



**TENDER DOCUMENT FOR THE PROVISION OF PREVENTIVE MAINTENANCE  
OF ICT SOFTWARES & HARDWARES**

**TENDER NO. CAK/TEND/008/2020 – 2021**

**SUBMISSION DEADLINE: TUESDAY,**

**19<sup>TH</sup> JANUARY 2021**

**AT 12.00 P.M.**

**CAK HEADQUARTERS, KENYA RAILWAY HQs BLOCK D, GROUND FLOOR  
WORKSHOP ROAD OFF HAILE SELASSIE AVENUE P.O. BOX 36265 - 00200 TEL:  
+254 020-2628233 NAIROBI, KENYA**

**E-mail: [procurement@cak.go.ke](mailto:procurement@cak.go.ke) Website: [www.cak.go.ke](http://www.cak.go.ke)**



## SECTIONS

SECTION I - INVITATION TO TENDER .....	3
SECTION II - INSTRUCTIONS TO TENDERERS.....	4
SECTION III - GENERAL CONDITIONS OF CONTRACT.....	21
SECTION IV - SPECIAL CONDITIONS OF CONTRACT .....	27
SECTION V - SCHEDULE OF REQUIREMENTS.....	28
SECTION VI - TECHNICAL SPECIFICATIONS .....	29
SECTION VII - EVALUATION RESPONSE FORMS .....	30 .....32
SECTION VIII - STANDARD FORMS.....	38

## SECTION I - INVITATION TO TENDER

**RE: TENDER. NO. CAK/TEND/008/2020-2021**

**PROVISION OF PREVENTIVE MAINTENANCE OF ICT SOFTWARES & HARDWARES.**

1.1 The **Competition Authority of Kenya (CAK), Nairobi** invites sealed tenders from eligible candidates for **the Provision of Preventive Maintenance of ICT Software's & Hardware's.**

1.2 interested eligible candidates may obtain further information from and inspect the tender documents at the Procurement office on the, **CAK Headquarters, at Kenya Railways Building, Block D, on the Ground floor Nairobi during normal working hours.**

1.3 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of 90 days from the closing date of the tender.

1.4 Tenders must be accompanied by a bid security/bid bond of **Ksh. 50,000** from a reputable bank or Insurance firms approved by PPRA as specified in the tender document. Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the Tender Box **situated at the entrance to the main building of Competition Authority of Kenya(CAK) Headquarters located on Kenya Railways Building, Block "D" on the Ground floor on or before Tuesday 19<sup>th</sup> January 2021 at 12:00Pm.**

Bulky documents that cannot be put in the Tender box directly may be delivered to procurement office ground floor for safe custody and will be opened all together on **Tuesday 19<sup>th</sup> January 2021 at 12:00Pm.**

**Late bids will be rejected.**

1.5 Tenders will be opened immediately thereafter in the presence of the candidates representatives who choose to attend at CAK Headquarters, Conference Room on **Tuesday 19<sup>th</sup> January 2021 at 12:00Pm.**

Wang'ombe Kariuki

**DIRECTOR GENERAL**

## SECTION II – INSTRUCTIONS TO TENDERERS

### 2.1 Eligible tenderers

2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.

2.1.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) 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 services under this Invitation for tenders.

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

### 2.2 Cost of tendering

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

2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=, but documents downloaded shall be free of charge.

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

## 2.3 Contents of tender documents

2.3.1. The tender document comprises of the documents listed below and addenda issued in accordance with clause 5 of these instructions to tenders

- i) Instructions to tenderers.
- ii) General Conditions of Contract
- iii) Special Conditions of Contract
- iv) Schedule of Requirements
- v) Technical Specifications
- vi) Form of tender
- vii) Price schedules
- viii) Contract form
- ix) Confidential business questionnaire form
- x) Tender security form

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

## 2.4 Clarification of Documents

2.4.1. A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will **respond in writing** to any request for clarification of the tender documents, which it **receives no 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 who have received the tender documents"

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

## **2.5 Amendment of documents**

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

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

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

## **2.6 Language of tender**

2.6.1. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in 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.

## **2.7 Documents Comprising the Tender**

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

- (a) A Tender Form and a Price Schedule completed in accordance with 2.8, 2.9, 2.10 Below.
- (b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished in accordance with Clause 2.12
- (d) Confidential business questionnaire

## **2.8 Form of Tender**

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

## **2.9 Tender Prices**

2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

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

2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.

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

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

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

## **2.10 Tender Currencies**

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers

## **2.11 Tenderers Eligibility and Qualifications.**

2.11.1 Pursuant to Clause 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.

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

## **2.12 Tender Security**

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

2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.

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

2.12.8

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

- a) A bank guarantee.
- b) Cash.
- c) Such insurance guarantee approved by The Competition Authority of

Kenya.

- d) Letter of credit

2.12.5 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.4 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20

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



2.12.7 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.26, and furnishing the performance security, pursuant to paragraph 2.27.

2.12.8 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 2.26

**or**

- (ii) to furnish performance security in accordance with paragraph 2.27

- (c) If the tenderer rejects, correction of an error in the tender.

## **2.13 Validity of Tenders**

2.13.1 Tenders shall remain valid for 90 days or as specified in the invitation to tender after 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 nonresponsive.

2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

## **2.14 Format and Signing of Tender**

2.14.1 The tenderer 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.

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

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

## **2.15 Sealing and Marking of Tenders**

2.15.1 The tenderer shall seal the original and 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. 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 to tender and the words:

**“DO NOT OPEN BEFORE 19<sup>th</sup> JANUARY 2021, AT 12.00 NOON.”**

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

2.15.3 If the outer envelope is not sealed and marked as required by paragraph 2.15.1, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

## **2.16 Deadline for Submission of Tenders**

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.1 not later than **12.00 P.m. on 19<sup>th</sup> JANUARY, 2021.**

2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5, in which case all rights and obligations of the procuring entity and

candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the appendix.

## **2.17 Modification and withdrawal of tenders**

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

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

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

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity 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 2.12.8.

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

2.17.6 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.

## **2.18 Opening of Tenders**

2.18.1 The Procuring entity will open all tenders in the presence of tenderers representatives who choose to attend, at **12.00 P.m. on 19<sup>th</sup> January 2021** and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

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

## **2.19 Clarification of tenders**

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

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

## **2.20 Preliminary Examination and Responsiveness**

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

2.20.2 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 quantity, 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 may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

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

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 22, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without

material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.20.5 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 nonconformity.

## **2.21 Conversion to a single currency**

2.21.1 Where other currencies are used, the procuring entity will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

## **2.22 Evaluation and comparison of tenders.**

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

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

- (a) operational plan proposed in the tender;
- (b) deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 2.22.3 the following evaluation methods will be applied:

### **(a) *Operational Plan.***

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

### **(b) *Deviation in payment schedule.***

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

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

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

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

### **2.23. Contacting the procuring entity**

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

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

### **2.24 Award of Contract**

#### **a) Post qualification**

2.24.1 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.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Procuring entity deems necessary and appropriate.

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

b) **Award Criteria**

2.24.4 Subject to paragraph 2.22 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

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

2.24.6 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 Notification of award**

2.25.1 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.

2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.26. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 27, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

## **2.26 Signing of Contract**

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

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

2.26.3 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.

## **2.27 Performance Security**

2.27.1 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.

2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.26 or paragraph 2.27.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated or call for new tenders.

## **2.28 Corrupt or Fraudulent Practices**

2.28.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall



sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.28.2 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;

2.28.3 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 THE TENDERERS

The following information for procurement of Software and equipment's shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

<b>Instructions to Tenderers</b>	<b>Particulars of appendix to instructions to tenderers</b>
2.1	Particulars of eligible tenderers: <b>Firms registered in Kenya.</b>
2.2.2	Price to be charged for tender documents. <b>Kshs. 1,000 for those who purchase a hard copy while those who download the document will be free of charge</b>
2.10	Particulars of other currencies allowed. <b>None</b>
2.11	Particulars of eligibility and qualifications documents of evidence required.
2.12.2	Particulars of tender security if applicable. <b>Ksh. 50,000 valid for an additional thirty (30) days after the expiry of the tender validity period i.e. (120 days).</b>

2.12.4	Form of Tender Security: <b>The Tender Security shall be in the form of a Guarantee From a reputable bank or an insurance company approved by PPRA.</b>
2.13	Validity of Tenders: <b>Tenders Shall remain valid for 90 days after date of tender opening</b>
2.16.3	Bulky tenders which do not fit in the tender box shall be delivered to the Supply Chain Management Office.
2.20.1	<p>Tenderers are required to submit copies of the following <b>MANDATORY DOCUMENTS</b> which will be used during Preliminary Examination to determine responsiveness:</p> <ol style="list-style-type: none"> <li>1) <b>Copy of certificate of Registration/Incorporation</b></li> <li>2) <b>Copy of Valid Tax Compliance certificate</b></li> <li>3) <b>Copy of Valid Business Permit/Trade License</b></li> <li>4) <b>Audited Financial Statements 2017, 2018 &amp; 2019.</b></li> <li>5) <b>Must Fill, sign and stamp the Form of Tender in the format provided</b></li> <li>6) <b>Must Submit a Tender Security of Kshs. 50,000 valid for an additional thirty (30) days after the expiry of the tender validity period.</b></li> <li>7) <b>Must submit a dully filled up Confidential Business Questionnaire in format provided</b></li> </ol>

- 8) Must complete, sign & Stamp the Self declaration that the bidder/person will not engage in any corrupt or fraudulent practice.
- 9) Must complete, sign & Stamp the Self declaration that the bidder/person is not debarred in the matter of public procurement.
- 10) The Bid documents must be bound & serialized.
- 11) Bidders must submit an original and a copy of the bid document.

**At this stage, the tenderer's submission will either be responsive or nonresponsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.**

## **EVALUATION CRITERIA**

The Technical Evaluation Criteria will be on a scoring system. Only bids that score at least 80% and above shall proceed for **Financial Evaluation**.

Financial bids can be submitted in Kenya Shillings or any freely convertible currency but for the purpose of evaluation, they shall be converted to Kenya Shillings using the Central Bank of Kenya (CBK) rates prevailing on the date of opening of financial proposals. Refer to <http://www.centralbank.go.ke/> for a list of currencies that can be used for the financial proposal submission

$$S_f = 100 \times \frac{F_m}{F}$$

Where

- $S_f$  is the financial score;
- $F_m$  is the lowest priced financial proposal
- $F$  is the price of the proposal under consideration.

### **Evaluation Method**

- Quality and Cost Based Selection
- A bidder must obtain at least **80%** on the technical score to proceed to the next stage of the financial evaluation.

Instructions to Tenderers	Particulars of appendix to instructions to tenderers
2.22	<p>Evaluation and comparison of Tenders: <b>The following evaluation criteria shall be applied not withstanding any other requirement in the tender documents.</b></p> <p><u>Selection Process</u></p> <p>Below is a description of the evaluation steps that will be adopted.</p> <p><b><i>STEP 1: Preliminary evaluation</i></b></p> <p>This will be an elimination stage which will be done as per paragraph 2.20.1 above.</p> <p><b><i>STEP 2: Technical evaluation</i></b></p> <p>Tenderers will be required to provide technical details on their proposed machine that meets the provided technical requirement. Evaluation will be on YES/NO basis for all requirements. Tenderers are required to be technically responsive to proceed to financial evaluation</p> <p><b><i>STEP 3: Financial Evaluation</i></b></p> <p>This will include the following:-</p> <ul style="list-style-type: none"> <li>a) Confirmation and considering price schedule duly completed and signed</li> <li>b) Conducting a financial comparison</li> <li>c) Correction of arithmetical errors</li> </ul>
2.24 (a)	Particulars of post – qualification if applicable. <b>CAK may carry out post qualification and inspect the premises or contact listed clients to confirm details</b>
2.24.4	Award Criteria: <b>Award will be made to the lowest evaluated bidder for every lot. Bidder may bid for one or more lots.</b>
2.27	Particulars of performance security if applicable. <b>10%</b>
Other's as necessary	

## SECTION III - GENERAL CONDITIONS OF CONTRACT

### 3.1 Definitions

In this contract the following terms shall be interpreted as indicated:

- a) "The contract" means the agreement entered into between the Procuring entity and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) "The Contract Price" means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) "The services" means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Procuring entity under the Contract.
- d) "The Procuring entity" means the organization sourcing for the services under this Contract.
- e) "The contractor" means the individual or firm providing the services under this Contract.
- f) "GCC" means general conditions of contract contained in this section
- g) "SCC" means the special conditions of contract
- h) "Day" means calendar day

### 3.2 Application

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

### 3.3 Standards

3.3.1 The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements

### **3.4 Patent Right's**

3.4.1 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 services under the contract or any part thereof.

### **3.5 Performance Security**

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

3.5.2 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.

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

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

3.5.4 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 of obligations under the contract, including any warranty obligations under the contract.

### **3.6 Inspections and Tests**

3.6.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services 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.

3.6.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). 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.

3.6.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.

3.6.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

### **3.7 Payment**

3.7.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in SCC

### **3.8 Prices**

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

### **3.9 Assignment**

3.9.1 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.

### **3.10 Termination for Default**

3.10.1 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 provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- b) if the 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.

3.10.2 In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.

### **3.11 Termination of insolvency**



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

### **3.12 Termination for convenience**

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

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

### **3.13 Resolution of disputes**

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

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

### **3.14 Governing Language**

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

### **3.15 Force Majeure**

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

### **3.16 Applicable Law.**

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

### **3.17 Notices**

3.17.1 Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC

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

## SECTION IV - SPECIAL CONDITIONS OF CONTRACT

4.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.

4.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.5	Specify performance security if applicable: <b>10%</b>
3.7	Specify method Payments. <b>30 days after invoice after delivery, inspection and acceptance</b>
3.8	Specify price adjustments allowed. <b>None</b>
3.14	Specify resolution of disputes. <b>Disputes to be settled as per the Arbitration Laws of Kenya</b>
3.16	Specify applicable law. <b>Laws of Kenya</b>
3.17	Indicate addresses of both parties. <b>Client: DIRECTOR GENERAL COMPETITION AUTHORITY OF KENYA KENYA RAILWAYS BUIDLING,BLOCK D P.O. BOX 36265 – 00200 HAILE SELASSIE AVENUE NAIROBI</b>
Other's as necessary	Complete as necessary

## SECTION V - SCHEDULE OF REQUIREMENTS

The following items & Training are required to be delivered in CAK premises, Ground floor, Kenya Railways Building, Block D, and Haile Selassie Avenue, Nairobi.

Lot	Descriptions	Unit	Quantity
1	Provision for ICT Maintenance of Hardware Equipment's	Months	12
2	Provision for Copiers/Printers Maintenance	Months	12
3	Provision for ICT Maintenance of Servers & Networks	Months	12
4	Provision for UPS Maintenance	Months	12

Lot	DESCRIPTION
1	Provision for ICT maintenance of Hardware Equipment <ul style="list-style-type: none"> <li>a) Projectors (3)</li> <li>b) Biometrics access controls and CCTVs</li> </ul>
2	Printers/Copiers (4 Heavy Duty and 3 desktop)
3	Provision for ICT maintenance of Networking Equipment <ul style="list-style-type: none"> <li>a) Servers and associated software (e.g HyperV, VMware) (4)</li> <li>b) Networking hardware and associated software (Routers – 3, Switches – 6 and Firewall - 2) as well as physical network ports</li> </ul>
4	UPS Equipment 30 & 40KVA (2 in number) and Voltage Stabilizer

The successful vendors will be required to service the items on a quarterly basis after contract signing or at an agreed date.

## SECTION VI - TECHNICAL SPECIFICATIONS

### DESCRIPTION OF SERVICES/SCOPE OF WORKS

The preventive maintenance assignment will include but not limited to the following tasks:

- (i) Surface cleaning of the ICT equipment/devices using appropriate tools and recommended chemicals.
- (ii) Cleaning of electro-magnetic surfaces using professionally approved tools and recommended chemicals.
- (iii) Internal dust removal using appropriate tools.
- (iv) Cleaning and maintenance of any movable parts.
- (v) Testing of the equipment upon successful maintenance
- (vi) Preparation of service reports.
- (vii) Patching or software/firmware upgrades.
- (viii) Fault diagnosis, resolving and reporting.
- (ix) Checking the configurations of equipment and associated software with a view of tuning it to operate optimally
- (x) Supply and install the spare part as per the request of the Authority at a cost that is effective and reasonable
- (xi) For printers, Bidders Must be Licensed Kyocera and Epson dealer Partners in Kenya with a minimum of a Kyocera and Epson certification in dealing with printers.
- (xii) For servers, Bidders Must be licensed HP, Oracle and IBM dealer Partners
- (xiii) For Routers, Switches and Firewalls- the Bidder must be licensed with Cisco and CheckPoint

- a) Preventive Maintenance: This shall be done as per the scope of works above.
- b) Curative Maintenance: This will involve
- Second level troubleshooting / diagnosing when equipment or parts fail.
  - Repair of faulty equipment and parts where applicable.
  - Supply, replacement and installation of faulty parts.
  - Upon successful diagnosis, the bidder will be required to submit a quotation for repairs or the Authority shall subject supply of parts to market rates and subsequent approval.

The service provider must provide a schedule for the proposed maintenance programme. The general maintenance exercise shall be undertaken on quarterly basis.

The contract shall be accompanied by a sample service Level agreement (SLA). The service is required for the duration of one year renewable subject to satisfactory performance

No	DESCRIPTION
1	Provision for ICT maintenance of Hardware Equipment a) Projectors (3) b) Biometrics access controls and CCTVs
2	Printers/Copiers (4 Heavy Duty and 3 desktop)
3	Provision for ICT maintenance of Networking Equipment  c) Servers and associated software (e.g HyperV, VMware) (4) d) Networking hardware and associated software (Routers – 3, Switches – 6 and Firewall - 2) as well as physical network ports
4	UPS Equipment 30 & 40KVA (2 in number) and Voltage Stabilizer

Note: Preventive maintenance for equipment currently on active manufacturer's warranty shall be limited.

### 2.1.2 Deliverables

- a) Quarterly maintenance and detailed documentation of all maintenance.

### 2.1.3 Payment Schedule

**Note: The payments will be done after approval of quarterly reports for each quarter.**

## **2.3 Extension / Termination of contract**

The duration of the contract for internet service shall be for an initial one year period with the possibility of extension depending on the quality of service for a further maximum period of one year. CAK may terminate the contract at any time due to poor performance, unsatisfactory support and/or unreliable service.

### **2.3.1 Other Conditions**

- a) CAK has to be informed 72Hrs prior to any kind of maintenance or any other disruption

## **2.4 Evaluation**

The proposals will be evaluated in terms of fairness, cost-consciousness and best value to CAK considering both technical and cost factors.

CAK may negotiate price or service provision terms with one or more of the Bidders if it feels that negotiations would improve the chances that it will receive better a services.

## **2.5 CONTACTOR'S RESPONSIBILITIES**

- a) The contractor agrees to provide the services in accordance with the requirements set forth in the Contractual Documents. The Contractor shall choose the most suitable processes, methods and equipment to perform services under this contract, at competitive costs. The contractor shall undertake to perform all the services hereunder in accordance with the highest standards of professionalism and ethical competence and integrity.
- b) Provide prompt onsite response to repair requests and optimize downtime of faulty or malfunctioning equipment. Personnel responding to service repair or emergency requests should be sufficiently competent to resolve the problem or at least identify or isolate the problem.
- c) In case of "emergency repair calls" the service contractor should provide onsite response within 12 hours.
- d) When repairing a device, the service contractor should include guidelines to be used in the selection of replacement parts.
- e) Ensure spare parts used of the Original Equipment Manufacturer (OEM) meet or exceed OEM specifications.
- f) Equipment inspection shall be documented.
- g) The service contractor shall provide Technical Advice facility on maintenance status of equipment as well as highlighting any repeat and/or prolong equipment failure.

## SECTION VII - EVALUATION RESPONSE

### Preliminary Evaluation Checklist

Tenderers are advised that at this stage, the tenderer's submission will either be responsive or nonresponsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.

No.	Parameters / Requirements	Submitted / Not Submitted (Yes or No)
1	Copy of certificate of Registration/Incorporation	
2	Copy of Valid Tax Compliance certificate	
3	Copy of Valid Business Permit/Trade License	
4	Audited Financial Statements 2017, 2018 & 2019.	
5	Duly filled, Signed and stamped Form of tender in the format provided	
6	Must Submit a Tender Security of Kshs. 50,000 valid for an additional thirty (30) days after the expiry of the tender validity period.	
7	Must submit a dully filled up Confidential Business Questionnaire in format provided	
8	Must complete, sign & Stamp the Self declaration that the bidder/person will not engage in any corrupt or fraudulent practice.	
9	Must complete, sign & Stamp the Self declaration that the bidder/person is not debarred in the matter of public procurement.	
10	The Bid documents must be bound & serialized.	
11	Bidders must submit an original and a copy of the bid document	

### Detailed technical Evaluation criteria

Bidders are required to fill in all the below forms for the technical evaluation.



## TECHNICAL EVALUATION

### LOT 1: PROVISION FOR ICT MAINTENANCE OF HARDWARE EQUIPMENT

S/N	Item description	Max marks	
1	Excellent skills in planning and execution of preventive and corrective maintenance. (Attach 4 recent contract & schedules for the preventive maintenance)	20	
2.	Expertise in Local Area Network (LAN) operations. (Attach three (3) recommendation letters for similar work done	15	
3.	Experience/excellence in hardware maintenance of IT equipment; biometric access and cctv, Projectors and PABX (Attach four (4) recommendation letters for similar work done)	20	
4.	Bidders should provide a list of three (3) Employees competence and experiences (Attach certified certificates and demonstrate experience for each employee.(CV)	15	
5	Demonstrate At least two (2) years' experience in the field of ICT equipment maintenance (Attach evidence of contracts/LPO/LSO etc	20	
6	A record of accomplishment in serving other government organizations, multinational corporations and international organizations – Attach a list of four (4) corporate clients.	10	
<b>TOTAL MARKS</b>		<b>100</b>	

**LOT 2: PROVISION FOR COPIERS/PRINTERS MAINTENANCE**

<b>S/N</b>	<b>Item description</b>	<b>Max marks</b>	
1	Excellent skills in planning and execution of preventive and corrective maintenance. (Attach 4 recent contract & schedules for the preventive maintenance)	20	
2.	Expertise in Local Area Network (LAN) operations. (Attach three (3) recommendation letters for similar work done)	15	
3.	Experience/excellence in hardware maintenance of IT equipment; printer/copier (Attach four (4) recommendation letters for similar work done)	20	
4.	Bidders should provide a list of three (3) Employees competence and experiences (Attach certified certificates and demonstrate experience for each employee.(CV)	15	
5	Demonstrate At least two (2) years' experience in the field of copiers/printers maintenance (Attach evidence of contracts/LPO/LSO etc)	20	
6	A record of accomplishment in serving other government organizations, multinational corporations and international organizations – Attach a list of four (4) corporate clients.	10	
<b>TOTAL MARKS</b>		<b>100</b>	

**LOT 3: PROVISION FOR ICT MAINTENANCE OF SERVERS AND NETWORKING EQUIPMENT**

S/N	Item description	Max marks	
1	Excellent skills in planning and execution of preventive and corrective maintenance. (Attach 4 recent contract & schedules for the preventive maintenance)	10	
2.	Expertise in server maintenance, Local Area Network (LAN) and other networking operations. (Attach three (3) recommendation letters for similar work done	30	
3.	Experience/excellence in maintenance of networking equipment and Server (Attach four (4) recommendation letters for similar work done)	15	
4.	Bidders should provide a list of three (3) Employees competence and experiences (Attach certified certificates and demonstrate experience for each employee. (CV)	15	
5	Demonstrate At least two (2) years' experience in the field of Server and Networking equipment maintenance (Attach evidence of contracts/LPO/LSO etc	20	
6	A record of accomplishment in serving other government organizations, multinational corporations and international organizations – Attach a list of four (4) corporate clients.	10	
<b>TOTAL MARKS</b>		<b>100</b>	

**LOT 4: PROVISION FOR UPS MAINTENANCE**

<b>S/N</b>	<b>Item description</b>	<b>Max marks</b>	
1	Excellent skills in planning and execution of preventive and corrective maintenance. (Attach 4 recent contract & schedules for the preventive maintenance)	10	
2.	Expertise in UPS maintenance and power operations. (Attach three (3) recommendation letters for similar work done	30	
3.	Experience/excellence in maintenance of UPS (Attach four (4) recommendation letters for similar work done)	15	
4.	Bidders should provide a list of three (3) Employees competence and experiences (Attach certified certificates and demonstrate experience for each employee.(CV)	15	
5	Demonstrate At least two (2) years' experience in the field of UPS maintenance (Attach evidence of contracts/LPO/LSO etc	20	
6	A record of accomplishment in serving other government organizations, multinational corporations and international organizations – Attach a list of four (4) corporate clients.	10	
<b>TOTAL MARKS</b>		<b>100</b>	

## BIDDER'S EXPERIENCE REQUIREMENTS FORM

Give a list of four (4) reputable clients for whom they have offered similar assignments in the format below, as requested per lot.

No.	Contact Information	Details
1	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
	Site Location	
2	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
	Site Location	
3	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
	Site Location	

## SECTION VIII - STANDARD FORMS

### Notes on the standard Forms

1. **Form of Tender** - The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. **Price Schedule Form** - The price schedule form must similarly be completed and submitted with the tender.
3. **Contract Form** - The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.
5. **Tender Security Form** - When required by the tender document the tenderer shall provide the tender security either in the form included hereinafter.
6. **Performance security Form** - The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the CAK.
7. **Evaluation Response Forms** – These forms should be completed by the tenderer and submitted with the tender documents as it will be used for technical evaluation.
6. **Tenderers Experience Requirement Form** - This form should be completed by the tenderer and submitted with the tender documents as they will be used for evaluation.
7. **Self Declaration form** -self declaration that the person/tenderer is not debarred in the matter of the public procurement and asset disposal act 2015.
8. **Self Declaration form**- self declaration that the person/tenderer will not engage in any corrupt or fraudulent practice.

**FORM OF TENDER**

Date \_\_\_\_\_

Tender No. **CAK/TEND/008/2020-2021**

To: Sir/Madam:

Having examined the Tender documents including Addenda Nos. *[insert addenda numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **Provision of Preventive Maintenance of ICT Software’s & Hardware’s** in conformity with the said Tender documents for the sum of ..... or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

We undertake, if our Tender is accepted, to deliver the Services in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Tender for the Tender validity period specified in Clause 2.13 of the Appendix to Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We are not participating, as Tenderers, in more than one Tender in this Tendering process.

Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by the Government of Kenya under Kenyan laws.

Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive. We certify/confirm that we comply with the eligibility requirements as per ITT Clause 3 of the Tender documents

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

(Name)

\_\_\_\_\_ [signature] \_\_\_\_\_ [in the capacity of] Duly authorized to sign Tender for and on behalf of \_\_\_\_\_

**PRICE SCHEDULE OF SERVICES**

Name of Tender: **Provision of Preventive Maintenance of ICT Software's & Hardware's**  
Tender Number: **CAK/TEND/008/2020-2021**

Based on the information contained in the Description of Goods, Tenderers should provide a breakdown of costs in the format shown below.

S/No	DESCRIPTION	Lot	UNIT PRICE + 16% VAT	TOTAL PRICE
1	Provision for ICT Maintenance of Hardware Equipment's	1		
2	Provision for Copiers/Printers Maintenance	1		
3	Provision for ICT Maintenance of Servers & Networks	1		
4	Provision for UPS Maintenance	1		

**Signature and Rubber Stamp of tenderer**

---



## 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 certain materials and spares. Viz.....[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of .....[contract price in words and figures]  
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 tenderer hereby covenants with the Procuring entity to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring  
entity) Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the  
tenderer) in the presence of \_\_\_\_\_.

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are 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.

Part 1 General			
Business			
Name.....			
Location	of	Business	Premises
.....		Plot	No,
..... Street/Road .....			
Postal address	.....	Tel No.	.....
..... Fax .....		Email	.....
.....			
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..... Citizenship details .....																
	Part 2 (b) – Partnership Given details of partners as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 25%;">Citizenship details</th> <th style="width: 25%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td colspan="4">.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	.....			
Name	Nationality	Citizenship details	Shares														
1. ....	.....	.....	.....														
2. ....	.....	.....	.....														
.....																	

	3. ....																				
	4. ....																				
	<p>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</p> <table border="0"> <thead> <tr> <th data-bbox="215 961 305 999">Name</th> <th data-bbox="500 961 662 999">Nationality</th> <th data-bbox="813 961 1078 999">Citizenship details</th> <th data-bbox="1203 961 1300 999">Shares</th> </tr> </thead> <tbody> <tr> <td data-bbox="215 1024 240 1056">1.</td> <td colspan="2" data-bbox="277 1024 1354 1056">.....</td> <td data-bbox="1419 1024 1443 1056">2.</td> </tr> <tr> <td></td> <td colspan="2" data-bbox="215 1083 1341 1115">.....</td> <td data-bbox="1317 1083 1341 1115">3.</td> </tr> <tr> <td></td> <td colspan="3" data-bbox="215 1142 1300 1173">.....</td> </tr> <tr> <td data-bbox="215 1188 240 1220">4.</td> <td colspan="3" data-bbox="277 1188 1333 1220">.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	.....		2.		.....		3.		.....			4.	.....		
Name	Nationality	Citizenship details	Shares																		
1.	.....		2.																		
	.....		3.																		
	.....																				
4.	.....																				
	Date.....Signature of Candidate.....																				

**REQUEST FOR REVIEW FORM**

**FORM RB 1 REPUBLIC OF KENYA PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

.....APPLICANT

AND

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

Request for review of the decision of the..... (*Name of the Procuring Entity*) of

.....dated the...day of .....20.....in the matter of Tender No.....of

.....20...

**REQUEST FOR REVIEW**

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

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

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

## FORMAT OF TENDER SECURITY INSTRUMENT

Whereas ..... [*Name of the tenderer*] (hereinafter called "the tenderer") has submitted its tender dated ..... [*Date of submission of tender*] for the ..... [*Name and/or description of the tender*] (hereinafter called "the Tender")

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

Sealed with the Common Seal of the said Guarantor this \_\_\_ day of \_\_\_\_\_ 20 \_\_.

THE CONDITIONS of this obligation are:

1. If after tender opening the tenderer withdraws his tender during the period of tender validity specified in the instructions to tenderers, Or
2. If the tenderer, having been notified of the acceptance of his tender by the Employer during the period of tender validity:
  - (a) fails or refuses to execute the form of Agreement in accordance with the Instructions to Tenderers, 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 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 Guarantor not later than the said date.

---

*[Date ]*

---

*[Signature of the Guarantor]*

---

*[Witness]*

---

*[Seal]*

**PERFORMANCE BANK/INSURANCE COMPANY GUARANTEE [UNCONDITIONAL]**

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/Insurance Company guarantee by a reputable Bank/Insurance Company 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/Insurance Company]

[address]

[date]



**SELF DECLARATION FORM**

**REPUBLIC OF KENYA**

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

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

1. THAT I am the Company Secretary/ Chief Executive/ Managing Director/ Principal Officer/ Director of.....

(insert name of the Company) who is a Bidder in respect of **Tender No.** ..... for.....(insert tender title/description) for..... (insert name of Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deposed to hereinabove is true to the best of my knowledge, information and belief.

.....  
.....  
(Title) (Signature) (Date)  
Bidder Official Stamp

**SELF DECLARATION FORMS REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

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

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

1. THAT I am the Company Secretary/ Chief Executive/ Managing Director/ Principal Officer/ Director of..... (insert name of the Company) who is a Bidder in respect of **Tender No.** ..... for.....(insert tender title/description) for..... (insert name of Procuring entity) and duly authorized and competent to make this statement.

THAT the aforesaid Bidder, its servants and/or agents / subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (insert name of the Procuring entity) which is the Procuring entity.

2. THAT the aforesaid Bidder, its servants and/or agents / subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (insert name of the Procuring entity).

3. THAT the aforesaid Bidder will not engage / has not engaged in any corrosive practice with other bidders participating in the subject tender.

THAT what is deposed to hereinabove is true to the best of my knowledge, information and belief.

.....  
.....  
(Title) (Signature) (Date)  
Bidder Official Stamp