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TENDER DOCUMENT

FOR

SUPPLY AND DELIVERY OF STATIONERY

TENDER NO: KNP/T/1/2021 - 2022

CLOSING / OPENING DATE WEDNESDAY 28TH JULY 2021

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SECTION I INVITATION TO TENDER

TENDER REF NO: KNP/T/01/2021-2022

TENDER NAME: SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY

The Kisii National Polytechnic invites sealed tenders from interested and eligible bidders for the Supply and delivery of stationery.

Interested eligible candidates may obtain further information and inspect of tender documents at Kisii National Polytechnic, in the Procurement office during working hours from **8.00 am to 5.00pm from Monday to Friday.**

A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fee of Ksh.1000 payable to Kisii National Polytechnic Account **01120017051900** Cooperative Bank Kisii Branch. or downloaded from Institution website (www.kisiipoly.ac.ke) free of charge. Applicants who download the tender documents shall be required to register with the Kisii National Polytechnic Procurement Office

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.

Completed tender documents are to be enclosed in plain sealed envelopes marked with Tender name and reference number addressed to:

**THE PRINCIPAL
KISII NATIONAL POLYTECHNIC
P.O BOX 222-40200, KISII.**

Should be deposited in the **Tender Box at the Administration Block** so as to be received on or before **Wednesday 28th July, 2021 at 11:00a.m.**

Or Bulky tenders which do not fit the tender box shall be registered at the procurement's Office at the Administration Block.

Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend at the Library Ground Floor.

NOTE:

- i. Tenderer/bidders must serialize/number all the pages and copies of documents attached and indicate the documents submitted on their own attached table of contents.
- ii. All attachments shall be from the last page of this document, starting with your table of contents and all paged.

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 relative (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 Kshs1,000/=

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

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2.10.4 The validity period of the tender shall be 90 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.

2.13.3.1 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 as 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,” Wednesday 28th July, 2021at 11.00am**

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

2.18.1Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 not later than **Wednesday 28th July, 2021 at 11.00am**

2.18.2The 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

2.19.1The 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

The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, and in the location specified in the Invitation to Tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

2.20.1 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.

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

2.22.3The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.22.4Prior 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.

2.22.5If 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

2.23.1Where 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

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

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

2.24.3A 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

2.25.1Preference where allowed in the evaluation of tenders shall not exceed 15%. 15% preference will be given to business owned and operated by youth, women and persons living with disabilities.

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.

2.26.2Any 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

2.27.1In 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.

2.28 Procuring entity's Right to Vary quantities

2.28.1 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

2.29 Procuring entity's Right to accept or Reject any or All Tenders

2.29.1 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any

time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action

2.30 Notification of Award

2.30.1 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.

2.30.2 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.

2.30.3 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

2.31 Signing of Contract

2.31.1 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.

2.31.2 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.

2.31.3 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.

2.32 Performance Security

2.32.1 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.

2.32.2 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.

2.33 Corrupt or Fraudulent Practices

2.33.1 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 anything 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;

2.33.2 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.

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

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

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 GCC	OF SPECIAL CONDITIONS OF CONTRACT
3.7.1	Not Required in this Tender
3.12.1	Payments shall be made promptly by the Procuring entity as specified in the contract, clause 3.12.1
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, clause 3.18.1

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, drawings, catalogues, etc for the products they intend to supply

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

5.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.

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

- (i) Shortest possible delivery period of each product
- (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

5.2 PRICE SCHEDULE FOR GOODS

THE KISII NATIONAL POLYTECHNIC

TENDER NO: 1 OFFICE STATIONERY

NAME OF TENDERER:-----

S/N	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTIT Y	PRICE/UNIT
1.	Assorted colored clear files plastic	Dozen		
2.	Biro pens (sharp pointed)	Packet		
3.	Box file (Standard)	No		
4.	Box files (double clips)	No		
5.	Brother DR261CL Assorted Colors (set of four)	Set		
6.	Carbon papers Pelican 205 or equivalent	packet		
7.	Cartridge ribbon Epson FX 80 80* 85 86e	No		
8.	Casio calculator	No		
9.	CE 260A,261A,262A,263A Assorted Colors (set of four)	Set		
10.	Cello tape Big size 1''	Dozen		
11.	Cello tape Big size 0.5''	Dozen		
12.	Cello tape Big size 3/4''			
13.	Conqueror paper Cream/ blue	Reams		
14.	Counter Books 2 Quires	No		
15.	Counter Books 3 Quires	No		
16.	Counter Books 4 Quires	No		
17.	Delivery book	piece		
18.	Duplicating paper A4 Kasuku	Reams		
19.	Envelope A3	Box of Pack of 1000		
20.	Envelope A4	Box of Pack of 1000		
21.	Envelope A5	Box of Pack of 1000		

22.	Envelope A6	Box of Pack of 1000		
23.	Executive pen	piece		
24.	Felt Pen	No		
25.	File Covers Manila	No		
26.	File Covers Plastic	No		
27.	File Folders Suspension	No		
28.	File folders with fasteners manila	piece		
29.	File folders with fasteners plastic	piece		
30.	Flip Charts	No		
31.	Glue paste/ stick 20g	Dozen		
32.	Haco numberings 30cm	No		
33.	Heavy Duty Stapler	No		
34.	Highlighters	No		
35.	HP LaserJet 90A	No		
36.	HP Toner 53A	No		
37.	HP Toner office jet pro 7510	No		
38.	HP Toner for laser jet pro 8620	No		
39.	HP Toner for laset jet pro MFP M125nw	No		
40.	HP Toner 53A	No		
41.	HP Toner 78A	No		
42.	HP Toner 83A	No		
43.	Kyocera Task Alfa 2551	No		
44.	Kyocera Tk4105	No		
45.	Ledger Books 1 Quire	No		
46.	Manila papers 51x76cm 160gms	No		
47.	Masking Tape 1"	Dozen		
48.	Masking Tape 3/4"	Dozen		
49.	Masking Tape 0.5"	Dozen		
50.	Numbering ink 60ml	Bottle		
51.	Office glue 40g	Dozen		
52.	Office pins	Box of 5000 pack		
53.	Office Trays	No		

54.	Ordinary pencil HB	Dozen		
55.	Paper Clips 33mm-50g	Box		
56.	Paper Clips, Bulldog Small 2 ½	Box		
57.	Paper Clips, Bulldog Small 2”	Box		
58.	Paper Clips, Bulldog Small 3”	Box		
59.	Assorted colored paper clips	Box		
60.	Paper Punch Heavy DP 800	No		
61.	Paper Punch Small	No		
62.	Paper white ruled foolscap (297*210mm)	No		
63.	Paste Glue 142cc	No		
64.	Pencil Sharpener 0120	No		
65.	Photocopying papers	Reams		
66.	Ecosys M6235Cidn ink	No		
67.	Rongda ink 600ml	Tube		
68.	Rongda master	Roll		
69.	Rubber stamp self-inking	No		
70.	Samsung 108A	No		
71.	Samsung C2160/SAV	No		
72.	Samsung 8123	No		
73.	Scissors	No		
74.	Shorthand Note Books A5	No		
75.	Spring files (manila Covers)	No		
76.	Spring Files (plastic covers)	No		
77.	Stamp Pad	No		
78.	Stamp Pad Ink	No		
79.	Stamp pad ink blue	6 pcs packaging		
80.	Stamp pad ink red	6 pcs packaging		
81.	Staple pin remover	No		
82.	Staple pins 24/7	Box of 5000 pack		
83.	Staple Pins 50/60	Box		
84.	Stapler DS 210	No		
85.	Stapler giant	piece		
86.	Staples pins23/17	Box of 5000 pack		
87.	Staples pins24/6	Box of 5000 pack		

88.	Sticky note pads 3x3	box		
89.	Thermal Roll 79mm x80mm x13mm	Rolls		
90.	Thumblettes No.2	No		
91.	TK6115	No		
92.	Toner 312 ACF 380A,381A,382A,383A Assorted colors (set of four)	Set		
93.	Toner Cartridge 30A			
94.	Toner Catridge 32A	No		
95.	Toner Catridge 83A	No		
96.	Toner cartridges 05A	No		
97.	Toner cartridges 12A	No		
98.	Toner cartridges 15A	No		
99.	Toner cartridges 17A			
100.	Toner cartridges 205A (colored set)	set		
101.	Toner cartridges 305A colored set of Four colors	Set		
102.	Toner cartridges 312A	No		
103.	Toner cartridges 35A	No		
104.	Toner cartridges 51A	No		
105.	Toner cartridges 53A	No		
106.	Toner cartridges 73A	No		
107.	Toner cartridges 80A	No		
108.	Toner cartridges 8550/8510	No		
109.	Toner cartridges 85A	No		
114.	Toner cartridges EPSON L210 colored ink set	Set		
115.	Toner cartridges Kyocera TK 375	No		
116.	Toner cartridges Kyocera TK 475	No		
117.	Toner cartridges TK 410/435	No		
118.	Toner cartridges TK 4109	No		
119.	Toner cartridges TN3320	No		
120.	Toner LaserJet 19A	No		
121.	TonerQ6000A	No		

122.	Treasury tags 250mm	Box		
123.	Visitors book	piece		
124.	Waste paper Basket Plastic	No		
125.	Writing Pads Loose Leaf A4	No		
126.	Flash disks 2GB	No		
127.	Flash disks 4GB	No		
128.	Flash disks 8GB	No		
129.	External hard disk 500GB	No		
130.	External hard disk 1TB	No		
131.	Rubber bands	packet		
132.	White out	Dozen		
133.	Steel cabinet 4 drawer	No		
134.	Steel cabinet 3 drawer	No		

SELLER'S SIGNATURE:

DATE :

OFFICIAL STAMP:

ADDRESS :

Signature and stamp of tenderer ____

Note:

- a.** In case of discrepancy between unit and total prices, the unit price shall prevail.
- b.** All prices quoted must be inclusive of VAT (where applicable)
Transport, Delivery and Handling costs up to KNP CENTRAL STORES

MANDATORY EVALUATION MATRIX					
	Evaluation Attribute	Evaluation Parameters	Total Marks per Category	Marks Awarded	Remarks
i.	Duly signed Registration of Suppliers Submission Form.	Mandatory	5		
ii.	Certified copy of Certificate of Registration/Incorporation.	Mandatory	10		
iii.	Valid Tax compliance certificate.	Mandatory	5		
iv.	Certified copy of Pin certificate (itax)	Mandatory	5		
v.	Duly filled Confidential Pre-qualification Business Questionnaire.	Mandatory	10		
vi.	Sworn Affidavit.	Mandatory	5		
vii.	Certified Valid copy of business permit	Mandatory	5		
viii.	A copy of valid certificate of Youth, Women and persons with disability (YWPD) where applicable	Mandatory	10		
ix.	Attach Orders from leading customers in terms of value (attach copies of LPO/LSO from at least three different	Mandatory	15		
x.	Attach a copy of NHIF compliance certificate and NSSF compliance certificate where applicable	Mandatory	5		
xi.	Attach three years (recent) audited accounts where applicable	Where applicable	10		
xii.	Attach a copy NEMA certificate where applicable	Where applicable	10		
xiii.	Attach a copy of: Association of Insurance Brokers (AIB) Practicing license for Agents Insurance Regulatory Authority (IRA)	Mandatory for Insurance Services	10		
xiv.	Attach a copy of certificate of good conduct where applicable	Where applicable	10		
	TOTAL SCORE		115		

PART 2: TECHNICAL EVALUATION

	ITEM DESCRIPTION	WEGHTING (POINTS)
	Attach copies of certificates and curriculum vitae of Management and other key staff duly signed and telephone number indicated for the staff.	18
	Relevant Tools and Equipment and consumables <ul style="list-style-type: none"> List of equipment you own for this assignment (attach ownership evidence i.e. purchase, receipts, Delivery notes/invoices) 	15
	Two (2) years audited account statements 2019 & 2020 or Last Six (6) months bank statement	10
	Credit Period: 30 days –3 points 60 days –5 points 90 days- 7 points	15
	Must have evidence of supply of similar goods/services for three (3) firms with similar complexity and value as Kisii National Polytechnic <ul style="list-style-type: none"> Certified copy of Contract agreements and recommendations from each institution. Each contract agreement – 3 points Each recommendation letter – 3 points 	12

	Evidence of Statutory compliance <ul style="list-style-type: none"> • NHIF -5 points • NSSF -5 points 	10
	Document Presentation; Having the tender document arranged in an orderly manner with clearly marked separators/ page marks	10
	Litigation history (Certified by commissioner of oaths)	10
	TOTAL	100

Any bidder who scores 80 points and above only shall be considered for financial evaluation

SECTION VIII STANDARD FORMS

Notes to the tenderer

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.

1. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
2. 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 Kisii National Polytechnic
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. 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 by Kisii National Polytechnic
5. Bank Guarantee for Advance Payment Form-When Advance payment is requested for by the successful bidder and agreed by Keroka Technical Training Institute, this form must be completed fully and duly signed by the authorized officials of the bank.
6. 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:

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.

1. 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.

2. 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*).

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

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

5. 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

<p>Part 1 General</p> <p>Business Name.....</p> <p>Location of Business Premises</p> <p>..... Plot No,</p> <p>.....Street/Road.....</p> <p>Postal addressTel No.</p> <p>Email.....</p> <p>Nature of Business</p> <p>.....</p> <p>Registration Certificate /Certificate of incorporation No</p> <p>Business Permit / license No.....</p> <p>Pin Number.....</p> <p>Tax compliance status</p>
--

Part 2 (a) – Sole Proprietor

<p>Your name in full.....ID NO.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details</p> <p>.....</p>

Part 2 (b) – Partnership

Given details of partners as follows

Name	Nationality	Citizenship details /ID No.	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.			

Date.....Signature of Candidate.....

Name of your bankers.....

If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth,
Naturalization or registration

DECLARATION NOT TO ENGAGE IN CORRUPTION

I hereby declare that I will not be engaged in corrupt or fraudulent practice and that I
have not been debarred from participating in procurement proceedings.

SIGNED..... DATE.....

STAMP.....

8.3 TENDER SECURITY FORM

[The Bidder shall complete in this Form in accordance with the instructions indicated]

Date: (day, month and year) of Bid Submission]

Tender No. [KNP/T/...../2021-2022.]

Tender Description. [.....]

To: Keroka Technical Training Institute

We, the undersigned, declare that:

- 1 We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.
- 2 We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of three months/ Ninety (90) days starting on 1st July 2021, if we are in breach of our obligation(s) under the bid conditions, because we –
 - (a) Have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or
 - (b) Having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,
 - (i) Fail or refuse to execute the Contract, if required, or
 - (ii) Fail or refuse to furnish the Performance Security, in accordance with the ITT.
- 3 We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of
 - (i) Our receipt of a copy of your notification of the name of the successful Bidder; or
 - (ii) twenty-eight days after the expiration of our Tender.
- 4 We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the Joint Venture that submits the bi, and the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Name. Signature

[Insert signature of person whose name and capacity are shown]

In the capacity of

[Insert legal capacity of person signing the Bid Securing Declaration]

32

Name [Insert

complete name of person signing the Bid Securing Declaration] Duly authorized

to sign the bid for and on behalf of:.....

[Insert complete name of Bidder]

Dated on day of, [insert date of signing

33

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 certain goods] 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 tenderer*]

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] 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) _____

THE PRINCIPAL
KISII NATIONAL POLYTECHNIC
P.O. BOX 222-40200
KISII

The tenderer is expected to complete all parts of this form

8.9 TECHNICAL EVALUATION FORM – GOODS

Part 1. General Information

Tenderers Name	
Postal Address	
Tel No.	Fax E mail
Physical Address.....	
Tender No	Description.....

Part 2. Evaluation Stages Stage 1: Preliminary Evaluation

Preliminary Evaluation work sheet		
	Required Items	Requirement
1.	Certificate of Incorporation/ Business Registration	
2	Valid Tax Compliance/Exemption Certificate from the Kenya revenue authority (KRA)	
3	Pin Certificate	
4	Duly filled, signed and stamped business questionnaire	
5	Stamped and Signed Bank statement of not less than six months or Audited Accounts for one year.	
	Total	

Yes

No

1. Supply of Goods on Credit

☐
☐

2. Delivery of Goods to the Institute

☐
☐

The tenderer must qualify in requirements No. 1-5 above in order to proceed to the Evaluation Stage 2

Stage 2: Other Requirements

No	Requirement	Max. points	Points Awarded	Remarks
1.	Telephone	2		
2.	Name of the Banker	2		
3.	Nature of Business	2		
4.	Value of Business the firm can handle at once: Less than; KShs.50,000 KShs, 51,000-100,000 KShs. 100,000.00 Upwards	1 2 3		
5	Credit Facility: 30 day 60 days 90 days	3 4 5		
6	Fully filled, stamped and signed declaration form	3		
7	Fully filled, stamped and signed sworn statement	3		
	TOTAL POINTS	20		

Bidders must attain 90% pass mark to proceed to Financial Stage

Part 3: Declaration (For the Tenderer only)

(The tendered is expected to state categorically whether he/she will or will not accept to be evaluated on the above criteria)

Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? (Tick appropriately below)

No
☐ ☐

Yes

Official Stamp Sign.....

Part 4: Declaration Form

Date _____

**THE PRINCIPAL
KISII NATIONAL POLYTECHNIC
P.O BOX 222-40200**

We (name and address) _____
_____ declare the following:

- a) Have not been debarred from participating in public procurement.
- b) Have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

of Bidder

----- Name

Signature

Date **Part 5:**

SWORN STATEMENT

Having studied the tender information we/I hereby state:-

- 1) The information furnished in our application is accurate to the best of our knowledge
- 2) That in case of being awarded the tender we acknowledge that this grants us the opportunity to participate in delivery of the items as per our tender submission.
- 3) When the legal, technical or financial conditions or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your right to review the tender awards made.
- 4) We enclose all the required documents and information required for the tender evaluation.

Date.....

Applicant's

Name.....

Represented by.....

Signature..... (Full name and designation of the person signing and stamp or seal)

For Official Use Only

(The Team Leader of Evaluation Team will make comments below based on the findings about the tenderer)

Accept the Firm

Reject the Firm

☐☐

Sign..... Date

**Approved /Not Approved
Members of Committee**

Name

Signature

Date

1. -----

2. -----

3. -----

4. -----

5. -----

6. -----

7. -----

8. -----