 22. | Broad spectrum fungicide for control of fungal infections in horticultural crop with an active ingredient of Mancozeb 80%  | kg     | 50  |  |  |  |  |  |  |
| 23. | Systemic broad based fungicide for control of fungal diseases in cereals with an active ingredient of <i>Pyraclostrobin</i> 62.5g/ltr + <i>Epoxiconazole</i> 62.5g/ltr | lts    | 383 |  |  |  |  |  |  |
| 24. | Copper based fungicide for control of leaf rust and CBD in coffee with an active ingredient of Copper (1) oxide 860g/ltr equivalent to 750g/kg copper                  | Kg/lts | 232 |  |  |  |  |  |  |
| 25. | Systemic fungicide for control of rusts in beans with an active ingredient of Chlorothalonil 720g/ltr  | lts    | 498 |  |  |  |  |  |  |
| 26. | Fungicide for control of leaf rusts and CBD in coffee containing Cupric hydroxide 77 % (Equivalent to 50 % w/w metallic copper)  | kgs    | 50  |  |  |  |  |  |  |

|     |   |      |     |  |  |  |  |  |  |
|-----|---|------|-----|--|--|--|--|--|--|
| 27. | Systemic broad based fungicide for control of fungal diseases in cereals with an active ingredient of <i>Picoxystrobin</i> 200g/lt + <i>cyproconazole</i> 80g/ltr | ltrs | 100 |  |  |  |  |  |  |
| 28. | Fungicides with an active ingredient of copper hydroxide 61.4%  | kgs  | 100 |  |  |  |  |  |  |
| 29. | Luna sensation  | lts  | 25  |  |  |  |  |  |  |

**B.INSECTICIDES FOR CONTROL OF VARIOUS INSECT PESTS IN MAIZE, WHEAT AND OTHER FIELD CROPS**

| Item No | Item/Product Description   | Unit of Issue | Total qty | Unit price | Transport cost inclusive of taxes and transport to Kitale | Brand Name | Active ingredient | Usage Rate | PCPB registration no |
|---------|--|---------------|-----------|------------|---|------------|-------------------|------------|----------------------|
| 30.     | Broad spectrum contact, residual and stomach acting insecticide with an active ingredient of Lambda-cyhalothrin 15 g/L + Acetamiprid 35g/ltr   | lts           | 100       |            |   |            |                   |            |                      |
| 31      | Insecticide for control of stalk borer in maize with an active ingredient of Imidacloprid 200g/ltr   | kgs           | 100       |            |   |            |                   |            |                      |
| 32.     | Broad spectrum insecticide formulated with oil based solvent free O_TEG technology with an active ingredient of Imidacloprid 100g/ltr + Betacyfluthrin45g/lt   | lts           | 700       |            |   |            |                   |            |                      |
| 33.     | Broad spectrum systemic insecticide for control of aphids, mealy bugs, whiteflies and caterpillars in wide range of crops with and active ingredient of Thiamethoxam 141g/lt + Lambda cyhalothrin 106 g/lt | lts           | 300       |            |   |            |                   |            |                      |

|     |   |     |     |  |  |  |  |  |  |
|-----|---|-----|-----|--|--|--|--|--|--|
| 34. | Fungicide for control of thrips, aphid and whiteflies in wheat with an active ingredient of deltamethrin 100g/ltr   | lts | 98  |  |  |  |  |  |  |
| 35. | Pyrethroid based insecticide for control of insect pests with an active ingredient of chlorpyrifos 48% w/v  | lts | 120 |  |  |  |  |  |  |
| 36. | Systemic broad based insecticide for control of leaf miners, spider mites, caterpillars, aphids and thrips in cereals with an active ingredient of Chloranthraniliprole | lts | 600 |  |  |  |  |  |  |
| 37  | Insecticide with stomach and contact activity for control of aphid ,thrips caterpillars and thrips and diamond back moth with an active ingredient of Lufenuron 50g/ltr | lts | 458 |  |  |  |  |  |  |
| 38  | Systemic insecticide for control of wide range of insect pests with an active ingredient of Thiamethoxam 250g/ltr   | kgs | 25  |  |  |  |  |  |  |
| 39. | Insecticides for control of Russian aphids and chaffer grubs with an active ingredient of Carbosulfan 200g/ltr  | lts | 273 |  |  |  |  |  |  |
| 40  | Insecticides for control of insect pests with an a.i f Acephate 970g/ltr  | kgs | 500 |  |  |  |  |  |  |
| 41  | Tihan   | lts | 20  |  |  |  |  |  |  |
| 42. | Insecticide for termite control with a.i of Chlorpyrifos 480g/ltr   | lts | 50  |  |  |  |  |  |  |
| 43  | Insecticide for control of termites with an a.i of Permethrin 36.8%   | lts | 100 |  |  |  |  |  |  |

**C: HERBICIDE FOR CONTROL OF BROAD LEAVED WEED AND GRASSES IN MAIZE, WHEAT AND OTHER FIELD CROPS**

**C.1- NON SELECTIVE HERBICIDE FOR USE AS PRE PLANT, NON CROP AREAS OR MINIMUM TILLAGE**

| Item No | Item/Product Description   | Unit of Issue | Total qty | Unit price | Transport cost inclusive of taxes and transport to Kitale | Brand Name | Active ingredient | Usage Rate | PCPB registration no |
|---------|--|---------------|-----------|------------|---|------------|-------------------|------------|----------------------|
| 44      | Non selective herbicide with an active ingredient of Glyphosate as IPA salt of at least 450g/ltr   | lts           | 3428      |            |   |            |                   |            |                      |
| 45      | Non selective systemic herbicide for control of grasses, sedges and broad leaved weeds with an active ingredient glyphosate Trimecium 500g | lts           | 1264      |            |   |            |                   |            |                      |
| 46      | Non selective herbicide containing Glufosinate ammonium 200g/ltr   | lts           | 786       |            |   |            |                   |            |                      |

**C.2- PRE EMERGENCE HERBICIDE FOR CONTROL OF BROAD LEAVED WEEDS AND GRASSES IN MAIZE**

| Item No | Item/Product Description  | Unit of Issue | Total qty | Unit price | Transport cost inclusive of taxes and transport to Kitale | Brand Name | Active ingredient | Usage Rate | PCPB registration no |
|---------|---|---------------|-----------|------------|---|------------|-------------------|------------|----------------------|
| 47      | Pre and early emergence herbicide containing Mesotrione 37.5 g ai/kg +s metalachlor 375g ai/lt + terbuthylazine 125 g ai/lt | lts           | 200       |            |   |            |                   |            |                      |
| 48.     | Broad spectrum Pre emergence herbicide for control grasses and broad leaved weeds with                                      | lts           | 398       |            |   |            |                   |            |                      |

|    |   |     |      |  |  |  |  |  |  |
|----|---|-----|------|--|--|--|--|--|--|
|    | Dimethenamid –P<br>600g/ltr + Saflufenacil<br>68g/ltr active ingredient   |     |      |  |  |  |  |  |  |
| 49 | Pre emergence herbicide<br>for control of grasses<br>and certain broad leaved<br>weeds with an active<br>ingredient of <i>Acetachlor</i><br>840+ <i>Flurilazole</i> 28g/l | lts | 1714 |  |  |  |  |  |  |

**C.3- PRE EMERGENCE HERBICIDE FOR USE IN CONTROL OF BROAD ELAVED WEEDS AND GRASSES IN WHEAT, BEANS, SUNFLOWER AND OTHER CROPS**

| Item No | Item/Product Description  | Unit of Issue | Total qty | Unit price | Transport cost inclusive of taxes and transport to Kitale | Brand Name | Active ingredient | Usage Rate | PCPB registration no |
|---------|---|---------------|-----------|------------|---|------------|-------------------|------------|----------------------|
| 50      | Broad spectrum, residual<br>Pre emergence herbicide<br>for control of grass and<br>broad leaved weeds<br>including <i>Rottboellia</i> spp<br>containing Pendimethalin<br>455g/l | Lts           | 1032      |            |   |            |                   |            |                      |
| 51      | Pre emergence herbicide<br>for control of broad<br>leaved weeds and<br>grasses in Beans with an<br>a.i. of Metolachlor-s<br>960g/ltr  | lts           | 200       | 488        |   |            |                   |            |                      |
| 52      | Pre and early post<br>emergence herbicide with<br>an active ingredient of<br>Metribuzin 480g/ltr  | lts           | 832       |            |   |            |                   |            |                      |
| 53      | Pre-emergence herbicide<br>for control of grasses and<br>broad leaved weeds with<br>an active ingredient of S<br>metalachlor 290g/ltr +   | lts           | 439       |            |   |            |                   |            |                      |

|    |   |     |     |  |  |  |  |  |  |
|----|---|-----|-----|--|--|--|--|--|--|
|    | Atrazine 370g/L   |     |     |  |  |  |  |  |  |
| 54 | Pre-emergence herbicide for control of grasses and broad leaved weeds in beans with an active ingredient of Fluazifob-b butyle 150g/ltr | Its | 293 |  |  |  |  |  |  |

**C4: POST – EMERGENCE HERBICIDE IN MAIZE**

| Item No | Item/Product Description   | Unit of Issue | Total qty | Unit price | Transport cost inclusive of taxes and transport to Kitale | Brand Name | Active ingredient | Usage Rate | PCPB registration no |
|---------|--|---------------|-----------|------------|---|------------|-------------------|------------|----------------------|
| 55      | Post emergence herbicide in maize containing 2,-4 D Amine 720g/l salt/l equivalent to 600g acid /ltr   | Its           | 1176      |            |   |            |                   |            |                      |
| 56      | Post emergence herbicide for control of sedge and water grass with an a.i. of Bentazone 480g/ltr   | Its           | 150       |            |   |            |                   |            |                      |
| 57      | Post emergence herbicide for control of broad leaved weeds and grasses in Maize with an a.i. of + Bromoxynil Octanoate 262g/Lt MCPA 450g/ltr | Its           | 649       |            |   |            |                   |            |                      |

**C5: POST – EMERGENCE HERBICIDE IN WHEAT**

| Item No | Item/Product Description   | Unit of issue | Total qty | Unit price | Transport cost inclusive of taxes and transport to Kitale | Brand Name | Active ingredient | Usage Rate | PCPB registration no |
|---------|--|---------------|-----------|------------|---|------------|-------------------|------------|----------------------|
| 58      | selective post emergence herbicide for the control of grasses and broad leaf weeds in Wheat with an a.i. of Fenoxaprop-P-ethyl 64g/L + Iodosulfuron -methyl sodium | Its           | 589       |            |   |            |                   |            |                      |



|    |  |     |     |  |  |  |  |  |  |
|----|--|-----|-----|--|--|--|--|--|--|
|    | 50g/kg   |     |     |  |  |  |  |  |  |
| 59 | Post emergence herbicides for control of water grass and sedges with a.i of Halosulfuron methyl 750g/ltr   | kgs | 300 |  |  |  |  |  |  |
| 60 | Post emergence herbicide for control of grasses in wheat with active ingredient of Clodinafop-propargyl 80g/ltr + cloquinocet (safener ) 20g/ltr | lts | 570 |  |  |  |  |  |  |

**C6: POST – EMERGENCE HERBICIDE BEANS, SUNFLOWER, FRUITS AND VEGETABLES**

| Item No | Item/Product Description   | Unit of Issue | Total qty | Unit price | Transport cost inclusive of taxes and transport to Kitale | Brand Name | Active ingredient | Usage Rate | PCPB registration no |
|---------|--|---------------|-----------|------------|---|------------|-------------------|------------|----------------------|
| 61      | Post emergence herbicide for control of grass weeds in beans and vegetables with an a.i. of Fluazifop-p-butyl 150g/L | lts           | 293       |            |   |            |                   |            |                      |

**D: PUBLIC HEALTH PRODUCTS FOR CONTROL OF RODENTS AND STORAGE PESTS /FUMIGATION**

| Item No | Item/Product Description   | Unit of Issue   | Total qty | Unit price | Transport cost inclusive of taxes and transport to Kitale | Brand Name | Active ingredient | Usage Rate | PCPB registration no |
|---------|--|-----------------|-----------|------------|---|------------|-------------------|------------|----------------------|
| 62      | Rat bait for control of rats and mice in stores with an a.i. of Zinc phosphide 10 % w/w                                | kgs             | 12        |            |   |            |                   |            |                      |
| 63      | Post-harvest insecticide dust for control of Grain storage pests (maize weevil and Larger grain borer; with an a.i. of | Kg ( 25kg Pack) | 1415      |            |   |            |                   |            |                      |

|    |  |     |    |  |  |  |  |  |  |
|----|--|-----|----|--|--|--|--|--|--|
|    | Thiamethoxam 3.6g/Kg +<br>Pirimiphos Methyl<br>16g/kg)   |     |    |  |  |  |  |  |  |
| 64 | Emulsifiable concentrate<br>formulation as an<br>Insecticide for the control<br>of storage pests in stored<br>grain- bulk-stored grain,<br>bagged grain, storage<br>surfaces with an a.i. of<br><i>Pirimiphos-Methyl</i><br>250g/L | Lts | 15 |  |  |  |  |  |  |

Signature and Stamp of tenderer \_\_\_\_\_

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

## **SECTION VIII - STANDARD FORMS**

### **Notes on the sample 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. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
3. Tender Security Form- When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
4. 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.
5. Performance Security Form- The performance security form should not be completed by the tenderers 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.
6. Bank Guarantee for Advance Payment Form - When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.
7. Manufacturers Authorization Form - When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

8.1 **FORM OF TENDER**

Date \_\_\_\_\_  
Tender No. \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
*[name and address of procuring entity]*

Gentlemen and/or Ladies:

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

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract , in the form prescribed by .....*( Procuring entity)*.

4. 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.

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

## 8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c ) whichever applied to your type of business

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

|   |                                     |
|---|-------------------------------------|
| <i>Part 1 – General:</i>  |                                     |
| Business Name .....   |                                     |
| Location of business premises. ....   |                                     |
| Plot No.....  | Street/Road .....                   |
| Postal Address .....  | Tel No. .... Fax ..... E mail ..... |
| Nature of Business .....  |                                     |
| Registration Certificate No. ....   |                                     |
| Maximum value of business which you can handle at any one time – Kshs. .... |                                     |
| Name of your bankers ..... Branch .....                                     |                                     |

|            |  |                              |                         |        |
|------------|--|------------------------------|-------------------------|--------|
|            | Part 2 (a) – Sole Proprietor   |                              |                         |        |
|            | Your name in full .....  |                              | Age .....               |        |
|            | Nationality .....  |                              | Country of origin ..... |        |
|            | <ul style="list-style-type: none"> <li>• Citizenship details</li> <li>.....</li> <li>.....</li> <li>•</li> </ul> |                              |                         |        |
|            | Part 2 (b) Partnership   |                              |                         |        |
|            | Given details of partners as follows:  |                              |                         |        |
|            | Name   | Nationality                  | Citizenship Details     | Shares |
|            | 1. ....  | .....                        | .....                   | .....  |
|            | 2. ....  | .....                        | .....                   | .....  |
|            | 3. ....  | .....                        | .....                   | .....  |
|            | 4. ....  | .....                        | .....                   | .....  |
|            | Part 2 (c ) – Registered Company   |                              |                         |        |
|            | Private or Public .....  |                              |                         |        |
|            | State the nominal and issued capital of company-   |                              |                         |        |
|            | Nominal Kshs. ....   |                              |                         |        |
|            | Issued Kshs. ....  |                              |                         |        |
|            | Given details of all directors as follows  |                              |                         |        |
|            | Name   | Nationality                  | Citizenship Details     | Shares |
|            | 1.....   | .....                        | .....                   | .....  |
|            | 2.....   | .....                        | .....                   | .....  |
|            | 3.....   | .....                        | .....                   | .....  |
|            | 4.....   | .....                        | .....                   | .....  |
|            | 5.....   | .....                        | .....                   | .....  |
| Date ..... |  | Signature of Candidate ..... |                         |        |

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

### 8.3 TENDER SECURITY FORM

Whereas ..... [name of the tenderer]  
(hereinafter called “the tenderer”) has submitted its tender dated .....  
[date of submission of tender] for the supply and delivery of Farm inputs – Fertilizer &  
Agrochemicals .....[name and/or description of the equipment]  
(hereinafter called “the Tender”) ..... KNOW  
ALL PEOPLE by these presents that WE ..... of  
..... having our registered office at .....  
(hereinafter called “the Bank”), are bound unto ..... [name of Procuring  
entity] (hereinafter called “the Procuring entity”) in the sum of .....  
for which payment well and truly to be made to the said Procuring entity, the Bank  
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 tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the performance security in accordance with the Instructions to tenderers;

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

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

[signature of the bank] \_\_\_\_\_  
(Amend accordingly if provided by Insurance Company)

## 8.4 CONTRACT FORM

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ between  
..... [name of Procurement entity] of ..... [country of Procurement entity] (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 Supply and Delivery of Farm inputs – Fertilizer &  
Agrochemicals ] and has accepted a tender by the tenderer for the supply of those goods in the sum of  
..... [contract price in words and figures] (hereinafter called “the Contract  
Price).

NOW THIS AGREEMENT WITNESSETH 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 Technical Specifications
  - (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 tender hereby covenants with the Procuring entity to provide the  
goods 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 provisions of  
the goods 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 \_  
\_\_\_\_\_

*(Amend accordingly if provided by Insurance Company)*

**8.5 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 goods]* (hereinafter called “the Contract”).

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

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of ..... *[amount of the guarantee in words and figure]* and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of ..... *[amount of guarantee]* as aforesaid, without you 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 \_\_\_\_\_

Signed and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*



**8.6 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*]

**8.7 MANUFACTURER’S AUTHORIZATION FORM**

To *[name of the Procuring entity]* .....

WHEREAS .....*[ name of the manufacturer]* who are established and reputable manufacturers of .....  
*[name and/or description of the goods]*, Manufacturing in.....  
*(Country of Origin)* having factories at ..... *[address of factory]* do hereby authorize ..... *[name and address of Agent]* to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. .... *[reference of the Tender]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

\_\_\_\_\_  
*[signature for and on behalf of manufacturer]*

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

**8.8 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

**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.
- etc.

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