



Serial No. \_\_\_\_\_

REPUBLIC OF KENYA

**MINISTRY OF FOREIGN AFFAIRS AND  
INTERNATIONAL TRADE**

**P.O. BOX 30551-00100, NAIROBI**

**TENDER NO. MFA&IT/OT/007/2015-2016**

**TENDER FOR TAGGING (MARKING) AND  
BARCODING**

**SERVICES FOR ASSETS WITH A  
DATABASE SYSTEM**

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## SECTION I

### INVITATION TO TENDER

DATE:.....

**TENDER REF NO. MFA&IT/OT/007/2015-2016**

**TENDER NAME: Tagging (Marking), Bar-coding Services and Valuation for MFA&IT Assets With A Database System**

1. The **Ministry of Foreign Affairs and International Trade** invites sealed bids from eligible candidates for Tagging (Marking) and Bar-coding Services for the Ministry's Moveable Assets with a Database System.
2. The Ministry wishes to invite interested eligible candidates to participate in the above tender. The tender documents can be obtained from the Ministry's Procurement Office on fifth floor, room 508 during working days.
3. Tender Documents must be accompanied by a tender security of 2% of the total tender sum in form of a bank guarantee from a reputable bank valid for 180 days from the tender opening date.
4. Completed tender documents in plain sealed envelopes clearly marked with the tender number should be addressed to:

**The Principal Secretary  
Ministry of Foreign Affairs and International Trade  
P.O Box 30551-00100  
NAIROBI.**

Or be deposited in the Tender Box situated at the entrance of ground floor so as to be received on or before: **3<sup>rd</sup> May, 2016 at 10:00 am**

5. Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at the Ministry of Foreign Affairs and International Trade, 2<sup>nd</sup> Floor, board room.
6. The Ministry of Foreign Affairs and International Trade reserves the right to accept or reject any tender

**NOTE:** Bidders are required to submit tenders **ONLINE** through the **IFMIS** portal and a hard copy to the Ministry of Foreign Affairs and International Trade Building, at the Tender Box on ground Floor. The hard copy and the soft copy submitted online **MUST** be the similar.

**HEAD, SUPPLY CHAIN MANAGEMENT SERVICES  
FOR: THE PRINCIPAL SECRETARY**

## **SECTION II - INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible Tenderers**

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

### **2.2 Eligible Goods**

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

### **2.3 Cost of Tendering**

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.3.2 The price to be charged for the tender document shall not exceed Kshs 1,000/=
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

## **2.4. The Tender Document**

2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers:

- (i) Invitation to Tender
- (ii) Instructions to tenderers
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Tender Security Form
- (ix) Contract Form
- (x) Performance Security Form
- (xi) Bank Guarantee for Advance Payment Form
- (xii) Manufacturer's Authorization Form
- (xiii) Confidential Business Questionnaire

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

## **2.5 Clarification of Documents**

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

2.5.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

## **2.6 Amendment of Documents**

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

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

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

## **2.7 Language of Tender**

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

## **2.8 Documents Comprising of Tender**

2.8.1 The tender prepared by the Tenderer's shall comprise the following components

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

## **2.9 Tender Forms**

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

## **2.10 Tender Prices**

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

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

- 2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected, pursuant to paragraph 2.22
- 2.10.4 The validity period of the tender shall be 90 days from the date of opening of the tender.

## **2.11 Tender Currencies**

- 2.11.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the Appendix to Instructions to Tenderer's.

## **2.12 Tenderer's Eligibility and Qualifications**

- 2.12.1 Pursuant to paragraph 2.1. The tenderer shall furnish, as part of its tender, documents establishing the Tenderer's eligibility to tender and its qualifications to perform the contract if its tender is accepted.
- 2.12.2 The documentary evidence of the Tenderer's eligibility to tender shall establish to the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1
- 2.12.3 The documentary evidence of the Tenderer's qualifications to perform the contract if its tender is accepted shall be established to the Procuring entity's satisfaction;
- (a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.
  - (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;
  - (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical

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

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



- 2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
- 2.13.3 The documentary evidence of conformity of the goods to the tender documents may be in the form of literature, drawings, and data, and shall consist of:
- (a) a detailed description of the essential technical and performance characteristic of the goods;
  - (b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the Procuring entity; and
  - (c) a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- 2.13.3.1 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

## **2.14 Tender Security**

- 2.14.1 The tenderer shall furnish, as part of its tender, a tender security for the amount specified in the Appendix to Invitation to Tenderer's.
- 2.14.2 The tender security shall be in the amount of 2 per cent of the total tender price quoted.
- 2.14.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7
- 2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another

form acceptable to the Procuring entity and valid for thirty (30) days beyond the validity of the tender.

2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 2.22

2.14.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Procuring entity.

2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28

2.14.8 The tender security may be forfeited:

(a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or

(b) in the case of a successful tenderer, if the tenderer fails:

(i) to sign the contract in accordance with paragraph 2.27 or

(ii) to furnish performance security in accordance with paragraph 2.28

## **2.15 Validity of Tenders**

2.15.1 Tenders shall remain valid for 120 days or as specified in the Invitation to tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non responsive.

2.15.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

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

2.16.1 The Procuring entity shall prepare two copies of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The latter authorization shall be indicated by written power-

of-attorney accompanying the tender. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.

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

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

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

2.17.2 The inner and outer envelopes shall:

(a) Be addressed to the Procuring entity at the address given in the Invitation to Tender:

(b) Bear, tender number and name in the Invitation for Tenders and the words, “**DO NOT OPEN BEFORE,**” **3<sup>rd</sup> May, 2016 at 10:00 am**

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

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

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

2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later **than the date indicated in the tender advert**

2.18.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended.

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

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

2.19.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal

notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

- 2.19.3 No tender may be modified after the deadline for submission of tenders.
- 2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.14.7
- 2.19.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.19.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

## **2.20 Opening of Tenders**

- 2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, **as indicated in the advertisement** and in the location specified in the Invitation to Tender.

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

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

## **2.21 Clarification of Tenders**

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

## **2.22 Preliminary Examination**

- 2.22.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required

sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

- 2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantify, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures the amount in words will prevail
- 2.22.3 The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.22.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the non conformity.

## **2.23 Conversion to Single Currency**

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

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

- 2.24.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22
- 2.24.2 The tender evaluation committee shall evaluate the tender within 15 days of the validity period from the date of opening the tender.
- 2.24.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

## **2.25 Preference**

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

## **2.26 Contacting the Procuring entity**

- 2.26.1 Subject to paragraph 2.21 no tenderer shall contact the Procuring entity on any matter related to its tender, from the time of the tender opening to the time the contract is awarded.
- 2.26.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender, evaluation, tender comparison, or contract award may result in the rejection of the Tenderer's tender.

## **2.27 Award of Contract**

### **a. Post-qualification**

- 2.27.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.
- 2.27.2 The determination will take into account the tenderer's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderer's qualifications submitted by the tenderer, pursuant to paragraph 2.12.3 as well as such other information as the Procuring entity deems necessary and appropriate.
- 2.27.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

### **(b) Award Criteria**

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

## **2.28 Procuring entity's Right to Vary quantities**

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

## **2.29 Procuring entity's Right to accept or Reject Any or All Tenders**

- 2.29.1 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without

thereby incurring any liability to the affected tenderer or Tenderer's or any obligation to inform the affected tenderer or Tenderer's of the grounds for the Procuring entity's action

### **2.30 Notification of Award**

- 2.30.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.
- 2.30.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties
- 2.30.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.28, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.14

### **2.31 Signing of Contract**

- 2.31.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.
- 2.31.2 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.
- 2.31.3 Within thirty (15) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

### **2.32 Performance Security**

- 2.32.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;
  - (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;

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

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



## Appendix to Instructions to Tenderers

The following information regarding the particulars of the tender shall complement, supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

<b>INSTRUCTIONS TO TENDERERS REFERENCE</b>	<b>INSTRUCTIONS TO TENDERERS</b>
2.1.1	Kenyan Registered Businesses under the <b>Access to Government Procurement Opportunities (AGPO)</b>
2.10.	Prices Shall be quoted in <b>Kenya shillings</b> .
2.11	The tenderer shall furnish the Procuring entity with documentary evidence of Financial and technical capability necessary to perform the contract.
2.29.2	<p>Price to be charged for the tender document will be <b>Kshs. 1,000</b> for bidders who choose to get the document from the Ministry. It will however be <b>FREE</b> for the bidders who download the tender document from the Ministry website <a href="http://www.mfa.go.ke">www.mfa.go.ke</a> or the IFMIS portal but will be required to forward their company details to <a href="mailto:procurementforeignaffairs@gmail.com">procurementforeignaffairs@gmail.com</a> i.e</p> <ul style="list-style-type: none"> <li>• Company name</li> <li>• Contact person</li> <li>• Telephone Number</li> <li>• Email address</li> </ul>
2.12	<b>Kshs 50,000.00</b> in form of a Bank Guarantee or Bankers Cheque.
2.13	Tender validity period shall be 180 days
2.14.1	<p>The tender shall be submitted online through the IFMIS portal and also by delivering a hard copy addressed to:</p> <p>i) Be properly addressed to</p> <p style="text-align: center;"><b>The Permanent Secretary, Ministry of Foreign Affairs and International Trade, P.O. Box 30551-00100, Nairobi.</b></p> <p>ii) Bear the Tender Number and Name of Tender and <b>Must</b> be labeled the words, 'DO NOT OPEN BEFORE 3<sup>rd</sup> May, 2016 at 10.00 AM.</p>
2.27	Performance Security will be 10% of total contract Price
2.11.2	Specify the evidence and information required:

	<ul style="list-style-type: none"> <li>• <b>Copy of Certificate of Incorporation or Registration</b></li> <li>• <b>Copy of valid Tax Compliance</b></li> <li>• <b>Copies of PIN &amp; VAT certificates</b></li> </ul>
2.14.1	The number of copies of the Tender to be completed and returned shall be: <b>One (1) hard copy and One (1) soft copy submitted through the IFMIS Portal</b>
2.15.2	<p>The tender shall be submitted online through the IFMIS portal and also by delivering a hard copy addressed to:</p> <p style="text-align: center;">The Principal Secretary Ministry of Foreign Affairs and International Trade P.O Box 30551-00100 NAIROBI</p> <p>Deposited on the ground floor of the Ministry of foreign affairs building at the tender box so as to be received before or on The deadline for bid submission is:</p> <p><b>Date: 3<sup>rd</sup> May, 2016</b> <b>Time:10:00 am</b></p>
2.18.1	<p>The tender opening shall take place at:</p> <p style="text-align: center;"><b>Ministry of Foreign Affairs &amp; International Trade building Harambee Avenue 2<sup>nd</sup> Floor, board room P.O Box 30551-00100 NAIROBI</b></p> <p><b>Date: 3<sup>rd</sup> May, 2016</b> <b>Time:10:00 am</b></p>
2.20.1	<p><b>Evaluation Criteria</b></p> <p>Preliminary Examination: The preliminary evaluation criteria will be as below:</p> <p><b>Mandatory requirements:</b></p> <ul style="list-style-type: none"> <li>• <b>Copy of Certificate of Incorporation or Registration</b></li> <li>• <b>Copy of valid Tax Compliance</b></li> <li>• <b>Copies of PIN &amp; VAT certificates</b></li> <li>• <b>Dully filled, signed and stamped Form of Tender</b></li> <li>• <b>Dully filled, signed and stamped price schedule</b></li> <li>• <b>Dully filled, signed and stamped Confidential Business Questionnaire</b></li> </ul> <p><b>AT THIS STAGE, THE TENDERER'S SUBMISSION WILL EITHER BE RESPONSIVE OR NON-RESPONSIVE. THE NON-RESPONSIVE BIDS WILL BE ELIMINATED FROM PROCEEDING TO THE NEXT STAGE OF EVALUATIONAND WILL BE DISQUALIFIED.</b></p>
2.22.1	<p><b>Technical Evaluation</b></p> <ul style="list-style-type: none"> <li>• Evidence of having undertaken valuation</li> <li>• Copies of audited Financial Accounts for the last 2 years with</li> </ul>

	<p>a Turnover of Kshs. 2 Million per year.</p> <ul style="list-style-type: none"> <li>• Minimum of 2 years experience and five (5) references in similar assignments (Attach copies of LPOs, letters of acceptance and references)</li> <li>• Indicate Equipments owned to be used for the task at hand</li> <li>• Company profile that highlights suitability of the service provider</li> <li>• Provide managerial and key personnel competency profiles, CVs and qualification certificates of key staff including the Team Leader and capacity to deliver services</li> <li>• Provide a methodology for undertaking the engagement</li> </ul>
2.24	<b>Post qualification shall be undertaken</b>
2.25.1	Award Criteria: Contract Signing
2.30.1	Performance security: <b>Applicable</b>
	<b>BIDS MUST BE SUBMITTED ONLINE THROUGH THE IFMIS PORTAL AND SUBMISSION OF A HARD COPY TO THE LOCATION ISSUED ABOVE</b>

## **SECTION III:**

### **GENERAL CONDITIONS OF CONTRACT**

#### **3.1 Definitions**

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

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

#### **3.2 Application**

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

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

3.3.1 For purposes of this clause, “Origin” means the place where the Goods were mined, grown or produced.

3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer.

#### **3.4 Standards**

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

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

3.5.1 The tenderer shall not, without the Procuring entity’s prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection

therewith, to any person other than a person employed by the tenderer in the performance of the Contract.

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

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

### **3.6 Patent Rights**

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

### **3.7 Performance Security**

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

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

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

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

### **3.8 Inspection and Tests**

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

3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If

conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

- 3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the Procuring entity.
- 3.8.4 The Procuring entity's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the Procuring entity or its representative prior to the equipment delivery.
- 3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

### **3.9 Packing**

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

### **3.10 Delivery and Documents**

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

### **3.11 Insurance**

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

### **3.12 Payment**

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

### **3.13 Prices**

- 3.13.1 Prices charged by the tenderer for goods delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.
- 3.13.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 3.13.3 Where contract price variation is allowed, the variation shall not exceed 15% of the original contract price.
- 3.13.4 Price variation request shall be processed by the procuring entity within 30 days of receiving the request.

### **3.14 Assignment**

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

### **3.15 Subcontracts**

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

### **3.16 Termination for default**

- 3.16.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part
  - (a) if the tenderer fails to deliver any or all of the goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity
  - (b) if the tenderer fails to perform any other obligation(s) under the Contract
  - (c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract
- 3.16.2 In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, equipment similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar goods.

### **3.17 Liquidated Damages**

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

### **3.18 Resolution of Disputes**

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

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

### **3.19 Language and Law**

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

### **3.20 Force Majeure**

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



**SECTION IV  
SPECIAL CONDITIONS OF CONTRACT**

4.1. Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.

42. Special conditions of contract as relates to the GCC

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
3.7.1	performance security of 5% of the contract price 30 days upon notification of award
3.12.1	Payments shall be made promptly by the Procuring entity as specified in the contract, clause 3.12.1
3.18.1	The procuring entity and the tenderer shall make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract, clause 3.18.1

## **SECTION V**

### **TECHNICAL SPECIFICATIONS**

#### **5.1 General**

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

#### **5.2 PRICE SCHEDULE FOR GOODS/SCOPE OF WORKS/ TERMS OF REFERENCE**

The Ministry has experienced tremendous growth which has necessitated the need for acquisition of a variety of assets and this has posed a challenge in management of existing and new assets.

It is in this regard that the Institute seeks to engage the services of a competent firm to carry out asset verification tagging and associated management.

##### **Objective:**

Main objective is to secure the services of an affordable and reliable firm to carry out assets verification tagging and associated management.

##### **Scope of Works**

The scope of work will involve but not limited to the following

- Supply anodized aluminum black barcode label size 3mmx39mmx0.5mm customized with Kenya Industrial Property Institute in full colour, human readable, scanner readable with serial number (additional specifications noted in the next page).
- Physical valuation and verification of all the Ministry's assets
- Tag the assets identified with the approved barcodes
- Electronic data capture by use of barcodes scanners

- Reconciliation
- Report Preparation
- Provide induction training to the procurement personnel directly on handling asset management
- Any other additional services relevant to work assignment
- Give a comprehensive and signed report on work carried out

**Prepare a comprehensive schedule detailing:**

- Methodology of Carrying out the assignment
- Reference Sites of similar jobs undertaken with client names, location and contact details
- Delivery time frame and duration of carrying out the assignment
- Cost of carrying out the assignment
- Any other particulars/ costs relative to this
- Payments

**PYHSICAL TAGGING / MARKING FEATURES**

<b>PYHSICAL TAGGING / MARKING FEATURES</b>	<b>Priority</b>	<b>Compliance</b>
Resistant to UV light and other chemicals	Mandatory	
Should be Heat resistant	Mandatory	
Tags should be resistant to abrasion and tamper proof	Mandatory	
Tags should be barcoded	Mandatory	
Tags should accommodate Institute’s Logo with full colours and black colour	Mandatory	
Should be visible and appealing to the eye (aesthetic), .	Mandatory	
Have a high-bond adhesive that fuses permanently to most surfaces	Mandatory	
Should be conformable (can be bent)	Mandatory	
Available in black colour print	Mandatory	
Have a matte or gloss surface	Mandatory	

<b>SOFTWARE REQUIREMENTS/FEATURES</b>	<b>Priority</b>	<b>Compliance</b>
Should be able to capture all assets tags/barcoded	Mandatory	
Supply and implement an online tracking of asset movement between locations including automating of asset movement requests, approvals, electronic gate passes and receipt	Mandatory	
Store all assets information in a simple database	Mandatory	
Track assets by site, location, department, item & serial number	Mandatory	
Easily import and export data using the Import/Export Wizard into excel sheet or any data manipulation tool	Mandatory	

Capable to integrate with any ERP System	Mandatory	
Produce Standard and adhoc' reports	Mandatory	

**MOBILE SCANNER SPECIFICATIONS**

<b>MOBILE SCANNER SPECIFICATIONS</b>	<b>Priority</b>	
Must have Bluetooth built-in	Mandatory	
Windows CE 5.0 (WPA1200) or Windows Mobile 5.0 (WPA1200wm) 2.Intel PXA270 520MHz, 64MB SDRAM, 128MB Flash ROM, SD Slot supports SD/MMC memory card up to 1GB	Mandatory	
02.11b/g available via SDIO expansion slot	Mandatory	
Rechargeable Lithium-ion battery pack atleast 3.7V, 1950mAh	Mandatory	
Operate for atleast 12 hours on single charge	Mandatory	
Large 240 X 320 QVGA display, color transfective TFT, touch screen and backlight	Mandatory	
Resistant against rain and dust	Mandatory	
Integrated laser scanner		
Barcode laser scanner, keypad, touch screen and full alphanumeric software keyboard		
Scanner should have a backup battery		

<b>TECHNICAL SUPPORT</b>	<b>Priority</b>	<b>Compliance</b>
Bidder must have a comprehensive Technical support program for the system		
The bidder must have qualified professional/systems engineers to offer functional and technical support		
Warranty Service: Warranty will be for a period of 3 years before the tags/marks fade		

**TRAINING**

The bidder must conduct training during and after the implementation of the system to the satisfaction of the client.

**PRICE SCHEDULE**

1. (Details of services to be offered)

**Requirements Details Total Cost**

<b>Requirements</b>	<b>Details</b>	<b>Total Cost</b>
Estimated Number of assets	3,000	
Names of the locations	Weights and Measures Premises south c	
Cost per Tag (black)		
Cost per Tag (full colour)		
Number of weeks to carry out the services		
Number of staff & Labor Cost		
Training costs		
Mobile Scanners (two) to remain with the university		
Others		

(Complete as necessary including all necessary details)

**Note:**

*a. In case of discrepancy between unit and total prices, the unit price shall prevail.*

*b. All prices to be inclusive of all applicable taxes and related charges*

Signature and stamp of tenderer .....Date.....

## SECTION VIII

### STANDARD FORMS

Notes to the tenderer

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

**FORM OF TENDER**

Date.....

To:.....

Tender

No.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

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

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

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

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

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

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

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

.....  
[Signature]

Duly authorized to sign tender for an on behalf of

[In the capacity of]

## CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

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

*Part 1 – General:*

Business Name

.....

Location of business premises.

.....

Plot No..... Street/Road

.....

Postal Address ..... Tel No. .... Fax

.....

E mail .....

Nature of Business

.....

Registration Certificate No.

.....

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

.....

Name of your bankers ..... Branch

.....

**Part 2 (a) – Sole Proprietor**

Your name in full ..... Age

.....

Nationality ..... Country of origin

.....

• Citizenship details.....

**Part 2 (b) Partnership**

Given details of partners as follows:

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



4. ....
<b>Part 2 (c) – Registered Company</b>
Private or Public .....
State the nominal and issued capital of company- Nominal Kshs . .... Issued Kshs . ....
Given details of all directors as follows Name Nationality Citizenship Details Shares
1..... ....
2. ..... ...
3..... .....
4..... .....
5 ..... ...
Date ..... Signature of Candidate.....

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

## TENDER SECURITY FORM

Whereas ..... [name of the tenderer]  
(hereinafter called "the tenderer") has submitted its tender dated ..... [Date of  
submission of tender] for the supply, installation and commissioning  
of.....[name and/or description of the equipment] (hereinafter called "the  
Tender") ..... KNOW ALL PEOPLE by these presents  
that WE ..... of ..... having our registered office at  
..... (Hereinafter called "the Bank"), are bound unto ..... [Kenya  
Industrial Property Institute] (Hereinafter called "the Procuring entity") in the sum of  
..... for which payment well and truly to be made to the said Procuring  
entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the  
Common Seal of the said Bank this .....day of .....20  
.....

THE CONDITIONS of this obligation are:-

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

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

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

[Signature of the bank] \_\_\_\_\_  
(Amend accordingly if provided by Insurance Company)

**PERFORMANCE SECURITY FORM**

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

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

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

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

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

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

Signed and seal of the Guarantors

.....  
[name of bank or financial institution]

[address]

[date]

**BANK GUARANTEE FOR ADVANCE PAYMENT FORM**

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

[name of tender] .....

Gentlemen and/or Ladies:

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

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

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

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

Yours truly,

Signature and seal of the Guarantors

.....  
[name of bank or financial institution]

.....  
[address]

.....  
[date]

**MANUFACTURER’S AUTHORIZATION FORM**

To *[name of the Procuring entity]* ..... WHEREAS  
.....*[ name of the manufacturer]*  
who are established and reputable manufacturers of ..... *[name and/or  
description of the goods]* having factories at ..... *[address of  
factory]* do hereby authorize ..... *[name and address of Agent]* to  
submit a tender, and subsequently negotiate and sign the Contract with you against tender No.  
..... *[reference of the Tender]* for the above goods manufactured by us.

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

.....  
*[signature for and on behalf of manufacturer]*

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

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_

To:

RE: Tender No.  
Tender Name

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)*.....  
.....

**SIGNED FOR ACCOUNTING OFFICER**

**LITIGATION HISTORY**

Name of contractor/Supplier:.....  
Contractor/Supplier should provide information on any history of litigation or arbitration resulting from contracts executed in the last three years or currently under execution.

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTE AMOUNT (CURRENT VALUE KSHS. EQUIVALENT)</b>





## TECHNICAL EVALUATION FORM – Asset bar Coding

*The tenderer is expected to complete all parts of the tender document*

### Part 1. General Information

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

### Part 2. Evaluation Stages

#### Stage 1: Preliminary Evaluation

	Required Items	Yes/No
1.	Bid Bond	
2.	Certificate of incorporation	
3.	VAT Certificate	
4.	Pin Certificate	
5.	Valid Tax Compliance	
6.	License for works being done (where applicable)	
7.	Business Permit	
8.	Audited Copies of financial statements for the last two years	
9.	References and statement of works for three similar projects undertaken in the last two years	
10.	Completeness of the tender	
	<b>Remarks</b>	Qualified/disqualified

**Yes                      No**

1. Supply of services on Credit
2. Delivery of services to the Institute

*The tenderer must qualify in all the above in order to proceed to the Evaluation Stage 2*

## Stage 2: TECHNICAL EVALUATION

This stage shall consider all the bids meeting mandatory requirements.

The Technical Evaluation shall account for 80% of the total score. The desktop evaluation will account for 70 marks out of 80 marks of the technical score while the system demonstration account for 10 marks out of 80 marks of the technical score. Each of the requirements in the bids shall be scored as weighted below:

### A. DESKTOP EVALUATION

During desktop evaluation the bids shall be subjected to a more thorough evaluation to check if they meet the technical requirements as stated in the bid documents. The pass mark for this evaluation stage is 70% of the desktop evaluation. Bidders who failed to meet this pass mark shall be disqualified from continuing to the next stage of system demonstration.

Each of the requirements in the bids shall be scored as weighted below:

CRITERIA	Weight	Score
Company profile	3	
Structure of the company well provided	1	
Bidder strategic direction and background of project	1	
Document organization ,Work plan Presentation & Methodology Project plan to include time frames, deliverables, milestones, manpower requirements etc.	1	
Financial Capability	5	
Experience	15	
i) 2 years experience(of company not individual) in implementing the proposed Tagging /Marking of Assets locally	5	
Provide 2 clients(2marks), completion certificates(2mark) and supporting documents(1mark)	5	
ii) Staff experience and qualification in implementation of relevant projects locally.( three staff)	5	
Projects manager , must have an IT or related Degree and 3yrs experienced in implementing such systems(2marks)	2	
At least 2 Technical staff must have a Degree+ 3yrs experience(3marks), if Diploma + 3yrs experience (2 marks)	2	

FUNCTIONAL PROPOSALS		
Valuation	5	
Physical tagging	5	

System requirements	10	
Scanner requirements	10	
<b>SERVICE PROPOSALS</b>	2	
Training	1	
Technical Support services	1	
<b>TOTAL DESKTOP EVALUATION SCORE</b>	70	

MARK OUT OF 75%

### C. SYSTEM DEMONSTRATION

<b>SYSTEM DEMONSTRATION</b>	10	
Clarity of the demonstration and Understanding of the system	2	
User friendly (ease of use and application)	3	
Ease of integration/ interfacing to other systems	3	
Practicability of the product	2	
Marking: Mandatory FS=2,PS=1,CR=1/2,NS=0		
Marking: Mandatory FS=2,PS=1,CR=1/2,NS=0		

Mark out of 5%

## II. FINANCIAL EVALUATION

This shall Account for 20% of the total Score. The financial score shall be computed using the financial formula as stated below:-

$$Sf = 100 \times fm/f$$

Where

Sf is the financial score

Fm is the lowest fees quoted and

F is the fees of the quotation under consideration.

The lowest bid quoted will be allocated the maximum score of 100

## III. FINAL EVALUATION

The candidates financial bids will be ranked according to their combined technical score (st) and financial score (sf). The formula for the combined scores shall be as follows;

$$S = ST \times T\% + SF \times P\%$$

Where

S, is the total combined scores of technical and financial scores

St is the technical score

Sf is the financial score

T is the weight given to the technical proposal and

P is the weight given to the financial proposal

Note P + T will be equal to 100%

The candidate achieving the highest combined technical and financial score will be recommended for award of the tender.

**General Conditions**

The scanning equipment must capture all assets tagged and download/ transfer the data to a database which is interfaced with an ERP system [asset management module]

**Part 3: Declaration (For the Tenderer only)**

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

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

No

Yes

Official Stamp ..... Sign.....

**For Official Use Only**

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

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**Accept the Firm**

**Reject the Firm**

Sign..... Date .....

**Approved /Not Approved**

**Members of Committee**

Name	Signature	Date
1. -----		
2. -----		
3. -----		
4. -----		
5. -----		
6. -----		