

KENYA BUREAU OF STANDARDS



TENDER DOCUMENT

FOR

**SUPPLY, DELIVERY, INSTALLATION AND USER
TRAINING OF TESTING LABORATORY EQUIPMENT**

KEBS/T043/2017/2018

KENYA BUREAU OF STANDARDS

P.O. BOX 54974-00200

NAIROBI.

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Table of Contents

Section A	TENDER NOTICE	3
Section B	GENERAL INFORMATION	4
Section C	GENERAL CONDITIONS OF CONTRACT	16
Section D	SPECIAL CONDITIONS OF CONTRACT	20
Section E	SCHEDULE OF REQUIREMENTS	21
Section F	TECHNICAL SPECIFICATIONS	22
Section G	TENDER FORMS AND PRICE SCHEDULES	29
Section H	TENDER SECURITY FORM	31
Section I	CONTRACT FORM	32
Section J	PERFORMANCE SECURITY FORM	33
Section K	MANUFACTURERS AUTHORIZATION FORM	34

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INVITATION TO TENDER

TENDER NO. KEBS/T043/2017/2018: SUPPLY, DELIVERY, INSTALLATION, AND USER TRAINING OF METROLOGY LABORATORY EQUIPMENT

Kenya Bureau of Standards (KEBS) invites tenders for Supply, Delivery, Installation and User Training of testing Laboratory Equipment.

A complete set of tender documents with detailed information may be obtained from the procurement office, during normal working hours (8.00 am and 5.00 pm) upon payment of non-refundable tender fee of Kshs.1000.00 or be viewed and downloaded from the KEBS website: www.kebs.org and IFMIS tender portal free of charge. All payments shall be made to the **KENYA BUREAU OF STANDARDS** Nairobi.

Completed tender documents in plain sealed envelopes clearly marked "**KEBS/T043/2017/2018: SUPPLY, DELIVERY, INSTALLATION AND USER TRAINING OF TESTING LABORATORY EQUIPMENT**" should be addressed and delivered to:

**THE MANAGING DIRECTOR,
KENYA BUREAU OF STANDARDS,
POPO ROAD OFF MOMBASA ROAD
P.O. BOX 54974 - 00200
NAIROBI.**

Or be deposited in the Tender Box at **KEBS Centre Main Reception** marked "**TENDER BOX**" so as to be received on or before **10.00 am on Tuesday 12th June, 2018.**

Tender opening will be carried out immediately thereafter at the **KEBS Centre Conference Room.**

Tenderers or their representatives are free to attend the tender opening.

Tenders must be accompanied by Bid Bond of 2% of the Tender sum in the format specified in the tender document.

Managing Director

Section B. General Information

Introduction

1. Eligible Tenderers

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

2. Eligible Goods

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

3. Cost of Tendering

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

The Tender Document

4. Contents

4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders.

- (i) Invitation for Tenders
- (ii) General information
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of Requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Confidential Questionnaire
- (ix) Tender Security Form
- (x) Contract Form
- (xi) Performance Security Form
- (xii) Manufacturer's Authorization Form

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

5. Clarification of Documents

5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by cable (hereinafter, the term *cable* is deemed to include telex and facsimile) at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than **seven (7) days** prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderer that have received the tender document.

6. Amendment of Documents

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

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

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

Preparation of Tenders

7. Language of Tender

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

8. Documents Comprising the Tender

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

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.
- (b) Documentary evidence established in accordance with paragraph 12 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 13 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 14

9. Tender Form

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

10. Tender Prices

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

10.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:

- (i) The price of the equipment quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable.
- (ii) Charges for inland transportation, insurance, and other local costs incidental to delivery of the equipment to their final destination.

10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation

will be treated as non-responsive and will be rejected, pursuant to paragraph 22.

11. Tender Currencies

11.1 Prices shall be quoted in the following currencies:

- (a) For goods that the tenderer will supply from within Kenya, the prices shall be quoted in Kenya shillings; and
- (b) For equipment that the tenderer will supply from outside Kenya, the prices shall be quoted in US dollars or in another freely convertible currency.

12. Tenderers Eligibility and Qualifications.

12.1 Pursuant to paragraph 1 of section III, the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

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

12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction:

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

13. Goods' Eligibility and Conformity to Tender Document.

13.1 Pursuant paragraph 2 of this section, the tenderer shall furnish, as part of its tender, documents establishing the eligibility and conformity to the tender documents of all equipment, which the tenderer proposes to supply under the contract.

13.2 The documentary evidence of the eligibility of the equipment shall consist of a statement in the Price Schedule of the country of origin of the equipment and services offered which a certificate of origin issued at the time of shipment shall confirm.

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

- (a) A detailed description of the essential technical and performance characteristics of the goods;

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

13.4 For purposes of the commentary to be furnished pursuant to paragraph 13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

14. Tender Security

- 14.1 The tenderer shall furnish, as part of its tender, a tender security for the amount specified in the Invitation to tender.
- 14.2 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 14.7
- 14.3 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency and shall be in the form of Cash, bank guarantee issued by a reputable bank, or insurance guarantee approved by the Authority and valid for 30 days beyond validity of the tender
- 14.4 Any tender not secured in accordance with paragraph 14.1 and 14.3 will be rejected by the Procuring entity as nonresponsive, pursuant to paragraph 22.
- 14.5 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Procuring entity.
- 14.6 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 30, and furnishing the performance security, pursuant to paragraph 31.
- 4.7 The tender security may be forfeited:
 - (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or
 - (b) In the case of a successful tenderer, if the tenderer fails:
 - (i) To sign the contract in accordance with paragraph 30

Or

(ii) To furnish performance security in accordance with paragraph 31.

15. Validity of Tenders

- 15.1 Tenders shall remain valid for **120 days** or as specified in the tender documents after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.
- 15.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

16. Format and Signing of Tender

- 16.1 The Tenderer shall prepare two copies of the tender, clearly marking each "**ORIGINAL TENDER**" and "**COPY OF TENDER,**" as appropriate. In the event of any discrepancy between them, the original shall govern.
- 16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. Written power-of-attorney accompanying the tender shall indicate the latter authorization. The person or persons signing the tender shall initial all pages of the tender, except for unamended printed literature.
- 16.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialled by the person or persons signing the tender.

Submission of Tenders

17. Sealing and Marking of Tenders

17.1 The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as “**ORIGINAL**” and “**COPY.**” The envelopes shall then be sealed in an outer envelope.

17.2 The inner and outer envelopes shall:

- a) Be addressed to the Procuring entity at the following address:

**THE MANAGING DIRECTOR
KENYA BUREAU OF STANDARDS
P.O.BOX 54974 – 00200
POPO ROAD
OFF MOMBASA ROAD
BEHIND BELLEVUE CINEMA
NAIROBI**

Bear the tender no. **KEBS/T043/2017/2018: SUPPLY, DELIVERY, INSTALLATION AND USER TRAINING OF TESTIG LABORATORY EQUIPMENT** and the words: “**DO NOT OPEN BEFORE**” **10.00 am on Tuesday 12th June, 2018.**

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

17.4 If the outer envelope is not sealed and marked as required by paragraph 17.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

18. Deadline for Submission of Tenders

18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 17.2 no later than **10.00 am on Tuesday 12th June, 2018.**

18.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

9. Modification and Withdrawal of Tenders

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

19.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 17. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

- 19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 14.7.

Opening and Evaluation of Tenders

20. Opening of Tenders

- 20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **10.00 am on Tuesday 12th June, 2018**, and in the following location:

**KENYA BUREAU OF STANDARDS
OFF MOMBASA ROAD
POPO ROAD
BEHIND BELLEVUE CINEMA
CONFERENCE ROOM
NQI COMPLEX**

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

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

21. Clarification of Tenders

- 21.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
- 21.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

22. Preliminary Examination

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

- 22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 22.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 22.4 Prior to the detailed evaluation, pursuant to paragraph 23, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 22.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

23. Evaluation and Comparison of Tenders

- 23.1 The Procuring entity will evaluate and compare the tenders, which have been determined to be substantially responsive, pursuant to paragraph 22.
- 23.2 The Procuring entity's evaluation of a tender will exclude and not take into account:
- (a) in the case of equipment manufactured in Kenya or of foreign origin already located in Kenya, sales and other similar taxes, which will be payable on the equipment if a contract is awarded to the tenderer; and
 - (c) Any allowance for price adjustment during the period of execution of the contract, if provided in the tender.
- 23.3 The comparison shall be of the ex-factory/ex-warehouse/off-the-shelf price of the equipment offered from within Kenya, such price to include all costs, as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the Equipment.
- 23.4 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price and the price of incidental services, the following factors, in the manner and to the extent indicated in paragraph 23.5 and in the technical specifications:
- (a) Delivery schedule offered in the tender;
 - (b) Deviations in payment schedule from that specified in the Special Conditions of Contract;
 - (c) The cost of components, mandatory spare parts, and service;

- (d) The availability in Kenya of spare parts and after-sales services for the equipment offered in the tender.

23.5 Pursuant to paragraph 23.4 the following evaluation methods will be applied:

- (a) *Delivery schedule.*

The Procuring entity requires that the equipment under the Invitation for Tenders shall be delivered at the time specified in the Schedule of Requirements. Tenders offering deliveries longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

- (b) *Deviation in payment schedule.*

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

- (c) *Spare parts and after sales service facilities.*

Tenderers must offer items with service and spares parts back-up. Documentary evidence and locations of such back-up must be given. Where a tenderer offers items without such back-up in the country, he must give documentary evidence and assurance that he will establish adequate back-up for items supplied.

24. Contacting the Procuring entity

- 24.1 Subject to paragraph 21, no tenderer shall contact the Procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.
- 24.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the Tenderer's tender.

Award of Contract

25. Post-qualification

- 25.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.
- 25.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 12.3, as well as such other information as the Procuring entity deems necessary and appropriate.

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

26. Award Criteria

- 26.1 Subject to paragraph 10, 23 and 28 the Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

27. Procuring entity's Right to Vary quantities

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

28. Procuring entity's Right to Accept or Reject Any or All Tenders

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

29. Notification of Award

- 29.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.
- 29.2 The notification of award will constitute the formation of the Contract.
- 29.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 14.

30. Signing of Contract

- 30.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.
- 30.2 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

31. Performance Security

- 31.1 Within thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another

form acceptable to the Procuring entity.

- 31.2 Failure of the successful tenderer to comply with the requirement of paragraph 30 or paragraph 31 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new tenders.

32. Corrupt Fraudulent Practices

- 32.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. In pursuance of this policy, the Procuring entity: -

- (a) Defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;
- (b) Will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (c) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

- 32.2 Furthermore, tenderers shall be aware of the provision stated in the General Conditions of Contract.

Section C - General Conditions of Contract

1. Definitions

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

- (a) "The Contract" means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all of the equipment which the tenderer is required to supply to the Procuring entity under the Contract.
- (d) "The Procuring entity" means the organization purchasing the Goods under this Contract.
- (e) "The tenderer" means the individual or firm supplying the Goods under this Contract.

2. Application

2.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement of goods.

3. Country of Origin

- 3.1 For purposes of this Clause, "origin" means the place where the Goods were mined, grown, or produced.
- 3.2 The origin of Goods and Services is distinct from the nationality of the tenderer.

4. Standards

4.1 The Equipment supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

5. Use of Contract Documents and Information

- 5.1 The Candidate shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.
- 5.2 The tenderer shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 5.1 above.

5.3 Any document, other than the Contract itself, enumerated in paragraph 5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the Tenderer's performance under the Contract if so required by the Procuring entity.

6. Patent Rights

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

7. Performance Security

7.1 Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security in the amount specified in Special Conditions of Contract.

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

7.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the Procuring entity, in the form provided in the tender documents.

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

8. Inspection and Tests

8.1 The Procuring entities or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.

8.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

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

8.4 The Procuring entity's right to inspect test and, where necessary, reject the equipment after arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested, and passed by the Procuring entity or its representative prior to the delivery.

8.5 Nothing in paragraph 8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

9. Packing

9.1 The tenderer shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract.

10. Delivery and Documents

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

11. Insurance

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

12.Payment

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

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

13.Prices

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

14.Assignment

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

15.Subcontracts

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

16. Termination for Default

16.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by

written notice of default sent to the tenderer, terminate this Contract in whole or in part:

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

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

17. Liquidated Damages

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

18. Resolution of Disputes

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

18.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require adjudication in an agreed national or international forum, and/or international arbitration.

19. Language and Law

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

20. Force Majeure

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

Section D. Special Conditions of Contract

1. Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

2. **Bid Security.** The tenderer shall furnish, as part of its tender a tender security comprising **of 2%** of the total quoted tender price rounded to the nearest KES.1000 or 100 of other currency as bid security. The tender security shall be a **bank guarantee** from a Reputable bank, cash or such insurance guarantee approved by the authority valid for 30 days beyond the validity of the tender.

3. **General conditions of the contract clause 7.1 performance security.**

The performance security shall be in the amount of 10% of the contract price and shall remain valid for 30 days beyond the last date of installation and commissioning of the system.

4. **Warranty:** The manufacturer warrants that goods supplied under the contract are new, unused, of the most recent or current specifications and incorporate all recent improvement in design and materials unless provided otherwise in the contract. The manufacturer 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 manufacturer that may develop under normal use of goods.

- This warranty will remain valid for a minimum of **12 months** after the equipment have been delivered and installed to Respective Regional Laboratories
- The procuring entity shall promptly notify the Manufacturer in writing of any claim arising under this warranty.
- Upon receipt of this claim the manufacturer shall, with reasonable speed, replace the defective equipment without cost to the Procuring Entity.
- If the manufacturer having been notified fails to remedy the defect(s) within a reasonable period, the procuring entity may proceed to take such remedial action as may be necessary, at the Manufacturer's risk and expense and without prejudice to any other rights, which the Procuring Entity may have against the Manufacturer under the contract.

5. Where the tender price is in foreign currency, the Exchange Rate will be as per Central Bank of Kenya exchange rate of Tender closing/opening date.

6. Tenderers must attach Manufacturers Authorization, addressed to the Managing Director (Manufacturers Authorization Form) Kenya Bureau of Standards in the format provided for in the tender document.

Section E. Schedule of Requirements

Number	Description	Quantity	Delivery schedule
1	SUPPLY,DELIVERY,INSTALLATION AND USER TRAINING OF TESTING LABORATORY EQUIPMENT		

(Shipment) In weeks/months from _____

Indicate your Delivery schedule for the goods after receipt of a confirmed Purchase Order from the Kenya Bureau of Standards.

Section F. Technical Specifications

GENERAL

1. These specifications describe the basic requirements for the equipment.
Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc. for the product they intend to supply.
2. Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.
3. All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any, shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.
4. The tenderers are requested to present information along with their offers as follows:
 - i) Shortest possible delivery period of each product.
 - ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

EVALUATION CRITERIA

- Bidders must attach brochures for the models quoted and highlight features they are offering
- Only bidders who will meet the minimum technical requirements and score above the minimum technical scores will be considered for financial evaluation

TECHNICAL SPECIFICATIONS



**Kenya Bureau of
Standards**

Standards for quality life

TECHNICAL SPECIFICATION FOR METROLOGY LABORATORY EQUIPMENT

NAME OF LABORATORY: CHEMISTRY LAB				LOCATION: LAKE REGION		
SN	EQUIPMENT	SPECIFICATION		QUANTITY	WEIGHTING (%)	ACTUAL SCORE
1	FT-NIR SPECTROMETER	Application/Scope	SUGAR,CEREAL AND CEREAL PRODUCTS,BAKED PRODUCTS,DAIRY,MEAT ,FEEDS AND EDIBLE OIL/FAT	1		
		1. Main Features			5 Max	
		a. Automated FT-Near Infra Red analyser capable of doing direct measurements of cereal and cereal based products in the form of grains or ground powder or paste. Parameters to be checked to include; fat, protein, moisture, ash, starch, crude fibre, NDF and ADF.Versatile to do direct measurements in organic and liquid sample(such as edible oils) through module upgrade.				
		b. Rugged: Should withstand humidity, dust and temperature fluctuations, permanently aligned, shock insensitive, high stability mirrors.				
		c. Compatible PC for control of the spectrometer optics and signal processing d. <u>Minimum PC-data system requirements</u> e. Data System, "Intel" I7processor, >3GHz, >4GB RAM, 1000 GB HDU or better, 21.5" TFT display. f. Ports: USB 2.0 (10x), PS/2 (2), RS232, VGA,				
		g. User interface: Dedicated user interfaces to allow single routine measurements with predefined measurement parameters, qualitative and quantitative evaluations and storage				
		h. Inbuilt diagnostic mechanism monitoring operation within factory settings and online technical support.				

		TOTAL SCORE		5	
		Performance Specifications		85	
		a. Wavelength range: 25000 - 4,000 cm-1 b. Wavelength accuracy <0.03 c. Measuring speed: less 1 minute d. Spectral resolution :< 0.3nm e. Wavelength precision <0.004 f. Photometric linearity: better than 1.00±0.05 (slope); 0.00±0.05 g. Measurement Mode: Reflection and Trans-reflectance. h. Detector: high sensitivity PbS detector i. Operation temperature: 5°C to 35°C (41°F to 95°F) j. Power requirements: optical bench: 100 - 240 V, 50/60 Hz, 100 W k. Humidity: <80% non condensing l. Software: Dedicated software for quantification of substances and self-optimization calibration models.			
		TOTAL SCORE		85	
		Other requirements		10	
		Service contracts: preventive maintenance and service contracts and validation services to be indicated.		1	
		Installation and Commissioning -to be done by supplier		1	
		Operation and Service Manuals- All Manuals in English		1	
		Warranty of not less than 2 years and nearest service centre -to be indicated		2	
		Brochures and List of parameters and matrices to analysed by the equipment to be attached with the quotations ((in English)		3	
		Training - onsite training during installation not less than 5 days		2	
				TOTAL SCORE	
	GRAND TOTAL SCORE FOR THE EQUIPMENT			100 %	
	MINIMUM SCORE REQUIRED			95 %	

NAME OF LABORATORY: CHEMISTRY LAB				LOCATION: COAST REGION	
SN	EQUIPMENT	SPECIFICATION		QUANTITY	WEIGHTING (%)
02.	DIGITAL REFRACTOMETER	Application/Scope	Brix	1	

		5 Performance Specifications	80
		Ordering information	40
		<ul style="list-style-type: none"> • Product Type: Digital Refractometer with ATC • Scale Range: 0 to 80% • Weight (English): 5.3 oz. • Accuracy: $\pm 0.2\%$ • Resolution: 0.2% • Weight (Metric): $\geq 150.2\text{g}$ Max • Measures to ± 0.00002 RI / ± 0.01 BRIX making it more accurate and reproducible than 4 decimal place wide range chemical refractometers. • Dual Electronic temperature control from the top and bottom of the sample well. • Large range of standard and customized scales are available. • Large, easy to read, 7.5cm x 10cm cold cathode fluorescent back lit, digital LCD Screen 	
		Accessories	40
		<ol style="list-style-type: none"> 1. Auto sampler CETAC <ul style="list-style-type: none"> • ASX (up to 180 Samples) • CETAC ASX (up to 360 samples) 2. Duo sample handling kit <ul style="list-style-type: none"> • Organics • Volatile organics • HF resistant • High solids • Standard aqueous • Duo Ceramic D Torch kit • Argon humidifier • Basic hydride generation accessory 	
		TOTAL SCORE	80
		Other requirements	15
		• Installation and Commissioning -to be indicated	3
		• Operation and Service Manuals- All Manuals in English	3
		• Warranty and Nearest service center -to be indicated	3

		<ul style="list-style-type: none"> • Brochures for the equipment to be provided during quotation 	3
		<ul style="list-style-type: none"> • Training - onsite training during installation 	3
		TOTAL SCORE	15
	GRAND TOTAL SCORE FOR THE EQUIPMENT		100 %
	Minimum Score		85%

NAME OF LABORATORY:CHEMISTRY				LOCATION:COAST REGION	
SN	EQUIPMENT	SPECIFICATION		QUANTITY	WEIGHT (%)
03.	AUTOMATIC SACCHARIMETER	APPLICATION/SCOPE	POLARIZATION	1	
		KEY FEATURES <ul style="list-style-type: none"> • Fast reliable measurement • The optical elements encapsulated • Long life LED light source • For all raw, white, and special sugars • Temperature compensation according to international sugar scale(ISS) • No external water bath required • Full international compliance (ICUMSA, OILML,) • Full QM compliance (password protection, audit trail, MP/GLP compatibility, forgery proof data export) Technical Specifications Measuring scales: °Z at 589 nm Measuring range: ± 259 °Z (± 89.9 °OR) Resolution: 0.001 °OR Accuracy*: < 0.002 °OR < 0.006 °Z Repeatability: < 0.001 °OR < 0.003 °Z" Response time: 12 -15 sec Wavelength: 589 nm and 880 nm Light source: LED light source with more than 100 000 hours lifetime Sensitivity: Optical Density (OD) of 4.0, equivalent to OD 7.0 at 880 nm Temperature control and measurement: <ul style="list-style-type: none"> • PT100 sensor for sample temperature measurement inside the cell or quartz control plate; wireless transfer to the instrument 			15
					70

		<ul style="list-style-type: none"> Resolution 0.1 °C Accuracy** ±0.1 °C Temperature control range 20 °C + 25 °C <p>Accessories;</p> <ul style="list-style-type: none"> Sample cells- Wireless automatic identification of sample cells via RFID, sample cell path length from 2.5 mm to 200 mm. Quartz control plates - Automatic identification of the quartz control plate and automated wireless transfer or reference parameters into the instrument. <p>Other requirements</p> <ul style="list-style-type: none"> Installation and commissioning-to be indicated Operation and service manuals-all manuals in English Warranty and nearest service Centre-to be indicated Brochures –to be provided during quotation Training-onsite during installation 	15
		GRAND TOTAL SCORE FOR THE EQUIPMENT	100 %
		Minimum Score	85%

NAME OF LABORATORY: PETROLEUM		LOCATION: COAST REGION AND HEADOFFICE			
SN	EQUIPMENT	SPECIFICATION		QUANTITY	WEIGHT (%)
04	SAMPLE VAPORIZER FOR SAFELY INJECTING LPG IN GC ANALYZER	Application/Scope	SAMPLE VAPORIZER FOR SAFELY INJECTING LPG TO GC	2	
		Main Features			5
		a. Ability to convert LPG from liquid state to Gaseous state			5
		Performance Specifications			80
		a. Manual selection valve between sample and calibration gas			15
		b. Electrically heated pressure			15
		c. Needle valve (NV) for adjusting the sample flow			15

		d. Needle valve (NV) for adjusting the flush flow	15
		e. with bracket to place canister	10
		F. One ¼" NPT Male Swagelok coupling for the connection of canister	10
		TOTAL SCORE	80
		Other requirements	15
		• Installation and Commissioning -to be indicated	3
		• Operation and Service Manuals - All Manuals in English	3
		• Warranty and Nearest service centre -to be indicated	3
		• Brochures for the equipment to be provided during quotation	3
		• Training - onsite training during installation	3
		TOTAL SCORE	15
	GRAND TOTAL SCORE FOR THE EQUIPMENT		100 %
	MINIMUM SCORE		85 %

NAME OF LABORATORY: CHEMISTRY LABORATORY						
LOCATION: LAKE REGION & COAST REGION						
SN	EQUIPMENT	SPECIFICATION		QUANTITY	WEIGHTING (%)	ACTUAL SCORE
05	FUME HOOD (A Dedicated-Fan Fume Hood) with Ducting and exhaust system	Application	Extraction of Hazardous fumes from the laboratory	2		
		Main Features			5 max	
		a) A stainless steel double walled constant air volume by-pass laboratory fume hood, with a sealed fluorescent			2	

		light bulb 400/500 lux & Spur Switch		
		Outer Shell Manufactured from highly Chemical resistant 6mm PVC sheet Inner linings manufactured from 5mm chemical resistant phenolic resin.		
		b) Sliding Sash should be manufactured from toughened glass 6mm thick and is fitted with an aerodynamic finger pull for ease of opening/closing.	1	
		c) Overall dimensions External: 2000 mm wide x 900 mm deep x 2375 mm high Internal: 1680 mm wide x 700 mm deep x 1100 mm high.	1	
		d) Airflow Monitor-Digital Airflow Controller module with audio/visual alarm for low airflow. The controller should control the automatic sash, energy save functions and fan	1	
		TOTAL SCORE		
		Performance Specifications	85	
		i. The fume hood shall have a face velocity of not less than 0.5m/s (100 fpm)	5	
		ii. Required air flow of not less than 1.8m3/s	5	
		iii. The working surface of the fume hood be made of solid cast epoxy resins, resistant to heat and chemicals	10	
		iv. Electrical requirements: 240 VAC and 50/60 Hz	5	
		v. The internal linings shall be made of fibreglass-reinforced polyester resin panels that provide resistance to chemicals and heat	10	
		vi. Motor: minimum 3KW/4P	5	
		vii. Blower: PP modulated high efficiency medium pressure fans including suitable adapter, electro galvanised	5	
		viii. Electrical Sockets x 2(switched Neon Type, 1No. Each side) and Light switch (fixed spur Led type) are profiled to achieve top line aesthetics and aerodynamic effect, are fitted through removable service panels allowing for full flexibility Electrical and mechanical services are prewired and plumbed for convenient termination by others	15	
		ix. Services of 1 x water & 1 x Gas & Drip Cup/Sink should be fitted through removable service panels allowing for	15	

		full flexibility.		
		x. Electro deposition to make the hood rust free.	10	
		TOTAL SCORE	85	
		Other requirements		
		i. Installation and commissioning - Equipment shall be installed and commissioned at the user's facility by the Service Engineer followed on-site training for all the users. The stated scope of application for the equipment must be demonstrated during commissioning using installation standards and a real sample.	1	
		ii. Operation and Service Manuals – Hardware and operator's manual complete with methods shall be supplied and written in English	1	
		iii. Warranty and nearest Service Centre – Two year warranty	1	
		iv. Brochure (in English) - The equipment brochure to be attached with the quotations	1	
		v. Training – Training shall be done for all users during installation and commissioning at the supplier's cost	1	
		TOTAL SCORE	100	
		MINIMUM SCORE	95	

	NAME OF THE LAB: MASS LABORATORY LOCATION: HEAD OFFICE				
	PRECISION ENVIRONMENTAL CONTROL SYSTEM.				
ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT (KSHS)
1	The system shall be able to maintain temperature ranging from 19C-21C with closely monitored relative humidity while maintaining wet bulb temperature of not more than 22C.The equipment to be an up flow air distribution. The equipment to have all round access service door panels for easy maintenance. The unit shall be as Airdale of 121.7Kw cooling capacity with the following incorporated accessories: Time scheduler, Water sensors, Modbus RTU protocol,RS485 Serial interface, adjustable base frame with shock absorbers, electronic expansion valve, support for outdoor vertical airflow and fan speed control	<u>No</u>	<u>1</u>		
2	The refrigerant circuit of the AC module to consist of an evaporator, an expansion valve, scroll compressors and an external air cooled condenser. The AC unit and the external condenser to be linked by means of a closed refrigerant circuit.	No	1		
3	Roofing duct panels that will provide functions such as air conduction and load bearing capacity. It should also provide for flexible installations .It is required to have very high free cross- section for air flow be abrasion-resistant and non-magnetic.	<u>Sq. M</u>	<u>30</u>		
4	Allow for 185wg aluminium extract duct complete with dampers, bends, and transition pieces fittings. Line the air supply duct with 25mm thick attenuated fibre glass or polystyrene bonded with thermal setting frame and suitable lining outside the duct to act as thermal and acoustic insulation.				
5	Balancing Air-flow Dampers Control air-flow dampers size 450*350mm with a galvanized steel frame of 80mm deep and blades of 50mm pitch, complete with operating gear wheels and servomotors. Balancing dampers 350*300mm ditto Balancing dampers 200*200mm ditto	<u>No</u> No No	1 5 1		

6	External Weather Louvers External weather louvers size 450*350mm high shall be mounted at the air inlet and outlet external surfaces. This shall consist of a perimeter angle frame enclosing louver blades set at 450 and overlapped on 40mm pitch centre. A bird mesh screen shall be mounted on the rear of the louver, made from extruded aluminium sections of 19 s.w.g. As "TROX" or equal and approved. Flexible Connections The flexible connection shall be rubber bellows or neoprene and not canvas, to isolate vibrations from the air conditioning unit/fan from the interconnecting ductwork	No	<u>2</u>		
	PRECISION ENVIRONMENTAL CONTROL SYSTEM				
	Preliminaries(Mandatory)				
	Registered under Yagpo (Youth)				
	Copy of P.I.N certificate.				
	Copy of V.A.T certificate				
	Valid tax compliance certificate from KRA				
	Technical evaluation (% mks)	WEIGHTING	(%)	ACTUAL SCORE	
	Proof of current registration with national construction authority. (NCA 5 and above Mechanical and Building works)	15			
	List of similar works and their value undertaken within the last five years	15			
	Proof of ownership of plant and equipment by the firm including registration numbers and year of manufacture and their current condition.	10			
	List of personnel proposed for execution of the works and their detailed qualification and experience (attach copies of CV'S and certificates).	10			
	Reports on financial standing of the firm including profit and loss statements, balance sheets and auditor's reports for the three years.	10			
	Evidence of access to lines of credit and availability of other financial resources.	10			
	Litigation history of the company	10			
	List of on-going works.	10			
	Proof that the firm has not been debarred by PPRA	5			
	Name, Address and Telephone of Banks (Contractor to provide)	5			
	TOTAL SCORE	100			
	MINIMUM SCORE	95			

GENERAL REQUIREMENTS

The supplier shall ensure that the following conditions are met as part of the procurement contract:

1. The supplier shall provide the English versions of the Operational and Service manuals.
2. The supplier shall provide information on where else similar equipment has been supplied in the region.
3. The supplier to indicate the date of delivery to Kenya Bureau of Standards (KEBS) upon receipt of order.
4. The supplier shall provide evidence of the nearest service centre.
5. The supplier shall provide proof of dealership from the manufacturer
6. The supplier shall install commission and provide user training on operation of equipment.
7. Specialized equipment requires training of laboratory personnel
8. The supplier shall provide warranty for a period of not less than 12 Months.
9. Brochures for equipment to be attached with quotation

MANDATORY REQUIREMENTS

All bidders are required to attach copies of the following mandatory documents:

1. Valid Business Registration Certificate
2. Valid KRA Compliance Certificate
3. Dully filled confidential business questionnaire(Must be filled, signed and stamped by authorized signatory
4. Manufacturer's authorization for every equipment must be attached.

Section G. Tender Form and Price Schedules

(i) Form of Tender

Date: _____

Tender N°: _____

To:

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda

Nos..... *[Insert numbers]*,

The receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver..... *[Description of goods]*

In conformity with the said tender documents for the sum

of..... *[Total tender amount in words and figures]*

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

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to 10 percent of the Contract Price for the due performance of the Contract, in the form prescribed by

.....(Procuring entity).

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

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

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

Dated this _____ day of _____ 20_____.

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

(ii) Price Schedule for Goods

Name of tenderer ____ Tender Number ____ Page ____ of ____.

1	2	3	4	5	6	7
Item	Description	Country of origin	Qty	Unit price	Total price DDP per item (cols.4 x 5)	Unit price of other incidental services payable
	As per attached specifications					

Signature of tenderer _____

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

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 General

Business Name.....
 Location of Business Premises
 Plot No,Street/Road
 Postal address Tel No. Fax Email
 Nature of Business
 Registration Certificate No.
 Maximum value of business which you can handle at any one time – Kshs.
 Name of your bankers.....
 Branch

	<p align="center">Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age..... Nationality.....Country of Origin..... Citizenship details.....</p> <p>Date.....Signature of Tenderer.....</p>																				
	<p align="center">Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table border="0"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> <p>Date.....Signature of Tenderer.....</p>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		
	<p align="center">Part 2 (c) – Registered Company</p> <p>Private or Public State the nominal and issued capital of company Nominal Kshs. Issued Kshs. Given details of all directors as follows</p> <table border="0"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> <p>Date.....Signature of Tenderer.....</p>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		

Section H. Tender Security Form

Whereas..... *[Name of the tenderer]*
(Hereinafter called "the tenderer") has submitted its tender dated*[Date of submission of tender]* for the supply of.....
[Name and/or description of the goods]
(Hereinafter called "the Tender").....
KNOW ALL PEOPLE by these presents that WE.....
Of..... Having our registered office at
..... (Hereinafter called "the Bank"), are bound
unto..... *[Name of procuring entity]* (Hereinafter called "the Procuring entity") in the sum of
For which payment well and truly to be made to the said Procuring entity, the Bank binds
itself, its successors, and assigns by these presents. Sealed with the Common Seal of the
said Bank this _____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
 - (a) Fails or refuses to execute the Contract Form, if required; or
 - (b) Fails or refuses to furnish the performance security, in accordance with the Instructions to tenderers;

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

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

[Signature of the bank]

Section I. Contract Form

THIS AGREEMENT made the _____ day of _____ 20____ between.....
[*name of Procurement entity*] of..... [*Country of Procurement entity*]
(Hereinafter called “the Procuring entity”) of the one part and.....
[*Name of tenderer*] of..... [*City and country of tenderer*] (Hereinafter called “the
tenderer”) of the other part:

WHEREAS the Procuring entity invited tenders for certain goods,
viz.,..... [*Brief description of goods*] and has accepted a tender by
the tenderer for the supply of those goods in the sum
of..... [*Contract price in words and figures*]
(Hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

Signed, sealed, delivered by _____ the _____ (for the tenderer)

In the presence of _____

Section J. Performance Security Form

To:

[Name of procuring entity]

WHEREAS. *[Name of tenderer]*

(Hereinafter called "the tenderer") has undertaken, in pursuance of Contract

No. *[reference number of the contract]* dated 20..... to supply.....

[Description of goods] (Hereinafter called "the Contract").

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

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of.....
[Amount of the guarantee in words and 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 your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of 20......

Signature and seal of the Guarantors

[Name of bank or financial institution]

[Address]

[Date]

Section K. Manufacturer's Authorization Form

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

WHEREAS..... *[Name of the Manufacturer]*

Who are established and reputable manufacturers
of..... *[Name and/or description of the goods]*

having factories at..... *[Address of factory]*
Do hereby authorize..... *[Name and address of Agent]*

To submit a tender, and subsequently negotiate and sign the Contract with you against
tender No..... *[Reference of the Tender]*

For the above goods manufactured by us

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

[Signature for and on behalf of Manufacturer]

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