



**TENDER NO. NCPB/ICT/LAPTOPS/14/2021-2022 FOR
SUPPLY AND DELIVERY OF NEW LAPTOPS**

**ALL TENDERERS ARE ADVISED TO READ CAREFULLY THIS TENDER
DOCUMENT IN ITS ENTIRETY BEFORE MAKING ANY BID**

**NATIONAL CEREALS AND PRODUCE BOARD
NYUMBA YA NAFKA
MACHAKOS/ENTERPRISE ROADS
INDUSTRIAL AREA
P.O. BOX 30586
NAIROBI
Telephone: +254-020-6536028, +254-723030399
Email: supplies@ncpb.co.ke
Website: www.ncpb.co.ke**



SECTION I - INVITATION TO TENDER

TENDER NO. NCPB/ICT/LAPTOPS/14/2021-2022: FOR SUPPLY AND DELIVERY OF NEW LAPTOPS

1.1 Introduction.

The National Cereals and Produce Board (NCPB) invites bids from eligible Tenderers for **supply and delivery of new laptops.**

1.2 Obtaining tender documents.

1.2.1 The tender document with further detailed information may be obtained from **the office of the Head of Procurement Services** during normal working hours, between 9.00 am and 3.00 pm, **upon payment of non-refundable fees of Kshs. 1,000.00 (One thousand shillings)** per set via Mpesa at the cash office of National Cereals and Produce Board.

1.2.2 Prospective bidders may also download the tender document from NCPB's website (www.ncpb.co.ke) or IFMIS supplier portal (supplier.treasury.go.ke) free of charge.

1.2.3 Bidders who download the tender document are advised to sign a tender register at the NCPB Head Office, Procurement Services Department OR send their detailed address using the Email: supplies@ncpb.co.ke or ncpbsupplies@gmail.com before the tender closing date

1.3 Submission of Tender documents

Completed envelope tender document should be submitted in a sealed envelope clearly marked in Bold Letters: **"NCPB/ICT/LAPTOPS/14/2021-2022 "SUPPLY AND DELIVERY OF NEW LAPTOPS "**. Addressed to:-

**THE MANAGING DIRECTOR,
NATIONAL CEREALS AND PRODUCE BOARD,
NYUMBA YA NAFKA,
MACHAKOS/ENTERPRISE ROADS,
INDUSTRIAL AREA,
P.O BOX 30586,
NAIROBI.**

and physically deposited in the tender box situated in Nafaka House, Ground Floor, by the Reception Area, so as to be received on or before 25th November, 2021 at 12.00 noon.



1.4 Prices

Offered Price should be inclusive of all taxes, duties, levies and delivery costs to the NCPB premises and shall remain valid for **One hundred and twenty (120) days from the closing date of the tender.**

1.5 Opening of submitted Tenders

Tenders will be opened promptly thereafter at **12:00 noon 25th November, 2021** in the presence of the Tenderer's or their representatives who choose to attend in NCPB Gilfillan hall Machakos/Enterprise roads ,Industrial area, Nairobi.

Bidders are advised to send details of ONE representative in advance to enable NCPB organize for required protocols in compliance with MOH guidelines on Covid19.

1.6 Pre-bid meeting

There will be no pre-bid meeting for this tender.

1.7 Address for Opening of Tenders.

- 1) National Cereals & Produce Board
- 2) Physical address Industrial Area, Enterprises/Machakos Roads,
NYUMBA YA NAFKA, **Gilfillan hall**

[Authorized Official (name, designation, Signature and date)]

Name_____

(Official of the National Cereals & Produce Board issuing the invitation)

Designation:_____

Signature:_____

Date:_____



***NOTES TO TENDERERS**

Valid Tax Compliance Certificate shall be one issued by the relevant tax authorities and valid for at least up to the tender closing date. All registered Tenderers must provide a valid Tax Compliance Certificate.



SECTION III - INSTRUCTIONS TO TENDERERS

3.1 Definitions

In this tender, unless the context or express provision otherwise requires: -

- a) Any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made there-under.
- b) **"Date of Tender Document"** shall be the **start date** specified on the tender document.
- c) **"Day"** means calendar day and "month" means calendar month.
- d) **"The contract"** means the agreement entered into between the Board and the bidder as recorded in the Contract Form signed by the parties and all documents incorporated by reference therein.
- e) **"The contract price"** means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
Service or its successor(s) and assign(s) where the context so admits
- f) **"PPRA"** wherever appearing means The Public Procurement Regulatory Authority or its successor(s) and assign(s) where the context so admits.
- g) **"NCPB"** wherever appearing means National Cereals & Produce Board
- h) **Reference to "the tender" or the "Tender Document"** includes its appendices and documents mentioned hereunder and any reference to this tender or to any other document includes a reference to the other document as varied supplemented and/or replaced in any manner from time to time.
- i) **"The Procuring Entity"** means The National Cereals and Produce Board, Herein also referred to as "The Board"
- j) **'Commencement date and Duration of the contract'** means the date the contract starts and the period it will take to complete the contract Limited or its successor(s) and assign(s).
- k) **"The Tenderer"** means the person(s) submitting its Tender for the supply and delivery (where applicable) of the goods in response to the Invitation to Tender.
- l) Where there are two or more persons included in the expression the "Tenderer", any act or default or omission by the Tenderer shall be deemed to be an act, default or omission by any one or more of such persons.



- m) Words importing the masculine gender only, include the feminine gender or (as the case may be) the neutral gender.
- n) Words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the "Tenderer" the covenants, agreements and obligations expressed to be made or performed by the Tenderer shall be deemed to be made or performed by such persons jointly and severally.
- o) NCPB's "**authorized person**" shall mean its MD & CEO who is designated by the PPAD Act 2015 to exercise such power, authority or discretion as is required under the tender and any contract arising therefrom, or such other NCPB staff delegated with such authority.
- p) Citizen contractors-means a person/firm wholly owned and controlled by person(s) who are citizens of Kenya.
- q) Local contractors- a firm shall be qualified as a local contractor if it is registered in Kenya.

3.2 Eligible Tenderers

3.2.1 A tenderer is eligible to bid for this contract only if the tenderer satisfies the following criteria—

- (a) the tenderer has the legal capacity to enter into a contract for procurement or asset disposal;
- (b) the tenderer is not insolvent, in receivership, bankrupt or in the process of being wound up;
- (c) the tenderer, if a member of a regulated profession, has satisfied all the professional requirements;
- (d) the tenderer and his or her sub-contractor, if any, is not debarred;
- (e) the tenderer has fulfilled tax obligations;
- (f) the tenderer has not been convicted of corrupt or fraudulent practices; and
- (g) is not guilty of any serious violation of fair employment laws and practices.

In addition, this Invitation to Tender is open to all Tenderers eligible as described in the **Appendix to Instructions to Tenderers**.

Successful Tenderers shall supply the goods in accordance with this tender and the ensuing contract.

3.2.2 In addition the tenderer shall be considered ineligible to bid, where in case of a corporation, private company, partnership or other body, the tenderer, their spouse, child or sub-contractor has substantial or controlling interest and is found to be in contravention of the provisions of section 3.2.1 above.

3.2.3 Collusion or Agreements between eligible tenderers to directly or indirectly fix prices or any other trading conditions is prohibited. Where this is discovered, the tenderers involved will not be eligible for award and shall be disqualified.



3.2.4 Notwithstanding any other provisions of this tender, the following are not eligible to participate in the tender:-

- a) NCPB's employees, its Board or any of its committee members.
- b) Any Public/State Officer of the Government of the Republic of Kenya (GoK).
- c) Any member of a Board or Committee or any department of GoK.
- d) Any person appointed to any position by the President of Kenya.
- e) Any person appointed to any position by any Cabinet Secretary of GoK.
- f) Any tenderer submitting false, inaccurate or incomplete information about their qualifications.

3.2.5 Despite the provisions of section 3.2.3 and 3.2.4, a tenderer having a substantial or controlling interest shall be eligible to bid where—

- (a) such tenderer has declared any conflict of interest; and
- (b) performance and price competition for that good, work or service.

3.2.6 For the purposes of this paragraph, any relative i.e. spouse(s) and child(ren) of any person mentioned in sub-paragraph 3.2.4 is also ineligible to participate in the tender. In addition, a Cabinet Secretary shall include the President, Deputy President or the Attorney General of GoK.

3.2.7 Tenderers shall provide the qualification information statement that the Tenderer (including 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 NCPB 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 to Tender.

3.2.8 Tenderers shall not be under declarations as prescribed at Section XIII.

3.2.9 Tenderers who are not under these declarations shall complete the Declaration Form strictly in the form and content as prescribed at Section XIII.

3.2.10 Those that are under the Declaration as prescribed at Section XIII whether currently or in the past shall not complete the Form. They will submit a suitable Form giving details, the nature and present status of their circumstances.

3.3 Eligible Goods

3.3.1 All goods to be supplied under the contract shall have their origin in eligible source countries. These countries are as described in the Appendix to Instructions to Tenderers.



3.3.2 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.

3.3.3 The origin of goods is distinct from the nationality of the Tenderer.

3.4 Cost of Tendering

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

3.5 Contents of the Tender Document

3.5.1 The Tender Document comprises the documents listed below and Addendum (where applicable) issued in accordance with paragraph 3.7 of these Instructions to Tenderers: -

- a) Invitation to Tender
- b) Tender Submission Checklist
- c) Instructions to Tenderers
- d) Appendix to Instructions to Tenderers
- e) Schedule of Requirements
- f) Delivery Schedule
- g) Price Schedule for Goods
- h) Evaluation Criteria
- i) General Conditions of Contract
- j) Special Conditions of Contract
- k) Tender Form
- l) Confidential Business Questionnaire Form
- m) Tender Security Form
- n) Manufacturer’s Authorization Form
- o) Manufacturer’s Warranty
- p) Declaration Form
- q) Contract Form
- r) Performance Security Form
- s) Technical Specifications
 - (i) General Requirements
 - (ii) Detailed Technical Specifications



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

3.5.3 All recipients of the documents for the proposed Contract for the purpose of submitting a tender (whether they submit a tender or not) shall treat the details of the documents as "Private and Confidential".

3.6 Clarification of Documents

A prospective Tenderer requiring any clarification of the Tender Document may notify the Head of Procurement Services in writing and ensure receipt is acknowledged at NCPB's Physical address indicated on the Tender Document. NCPB will respond in writing to any request for clarification of the Tender documents, which it receives not later than four (4) days prior to the deadline for the submission of Tenders, prescribed by NCPB. Written copies of NCPB's response (including an explanation of the query but without identifying the source of inquiry) will be published and accessible to all prospective Tenderers on the NCPB's website/ tendering portal.

3.7 Amendment of Documents

3.7.1 At any time prior to the deadline for submission of Tenders, NCPB, 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.

3.7.2 In order to allow prospective Tenderers reasonable time in which to take the amendment into account in preparing their Tenders, NCPB, at its discretion, may extend the deadline for the submission of Tenders.

3.7.3 Bidders are advised to regularly visit NCPB website during then bidding period for any clarification or addendum. (www.ncpb.co.ke)

3.8 Language of Tender

The Tender prepared by the Tenderer, as well as all correspondence and documents relating to the tender, exchanged between the Tenderer and NCPB, shall be written in English language. Any printed literature furnished by the Tenderer written in any other language shall be 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. The English translation shall be on the Tenderer's letterhead and shall be signed by the duly authorized signatory signing the Tender and stamped with the Tenderer's stamp.



3.9 Documents Comprising the Tender

The Tender prepared and submitted by the Tenderer shall include but not be limited to all the following components: -

- a) Declaration Form, Tender Form and a Price Schedule completed in compliance with paragraphs 3.2, 3.10, 3.11 and 3.12.
- b) Documentary evidence established in accordance with paragraph 3.13 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 3.14 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 3.17
- e) A detailed list of previous customers as prescribed for similar items on tender and their contact addresses shall be submitted with the Tender for the purpose of reference,

3.10 Tender Form

3.10.1 The Tenderer shall complete and sign the Tender Form and all other documents furnished in the Tender Document, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices amongst other information required.

3.10.2 If the Form is found to have insufficient space to fit all of the Tenderer's information, data, etc., the Tenderer shall attach a sheet or sheets immediately after such page clearly labeling at the top of each page of such attachment with the title of that Form and numbering accordingly.

3.11 Tender Prices

3.11.1 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.

3.11.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises (where applicable) of NCPB or other specified site.

3.11.3. For the avoidance of doubt, Tenderers shall quote on Delivered Duty Paid (DDP) basis. No other basis shall be accepted for evaluation, award or otherwise.

3.11.4 Section 20 of the Insurance Act Cap.487 requires all imports to the country to be insured with a local insurance company. It is now mandatory for all marine cargo imports to adhere to this requirement

3.11.5 Tender prices to be submitted (quoted) by the Tenderer shall remain fixed for the contract duration.



3.12 Tender Currencies

3.12.1 For goods that the Tenderer will supply from within or outside Kenya, the prices shall be quoted in Kenya Shillings, for local bidders but for foreign bidders they may quote in either Kenya Shilling or in another freely convertible currency in Kenya. The currency quoted must be indicated clearly on the Price Schedule of Goods.

3.12.2 The exchange rate to be used for currency conversion for evaluation purposes shall be the Central Bank of Kenya selling rate prevailing on the Tender closing date. (Please visit the Central Bank of Kenya website).

3.13 Tenderer's Eligibility and Qualifications

3.13.1 Pursuant to paragraph 3.2, the Tenderer shall furnish, as part of its Tender, documents establishing the Tenderer's eligibility to tender and its qualifications to perform the contract if its Tender is accepted.

3.13.2 The documentary evidence of the Tenderer's eligibility to tender shall establish to NCPB's satisfaction that the Tenderer, at the time of submission of its Tender, is from an eligible source country as defined under paragraph 3.2

3.13.3 The documentary evidence of the Tenderer's qualifications to perform the contract if its Tender is accepted shall be established to NCPB'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. The authorization shall strictly be in the form and content as prescribed in the Manufacturer's Authorization Form in the Tender Document.
- b) that the Tenderer has the financial capability necessary to perform the contract. The Tenderer shall be required to provide the documents as specified in the Appendix to Instructions to Tenderers including a current Tax Compliance Certificate issued by the relevant tax authorities.
- c) that the Tenderer has the technical and production capability necessary to perform the contract.
- d) 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, spare parts and stocking obligations prescribed in the Conditions of Contract and or in the Technical Specifications.

3.14 Unsatisfactory or default in performance

Tenderers with any record of unsatisfactory or default in performance obligations in any contract shall not be considered for evaluation, award or otherwise. For the avoidance



of doubt, this shall include any Tenderer with unresolved case(s) in its performance obligations for more than two (2) months in any contract.

3.15 Goods Eligibility and Conformity to Tender Documents

3.15.1 Pursuant to paragraph 3.3 of this Section, the Tenderer shall furnish, as part of its Tender, documents establishing the eligibility and conformity to the Tender Document of all goods that the Tenderer proposes to supply under the contract.

3.15.2 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.

3.15.3 The documentary evidence of conformity of the goods to the Tender Document may be in the form of literature, drawings and data, and shall consist of: -

- a) a detailed description of the essential technical and performance characteristics of the goods whether in brochures, catalogues, drawings or otherwise,
- b) a list giving full particulars, including available source and current prices of spare parts, special tools and other incidental apparatus necessary for the proper and continuing functioning of the goods for a minimum period of three (3) years, following commencement of the use of the goods by

NCPB, and,

- c) Duly completed Schedule of Guaranteed Technical Particulars (GTP) as per Tender Specifications demonstrating substantial responsiveness of the goods and service to those specifications and, if any, a statement of deviations and exceptions to the provisions of the Technical Specifications.

3.15.4 For all goods offered, the Tenderer shall be required to demonstrate that the goods or products conform to required standards by evidence of a Type Test Certificate and its Report, or, Test Certificates and their Reports issued by own or a **third party testing laboratory** accredited to ISO/IEC 17025. A copy of the accreditation certificate to ISO/IEC 17025 **of the testing laboratory and the scope of accreditation** shall be submitted together with the tender. NCPB reserves the right to subject the certificate(s) to authentication. **Type Test Certificates and Type Test Reports shall NOT be more than five (5) years old prior to the Date of the Tender document.**

3.15.5 Where the Tenderer proposes to supply locally manufactured goods, and any local (i.e. Kenyan) testing body lacks the necessary accreditation certificate or ability mentioned in 3.15.4 above, the certificate issued by such local testing body shall



be accepted within the meaning of paragraph 3.15.4 notwithstanding the absence of the accreditation certificate(s).

3.15.6 Where in any case not provided for in clauses 3.15.4 and 3.15.5 above, the acceptance of goods for purposes of evaluation or otherwise shall be at the sole discretion of NCPB. However, the Tenderer shall submit satisfactory evidence prior to application of this sub-paragraph.

3.15.7 For purposes of the documentary and other evidence to be furnished pursuant to sub-paragraphs 3.15.3, 3.15.4, 3.15.5 and 3.15.6 above, the Tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by NCPB in its Technical Specifications, are intended to be descriptive only and not restrictive. The Tenderer may adopt higher standards, brand names, and or catalogue numbers in its Tender, provided that it demonstrates to NCPB's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

3.16 Warranty

3.16.1 Where required in the Tender, all Tenderers must also provide a Warranty that warrants that the goods to be supplied under the intended contract are new, unused, of the most recent or current specification and incorporate all recent improvements in design and materials unless provided otherwise in the Tender. The Warranty shall also warrant that the goods in the Tenderer's bid have no defect arising from manufacture, materials or workmanship or from any act or omission of the Tenderer that may develop under normal use of the goods under the conditions obtaining in Kenya.

3.17.2 The Warranty will remain valid for one (1) year after the goods, or any portion thereof as the case may be, have been delivered to the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port of loading in the source country, whichever period concludes earlier.

3.18 Tender Security

3.18.1 All tenders must be accompanied by an original Tender Security of **Kshs. 200,000.00 (Two hundred thousand)** only. The security must be valid for one hundred and twenty (120) calendar days from the date of the closing of the tender.

3.18.2 The tender security shall be either one or a combination of the following: -

- a) an original Bank Guarantee that is strictly in the form and content as prescribed in the Tender Security Form (Bank Guarantee) in the Tender Document.



- b) Insurance guarantee from the list of the approved insurance companies by PPRA
- c) An original Guarantee by a deposit taking Microfinance Institution, Sacco Society, Youth Enterprise Development Fund or the Women Enterprise Fund, that is strictly in the form and content as prescribed in the Tender Security Form

3.18.3 The tender security is required to protect NCPB against the risk of the Tenderer's conduct which would warrant the security's forfeiture pursuant to paragraph 3.18.10.

3.18.4 The Tender Security shall be denominated in Kenya Shillings or in another freely convertible currency in Kenya.

3.18.5 The Tender Security shall be valid for one hundred and twenty (120) days beyond the validity of the tender.

3.18.6 NCPB shall seek authentication of the Tender Security from the issuing or confirming bank. It is the responsibility of the Tenderer to sensitize its issuing or confirming bank on the need to respond directly and expeditiously to queries from NCPB. The period for response shall not exceed three (3) days from the date of NCPB's query. Should there be no conclusive response by the bank within this period, such Tenderer's Tender Security may be deemed as invalid and the bid rejected.

3.18.7 Any Tender not secured in accordance with this paragraph will be rejected by NCPB as non-responsive.

3.18.8 The unsuccessful Tenderer's Tender Security will be released as promptly as possible, in any of the following circumstances: -

- a) the procurement proceedings are terminated
- b) NCPB determines that none of the submitted Tenders is responsive
- c) a contract for the procurement is entered into

3.18.9 The successful Tenderer's Tender Security will be released upon the successful Tenderer's signing the contract, pursuant to paragraph 3.36 and furnishing an authentic Performance Security, pursuant to paragraph 3.36.

3.18.10 The Tender Security shall be forfeited –

- a) if the Tenderer withdraws its Tender after the deadline for submitting Tenders but before the expiry of the period during which the Tenders must remain valid
- b) if the Tenderer fails to enter into a written contract in accordance with paragraph 3.36
- c) if the successful Tenderer fails to furnish the performance security in accordance with paragraph 3.39



- d) if the Tenderer fails to extend the validity of the tender security where NCPB has extended the tender validity period in accordance with paragraph 3.19.

3.18.11 Where NCPB has extended the tender validity period in accordance with paragraph 3.18, any Tenderer who opts not to extend its tender validity shall have its Tender Security promptly returned.

3.18 Validity of Tenders

3.18.1 Tenders shall remain valid for One Hundred and twenty (120) days after the date of tender opening as specified in the Invitation to Tender or as otherwise may be prescribed by NCPB, pursuant to paragraph 3.23. A Tender that is valid for a shorter period shall be rejected by NCPB as non-responsive.

3.18.2 In exceptional circumstances, NCPB may extend the Tender validity period. The extension shall be made in writing. The tender security provided under paragraph 3.18 may also be extended.

3.19 Alternative Offers

Only main offers shall be considered, as alternative offers are not acceptable.

3.20 Deadline for Submission of Tenders

3.20.1 Tenders must be received by NCPB by the date and time specified in the tender document.

3.20.2 NCPB may, at its discretion, extend this deadline for submission of Tenders by amending the tender documents in accordance with paragraph 3.7, in which case all rights and obligations of NCPB and the Tenderer previously subject to the initial deadline, will therefore be subject to the deadline as extended.

3.21 Modification and Withdrawal of Tenders

3.21.1 The Tenderer may modify or withdraw its Tender after it has submitted, provided that the modification, including substitution or withdrawal of the Tender is received by NCPB prior to the deadline prescribed for submission of tenders.

3.21.2 No Tender may be modified after the deadline for submission of Tenders.

3.21.3 No Tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period during which the Tender must remain valid except where NCPB extends the initial validity period. Any withdrawal of a Tender during this interval shall result in forfeiture of the Tenderer's Tender Security except where NCPB extends the initial validity period.



3.22 Opening of Tenders

- 3.22.1 NCPB shall open all Tenders promptly at the date and time specified in the tender document and at the location specified in the Invitation to Tender or as may otherwise be indicated.
- 3.22.2 The Tenderer's names, tender modifications or withdrawals, the presence or absence of requisite Tender Security and such other details as NCPB, at its discretion, may consider appropriate, will be announced at the opening.
- 3.22.3 At the Tender opening, tender prices, discounts, and such other details as NCPB, at its discretion, may consider appropriate will be read out.
- 3.22.4 The Tenderers or their representatives may attend the opening and those present shall sign a register evidencing their attendance.

3.23 Process to be Confidential

- 3.23.1 After the opening of tenders, information relating to the examination, clarification, evaluation and comparisons of tenders and recommendations arising there-from shall not be disclosed to a Tenderer or other person(s) not officially concerned with such process until conclusion of that process.
- 3.23.2 Conclusion of that process shall be deemed to have occurred, at the latest, by the date and time NCPB notifies the successful bidder(s). In any event, official disclosure by NCPB of any information upon conclusion of that process may only be to the unsuccessful bidders and may contain only the information permissible by law in summary form.
- 3.23.3 Any effort by a Tenderer to influence NCPB or any of its staff members in the process of examination, evaluation and comparison of tenders and information or decisions concerning the Tender may result in the disqualification of the Tenderer.

3.24 Clarification of Tenders and Contacting NCPB

- 3.24.1 To assist in the examination, evaluation and comparison of Tenders NCPB 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.
- 3.24.2 The Tenderer is required to provide timely clarification or substantiation of the information that is essential for effective evaluation of its qualifications. It is the responsibility of the Tenderer to provide in writing the clarification or substantiation which should reach NCPB within five (5) days from the date of NCPB's query. Such writing may include by electronic mail, facsimile or postal mail. Should there be no conclusive response within this period, it shall result in the Tenderer's disqualification.



3.24.3 Save as is provided in this paragraph and paragraph 3.26 above, no Tenderer shall contact NCPB on any matter related to its Tender, from the time of the tender opening to the time the successful Tenderer is announced.

3.24.4 Any effort by a Tenderer to influence NCPB in its decisions on tender evaluation, tender comparison, tender recommendation(s) or signing of Agreement may result in the disqualification of the Tenderer.

3.25 Preliminary Tender Evaluation

3.25.1 Prior to the detailed Technical and Financial evaluation, NCPB will determine the substantial responsiveness of each Tender. For purposes of this tender, a substantially responsive Tender is one that conforms to the requirements of Preliminary Evaluation. NCPB's determination of a Tender's responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence.

3.25.2 NCPB will examine the Tenders to determine whether they conform to the Preliminary Evaluation Criteria set out in the Section VI Evaluation Criteria.

3.25.3 Notwithstanding the contents of the foregoing sub-paragraphs, if a Tender is not substantially responsive, it will be rejected at the earliest stage of evaluation by NCPB and cannot subsequently be made responsive by the Tenderer by correction of any non-conformity.

3.26 Minor Deviations, Errors or Oversights

3.26.1 NCPB may waive any minor deviation in a Tender that does not materially depart from the requirements of the goods and or services set out in the Tender Document.

3.26.2 Such minor deviation –

3.26.2.1 Shall be quantified to the extent possible,

3.26.2.2 Shall be taken into account in the evaluation process, and,

3.26.2.3 Shall be applied uniformly and consistently to all qualified Tenders duly received by NCPB.

3.26.3 NCPB may waive errors and oversights that can be corrected without affecting the substance of the Tender.



3.27 Technical Evaluation of Tenders

NCPB will evaluate and compare the Tenders that have been determined to be substantially responsive in compliance to the Technical requirements set out in the Tender Document.

3.28 Financial Evaluation of Tenders

3.28.1 Upon completion of the preliminary and technical evaluation, NCPB shall conduct a Financial Evaluation and comparison as set out in Section VI Evaluation Criteria.

3.28.2 Where other currencies are used, NCPB will convert those currencies to the same currency using the selling exchange rate prevailing on the date of tender closing provided by the Central Bank of Kenya.

3.28.3 Arithmetical errors shall not be corrected. The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

3.29 Preferences

3.29.1 Subject to availability and realization of the applicable international or local standards, only such manufactured articles, materials or supplies wholly mined and produced in Kenya shall be subject to preferential procurement.

3.29.2 Despite the above provisions, preference shall be given to —

- (a) Manufactured articles, materials and supplies partially mined or produced in Kenya or where applicable have been assembled in Kenya; or
- (b) firms where Kenyans are shareholders.

3.29.3 The threshold for the provision under 3.30.2 (b) shall be above fifty-one percent of Kenyan shareholders.

3.29.4 Where a person is entitled to more than one preference scheme, the scheme with the highest advantage to the person shall be applied.

3.29.5 In the evaluation of tenders, exclusive preference shall firstly be given to citizen contractors where the amount of the tender as evaluated is below Ksh. 500 Million in respect of works, goods and services.

3.29.6 For purposes of this paragraph the Tenderer shall submit with its Tender, a valid copy of certificate of Confirmation of Directorships and Shareholding issued **and signed** by either the Registrar of Companies or Registrar of Business Names. This certificate must not be more than three (3) months old from the Date of the Tender Document. Kenya Power reserves the right to subject the certificate to authentication.



3.30 Debarment of a Tenderer

A Tenderer who gives false information in the Tender 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.

3.31 Confirmation of Qualification for Award

3.31.1 NCPB may confirm to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

3.31.2 The confirmation will take into account the Tenderer's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to paragraph 3.13 as well as confirmation of such other information as NCPB deems necessary and appropriate. This may include factory and other facilities inspection and audits.

3.31.3 An affirmative confirmation will be a prerequisite for award of the contract to the Tenderer. A negative confirmation will result in rejection of the Tenderer's Tender, in which event NCPB will proceed to the next lowest evaluated responsive tender to make a similar confirmation of that Tenderer's capabilities to perform satisfactorily.

3.32 Award of Contract

3.32.1 NCPB will award the contract to the successful Tenderer whose Tender has been determined to be substantially responsive, technically compliant and has been determined to be the lowest evaluated tender, and further, where deemed necessary, that the Tenderer is confirmed to be technically and financially qualified to perform the contract satisfactorily.

3.32.2 Award will be done as indicated in the Appendix to Instructions to Tenderers.

3.33 Termination of Procurement Proceedings

3.33.1 NCPB may at any time terminate procurement proceedings before entering into a contract and shall not be liable to any person for the termination.

3.33.2 NCPB shall give prompt notice of the termination to the Tenderers, and, on request from any Tenderer, give its reasons for termination within fourteen (14) days of such request.



3.34 Notification of Award

- 3.34.1 Prior to the expiration of the period of tender validity, NCPB shall notify the successful Tenderer in writing that its Tender has been accepted.
- 3.34.2 The notification of award shall not constitute the formation of the contract until one is finally signed by both parties.
- 3.34.3 Simultaneously, and without prejudice to the contents of paragraph 3.35, on issuance of Notification of Award to the successful Tenderer, NCPB shall notify each unsuccessful Tenderer.
- 3.34.4 A notification of the tender outcome does not reduce the validity period for any tender security whether the Tenderer is successful or not, except where such tender security is officially released to the Bank and/or the Tenderer and such Bank discharged of all its obligations by NCPB prior to the expiry of its stated validity period.

3.35 Signing of Contract

- 3.35.1 At the same time as NCPB notifies the successful Tenderer that its Tender has been accepted, NCPB will send the Tenderer the Contract Agreement provided in the Tender Document together with any other necessary documents incorporating all agreements between the Parties.
- 3.35.2 Within fourteen (14) days of the date of notification of award, the successful Tenderer shall only sign the Contract Form and all the documents specified in that Form and return them to NCPB within that period of fourteen (14) days.
- 3.35.3 NCPB shall sign and date the Contract not earlier than fourteen (14) days from the date of notification of contract award. Further, NCPB shall not sign the contract until and unless the authentic performance security is received in accordance with paragraph 3.36.4
- 3.35.4 Failure of the successful Tenderer to sign the Contract, the award shall be annulled and its tender security forfeited in which event NCPB shall notify the next lowest evaluated Tenderer that its Tender has been accepted.
- 3.35.5 Paragraph 3.36 together with the provisions of this paragraph 3.35 will apply with necessary modifications with respect to the Tenderer notified under sub-paragraph 3.35.4.



3.36 Performance Security

3.36.1 Within fourteen (14) days of the date of notification of award from NCPB, the successful Tenderer shall furnish NCPB with a Performance Security which shall be either one or a combination of the following:

a) an original Bank Guarantee that is strictly in the form and content as prescribed in the Performance Security Form (Bank Guarantee) in the Tender Document.

b) For Local bidders, Standby Letters of Credit (LC). All costs, expenses and charges levied by all banks party to the LC shall be prepaid/borne by the Tenderer. The LC must contain all the mandatory conditions of payment to NCPB as prescribed in the Tender Security (Letters of Credit) provided in the Tender Document.

c) For Foreign bidders, Standby Letters of Credit (LC) confirmed by a bank in Kenya. All costs, expenses and charges levied by all banks party to the LC including confirmation charges shall be prepaid/borne by the Tenderer. The LC must contain all the mandatory conditions of payment to NCPB as prescribed in the Tender Security (Letters of Credit) provided in the Tender Document.

3.36.2 The Performance Security shall be denominated in Kenya Shillings or in another freely convertible currency in Kenya. A Performance Security in form of a Bank Guarantee or a Standby Letter of Credit issued on behalf of local bidders, should be from a commercial bank licensed by the Central Bank of Kenya. A Performance Security in form of a Standby Letter of Credit issued on behalf of foreign bidders by foreign banks should be confirmed by a commercial bank licensed by the Central Bank of Kenya.

3.36.3 The Performance Security shall be the sum of ten percent (10%) of the contract value. It shall be in the currency of the contract price.

3.36.4 NCPB shall seek authentication of the Performance Security from the issuing bank. It is the responsibility of the successful Tenderer to sensitize its issuing bank on the need to respond directly and expeditiously to queries from NCPB. The period for response shall not exceed three (3) days from the date of NCPB's query. Should there be no conclusive response by the Bank within this period, such successful Tenderer's Performance Security may be deemed as invalid.

3.36.5 Failure of the successful Tenderer to furnish an authentic Performance Security, the award shall be annulled and the Tender Security forfeited, in which event NCPB may notify the next lowest evaluated Tenderer that its Tender has been accepted.



3.36.6 Paragraph 3.37, 3.36 together with the provisions of this paragraph 3.38 will apply with necessary modifications, and as far as circumstances permit, with respect to the Tenderer notified under sub-paragraph 3.35.2.

3.37 Corrupt or Fraudulent Practices

3.37.1 NCPB 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: -

- a) **“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution;
- b) **“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of NCPB, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive NCPB of the benefits of free and open competition.

3.37.2 NCPB will nullify its notification of award if it determines that the Tenderer recommended has engaged in corrupt or fraudulent practices in competing for the contract in question.

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



APPENDIX TO INSTRUCTIONS TO TENDERERS

The following information regarding the particulars of the tender shall complement and or amend the provisions of the Instructions to Tenderers hereinafter abbreviated as ITT. Wherever there is a conflict between the provisions of the ITT and the Appendix, the provisions of the Appendix herein shall prevail over those of the ITT.

No.	ITT Reference Clause	Particulars of Appendix
1.	3.2 Eligible Tenderers	This Invitation to Tender is open to local bidders only.
2.	3.3 Origin of Eligible Goods	All tenderers shall state country of origin of the bidden items.
3.	Documents Comprising the Tender – List of Previous Customers	The Tenderer shall submit at least five (5) names with full contact as well as physical addresses of previous customers of similar Goods together with a letter from each of them confirming completion of the contracts on schedule (This should be from the manufacturer of the goods and not from the tenderer.)
4.	3.12 Tender Currency	The price offered by local bidders must be in Kenya Shillings.
5.	3.13.3 (a) Manufacturer's Authorization	Manufacturer's Authorization is a requirement
6.	3.13.3 (b) Documentary evidence of financial capability	Two (2) years audited financial accounts i.e. 2019 and 2020 financial years. (For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the tender document. The copies should be certified by the Bank issuing the statements. The certification should be original).
7.	3.13.3 (c) and (d) Documents of evidence of eligibility	That incase 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 to the Tenderer's maintenance, repair, spare parts and stocking obligations prescribed in the conditions of the contract or in the Technical specifications.



8.	3.15.3 (a) Catalogues, Manufacturer's Drawings	<p>i) A detailed description of the essential technical and performance characteristics of the laptops whether in brochures, catalogues, drawings or otherwise.</p> <p>ii) Duly completed schedule of guaranteed particulars (GTP) as per tender specifications demonstrating substantial responsive of the goods and service to those specifications and if any, a statement of deviations and exceptions to the provisions of the Technical specifications.</p>
09.	3.16.2 Warranty – Period of	Warranty period of 12 Months from date of delivery to NCPB Head Office, Nairobi
10.	3.17.1 Tender Security	All tenders must be accompanied by an original Tender Security of Kshs. 200,000.00 (Two hundred thousand) only.
11.	3.18.1 Tender Validity	The security must be valid for one hundred and twenty (120) calendar days from the date of the closing of the tender. A Tender valid for shorter period shall be rejected.
12.	3.32 Award of Contract	Award shall be on item-by-item basis to the lowest evaluated bidder.



SECTION IV – SPECIFICATIONS OF THE LAPTOPS

**Part A - Brief Schedule of Details On Goods Required
For Supply and delivery of new laptops
Tender No. NCPB/ICT/LAPTOPS/14/2021 - 2022**

Type 1 Laptop – Specification

OPERATING SYSTEMS

Preinstalled Windows 10 Pro 64 –Standard

PROCESSORS

Intel® Core™ i7-1165G7 processor (Up to 4.7 GHz frequency with Intel® Turbo Boost Technology, 12 MB L3 cache, 4 cores) 3,4,5,6

Processor Family 11th Generation Intel® Core™ i7 processor (i7-1165G7)6

TECHNICAL SPECIFICATIONS

CHIPSET Chipset is integrated with processor GRAPHICS Integrated Intel® Iris® Xe Graphics7

Support HD decode, DX12, HDMI 2.0b, HDCP 2.38

Touch 33.8 cm (13.3") diagonal FHD Bent, anti-glare UWVA eDP, 250 nits, 45% NTSC for HD+IR camera Touch on Panel (1920x1080) 9,10,11

HDMI 2.013 Support resolution up to 4K @60 Hz

STORAGE/DRIVES

512 GB PCIe NVMe M.2 Solid State Drive

MEMORY

16 GB DDR4-3200 SDRAM (2 x 8 GB)

NETWORKING/COMMUNICATIONS

Intel® Dual Band Wi-Fi® 6 AX201 802.11a/b/g/n/ac/ax (2x2) WLAN and Bluetooth® 5 Combo, vPro® 17,18 Intel® Dual Band Wi-Fi® 6 AX201 802.11a/b/g/n/ac/ax (2x2) WLAN and Bluetooth® 5 Combo, non-vPro® 17

AUDIO/MULTIMEDIA

Audio Audio by Bang & Olufsen 2 integrated stereo speakers Integrated microphone (3-Mic Array) World- Facing microphone Speaker

Power 2W/4ohm Per speaker

Camera 720p HD camera 9,22 720p HD+IR camera 9,22

Sensors Ambient light sensor Hall effect sensor HP Tamper Lock54



SMART CARD READER

Smart Card Reader standard PC/SC 2.0 for Windows smart card standard Smart Card support ISO 7816 Class A and AB smart cards Smart Card Interface Smart Card Interface with T = 0 and T = 1 support Support I2C memory card, SLE4418, SLE4428, SLE4432, SLE4442, SLE4436, SLE5536, SLE6636, AT88SC1608, AT45D041 card and AT45DB041 card via external EEPROM Model number Alcor AU9560 FIPS 201 Compliant Yes

HP Smart 65 W External AC power adapter
HP Smart 65 W EM External AC power adapter

Ports/slots

- (1) USB 3.1 Gen 2 Type-C port (Power delivery, DisplayPort 1.2)
- (3) USB 3.1 Gen 1 port (1 charging; 1 powered port)
- (1) HDMI 1.4b (cable sold separately)
- (1) RJ-45/Ethernet port
- (1) Headphone/microphone combo jack
- (1) AC power input port

Audio

- (2) Integrated stereo speakers
- Integrated dual-array Microphone
2 W/4 Ohm per speaker

Camera

720p HD Camera

Carrying Bag
Optimal Mouse and mouse pad
USB HUB

Type 2 Laptop – Specification

Operating system

Windows 10 or 11 Pro

Processor and graphics

Intel® Core™ i7-11800H (up to 4.6 GHz, 24 MB L3 cache, 8 cores, 16 threads) + NVIDIA® GeForce RTX™ 3050 Laptop GPU (4 GB)

Display (Touch Screen)

15.6" diagonal 4K UHD, UWVA, BrightView, micro-edge, AMOLED, multitouch-enabled, edge-to-edge glass, 400 nits (3840 x 2160)



Memory

32 GB DDR4-2933 SDRAM (2 x 16 GB)

Storage

1 TB PCIe® NVMe™ TLC M.2 SSD

Finger print reader

Fingerprint reader

Primary battery

6-cell, 83 Wh Li-ion polymer

Keyboard

Full-size, island-style, backlit, cool gray keyboard

Personalization

HP Wide Vision HD Camera with camera shutter and integrated dual array digital microphone

Webcam

HP True Vision 720p HD camera with integrated dual array digital microphones

Wireless technology

Intel® Wi-Fi 6 AX 201 (2x2) and Bluetooth® 5 combo (Supporting Gigabit file transfer speeds)

Battery Recharge Time

Supports battery fast charge: approximately 50% in 45 minutes

Audio

Audio by Bang & Olufsen; Dual speakers; HP Audio Boost

Pointing device

Precision Touchpad Support

Network interface

Integrated 10/100/1000 GbE LAN

Expansion slots

1 microSD media card reader

External I/O Ports

2 SuperSpeed USB Type-C® 5Gbps signaling rate (DisplayPort™ 1.4, HP Sleep and Charge); 1 SuperSpeed USB Type-A 5Gbps signaling rate (HP Sleep and Charge); 1 SuperSpeed USB Type-A 5Gbps signaling rate; 1 HDMI 2.1; 1 headphone/microphone combo



Power supply

200 W Smart AC power adapter

Security management

All-in-One keyboard

Accessories

1.Bag

2.Mouse pad, Wireless Mouse and USB Hub

***NOTES: -**

1. All Tenderers must indicate the type, model (where applicable), dimensions and weight of the goods in their bid documents.
2. Tenderers shall, where applicable, indicate ready stocks and quantity if available.

Part B – Delivery Schedule of Goods Required**For Supply and delivery of new laptops****Tender No. NCPB/ICT/LAPTOPS/14/2021 - 2022**

1. Deliveries shall be made at **NCPB Head office** for all DDP awards or as shall be specified in the contract.
2. Delivery shall be made within 3 weeks.
3. The actual time for delivery and specific required quantities of the laptops shall be stated by NCPB in the contract signed by the successful bidder and NCPB.



SECTION V - PRICE SCHEDULE FOR GOODS

For Supply and delivery of new laptops

Tender No. NCPB/ICT/LAPTOPS/14/2021 - 2022

LOT	ITEM DESCRIPTION :	QTY	UNIT OF MEASURE	COST PER UNIT (KSHS)	TOTAL COST (Inclusive of all taxes and levies) (KSHS)	BRAND
01	Supply and delivery of new laptops to be delivered at NCPB's Head office. (See Type 1 specification above)	18	Pieces			
02	Supply and delivery of new laptops to be delivered at NCPB's Head office. (See Type 2 Specification above)	2	Pieces			

Name of Tenderer: _____

Name of authorized person signing the Tender: _____

Designation of authorized person signing the Tender: _____

Signature of authorized person signing the Tender: _____

Stamp of Tenderer and date

***NOTES: -**

1. The offered unit price MUST be rounded to two decimal places. Where the Tenderer fails to round the offered unit price as required, then, the offered unit



- price shall be rounded down-wards to two decimal places and used for the purposes of this tender.
2. The unit prices indicated on the tender document should be inclusive of VAT and shall remain fixed for the contract period.
 3. Bidders should use the prevailing VAT rate of 16%.
 4. The Bidder's grand totals should be the same as the tender sum indicated in the Tender Form.

SECTION VI - EVALUATION CRITERIA

Evaluation of duly submitted tenders will be conducted along the following stages: -

6.1 Part 1 - Preliminary Evaluation Criteria Under Paragraph 3.28 of the ITT. These are mandatory requirements.

This shall include confirming submission of the following: -

- 6.1.1 **Submission of Tender Security** - *Checking its validity, whether it is Original; whether it is authentic, whether it is sufficient, whether it is issued by a local bank or Microfinance; Institution, whether it is strictly in the format required in accordance with the sample Tender Security Form(s).*
- 6.1.2 **Declaration Form(s):** *Submission of Declaration Form(s) duly completed, signed and stamped.*
- 6.1.3 **Tender validity:** *Confirming that the Tender is valid for the period required.*
- 6.1.4 **Tender form:** *Submission and considering Tender Form duly completed, signed and stamped.*
- 6.1.5 *Submission and considering the following: -*
 - a) *Company or Firm's Registration/incorporation Certificate*
 - b) *PIN Certificate.*
 - c) *Valid Tax Compliance Certificate.*
 - d) *Names with full contact as well as physical addresses of previous customers, reference letters or completion certificate issued within the last three years confirming completion of orders on schedule by tenderer to NCPB or from at least two (2) previous.*
- 6.1.6 *Submission and considering the Confidential Business Questionnaire: -*
 - a) *Is fully filled, signed and stamped.*
 - b) *That details correspond to the related information in the bid.*



- c) That the Tenderer is not ineligible as per paragraph 3.2 of the ITT.

6.1.7 Submission and considering the Certificate of Confirmation of Directors (CR12) which should be not more than 12 months old.

6.1.8 Submission of Copies of relevant Type Test Certificates and their Reports or Test Certificate and their Reports from the designated bodies.

6.1.9 Submission of a copy of accreditation certificate for the testing body to ISO/ IEC 17025 (Applicable for firms without KEBS certification).

6.1.10 Submission of a copy of:-

- a) Manufacturer's Warranty Form, duly filled, signed and stamped.
- b) a copy of the Manufacturer's valid quality management system certification i.e. ISO 9001 for goods and/or valid KEBS Diamond Mark of Quality and/or Standardization Mark Certificate for goods manufactured in Kenya.
- d) Technical Drawings and Catalogues and/or Brochures.
- e) Schedule of Guaranteed Technical Particulars (GTPs) as per tender specifications.

6.1.11 If required in the Tender Document, submission of the following-

- a) Catalogues and/or Manufacturer's brochure
 - b) Schedule of Guaranteed Technical Particulars as per tender specifications.
- 6.1.12 Checking submission of Audited Financial Statements and a copy of the **Audit firm valid ICPAK practicing license.**

6.1.13 Record of unsatisfactory or default in performance obligations in any contract shall be considered. This shall include any Tenderer with unresolved case(s) in its performance obligations for more than two (2) months in any contract.

6.1.14 Notwithstanding the above, considering any outstanding orders/Supplier Performance Review Scheme (SPRS) where applicable and the production capacity indicated by the Tenderer.

6.1.15 **MUST** number **ALL** pages of their submitted bids.

N/B: Tenders will proceed to the Technical Stage only if they qualify in compliance with Part 1 above, Preliminary Evaluation under Paragraph 3.28.

1.1 Part II - Technical Evaluation Criteria Under Paragraph 3.30 of the ITT.

6.2.1 Evaluation of the following technical information against Tender Requirements and Specifications: -



- 6.2.1.1 For goods manufactured outside Kenya, applicable relevant valid ISO 9001 certification
- 6.2.1.2 For goods manufactured in Kenya - valid KEBS Mark of Quality Certificate or KEBS Standardization Mark Certificate
- 6.2.1.3 Type Test Certificates and their Reports or Test Certificates and their Reports from the designated bodies for full compliance with Tender Specifications
- 6.2.1.4 The accreditation certificate for the testing laboratory to ISO/ IEC 17025.
- 6.2.1.5 Manufacturer's Authorization
- 6.2.1.6 As contained in the following documents –
 - a) Manufacturer's Warranty
 - b) Catalogues and or Manufacturer's brochure
 - c) Schedule of Guaranteed Technical Particulars as per Technical Specifications.

Tenders will proceed to the Detailed Technical Stage only if they qualify in compliance with Part II clause 6.2.1 above, Preliminary Evaluation under Paragraph 3.28.

6.2.2 Detailed Technical Evaluation

- a) The Schedule of Guaranteed Technical Particulars (GTP) shall be evaluated against Tender Specifications to confirm compliance of the goods and services to the specifications and evaluation of any deviations and exceptions declared by the Tenderer.
- b) Evaluation of compliance of submitted samples to technical specifications
- c) Identifying and determining any deviation(s) from the requirements; errors and oversights.

Tenderers will proceed to Financial Evaluation stage only if they qualify in compliance with Parts I i.e. Preliminary and Technical stages.

6.3 Part II – Financial Evaluation Criteria Under Paragraph 3.31 of the ITT. These are mandatory requirements.

6.3.1 This will include the following: -

- a) Confirmation of and considering Price Schedule duly completed and signed.
- b) Confirming that the bidder has quoted in Kenya Shillings.
- c) Taking into account the cost of any deviation(s) from the tender requirements.



- d) *Considering information submitted in the Confidential Business Questionnaire against other information in the bid including: -*
 - i) *Declared maximum value of business*
 - ii) *Shareholding and citizenship for preferences where applicable.*
- e) *Conducting a financial comparison.*

6.3.2 Confirming the following: -

6.3.2.1 *that the Supplier's offered Delivery Schedule meets NCPB's requirements.*

6.3.2.2 *that the Supplier's offered Terms of Payment meets NCPB's requirements.*

6.4 The Successful Tenderer (s) shall be the one with the lowest evaluated price subject to the award criteria set out under clause 3.33.2 indicated in the Appendix to Instructions to Tenderer

***NOTES: -**

1. For purposes of evaluation, the exchange rate to be used for currency conversion shall be the selling exchange rate prevailing on the date of tender closing provided by the Central Bank of Kenya. (Visit the Central Bank of Kenya website).
2. Total tender value means the Tenderer's total tender price inclusive of Value Added Tax (V.A.T) for the goods it offers to supply.
3. For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document, should submit certified copies of bank statements covering a period of at least three months prior to the date of the tender document. The copies should be certified by the Bank issuing the statements. The certification should be original.



SECTION VII – GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract hereinafter referred abbreviated as the GCC shall form part of the Conditions of Contract in accordance with the law and NCPB's guidelines, practices, procedures and working circumstances. The provisions in the GCC will apply unless an alternative solution or amendment is made under other parts of the Contract including the Special Conditions of Contract.

7.1 Definitions

In this contract, the following terms shall be interpreted as follows: -

- a) "Day" means calendar day and "month" means calendar month.
- b) "The Contract" means the agreements entered into between NCPB and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- c) "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligations.
- d) "The Goods" includes all of the equipment, machinery, and or other materials, which the Supplier is required to supply to NCPB under the contract.
- e) "The Procuring Entity" means The National Cereals and Produce Board or its successor(s) and assign(s) where the context so admits (hereinafter abbreviated as NCPB).
- f) "The Supplier" means the individual or firm supplying the goods under this contract or his/ her/ its permitted heir(s), personal representative(s), successor(s) or permitted assign(s) where the context so admits. For the avoidance of doubt this shall mean the successful Tenderer(s) pursuant to the tender.
- g) Wherever used in the contract, "delivery" shall be complete or be deemed to be complete, unless the circumstances indicate otherwise, when the goods have been inspected and tested in accordance with the Contract and where NCPB does not signify its approval to the Supplier, but retains the goods without giving notice of rejection, on the expiration of thirty (30) days from date of documented receipt by the duly authorized representative of NCPB, of the goods, at NCPB stores or other indicated site.
- h) Supplier Rating Performance Scheme (SPRS) means the annual continuous evaluation of the Supplier's performance of the contract based on the parameters of timely delivery, quality of goods, frequency of communication, timely response, innovation, dispute resolution.



7.2 Application

These General Conditions shall apply to the extent that provisions of other parts of the contract do not supersede them.

7.3 Country of Origin

7.3.1 For purposes of this clause, "Origin" means the place where the goods were mined, grown, or produced.

7.3.2 The origin of Goods and Services is distinct from the nationality of the Supplier.

7.4 Standards

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

7.5 Supplier Performance Rating Scheme

7.5.1 NCPB shall use a Supplier Performance Rating Scheme (SPRS) to measure the annual performance of the Supplier's obligations and its conduct of the contract.

7.5.2 The Scheme will be updated periodically commencing with the date of execution of the contract by both parties. NCPB shall provide the Supplier with a copy of the SPRS report.

7.5.3 NCPB shall consider the Supplier's overall performance at the end of the performance period.

7.5.4 At the request of either party, the parties shall discuss and conclude deliberations on the annual SPRS report. At any such meetings and/or for the purposes of the deliberations, NCPB Procurement Services Department shall appoint the Chairperson as well as the Secretariat.

7.5.5 The SPRS measures shall be according to Supplier Performance Rating Form in Section XXVI

7.5.6 A KP1, KP2 & KP3 assessment of the Supplier on the SPRS will be a consideration for continued engagement between the parties in the subsequent year. A KP4 assessment of the Supplier shall be a termination event.

7.6 Use of Contract Documents and Information

7.6.1 The Supplier shall not, without NCPB's prior written consent, disclose the contract, or any provision thereof or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of NCPB in connection therewith, to any person other than a person employed by the Supplier in the performance of the contract.

7.6.2 The Supplier shall not, without NCPB's prior written consent, make use of any document or information enumerated in clause 7.5.1 above.

7.6.3 Any document, other than the contract itself, enumerated in clause 7.5.1 shall remain the property of NCPB and shall be returned (including all copies) to NCPB



on completion of the Supplier's performance under the contract if so required by NCPB.

7.7 Patent Rights

The Supplier shall indemnify NCPB against all third party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods of any part thereof in NCPB's country.

7.8 Performance Security

7.8.1 Within fourteen (14) days of the date of the notification of contract award, the Supplier shall furnish to NCPB the Performance Security which shall be either one or a combination of the following:-

- a) an original Bank Guarantee that is strictly in the form and content as prescribed in the Performance Security Form (Bank Guarantee) in the Tender Document.
- b) Confirmed Standby Letters of Credit (LC). All costs, expenses and charges levied by all banks party to the LC including confirmation charges shall be prepaid by the successful Tenderer. Certain mandatory conditions of the LC shall be as prescribed in the Performance Security Form (LC) in the Tender Document.

7.8.2 The Performance Security shall be issued by a commercial bank licensed by the Central Bank of Kenya. The bank must be located in Kenya.

7.8.3 The Performance Security shall be the sum of ten percent (10%) of the contract price. It shall be in the currency of the contract price.

7.8.4 Failure of the Supplier to furnish the Performance Security, the award shall be annulled and the Tender Security forfeited, in which event NCPB may notify the next lowest evaluated Tenderer that its Tender has been accepted.

7.8.5 The proceeds of the Performance Security shall be payable to NCPB as compensation for any loss resulting from the Supplier's failure to comply with its obligations in accordance with the contract without NCPB being required to demonstrate the loss it has suffered.

7.8.6 The Performance Security shall be valid for a minimum of sixty (60) days after satisfactory delivery for both Foreign and Local Suppliers.

7.8.7 NCPB shall seek authentication of the Performance Security from the issuing bank. It is the responsibility of the Supplier to sensitize its issuing bank on the need to respond directly and expeditiously to queries from NCPB. The period for response



shall not exceed five (5) days from the date of NCPB's query. Should there be no conclusive response by the Bank within this period, such Supplier's Performance Security may be deemed as invalid and the Contract nullified, unless information to the contrary is received by NCPB two (2) days before the expiry of the Supplier's Tender Security.

7.8.8 Subject to the provisions of this contract, the Performance Security will be discharged by NCPB and returned to the Supplier not earlier than sixty (60) days following the date of completion of the Supplier's obligations under the contract, including any warranty obligations, under the contract.

7.9 Approval Before Manufacture

7.9.1 All technical details for the items to be supplied shall be submitted by the Supplier to NCPB for approval before manufacture.

7.9.2 Should the Supplier fail to observe this condition of approval before manufacture, NCPB may decline to accept the goods, or the Supplier shall either replace them or make alterations necessary, but in any case, NCPB shall incur no liability howsoever.

7.10 Inspection and Tests

7.10.1 NCPB or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the contract specifications. NCPB shall notify the Supplier in writing in a timely manner, of the identity of any representative(s) retained for these purposes.

7.10.2 Prior to the manufacture or production of the goods on order, NCPB reserves the right to inspect the manufacturing or production facility and the quality management system. The manufacturer or producer shall meet the cost of routine inspection while NCPB shall meet the cost of air travel to the nearest airport and accommodation of two of its nominated officers inspecting and witnessing tests.

7.10.3 It is the responsibility of the Supplier to confirm if this right is to be exercised. Such visit and or inspection shall in no way prejudice NCPB's rights and privileges.

7.10.4 Upon completion of manufacturing or production process, NCPB reserves the right to send two of its nominated officers to inspect the goods on order at the place of manufacture where inspection and acceptance tests as per tender specifications shall be carried out in their presence. Tests shall be done in accordance with the test standard(s) given in the Technical Specification of the goods on order.



- 7.10.5 The manufacturer or producer shall meet the cost of tests as per tender specifications while NCPB shall meet the cost of air travel to the nearest airport and accommodation of its two nominated officers inspecting and witnessing the tests.
- 7.10.6 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of production, manufacture, delivery and or at the goods' final destination. If conducted on the premises of the Supplier 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 NCPB. In all cases, the equipment used for tests must be validly calibrated by the national standards body and a copy of the calibration certificate(s) must be submitted with the test report(s).
- 7.10.7 Complete test report(s) for all the goods as per Tender Specifications shall be submitted to NCPB for approval before packaging and shipment. No material or goods shall be shipped or delivered without written approval from NCPB.
- 7.10.8 Should any inspected or tested goods fail to conform to the specifications, NCPB shall reject the goods, and the Supplier shall either replace the rejected goods or make alterations necessary to meet specification requirements free of cost to NCPB. The period for replacement or alterations together with delivery to NCPB shall be fourteen (14) days or as may otherwise be specified in the notice of rejection.
- 7.10.9 The Supplier shall collect the rejected goods within fourteen (14) days from the date of notification of rejection. If the rejected goods are not collected within this period, they shall attract storage and handling charges at prevailing market rates or as determined by NCPB without making any reference to the supplier pending the disposal of the goods by NCPB as guided by the Disposal of Uncollected Goods Act, Chapter 38 of the Laws of Kenya.
- 7.10.10 notwithstanding any previous inspection(s) and test(s) NCPB shall inspect and may test the goods upon arrival at the indicated site. Where NCPB inspects and rejects the goods after the goods arrival, NCPB shall claim from the Supplier any incidental costs incurred in relation thereof.
- 7.10.11 NCPB's right to inspect, test and where necessary, reject the goods after their arrival shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by NCPB or its representative(s) prior to the goods delivery.



7.10.12 For the avoidance of doubt, any acknowledgement by NCPB on the Supplier's or sub-contractor's document shall not be conclusive proof or evidence of satisfactory delivery without duly authorized approval by NCPB.

7.10.13 Nothing in clause 7.10 shall in any way release the Supplier from any warranty or other obligations under this Contract.

7.11 Pre-Shipment Verification of Conformity (PVoC)

7.11.1 All Suppliers of imported goods and or products must obtain a Certificate of Conformity issued by an authorized KEBS appointed partner prior to shipment.

7.11.2 The Certificate is a mandatory customs clearance document in Kenya. KEBS has appointed a number of Inspection Bodies to perform the PVoC programme on their behalf depending on the country of supply origin. The cost of pre-shipment verification shall be borne by the Supplier.

Full information on authorized inspection bodies should be obtained from KEBS.

7.12 Packaging and Labelling

7.12.1 The Supplier shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract.

7.12.2 The method of packaging, labeling and marking shall comply strictly with such special requirements as shall be specified and attached to the Tender and particular Order.

7.12.3 The labelling, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract.

7.12.4 The goods shall be packed in good condition suitable for sea/air/road/rail dispatch. Hazard in transit to the final destination shall include rough handling and storage in tropical conditions.

7.12.5 The Supplier shall enclose a packing list in each package and all documents relating to the Order shall show the Stores Code Number detailed against the items.

7.12.6 The Supplier shall ensure that all cases or packages shall be marked (painted) with bright pink bands five (5) inches in width so as to form a diagonal cross on every face. All bundles and pieces must bear a conspicuous bright pink colour mark to ensure identification in any position in which they may appear on un-loading.



7.12.7 The Supplier shall ensure that all lettering shall be no less than seven decimal five centimeters (7.5cm) or three inches (3") high.

7.13 Delivery and Documents for Goods on Delivered Duty Paid (DDP) Terms.

7.13.1 Delivery of the goods shall be made by the Supplier to the place and in accordance with the terms specified by NCPB in its Schedule of Requirements.

7.13.2 The Supplier shall notify NCPB of the full details of the delivered goods by delivering together with the goods a full set of the following documents:-

- a) Supplier's invoice showing the goods description, quantity, unit price and total price,
- b) Delivery note for every consignment originating from the party contracted by NCPB. The Delivery Note should be serialized, dated and contain the number of the Official Purchase Order,
- c) Copy of the Certificate of Conformity (CoC),
- d) Manufacturer's warranty certificate and
- e) Packing list identifying contents of each package which list should include casing number, full description of the items and the quantities in each package.

7.13.3 It is the responsibility of the Supplier to ensure that the delivery documents are received by NCPB at the designated delivery point at the time of delivery.

7.13.4 Any late or non-submission of the delivery documents shall be treated as part of non-performance on the part of the Supplier and NCPB shall be entitled to call up the Performance Security.

7.13.5 The Supplier should notify NCPB in writing of its intention to deliver goods fourteen (14) days prior to delivery, and a further confirmation two (2) working days before actual delivery to the designated delivery point.

7.14 Consignment

7.14.1 The terms shall be strictly on Delivered and Duty Paid (DDP) basis.

7.14.2 The Consignee shall be the supplier or supplier's agent whose responsibilities shall include payment of all Customs taxes, duties and levies, clearance of the goods, and delivery to NCPB stores. For avoidance of doubt, this includes Value Added Tax (VAT), Railway Development Levy (RDL) and Import Duties.

7.15 Transportation

7.15.1 The Supplier shall be required to meet all transport expenses until delivery.



7.16 Insurance

7.16.1 The Supplier shall (except in respect to losses, injuries or damage resulting from any act or neglect of NCPB) indemnify and keep indemnified NCPB against all losses and claims for injuries or damage to any person or property whatsoever which may arise out of or in consequence of the contract and against all claims, demands, proceedings, damages, costs, charges, and expenses whatsoever in respect thereof or in relation thereto.

7.17 Payment

7.17.1 Payments shall be made promptly by NCPB thirty (30) days from delivery and submission of invoice together with other required and related documents or as otherwise prescribed in the contract.

7.17.2 The credit period shall be thirty (30) days from satisfactory delivery and submission of invoice together with other required and related documents.

7.17.3 Upon satisfactory delivery and submission of invoice together with other required and related documents, NCPB shall pay for the goods after the credit period.

7.17.4 Payment shall primarily be through NCPB's electronic fund transfer (EFT) for local based suppliers or Telegraphic Transfer (TT) for foreign based suppliers.

7.17.5 Suppliers who are to be paid through EFT or TT must ensure that they submit the following:

- a) invoice containing the Bank's Name and Branch,
- b) Name/Title of Bank account,
- c) Bank account number
- d) SWIFT CODE.
- e) A letter signed by the authorized signatory of the bank account of the Tenderer confirming details (a) to (d) above. This letter must contain the name of that authorized signatory and a Board Resolution that is sealed.

7.17.6 Where applicable, a copy of a valid Performance Security, stamped, certified as authentic by NCPB, shall form part of the documents to be presented to NCPB before any payment is made.

7.17.7 The terms shall be strictly on Delivered and Duty Paid (DDP).

7.17.8 Suppliers who request for a Letter of Credit (hereinafter abbreviated as LC) –

- a) shall submit pro-forma invoices containing the advising Bank's Name and Branch, Name/Title of Bank account, Bank account number and the



SWIFT CODE; where required, proposed confirming bank; LC validity period and any other details that may be required to facilitate this process.

- b) Shall meet all the LC bank charges levied by both its bank and NCPB's bank as well as any other bank that is a party to the LC.
- c) Any extension and or amendment charges and any other costs that may result from the Supplier's delays, requests, mistakes or occasioned howsoever by the Supplier shall be to the Beneficiary's account.
- d) The maximum number of extensions and amendments shall be limited to two (2).
- e) Notwithstanding sub-clause 7.18.6 (a), should the Supplier require a confirmed LC, then all confirmation and any other related charges levied by both the Supplier's and NCPB's bank as well as any other bank party to such confirmation shall be to the Beneficiary's account.
- f) LCs shall be -
 - (i.) partial for partial performance
 - (ii.) opened only for the specific deliveries in accordance with the delivery schedule indicated in the Official Purchase Order or any formal note amending that Order.
 - (iii.) revolving subject to the maximum annual value of total quantity indicated in the Official Purchase Order
 - (iv.) without prejudice to any other provision of the contract, valid for a maximum period of one year.
- g) The Supplier shall be required to submit a proforma invoice for each lot for use in the placement of order and opening of the LC. The proforma invoice shall be on total DDP basis.
- h) A copy of the Performance Security, stamped and certified as authentic by NCPB, whose expiry date should not be less than sixty (60) days from the LC expiry date, shall form part of the documents to be presented to the Bank before any payment is effected.

7.17.9 NCPB shall have the sole discretion to accept or decline any Supplier's payment request through Letters of Credit without giving any reason for such decline.



7.18 Interest

Interest payment by NCPB is inapplicable in the contract.

7.19 Prices

7.19.1 Subject to clause 7.20 herein-below, prices charged by the Supplier for goods delivered and services performed under the contract shall, be fixed for the period of the contract with no variations.

7.20 Variation of Contract

NCPB and the Supplier may vary the contract only in accordance with the following: -

- a) the quantity variation for goods shall not exceed ten percent (10%) of the original contract quantity.
- b) The cumulative value variation shall not exceed twenty five percent (25%) of the original contract value.
- c) the quantity variation must be executed within the period of the contract.

7.21 Assignment

The Supplier shall not assign in whole or in part its obligations to perform under this contract, except with NCPB's prior written consent.

7.22 Subcontracts

7.22.1 The Supplier shall notify NCPB in writing of all subcontracts awards under this contract if not already specified in the tender. Such notification, in the original tender or obligation under the Contract shall not relieve the Supplier from any liability or obligation under the Contract.

7.22.2 In the event that an award is given and the contract is sub contracted, the responsibility and onus over the contract shall rest on the Supplier who was awarded.

7.23 Termination of Contract

7.23.1 NCPB may, without prejudice to any other remedy for breach of contract, by written notice sent to the Supplier, terminate this contract in whole or in part due to any of the following: -

- a) if the Supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by NCPB.
- b) if the Supplier fails to perform any other obligation(s) under the contract.
- c) if the Supplier, in the judgment of NCPB has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- d) by an act of force majeure.



- e) if the Supplier becomes insolvent or bankrupt
- f) if the Supplier has a receiving order issued against it, compounds with its creditors, or an order is made for its winding up (except for the purposes of its amalgamation or reconstruction), or a receiver is appointed over its or any part of its undertaking or assets, or if the Supplier suffers any other analogous action in consequence of debt.
- g) if the Supplier abandons or repudiates the Contract.

7.23.2 NCPB by written notice sent to the Supplier 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 NCPB's convenience, the extent to which performance, by the Contractor, of the Contract, is terminated and the date on which such termination becomes effective.

7.23.3 For the remaining part of the Contract after termination for convenience, NCPB may pay to the Supplier an agreed amount for partially completed satisfactory deliveries.

7.23.4 In the event that NCPB terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered or not rendered, and the Supplier shall be liable to NCPB for any excess costs for such similar goods and or any other loss PROVIDED that the Supplier shall not be so liable where the termination is for convenience of NCPB.

7.23.5 The Parties may terminate the Contract by reason of an act of force majeure as provided for in the contract.

7.23.6 The Contract may automatically terminate by reason of an act of force majeure as provided for in the Contract.

7.24 Liquidated Damages

Notwithstanding and without prejudice to any other provisions of the contract, if the Supplier fails to deliver any or all of the goods within the period specified in the contract, NCPB 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 or shipment price (whichever is applicable) per day of delay of the delayed items up to a maximum of ten percent (10%) of the delivered price of the delayed goods.

7.25 Warranty

7.25.1 The Supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current specification and incorporate all recent improvements in design and materials unless provided otherwise in the



contract. The Supplier further warrants that the goods supplied under this contract shall have no defect arising from manufacture, materials or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied goods under the conditions obtaining in Kenya.

7.25.2 This warranty will remain valid for the period indicated in the special conditions of contract after the goods, or any portion thereof as the case may be, have been delivered to the final destination indicated in the contract.

7.25.3 NCPB shall promptly notify the Supplier in writing of any claims arising under this warranty.

7.25.4 Upon receipt of such a notice, the Supplier shall, with all reasonable speed, replace the defective goods without cost to NCPB.

7.25.5 If the Supplier having been notified, fails to remedy the defect(s) within a reasonable period, NCPB may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which NCPB may have against the Supplier under the contract.

7.26 Resolution of Disputes

7.26.1 NCPB and the Supplier may make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.

7.26.2 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 resort to resolution before a recognized local forum for the resolution of disputes.

7.27 Language and Law

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

7.28 Waiver

Any omission or failure by NCPB to exercise any of its rights or enforce any of the penalties arising from the obligations imposed on the Supplier shall in no way, manner or otherwise howsoever, alter, amend, prejudice, vary, waive or be deemed to alter, amend, prejudice, vary, waive or otherwise whatsoever any of NCPB's powers and rights as expressly provided in and as regards this contract.



7.29 Force Majeure

7.29.1 Force majeure means any circumstances beyond the control of the parties, including but not limited to: -

- a) war and other hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilization, requisition or embargo;
- b) ionizing radiation or contamination by radio-activity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel, radioactive toxic explosives or other hazardous properties of any explosive nuclear assembly or nuclear components thereof;
- c) rebellion, revolution, insurrection, military or usurped power and civil war;
- d) riot, commotion or disorder except where solely restricted to employees servants or agents of the parties;
- e) un-navigable storm or tempest at sea.

7.29.2 Notwithstanding the provisions of the contract, neither party shall be considered to be in default nor in breach of its obligations under the contract to the extent that performance of such obligations is prevented by any circumstances of force majeure which arise after the Contract is entered into by the parties.

7.29.3 If either party considers that any circumstances of force majeure are occurring or have occurred which may affect performance of its obligations it shall promptly notify the other party and provide reasonable proof of such circumstances.

7.29.4 Upon the occurrence of any circumstances of force majeure, the Supplier shall endeavour to continue to perform its obligations under the contract so far as is reasonably practicable. The Supplier shall notify NCPB of the steps it proposes to take including any reasonable alternative means for performance, which is not prevented by force majeure. The Supplier shall not take any such steps unless directed so to do by NCPB.

7.29.5 If the Supplier incurs additional costs in complying with NCPB's directions under sub clause 7.28.4, then notwithstanding the provisions of the Contract, the amount thereof shall be agreed upon with NCPB and added to the contract price.

7.29.6 If circumstances of force majeure have occurred and shall continue for a period of twenty one (21) days then, notwithstanding that the Supplier may by reason thereof have been granted an extension of time for performance of the contract, either party shall be entitled to serve upon the other seven (7) days' notice to terminate the Contract. If at the expiry of the period of twenty-eight (28) days, force majeure shall still continue, the contract shall terminate.



SECTION VIII – SPECIAL CONDITIONS OF CONTRACT

The Special Conditions of Contract hereinafter abbreviated as SCC shall form part of the Conditions of Contract. They are made in accordance with the law and NCPB's guidelines, practices, procedures and working circumstances. They shall amend, add to and vary the GCC. The clauses in this section need not therefore, be completed but must be completed by NCPB if any changes to the GCC provisions are deemed necessary. Whenever there is a conflict between the GCC and SCC, the provisions of the SCC shall prevail over those in the GCC.

No.	GCC Reference Clause	Particulars of SCC
1.	7.17.2 Terms of Payment	The credit period shall be thirty (30) days from satisfactory delivery and submission of invoice together with other required and related documents.
2.	7.25.2 Period of Warranty	Warranty period of 12 Months from date of delivery to National Cereals and Produce Board stores.



SECTION IX - TENDER FORM

TO: National Cereals and Produce Board
Nyumba Ya Nafaka
Machakos/Enterprise Roads, Industrial Area,
P.O Box 30586,Nairobi

Date _____

TENDER NO. NCPB/ICT/LAPTOPS/14/2021-2022

Dear Sir,

1. Having examined tender document No. **NCPB/ICT/LAPTOPS/14/2021-2022**, the receipt of which is hereby duly acknowledged, we, the undersigned, offer for Supply and delivery of new laptops in conformity with the said tender documents for the sum of Kshs..... (total amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We agree to abide by this tender for a period of [number] days from the date fixed for tender opening of the Instructions to suppliers, and it shall remain binding upon us and may be accepted at any time before the expiry 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 and on behalf of _____

***NOTES:**

1. NCPB requires a validity period of at least one hundred and twenty (120) days.
2. This form must be duly completed, signed, stamped and/or sealed.



SECTION X – CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

All Tenderers are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business. Tenderers are advised that it is a serious offence to give false information on this form.

PART 1: GENERAL INFORMATION

- a) Name of Business: _____
Date of formation: _____
Postal address of business: _____ Tel No. _____
- b) Fax No. _____ E-mail add. _____
- c) Location of Business premises/Street/Road _____
- f) Plot No: _____
- g) State if premises is owned /rented/leased: _____
- h) If rented/leased confirm that rent is either up-to date or in arrears:

- i) Nature of business: _____
- j) Certificate of Incorporation Number (with copy attached): _____
- k) Current Trade License No: _____ Expiry date _____
- l) Name of your local bankers: _____ Branch _____
- m) Provide proof of fulfilment and compliance with all statutory/legal requirements affecting/regarding your business
(Provide of copies of relevant certificates).
- n) Attach copies of latest Audited Accounts and Report of your company.



PART 2: BUSINESS PARTICULARS

(a) Sole proprietor

Names in full: _____ Age _____

Nationality: _____ Country of Origin _____

Citizenship Details: _____

(b) Partnership (if applicable)

Give details of all the partners of your company (including strategic partners) as follows:-

Name	Nationality	Citizenship Details	Shares Held
1.			
2.			
3.			
4.			
5.			

(c) Limited Liability Company/Corporation

a. Certificate of Incorporation No: _____

i) State the nominal and issued capital of company:

- Nominal Kshs _____
- Issued Kshs _____

ii) State last date annual returns were submitted to Registrar of Companies

iii) Give details of all Directors as follows:-

Name	Nationality	Citizenship Details	Shares Held
1.			
2.			
3.			



(d) **Associated/Subsidiary Companies**

Provide details of other business firms that your company has interests in.

Name of Company	Number of shares owned	% To Total Equity
1.		
2.		
3.		
4.		

Part 3 – Confirmation of Declarations made

I/We the undersigned certify that the information given in this form is true to the best of my/our belief and knowledge.

Full Names of

Authorized Official_____

Designation_____

Bidder's Signature &

Official Company Stamp_____

Date_____

NB: Completion of this form does not constitute a contract or commitment on the part of the Board to provide and/or guarantee offer of business

***NOTES TO THE TENDERERS ON THE QUESTIONNAIRE**

1. The address and contact person of the Tenderer provided above shall at all times be used for purposes of this tender.
2. The details on this Form are essential and compulsory for all Tenderers. **Failure to provide all the information requested shall lead to the Tenderer's disqualification.**
3. For foreign Tenderers please give the details of nominal and issued share capital in the currency of the country of origin of the Tenderer.



SECTION XI A - TENDER SECURITY FORM – (BANK GUARANTEE)

(To Be Submitted On Bank's Letterhead)

Date:

To: National Cereals and Produce Board
Nyumba Ya Nafaka
Machakos/Enterprise Roads, Industrial Area,
P.O Box 30586, Nairobi

WHEREAS *[name of Supplier]* (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. *[Reference number of the Contract]* dated _____ 2021 supply and delivery of new laptops at NCPB Head office.

(hereinafter called "the Contract").

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

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier 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 your needing to prove or to show grounds or reasons for your demand or the sum specified therein.
This guarantee is personal to us and is not transferable or assignable.

This guarantee shall be governed and construed in accordance with the laws of Kenya.

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

Signature and seal of the Guarantors

[Address including Premises, Street, Facsimile, Telex (if available) email]

[Date]



NOTES TO TENDERERS AND BANKS

1. Please note that no material additions, deletions or alterations regarding the contents of this Form shall be made to the Tender Security to be furnished by the Tenderer. If any are made, the Tender Security shall not be accepted and shall be rejected by NCPB. For the avoidance of doubt, such rejection will be treated as non-submission of the Tender Security where such Security is required in the tender.
2. It is the responsibility of the Tenderer to sensitize its issuing bank on the need to respond directly and expeditiously to queries from NCPB. The period for response shall not exceed three (3) days from the date of NCPB's query. Should there be no conclusive response by the Bank within this period, such Tenderer's Tender Security shall be deemed as invalid and the bid rejected.
3. **The issuing bank should address its response or communication regarding the bond to NCPB at the following e-mail address – “supplies@ NCPB.co.ke”**
4. The Tender validity period is one hundred and twenty (120) days as set out in the Invitation to Tender (at Section I of the Tender document) or as otherwise may be extended by NCPB. Therefore the Tender Security must at all times be valid for at least 30 days beyond the tender validity period



SECTION XI B - TENDER SECURITY FORM (SACCO SOCIETY, DEPOSIT TAKING MICRO FINANCE INSTITUTIONS, WOMEN ENTERPRISE FUND & YOUTH ENTERPRISE FUND)

(To Be Submitted On Institutions Letterhead)

Date:

To:

National Cereals and Produce Board
Nyumba Ya Nafaka
Machakos/Enterprise Roads, Industrial Area,
P.O Box 30586, Nairobi

WHEREAS.....(hereinafter called "the Tenderer") has undertaken, in pursuance of your Tender Number.....(reference number of the Tender) and its Tender dated(insert Tenderer's date of Tender taken from the Tender Form) to supply(description of the Goods) (hereinafter called "the Contract);

AND WHEREAS it has been stipulated by you in the said Contract that the Tenderer shall furnish you with an Institution's guarantee by an acceptable Institution for the sum specified therein as security for compliance of 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 figures) and we undertake to pay you, upon your first written demand declaring the Tenderer to be in default under the Contract and without cavil or argument, any sum 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 theday of.....20....

EITHER

SEALED with the)
COMMON SEAL)
of the said **INSTITUTION**)

thisday) _____



of20....)
)
)
)
) and in the presence of:-)
)
)

OR

SIGNED by the **DULY AUTHORISED REPRESENTATIVE(S)/ ATTORNEY(S)** of
 the **INSTITUTION** _____

Name(s) and Designation of duly authorized representative(s)/ attorney(s) of the
Institution.

 Signature(s) of the duly authorized person(s)

NOTES TO SUPPLIERS AND INSTITUTIONS

1. Please note that no material additions, deletions or alterations regarding the contents of this Form shall be made to the Tender Security to be furnished by the Tenderer. If any are made, the Tender Security shall not be accepted and shall be rejected by NCPB. For the avoidance of doubt, such rejection will be treated as non-submission of the Tender Security where such Security is required in the tender.
2. It is the responsibility of the Tenderer to sensitize its issuing institution on the need to respond directly and expeditiously to queries from NCPB. The period for response shall not exceed three (3) days from the date of NCPB's query. Should there be no conclusive response by the institution within this period, such Tenderer's Tender Security shall be deemed as invalid and the bid rejected.
3. **The issuing institution should address its response or communication regarding the Tender Security to NCPB at the following e-mail address – “supplies@ NCPB.co.ke”**
4. The Tender validity period is one hundred and twenty (120) days as set out in the Invitation to Tender (at Section I of the Tender document) or as otherwise may be extended by NCPB. Therefore, the Tender Security must at all times be valid for at least 30 days beyond the tender validity period.



SECTION XII A - MANUFACTURER'S AUTHORIZATION FORM

(To Be Submitted On Manufacturer's Letterhead)

To:

National Cereals and Produce Board
Nyumba Ya Nafaka
Machakos/Enterprise Roads, Industrial Area,
P.O Box 30586, Nairobi

WHEREAS WE(name of the manufacturer) who are established and reputable manufacturers of

(name and description of the goods) having factories at(full address and physical location of factory(ies) where goods to be supplied are manufactured) do hereby

confirm that

(name and address of Supplier) is authorized by us to transact in the goods required against your Tender (insert reference number and name of the Tender) in respect of the above goods manufactured by us.

DATED THIS..... DAY OF.....20.....

Signature of duly authorised person for and on behalf of the Manufacturer.

Name and Designation of duly authorised person signing on behalf of the Manufacturer

NOTES TO TENDERERS AND MANUFACTURERS

Only a competent person in the service of the Manufacturer should sign this letter of authority.



SECTION XIIB - MANUFACTURER'S WARRANTY FORM

To Be Submitted On Manufacturer's Letterhead)

To:

National Cereals and Produce Board
Nyumba Ya Nafaka
Machakos/Enterprise Roads, Industrial Area,
P.O Box 30586, Nairobi.

RE: MANUFACTURER'S WARRANTY FOR GOODS REQUIRED UNDER TENDER NO

..... **TO BE SUPPLIED BY**

.....(indicate your name or the supplier you have authorized)

WE HEREBY WARRANT THAT:

- a) The goods to be supplied under the contract are new, unused, of the most recent or current specification and incorporate all recent improvements in design and materials unless provided otherwise in the Tender.
- b) The goods in the Tenderer's bid have no defect arising from manufacture, materials or workmanship or from any act or omission of the Tenderer that may develop under normal use of the goods under the conditions obtaining in Kenya.

The Warranty will remain valid for 12 months after the goods, or any portion thereof as the case may be, have been delivered to the final destination indicated in the contract.

DATED THIS..... DAY OF.....20.....

Signature of duly authorised person for and on behalf of the Manufacturer.

Name and Capacity of duly authorised person signing on behalf of the Manufacturer

NOTES TO TENDERERS AND MANUFACTURERS

1. Only a competent person in the service of the Manufacturer should sign this letter of authority.
2. Provide full contact details including physical address, e-mail, telephone numbers and the website on the Warranty.



SECTION XIII - DECLARATION FORM

Date _____

To:

National Cereals and Produce Board
Nyumba Ya Nafaka
Machakos/Enterprise Roads, Industrial Area,
P.O Box 30586, Nairobi

Ladies and Gentlemen,

The Tenderer i.e. (full name and complete physical and postal address)

_____ declare the following: -

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/We or any director of the firm or company is not a person within the meaning of paragraph 3.2 of ITT (Eligible Tenderers) of the Instruction to Tenderers.
- d) That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- e) That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.
- f) That I/ We are not associated with any other Tenderer participating in this tender

Yours sincerely,

Name of Tenderer

Signature of duly authorised person signing the Tender

Name and Designation of duly authorised person signing the Tender

Stamp or Seal of Tenderer



SECTION XIV – DRAFT LETTER OF NOTIFICATION OF AWARD

To: (Name and full address of the Successful Tenderer).....

Date:.....

Dear Sirs/ Madams,

RE: **NOTIFICATION OF AWARD OF TENDER NO.**

We refer to your Tender dated..... and are pleased to inform you that following evaluation, your Tender has been accepted as follows: -

.....
.....

This notification does not constitute a contract. The formal Contract Agreement, which is enclosed herewith shall be entered into upon expiry of fourteen (14) days from the date hereof pursuant to the provisions of the Public Procurement and Asset Disposal Act, 2015 (or as may be amended from time to time or replaced).

Kindly sign, and seal the Contract Agreement. Further, initial and stamp on all pages of the documents forming the Contract that are forwarded to you with this letter. Thereafter return the signed and sealed Contract together with the documents to us within fourteen (14) days of the date hereof for our further action.

We take this opportunity to remind you to again note and strictly comply with the provisions as regards the Tender Security, Signing of Contract and Performance Security as stated in the Instructions to Tenderers.

We look forward to a cordial and mutually beneficial business relationship.

Yours faithfully,

NATIONAL CEREALS AND PRODUCE BOARD
MANAGING DIRECTOR

Enclosures



SECTION XV – DRAFT LETTER OF NOTIFICATION OF REGRET

To: (Name and full address of the Unsuccessful Tenderer) **Date:**

Dear Sirs/ Madams,

RE: **NOTIFICATION OF REGRET IN RESPECT OF TENDER NO.**

We refer to your Tender dated..... and regret to inform you that following evaluation, your Tender is unsuccessful. It is therefore not accepted. The brief reasons are as follows: -

1.
2.
3. etc...

The successful bidder was _____.

However, this notification does not reduce the validity period of your Tender Security. In this regard, we request you to relook at the provisions regarding the Tender Security, Signing of Contract and Performance Security as stated in the Instructions to Tenderers.

You may collect the tender security from Procurement Services Department), on the ground Floor, Nyumba Ya Nafaka, Machakos/Enterprise Roads, Industrial Area, only after expiry of twenty five (25) days from the date hereof on Monday to Friday between 9.00 a.m to 1.00 pm and 2.00p.m to 4.00p.m.

It is expected that by that time NCPB and the successful bidder will have entered into a contract pursuant to the Public Procurement and Asset Disposal Act, 2015 (or as may be amended from time to time or replaced). When collecting the Security, you will be required to produce the original or certified copy of this letter.

We thank you for the interest shown in participating in this tender and wish you well in all your future endeavours.

Yours faithfully,

HEAD OF PROCUREMENT SERVICES
FOR. MANAGING DIRECTOR



SECTION XVI - CONTRACT AGREEMENT FORM

THIS AGREEMENT made this.....day of.....20.... **BETWEEN THE NATIONAL CEREALS AND PRODUCE BOARD**, a limited liability company duly incorporated under the Companies Act, Chapter 486 of the Laws of Kenya, with its registered office situated at Nyumba Ya Nafaka, Machakos/Enterprise Roads, Industrial Area in the Republic of Kenya and of Post Office Box Number 30586-00100, Nairobi in the Republic aforesaid (hereinafter referred to as the "NCPB") of the one part,

AND

..... **(Supplier's full name and principal place of business)** a duly registered entity according to the laws of..... **(state country)** and of Post Office Box Number/Physical Address**(full address of Supplier)** in the Republic aforesaid, (hereinafter referred to as the "Supplier") of the other part;

WHEREAS NCPB invited tenders for **Chain – Procurement Department insert description of goods)** under

Tender Number..... **(NCPB Procurement Department insert tender number)**

AND WHEREAS NCPB has accepted the Tender by the Supplier for the goods in the sum of**(NCPB Supply Chain – Procurement Department_specify the total amount in words which should include any payable taxes, duties and insurance where applicable e.g. Value Added Tax)** (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 and the Tender Document.
2. Unless the context or express provision otherwise requires: -
 - a) reference to "this Agreement" includes its recitals, any schedules and documents mentioned hereunder and any reference to this Agreement or to any other document includes a reference to the other document as varied supplemented and or replaced in any manner from time to time.
 - b) any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made there-under.



- c) words importing the masculine gender only, include the feminine gender or (as the case may be) the neutral gender.
 - d) words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the "Supplier" the covenants, agreements obligations expressed to be made or performed by the Supplier shall be deemed to be made or performed by such persons jointly and severally.
 - e) where there are two or more persons included in the expression the "Supplier" any act default or omission by the Supplier shall be deemed to be an act default or omission by any one or more of such persons.
3. In consideration of the payment to be made by NCPB to the Supplier as hereinafter mentioned, the Supplier hereby covenants with NCPB to supply the goods and remedy any defects thereon in conformity in all respects with the provisions of the Contract.
4. NCPB hereby covenants to pay the Supplier in consideration of the proper supply 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.
5. The following documents shall constitute the Contract between NCPB and the Supplier and each shall be read and construed as an integral part of the Contract: -
- a) this Contract Agreement
 - b) the Special Conditions of Contract as per the Tender Document
 - c) the General Conditions of Contract as per the Tender Document
 - d) the Price Schedules submitted by the Supplier and agreed upon with
- NCPB
- e) the Technical Specifications as per NCPB's Tender Document
 - f) the Schedule of Requirements
 - g) NCPB's Notification of Award dated.....
 - h) the Tender Form signed by the Supplier
 - i) the Declaration Form signed by the Supplier/ successful Tenderer
 - j) the Warranty
 - k) the Delivery Schedule
6. In the event of any ambiguity or conflict between the contract documents listed above, the order of precedence shall be the order in which the contract



documents are listed in 5 above except where otherwise mutually agreed in writing.

7. The Commencement Date shall be the working day immediately following the fulfillment of all the following: -
 - a) Execution of this Contract Agreement by NCPB and the Supplier.
 - b) Issuance of the Performance Bond by the Supplier and confirmation of its authenticity by NCPB.
 - c) Issuance of the Official Order by NCPB to the Supplier.
 - d) Where applicable, Opening of the Letter of Credit by NCPB.
8. The period of contract validity shall begin from the Commencement date and end on -
 - a) sixty (60) days after the last date of the agreed delivery schedule, or,
 - b) where a Letter of Credit is adopted as a method of payment, sixty (60) days after the expiry date of the Letter of Credit or the expiry date of the last of any such opened Letter of Credit whichever is later.

Provided that the expiry period of the Warranty shall be as prescribed and further provided that the Warranty shall survive the expiry of the contract.

9. It shall be the responsibility of the Supplier to ensure that its Performance Security is valid at all times during the period of contract validity and further is in the full amount as contracted.
10. Any amendment, change, addition, deletion or variation howsoever to this Contract shall only be valid and effective where expressed in writing and signed by both parties.
11. No failure or delay to exercise any power, right or remedy by NCPB shall operate as a waiver of that right, power or remedy and no single or partial exercise of any other right, power or remedy shall operate as a complete waiver of that other right, power or remedy.
12. Notwithstanding proper completion of delivery or parts thereof, all the provisions of this Contract shall continue in full force and effect to the extent that any of them remain to be implemented or performed unless otherwise expressly agreed upon by both parties.
13. Any notice required to be given in writing to any Party herein shall be deemed to have been sufficiently served, if where delivered personally, one day after such



delivery; notices by electronic mail and facsimile shall be deemed to be served one day after the date of such transmission and delivery respectively (and proof of service shall be by way of confirmation report of such transmission and or delivery), notices sent by post shall be deemed served seven (7) days after posting by registered post (and proof of posting shall be proof of service), notices sent by courier shall be deemed served two (2) days after such receipt by the courier service for Local (Kenyan) Suppliers and five (5) days for Foreign Suppliers.

14. For the purposes of Notices, the address of NCPB shall be Managing Director, The National Cereals & Produce Board Nyumba Ya Nafaka, Machakos/Enterprise Roads, Industrial Area Road, Post Office Box Number 30586-00100, Nairobi, Kenya, The address for the Supplier shall be the Supplier's address as stated by it in the Confidential Business Questionnaire provided in the Tender Document.

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

SIGNED FOR and on
BEHALF of **NCPB**

MANAGING DIRECTOR & CEO

and in the presence of:-

COMPANY SECRETARY

SEALED with the **COMMON**
SEAL of the **SUPPLIER**
in the presence of:-

DIRECTOR

Affix Supplier's Seal here

DIRECTOR'S FULL NAMES

and in the presence of:-

DIRECTOR/ COMPANY SECRETARY

DIRECTOR/ COMPANY SECRETARY'S FULL NAMES



*OR

SIGNED BY and on BEHALF
of the **SUPPLIER**

SIGNATURE OF THE SUPPLIER

FULL NAMES OF THE SUPPLIER

***NOTES TO THE SUPPLIER**

1. Please note that the alternative is applicable IF AND ONLY IF the Supplier is not a registered company but has tendered, and, is trading as a sole proprietor or a partnership as provided in the Confidential Business Questionnaire or is registered as a business name.
2. In all other cases, the Supplier is required to execute the contract as first provided.

DRAWN BY: -
Company
Advocate,



SECTION XVII A - PERFORMANCE SECURITY FORM (BANK GUARANTEE)

(To Be Submitted On Bank's Letterhead)

Date:

To:

National Cereals and Produce Board
Nyumba Ya Nafaka
Machakos/Enterprise Roads, Industrial Area,
P.O Box 30586, Nairobi

WHEREAS.....(hereinafter called "the Supplier") has undertaken, in pursuance of your Tender Number.....(reference number of the Tender) and its Tender dated(insert Supplier's date of Tender taken from the Tender Form) to supply(description of the goods) (hereinafter called "the Contract);

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by an acceptable bank for the sum specified therein as security for compliance of the Supplier's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Supplier a guarantee;

THEREFORE WE HEREBY AFFIRM that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total sum of..... (amount of the guarantee in words and figures) and we undertake to pay you, upon your first written demand declaring the Supplier 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 theday of.....20....

EITHER

SEALED with the)
COMMON SEAL)
of the said **BANK**)
)

thisday)
)

BANK SEAL



of20....)

in the presence of :-

)

)

)

) and in the presence of:-)

)

)

OR

SIGNED by the **DULY AUTHORISED REPRESENTATIVE(S)/ ATTORNEY(S)** of
the **BANK**

Name(s) and Designation of duly authorised representative(s)/ attorney(s) of the Bank

Signature(s) of the duly authorised person(s)

NOTES TO SUPPLIERS AND BANKS

1. Please note that no material additions, deletions or alterations regarding the contents of this Form shall be made to the Performance Security Bond (the Bond) to be furnished by the successful Tenderer/ Supplier. If any are made, the Bond may not be accepted and shall be rejected by NCPB. For the avoidance of doubt, such rejection will be treated as non-submission of the Bond where such Bond is required in the tender and Contract.
2. NCPB shall seek authentication of the Performance Security from the issuing bank. It is the responsibility of the Supplier to sensitize its issuing bank on the need to respond directly and expeditiously to queries from NCPB. The period for response shall not exceed three (3) days from the date of NCPB's query. Should there be no conclusive response by the Bank within this period, such Supplier's Performance Security may be deemed as invalid and the Contract nullified.
3. **The issuing Bank should address its response or communication regarding the bond to NCPB at the following e-mail address – “supplies@ NCPB.co.ke”**



SECTION XVIII – SUBCONTRACTORS

(INFORMATION TO BE PROVIDED BY THE TENDERER)

As per the requirements of Clause 7.22 of General Conditions of Contract, following is a list of subcontractors and the portions of the Work to be subcontracted:

No.	Subcontractor	Address	Brief Description of the Works to be Subcontracted	% works subcontracted



SECTION XIX - PREVIOUS EXPERIENCE WITH SIMILAR WORK

(INFORMATION TO BE PROVIDED BY THE TENDERER)

As required by Section 3.9(e) of the Instructions To Tenderers, following is a list of work that the Tenderer has previously performed which is similar to that described in the Request for Proposal:

No.	Description	Customer Name & Contacts	Date of Supply



SECTION XX - SUPPLIER EVALUATION FORM

(This form is for information only and not to be filled in by any bidder. It is for official use by NCPB to evaluate performance of Suppliers during the contract period)

Name of Firm.....Date.....

Category of Product/Service (e.g. Conductors)

Period of evaluation.....

1. COST OF SERVICE/PRODUCT	Rating guidelines				Supplier Score	Procurement Score	User Score	Comments
	Did the vendor assist in or advice on ways of reducing the costs?	YES:4	PARTIALLY:2	NO:0				
	How closely did your final costs correspond to your expectation at the beginning of the project/tender?	YES:2	PARTIALLY:1	NO:0				
	Did the company stick to the agreed transation/contract rates?	YES:4	PARTIALLY:2	NO:0				
2.ON TIME DELIVERY OF PRODUCT OR SERVICE								
	Did the vendor perform work in compliance with contract terms and agreements?	YES:6	PARTIALLY:3	NO:0				
	Was the vendor prompt and effective in correction of situations and conditions?	YES:2	PARTIALLY:1	NO:0				
	Are you able to track service level agreements and determine duration of incidents from the vendor?	YES:2	PARTIALLY:1	NO:0				
3. FLEXIBILITY TO RESPOND TO	Rating guidelines							



UNEXPECTED DEMAND OF SERVICE	Was the vendor willing to change their product/service on special needs?	YES:6	PARTIALLY:3	NO:0				
4. QUALITY								
	Rating guidelines							
	When performing their duties, was there - rework or returns caused by	NO:6	PARTIALLY:3	YES:0				

	non conformance to quality?							
	Was the quality of service delivered equal to NCPB minimum requirements?	YES:8	PARTIALLY:4	NO:0				14.00%
5.RESPONSIVENESS	Rating guidelines							Totals
	Was the vendor well responsive to information requests, issues, or problems that arose in the course of service?	YES:2	PARTIALLY:1	NO:0				14
	Was the vendor open to feedback on low quality of service levels and willing to act on this?	YES:6	PARTIALLY:3	NO:0				14.00%



	Is it easy to reach staff members of suppliers in case of a request or query? (are communication channels clear?)	YES:6	PARTIALLY:3	NO:0					
6. CUSTOMER SUPPORT	Rating guidelines								Totals
	Did the vendor offer effective customer support?	YES:10	PARTIALLY:4	NO:0					18
	In case of reported problems/issues, were there follow ups by the vendor to ensure the problem is fully resolved during support?	YES:8	PARTIALLY:4	NO:0					18.00%
7. COMMUNICATION SKILLS	Rating guidelines								Totals
	Are you satisfied with the attitude, courtesy, and professionalism of this vendor's staff? Written or spoken?	YES:2	PARTIALLY:1	NO:0					6
	Are the vendor's staff well equipped and skilled in handling requests / issues? Are you rotated too	YES:4	PARTIALLY:2	NO:0					6.00%



	much among staff on an issue?								
8. DOCUMENTATION AND ACCOUNTING	Rating guidelines								Totals
	Are you satisfied with how the Vendor presents documentation (invoices & licenses etc) when required to do so, to necessitate finalization of contract renewals and payments?	YES:6	PARTIALLY:3	NO:0					10
	Was problem documentation (incident reports) presented promptly by the vendor and was it complete?	YES:4	PARTIALLY:2	NO:0					10.00%
9. VALUE ADD	Rating guidelines								Totals
	Did the vendor go over and above in optimizing service delivery process for effective services delivery?	YES:6	PARTIALLY:3	NO:0					12



	Did the vendor go over and above and offer training or knowledge to assist with better systems support?	YES:6	PARTIALLY:3	NO:0						12.00%
									Totals Score:	
Totals										100.0
Maximum Score								100.0		100.00%
VENDOR'S TOTAL SCORE										
VENDOR'S PERCENTAGE SCORE										
ISSUES FOR FOLLOW UP –										
Evaluation Done by: Name Department Date										
Checked/Validated by										

Score in Percentage % **PERFORMANCE LEVEL**

DEFINATION:

≥75% - KP1 GREEN
50% - KP2 AMBER
25% - KP3 YELLOW
≥25% - KP4 RED

RATING: 75% - V Good, 50% - Good, 25% - Fair, Below 25% - Poor



RECOMMENDATION

		Status	Tick as appropriate
1	Grant supplier preferred status	KP1	
2	Work with supplier or develop and improve supplier	KP2 & KP3	
3	Abandon / switch suppliers	KP4	

Name:.....Sign:.....Date:.....

Name:.....Sign:.....Date:.....

Name:.....Sign:.....Date:.....



SECTION XIX - THE TECHNICAL SPECIFICATIONS

Technical specifications describe the basic requirements for goods. In addition to the information and documentation in the Tender Document regarding the technical aspects of this tender, all Tenderers shall comply with the following -

PART A - GENERAL REQUIREMENTS

1. Technical documentation shall be in English language. The specific items on offer shall be marked clearly for the goods they intend to supply. The type reference or model number(s) of the item(s) on offer must be clearly indicated in the bid.
2. The Tenderer shall submit the Schedule of Guaranteed Technical Particulars (GTP) completed and signed by the Manufacturer. In submitting the GTP, cross-references should be made to the documents submitted.
3. Deviations from the tender specifications, if any, shall be explained in detail in writing, with supporting data including calculation sheets, detailed drawings and certified test reports and submitted together with the Tender. In submitting the deviations, cross-references should be made to the documents submitted. NCPB reserves the right to reject the goods if such deviations shall be found critical to the use and operation of the goods.
4. Detailed contact information including title, e-mail, telephone or any other form of acceptable communication of the testing and standards body used shall be provided.
5. Where Type Test Certificates and their Reports and or Test Certificates and their Reports are translated into English, all pages of the translations must be signed and stamped by the testing authority.
6. A Copy of the manufacturer's valid quality management system certification i.e. ISO 9001 shall be submitted for evaluation. For locally manufactured goods, valid KEBS Mark of Quality Certificate or KEBS Standardization Mark Certificate will also be accepted.
7. In all cases where the level of galvanizing and painting is not specifically stated in the detailed Technical Specifications, the general requirement shall be for a uniform coating of thickness not less than 80 microns.



8. Suppliers are required to provide information on proper representative(s) and or workshop for back-up service and or repair and maintenance including their names, telephone, facsimile, e-mail, physical and postal addresses, along with their offers

