



**COUNTY GOVERNMENT OF NAKURU**



**NAKURU COUNTY**

COUNTY OF UNLIMITED OPPORTUNITIES

**DEPARTMENT OF HEALTH SERVICES**

**TENDER NO: CGN/MOH/PGH/T/8/2020-2022**

**SUPPLY AND DELIVERY OF PRINTED MEDICAL DOCUMENTS**

**CLOSING DATE:**

**7<sup>th</sup> SEPTEMBER, 2020.**

**COUNTY GOVERNMENT OF NAKURU,**

**MINISTRY OF HEALTH SERVICES,**

**NAKURU LEVEL 5 HOSPITAL,**

**P.O. BOX 71,**

**NAKURU.**

**F/Y 2020-2022**

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## **SECTION I: INVITATION TO TENDER**

DATE:

TENDER REFERENCE NUMBER: **CGN/MOH/PGH/T/8/2020-2022**

TENDER NAME: **SUPPLY AND DELIVERY OF PRINTED MEDICAL DOCUMENTS.**

The County Government of Nakuru invites sealed bids from eligible candidates for the **SUPPLY AND DELIVERY OF PRINTED MEDICAL DOCUMENTS.**

Interested and eligible candidates may obtain tender document to from the county government of Nakuru website: [www.nakuru.go.ke](http://www.nakuru.go.ke) or from the Public Information Portal; [www.tenders.go.ke](http://www.tenders.go.ke) free of charge.

## INTRODUCTION

- 1.1 This Standard Tender Document has been prepared for use by public entities in Kenya.
- 1.2 The following general directions should be observed when using the document.
  - a) Specific details should be furnished in the Invitation to Tender and in the special conditions of contract. The final documents to be provided to the tenderers should not have blank spaces or give options
  - b) The Instructions to Tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and the appendix to instructions to tenderers.
- 1.3
  - a) Information contained in the Invitation to Tender shall conform the data and information in the tender documents to enable potential tenderers to decide whether or not to participate and shall indicate any important tender requirements.
  - b) The Invitation to tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following the invitation for expression of interest for which the invitation is issued.

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## SECTION II: INSTRUCTIONS TO TENDERERS

### 2.1 Eligible Tenderers

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

Duly completed tenders, marked with “**tender number**” should be submitted and dropped in the tender box provided at office of **The Medical Superintendent** box so as to be received on or before **Monday 7<sup>th</sup> September, 2020 at 10.00 a.m.** Addressed to:-

**THE COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE**  
**COUNTY GOVERNMENT OF NAKURU**  
**P O Box 71-20100**  
**NAKURU**

## **2.2 Eligible Goods**

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

## **2.3 Cost of Tendering**

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.3.2 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

## **2.4 The Tender Document**

- 2.4.1 The tender document comprises the documents listed below and addenda. Issued in accordance with clause 2.6 of these instructions to Tenderers:
  - a) Invitation to Tender
  - b) Instructions to tenderers
  - c) General Conditions of Contract
  - d) Special Conditions of Contract
  - e) Schedule of requirements
  - f) Technical Specifications
  - g) Tender Form and Price Schedules
  - h) Tender Security Form
  - i) Contract Form
  - j) Performance Security Form
  - k) Bank Guarantee for Advance Payment Form
  - l) Manufacturer’s Authorization Form
  - m) Confidential Business Questionnaire
- 2.4.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information



required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

## **2.5 Clarification of Documents**

- 2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.
- 2.5.2 The procuring entity shall reply to any clarifications sought by the tenderer within three (3) days of receiving the request to enable the tenderer to make timely submission of its tender.

## **2.6 Amendment of Documents**

- 2.6.1 At any time prior to the deadline for submission of tenders, the procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.
- 2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.
- 2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the procuring entity, at its discretion, may extend the deadline for the submission of tenders.

## **2.7 Language of Tender**

- 2.7.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and the procuring entity, shall be written in English language. Provided that any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English

translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## **2.8 Documents Comprising of Tender**

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

- a) As per the clauses 2.9, 2.10 and 2.11, the Tender Form and a Price Schedule completed in accordance with clause 2.8 below.
- b) Documentary evidence established in accordance with clause 2.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- c) Documentary evidence established in accordance with clause 2.2 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents and;
- d) Tender security furnished in accordance with subclause 2.14

## **2.9 Tender Forms**

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

## **2.10 Tender Prices**

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

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

2.10.3 The prices indicated shall be inclusive of delivery to the Nakuru Level 5 Hospital as well the following sub-county hospitals; Naivasha, Molo, Olenguruone, Bahati, Elburgon and Subukia. If there is a difference in pricing for delivery to these areas, the bidder should clearly indicate the different prices as a separate appendix for each.

2.10.4 Prices quoted by the tenderer shall be fixed during the 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 clause 2.22.

2.10.5 The validity period of the tender shall be 150 days from the date of opening of the tender.

## **2.11 Tender Currencies**

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

## **2.12 Tenderers Eligibility and Qualifications**

2.12.1 Pursuant to clause 2.1., the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.12.2 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 clause 2.2.

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

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

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

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

2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods

and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

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

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

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

## **2.14 Tender Security**

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

2.14.2 The tender security is required to protect the procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to subclause 2.14.7

2.14.3 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or

abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to the procuring entity and valid for thirty (30) days beyond the validity of the tender.

- 2.14.4 Any tender not secured in accordance with subclause 2.14.1 and will be rejected by the procuring entity as non-responsive, pursuant to clause 2.22.
- 2.14.5 Unsuccessful tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the procuring entity.
- 2.14.6 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to clause 2.27 and furnishing the performance security, pursuant to clause 2.28.
- 2.14.7 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 subclause 2.27 or
    - ii. To furnish performance security in accordance with subclause 2.28

## **2.15 Validity of Tenders**

- 2.15.1 Tenders shall remain valid for 150 days or as specified in the Invitation to Tender after the date of tender opening prescribed by the procuring entity, pursuant to clause 2.18. A tender valid for a shorter period shall be rejected by the procuring entity as non-responsive.
- 2.15.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's Consent to an extension of the period of validity. Their quest and the responses thereto shall be made in writing. The tender security provided under clause 2.14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

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

- 2.16.1 The tenderer shall prepare two copies of the tender, clearly marking each "**ORIGINAL TENDER**" and "**COPY OF TENDER,**" as

appropriate. In the event of any discrepancy between them, the original shall govern.

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

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

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

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

2.17.2 The inner and outer envelopes shall:

- a) Be addressed to the procuring entity at the address given in the Invitation to Tender:
- b) Bear, tender number and name in the Invitation for Tenders and the words, “**DO NOT OPEN BEFORE,**” **Monday 7<sup>th</sup> September, 2020 at 10.00 a.m**

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

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

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

2.18.1 Tenders must be received by the procuring entity at the address specified under subclause 2.17.2 no later than” **Monday 7<sup>th</sup> September, 2020 at 10.00 a.m**

2.18.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with clause 2.6, in which case all rights and obligations of the procuring

entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended.

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

- 2.19.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the procuring entity prior to the deadline prescribed for submission of tenders.
- 2.19.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tenders.
- 2.19.3 No tender may be modified after the deadline for submission of tenders.
- 2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to subclause 2.14.7.
- 2.19.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.19.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within fourteen (14) days of receiving the request from any tenderer.

## **2.20 Opening of Tenders**

- 2.20.1 The procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend the virtual livestream on the county government of Nakuru website on **Monday 7<sup>th</sup> September, 2020 at 10.00 a.m.**
- 2.20.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts and the presence or absence of requisite tender security and such other details as the procuring entity, at its discretion, may consider appropriate, will be announced at the opening.
- 2.20.3 The Procuring entity will prepare minutes of the tender opening.

## **2.21 Clarification of Tenders**

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

## **2.22 Preliminary Examination**

- 2.22.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures the amount in words will prevail.
- 2.22.3 The procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or effect the relative ranking of any tenderer.
- 2.22.4 Prior to the detailed evaluation, pursuant to clause 2.23 the procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these clauses, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations.
- The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.



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

### **2.23 Conversion to Single Currency**

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

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

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

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

2.24.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

### **2.25 Preference**

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

### **2.26 Contacting the Procuring entity**

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

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

### **2.27 Award of Contract**

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

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

2.27.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an

examination of the documentary evidence of the tenderer's qualifications submitted by the tenderer, pursuant to subclause 2.12.3, as well as such other information as the procuring entity deems necessary and appropriate.

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

**b) Award Criteria**

2.27.4 The procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender provided further that the tenderer is determined to be qualified to perform the contract satisfactorily on indefinite – quantity frame work contracts.

**c) Procuring entity's Right to Vary Quantities**

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

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

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

**2.28 Notification of Award**

2.28.1 Prior to the expiration of the period of tender validity, the procuring entity will notify the successful tenderer in writing that its tender has been accepted.

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

2.28.3 Upon the successful tenderer's furnishing of the performance security pursuant to clause 2.29, the procuring entity will promptly notify each

unsuccessful tenderer and will discharge its tender security, pursuant to clause 2.14.

## **2.29 Signing of Contract**

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

2.29.2 The parties to the contract shall have it signed within thirty (30) days from the date of notification of contract award unless there is an administrative review request.

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

## **2.30 Performance Security**

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

2.30.2 Failure of the successful tenderer to comply with the requirements of clause 2.27 and/or clause 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new tenders.

## **2.31 Corrupt or Fraudulent Practices**

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

- i. “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of 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 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 noncompetitive levels and to deprive the procuring entity of the benefits of free and open competition;

2.31.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

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

## Appendix to Instructions to Tenderers

### Notes on the Appendix to the Instruction to Tenderers

1. The Appendix to instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to the corresponding clause in the instructions to Tenderers included in **Section II** and has to be prepared for each specific procurement.
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the goods to be procured and the tender evaluation criteria that will apply to the tenders.
3. In preparing the Appendix the following aspects should be taken into consideration;
  - a) The information that specifies and complements provisions of Section II to be incorporated.
  - b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the goods to be procured to be also incorporated.
4. Section II should remain unchanged and can only be amended through the Appendix.
5. Clauses to be included in this part must be consistent with the public procurement law and the regulations.

## SECTION III: GENERAL CONDITIONS OF CONTRACT

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## **SECTION III: GENERAL CONDITIONS OF CONTRACT**

### **3.1 Definitions**

- 3.1.1 In this Contract, the following terms shall be interpreted as indicated: -
- a) “The Contract” means the agreement entered into between the Procuring entity and the Tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
  - c) “The Goods” means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the Procuring entity under the Contract.
  - d) “The Procuring entity” means the organization purchasing the Goods under this Contract.
  - e) “The Tenderer” means the individual or firm supplying the Goods under this Contract.

### **3.2 Application.**

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

### **3.3 Country of Origin.**

- 3.3.1 For purposes of this clause, “Origin” means the place where the Goods were mined, grown or produced.
- 3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer.

### **3.4 Standards**

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

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

- 3.5.1 The tenderer shall not, without the procuring entity’s prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished

by or on behalf of the procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the contract.

3.5.2 The tenderer shall not, without the procuring entity's prior written consent, make use of any document or information enumerated in subclause 3.5.1 above.

3.5.3 Any document, other than the Contract itself, enumerated in subclause 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the procuring entity on completion of the Tenderer's performance under the Contract if so, required by the procuring entity.

### **3.6 Patent Rights**

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

### **3.7 Performance Security**

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

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

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

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



### **3.8 Inspection and Tests**

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

### **3.9 Packing**

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

### **3.10 Delivery and Documents**

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

### **3.11 Insurance**

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

### **3.12 Payment**

3.12.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in Special Conditions of Contract Payments shall be made promptly by the Procuring entity as specified in the contract.

### **3.13 Prices**

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

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

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

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

### **3.14 Assignment**

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

### **3.15 Subcontracts**

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

### **3.16 Termination for default**

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

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

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

### **3.17 Liquidated Damages**

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

### **3.18 Resolution of Disputes**

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

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

### **3.19 Language and Law**

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

### **3.20 Force Majeure**

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

## APPENDIX TO INSTRUCTIONS TO TENDERERS

The following information for the procurement of **PRINTED MEDICAL DOCUMENTS** shall complement or amend the provisions of instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderer and the provision of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
<b>2.1</b>	Particulars of eligible tenderers: <b>Firms Supplying Printed Medical Documents Registered in Kenya</b>
<b>2.1</b>	Download tenders from the county government of Nakuru website- - <b>www.nakuru.go.ke</b>
<b>2.11</b>	Particulars of currencies allowed: <b>Kenya Shillings</b>
<b>2.11</b>	Particulars of eligibility and qualification documents of evidence required: <b>Please see Mandatory requirements on 2.22 below</b>
<b>2.14</b>	Particulars of tenderer security if applicable. <b>Not applicable</b>
<b>2.14</b>	Form of tender security: <b>Not applicable.</b>
<b>2.15</b>	Validity of tenders: <b>150 days after the date of tender opening</b>
<b>2.14.1</b>	<p><b>An original and one (1) copy. The two tender documents must be securely bound (spiral or book) and clearly marked by the tenderer. No loose documents will be accepted.</b></p> <p>All pages of both (original and copy) documents must be <b>sequentially serialized</b> by the tenderer.</p>
<b>2.16.1</b>	<p>Address of receiving tenders: <b>Completed Tender Documents should be deposited in the tender box provided at office of the medical superintendent addressed to: -</b></p> <p><b>THE COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE</b></p> <p><b>COUNTY GOVERNMENT OF NAKURU</b></p> <p><b>P O Box 71-20100</b></p> <p><b><u>NAKURU</u></b></p>
<b>2.16</b>	Bulky tenders which will not fit in the tender box shall be delivered to the procurement unit located at the Nakuru Provincial General Hospital Gate 1.

## Evaluation and Comparison of Tender

### A. PRELIMINARY EVALUATION

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

The following evaluation criteria shall be applied notwithstanding any other requirement in the tender document.

<b>S/NO</b>	<b>MANDATORY REQUIREMENTS</b>	<b>RESPONSIVENESS (YES/NO)</b>
1.	Copy of Certificate of Incorporation/Registration	
2.	Copy of CR12 from Registrar of Companies, or equivalent to show names of Directors of the tendering company (in case of a company), Name of Proprietor (for Sole Proprietor and Business Name) and Names of Partners (for Partnerships) – as applicable.	
3.	Copies of National Identities for the company directors.	
4.	Copy of V.A.T / PIN Registration Certificate	
5.	Copy of Valid and Current Tax Compliance Certificate or Tax-Exempt Certificate from the Kenya Revenue Authority.	
6.	Copy of Valid and Current Single Business Permit	
7.	Copy of Current AGPO Certificate	
8.	Particulars of the Tendering Company covering the Company Background / Profile. Including the physical, postal and email address.	
9.	Duly filled, signed and stamped form of tender in the format provided.	
10.	Duly filled, signed and stamped Confidential Business Questionnaire in the format provided, signed and stamped.	
11.	Duly filled, signed and stamped Anti-Corruption Declaration Commitment / Pledge / Integrity Form.	
12.	Duly filled, signed and stamped Price Schedule in the format provided.	
13.	Written undertaking that the tenderer shall submit only one tender/bid and will not be associated or jointly be associated with any other bidder that submits a bid in this tender.	

**NOTE:**

- i. **Non-compliance with mandatory requirements will automatically result in disqualification.**
- ii. **All the copies of original documents provided in the mandatory requirements should be certified by a commissioner of oaths.**

**B. TECHNICAL EVALUATION**

This section (Technical Evaluation) will be marked out of 100 and will determine the technical score (TS).

Technical Proposals shall be subject to the following evaluation criteria:

S/NO	EVALUATION CRITERIA	EVALUATION ATTRIBUTE	WEIGHTING SCORE	MAXIMUM SCORE
1.	Experience of bidder in the supply and delivery of printed medical documents.	No. of years supplying printed medical documents. (Attach certificate of incorporation)	10 years and above =20 marks Others prorated at (No. of years x 20 marks)/10 years	<b>20 marks</b>
		No. of businesses done in the supply of printed medical documents. (Attach LPOs/Award and Completion Letters/Reference Letters from similar government institutions (Hospitals) and any other recognizable organization evidencing security printing of documents of a similar nature in the last two years 2019, and 2018) <i>Bidders MUST provide supporting documents to include; the Contract Prices, Names and Addresses of Clients who may be contacted for further information on these contracts.</i>	6 businesses and above = 20 marks Others prorated at (No. of businesses x 20 marks)/6 businesses	<b>20 marks</b>
		Magnitude of businesses done in supplying printed medical documents in the year 2017, 2018 and 2019 <i>Bidders MUST provide supporting documents to include; the Contract Prices, Names and Addresses of Clients who may be contacted for further information</i>	5 million and above = 20 marks Others prorated at (Value of business x 20 marks)/ 5 million	<b>20 marks</b>

		<i>on these contracts.</i>		
2.	Financial Capacity	Liquidity Ratios: Current Ratio=Current Asset/Current Liabilities (Attach Audited Accounts for year 2018 and 2019)	Ratio of 1 and above = 10 marks Others prorated at (Ratio x 10 marks)/1 ratio	<b>10 marks</b>
		Acid Test Ratio = Current Assets Less (-) Stock/ Current Liabilities (Attach Audited Accounts for year 2018 and 2019)	Ratio of 2 and above = 10 marks Others prorated at (Ratio x 10 marks)/2 ratio	<b>10 marks</b>
		Line of Credit (Attach a letter from a bank or financial institution recognized by the CBK)	5 million and above = 10 marks Others prorated at (Value of credit x 10 marks)/ 5 million	<b>10 marks</b>
3.	Staff Qualification	Firm's Organizational Structure including duly signed Resumes of at least two staff	2 staff and above = 10 marks Other prorated at (No. of staff/2) x 10 marks	<b>10 marks</b>

**NOTE:**

- i. Only bidders who score 70% and above in the technical evaluation will be subjected to financial evaluation. Those who score below 70% will be eliminated at this stage from the entire evaluation process and will not be considered further.**

**C. FINANCIAL EVALUATION**

The evaluation committee shall conduct price comparison of the bidders and shall make recommendation for award to the lowest evaluated bidder.

Any other firm that scores 70% and above on the tender evaluation will be requested to supply at the lowest evaluated prices to form part of the contract.



#### **D. DUE DILIGENCE**

The County Government of Nakuru will conduct due diligence on need basis where verification of material fact may be required.

Bidders that provide false information shall be automatically disqualified and recommended for debarment pursuant to clause 41(d) of the Public Procurement and Asset Disposal Act, 2015.

## SECTION IV: PRICE SCHEDULE

### CGN/MOH/PGH/T/8/2020-2022 FOR THE SUPPLY AND DELIVERY OF PRINTED MEDICAL DOCUMENTS

S/NO.	ITEM DESCRIPTION	UNIT OF ISSUE	UNIT COST
1.	A4 Family Planning Cards (Booklets)	Bks	
2.	Admission Register	Bks	
3.	Admission Registration Books	Bks	
4.	Antibiotic Register	Bks	
5.	BID Books (Mog Invoice Carbonated)	Bks	
6.	Bin Cards	Pcs	
7.	Carbonated A4 In-Patient Waiver Books	Bks	
8.	Carbonated A4 Maternity Delivery Claim	Bks	
9.	Carbonated A4 Out-Patient Waiver Books	Bks	
10.	Carbonated Blood Requisition Books	Bks	
11.	Carbonated Cost Sharing Invoice Books	Bks	
12.	Carbonated Daily Bed Returns	Bks	
13.	Carbonated Death Notification Book (A4)	Bks	
14.	Carbonated General Discharge Summary	Bks	
15.	Carbonated Inspection & Acceptance Committee Report (A.I.C) A4	Bks	
16.	Carbonated morgue DBR A4	Bks	
17.	Carbonated Paediatrics Discharge Summary	Bks	
18.	Carbonated Referral book	Bks	
19.	Carbonated Requisition Vouchers (S11)	Bks	
20.	Daily activity register	Bks	
21.	Delivery Note (Carbonated)	Bks	
22.	Drug Register (Serialized)	Bks	
23.	General Appointment Cards	Pcs	
24.	General Files	Pcs	
25.	General Invoice Books	Bks	
26.	High risk carbonated discharge summary	Bks	
27.	ICU critical chart	Bks	

28.	Imaging request book (leaflet)	Bks	
29.	Inventory Books	Bks	
30.	Lab Request Books	Bks	
31.	Manilla Special Baby Files	Pcs	
32.	Maternity Booklets	Bks	
33.	Mother & Child Booklets	Bks	
34.	Mog Register	Bks	
35.	Mortuary Record Book	Bks	
36.	MVA Procedure Register Books	Bks	
37.	NBU Carbonated exit book	Bks	
38.	Nursing Noted (Cardex)	Pcs	
39.	Obstetric request book (leaflet) - Ultra Sound Report	Bks	
40.	Oncology Register	Bks	
41.	Outpatient Register	Bks	
42.	Personnel Files	Pcs	
43.	Pharmacy Printed Adhesive Labels	Rolls	
44.	Prescription Books (S01)	Bks	
45.	Theatre/Operation Register (Serialized)	Bks	
46.	Thermo Rolls (Cash Receipt)	Bks	
47.	Thermo Rolls (Queuing)	Bks	

**NOTE:**

**The unit price should be inclusive of delivery to the Nakuru Level 5 Hospital and the following sub-county hospitals:**

- i. Naivasha Sub-county Hospital**
- ii. Molo Sub-county Hospital**
- iii. Olenguruone Sub-county Hospital**
- iv. Bahati Sub-county Hospital**
- v. Elburgon Sub-county Hospital**
- vi. Subukia Sub-county Hospital**

**Please attach separate appendix for each sub-county hospital if there is a difference in the unit prices.**

## SECTION V: STANDARD FORMS

### Notes on the sample Forms

1. Form of Tender: The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Confidential Business Questionnaire Form: This form must be completed by the tenderer and submitted with the tender documents.
3. Tender Security Form: When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
4. Contract Form: The Contract Form shall not be completed by the tenderer contract award and should incorporate the accepted contract price at the time of submitting the tender. The Contract Form shall be completed after.
5. Performance Security Form: The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
6. Bank Guarantee for Advance Payment Form: When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.
7. Manufacturers Authorization Form: When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

**5.1 FORM OF TENDER**

Date.....

Tender No.....

To:.....  
[name and address of procuring entity]

Gentlemen and/or Ladies:

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

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

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

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

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

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

Dated this..... day of .....20.....

-----  
[signature]

-----  
[in the capacity of]

Duly authorized to sign tender for an on behalf of

## 5.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

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

*Part 1 – General:*

Business Name .....

Location of business premises.....

Plot No..... Street/Road.....

Postal Address ..... Tel No. .... Fax ..... E mail .....

Nature of Business .....

Registration Certificate No. ....

Maximum value of business which you can handle at any one time: Kshs.....

Name of your bankers ..... Branch .....

**Part 2 (a) Sole Proprietor**

Your name in full ..... Age .....

Nationality ..... Country of origin .....

Citizenship details.....

**Part 2 (b) Partnership**

Given details of partners as follows:

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

**Part 2 (c) – Registered Company**

Private or Public .....

State the nominal and issued capital of company:

Nominal Kshs. ....

Issued Kshs.....

Given details of all directors as follows

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

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

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

### 5.3 TENDER SECURING 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 equipment] (hereinafter called “the tenderer”) ..... 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 tendervalidityspecified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its tender by the procuring entity during the period of tender validity:
  - a) fails or refuses to execute the Contract Form, if required; or
  - b) fails or refuses to furnish the performance security in accordance with the Instructions to tenderers;

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

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

.....

*[signature of the bank]*

*(Amend accordingly if provided by Insurance Company)*

**5.4 CONTRACT FORM (for information only)**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ between ..... [name of Procurement entity] of ..... [country of Procurement entity] (hereinafter called “the Procuring entity) of the one part and ..... [name of tenderer] of ..... [city and country of tenderer] (hereinafter called “the tenderer”) of the other part;

WHEREAS the Procuring entity invited tenders for certain goods] and has accepted a tender by the tenderer for the supply of those goods in the sum of ..... [contract price in words and figures] (hereinafter called “the Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring entity

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer in the presence of \_\_\_\_\_

*(Amend accordingly if provided by Insurance Company)*



**5.5 PERFORMANCE SECURITY FORM (for information only)**

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

WHEREAS ..... [*name of tenderer*] (hereinafter called “the tenderer”) has undertaken, in pursuance of Contract No. .... [*reference number of the contract*] dated ..... 20..... to ..... supply ..... [*description of goods*] (hereinafter called “the Contract”).

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

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

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

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

Signed and seal of the Guarantors

.....

(name of the financial institution)

.....

(address)

.....

(date)

**5.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM (for information only)**

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

[name of tender] .....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, ..... [name and address of tenderer](hereinafter called “the tenderer”) shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of ..... [amount of guarantee in figures and words].

We, the ..... [bank or financial institutions], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding ..... [amount of guarantee in figures and words]

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there-under or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid in full effect from the date of the advance payment received by the tenderer under the Contract until ..... [date].

Yours truly,

Signature and seal of the Guarantors

.....  
(name of the bank or financial institution)

.....  
(address)

.....  
(date)

## 5.7 MANUFACTURERS' AUTHORIZATION

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 behalf of manufacturer)

Note:

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

**5.8 BIDDER’S DECLARATION AND INTEGRITY PACT**

We/I the undersigned ..... In the capacity of ..... for .....[*name of the company/firm/individual*] certify that the bidder is not in any of the following situations:

1. Bankruptcy: are the subject of proceedings for a declaration of bankruptcy, or of an order for compulsory winding up or administration by court, or of any other similar proceedings;
2. Payments to us have been suspended in accordance with the judgement of a court other than a judgement declaring bankruptcy and resulting, in accordance with our national laws, in the total or partial loss of the right to administer and dispose off our property;
3. Legal proceedings have been instituted against us involving an an order suspending payments and which may result, in accordance with our national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of our property;
4. Are being wound up, or our affairs are being administered by court, or have entered into an arrangement with creditors, or have suspended business activities or are subject to an injunction against running business by a court of law;
5. Have been convicted by a final judgment of any crime or offence concerning our/my professional conduct;
6. Are guilty of serious misrepresentation with regard to information required for participation in an invitation to tender or execution of a tender already awarded; and
7. Are in breach of contract on another contract with the Government of Kenya or other local or international contracting authority or foreign government.
8. Have been convicted of an offence concerning our/my professional conduct by a court of law, or found guilty of grave professional misconduct;
9. Have not fulfilled obligations relating to payments of taxes or statutory contributions.

If the bidder is in any of the above listed situation, kindly attach documents giving details of the situation.

Names in full: [.....]

Duly authorized to sign this bid on behalf of (bidder’s name):  
[.....]

Place and date: [.....]

Stamp of the firm/company: