



**KENYA INSTITUTE OF SUPPLIES MANAGEMENT
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**THE PROVISION OF SECURITY GUARDING SERVICES
AT KISM TOWERS**

TENDER NO. KISM/TEN/13/2026-2028

**TENDER SUBMISSION DEADLINE: 29th June 2026
At 11:00AM, EAT**

INVITATION TO TENDER

DATE: 16th JUNE 2026

TENDER NO. TENDER NO. KISM/TEN/13/2026-2028

TENDER DESCRIPTION: PROVISION OF SECURITY GUARDING SERVICES FOR KISM TOWERS

Kenya institute of supplies Management (KISM) invites sealed Tenders from eligible and competent Security Contractors for the Provision of Security Guarding Services to the Institute as detailed in the Schedule of requirements and Tender Form. **The contract will be for a period of 2 years** subject to performance review at the end of year 1 to determine renewal.

Interested Security Service Providers may obtain the Tender document from the website (free of charge) from Kenya Institute of Supplies Management website www.kism.or.ke or the PPRA PPIP portal through tenders.go.ke

Prices quoted should be inclusive of all taxes, must be in Kenya shillings, and shall remain valid for 150 days from the closing date.

The tenderer shall furnish, as part of its tender, a tender security of **Ksh. 100,000.00**. The tender security shall be in the form of a Guarantee issued by a Bank or Insurance Company registered by National Treasury of Kenya

Bidders shall ensure serialization of all the pages for each bid submitted. Electronic tenders shall not be accepted.

Duly completed tender documents should be submitted in a plain sealed outer envelope enclosing separately sealed envelopes (in "Original" and "Copy") clearly marked Tender NO. TENDER NO. KISM/TEN/13/2026-2028 For the Provision of Security Guarding Services at KISM Towers and shall be addressed to: -

**Chief Executive Officer,
Kenya Institute of Supplies Management
P.O. Box 30400 – 00100, NAIROBI
TELEPHONE: +254111024800
Email: procurement@kism.or.ke**

And be deposited in the Tender Box located at the first floor KISM towers, Ngong road **29th June, 2026 at 11.00 a.m.** Opening of tenders/bids will take place immediately thereafter at the KISM boardroom located at the 12th floor in the presence of tenderers/representatives who wish to attend.

KISM reserves the right to accept or reject any tender and may 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.

**Chief Executive Officer
Kenya Institute of Supplies Management.**

PART 1: TENDERING PROCEDURES

SECTION I -INSTRUCTIONS TO TENDERERS

A. General

1. Scope of Tender

1.1 This tendering document is for the delivery of Non-Consulting Services, as specified in Section V, Procuring Entity's Requirements. The name, identification and number of this tender are specified in the **TDS**.

2. Throughout this tendering document:

The terms:

- a) The term "in writing" means communicated in written form (e.g., by mail, e-mail, fax, including if specified **in the TDS**, distributed or received through the electronic-procurement system used by the Procuring Entity) with proof of receipt;
- b) if the contexts or esquires, "singular" means "plural" and vice versa; and
- c) "Day" means calendar day, unless otherwise specified as "Business Day". A Business Day is any day that is an official working day of the Procuring Entity. It excludes the Procuring Entity's official public holidays.

2.2 The successful Tenderer will be expected to complete the performance of the Services by the Intended Completion Date provided **in the TDS**.

3. Fraud and Corruption

3.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015 (the Act), Section 62 "Declaration not to engage in corruption". The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.

3.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the "Certificate of Independent Tender Determination" annexed to the Form of Tender.

3.3 Unfair Competitive Advantage - Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate in the **TDS** and make available to all the firms together with this tender document all Information that would in that respect give such firm any unfair competitive advantage over competing firms.

3.4 Unfair Competitive Advantage-Fairness and transparency in the tender process require that the Firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. The Procuring Entity shall indicate in the **TDS** firms (if any) that provided consulting services for the contract being tendered for. The Procuring Entity shall check whether the owners or controllers of the Tenderer are same as those that provided consulting services. The Procuring Entity shall, upon request, make available to any tenderer information that would give such firm unfair competitive advantage over competing firms.

4 Eligible Tenderers

- 4.1 A Tenderer may be a firm that is a private entity, a state-owned entity or institution subject to ITT 4.6, or any combination of such entities in the form of a Joint Venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a Form of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Tendering process and, in the event the JV is awarded the Contract, during contract execution. Members of a joint venture may not also make an individual tender, be a sub contract or in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the **TDS**.
- 4.2 Public Officers, of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse in which they have a substantial or controlling interest shall not be eligible to tender or be awarded contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 4.3 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:
- a Directly or indirectly controls, is controlled by or is under common control with another Tenderer; or
 - b Receives or has received any direct or indirect subsidy from another Tenderer; or
 - c has the same legal representative as another Tenderer; or
 - d has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this Tendering process; or
 - e or any of its affiliates participated as a consultant in the preparation of the Procuring Entity's Requirements (including Activities Schedules, Performance Specifications and Drawings) for the Non-Consulting Services that are the subject of the Tender; or
 - f or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity or Procuring Entity for the Contract implementation; or
 - g would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the TDS ITT 2. 1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
 - h has a close business or family relationship with a professional staff of the Procuring Entity or of the project implementing agency, who:
 - i. are directly or in directly involved in the preparation of the tendering document or specifications of the contract, and/or the Tender evaluation process of such contract; or
 - ii. Would be involved in the implementation or supervision of such contract unless the conflicts teeming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the procurement process and execution of the Contract.
- 4.4 A firm that is a Tenderer (either individually or as a JV member) shall not participate in more than one tender, except for permitted alternative Tenders. This includes participation as a subcontractor. Such participation shall result in the disqualification

of all Tenders in which the firm is involved. A firm that is not a Tenderer or a JV member may participate as a sub-contractor in more than one Tender.

- 4.5A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4 .9.
- 4.6A Tenderer that has been sanctioned by PPRA or are under a temporary suspension or a debarment imposed by any other entity of the Government of Kenya shall be ineligible to be pre-qualified for, initially selected for, tender for, propose for, or be awarded a contract during such period of sanctioning. The list of debarred firms and individuals is available at the PPRA Website www.ppra.go.ke
- 4.7Tenderers that are state-owned enterprises or institutions in Kenya may be eligible to compete and be awarded a Contract(s) only if they can establish that they: (i) are legally and financially autonomous; (ii) operate under Commercial law; and (iii) are not under supervision of the Procuring Entity.
- 4.8Firms and individuals may be ineligible if (a) as a matter of law or official regulations, Kenya prohibits commercial relationswith that country, or (b) by an act of compliance with a decision of the United Nations Security Council take under ChapterVII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from thatcountry, or any payments to any country, person or entity in that country.
- 4.9 A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub consultants for any part of the Contract including related Services
- 4.10Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided in for this purpose is be provided in “SECTION III-EVALUATION AND QUALIFICATION CRITERIA, Item 9”.
- 4.11Pursuant to the eligibility requirements of ITT 4.10, a tender is considered a foreign tenderer, if the tenderer is not registered in Kenya or if the tenderer is registered in Kenya and has less than 51 percent ownership by Kenyan citizens. JVs are considered as foreign tenderers if the individual member firms are not registered in Kenya or if are registered in Kenya and have less than 51 percent ownership by Kenyan citizens. The JV shall not subcontract to foreign firms more than 10 percent of the contract price, excluding provisional sums.
- 4.12The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website www.cak.go.ke
- 4.13A Tenderer may be considered ineligible if he/she offers goods, works and production

processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

4.14A Kenyan tenderer shall be eligible to tender if it provides evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate is sued by the Kenya Revenue Authority.

5 Qualification of the Tenderer

5.1 All Tenderers shall provide in Section IV, Tendering Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

5.2 In the event that pre-qualification of Tenderers has been undertaken as stated in ITT 18.3, the provisions on qualifications of the Section III, Evaluation and Qualification Criteria shall not apply.

B. Contents of Tendering Document

6. Sections of Tendering Document

6.1 The tendering document consists of Parts 1, 2, and 3, which include all the sections indicated below and should be read in conjunction with any Addenda issued in accordance with ITT 10.

PART 1: Tendering Procedures

- i) Section I - Instructions to Tenderers (ITT)
- ii) Section II - Tender Data Sheet (TDS)
- iii) Section III - Evaluation and Qualification Criteria
- iv) Section IV - Tendering Forms

PART 2: Procuring Entity's Requirements

- v) Section V-Procuring Entity's Requirements

PART 3: Contract

- vi) Section VI - General Conditions of Contract (GCC)
- vii) Section VII - Special Conditions of Contract (SCC)
- viii) Section VIII - Contract Forms

6.2 The Invitation to Tender (ITT) notice or the notice to pre-qualify Tenderers, as the case may be, issued by the Procuring Entity is not part of this tendering document.

6.3 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Tender meeting (if any), or Addenda to the tendering document in accordance with ITT 10. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.

6.4 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

7. Site Visit

7.1 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the Required Services and its surroundings and

obtain all information that may be necessary for preparing the Tender and entering in to a contract for the Services. The costs of visiting the Site shall be the Tenderer's own expense.

8. Pre-Tender Meeting

- 8.1 The Procuring Entity shall specify in the **TDS** if a pre-tender conference will be held, when and where. The Procuring Entity shall also specify in the **TDS** if a pre-arranged pretender site visit will be held and when. The Tenderer's designated representative is invited to attend a pre-arranged pretender visit of the site of the works. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 8.2 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.
- 8.3 Minutes of the pre-Tender meeting and the pre-arranged pre-tender visit of the site of the service, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT6.3. Minutes shall not identify the source of the questions asked.
- 8.4 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the service at the web page identified **in the TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-Tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT10 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

9. Clarification of Tender Documents

- 9.1 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the TDS or raise its enquiries during the pre-Tender meeting and the pre-arranged pretender visit of the site of the Service if provided for in accordance with ITT 8.4. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender Documents in accordance with ITT 6.3, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the webpage identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents appropriately following the procedure under ITT 8.4.

10. Amendment of Tender Documents

- 10.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tendering document by issuing addenda.
- 10.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's web page in accordance with ITT 8.4.
- 10.3 To give prospective Tenderers reasonable time in which to take an addendum into

account in preparing their Tenders, the Procuring Entity shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 24.2 below.

C. Preparation of Tenders

11. Cost of Tendering

11.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

12. Language of Tender

12.1 The Tender as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and the Procuring Entity shall be written in the English language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages into the English language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

13. Documents Comprising the Tender

13.1 The Tender shall comprise the following:

- a **Form of Tender** prepared in accordance with ITT 14;
- b **Schedules:** priced Activity Schedule completed in accordance with ITT 14 and ITT 16;
- c **Tender Security or Tender-Securing Declaration** in accordance with ITT 21.1;
- d **Alternative Tender:** if permissible in accordance with ITT 15;
- e **Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 22.3;
- f **Qualifications:** documentary evidence in accordance with ITT 19 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
- g **Tenderer's Eligibility:** documentary evidence in accordance with ITT 19 establishing the Tenderer's eligibility to Tender;
- h **Conformity:** documentary evidence in accordance with ITT 18, that the Services conform to the tendering document; and
- i Any other document required in the **TDS**.

The Tenderer shall chronologically serialize pages of all tender documents submitted.

13.2 In addition to the requirements under ITT 13.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a Form of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender, together with a copy of the proposed Agreement.

13.3 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

14. Form of Tender and Activity Schedule

14.1 The Form of Tender and priced Activity Schedule shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be

completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 22.3. All blank spaces shall be filled in with the information requested.

14.2 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

15. Alternative Tenders

15.1 Unless otherwise indicated **in the TDS**, alternative Tenders shall not be considered. If alternatives are permitted, only the technical alternatives, if any, of the Best Evaluated Tender shall be considered by the Procuring Entity.

15.2 When alternative times for completion are explicitly invited, a statement to that effect will be included **in the TDS** and the method of evaluating different time schedules will be described in Section III, Evaluation and Qualification Criteria.

15.3 When specified **in the TDS**, Tenderers are reemitted to submit alternative technical solutions for specified parts of the Services, and such parts will be identified **in the TDS**, as will the method for their evaluating, and described in Section VII, Procuring Entity's Requirements.

16. Tender Prices and Discounts

16.1 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Activity Schedule (s) shall conform to the requirements specified below.

16.2 All lots (contracts) and items must be listed and priced separately in the Activity Schedule(s).

16.3 The Contract shall be for the Services, as described in Appendix A to the Contract and in the Specifications (or Terms of Reference), based on the priced Activity Schedule, submitted by the Tenderer.

16.4 The Tenderer shall quote any discounts and indicate the methodology for their application in the Form of Tender in accordance with ITT 16.1.

16.5 The Tenderer shall fill in rates and prices for all items of the Services described in the in Specifications (or Terms of Reference), and listed in the Activity Schedule in Section VII, Procuring Entity's Requirements. Items for which no rate or price is entered by the Tenderer will not be paid for by the Procuring Entity when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.

16.6 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 30 days prior to the deadline for submission of Tenders, shall be included in the total Tender price submitted by the Tenderer.

16.7 If provided for **in the TDS**, the rates and prices quoted by the Tenderer shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of Clause 6.6 of the General Conditions of Contract and / or Special Conditions of Contract. The Tenderer shall submit with the Tender all the information required under the Special Conditions of Contract and of the General Conditions of Contract.

16.8 For the purpose of determining the remuneration due for additional Services, a breakdown of the lump-sum price shall be provided by the Tenderer in the form

of Appendices D and E to the Contract.

17. Currencies of Tender and Payment

17.1 The currency of the Tender and the currency of payments shall be Kenya Shillings.

18. Documents Establishing Conformity of Services

18.1 To establish the conformity of the Non-Consulting Services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that Services provided conform to the technical specifications and standards specified in Section VII, Procuring Entity's Requirements.

18.2 Standards for provision of the Non-Consulting Services are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Procuring Entity's Requirements.

18.3 Tender to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a Service provider or group of service providers, qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.

18.4 The purpose of the information described in ITT 18.3 above, overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.

18.4 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT18.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

18.6 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.

18.7 If a tenderer fails to submit the information required by these requirements, its tenderer will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.

18.8 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:

- i) If the procurement process is still on going, the tenderer will be disqualified from the procurement process,
- ii) if the contract has been awarded to that tenderer, the contract award will be set aside, pending the outcome of (iii),
- iii) The tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.

18.9 If a tenderer submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences of ITT 18.9 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to a genuine error or which was not attributable to the intentional act, negligence or recklessness of the tenderer.

19. Documents Establishing the Eligibility and Qualifications of the Tenderer

19.1 To establish Tenderer's eligibility in accordance with ITT4, Tenderers shall complete the Form of Tender, included in Section IV, Tendering Forms.

19.2 The documentary evidence of the Tenderer's qualification submitted with the Contract if its Tender is accepted shall establish to the Procuring Entity's satisfaction that the Tenderer meets each of the qualification criteria specified in Section III, Evaluation and Qualification Criteria.

19.3 All Tenderers shall provide in Section IV, Tendering Forms, and a preliminary description of the proposed methodology, work plan and schedule.

19.4 In the event that pre-qualification of Tenderers has been undertaken, only Tenders from prequalified Tenderers shall be considered for award of Contract. These qualified Tenderers should submit with their Tenders any information updating their original pre-qualification applications or, alternatively, confirm in their Tenders that the originally submitted pre-qualification information remains essentially correct as of the date of Tender submission.

19.5 If pre-qualification has not taken place before Tendering, the qualification criteria for the Tenderers are specified in Section III, Evaluation and Qualification Criteria.

20. Period of Validity of Tenders

20.1 Tenders shall remain valid for the Tender Validity period specified in the TDS. The Tender Validity period starts from the date fixed for the Tender submission deadline date (as prescribed by the Procuring Entity in accordance with ITT 24.1). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

20.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security

is requested in accordance with ITT20, it shall also be extended for a corresponding period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender.

21. Tender Security

- 21.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender security, as specified **in the TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified **in the TDS**.
- 21.2 A Tender Securing Declaration shall use the form included in Section IV, Tendering Forms.
- 21.3 If a Tender Security is specified pursuant to ITT 21.1, from a reputable source, and an eligible country and shall be in any of the following forms at the Tenderer's option:
- i) cash;
 - ii) a bank guarantee;
 - iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
 - iv) a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya,
- 21.4 If a Tender Security is specified pursuant to ITT 20.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Procuring Entity as non-responsive.
- 21.5 If a Tender Security is specified pursuant to ITT 21.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the contract and furnishing the Performance Security pursuant to ITT 46. The Procuring Entity shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined non-responsive or a bidder declines to extend tender validity period.
- 21.6 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security.
- 21.7 The Tender Security may be forfeited or the Tender-Securing Declaration executed:
- a. If a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender, or any extension thereof provided by the Tenderer; or
 - b. if the successful Tenderer fails to:
 - c. sign the Contract in accordance with ITT 46; or
 - d. Furnish a performance security in accordance with ITT 47.
- 21.8 Where tender securing declaration is executed, the Procuring Entity shall recommend to the PPRA that PPRA debar the Tenderer from participating in public procurement as provided in the law.
- 21.9 The Tender Security or Tender-Securing Declaration of a JV must be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of Tendering, the Tender security or Tender-Securing Declaration shall be in the names of all future members as named in

the Form of intent referred to in ITT 4.1 and ITT 13.2.

21.10A tenderer shall not issue a tender security to guarantee itself.

22. Format and Signing of Tender

22.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 13, bound with the volume containing the Form of Tender, and clearly marked "Original. "In addition, the Tenderer shall submit copies of the Tender, in the number specified **in the TDS**, and clearly marked as "Copies. "In the event of discrepancy between them, the original shall prevail.

22.2 Tenderers shall mark as "CONFIDENTIAL "information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

22.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified **in the TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.

22.4 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

22.5 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender document.

D. Submission and Opening of Tenders

23. Sealing and Marking of Tenders

23.1 Depending on the sizes or quantities or weight of the tender documents, a tenderer may use an envelope, package or container. The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:

- a. in an envelope or package or container marked "ORIGINAL", all documents comprising the Tender, as described in ITT 13; and
- b. in an envelope or package or container marked "COPIES", all required copies of the Tender; and
- c. if alternative Tenders are permitted in accordance with ITT 15, and if relevant:
 - i. in an envelope or package or container marked "ORIGINAL-ALTERNATIVE TENDER", the alternative Tender; and
 - ii. in the envelope or package or container marked "COPIES-ALTERNATIVE TENDER", all required copies of the alternative Tender.

The inner envelopes or packages or containers shall:

- a) Bear the name and address of the Procuring Entity.

- b) Bear the name and address of the Tenderer; and
- c) Bear the name and Reference number of the Tender.

23.2 If an envelope or package or container is not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender. Tenders misplaced or opened prematurely will not be accepted.

24. Deadline for Submission of Tenders

23.3 Tenders must be received by the Procuring Entity at the address and no later than the date and time specified **in the TDS**. When so specified **in the TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified **in the TDS**.

23.4 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT9, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

24. Late Tenders

24.1 The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with ITT 24. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

25. Withdrawal, Substitution and Modification of Tenders

25.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by a n authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITT 21.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:

- a) Prepared and submitted in accordance with ITT 21 and ITT 22 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION;" and
- b) Received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT23.

25.2 Tenders requested to be withdrawn in accordance with ITT 25.1 shall be returned unopened to the Tenderers.

25.3 No Tender may be withdrawn, substituted, or modified 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 Form of Tender or any extension thereof.

26. Tender Opening

26.1 Except as in the cases specified in ITT 23 and ITT 25.2, the Procuring Entity shall, at the Tender opening, publicly open and read out all Tenders received by the deadline at the date, time and place specified **in the TDS** in the presence of Tenderers' designated representatives and anyone who choose to attend. Any specific electronic Tender opening procedures required if electronic tendering

is permitted in accordance with ITT 23.1 shall be as specified **in the TDS**.

- 26.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding Tenders shall not be opened, but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the “power of attorney” confirming the signature as a person duly authorized to sign on behalf of the Tenderer, the corresponding Tender will be opened. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.
- 26.3 Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.
- 26.4 Next, envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.
- 26.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate
- 26.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further. The Form of Tender and the priced Activity Schedule are to be initialed by representatives of the Procuring Entity attending Tender opening in the manner specified **in the TDS**.
- 26.7 The Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT25.1).
- 26.8 The Procuring Entity shall prepare a record of the Tender opening that shall include, as a minimum:
- a) The name of the Tenderer and whether there is a withdrawal, substitution, or modification;
 - b) The Tender Price, per lot (contract) if applicable, including any discounts; and
 - c) any alternative Tenders;
 - d) The presence or absence of a Tender Security or Tender-Securing Declaration, if one was required.
 - e) Number of pages of each tender document submitted
- 26.9 The Tenderers' representatives who are present shall be requested to sign the record. The omission of a Tenderer's signature on the record shall not invalidate the contents and effect of the record. A copy of the tender opening register shall be distributed to Tenderer upon request.

E. Evaluation and Comparison of Tenders

27. Confidentiality

- 27.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until information on the Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 42.
- 27.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation or contract award decisions may result in the rejection of its Tender.
- 27.3 Notwithstanding ITT 28.2, from the time of Tender opening to the time of Contract Award, if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tendering process, it should do so in writing.

28. Clarification of Tenders

- 28.1 To assist in the examination, evaluation, and comparison of Tenders, and qualification of the Tenderers, the Procuring Entity may, at the Procuring Entity's discretion, ask any tenderer for clarification of its Tender including break downs of the prices in the Activity Schedule, and other information that the Procuring Entity may require. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the Tenders, in accordance with ITT32.
- 28.2 If a Tenderer does not provide clarifications of its Tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

29. Deviations, Reservations, and Omissions

- 29.1 During the evaluation of Tenders, the following definitions apply:
- a) "Deviation" is a departure from the requirements specified in the tendering document;
 - b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and
 - c) "Omission" is the failure to submit part or all of the information or documentation required in the tendering document.

30. Determination of Responsiveness

- 30.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 12.
- 30.2 A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- a) If accepted, would:
 - i. affect in any substantial way the scope, quality, or performance of the Non-Consulting Services specified in the Contract; or
 - ii. limit in any substantial way, inconsistent with the tendering document, the Procuring Entity's rights or the Tenderer's obligations under the Contract; or

- b) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.

30.3 The Procuring Entity shall examine the technical aspects of the Tender submitted in accordance with ITT 18 and ITT 19, in particular, to confirm that all requirements of Section VII, Procuring Entity's Requirements have been met without any material deviation or reservation, or omission.

30.4 If a Tender is not substantially responsive to the requirements of tendering document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

30.5 Provided that a Tender is substantially responsive, the Procuring Entity may waive any non-conformity in the Tender.

30.6 Provided that a Tender is substantially responsive, the Procuring Entity may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify non-material non-conformities or omissions in the Tender related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.

30.7 Provided that a Tender is substantially responsive, the Procuring Entity shall rectify quantifiable non-material non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified **in the TDS**.

31. Arithmetical Errors

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

31.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive .and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail

31.3 Tenderers shall be notified of any error detected in their bid during the notification of a ward.

32. Conversion to Single Currency

32.1 For evaluation and comparison purposes, the currency(ies) of the Tender shall be converted into a single currency **as specified in the TDS**

33. Margin of Preference and Reservations

33.1 Margin of preference on local service providers may be allowed if it is deemed that the services require participation of foreign tenderers. If so allowed, it will be indicated in the **TDS**.

33.2 Where it is intended to reserve the contract to specific groups under Small and Medium Enterprises, or enterprise of women, youth and /or persons living with disability, who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses/firms belonging to the specified group are eligible to tender as specified in the **TDS**. Otherwise, if not so stated, the invitation will be open to all tenderers.

34. Evaluation of Tenders

34.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Procuring Entity shall determine the Best Evaluated Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:

- a) Substantially responsive to the tendering document; and
- b) The lowest evaluated cost.

34.2 In evaluating the Tenders, the Procuring Entity will determine for each Tender the evaluated Tender cost by adjusting the Tender price as follows:

- a) Price adjustment due to discounts offered in accordance with ITT 16.4;
- b) price adjustment due to quantifiable non-material non-conformities in accordance with ITT 31.3;
- c) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 33; and
- d) Any additional evaluation factors specified **in the TDS** and Section III, Evaluation and Qualification Criteria.

34.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.

34.4 In the case of multiple contracts or lots, Tenderers are allowed to tender for one or more lots and the methodology to determine the lowest evaluated cost of the lot (contract) and for combinations, including any discounts offered in the Form of Tender, is specified in Section III, Evaluation and Qualification Criteria. For one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT

35.5. The methodology to determine the lowest evaluated tenderer or tenderers based one lot (contract) or based on a combination of lots (contracts), will be specified in Section III, Evaluation and Qualification Criteria. In the case of multiple lots or contracts, tenderer will be will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.

35. Comparison of Tenders

35.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 35.2 to determine the Tender that has the lowest evaluated cost.

36. Margin of Preference and Reservations

36.1 Margin of preference on local service providers may be allowed if it is deemed that the services require participation of foreign tenderers. If so allowed, it will be indicated in the **TDS**.

36.2 Where it is intended to reserve the contract to specific groups under Small and Medium Enterprises, or enterprise of women, youth and /or persons living with disability, who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses/firms belonging to the specified group are eligible to tender as specified in the **TDS**. Otherwise, if not so stated, the invitation will be open to all tenderers.

37. Evaluation of Tenders

37.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Procuring Entity shall determine the Best Evaluated Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:

- c) Substantially responsive to the tendering document; and
- d) The lowest evaluated cost.

37.2 In evaluating the Tenders, the Procuring Entity will determine for each Tender the evaluated Tender cost by adjusting the Tender price as follows:

- e) Price adjustment due to discounts offered in accordance with ITT 16.4;
- f) price adjustment due to quantifiable non-material non-conformities in accordance with ITT 31.3;
- g) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 33; and
- h) Any additional evaluation factors specified **in the TDS** and Section III, Evaluation and Qualification Criteria.

37.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.

37.4 In the case of multiple contracts or lots, Tenderers are allowed to tender for one or more lots and the methodology to determine the lowest evaluated cost of the lot (contract) and for combinations, including any discounts offered in the Form of Tender, is specified in Section III, Evaluation and Qualification Criteria. For one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT

35.5. The methodology to determine the lowest evaluated tenderer or tenderers based

one lot (contract) or based on a combination of lots (contracts), will be specified in Section III, Evaluation and Qualification Criteria. In the case of multiple lots or contracts, tenderer will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.

38. Comparison of Tenders

38.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 35.2 to determine the Tender that has the lowest evaluated cost

39. Abnormally Low Tenders and Abnormally High Tenders

Abnormally Low Tenders

39.1 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price.

39.2 In the event of identification of a potentially Abnormally Low Tender, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document

39.3 After evaluation of the price analyses, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

Abnormally High Tenders

39.4 An abnormally high price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.

39.5 In case of an abnormally high price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The Procuring Entity may also seek written clarification from the tenderer on the reason for the high tender price. The Procuring Entity shall proceed as follows:

- i) If the tender price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the tender depending on the Procuring Entity's budget considerations.
- ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, the Procuring Entity shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case maybe.

39.6 If the Procuring Entity determines that the Tender Price is abnormally too high

because genuine competition between tenderers is compromised (*often due to collusion, corruption or other manipulations*), the Procuring Entity shall reject all Tenders and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise, before retendering.

40. Unbalanced and/or Front-Loaded Tenders

40.1 If in the Procuring Entity's opinion, the Tender that is evaluated as the lowest evaluated price is seriously unbalanced and/or front loaded, the Procuring Entity may require the Tenderer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the tender prices with the scope of works, proposed methodology, schedule and any other requirements of the Tender document.

40.2 After the evaluation of the information and detailed price analyses presented by the Tenderer, the Procuring Entity may as appropriate:

- a) Accept the Tender; or
- b) require that the total amount of the Performance Security be increased at the expense of the Tenderer to a level not exceeding 10% of the Contract Price; or
- c) agree on a payment mode that eliminates the inherent risk of the Procuring Entity paying too much for undelivered works; or
- d) Reject the Tender.

41. Qualification of the Tenderer

41.1 The Procuring Entity shall determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender is eligible and meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

41.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 18. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Tenderer that submitted the Tender.

41.3 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated cost to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

42. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders

42.1 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 there by incurring any liability to Tenderers. In case of annulment, all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

F. Award of Contract

43. Award Criteria

43.1 The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender.

44. Notice of Intention to enter in to a Contract

44.1 Upon award of the contract and Prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter into a Contract/Notification of a ward to all tenderers which shall contain, at a minimum, the following information:

- a) The name and address of the Tenderer submitting the successful tender;
- b) The Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;
- d) the expiry date of the Stand still Period; and
- e) instructions on how to request a debriefing and/or submit a complaint during the stand still period;

45. Stand still Period

45.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.

45.2 Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to enter in to a Contract with the successful Tenderer.

46. Debriefing by the Procuring Entity

46.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 42, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request.

46.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

47. Letter of Award

Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 43.1, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

48. Signing of Contract

48.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.

48.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.

48.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period

49. Performance Security

49.1 Within twenty-one (21) days of the receipt of the Form of Acceptance from the Procuring Entity, the successful Tenderer, if required, shall furnish the Performance Security in accordance with the GCC 3.9, using for that purpose the Performance Security Form included in Section X, Contract Forms, or another Form acceptable to the Procuring Entity. If the Performance Security furnished by the successful Tenderer is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Tenderer to be acceptable to the Procuring Entity. A foreign institution providing a bond shall have a correspondent financial institution located in Kenya, unless the Procuring Entity has agreed in writing that a correspondent financial institution is not required.

49.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next Best Evaluated Tender.

50. Publication of Procurement Contract

50.1 Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:

- a) Name and address of the Procuring Entity;
- b) Name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- c) The name of the successful Tenderer, the final total contract price, the contract duration.
- d) Dates of signature, commencement and completion of contract;
- e) Names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

51. Adjudicator

51.1 The Procuring Entity proposes the person named **in the TDS** to be appointed as adjudicator or under the Contract, at an hourly fee specified in **the TDS**, plus reimbursable expenses. If the Tenderer disagrees with this Tender, the Tenderer should so state in the Tender. If, in the Form of Acceptance, the Procuring Entity has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Special Conditions of Contract at the request of either party.

52. Procurement Related Complaint

52.1 The procedures for making a Procurement-related Complaint are as specified in the **TDS**.

SECTION II – TENDER DATA SHEET (TDS)

The following specific data shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

ITT Reference	Particulars of Appendix To Instructions To Tenders
A. General	
ITT 1.1	The reference number of the Invitation for Tenders is: KISM/TEN/13/2026-2028 The Procuring Entity is: KENYA INSTITUTE OF SUPPLIES MANAGEMENT (KISM) The name of the Contract is: PROVISION OF SECURITY GUARDING SERVICES FOR KISM TOWERS
ITT 3.1	Maximum number of members in the Joint Venture (JV) shall be: Not Allowed
ITT 3.7	A list of debarred firms and individuals is available on the PPRA’s website: www.ppra.go.ke
B. Contents of Tendering Document	
ITT 6.1	Tenderer will submit any request for clarifications in writing at the Address procurement@kism.or.ke to reach the Procuring Entity not later than 7 days prior to the deadline for submission of tenders prescribed by KISM The Procuring Entity shall publish its response at the Kenya Institute of supplies Management website www.kism.or.ke
ITT 6.2	A pre-tender conference may be held on a date to be communicated (If any)
C. Preparation of Tenders	
ITT 12.1	Alternative Tenders shall not be considered.
ITT 13.5	The prices quoted by the Tenderer shall not be subject to adjustment during the performance of the Contract.
ITT 13.8 (a) (i) and (iii)	Place Of Final Destination KENYA INSTITUTE OF SUPPLIES MANAGEMENT, Ngong road KISM Towers
ITT 14.2	Foreign currency requirements not allowed.
ITT 17.1	The Tender validity period shall be 150 days.
ITT 17.3	(a) The Number of days beyond the expiry of the initial tender validity period will be 30 days.

ITT 18.1	<p>A Tender-Security in the format provided shall be required. A Tender Security [“shall be”] required.</p> <p>Tender Security shall be in the amount of Kenya Shillings.100,000.00 (One hundred thousand) and shall be in the of a Guarantee issued by a Bank or Insurance Company registered by National Treasury of Kenya located in Kenya and valid for <u>150</u> days.</p>
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ITT Reference	Particulars of Appendix to Instructions To Tenders
ITT 19.1	In addition to the original of the Tender, the number of copies is: One One Original Document & One Copy Document of the Original Document
ITT 19.3	<p>The written confirmation of authorization to sign on behalf of the Tenderer shall consist of:</p> <p>Power of Attorney</p>
	D. Submission and Opening of Tenders
ITT 20.3	<p>A tender package or container that cannot fit in the tender box shall be received as follows:</p> <p>To be delivered to the Tender Box located at the 12 floor KISM Towers Ngong road.</p>
ITT 21.1	<p>For <u>Tender submission purposes</u> only, the Procuring Entity’s address is:</p> <p>Chief Executive Officer Kenya Institute of Supplies Management P.O Box 30400-00100, Tender Box Located at the 12th floor KISM Towers Ngong road delivered on or before 29th June ,2026 AT 11.00AM EAT _____</p> <p>Tenderers shall not have the option of submitting their Tenders electronically.</p>
ITT 24.1	<p>The Tender opening shall take place at:</p> <p>Kenya Institute of Supplies Management, P.O Box 30400-00100, Nairobi. Physical Address: KISM Towers Boardroom located at the 12th floor.</p>
ITT 24.6	The number of representatives of the Procuring Entity to sign is: As directed by procuring entity

E. Evaluation and Comparison of Tenders	
ITT 31.1	The currency that shall be used for Tender evaluation and comparison purposes to convert at the selling exchange rate all Tender prices expressed in various currencies into a single currency is: Kenya Shillings The source of exchange rate shall be the Central Bank of Kenya rates based on the tender opening date.
ITT 32.3	A margin of preference and/or reservation shall not apply
ITT 32.5	The invitation to tender is extended to all eligible bidders
ITT 49.1	The procedures for making a Procurement-related Complaint are detailed in the “Notice of Intention to Award the Contract” herein and are also available from the PPRA Website www.ppra.go.ke .
ITT Reference	Particulars of Appendix to Instructions to Tenders
	<p>If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by email or fax), to:</p> <p>Title/position: DIRECTOR GENERAL Procuring Entity: PUBLIC PROCUREMENT REGULATORY AUTHORITY Email address: info@ppra.go.ke; complaints@ppra.go.ke</p> <p>In summary, a Procurement-related Complaint may challenge any of the following: the terms of the Tendering Documents; and the Procuring Entity’s decision to award the contract.</p>

SECTION III - EVALUATION AND QUALIFICATION CRITERIA

1. General Provisions

1.1 Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a) For business turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
- b) Value of single contract - Exchange rate prevailing on the date of the contract signature.
- c) Exchange rates shall be taken from the publicly available source identified in the ITT 14.3. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.

1.2 This section contains the criteria that the Procuring Entity Procuring Entity shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than those specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity should use the Standard Tender Evaluation Report for Goods and Works for evaluating Tenders.

2. Evaluation of Tenders (ITT 33)

2.1 Successful Tender or Tenders

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate Tenders. By applying these criteria and methodologies, the Procuring Entity shall determine the successful Tender or Tenders which has/have been determined to:

- a) Be substantially responsive to the tender documents;
- b) Offer the lowest evaluated cost to the Procuring Entity for all items of Goods to be procured based on either a single Contract or all multiple Contracts combined, as the case may be, in accordance with the ITT 13.6 inviting Tender prices and discounts, and provisions made of the Tender Document for evaluation of tenders and award of contract (s); and
- c) Be offered by Tenderer or Tenderers that substantially meet the qualification criteria applicable for Contract or combined Contracts for which they are selected.

2.2 Evaluation of Tenders

A. Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. The Standard Tender Evaluation Report Document for Goods and Works for evaluating Tenders

provides very clear guide on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered nonresponsive and will not be considered further.

[The Procuring Entity will provide the preliminary evaluation criteria. To facilitate, a template maybe attached or clearly described all information and list of documentation to be submitted by Tenderers to enable preliminary evaluation of the Tender]

MANDATORY REQUIREMENTS (MR)

The following mandatory requirements shall apply during the preliminary examination of tenders. Tenderers must meet all the requirements listed below. Failure to comply with any of the mandatory requirements shall result in the tender being declared **Non-Responsive** and shall not proceed to the next stage of evaluation.

No.	Mandatory Requirement	Responsive/Non-Responsive
MR 1	Submit a copy of the Certificate of Registration/Incorporation.	
MR 2	Submit a copy of a valid Certificate of Registration issued by the Private Security Regulatory Authority (PSRA).	
MR 3	Provide a Tender Security of KES 100,000 valid for 150 days from the date of tender opening.	
MR 4	Submit a valid Tax Compliance Certificate.	
MR 5	Submit a valid Single Business Permit.	
MR 6	Duly complete and submit the Form of Tender in the format provided.	
MR 7	Duly complete and submit the Price Schedule in the format provided.	
MR 8	Submit a duly completed Self-Declaration Form confirming that the firm is not debarred from participating in Public Procurement proceedings.	
MR 9	Submit a duly completed Anti-Corruption Declaration Form in the format provided in the tender document.	
MR 10	Submit a valid Frequency License (VHF/UHF/Alarm) issued by the Communications Authority of Kenya for the current area of operation. Payment receipts shall not be accepted.	
MR 11	Submit evidence of current professional membership with Kenya Security Industry Association (KSIA), Protective Industry Association (PIA), or any other recognized security industry association. Attach membership certificate or testimonial.	
MR 12	Submit a valid compliance certificate from SHA/NHIF covering the last three (3) years.	
MR 13	Submit evidence of the firm's physical location (latest utility bill, title deed, lease agreement, or tenancy agreement).	
MR 14	Submit a declaration confirming that the firm has had no litigation history or pending litigation during the last five (5) years.	
MR 15	Submit a valid NSSF Compliance Certificate.	
MR 16	Submit a valid Work Injury Benefits Act (WIBA) / Group Personal Accident Insurance Policy or Cover Note for employees.	
MR 17	Submit a valid Contractual Liability Insurance Policy and/or Fidelity Guarantee Cover (Policy or Cover Note).	

MR 18	Provide salary rates for the proposed personnel to be deployed, demonstrating compliance with the prevailing statutory minimum wage requirements.	
MR 19	Submit three (3) recommendation letters from clients served during the period July 2023 to June 2026. Each recommendation letter must include a performance rating on a scale of 1–10 against the parameters provided in the Bid Reference Check Form. For bidders who have provided services to the procuring entity within the last four years, one of the recommendation letters must be from the procuring entity.	
MR 20	Submit a duly completed undertaking to comply with all applicable labor laws, wage regulations, statutory deductions, and employee benefits.-	
MR 21	<p>The bidder submits a written declaration confirming compliance with all applicable labour laws, statutory regulations, and minimum wage requirements throughout the contract period, in accordance with the Labour Institutions Act, 2007, the Employment Act, 2007, and the Regulation of Wages (General) Order, as amended from time to time.</p> <p>The declaration shall confirm that all security personnel deployed under the contract shall be remunerated at or above the prevailing statutory minimum wage rates applicable to Nairobi, Mombasa, Nakuru, Eldoret, and Kisumu. The current minimum monthly remuneration shall comprise:</p> <ul style="list-style-type: none"> • Basic Minimum Monthly Wage: KES 15,201.65 • House Allowance (15% of Basic Wage): KES 2,280.24 • Total Minimum Monthly Wage Payable: KES 17,481.89 <p>The bidder shall further undertake to comply with all statutory deductions and remittances, including PAYE, NSSF, SHA, Housing Levy, and any other mandatory obligations prescribed under Kenyan law.</p> <p>Failure by the contractor to comply with applicable labour laws, statutory remittances, minimum wage requirements, and employment obligations during the contract period shall constitute sufficient grounds for contract termination.</p> <p>KISM reserves the right to undertake periodic compliance monitoring and verification throughout the contract period. Compliance shall be assessed using, but not limited to, the following indicators:</p> <ul style="list-style-type: none"> i. Submission of a valid Tax Compliance Certificate issued by KRA upon request. ii. Submission of valid compliance certificates and evidence of statutory remittances to SHA/SHIF, NSSF, and any other applicable statutory bodies upon request. i. Independent labour compliance audits conducted by the Ministry of Labour, PPRA, KISM, or any other authorized regulatory agency. 	

	<p>iv. Verification that security personnel are remunerated in accordance with prevailing statutory wage guidelines and applicable wage orders.</p> <p>v. Confirmation by deployed staff that salaries and allowances are paid accurately and in full.</p> <p>vi. Verification that salaries and statutory deductions are remitted promptly and within the prescribed timelines</p> <p>ii. Review of payroll records, pay slips, employment contracts, and statutory remittance schedules as may be required by KISM.</p> <p>Any adverse findings arising from compliance audits, employee interviews, or verification exercises may result in corrective action, penalties, or termination of the contract in accordance with the contract conditions.</p>	
MR 22	Submit a written declaration confirming that employees shall be paid their salaries promptly and within statutory timelines throughout the contract period.	
MR 23	Must submit valid Data Protection registration certificate from office of Data Commissioner	
MR 24	A written declaration confirming that the service provider shall ensure timely payment of all staff salaries throughout the contract period, with no undue delays or complaints arising from late salary disbursement. The declaration shall further commit the service provider to granting all statutory and contractual leave entitlements, including annual leave and any other applicable forms of leave in accordance with Kenyan labour laws and best HR practice.	

Number of guards required

	Time	Estimated No. Number of guards required
1	Day Time	6
2	Night Time	5
3	Security Supervisors	2
	Total	13

Compliance Requirements

Requirement	Compliance
MR2	Provide a commitment letter that all guards deployed to KISM will have: <ol style="list-style-type: none"> <li data-bbox="794 584 1414 658">i. Form Four education (KCSE) with minimum grade D and above <li data-bbox="794 658 1385 732">ii. Customer Care Certificate (NITA or equivalent) <li data-bbox="794 732 1374 806">iii. Valid Police Clearance (within 3 months) <li data-bbox="794 806 1150 844">iv. Valid National ID <li data-bbox="794 844 1378 918">v. Evidence of customer service in high-end security environments <li data-bbox="794 918 1394 992">vi. Proven experience with high-end clients with evidence

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

C) Technical Scores (TS)

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

NO	PARAMETER DESCRIPTION	SCORE
1	Specific experience of the Security Firm in relation to this assignment	Sub Total: 15 Marks
A	Experience in similar assignments for the past three years (July 2023 – May 2026). Provide at least five (5) projects handled in the last two years. Attach copies of contracts, LPOs, LSOs or client letters on client letterhead from each site (3 Marks each)	15 Marks
2	Personnel; Qualifications and Experience of at least four Key Operational Personnel	Sub Total: 26 Marks
A	Operations Manager i) Minimum Form Four education (attach academic certificates) – 2 Marks ii) Risen to rank of Chief Inspector of Police / Captain in armed forces / Manager in private guarding services or equivalent – 2 Marks iii) Minimum 5 years working experience (attach CV) – 3 Marks iv) Training in radio communication, firefighting, terrorism/bomb threat procedures, first aid, customer service, and computer use (attach evidence) – 3 Marks	10 arks
B	Site Manager / Officer in Charge i) Minimum O-Level qualification (attach academic certificates) – 2 Marks ii) Risen to rank of Inspector of Police / Captain in armed forces / equivalent in private guarding services – 2 Marks iii) Minimum 5 years working experience (attach CV) – 2 Marks iv) Training in radio communication, dog handling, firefighting, terrorism/bomb threat procedures, first aid, customer service, and computer use – 2 Marks	8 Marks
C	Two Supervisors (Day and Night) i) Minimum O-Level qualification (attach academic certificates) – 1 Mark x2 ii) Risen to rank of Senior Sergeant / Sergeant / equivalent – 1 Mark x2 iii) Minimum 5 years working experience (attach CV) – 1 Mark x2	8 Marks

	iv) Training in radio communication, dog handling, firefighting, terrorism/bomb threat procedures, first aid, customer service, and computer use – 1 Mark x2	
3	Machinery, Tools, Equipment & Dress / Logistics	Sub Total: 29 Marks
A	At least three (3) operational motor vehicles and motor cycles (attach proof of ownership or lease agreement)	3 Marks
B	Operational VHF/radio or mobile/static communication equipment (attach CAK frequency allocation and dedicated phone number)	5 Marks
C	Availability of backup systems and timely response capability. Bidder must list backup systems and their location: • No backup – 0 Marks • 1–2 backups – 2 Marks • 3 or more backups – 5 Marks	5 Marks
D	Methodology i) Risk assessment and planning – 3 Marks ii) Physical security measures – 3 Marks iii) Community engagement and awareness – 3 Marks iv) Copy of general assignment/instructions for each post/guard as per KISM layout – 2 Marks	11 Marks
E	Kitting requirements: • Day guards (official suits/uniform with tools) – 2 Marks • Night guards (operational uniform with tools) – 2 Marks • Entrance/exit monitoring tools – 1 Mark	5 Marks
4	Business Support	Sub Total: 30 Marks
A	Professional indemnity cover and public liability insurance (attach policy and cover note)	6 Marks
B	Financial strength: audited accounts for last two years (July 2023 – June 2025) • Current ratio ≥ 1 – 4 Marks • Return on Assets (ROA) $\geq 5\%$ – 10 Marks	14 Marks
C	Bid reference checklist (average of 3 referees): • 70 marks – 10 Marks • 36–69 marks – 5 Marks • 0–35 marks – 0 Marks	10 Marks

NB:

Bidders shall be required to obtain a minimum of Seventy (75) Marks at the Technical Evaluation to proceed to next Financial Evaluation stage. Those who score below 75 marks will be eliminated at this stage from the entire evaluation process and will not be considered further.

Section	Clause/Reference	Particulars / Requirements
Section III (7)	Post-Qualification Requirements	Particulars of post-qualification if applicable. KISM may inspect the premises and confirm details.
Section III (3)	Financial Evaluation	Financial evaluation will involve verifying financials, checking arithmetical errors, omissions, and price comparison among qualified tenderers in accordance with the evaluation criteria.
Section III (3)	Financial Score (F.S.)	Formula for determining Financial Score: The lowest financially evaluated bid among bidders scoring 70 points and above shall be recommended for award.
Section III (3)	Award Criteria	Award shall be made to the lowest evaluated bidder. The contract duration shall be two (2) years subject to annual satisfactory performance review.
Section III (3)	Performance Security	Performance security shall be 5% of the contract sum.
Section III (3)	Additional Requirements	Other requirements may be included as necessary and shall be completed accordingly.
Section III (3)	Negotiation Process	Negotiations may be held with the lowest evaluated bidder. If successful, the contract will be awarded. If negotiations fail, the second lowest evaluated bidder will be invited for negotiations and may be awarded the tender upon successful negotiations.
Section III (3)	Pre-Contract Requirements	Prior to signing the contract, the successful bidder shall be required to: <ul style="list-style-type: none"> • Provide evidence of Workers' Injury Benefit (WIBA) Insurance Policy • Submit Police Clearance Certificates for all staff deployed to the procuring entity's premises • Agree with the Contract Manager on a Performance Monitoring Tool

COMPLIANCE

1. Provide adequate, trained, licensed, and supervised security personnel.
2. Ensure all security guards are in full uniform with proper identification at all times.
3. Assign a competent supervisor as the focal point for coordination and reporting.
4. Ensure security personnel comply with occupational health and safety standards, emergency response procedures, and fire safety regulations.
5. Provide security personnel with the necessary protective equipment and communication gadgets where applicable.
6. Ensure guards are trained in access control, surveillance, incident response, and customer service.
7. Ensure all security operations comply with relevant laws, regulations, and industry standards.
8. Maintain professional conduct, discipline, and confidentiality while on duty.
9. Ensure proper handling and safe custody of keys, access cards, and security equipment.
10. Provide occurrence books, incident report forms, and any other necessary security documentation tools.
11. Ensure minimal disruption to normal office operations during security service delivery.
12. Be legally registered and licensed to provide private security services.
13. Demonstrate relevant experience in providing security guarding services for at least [X] years.
14. Provide references from similar security assignments successfully undertaken.
15. Have adequate staffing, supervisory capacity, and operational equipment to effectively provide the services.

16. Provide proof of compliance with all statutory requirements, including tax compliance, insurance cover,

SERVICE STANDARDS/KPIs – SECURITY GUARD SERVICES

1.1 General Security Services

The service provider shall:

- Provide professional manned guarding services for all designated premises and access points.
- Maintain 24-hour security surveillance and protection of the client's premises, staff, visitors, and assets.
- Control and monitor entry and exit of staff, visitors, contractors, and vehicles.
- Conduct regular patrols of offices, corridors, staircases, parking areas, perimeter fences, rooftops, and common areas.
- Prevent unauthorized access, theft, vandalism, trespassing, and other security breaches.
- Ensure proper locking and unlocking of offices, gates, and common areas as required.
- Maintain high standards of discipline, integrity, alertness, and professionalism at all times.
- Ensure all guards are properly trained, vetted, supervised, and deployed in full uniform with visible identification badges.

1.2 Access Control and Surveillance Services

The service provider shall:

- Verify visitor identification and maintain accurate visitor registers.
- Screen visitors, parcels, deliveries, and vehicles where necessary.
- Monitor CCTV systems, alarm systems, and other security equipment where applicable.
- Maintain occurrence books, incident logs, patrol records, and shift handover reports.
- Ensure continuous monitoring of sensitive and restricted areas.
- Report suspicious activities, security risks, and breaches immediately to the client.

1.3 Incident Response and Emergency Services

The service provider shall:

- Respond promptly to emergencies including fire outbreaks, accidents, medical emergencies, theft, and security incidents.
- Support evacuation procedures during emergencies and fire drills.
- Liaise with police, fire brigade, ambulance services, and other emergency responders when necessary.
- Investigate and document incidents and submit detailed incident reports to the client.
- Ensure all guards are trained in emergency response, fire safety, and first aid procedures.
- Maintain emergency communication channels and rapid response capability at all times.

1.4 Safety, Compliance, and Operational Standards

The service provider shall:

- Comply with all applicable labour laws, occupational health and safety requirements, and private security regulations.
- Provide guards with the necessary equipment including communication devices, torches, reflective jackets, whistles, batons, and occurrence books.
- Ensure adequate supervision and deployment of reliever guards during leave, sickness, or absenteeism.

- Conduct routine inspections and performance evaluations of guards.
- Provide monthly security performance reports and recommendations to the client.
- Maintain confidentiality of client information and operations at all times.
- Ensure immediate corrective action is taken on complaints, incidents, or service failures.

1.5 Key Performance Indicators (KPIs)

Performance shall be evaluated based on:

- Response time to incidents and emergencies.
- Guard attendance, punctuality, and deployment compliance.
- Number of reported security incidents and resolutions.
- Quality and accuracy of occurrence reports and incident documentation.
- Compliance with patrol schedules and inspection routines.
- Professionalism, grooming, and conduct of guards.
- Effectiveness of access control and visitor management.
- Timely submission of reports and communication with the client.
- Client satisfaction and adherence to Service Level Agreements (SLAs).

1.4 Performance standards and Monitoring

- Maintain high standards of security, vigilance, discipline, and professionalism at all times
- Establish a reporting and feedback mechanism.
- Conduct regular inspections jointly with the client.
- Address complaints and corrective actions within agreed timelines.
- Performance to be evaluated based on agreed KPIs and Service Level Agreements (SLAs).

1.5 Service Levels and Frequency

Service Area	Frequency
Access control services	Daily
Surveillance and monitoring	Monthly
Incident Response and emergency	Daily
Protection of Assets	Daily
Office Support	Daily
Patrols and Inspections	Daily
Safety and Compliance	Daily
Traffic and parking patrol	Daily
Reporting and communication	Daily

1.6 Equipment and Materials –

The service provider shall Provide all Security Equipment and accessories.

DETAILED DESCRIPTION OF SERVICES

a. KISM Premises

b. KISM Offices

The Kenya Institute of Supplies Management (KISM) occupies common arears rooftop, 12th, 11th, 2nd Floor of KISM Towers, Ngong Road, Nairobi.

Details of services to be offered are as follows:

1. Access Control Services

- Control entry and exit of staff, visitors, contractors, and vehicles at all access points.
- Verify identification documents, visitor badges, and gate passes before granting access.
- Maintain accurate records of visitors, deliveries, and vehicle movements in occurrence books/registers.
- Screen visitors and luggage where necessary using appropriate security equipment.
- Prevent unauthorized persons from accessing restricted areas.
- Issue and collect visitor cards/passes.

2. Surveillance and Monitoring

- Conduct continuous monitoring of the premises to detect suspicious activities.
- Perform regular foot and mobile patrols within the compound, offices, parking areas, corridors, and perimeter fence.
- Monitor CCTV systems, alarm systems, and other security equipment where applicable.
- Report malfunctioning security systems immediately.
- Ensure all doors, windows, gates, and emergency exits are secure.

3. Protection of Property and Assets

- Safeguard institutional property, equipment, furniture, vehicles, and other assets against theft, vandalism, fire, and damage.
- Prevent unauthorized removal of property from the premises.
- Conduct inspections of bags, parcels, and vehicles when required in accordance with institutional policies.
- Ensure government/institutional property is properly secured after working hours.

4. Incident Response and Emergency Handling

- Respond promptly to emergencies such as fire outbreaks, accidents, medical emergencies, theft, or security breaches.
- Raise alarms and notify relevant authorities in case of emergencies.
- Assist in evacuation procedures during emergencies.
- Prepare and submit incident and occurrence reports for all security incidents.

- Liaise with police, fire brigade, and emergency responders when necessary.

5. Office Support Services

- Provide general assistance at reception and customer service points when required.
- Guide visitors and direct them to appropriate offices.
- Assist in management of queues and crowd control during meetings, events, or public functions.
- Support opening and closing of offices and conference rooms.
- Receive and record deliveries, parcels, and courier items.

6. Patrol and Inspection Duties

- Conduct routine patrols during day and night shifts.
- Inspect perimeter fencing, gates, parking areas, lighting systems, and buildings for security vulnerabilities.
- Check for water leakages, electrical faults, open windows, suspicious objects, or fire hazards and report immediately.
- Ensure fire extinguishers and firefighting equipment are accessible and not tampered with.

7. Safety and Compliance

- Enforce institutional security policies, safety procedures, and regulations.
- Ensure compliance with occupational health and safety requirements.
- Maintain high standards of discipline, professionalism, and integrity at all times.
- Wear full uniform and visible identification badges while on duty.
- Maintain confidentiality of institutional information and operations.

8. Key Control and Lock-up Services

- Manage and safeguard office and facility keys.
- Maintain key issuance and return registers.
- Open and lock offices, gates, and buildings at designated times.
- Ensure all lights, electrical appliances, and air conditioning units are switched off after working hours where applicable.

9. Traffic and Parking Control

- Control vehicle movement within the premises.
- Direct vehicles to designated parking areas.
- Prevent obstruction of entrances, exits, and emergency routes.
- Monitor parking areas to prevent theft and vandalism of vehicles.

10. Reporting and Communication

- Maintain updated occurrence books and daily security reports.
- Report all unusual incidents, damages, accidents, or suspicious activities promptly.

- Handover duties properly between shifts and brief incoming officers on ongoing incidents.
- Maintain effective communication with supervisors and management.

11. Guard Welfare and Conduct Requirements

- Guards shall be properly trained, vetted, and supervised at all times.
- Guards shall maintain cleanliness, discipline, and courteous conduct.
- Guards shall not engage in misconduct, intoxication, sleeping on duty, or absenteeism.
- The service provider shall ensure adequate staffing for all shifts including relievers during leave or sickness.

12. Equipment and Uniforms

The security service provider shall provide:

- Full guard uniforms and identification badges.
- Communication equipment such as radios/mobile phones where necessary.
- Torches, batons, whistles, and notebooks.
- Raincoats, reflective jackets, and protective gear where applicable.
- Incident reporting materials and occurrence books.

13. Supervisory Responsibilities

- Assign a supervisor as the focal point for security operations.
- Conduct regular inspections and supervision of guards.
- Ensure guards are deployed according to agreed duty rosters.
- Submit periodic performance and incident reports to management.

REPORTING STRUCTURE

The service provider shall report as below

1. KISM office-Institute's Representative/ Contract manager/ Property Manager

The service provider shall submit:

- Replacement/ relief notices-whenver a guard is absent or transfers.
- Quarterly/periodic security assessment reports
- Monthly attendance returns
- Monthly service report
- Evidence of payment of guards/ statutory deductions-Property Management
- Immediate incident report for security emergencies

1. OPERATIONAL SPECIFICATIONS

S/NO	OPERATIONAL SPECIFICATIONS (SERVICE & OTHER KEY REQUIREMENTS)
a.	Safeguarding and protecting the KISM personnel, properties; materials and equipment from unauthorized use, loss, theft, trespassing, espionage and sabotage and also protect all BMA rented premises. This shall include patrolling premises, site buildings and motor vehicle parking lots by vehicle or by foot as required providing continuous surveillance. While patrolling, check all designated gates, doors and windows and if found unlocked or open, notify the security supervisor and close and lock gates, doors and Windows. Also turn off unnecessary lights and perform other security related activities necessary to meet overall security requirements.
b.	Ensure that all the regulations of the KISM affecting the security and safety of property in guarded premises are carried out. A copy of regulations shall be given to the winning Contractor together with other contract documents.
c.	Any interference to the perimeter protection of the premises to be identified and reported to the respective security supervisor immediately.
d.	Shall deter the commission of assault, robberies, rapes and other violent Crimes by deploying well-trained guards and alert the respective security supervisor.
e.	Shall prevent the occurrence of fires, explosions and other catastrophes by close observation of the buildings, machinery, building plants, vehicles, electrical equipment and personnel to identify unsafe conditions, procedures or activities.
TENANTS, VISITORS AND CUSTOMERS	
f.	<ul style="list-style-type: none"> • All visitors and customers to KISM premises to be courteously received, assisted and directed upon them surrendering the following; • National Identification for authentication, his/her details recorded in the gate register book, this includes the blocks and house door number they are visiting. • Long stay visitors should be noted on the register book available at the estate gates with acknowledgement of the house occupier(Tenant)
g.	<ul style="list-style-type: none"> • Record all the vehicles entering the premises and captured vehicle registration plates as required in the gate register book, and allowed entry. • Record time of entry/exits and check the status of the driver by checking. Regulate human traffic in all KISM stations, offices, premises and customer's access respective counters in an orderly manner without delay.
h.	<ul style="list-style-type: none"> • Identify, detain and take to the Police station any person committing or smoking of bhang/distributing and selling illicit drugs.
i.	<ul style="list-style-type: none"> • Shall detain and take to the police station any person committing or with reasonable cause is suspected to be in the act of committing a cognizable offence <p>Respond promptly and appropriately to all security related emergencies</p>
j.	Pay attention to all water, steam, gas and electrical installations to detect breakdown and wastage and to take immediate action necessary in the interest of safety and security.
k.	Ensure that fire-fighting equipment remain in designated locations and are not interfered with. In addition, ensure that the right firefighting equipment is used to extinguish fire when it occurs.

l.	Ensure that before KISM property is removed authorization is obtained from the relevant authorities and documented
m.	Maintain an Occurrences Book, to record occurrences or incidents of security interest by management and other persons concerned. The successful bidder shall provide to KISM the daily Occurrences or incidents, daily posting allocations of their guards, and to provide the weekly allocations before the shift changes.
n.	Regulate human traffic in all KISM stations offices and customer's access respective service counters in an orderly manner without delay.
o.	Guard assigned KISM premises against terrorism by ensuring thorough access controls, screening and/or searching of personnel and vehicles using own handheld metal detectors and under search mirrors for key office premises, detect and deal with suspicious characters
p.	The successful bidder shall be liable for any loss suffered by KISM caused due to negligence of the security firm's employees.
q.	The bidder shall provide security dogs and handlers in specified KISM premises as may be requested.
r.	The successful bidder shall be able to send a quick response and backup crew to the client premises at short notice as and when an emergency occur.
s.	The successful bidder shall be required to have and or to install own guards monitoring system that is semi or fully automated.
t.	The successful bidder must equip guards with VHF radio communication and also establish a link to KISM Security Control Room to facilitate rapid flow of information and security operations.
	SALARIES AND EMPLOYEES PAY AND WELFARE
u.	<p>The successful bidder shall avail guards' salary structure as a proof that Personnel are well paid and properly taken care of.</p> <ul style="list-style-type: none"> • Successful firms must meet Minimum Wage bill as per regions (town) as stipulated in the current minimum wage bill gazette notice, with documentary proof. • Employees' salaries must be average the amount stated in the gazette notice or above The successful bidders shall observe Labor laws governing employees rights on off-duties, Holidays, Weekends and sick off.

2. DURATION

- 2.1. **The contract shall run for a period of one (1) year renewable once up to 2 years subject to satisfactory Performance.**

3. EXPECTED OUTCOME

- 3.1. Internal and external customer satisfaction.
3.2. Availability and provision of information that will improve the security posture of BMA.
3.3. Minimized prevalence of insecurity incidences.

4. EXPERTISE REQUIRED

- 4.1. The Contractor shall be required to assign competent personnel with proven and practical expertise to this assignment. There are two types of personnel required as follows:
- 4.1.1. **Supervisor** who are on permanent employment and must have at least five (5) years' experience in supervisory and form four (4) level of education with training in anti-terrorism, first aid, fire/safety and customer care. The supervisor shall be the liaison person with BMA Security Services Department.
- 4.1.2. **Security Guards** who are on permanent employment and must have at least two years' experience in security duties and form four (4) level of education with training in anti-terrorism, first aid, fire/safety and customer care.
- 4.1.3. All staff must be well disciplined and of high integrity

5. AREA OF OPERATION & ESTIMATED EFFORT

- 5.1. The contract shall be executed in KISM facilities that are within Mombasa, and any other site that controlled by KISM.
- 5.2. KISM, from time to time and at any time, at its sole discretion, may extend the discharge of the contract to other KISM facilities.

6. REPORTING REQUIREMENTS

- 7.1.1. The successful security firm shall be forwarding weekly security reports to the CEO, KISM covering all facilities where services are provided.

FINANCIAL EVALUATION

Upon completion of the technical evaluation the evaluation committee shall conduct a financial evaluation and comparison to determine the evaluated price of each tender. The evaluated price for each bid shall be determined by: - taking the bid price in the tender form; considering any minor deviation from the requirements accepted by Kenya Institute of Supplies Management.

where applicable, converting all tenders to the same currency, using the Central Bank of Kenya exchange rate prevailing at the tender opening date;

Note:

Any errors in the submitted tender arising from a miscalculation of unit price, quantity, and sub-total and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non- responsive.

RANKING OF TENDERS

Tenders shall be ranked according to their evaluated price and the successful tender shall be the lowest evaluated tender. PRICE EVALUATION

Consistent with and in addition to the criteria listed in ITT 33.3 and ITT 29.3; and ITT 34 and its subparagraphs the following criteria shall apply:

2.2.1 Evaluation of Technical aspects of the Tender

The Procuring Entity shall evaluate the Technical aspects of the Tender to determine compliance with the Procuring Entity's requirements under Section V 'Schedule of Requirement' and whether the Tenders are substantially responsive to the Technical Specifications and other Requirements.

[The Procuring Entity will highlight herein any particular details, characteristics, functional guarantees or

other requirements under the specifications, which the Tenderer is required to specifically confirm or provide details as per Section V, Supply Requirements or other parts of the Tender Document. To facilitate, a template may be attached or clearly described all information and list of documentation to be submitted by Tenderers to enable evaluation of Technical parts of the Tender]

2.2.2 Evaluation of Commercial Terms and Conditions of the Tender (ITT 33.1(a)):

The Procuring Entity shall determine whether the Tenders are substantially responsive to the Commercial and Contractual Terms and Conditions (e.g. Performance securities, Payment and delivery schedules).

[The Procuring Entity will highlight herein any particular requirements under the Contract which the Tenderer is required to specifically confirm or provide information to enable evaluation of Commercial Terms and Conditions of the Tender]

2.2.3 Evaluation Criteria (Other Factors) (ITT 33.6)

The Procuring Entity's evaluation of a Tender may take into account, in addition to the Tender Price quoted in accordance with ITT 13.8, one or more of the following factors as specified in ITT 33.2(d) and in TDS ITT 33.6, using the following criteria and methodologies.

a) Delivery schedule.

The Goods specified in the List of Goods are required to be delivered within the acceptable time range (after the earliest and before the final date, both dates inclusive) specified in Section V, Schedule of Requirements. No credit will be given to deliveries before the earliest date, and Tenders offering delivery after the final date shall be treated as non-responsive. Within this acceptable period, an adjustment of [insert the adjustment factor], will be added, for evaluation purposes only, to the Tender price of Tenders offering deliveries later than the "Earliest Delivery Date" specified in Section V, Schedule of Requirements.

[An adjustment factor of 0.5% per week of delay would be reasonable. However, the adjustment factor should not be more than the rate of Liquidated Damages to be applied in case of delay in delivery of Goods and Services under the Contract conditions.]

b) Deviation in payment schedule. [insert one of the following]

- i. Tenderers shall state their Tender price for the payment schedule outlined in the SCC. Tenders shall 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 and the reduced Tender price offered by the tenderer selected on the basis of the base price for the payment schedule outlined in the SCC.

Or

- ii. The SCC stipulates the payment schedule specified by the Procuring Entity. If a Tender deviate from the schedule and if such deviation is considered acceptable to the Procuring Entity, the Tender will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Tender as compared with those stipulated in the SCC, at the rate per annum [insert adjustment rate].
- c) Cost of major replacement components, mandatory spare parts, and service. [insert one of the followings]

The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the TDS 15.4, is in the List of Goods. An adjustment equal to the total cost of these items, at the unit prices quoted in each Tender, shall be added to the Tender price, for evaluation purposes only.

or

The Procuring Entity will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation specified in the TDS 15.4. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the tenderer and added to the Tender price, for evaluation purposes only.

or

Tenderer shall provide along with its Tender, the list of recommended spare parts for Goods offered indicating for each item of spare part the recommended quantity and unit, and total CIP final destination prices required during the initial period of operation specified in the TDS 15.4. The prices offered shall not exceed the prevailing prices charged to other parties by the Tenderer. The cost of such spare parts will not be taken into account for tender evaluation. The Procuring Entity may award the contract for spare parts to the Tenderer that is successful for the supply of Goods, by selecting at its option, from the Tender's list of recommended spare parts, such items and quantities against each as the Procuring Entity may deem appropriate at the unit prices indicated by the Tenderer but not exceeding % (Present) of the cost of Goods [normally not more than 10% or 15%.]

- d) Availability in Kenya of spare parts and after sales services for equipment offered in the Tender.

An adjustment equal to the cost to the Procuring Entity of establishing the minimum service facilities and parts inventories if quoted separately, shall be added to the Tender price, for evaluation purposes only.

- e) Life Cycle Costs

If specified in TDS 33.6, an adjustment to consider the additional life cycle costs for the period specified below, such as the operating and maintenance costs of the Goods, will be added to the Tender price, for evaluation purposes only. The adjustment will be evaluated in accordance with the methodology specified below and the following information:

[Note to Procuring Entity: Life cycle costing should be used when the costs of operation and/or maintenance over the specified life of the goods are estimated to be considerable in comparison with the initial cost and may vary among different

Tenders. Life cycle costs shall be evaluated on a net present value basis. If life cycle costs apply, then specify the factors required to determine them for evaluation purposes.

[Either amend the following text as required, or delete if life cycle cost is not applicable]

- i) number of years for life cycle cost determination [insert the number of years of economic life of Goods];
- ii) the discount rate to be applied to determine the net present value of the lifecycle-cost is

[Insert the discount rate];

- iii) the annual operating and maintenance costs (recurrent costs) shall be determined on the basis of the following methodology: [insert methodology E.G. This should include factors that will be used for determination of life-cycle- cost such as costs of operation and maintenance, residual value at the end of economic life of Goods, major elements that will be used for determination of cost of operation and maintenance such as fuel, power, labor, spare parts, etc. unit prices of elements such as fuel, power, etc., quantity of annual usage such as Kms or Hours of operation of Goods, Formula for calculation folk, etc.]; iv) and the following information is required from tenderers [insert any information required from tenderers, including prices e.g. Guaranteed fuel and/or power consumption, cost of labour, spare parts, etc.].

- f) Performance and productivity of the equipment: [insert one of the followings]

- i) Performance and productivity of the equipment. An adjustment representing the capitalized cost of additional operating costs over the life of the goods will be added to the Tender price, for evaluation purposes if specified in the TDS 33.6. The adjustment will be evaluated based on the drop in the guaranteed performance or efficiency offered in the Tender below the norm of 100, using the methodology specified below.

[Insert the methodology and criteria if applicable e.g. The Following aspects could be considered in the formulation of this methodology and criteria: (i) Tender price for the equipment; ii) Price of spare parts required for AAA years of operations, iii) Adjustments to tender price for omissions, deviations and exceptions to technical and commercial conditions in the tender documents; iv) Capitalized cost savings due to the equipment efficiency at the rate of XXX (specify currency and amount) for each YYY % (percent) above the minimum ZZZ % (percent) efficiency; v) Capitalized cost for the auxiliary power consumption at PPP (specify currency and amount) per KW for AAA years; and Applicable discount rate of BBB%.] or

- ii) An adjustment to consider the productivity of the goods offered in the Tender will be added to the Tender price, for evaluation purposes only, if specified in ITT 33.6. The adjustment will be evaluated based on the cost per unit of the actual productivity of goods offered in the Tender with respect to minimum required values, using the methodology specified below.

[Insert the methodology and criteria if applicable E.G. The evaluation and comparison of responsive tenders shall be based on the total life cycle cost for XXX years, per unit of output. The life cycle cost shall be the sum of the initial purchase price of the equipment and the cost of operation in electric energy for XXX years of operation at unit cost of AAA (specify currency and amount) per kWh, discounted to net present value at YYY percent.]

g) **Specific additional criteria**

[Other specific additional criteria to be considered in the evaluation, and the evaluation method shall be detailed in TDS 34.6][If specific sustainable procurement technical requirements have been specified in Section VII-Specification, either state that (i) those requirements will be evaluated on a pass/fail (compliance basis) or otherwise (ii) in addition to evaluating those requirements on a pass/fail (compliance basis), if applicable, specify the

monetary adjustments to be applied to Tender Prices for comparison purposes on account of Tenders that exceed the specified minimum sustainable procurement technical requirements.]

2.2.4. Multiple Contracts (ITT 33.4)

Multiple contracts will be permitted in accordance with ITT 33.4. Tenderers are evaluated on basis of Lots and the lowest evaluated tenderer identified for each Lot. The Procuring Entity will select one Option of the two Options listed below for award of Contracts.

OPTION 1/NA

- i) If a tenderer wins only one Lot, the tenderer will be awarded a contract for that Lot, provided the tenderer meets the Eligibility and Qualification Criteria for that Lot.
- ii) If a tenderer wins more than one Lot, the tenderer will be awarded contracts for all won Lots, provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the Lots. The tenderer will be awarded the combination of Lots for which the tenderer qualifies and the others will be considered for award to second lowest the tenderers.

OPTION 2

The Procuring Entity will consider all possible combinations of won Lots [Contract] and determine the combinations with the lowest evaluated price. Tenders will then be awarded to the Tenderer or Tenderers in the combinations provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the won Lots.

2.2.5. Alternative Tenders

(ITT 13.1) An alternative if permitted under ITT 13.1, will be evaluated as follows: [insert one of the following]

“A Tenderer may submit an alternative Tender only with a Tender for the base case. The Procuring Entity shall only consider the alternative Tenders offered by the Tenderer whose Tender for the base case was determined to be the Lowest Evaluated Tender.” or

“A Tenderer may submit an alternative Tender with or without a Tender for the base case. The Procuring Entity shall consider Tenders offered for alternatives as specified in the Technical Specifications of Section V, Schedule of Requirements. All Tenders received, for the base case, as well as alternative Tenders meeting the specified requirements, shall be evaluated on their own merits in accordance with the same procedures, as specified in the ITT 33.”

3. MARGIN OF PREFERENCE

- 3.1 If the TDS so specifies, the Procuring Entity will grant a margin of preference of 15% (fifteen percent) to Tenderers offering goods manufactured, mined, extracted, grown, and assembled or semi-processed in Kenya. Goods assembled or semi-processed in Kenya shall have a local content of not less than 40%.
- 3.2 The margin of preference will be applied in accordance with, and subject to, the following provisions:
 - a) Tenderers applying for such preference on goods offered shall provide, as part of the data for qualification, such information, including details of the goods produced in Kenya, so as to determine whether, according to the classification established by the Procuring Entity, particular category of goods or group of goods qualifies for a margin of preference.

- b) After Tenders have been received and reviewed by the Procuring Entity, goods offered in the responsive Tenders shall be assessed to ascertain they are manufactured, mined, extracted, grown, assembled or semi- processed in Kenya. Responsive tenders shall be classified into the following groups:
- i) Group A: Tenders offering goods manufactured in Kenya, for which (a) labour, raw materials, and components from within Kenya account for more than forty (40) percent of the Ex-Works price; and
 (b) The production facility in which they will be manufactured or assembled has been engaged in manufacturing or assembling such goods at least since the date of Tender Submission date;
- ii) Group B: All other Tenders offering Goods manufactured in Kenya;
- iii) Group C: Tenders offering Goods manufactured outside Kenya that have been already imported or that will be imported.
- c) To facilitate this classification by the Procuring Entity, the Tenderer shall complete whichever version of the Price Schedule furnished in the Tender Documents is appropriate. Incorrect classification may render the Tender non-responsive as no reclassification will be permitted after Tender opening. Tenderers shall provide correct information especially with respect to duties, taxes etc. paid on previously imported Goods and percentage of local labour, materials and components for Goods manufactured in Kenya as any false information which cannot be supported by documentation may render the Tender non-responsive besides other sanctions for providing falsified information.
- d) The Procuring Entity will first review the Tenders to confirm the appropriateness of the Tender group classification to which Tenderers assigned their Tenders in preparing their Tender Forms and Price Schedules.
- e) All evaluated Tenders in each group will then be compared to determine the lowest evaluated Tender of each group. Such lowest evaluated Tenders shall be compared with each other and if as a result of this comparison a Tender from Group A or Group B is the lowest, it shall be selected for the award.
- f) If as a result of the preceding comparison, the lowest evaluated Tender is a Tender from Group C, all Tenders from Group C shall be further compared with the lowest evaluated Tender from Group A after adding to the evaluated price of goods offered in each Tender from Group C, for the purpose of this further comparison only, an amount equal to 15% (fifteen percent) of the respective CIP Tender price for goods to be imported and already imported goods. Both prices shall include unconditional discounts and be corrected for arithmetical errors. If the Tender from Group A is the lowest, it shall be selected for award. If not, the lowest evaluated Tender from Group C shall be selected as per paragraph (e) above.”

4. Post-Qualification of Tenderers (ITT 37)

[Note for Procuring Entity to be deleted before issuing the tender documents.]

This STD for Procurement of Goods assumes that no Prequalification has taken place before tendering. However, if a Prequalification process is undertaken, the Qualification Criteria stipulated in this Section III, Evaluation and Qualification Criteria must be updated to ensure that the Tenderer and any Sub- Suppliers shall meet or continue to meet the Criteria used at the time of Prequalification.]

4.1 Post-Qualification Criteria (ITT 37.1)

In case the tender was not subject to pre-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions (post qualification Criteria applied on a GO/NO GO basis). The Procuring Entity shall carry out the post-qualification of the Tenderer in accordance with ITT37, using only the requirements specified herein. Requirements not included in the text below shall not be used in the evaluation of the Tenderer's qualifications. The minimum qualification requirements for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless otherwise specified.

[Note for Procuring Entity to be deleted before issuing the tender documents.]

Select requirements (criteria) for post qualification from below as relevant and appropriate for the nature, size and type of Goods and Services to be procured. Generally, for procurement of Goods, unless the value of the item is very large, the criteria for assessment of Manufacturer's technical capability should always be considered more important than its financial resources. For very small value items, the criteria for financial capability may even be omitted].

4.2 If the Tenderer is a manufacturer

a) Financial Capability

i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the supply cash flow of Kenya Shillings [or equivalent].

ii) Minimum average annual supply turnover of Kenya Shillings____[insert Amount, specify a figure about 2.5 times the total Tender price]] or equivalent calculated as total certified payments received for contracts of goods manufactured and supplied within the last _____
-[Insert number of years). In case of multiple contracts, limitation will be placed on the number of item(s) that will be awarded to the Tenderer.

b) Experience and Technical Capacity

The Tenderer shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s) using the form provided in Section IV. In case the Tenderer is a JV, experience and demonstrated technical capacity of only the JV shall be taken into account and not of individual members nor their individual experience/capacity will be aggregated unless all members of the JV have been manufacturing and supplying Goods offered in the Tender to the same technology, processing, design, materials, specifications, model number, etc. in all respects such that Goods manufactured have the same functional characteristics, performance parameters, outputs and other guarantees and fully interchangeable which shall be documented along with other required documents demonstrating capacity to the satisfaction of the Procuring Entity in case individual members claim experience. Otherwise, documents evidencing experience and technical capacity shall be in the name of the JV that submitted the Tender. Wherever the Words "Similar Goods "have been used it includes upgrades, latest and improved versions or models of similar specifications and technology. Refer to Form Exp-1 to provide the required information.

[List the requirement(s), including experience in successfully implementing sustainable procurement requirements, if specified in the tender document.]

Samples of Experience Requirements:

- i) –The Tenderer shall be manufacturing similar Goods for the last (specify the number of years to cover a sufficiently long period ranging from 2 to 5 years depending upon the Goods to be procured).
- ii) The Tenderer shall furnish documentary evidence to demonstrate successful completion of at least (Insert number) of contracts of similar Goods in the last (specify number) each contract costing at least Kenya shillings equivalent and involving a supply of at least percentage of required **quantity (usually the percentage is about 70-80%) in some cases where Procuring Entity requires deliveries in a scheduled manner over a specified time, include item (iii) below.**

(Optional) The installed capacity to manufacture _____ number of
items (specify
the relevant item number)

shall not be less than _____ units per
(Specify week or month).

c) (Optional) Documentary Evidence of Usage of Goods (When appropriate)

The Tenderer shall furnish documentary evidence satisfactory to the Procuring Entity to demonstrate that similar Goods as offered in the Tender have been in successful use or operation for the last years. If the Tenderer is a JV, the evidence of demonstrated usage of Goods supplied in the past shall be in the name of the JV.

4.3 If Tenderer is a Supplier:

If a Tenderer is a Supplier offering the Goods on behalf of or from a Manufacturer under Manufacturer's Authorization Form (Section IV, Tendering Forms), the Manufacturer shall demonstrate the above qualifications 4.2 (b) (i), (ii), and (iii) and the Tenderer shall demonstrate it meets the following criteria.

- i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the supply cash flow of Kenya Shillings
- ii) --Minimum average annual supply turnover of Kenya Shillings [insert amount] or equivalent calculated as total certified payments received for contracts in progress and/or completed within the last [insert of year] years, divided by [insert Number of years] years.
- iii) --Has satisfactorily and substantially completed at least (specify number) contract(s) of a similar nature either within Kenya, the East African Community or abroad, as a prime supplier or a joint venture member, each of a minimum value in Kenya shillings equivalent.

4.4 History of non-performing contracts:

Tenderer (Supplier or/and manufacturer, and each member of JV in case the Tenderer is a JV, shall demonstrate that Non-performance of a contract did not occur as a result of the default of the Tenderer, manufacturer or the member of

--JV as the case may be, in the last (specify years). The required information shall be furnished as per form CON-2].

4.5 Pending Litigation

Financial position and prospective long-term profitability of the Single Tenderer, and in the case the Tenderer is a JV, of each member of the JV, shall remain sound according to criteria established with respect to Financial Capability under paragraph I (i) above assuming that all pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations as per Form CON-2.

4.6. Litigation History

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last (specify years). All parties to the contract Shall furnish the information on the related Form (CON-2) about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the years specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.

SECTION IV - TENDERING FORMS

- ❖ Form of Tender
- ❖ Tenderer Information Form
- ❖ Tenderer JV Members Information Form
- ❖ Price Schedule
- ❖ Form of Tender Security – Demand Guarantee
- ❖ Form of Tender Security (Tender Bond)
- ❖ Form of Tender-Securing Declaration
- ❖ Manufacturer's Authorization Form

1. FORM OF TENDER

INSTRUCTIONS TO TENDERERS

- i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER attached to this Form of Tender.*
- iv) *The Form of Tenders shall include the following Forms duly completed and signed by the Tenderer.*
 - a) *Tenderer's Eligibility-Confidential Business Questionnaire*
 - b) *Certificate of Independent Tender Determination*
 - c) *Self-Declaration of the Tenderer*

Date of this Tender submission: _____ [insert date (as day, month and year) of Tenders submission]

ITT No.: _____ [insert number of ITT process]

Alternative No.: _____ [insert identification No if this is a

Tender for an alternative] to: **[insert complete name of Procuring**

Entity]

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with ITT9;
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT4;
- c) **Tender-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing Declaration or Proposal-Securing Declaration in Kenya in accordance with ITT21;
- d) **Conformity:** We offer to provide the Non-Consulting Services in conformity with the tendering document of the following: [insert a brief description of the Non-Consulting Services];
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item(f) below is:
[Insert one of the options below as appropriate]

Option 1, in case of one lot: Total price is: [insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies];

Or

Option 2, in case of multiple lots: (a) Total price of each lot [insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]; and (b) Total price of all lots (sum of all lots) [insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];

- f) **Discounts:** The discounts offered and the methodology for their application are:
 - i) The discounts offered are: [Specify in detail each discount offered.]
 - ii) The exact method of calculations to determine the net price after application of discounts is shown below: [Specify in detail the method that shall be used to apply the discounts];

- g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 19.1 (as amended if applicable) from the date fixed for the Tender submission deadline (specified in TDS 23.1(as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- h) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;
- i) **One Tender Per Tenderer:** We are not submitting any other Tender(s) as an individual Tenderer, and we are not participating in any other Tender(s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT4.3, other than alternative Tenders submitted in accordance with ITT14;
- j) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under Kenya's official regulations or pursuant to a decision of the United Nations Security Council;
- k) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITT 4.6];*
- l) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, r gratuity].*

- m) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;
- n) **One Tender Per Tenderer:** We are not submitting any other Tender(s) as an individual Tenderer, and we are not participating in any other Tender(s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT4.3, other than alternative Tenders submitted in accordance with ITT14;

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

- a) *[Delete if not appropriate, or amend to suit]*We confirm that we understand the provisions relating to Standstill Period as described in this tendering document and the Procurement Regulations.
- o) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- p) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive; and
- q) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- r) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the "Certificate of Independent tender Determination" attached below.
- s) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from____(*specify website*) during the procurement process and the execution of any resulting contract.
- t) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
 - i) Tenderer's Eligibility; Confidential Business Questionnaire—to establish we are not in any conflict to interest.
 - ii) Certificate of Independent Tender Determination—to declare that we completed the tender without colluding with other tenderers.
 - iii) Self-Declaration of the Tenderer—to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.

- iv) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “**Appendix 1- Fraud and Corruption**” attached to the Form of Tender.

Name of the Tenderer *[insert complete name of person signing the Tender]

Name of the person duly authorized to sign the Tender on behalf of the Tenderer..... **[insert complete name of person duly authorized to sign the Tender]

Title of the person signing the Tender [insert complete title of the person signing the Tender]

Signature of the person named above [insert signature of person whose name and capacity are shown above]

Date signed..... [insert date of signing] **day of**..... [insert month], [insert year]

CERTIFICATE OF INDEPENDENT TENDER DETERMINATION – Form 2

I, the undersigned, in submitting the accompanying Letter of Tender to the

_____ [Name of Procuring Entity] for: _____
_____ [Name and number of tender] in response to the
request for tenders made by: _____ [Name of Tenderer] do hereby make the
following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ [Name of Tenderer]
that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) Has been requested to submit a Tender in response to this request for tenders;
 - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs(5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a tender; or
 - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5) (b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever ever comes first,

unless otherwise required by law or as specifically disclosed pursuant to paragraph (5) (b) above.

Name_____Title_ Date_
[Name, title and signature of authorized agent of Tenderer and Date]

SELF-DECLARATION FORMS – Form 3

FORM SD1

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED
IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL
ACT 2015**

I,, of Post Office Boxbeing a resident of
..... in the Republic of do hereby make a
statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/ Managing Director /Principal Officer/Director of
..... (*insert name of the Company*) who is a Bidder in respect of
of
Tender No.
for.....(*insert tender
title/ description*) for
..... (*Insert name of the Procuring entity*) and duly authorized and
competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not
been debarred from participating in procurement proceeding under Part
IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information
and belief.

.....

.....

.....

(Title)

(Signature)

(Date)

Bidder
Official
Stamp

FORM SD2

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

I, of P. O. Box.....being a resident of

..... in the Republic of do hereby make a statement as Follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of.....
.....(*insert name of the Company*) who is a Bidder in respect of Tender No.
..... for(*insert tender title/ description*) for (*Insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corruptor fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (*insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (*name of the procuring entity*)
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

.....
Title

.....
Signature

.....
Date

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS – Form 4

I, (person) on behalf of **(Name of the Business/ Company/Firm)**

declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....
.....

Sign.....
.....

Position.....
.....

Office address.....

Telephone.....

E-mail.....

Name of the Firm/Company.....
.....

Date.....
.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....
.....

.....

Sign.....
.....

Date.....
.....

APPENDIX 1- FRAUD AND CORRUPTION

(Appendix 1 shall not be modified)

1. Purpose

- 1.1 The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (no. 33 of 2015) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

2. Requirements

- 2.1 The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Subcontractors, Sub- consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.

- 2.2 Kenya's public procurement and asset disposal act (no. 33 of 2015) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:

- 1) a person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
- 2) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
- 3) Without limiting the generality of the subsection (1) and (2), the person shall be—
 - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
 - b) if a contract has already been entered into with the person, the contract shall be voidable;
 - 4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
 - 5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement:-
 - a) shall not take part in the procurement proceedings;
 - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and

- c) Shall not be a subcontractor for the bidder to whom was awarded contract, or a member of the group of bidders to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
- 6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
- 7) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5)(a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

2.3 In compliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
 - i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v) "obstructive practice" is:
 - deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3 e. below.
- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:

"fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers 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.

- c) Rejects a proposal for award¹ of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub consultants, sub- contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

- d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or debar or recommend to appropriate authority (ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
- e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority ² appointed by Government of Kenya to inspect all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
- f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a "Self-Declaration Form" as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

¹For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation,

- (i) applying for pre-qualification, expressing interest in a consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing material modification to any existing contract.

² Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

TENDERER INFORMATION FORM - Form 5

[The tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Tender submission] Tender

Name and Identification: (Insert identification)

Alternative No.: [Insert identification No if this is a Tender

for an alternative] Page of pages

Tenderer's JV Name;
JV Members name:
JV Members country of registration
JV members year of constitution
JV Members legal address (in country of registration)
JV Members authorized representative information; Name: Address: Telephone Number: Email Address:
<p>Attached are copies of original documents of;</p> <ol style="list-style-type: none">1. For Kenyan Tenderers a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority in accordance with ITT 3.14.2. Articles of incorporation (or equivalent documents of constitution or association) and/or documents of registration of the legal entity named above in accordance with ITT 3.63. in case of JV, letter of intent to form a JV or JV agreement in accordance with ITT 3.54. in case of state owned enterprise or institution, in accordance with ITT 3.8 documents establishing; legal and financial autonomy, operation under commercial law , establishing the tenderer is not under supervision of the Procuring Entity <p>Included are the organizational chart, a list of board of directors, and the beneficial ownership.</p>

TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE - Form 6

Instruction to Tenderer

Tenderer is instructed to complete the particulars required in this Form, one form for each entity if Tenderer is a JV. Tenderer is further reminded that it is an offence to give false information on this Form. (a)

Tenderer's details

No	Item	Description
1	Name of Procuring Entity	
2	Reference Number of Tender	
3	Date & Time of Tender Opening	
4	Name of Tenderer	
5	Full Address & Contact Details of Tenderer	1.Country 2.City 3.Building 4.Floor 5.Postal address 6.Name & Email Address of Contact Person
6	Current Trade License Registration Number & Expiring Date	
7	Name, Country, Full Address (Postal and physical addresses, email and telephone number) of registering body/agency	
8	Description of Nature of Business	
9	Maximum value of Business Tenderer Handles	
10	State if Tenderer is listed on the stock exchange, given name and full address (Postal and physical addresses, email and telephone number) and state which stock exchange	

General and Specific Details

(b) Sole Proprietor, provide the following details.

Name in full; Age;

Nationality; Country of Origin;

Citizenship;

(c) Partnership, provide the following details.

	Name of Partners	Nationality	Citizenship	Shares Owned
1				
2				
3				

(d) Registered Company, provide the following details.

Private or public Company

State the nominal and issued capital of the Company

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

Give details of Directors as follows.

	Name of Directors	Nationality	Citizenship	Shares Owned
1				
2				
3				

(e) DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.

Are there any person/persons in..... (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No... If yes, provide details as follows.

	Name of Person	Designation in the Procuring Entity	Interest/Relationship with Tenderer

Conflict of interest disclosure

	Type of Conflict	Disclosure (Yes or No)	If Yes provide details of the relationship with tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer		

3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common a third party that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract Specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		

9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and		
	execution of the Contract.		

Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name

Title or Designation

(Signature) (Date)

TENDERER'S JV MEMBERS INFORMATION - FORM 7

(to be completed for each member of Tenderer's JV)

[The tenderer shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the tenderer and for each member of a Joint Venture]].

Date:[insert date (as day, month and year) of Tender submission]. Tender Name and Identification:[insert identification Alternative No.: [insert identification No if this is a Tender for an alternative].

Page_of__pages

Tenderer's JV Name;
JV Members name:
JV Members country of registration
JV members year of constitution
JV Members legal address (in country of registration)
JV Members authorized representative information; Name: Address: Telephone Number: Email Address:
Attached are copies of original documents of; 1. Articles of incorporation(or equivalent documents of constitution or association) and/or documents of registration of the legal entity named above in accordance with ITT 3.6 2. in case of JV, letter of intent to form a JV or JV agreement in accordance with ITT 3.5 3. in case of state owned enterprise or institution, in accordance with ITT 3.8 documents establishing; legal and financial autonomy, operation under commercial law , establishing the tenderer is not under supervision of the Procuring Entity Included are the organizational chart, a list of board of directors, and the beneficial ownership.

PRICE SCHEDULE FORMS

[The tenderer shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the Price Schedules shall coincide with the List Services specified by the Procuring Entity in the Schedule of Requirements.]

Price Schedule - Services

Currencies in accordance with ITT 15				Date: ITT No:	Page N _____ of _____	
1	2	3	4	5	6	7
Service	Description of Services	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (Col. 5*6 or estimate)
KISM/TEN/13/2026-2028	Provision of Security Guarding Services for KISM Towers	Kenya	From date of signing the contract	Total Number of Guards s 11 Day Time Guards 6 Night Time Guards 5 Supervisors 2		
Total Tender Price						

Name of tenderer [insert complete name of tenderer]

Signature of tenderer [signature of person signing the Tender].....

Date [insert date].....

FORM OF TENDER SECURITY-OPTION 1 -DEMAND BANK GUARANTEE

Beneficiary:

Request for Tenders No:

Date:

TENDER GUARANTEE No.:

Guarantor:

We have been informed that (herein after called "the Applicant") has submitted or will submit to the Beneficiary its Tender (herein after called" the Tender") for the execution of under Request for Tenders No. ("The ITT").

Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of () upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or

having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provide by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.

This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.

Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[Signature]

FORMAT OF TENDER SECURITY [Option 2-

Insurance Guarantee] TENDER GUARANTEE No.:

Whereas [Name of the tenderer] (hereinafter called “the tenderer”) has submitted its tender dated[Date of submission of tender] for the [Name and/or description of the tender] (hereinafter called “the Tender”) for the execution of under Request for Tenders No. _____ (“the ITT”).

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

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

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:

has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or

having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document.

then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.

Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[Date]

[Signature of the
Guarantor]

[Witness]

[Seal
]

Note: All italicized text is for use in preparing this form and shall be deleted from the *final* product.

FORM OF TENDER - SECURING DECLARATION

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

Date: [insert date (as day, month and year) of Tender

Submission]Tender No. [insert number of tendering
process]

To: [insert complete name of Purchaser] I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Tender-
Securing Declaration. I/We accept that I/we will automatically be suspended from being

eligible for tendering in any contract with the
Purchaser for the period of time of [insert number of months or years] starting on [insert date], if
we are in breach of our obligation(s) under the bid conditions, because we-(a) have withdrawn
our tender during the period of tender validity specified by us in the Tendering Data Sheet; or
(b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid
validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the
Performance Security, in accordance with the instructions to tenders.

I/We understand that this Tender Securing Declaration shall expire if we are not the successful
Tenderer(s), upon the earlier of:

Our receipt of a copy of your notification of the name of the
successful Tenderer; or Thirty days after the expiration of our
Tender.

I/We understand that if I am /we are/ in a Joint Venture, the Tender Securing Declaration
must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not
been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the
names of all future partners as named in the letter of intent.

Signed: Capacity/title (director or partner or sole proprietor, etc.)

Name: Duly authorized to sign the

bid for and on behalf of: [insert complete name of Tenderer]

Dated on day of [Insert date of signing] Seal or Stamp

MANUFACTURER'S AUTHORIZATION FORM

[The tenderer shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The tenderer shall include it in its Tender, if so indicated in the TDS.]

Date: [insert date (as day, month and year) of Tender submission]

ITT No[insert number of ITT process] Alternative

No: [insert identification No if this is a Tender for an alternative]

To [Insert complete name of

Procuring Entity] WHEREAS

We..... [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of tenderer] to submit a Tender the purpose of which is to provide the following Goods, manufactured by us..... [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: [Insert signature(s) of authorized representative(s) of the Manufacturer]

Name:[Insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [Insert title]

Dated on__day of _____, _____[insert date of signing]

PART 2: SUPPLY REQUIREMENTS

SECTION V - SCHEDULE OF REQUIREMENTS

Notes for Preparing the Schedule of Requirements

The Schedule of Requirements shall be included in the Tendering document by the Procuring Entity, and shall cover, at a minimum, a description of the goods and services to be supplied and the delivery schedule.

The objective of the Schedule of Requirements is to provide sufficient information to enable tenderers to prepare their Tenders efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section IV. In addition, the Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract pursuant to ITT 42.1.

The date or period for delivery should be carefully specified, taking into account (a) the implications of delivery terms stipulated in the Instructions to tenderers pursuant to the Incoterms rules that “delivery” takes place when goods are delivered to the final place of delivery, and (b) the date prescribed herein from which the Procuring Entity's delivery obligations start (i.e., notice of award, contract signature, opening or confirmation of the letter of credit).

List of Service and Price Schedule –

[The Procuring Entity shall fill in this table, with the exception of the column “Tenderer's offered Delivery date” to be filled by the tenderer]

LINE ITEM	DESCRIPTION OF SERVICE	UNIT OF MEASURE	EST. NO. OF PAX	UNIT PRICE	TOTAL PRICE
1.	Day Time	Person/Month	6		
2.	Night Time	Person/Month	5		
3	Security Supervisors	Person/Month	2		
	Total		13		

Note: *Tenderer is required to fill the appropriate price schedule as provided in the price schedule using the exact description and specifications provided above

List of Related Services and Completion Schedule

Service	Description of Service	Quantity	Physical Unit	Place where Services shall be performed	Final Completion Date(s) of Services
Provision of Security Guarding Services	Provision of Security Guarding Services for Kenya Institute of Supplies Management towers	The service provider shall deploy a total of thirteen (13) security personnel , comprising six (6) day guards , five (5) night guards , and two (2) security supervisors to ensure effective security coverage and supervision throughout the contract period.	13 guards	KISM Towers	From Date of signing the contract

[and consistent with the required Goods Delivery Dates (as per Incoterms)].

Technical Specifications

The purpose of the Technical Specifications (TS), is to define the technical characteristics of the Goods and Related Services required by the Procuring Entity. The Procuring Entity shall prepare the detailed TS consider that:

The TS constitute the benchmarks against which the Procuring Entity will verify the technical responsiveness of Tenders and subsequently evaluate the Tenders. Therefore, well-defined TS will facilitate preparation of responsive Tenders by tenderers, as well as examination, evaluation, and comparison of the Tenders by the Procuring Entity.

The TS shall require that all goods and materials to be incorporated in the goods be new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided for otherwise in the contract.

The TS shall make use of best practices. Samples of specifications from successful similar procurements in the same country or sector may provide a sound basis for drafting the TS.

The PPRA encourages the use of metric units.

Standardizing technical specifications may be advantageous, depending on the complexity of the goods and the repetitiveness of the type of procurement. Technical Specifications should be broad enough to avoid restrictions on workmanship, materials, and equipment commonly used in manufacturing similar kinds of goods.

Standards for equipment, materials, and workmanship specified in the Tendering document shall not be restrictive. Recognized international standards should be specified as much as possible. Reference to brand names, catalogue numbers, or other details that limit any materials or items to a specific manufacturer should be avoided as far as possible. Where unavoidable, such item description should always be followed by the words "or substantially equivalent." When other particular standards or codes of practice are referred to in the TS, whether from the Procuring Entity's or from other eligible countries, a statement should follow other authoritative standards that ensure at least a substantially equal quality, then the standards mentioned in the TS will also be acceptable.

Reference to brand names and catalogue numbers should be avoided as far as possible; where unavoidable the words "or at least equivalent" shall always follow such references.

Technical Specifications shall be fully descriptive of the requirements in respect of, but not limited to, the following:

Standards of materials and workmanship required for the production and manufacturing of the Goods. Any sustainable procurement technical requirements shall be clearly specified.

To encourage tenderers' innovation in addressing sustainable procurement requirements, as long as the Tender evaluation criteria specify the mechanism for monetary adjustments for the purpose of Tender comparisons, tenderers may be invited to offer Goods that exceeds the specified minimum sustainable procurement requirements.

Detailed tests required (type and number).

Other additional work and/or Related Services required to achieve full delivery/completion.

Detailed activities to be performed by the Supplier, and participation of the Procuring Entity thereon.

List of detailed functional guarantees covered by the Warranty and the specification of the liquidated damages to be applied in the event that such guarantees are not met.

The TS shall specify all essential technical and performance characteristics and requirements, including guaranteed or acceptable maximum or minimum values, as appropriate. Whenever necessary, the Procuring Entity shall include an additional ad-hoc Tendering form (to be an Attachment to the Letter of Tender), where the tenderer shall provide detailed information on such technical performance characteristics in respect to the corresponding acceptable or guaranteed values.

When the Procuring Entity requests that the tenderer provides in its Tender a part or all of the Technical Specifications, technical schedules, or other technical information, the Procuring Entity shall specify in detail the nature and extent of the required information and the manner in which it has to be presented by the tenderer in its Tender.

If a summary of the Technical Specifications (TS) has to be provided, the Procuring Entity shall insert information in the table below. The tenderer shall prepare a similar table to justify compliance with the requirements.

Summary of Technical Specifications: The Goods and Related Services shall comply with following Technical Specifications and Standards:

Item No	Name of Goods or Related Service	Technical Specifications and Standards
1	Provision of Security Guarding Services	N/A

Detailed Technical Specifications and Standards [insert whenever necessary]. [Insert detailed description of TS]

Drawings

This Tendering document includes [Insert “the following” or “no”] drawings.

[If documents shall be included, insert the following List of Drawings].

List of Drawings		
Drawing No.	Drawing Name	Purpose

Inspections and Tests

The following inspections and tests shall be performed: [Insert list of inspections and tests]

1. GENERAL

The Kenya Institute of Supplies Management (referred to as the client) intends to enter into a contract with the winning bidder (referred to as the Contractor) to **Guarding services under the following Service Level Agreement**. The Institute requires the services of reputed, well established and financially sound Security Service Provider having experience in providing Security services on contract basis.

2. CONTRACT PERIOD

The Contract period shall be FORTY-EIGHT (48) months –renewable annually subject to satisfactory performance, unless and until determined under the provisions of this Agreement as follows:

- i. The Contractor shall be expected to provide at least **13 guards** to serve at KISM Headquarters located at Ngong lane Ngong road, Nairobi (referred to as the Clients premises) at any given time to provide day guarding and services for 24 hours, seven (7) days a week (Monday to Sunday) throughout the contract period.
- ii. The contract period shall be _____ **to** _____. The contract for providing the aforesaid manpower is for a period of one year from the date of Effectiveness of the contract. The period of the contract may be further extended provided that the requirement of the service persists at that time or may be terminated owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider. The Institute, however, reserves right to terminate this contract as a result of unsatisfactory performance at any time after giving notice to the selected Service Provider.

3. SERVICE LEVEL AGREEMENT

- i. The Service Provider shall provide security services by deploying adequately trained and well-disciplined security guards. They will safeguard the premises, movable and immovable assets, and guard against thefts, pilferage or damage and also ensure safety of the employees or any other persons visiting the Premises.
- ii. The security guard shall be deployed round the clock for not more than eight hours per shifts at the KISM headquarters on 24×7 basis.

- iii. The Service Provider shall ensure proper inward and outward movement of staff, equipment's and vehicles, etc. as per instructions given from time to time by the head of security. The security Service Provider shall be responsible for maintaining proper traffic of the incoming and outgoing vehicles and to ensure that there is no congestion whatsoever at any time.
- iv. Controlling unauthorized entry or exit of vehicles in & around the Institute's premises.
- v. To carry out surveillance of the building and outside perimeter for suspicious persons or activities.
- vi. The security guards deployed shall take regular rounds of the building in and out and should be vigilant and remain alert to avoid any unforeseen event taking place.
- vii. The Service Provider shall keep the Chief Executive Officer or representative informed of all the matters relating to security.
- ix. The Service Provider shall ensure that the security guard deployed are of good health and sound mind. The Service Provider must ensure that before deployment, guards/ supervisors have been vetted by Directorate of criminal of investigation National police service who will issue a certificate of clearance.
- x. The security guards must be trained and certified in all facets of security work including unarmed combat, access control, crowd control, elementary intelligence and firefighting skills. Prove of this training shall be required.
- xi. The bidder shall provide proper supervision of security guards.

4. GUARDS SERVICES TERM AND PERSONNEL

The Contractor shall have adequate reserve guards for replacement on unsatisfactory performance, sickness, absence or any other reason. Guards engaged for services at Client's premises must be those on permanent employment.

Emergency security backup guards shall be available within minimum time possible when need arise.

5. SCOPE OF SERVICES/CONTRACTOR'S RESPONSIBILITIES

The Contractor Security Guards shall protect and prevent Client's premises against all risks by performing the following tasks/duties: -

- a. The Contractor is responsible for safeguarding and protecting the client's personnel, properties, materials and equipment from unauthorized use, loss, theft, trespassing, espionage and sabotage and also protect any and all none client's property located at the client's premises.

This shall include patrolling premises as required to provide continuous surveillance.

While patrolling, check all designated doors and windows and if found unlocked or open notify the shift supervisor and close and lock door and windows. Also turn off unnecessary lights and perform other security related activities necessary to meet overall security requirements

- b. Manning of KISM premises. This will include facilitating visitors and attending and guiding visitors to respective offices.
- c. Ensuring that all the regulations of the client affecting the security of the property are carried out. A copy of the regulations will be given to the winning Contractor together with other contract documents.
- d. Any interference to the protection of the premises is identified as soon as possible and reported to the relevant authorities.
- e. Deter the Institute of assault, robberies, and other violent crimes by deploying well-trained and alert security guards in client's premises.
- f. Ensure courteous reception of all visitors and customers to the Client's premises, assisted and directed in a manner, which will reflect to the Contractor's credit and client's good image.
- g. Arrest any person who is committing cognizable offence or with reasonable cause is suspected to be in act of committing a cognizable offence, and report the same to the client's security officers, and the police officer present.
- h. Prevent occurrence of fires, explosions and other catastrophes by keen observation of premises, electrical equipment and personnel to identify unsafe conditions, procedures or activities. Other responsibilities would be: -
 - i. Detect fire and take the right action.
 - iii. Alert the Institute security staff particularly the supervisors of the danger at hand.
 - iv. Clear any obstruction to the firefighting equipment.
 - v. Ensure fire-fighting appliances e.g. fire pumps are functional.
 - vi. Correctly use the right firefighting equipment to extinguish the fire.
 - vii. Raise the fire alarm to initiate an emergency response
 - viii. Participate in periodic fire drills.

- i. Pay attention to all water, steam, gas and electrical installation to detect leakage or spillage, breakdown and wastage within its guarding ambit and to take any immediate action necessary in the interest of safety and security.
- j. Ensure the firefighting equipment remain in the designated locations and are not interfered with.
- k. Record names of all persons visiting the premises to collect or deliver materials as required by ensuring that no Client's property is taken from the premises without relevant authority or entry of suspicious equipment and materials.
- l. Implement the Contractor's right to search of employees and visitors to ensure that no Client's property is taken from the premises without the relevant authority or entry to suspicious equipment and materials.
- m. Require the production of authorizations on the removal of the Client's property and deal with them in accordance with best practice.
- n. Take into custody all personal property found on the site and maintain a register of lost and found property containing all relevant details such as time, place and nature of the property as required.
- o. Record all occurrences of security interest in a daily occurrence/log book for the information of the security staff, management and other persons concerned.
- p. Control personnel entry to and from various authorized entrances at Client's premises and ensure no unauthorized persons gain access to the premises. This will include regulation of human traffic in all Client's station offices and ensuring that large numbers of customers are accessed respective service areas in an orderly manner without delay.
- q. Guard client's premises against terrorism by: -
 - i. Conducting thorough access controls into the Client's premises, screen/search personnel.
 - ii. Detecting and report or deal with suspicious characters, dangerous equipment and materials.
 - iii. Enforcing relevant measures on guard against terrorism.

6. **LIABILITY CONTRACT**

The Contractor shall be responsible for any want of proper care on its part in the selection/employment of employees put on and in charge of offering security and safety services to the Client.

The Contractor shall be responsible to the Client in the circumstances of any intentional wrongful act committed by the Contractor's Employees(s).

The Contractor shall be liable for any loss suffered by the Client caused by negligence of the Contractor or the Contractor's employees whilst inaction within the course of their employment subject to the SCC.

The Contractor shall state willingness to take responsibility for such and also to take up a liability insurance cover for the loss.

7. **INDEMNITY**

The Contractor shall indemnify and keep indemnified The Client, its servants and agents against loss, of or damage, of property or bodily injury sustained by its servants or agents or any of them by reason of any act omission or neglect of Contractor its servants or agents whilst performing their duties under this Agreement **AND** against the dishonesty of its Security Officers whilst performing their duties hereunder **AND THIS** shall include subject to the SCC.

The Client agrees to indemnify and to hold the Contractor, its agents and employees not responsible for all claims, proceedings, damages, costs, expenses and losses arising as a result of Client's negligence.

8. **CLAIMS**

Notice of all claims by the Institute or the Contractor in respect of any loss, damage or injury, shall be given in writing giving details of such loss, damage or injury of consequential or indirect loss within fifteen (15) days after the discovery of such damage, loss or injury.

9. **LOGISTICS**

The Contractor shall make arrangements and be responsible at their own cost for the General Transport requirements for all its personnel to and from the premises.

10. INSURANCE

The Contractor shall insure its Security Officers engaged in the performance of guarding services at KISM Headquarters against injury sustained by them in the course of carrying out their duties. Unless such injury shall be due to the act neglect or default of the Client's servant or agents the Contractor will indemnify the Client against all actions claims and demands in respect of such injury.

The Contractor shall if required by the Client avail the policy of Insurance in respect thereof and proof of payment of current premium.

11. SIGN PLATES

The Contractor shall at its own cost subject to the prior approval thereof provide sign plates indicating that the premises are being guarded by the Contractor.

12. REQUIREMENTS TO BE MET BY GUARDS

- a. **Age of the Guards:** Aged between 21 and 45 years old
- b. **Education:** Form four leavers and above who are able to express themselves in English and Swahili fluently
- c. **Vetting: The contractor shall** have thorough knowledge of guards' background and must provide:
 - i. **Their Certificates of good conduct before the guards are posted.**
 - ii. **Their Certificates**

13. UNIFORM AND PROTECTIVE CLOTHING

Contractor shall provide adequate and sufficient protective clothing that includes uniforms; headgear and foot wear to all guards in the Client's premises. The Uniform must be of specified colour and shall always be clean and in good state of repair to commensurate the Client's image.

14. SECURITY EQUIPMENT

Contractor must provide a list of own security equipment to be provided to the guards for use in service improvement and efficiency. This must include own guards monitoring system. Any such equipment must be tabulated clearly as part of contract cost analysis indicating whether they provided for free or are chargeable. Any security equipment used/provided shall be serviceable.

15. **TRAINING**

Guards shall have undergone training in primary security procedures, fire-fighting, and safety, first aid and customer service. Training on anti-terrorism and terrorism awareness is a must. Working knowledge of computers and PABX is mandatory.

16. **SUPERVISION**

The guards shall be effectively supervised on a 24-hours basis by site contract manager or a qualified supervisor provided by the Contractor.

17. **INCIDENT REPORTING**

The Contractor shall have in place adequate systems for reporting any incidents. Incidents occurring in Client's premises shall be reported without delay to the Clients head of security or his representative.

18. **COMMUNICATIONS**

Contractor shall ensure own communication links (land line telephone, mobile phones, radios etc.) to the main control room must be reliable and manned 24 hours. The client would provide necessary internal communication where necessary.

Where Clients' telephone will be used to make external calls or mobile destinations, such calls must be officially recorded as will be specified. Bills for calls made on non-KISM business will not be honored.

19. **PROVISION OF STANDARD SERVICE**

The Contractor shall provide services to the acceptable standards in the performance of the services. Poor performance shall be grounds for summary termination of the Agreement on notice by the Client.

Frequent and inexcusable delays by the Contractor in the performance of its obligations hereunder shall give rise to sanctions impositions of liquidated damages by the Client.

If at any time during the performance of this Agreement the Contractor encounters unfavorable conditions affecting provision of services, the Contractor shall immediately and without any delay notify the Client in writing of the Conditions, their cause duration of occurrence. As soon as practicable the Client shall evaluate the condition and seek to address any anomalies, and may at its sole discretion waive the Contractor's obligations.

20. **NOTICE**

Any notice to be served on either of the party by the other shall be sent by prepaid recorded delivery or registered post to the address of the relevant party or by facsimile transmission or by electronic mail or by telex and shall be deemed to have been received by the addressee within Seven (7) days of posting or 48 hours if sent by facsimile transmission or by electronic mail or telex.

21. **WAIVER**

The failure by either party to enforce at any time or for any period any one or more of the terms or conditions of this Agreement shall not be a waiver to them or a right at any time subsequently to enforce all terms and conditions of this Agreement.

PART 3: CONDITIONS OF CONTRACT AND CONTRACT FORMS

SECTION VI - GENERAL CONDITIONS OF CONTRACT

1. General Provisions

1.1. Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

The Adjudicator is the person appointed jointly by the Procuring Entity and the Service Provider to resolve disputes in the first instance, as provided for in Sub-Clause 8.2 hereunder.

“Activity Schedule” is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Tender;

“Completion Date” means the date of completion of the Services by the Service Provider as certified by the Procuring Entity

“Contract” means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;

“Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;

“Day works” means varied work inputs subject to payment on a time basis for the Service Provider's employees and equipment, in addition to payments for associated materials and administration.

“Procuring Entity” means the Procuring Entity or party who employs the Service Provider

“Foreign Currency” means any currency other than the currency of Kenya; “GCC” means these General Conditions of Contract;

“Government” means the Government of Kenya; “Local Currency” means Kenya shilling;

“Member,” in case the Service Provider consist of a joint venture of more than one entity, means any of these entities; “Members” means all these entities, and “Member in Charge” means the entity specified in the SC to act on their behalf in exercising all the Service Provider' rights and obligations towards the Procuring Entity under this Contract;

“Party” means the Procuring Entity or the Service Provider, as the case maybe, and “Parties” means both of them;

“Personnel” means persons hired by the Service Provider or by any Subcontractor as employees and assigned to the performance of the Services or any part there of;

“Service Provider” is a person or corporate body who's Tender to provide the Services has been accepted by the Procuring Entity;

“Service Provider's Tender” means the completed Tendering Document submitted by the Service Provider to the Procuring Entity

“SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

“Specifications” means the specifications of the service included in the Tendering Document submitted by the Service Provider to the Procuring Entity

“Services” means the work to be performed by the Service Provider pursuant to this

Contract, as described in Appendix A; and in the Specifications and Schedule of Activities included in the Service Provider's Tender.

“Subcontractor” means any entity to which the Service Provider subcontracts any part of the Services in accordance with the provisions of Sub-Clauses 3.5 and 4;

“Public Procurement Regulatory Authority (PPRA)” shall mean the Government Agency responsible for oversight of public procurement.

“Project Manager” shall be the person appointed by the Procuring Entity to act as the Project Manager for the purposes of the Contract and named in the Particular Conditions of Contract, or other person appointed from time to time by the Procuring Entity and notified to the Contractor.

“Notice of Dissatisfaction” means the notice given by either Party to the other indicating its dissatisfaction and intention to commence arbitration.

1.2. Applicable Law

The Contract shall be interpreted in accordance with the laws of Kenya.

1.3. Language

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4. Notices

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, hand delivery, or email to such Party at the address specified in the SCC.

1.5. Location

The Services shall be performed at such locations as are specified in Appendix A, in the specifications and, where the location of a particular task is not so specified, at such locations, whether in Kenya or elsewhere, as the Procuring Entity may approve.

1.6. Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Entity or the Service Provider may be taken or executed by the officials specified in the SCC.

1.7. Inspection and Audit by the PPRA

Pursuant to paragraph 2.2 e. of Attachment 1 to the General Conditions, the Service Provider shall permit and shall cause its sub contract or sand sub-consultants to permit, PPRA and/or persons appointed by PPRA to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by PPRA. The Service Provider's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 3.10 which provides, inter alia, that acts intended to materially impede the exercise of PPRA's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to PPRA's prevailing sanctions procedures).

1.8. Taxes and Duties

The Service Provider, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

2. Commencement, Completion, Modification, and Termination of Contract

2.1. Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both parties or such other later date as may be stated in the SCC.

2.2. Commencement of Services

2.5.2 Program

Before commencement of the Services, the Service Provider shall submit to the Procuring Entity for approval a Program showing the general methods, arrangements order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

2.5.2 Starting Date

The Service Provider shall start carrying out the Services thirty (30) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC.

2.3. Intended Completion Date

Unless terminated earlier pursuant to Sub-Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is specified in the SCC. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.

2.4. Modification

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

2.4.3 Value Engineering

The Service Provider may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following;

- a. The proposed change(s), and a description of the difference to the existing contract requirements;
- b. A full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs, if applicable) the Procuring Entity may incur in implementing the value engineering proposal; and
- c. A description of any effect(s) of the change on performance/functionality.

The Procuring Entity may accept the value engineering proposal if the proposal demonstrates benefits that:

- a. accelerates the delivery period; or
- b. reduces the Contract Price or the lifecycle costs to the Procuring Entity; or
- c. improves the quality, efficiency, safety or sustainability of the services; or
- d. Yields any other benefits to the Procuring Entity, without compromising the necessary functions of the Facilities.

2.5.

If the value engineering proposal is approved by the Procuring Entity and results in:

- a. a reduction of the Contract Price; the amount to be paid to the Service Provider shall be the percentage specified in the SCC of the reduction in the Contract Price; or
- b. an increase in the Contract Price; but results in a reduction in lifecycle costs due to any benefit described in
- c. To (d) above, the amount to be paid to the Service Provider shall be the full increase in the Contract Price.

2.5 Force Majeure

2.5.1 Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.5.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.5.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.5.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.6. Termination

2.6.1 By the Procuring Entity

The Procuring Entity may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Sub-Clause 2.6.1:

2.6.1.1 If the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Procuring Entity may have subsequently approved in writing;

2.6.1.2 if the Service Provider becomes insolvent or bankrupt;

2.6.1.3 if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or

2.6.1.4 if the Service Provider, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2a. of Attachment 1 to the GCC, in competing

for or in executing the Contract

2.6.2 By the Service Provider

The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Procuring Entity, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Sub-Clause 2.6.2:

- a. If the Procuring Entity fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue; or
- b. if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

2.6.3 Payment up on Termination

Upon termination of this Contract pursuant to Sub-Clauses 2.6.1 or 2.6.2, the Procuring Entity shall make the following payments to the Service Provider:

- 2.6.3.1 remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- 2.6.3.2 Except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel.

3. Obligations of the Service Provider

3.1. General

The Service Provider shall perform the Services in accordance with the Specifications and the Activity Schedule, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Provider shall always act, in respect of any matter relating to this Contractor to the Services, as faithful adviser to the Procuring Entity, and shall at all times support and safeguard the Procuring Entity's legitimate interests in any dealings with Subcontractors or third parties.

3.2. Conflict of Interests

3.2.1 Service Provider Not to Benefit from Commissions and Discounts.

The remuneration of the Service Provider pursuant to Clause 6 shall constitute the Service Provider's sole remuneration in connection with this Contractor the Services, and the Service Provider shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contractor to the Services or in the discharge of their obligations under the Contract, and the Service Provider shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

3.2.2 Service Provider and Affiliates Not to be Otherwise Interested in Project

The Service Provider agree that, during the term of this Contract and after its termination, the Service Provider and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing goods, works, or Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

3.2.3 Prohibition of Conflicting Activities

Neither the Service Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- a) During the term of this Contract, any business or professional activities in Kenya which would conflict with the activities assigned to them under this Contract;
 - b) during the term of this Contract, neither the Service Provider nor their Subcontractors shall hire public employees' inactive duty or on any type of leave, to perform any activity under this Contract;
 - c) After the termination of this Contract, such other activities as may be specified in the SCC.
- ### 3.3. Confidentiality

The Service Provider, its Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Procuring Entity's business or operations without the prior written consent of the Procuring Entity.

- 3.1 The Service Provider (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Procuring Entity, insurance against the risks, and for the coverage, as shall be specified in the SCC; and (b) at the Procuring Entity's request, shall provide evidence to the Procuring Entity showing that such insurance has been taken out and maintained and that the current premiums have been paid.

3.4. Service Provider's Actions Requiring Procuring Entity's Prior Approval

The Service Provider shall obtain the Procuring Entity's prior approval in writing before taking any of the following actions:

- a) Entering into a subcontract for the performance of any part of the Services,
- b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Subcontractors"),
- c) changing the Program of activities; and
- d) Any other action that may be specified in the SCC.

3.5. Reporting Obligations

The Service Provider shall submit to the Procuring Entity the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

3.6. Documents Prepared by the Service Provider to Be the Property of the Procuring Entity

All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider in accordance with Sub-Clause 3.6 shall become and remain the property of the Procuring Entity, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Procuring Entity, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SCC.

3.7. Liquidated Damages

3.7.1 Payments of Liquidated Damages

The Service Provider shall pay liquidated damages to the Procuring Entity at the rate per day stated in the SCC for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Procuring Entity may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.

3.7.1 Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Entity shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment,

Calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5.

3.7.2 Lack of performance penalty

If the Service Provider has not corrected a Defect within the time specified in the Procuring Entity's notice, a penalty for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as described in Sub-Clause 7.2 and specified in the SCC.

3.8. Performance Security

The Service Provider shall provide 10% performance Security to the Procuring Entity no later than the date specified in the Form of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Procuring Entity, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The performance Security shall be valid until a date 28 day from the Completion Date of the Contract in case of a bank guarantee, and until one year from the Completion Date of the Contract in the case of a Performance Bond.

3.9. Fraud and Corruption

The Procuring Entity requires compliance with the Government's Anti-Corruption laws and its prevailing sanctions. The Procuring Entity requires the Service Provider to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the tendering process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

3.10. Sustainable Procurement

The Service Provider shall conform to the sustainable procurement contractual provisions, if and as specified in the SCC.

4. Service Provider's Personnel

4.1. Description of Personnel

The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key

Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix Care hereby approved by the Procuring Entity.

4.2. Removal and/or Replacement of Personnel

- a) Except as the Procuring Entity may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.
- b) If the Procuring Entity finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Procuring Entity's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Entity.
- c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. Obligations of the Procuring Entity

5.1. Assistance and Exemptions

The Procuring Entity shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as specified in the SCC.

5.2. Change in the Applicable Law

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2(a) or (b), as the case may be.

5.3. Services and Facilities

The Procuring Entity shall make available to the Service Provider the Services and Facilities listed under Appendix F.

6. Payments to the Service Provider

6.1. Lump-Sum Remuneration

The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Provider in carrying out the Services described in Appendix A. Except as provided in Sub-Clause 5.2, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub-Clauses 2.4 and 6.3.

6.2. Contract Price

- a) The price payable is set forth in the SCC.
- b) Price may be payable in foreign currency, if so allowed in this document.

6.3. Payment for Additional Services, and Performance Incentive Compensation

- 6.3.1 For the purpose of determining the remuneration due for additional Services as may be agreed under Sub-Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.
- 6.3.2 If the SCC so specify, the service provider shall be paid performance incentive compensation as set out in the Performance Incentive Compensation appendix.
- 6.3.3 Where the contract price is different from the corrected tender price, in order to ensure the contractor is not paid less or more relative to the contract price (which would be the tender price), payment valuation certificates and variation orders on omissions and additions valued based on rates in the schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows: $(\text{corrected tender price} - \text{tender price}) / \text{tender price} \times 100$.

6.4. Terms and Conditions of Payment

Payments will be made to the Service Provider according to the payment schedule stated in the SCC. Unless otherwise stated in the SCC, the advance payment (Advance for Mobilization, Materials and Supplies) shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Service Provider have submitted an invoice to the Procuring Entity specifying the amount due.

6.5. Interest on Delayed Payments

If the Procuring Entity has delayed payments beyond thirty (30) days after the due date stated in the SCC, interest shall be paid to the Service Provider for each day of delay at the rate stated in the SCC.

6.6. Price Adjustment

- 6.6.1 Prices shall be adjusted for fluctuations in the cost of inputs only if provided for in the SCC. If so provided, the amounts certified in each payment certificate, after deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amounts due in each currency. A separate formula of the type indicated below applies to each Contract currency:

$P_c = A_c + B_c L_{mc} / L_{oc} + C_c I_{mc} / I_{oc}$ Where:

P_c is the adjustment factor for the portion of the Contract Price payable in a specific currency "c".

A_c , B_c and C_c are coefficients specified in the SCC, representing: A_c the non-adjustable portion; B_c the adjustable portion relative to labor costs and C_c the adjustable portion for other inputs, of the Contract Price payable in that specific currency "c"; and

L_{mc} is the index prevailing at the first day of the month of the corresponding invoiced date and L_{oc} is the index prevailing 28 days before Tender opening for labor; both in the specific currency "c".

I_{mc} is the index prevailing at the first day of the month of the corresponding invoice date and I_{oc} is the index prevailing 28 days before Tender opening for other inputs payable; both in the specific currency "c".

If a price adjustment factor is applied to payments made in a currency other than the currency of the source of the index for a particular indexed input, a correction factor Z_o/Z_n will be applied to the respective component factor of p_n for the formula of the relevant currency. Z_o is the number of units of Kenya Shillings of the index, equivalent to one unit of the currency payment on the date of the base index, and Z_n is the corresponding number of such currency units on the date of the current index.

- 6.6.2 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account to fall changes in cost due to fluctuations in costs.

6.7. Day works

- 6.7.1 If applicable, the Day work rates in the Service Provider's Tender shall be used for small additional amounts of Services only when the Procuring Entity has given written instructions in advance for additional services to be paid in that way.
- 6.7.2 All work to be paid for as Day works shall be recorded by the Service Provider on forms approved by the Procuring Entity. Each completed form shall be verified and signed by the Procuring Entity representative as indicated in Sub-Clause 1.6 within two days of the Services being performed.
- 6.7.3 The Service Provider shall be paid for Day works subject to obtaining signed Day works forms as indicated in Sub-Clause 6.7.2

7. Quality

Control

7.1. Identifying Defects

The principle and modalities of Inspection of the Services by the Procuring Entity shall be as indicated in the SCC. The Procuring Entity shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities. The Procuring Entity may instruct the Service Provider to search for a Defect and to uncover and test any service that the Procuring Entity considers may have a Defect. Defect Liability Period is as defined in the SCC.

Correction of Defects, and Lack of Performance Penalty

- a) The Procuring Entity shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.
- b) Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Procuring Entity's notice.
- c) If the Service Provider has not corrected a Defect within the time specified in the Procuring Entity's notice, the Procuring Entity will assess the cost of having the Defect corrected, the Service Provider will pay this amount and a Penalty for Lack of Performance calculated as described in Sub-Clause 3.8.

8. Settlement of Disputes

8.1. Contractor's Claims

- 8.1.1. If the Contractor considers himself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give notice to the Project Manager, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 28 days after the Contractor became aware, or should have become aware, of the event or circumstance.
- 8.1.2. If the Contractor fails to give notice of a claim within such period of 28 days, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and the Procuring Entity shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub-Clauses shall apply.
- 8.1.3. The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all relevant to such event or circumstance.
- 8.1.4. The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at another location acceptable to the Project Manager. Without admitting the Procuring Entity's liability, the Project Manager may, after receiving any notice under this Sub-Clause, monitor the record-keeping and /or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Project Manager to inspect all these records, and shall (if instructed) submit copies to the Project Manager.
- 8.1.5. Within 42 days after the Contractor became aware (or should have become

aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Project Manager, the Contractor shall send to the Project Manager a fully detailed claim which includes full supporting particulars of the basis of the claim and of the extension of time and /or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:

8.1.5.1 This fully detailed claim shall be considered as interim;

a) The Contractor shall send further interim claims at monthly intervals, giving the accumulated delay and /or amount claimed, and such further particulars as the Project Manager may reasonably require; and

b) The Contractor shall send a final claim within 28 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the Contractor and approved by the Project Manager.

8.1.6. Within 42 days after receiving a claim or any further particulars supporting a previous claim, or within such other period as may be proposed by the Project Manager and approved by the Contractor, the Project Manager shall respond with approval, or with disapproval and detailed comments. He may

also request any necessary further particulars, but shall nevertheless give his response on the principles of the claim within the above defined time period.

8.1.7. Within the above defined period of 42 days, the Project Manager shall proceed in accordance with Sub-Clause

3.5 [Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the additional payment (if any) to which the Contractor is entitled under the Contract.

8.1.8. Each Payment Certificate shall include such additional payment for any claim as has been reasonably substantiated as due under the relevant provision of the Contract. Unless and until the particulars supplied are sufficient to substantiate the whole of the claim, the Contractor shall only be entitled to payment for such part of the claim as he has been able to substantiate.

8.1.9. If the Project Manager does not respond within the time framed in this Clause, either Party may consider that the claim is rejected by the Project Manager and any of the Parties may refer to Arbitration in accordance with Sub-Clause 8.2 [Matters that may be referred to arbitration].

8.1.10. The requirements of this Sub-Clause are in addition to those of any other Sub-Clause which may apply to a claim. If the Contractor fails to comply with this or another Sub-Clause in relation to any claim, any extension of time and/or additional payment shall take account of the extent (if any) to which the failure has prevented or prejudiced proper investigation of the claim, unless the claim is excluded under the second paragraph of this Sub-Clause.

8.2. Matters that may be referred to arbitration

8.2.1 Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Services or abandonment of the Services or termination of the Contract by either party:

- a) The appointment of a replacement Project Manager upon the said person ceasing to act.
- b) Whether or not the issue of an instruction by the Project Manager is empowered by these Conditions
- c) Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.
- e) Any dispute arising in respect of war risks or war damage.
- f) All other matters shall only be referred to arbitration after the completion or alleged completion of the Services or termination or alleged termination of the Contract, unless the Procuring Entity and the Contractor agree otherwise in writing.

8.3. Amicable Settlement

8.3.1. Where a Notice of Dissatisfaction has been given, both Parties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, the Party giving a Notice of Dissatisfaction in accordance with Sub-Clause 8.1 above should move to commence arbitration after the fifty-sixth day from the day on which a Notice of Dissatisfaction was given, even if no attempt at an amicable settlement has been made.

8.4. Arbitration

8.4.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 8.3 shall be finally

settled by arbitration. Arbitration shall be conducted in accordance with the Arbitration Laws of Kenya.

8.4.2 The arbitrators shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Project Manager, relevant to the dispute. Nothing shall disqualify representatives of the Parties and the Project Manager from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.

8.4.3 Neither Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for dissatisfaction given in its Notice of Dissatisfaction.

8.4.4 Arbitration may be commenced prior to or after completion of the services. The obligations of the Parties, and the Project Manager shall not be altered by reason of any arbitration being conducted during the progress of the services.

8.4.5 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.

8.5. Arbitration with proceedings

8.5.1 In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following professional institutions;

- a) Law Society of Kenya or
- b) Chartered Institute of Arbitrators (Kenya Branch)

8.5.2 The institution written to first by the aggrieved party shall take precedence over all other institutions.

8.5.3 The arbitration may be on the construction of this Contractor on any matter or thing of what so ever nature arising there under or in connection there with, including any matter or thing left by this Contract to the discretion of the Project Manager, or the withholding by the Project Manager of any certificate to which the Contractor may claim to be

entitled to or the measurement and valuation referred to in clause 23.0 of these conditions, or the rights and liabilities of the parties subsequent to the termination of Contract.

8.5.4 Provided that no arbitration proceedings shall be commenced on any claim or dispute where notice of claim or dispute has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue giving rise to the dispute.

8.5.5 Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute shall not commence unless an attempt has in the first instance been made by the parties to settle such claim or dispute amicably with or without the assistance of third parties. Proof of such attempt shall be required.

8.5.6 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or valuations as May in his opinion be desirable in order to determine the rights of the parties and

assess and award any sums which ought to have been the subject of or included in any certificate.

8.5.7 The Arbitrator shall, without prejudice to the generality of his powers, have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute which shall be submitted to him in the same manner as if no such certificate, opinion, decision requirement or notice had been given.

8.5.8 The award of such Arbitrator shall be final and binding upon the parties.

8.6. Failure to Comply with Arbitrator's Decision

8.6.1 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other rights it may have, refer the matter to a competent court of law.

9. The Adjudicator

9.1.1 Should the Adjudicator resign or die, or should the Procuring Entity and the Service Provider agree that the Adjudicator is not functioning in accordance with the provisions of the Contract; a new Adjudicator will be jointly appointed by the Procuring Entity and the Service Provider. In case of disagreement between the Procuring Entity and the Service Provider, within 30 days, the Adjudicator shall be designated by the Appointing Authority designated in the SCC at the request of either party, within 14 days of receipt of such request.

9.2 The Adjudicator shall be paid by the hour at the rate specified in the TDS and SCC, together with reimbursable expenses of the type's specified in the SCC, and the cost shall be divided equally between the Procuring Entity and the Service Provider, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator's decision will be final and binding

SECTION VII - SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

Number of GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
GCC 1.1(h)	The Procuring Entity is: KENYA INSTITUTE OF SUPPLIES MANAGEMENT
GCC 4.2 (a)	The meaning of the trade terms shall be as prescribed by Incoterms. If the meaning of any trade term and the rights and obligations of the parties thereunder shall not be as prescribed by Incoterms, they shall be as prescribed by: [exceptional; refer to other internationally accepted trade terms]
GCC 4.2 (b)	The version edition of Incoterms shall be INCOTERMS 2015
GCC 8.1	For <u>notices</u> , the Procuring Entity's address shall be: CEO Kenya Institute of supplies Management P.O. Box 30400 – 00100 Nairobi TELEPHONE +254111024800 Email: procurement@kism.or.ke
GCC 10.4.2	The place of arbitration shall be Nairobi County, Kenya
GCC 15.1	The prices charged for the Goods supplied and the related Services performed shall not be adjustable.
GCC 16.1	GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: B. Payment of local currency portion of a Supplier shall be made in Kenya shillings within thirty (30) days of presentation of claim supported by a certificate from the Procuring Entity declaring that the Goods have been delivered and that all other contracted Services have been performed.
GCC 20.2	Similarly, the Supplier shall not use such documents, data, and other information received from the Procuring Entity for any purpose other than the performance of the Contract.
	Use of confidential information in respect to a contract held will lead to automatic termination of the contract.
GCC 28.3	The period of validity of the Warranty/Guarantee of quality shall be: 30 days For purposes of the Warranty, the place(s) of final destination(s) shall be: Kenya institute of supplies Management

SECTION VIII - CONTRACT FORMS

This Section contains forms which, once completed, will form part of the Contract. The forms for Performance Security and Advance Payment Security, when required, shall only be completed by the successful tenderer after contract award.

FORM No. 1: NOTIFICATION OF INTENTION TO AWARD OF CONTRACT

This Notification of Award shall be sent to each Tenderer that submitted a Tender and was not successful. Send this Notification to the Tenderer's Authorized Representative named in the Tender Information Form on the format below.

FORMAT

1. For the attention of Tenderer's Authorized Representative
 - i. Name: [insert Authorized Representative's name]
 - ii. Address: [insert Authorized Representative's Address]
 - iii. **Telephone: [insert Authorized Representative's telephone/fax numbers]**
 - iv. Email Address: [insert Authorized Representative's email address]

[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]

2. Date of transmission: [email] on [date] (local time) This Notification is sent by (Name and designation)
3. Notification of Award
 - i. Procuring Entity: [insert the name of the Procuring Entity]
 - ii. Project: [insert name of project]
 - iii. Contract title: [insert the name of the contract]
 - iv. **ITT No: [insert ITT reference number from Procurement Plan]**

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract.

The transmission of this Notification begins the Standstill Period. During the Standstill Period, you may:

4. Request a debriefing in relation to the evaluation of your tender by submitting a Procurement related Complaint in relation to the decision to award the contracts.
 - a) The successful tenderers
 - i. Name of successful Tender
 - ii. Address of the successful Tender
 - iii. Contract price of the successful Tender Kenya Shilling (in words)
 - b) The reasons for your tender being unsuccessful are as follows:

c) Other Tenderers

Names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out.

S/No	Name of Tender	Tender price as read out	Tender's evaluated price(note a)	One reason why notevaluated

(Note a) State NE if not evaluated

5. How to request a debriefing

- a. DEADLINE: The dead line to request a debriefing expires at midnight on [insert date] (local time).
- b. You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (5) Business Days of receipt of this Notification of Intention to Award.
- c. Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:
 - i. Attention: [insert full name of person, if applicable]
 - ii. Title/position: [insert title/position]
 - iii. Agency: [insert name of Procuring Entity]
 - iv. Email address: [insert email address]
- d. If your request for a debriefing is received within the 3 Days deadline, we will provide the debriefing within five (3) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (3) Days after the date that the debriefing is provided.
- e. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.
- f. The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.
- g. If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, as and normally no later than fifteen (15) Days from the date of publication of the Contract Award Notice.

6. How to make a complaint?

- a. Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, [insert date] (local time).

- b. Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:
 - i. Attention: [insert full name of person, if applicable]
 - ii. Title/position: [insert title/ position]
 - ii. Agency: [insert name of Procuring Entity]
 - iii. Email address: [insert email address]
- c. At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.
- d. Further information: For more information refer to the Public Procurement and Disposals Act 2015 and its Regulations available from the Website www.PPRa.go.ke. You should read these documents before preparing and submitting your complaint.
- e. There are four essential requirements:
 - i. You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process and is the recipient of a Notification of Intention to Award.
 - ii. The complaint can only challenge the decision to award the contract.
 - iii. You must submit the complaint within the period stated above.
 - iv. You must include, in your complaint, all of the information required to support your complaint.

7. Standstill Period

- i. DEADLINE: The Standstill Period is due to end at midnight on [insert date] (local time).
- ii. The Standstill Period lasts ten (14) Days after the date of transmission of this Notification of Intention to Award.
- iii. The Standstill Period may be extended as stated in paragraph Section 5(d) above.

If you have any questions regarding this Notification please do not hesitate to contact us. On behalf of the Procuring Entity:

Name:

Title/Position:

Telephone:

Signature:

FORM NO. 2 - REQUEST FOR REVIEW

FORM FOR REVIEW (r.203 (1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (Procuring Entity)

Request for review of the decision of the..... (Name of the Procuring Entity of dated the...day of20.....in the matter of Tender No.....of20 for (Tender description).

REQUEST FOR REVIEW

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

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that: 1.

- 2.

SIGNED (Applicant) Dated on.....day of..... / ...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of20.....

SIGNED

Board Secretary

FORM NO. 3: LETTER OF AWARD

[Letter head paper of the Procuring Entity] [date]

To: [name and address of the Contractor]

This is to notify you that your Tender dated [date] for execution of the [name of the Contract and identification number, as given in the Contract Data] for the Accepted Contract Amount [amount in numbers and words] [name of currency], as corrected and modified in accordance with the Instructions to Tenderers, is here by accepted by
(Name of Procuring Entity).

You are requested to furnish the Performance Security within in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section VIII, Contract Forms, of the Tender Document.

Authorized Signature:

Name and Title of Signatory:

Name of Procuring Entity:

Attachment: Contract Agreement:

FORM NO. 4 - CONTRACT AGREEMENT

[The successful tenderer shall fill in this form in accordance with the instructions indicated]

THIS AGREEMENT made the [insert: number] day of [insert: month], [insert: year]. BETWEEN (1) [insert complete name of Procuring Entity and having its principal place of business at [insert: address of Procuring Entity] (hereinafter called "Procuring Entity"), of the one part; and (2) [insert name of Supplier], a corporation incorporated under the laws of [insert: country of Supplier] and having its principal place of business at [insert: address of Supplier] (hereinafter called "the Supplier"), of the other part.

1. WHEREAS the Procuring Entity invited Tenders for certain Goods and ancillary services, viz. [insert brief description of Goods and Services] and has accepted a Tender by the Supplier for the supply of those Goods and Services, the Procuring Entity and the Supplier agree as follows:
 - i) In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
 - ii) The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other contract documents.
 - a) the Letter of Acceptance
 - b) The Letter of Tender
 - c) The Addenda Nos. (if any)
 - d) Special Conditions of Contract
 - e) General Conditions of Contract
 - f) the Specification (including Schedule of Requirements and Technical Specifications)
 - g) the completed Schedules (including Price Schedules)
 - h) any other document listed in GCC as forming part of the Contract
 - iii) In consideration of the payments to be made by the Procuring Entity to the Supplier as specified in this Agreement, the Supplier hereby covenants with the Procuring Entity to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
2. The Procuring Entity hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services 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.
3. IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Kenya on the day, month and year indicated above.

For and on behalf of the Procuring Entity

Signed: ___[insert signature] in the capacity of ___[insert title or other appropriate designation]

In the presence of ___[insert identification of official witness]

_____ For and on behalf of the Supplier

Signed: [insert signature of authorized representative(s) of the
Supplier] in the
capacity of [insert title or other appropriate designation] in the
presence of [insert identification of official witness]

FORM NO. 5 - PERFORMANCE SECURITY

[Option 1 - Unconditional Demand Bank Guarantee]

[Guarantor letterhead]

Beneficiary: [insert name and Address of

Procuring Entity] Date: [Insert date of issue]

Guarantor: [Insert name and address of place of issue, unless indicated in the letterhead]

- 1) We have been informed that (hereinafter called "the Contractor") has entered into Contract No. **dated with (name of Procuring Entity) (the Procuring Entity as the Beneficiary), for the execution of** (hereinafter called "the Contract").
- 2) Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.
- 3) At the request of the Contractor, we as Guarantor, here by irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of (in words),¹ such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
- 4) This guarantee shall expire, no later than the.....Day of....., 2. and any demand for payment under it must be received by us at the office indicated above on or before that date.
- 5) The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

[Name of Authorized Official, signature(s) and seals/stamps]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

¹ The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in the currency of the Contract or a freely convertible currency acceptable to the

Beneficiary.

² Insert the date twenty-eight days after the expected completion date as described in GC Clause 11.9. The Procuring Entity should note that in the event of an extension of this date for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

FORM No. 6- PERFORMANCE SECURITY

-[Option 2- Performance Bond]

[Note: Procuring Entities are advised to use Performance Security – Unconditional Demand Bank Guarantee instead of Performance Bond due to difficulties involved in calling Bond holder to action]

[Guarantor letterhead or SWIFT identifier code] Beneficiary: [insert name and Address of Procuring Entity] Date:

[Insert date of issue]

PERFORMANCE BOND No.:

Guarantor: [Insert name and address of place of issue, unless indicated in the letterhead]

- 1) By this Bond as Principal (hereinafter called “the Contractor”) and as Surety (hereinafter called “the Surety”), are held and firmly bound unto as Obligated (hereinafter called “the Procuring Entity”) in the amount of for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.
- 2) WHEREAS the Contractor has entered into a written Agreement with the Procuring Entity dated the day of, 20, for in accordance with the documents, plans, specifications, and amendments there to, which to the extent here in provided for, are by reference made part here of and are here in after referred to as the Contract.
- 3) NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise, it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Procuring Entity to be, in default under the Contract, the Procuring Entity having performed the Procuring Entity's obligations there under, the Surety may promptly remedy the default, or shall promptly:
 - a) Complete the Contract in accordance with its terms and conditions; or
 - b) Obtain a tender or tenders from qualified tenderers for submission to the Procuring Entity for completing the Contract in accordance with its terms and conditions, and upon determination by the Procuring Entity and the Surety of the lowest responsive Tenderers, arrange for a Contract between such Tenderer, and Procuring Entity and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term “Balance of the Contract Price,” as used in this paragraph, shall mean the total amount payable by Procuring Entity to Contractor under the Contract, less the amount properly paid by Procuring Entity to Contractor; or
 - c) Pay the Procuring Entity the amount required by Procuring Entity to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.

- 4) The Surety shall not be liable for a greater sum than the specified penalty of this Bond.
- 5) Any suit under this Bond must be instituted before the expiration of one year from the date of the issuing of the Taking-Over Certificate. No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Procuring Entity named here in or the heirs, executors, administrators, successors, and assigns of the Procuring Entity.
- 6) In testimony whereof, the Contractor has here unto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly at tested by the signature of his legal representative, this day of 20.

SIGNED ON on behalf of

By.....in the capacity of.....

In the presence of.....

FORM NO. 7 - ADVANCE PAYMENT SECURITY

[Demand Bank Guarantee]

[Guarantor letterhead]

Beneficiary: [Insert name and Address of

Procuring Entity]Date: [Insert date of issue]

**ADVANCE PAYMENT GUARANTEE No.: [Insert
guarantee reference number]**

Guarantor: [Insert name and address of place of issue, unless indicated in the letterhead]

- 1) We have been informed that (hereinafter called "the Contractor") has entered into Contract No. **dated with (name of Procuring Entity) (the Procuring Entity as the Beneficiary), for the execution of** (hereinafter called "the Contract").
- 2) Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum (in words) is to be made against an advance payment guarantee.
- 3) At the request of the Contractor, we as Guarantor, here by irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of (in words)¹ upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:
 - i. Has used the advance payment for purposes other than the costs of mobilization in respect of the Works; or
 - ii. Has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.
- 4) A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Contractor on its account number at.
- 5) The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, less provisional sums, has been certified for payment, or on the day of ,2 ,2 whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.
- 6) The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

[Name of Authorized Official, signature(s) and seals/stamps]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

¹The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency of the advance payment as specified in the Contract.

²Insert the expected expiration date of the Time for Completion. The Procuring Entity should note that in the event of an extension of the time for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

FORM NO. 8 BENEFICIAL OWNERSHIP DISCLOSURE FORM

INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful tenderer. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the Tenderer by meeting one or more of the following conditions:

- Directly or indirectly holding 25% or more of the shares.
- Directly or in directly holding 25% or more of the voting rights.
- Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.

Tender Reference No.:__[insert

Identification no] Name of the Assignment:_[insert name of the assignment] to:

_____ [insert

complete name of Procuring Entity]

--In response to your notification of award dated [insert date of notification of award] to furnish additional information on beneficial ownership: [select one option as applicable and **delete the options that are not applicable**]

I) we here by provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes / No)	Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes / No)
[include full name (last, middle, first), nationality, country of residence]			

OR

ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions: directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.

OR

We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Tenderer shall provide explanation on why it is unable to identify any Beneficial Owner]

Directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights.

Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer]"

Name of the Tenderer: *[insert complete name of the Tenderer] _

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: ** [insert complete name of person duly authorized to sign the Tender]

Title of the person signing the Tender:[insert complete title of the person signing the Tender]

Signature of the person named above [insert signature of person whose name and capacity are

Shown above]

Date signed..... [insert date of signing] day of [Insert month], [insert year]

