



NUMERICAL MACHINING COMPLEX LTD

KENYA RAILWAYS CENTRAL WORKSHOP

WORKSHOP ROAD

P.O BOX 70660-00400

NAIROBI

TEL: +254 20 2241701

FAX: + 254 20 2244759

Email: enquiries@nmc.co.ke

Website: www.nmc.co.ke

OPEN NATIONAL TENDER

TENDER NO. NMC/ONT/01/2020-2021

**PROPOSED PROVISION OF SECURITY AND GUARDING
SERVICES**

NOTICE DATE: TUESDAY 1ST SEPTEMBER, 2020

**CLOSING DATE: THURSDAY 10TH SEPTEMBER, 2020 AT 11.00
A.M EAST AFRICAN TIME**

Contents

SECTION I INVITATION TO TENDER..... 3

SECTION II INSTRUCTIONS TO TENDERERS 7

SECTION III GENERAL CONDITIONS OF CONTRACT..... 26

SECTION III GENERAL CONDITIONS OF CONTRACT..... 27

SECTION IV SPECIAL CONDITIONS OF CONTRACT 32

SECTION IV SPECIAL CONDITIONS OF CONTRACT 33

SECTION V – SCHEDULE OF REQUIREMENTS 34

SECTION VI DESCRIPTION OF SERVICES 35

SECTION VII- STANDARD FORMS..... 37

SECTION I

INVITATION TO TENDER

DATE: TUESDAY 1ST SEPTEMBER, 2020

TENDER REF NO.: NMC/ONT/01/2020-2021

TENDER NAME: PROPOSED PROVISION OF SECURITY AND GUARDING SERVICES

Numerical Machining Complex LTD is an engineering firm incorporated under the Companies Act as a Limited Liability Company established in 1994 by the Kenyan Government. The Company aims at becoming the regional market leader in steel production, and manufacture of high quality machinery, machine tools and components through employing appropriate state of the art technology and highly skilled manpower.

Numerical Machining Complex Ltd invites sealed bids from eligible candidates for **proposed provision of security and guarding services for a period of TWO (2) years.**

Interested eligible candidates may obtain further information and inspect the tender documents at Numerical Machining Complex Ltd located at Workshop Rd from the Procurement Office during normal working hours.

A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of 1,000 in cash or Bankers cheque payable to Numerical Machining Complex Ltd cash office or downloaded for **free** from the company website www.nmc.go.ke or Public Procurement Information Portal www.tenders.go.ke.

Bidders who download the document from the websites MUST register their interest immediately by sending an email to supplies@nmc.go.ke stating Company name, contact person, email, postal address and telephone number .

Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at Numerical Machining Complex Ltd, Workshop Rd or be addressed to The Managing Director, Numerical Machining Complex Ltd, P.O Box 70660-00400 Nairobi so as to be received on or before **10th September, 2020 at 11.00am East African Time.**

Bulky tenders which will not fit in the tender box shall be received by the procuring entity through the office of the Managing Director and shall be recorded in the tender register.

Tenders must be accompanied with a bid security from a Commercial Bank for **Kshs 50,000.00.**

Prices quoted should be net inclusive of all applicable taxes, delivery at Numerical Machining Complex and must be in Kenya Shillings or any free convertible currency and shall remain valid for **Ninety (90)** days from the closing date of the tender. The exchange rate shall be the prevailing CBK rate on the date of tender opening.

Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at Numerical Machining Complex Ltd.

Only one witness per tenderer will be allowed during opening of tenders. This is in compliance with the GoK guidelines on Covid -19 pandemic management.

Numerical Machining Complex reserves the right to terminate the procurement proceedings, at any time without entering into a contract in accordance with Section 63 of the PPADA, 2015.

Managing Director

SECTION II – INSTRUCTIONS TO TENDERERS

TABLE OF CONTENTS.	Page
Eligible Tenderers	6
Cost of tendering	6
Contents of tender documents	7
Clarification of Tender documents	7
Amendment of tender documents	8
Language of tenders	8
Documents comprising the tender	8
Form of tender	9
Tender prices	9
Tender currencies	9
Tenderers eligibility and qualifications	9
Tender security	10
Validity of tenders	11
Format and signing of tenders	11
Sealing and marking of tenders	12
Deadline for submission of tenders	12
Modification and withdrawal of tenders	12
Opening of tenders	13
Clarification of tenders	14
Preliminary Examination	14
Conversion to other currencies	15
Evaluation and comparison of tenders	15
Contacting the procuring entity	16

Post-qualification17
Award criteria17
Procuring entities right to vary quantities17
Procuring entities right to accept or reject any or all tenders17
Notification of award18
Signing of Contract18
Performance security19
Corrupt or fraudulent practices19

SECTION II INSTRUCTIONS TO TENDERERS

Eligible tenderers

This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.

The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

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 services under this Invitation for tenders.

Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

Cost of tendering

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

The price to be charged for the tender document shall not exceed Kshs.1,000/=

The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

Contents of tender documents

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

Instructions to tenderers

General Conditions of Contract

Special Conditions of Contract

Schedule of Requirements

Details of service
Form of tender
Price schedules
Contract form
Confidential business questionnaire form
Tender security form
Performance security form
Principal's or manufacturers authorization form
Declaration form

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

Clarification of Documents

A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than four (4) 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 who have received the tender documents"

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

Amendment of documents

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 issuing an addendum.

All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

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

Language of tender

The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. 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.

Documents Comprising the Tender

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

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.
- (b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished is in accordance with Clause 2.12
- (d) Confidential business questionnaire

Form of Tender

The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

Tender Prices

The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:

Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.

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

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

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

Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to Instructions to Tenderers

2.11 Tenderers Eligibility and Qualifications.

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

2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12 **Tender Security**

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

The tender security shall be in the amount not exceeding 2 per cent of the tender price.

2.12.2 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.3 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:

A bank guarantee.

Cash.

Such insurance guarantee approved by the Authority.

Letter of credit

2.12.4 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 2.20

2.12.5 Unsuccessful tenderer's 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.

2.12.6 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.

2.12.7 The tender security may be forfeited:

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

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

(i) to sign the contract in accordance with paragraph 30

or

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

(c) If the tenderer rejects, correction of an error in the tender.

Validity of Tenders

2.13.1 Tenders shall remain valid for 90 days or as specified in the invitation to tender after 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 nonresponsive.

2.13.2 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 2.12 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.

2.14 Format and Signing of Tender

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

2.14.2 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. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

2.14.3 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.

2.15 Sealing and Marking of Tenders

2.15.1 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.

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 to tender and the words: “DO NOT OPEN BEFORE(**Thursday 10th September, 2020 at 11:00am**),”

2.15.3 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”. —

If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

2.16 Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than (**Thursday 10th September, 2020 at 11:00am** .

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

2.16.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the appendix.

2.17 Modification and withdrawal of tenders

2.17.1 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 tender’s is received by the procuring entity prior to the deadline prescribed for the submission of tenders.

2.17.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

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 2.12.7.

The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

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.

2.18 Opening of Tenders

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **Numerical Machining Complex Ltd at 11:00am, on Thursday 10th September, 2020**) and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

2.18.3 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.

2.18.4 The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of tenders

2.19.1 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 shall be sought, offered, or permitted.

2.19.2 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.

Comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Preliminary Examination and Responsiveness

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

2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

2.20.3 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.

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 23, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.20.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.21 Conversion to a single currency

2.21.1 Where other currencies are used, the procuring entity will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

2.22 Evaluation and comparison of tenders.

2.22.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

(a) operational plan proposed in the tender;

(b) deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 22.3 the following evaluation methods will be applied:

(a) **Operational Plan.**

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

(b) **Deviation in payment schedule.**

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

The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

To qualify for contract awards, the tenderer shall have the following:-

Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.

Legal capacity to enter into a contract for procurement

Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing

Shall not be debarred from participating in public procurement.

2.23. Contacting the procuring entity

2.23.1 Subject to paragraph 2.19, no tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

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 tenderers tender.

2.24 Award of Contract

a) Post qualification

2.24.1 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.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information, as the Procuring entity deems necessary and appropriate.

2.24.3 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

2.24.3 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer 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.

The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

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 Notification of award

2.25.1 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.

2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.26 Signing of Contract

2.26.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return **it** to the Procuring entity.

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.

2.27 Performance Security

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

2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated or call for new tenders.

2.28 Corrupt or Fraudulent Practices

2.28.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of

contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or

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.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1	<i>This tender is an Open National Tender for all qualified candidates</i>
2.2.2	<i>The price to be charged for the tender document is Kshs.1,000/= for those who opt to collect the hard copy of the tender document from the procurement office. Payment to be made to Numerical Machining Complex Ltd cash office.</i>
2.4.1	<i>Clarifications may be requested not later than Four (4) days before the submission date. Email:supplies@nmc.go.ke</i>
2.12.1	<i>Tender security of Kshs 50,000.00 valid for 90 days from the date of opening the tender from a Commercial Bank registered in Kenya.</i>

2.14.1	<i>Bidders MUST submit two copies of the tender document , clearly marking each “ORIGINAL TENDER” and “COPY OF TENDER”.</i>
2.16.3	<i>Bulky tenders which will not fit in the tender box shall be received by the procuring entity through the office of the Managing Director and recorded in a tender register.</i>
2.18.1	<i>The deadline for submission is Thursday 10th September, 2020</i>
2.18.1	<i>Tenders will be opened in the presence of bidders who choose to attend on Thursday 10th September, 2020 at 11.00am at Numerical Machining Complex, Workshop Rd, parking area.</i>
2.27.1	<i>Performance Security is 10% of contract sum in form of Bank guarantee from a Commercial Bank registered in Kenya.</i>

Mandatory Preliminary Requirement

No.	Criteria	Yes	No
1.	Bidder must submit two sets of tender documents clearly marked “ORIGINAL” & “COPY”		
2.	Bidder must provide Tender Security of Kshs 50,000.00 from a commercial bank registered in Kenya and valid for 90 days		
3.	Bidder must duly fill, sign and stamped price schedule		
4.	Bidder must duly fill, sign and stamp the form of tender		
5.	Bidder must duly fill , sign and stamp the confidential business questionnaire dully filled, stamped and signed		
6.	Bidder must provide a Copy of valid tax compliance issued by Kenya Revenue Authority		
7.	Bidder must provide a Copy of Certificate of Incorporation or a Certificate of Registration		
8.	Bidder must provide a Copy of valid Business permit from the County Government		
9.	Bidder must provide a Copy of CR 12		
10	Bidder MUST provide Litigation history in the format provided in the Tender document, must be filled, signed and stamped to be returned with tender submission.(See Form marked A)		
11.	Bidder must provide recommendation letters from three (3) clients with whom he has supplied similar service in the last five years (between 2014-2019) . Bidder to provide contact details for the clients.		
12.	Bidder must provide copy of Valid NSSF Compliance Certificate		
13.	Bidder must provide copy of Valid NHIF Compliance Certificate		
14	Bidder must provide copy of valid radio and frequency licence from Communication Authority of Kenya		

15.	Bidder must provide power of attorney		
16.	Bidder must paginate/serialize ALL the pages in the tender document in a continuous manner without alteration		
17.	Bidder must provide certified audited financial statements for the last three consecutive (3) years		
18.	Bidder must provide Copy of rent agreement and copy of receipts for payment of rent for the last 6 months or proof of ownership of the premises (in form of title deed in the name of bidding company).		
19.	Bidder must provide certificate from Ministry of labour proving that he/she complies with Labour laws in Kenya		
20.	Bidder Must provide valid membership certificate either by Kenya Security Industry Association (KSIA) or Protective Security Industry Association(PSIA)		
21.	Bidder must provide dog vaccination certificate for at least five dogs for the last two (2) years		

Bidders who meet all the mandatory requirements will qualify to proceed to the next stage of technical evaluation.

Technical Evaluation

Bidders must score 100 MARKS (Pass mark 70/70) under technical evaluation to qualify for financial evaluation NB. Convert the marks to 70 as follows: Bidders marks x 70

100

No.1	Description of criteria	Requirements	Max. Score (%)	Actual Score
	Physical facilities and operational tools			
1.	Evidence of running fleet capacity of 5 branded motor vehicles dedicated to security operations (attach copies of logbook/ valid lease agreements and photograph of the vehicle) (2 marks for each branded vehicle and photo attached)	Attach copies of logbooks owned or leased (with valid lease agreements)	10	
2.	Provide CAK valid license to put up communication infrastructure /control room in Nairobi.	Attach valid license	10	
3.	Number of years that the firm has been providing security services; More than 10 years -10 marks More than 5 years – 5 marks Below 5 years – 3 marks	Attach certificate of Incorporation/Certificate of Registration	10	
4.	Provide evidence of Quality Management Standards e.g. ISO Compliance certificate (10 marks)	Attach copies of ISO certificate.	10	
5.	Submit your firm’s organizational structure/chart indicating competencies of 2 key contract supervisory personnel in your	Attach organizational structure/chart, Academic	10	

	employment. (Organization structure/chart- 4 marks) 3 marks for each personnel- (6marks)	certificates		
6.	Provide valid evidence of appropriate qualification of key personnel.- Operations Manager Graduate level - security management (5 marks) Diploma level- 2 marks	Attach certificate and CVs and certificates	5	
7.	State with relevant evidence any other allowance paid to guards on monthly basis (2 marks for each guard)	Attach a pay slip for any five guards for the month July 2020	10	
8.	Provide framework for; Guards duty rostering methodology (5 marks) Selection, recruitment criteria and vetting policies (5 marks) Training schedules and Training Manual (10 marks) A clear photograph of a guard in full security gear (5 marks)	Attach documents to demonstrate recruitment policy, training schedules for basic, professional skills and recurring courses.	25	
9.	Indicate current principal assignments of similar service with OTHER Institutions EXCEPT Numerical Machining Complex. 5 and above – 10 marks 3 and above – 6 marks 2 assignments – 4 marks	Attach copies of current contracts	10	
	TOTAL		100	

Bidders who score 100% marks i.e. 70/70 will qualify to proceed to the next stage of financial evaluation

c. Financial Evaluation

Financial evaluation will be carried using the Quality Cost Based Selection Method. This method takes into account the quality of the service and the cost of the service in the selection of the successful firm.

It will be computed as follows:

$$\text{Financial Score} = \frac{\text{lowest bid price}}{\text{bid price}} \times 30 \dots$$

Combined Score (CS) = Bidders Technical Score (TS) + Bidders Financial Score (FS)

Where;-

Technical Score (TS) = 70

Financial Score (FS) = 30

No	Evaluation Criteria	Total marks	Bidders Marks
1.	Mandatory Requirements	YES	
2.	Technical Evaluation	70	
3.	Financial Evaluation	30	
	Total	100	

Award Criteria

The tender will be awarded to the bidder who meet all the mandatory requirements and have the highest combined score of technical and financial

SECTION III GENERAL CONDITIONS OF CONTRACT

TABLE OF CONTENTS

Definitions

Application

Standards

Use of contract documents and information

Patent Rights

Performance security

Inspections and tests

Payment

Prices

Assignment

Termination for default

Termination for insolvency

Termination for convenience

Resolution of disputes

Governing language

Force majeure

Applicable law

Notices

SECTION III GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

In this contract the following terms shall be interpreted as indicated:

“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.

“The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.

“The services” means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Procuring entity under the Contract.

“The Procuring entity” means the organization sourcing for the services under this Contract.

“The contractor means the individual or firm providing the services under this Contract.

“GCC” means general conditions of contract contained in this section

“SCC” means the special conditions of contract

“Day” means calendar day

3.2 Application

These General Conditions shall apply to the extent that they are not superceded by provisions of other part of contract.

3.3 Standards

3.3.1 The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements

3.5 Patent Right’s

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 services under the contract or any part thereof .

3.6 Performance Security

Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance

security where applicable in the amount specified in Special Conditions of Contract.

3.6.2 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.

3.6.3 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 :

Cash.

A bank guarantee.

Such insurance guarantee approved by the Authority.

Letter of credit.

3.6.4 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 of obligations under the contract, including any warranty obligations under the contract.

3.7 Inspections and Tests

3.7.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services 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.

3.7.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). 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.

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

3.7.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.8 Payment

3.8.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in SCC

3.9 Prices

Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC , vary from the prices by the tenderer in its tender or in the procuring entity's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

3.10 Assignment

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.

3.10 Termination for Default

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:

if the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.

if the tenderer fails to perform any other obligation(s) under the Contract.

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.

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, services similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.

3.12 Termination of insolvency

The procuring entity may at the any time terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

3.13 Termination for convenience

3.13.1 The procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.14 Resolution of disputes

The procuring entity's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

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 that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.15 Governing Language

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.16 Force Majeure

The contractor 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.

3. 17 Applicable Law.

The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC

3.18 Notices

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC

A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION IV SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

The clauses in this section are intended to assist the procuring entity in providing contract specific information in relation to corresponding clauses in the general conditions of contract.

The provisions of section IV complement the general conditions of contract included in section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the procurement of services required. In preparing section IV, the following aspects should be taken into consideration.

Information that complement provisions of section III must be incorporated

Amendments and/or supplements to provision of section III, as necessitated by the circumstances of the specific service required must also be incorporated

Where there is a conflict between the provisions of the special conditions of contract and the provisions of the general conditions of contract the provisions of the special conditions of contract herein shall prevail over the provisions of the general conditions of contract.

SECTION IV SPECIAL CONDITIONS OF CONTRACT

4.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.

4.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.6	<i>10% of tender sum</i>
3.8	<i>Payment will be made on equal instalments per month for the entire contract period</i>
3.9	<i>No price variation within the contract period</i>
23.14	<i>Kenyan laws shall be applicable in solving disputes arising from the contract to be entered into. If any dispute shall arise out of the contract between the two parties, the parties shall make every effort to resolve amicably such dispute within thirty (30) days of engagement, then the parties shall seek help from the Institute of Arbitrators of Kenya and the cost of arbitration shall be borne equally by both parties.</i>
3.17	<i>Kenya Law</i>
Others	<i>Contract Duration: 2 Years</i>
	<i>Probation period of 3 months within which the quality of service will be closely monitored</i>

SECTION V – SCHEDULE OF REQUIREMENTS

No.	DESCRIPTION OF SERVICE REQUIREMENTS	DAY SHIFT (06.30 A.M - 6.30 P.M	NIGHT SHIFT 6.30 P.M - 6.30 A.M
1.	Day Guards/guardetts NMC HQS (Admin Block, CNC Workshop, Board room, Kitchen/Dining room and entire compound)	4	-
2.	Day Guards Foundry (Pattern shop, Laboratory, Ferrous Workshop, Foundry Store and entire compound)	2	-
3.	Night Guards NMC HQS (Admin Block, CNC Workshop, Board room, Kitchen/Dining room and entire compound)	-	2
4.	Night Guards Foundry (Pattern shop, Laboratory, Ferrous Workshop, Foundry Store and entire compound)	-	3
5.	Dog and Handler (Night Only) – Foundry	-	1 Dog and 1 Handler
	TOTAL	6	5 + 1Dog and 1 Handler

SECTION VI DESCRIPTION OF SERVICES

Numerical Machining Complex Ltd intends to contract a professional security firm to provide manned security services as follows:

A. Service Requirements:

(4) Day guards, 2 day guardetts and seven (6) night guards to be stationed at NMC premises. These guards will provide the service for twenty four (24) hours, seven days a week.

All guards should be well groomed, in full uniform and presentable while on assignment.

Guards/guardetts are to report on duty 15 minutes before change over time.

Guards/guardetts must be literate and able to communicate and express themselves verbally and in writing in the national language having completed form four and with a KCSE minimum grade D+.

Guards should be familiar with operating of radios, alarm systems, access control systems and Close Circuit Televisions systems.

Proof of training on fire emergency situation/fire prevention, detection and control.

Have back-up systems in cases of emergencies.

Security personnel deployed to the Company must be medically fit to undertake their duties.

All persons deployed to the Company should be of legal age and provide Certificates of Good Conduct.

There will be no extra charges for Saturdays, Sundays and Public Holiday

Provision of public contractual liability cover with a minimum limit per event of Ksh. 5,000,000.00

Maintenance of an Occurrence Book

Numerical Machining Complex Ltd will provide an Occurrence Book (OB) as required where daily occurrences will be recorded and the supervisors will sign to certify their physical visits or change of guards and note any incidences

during the execution of the Works. The Occurrence Book will be the property of Numerical Machining Complex Ltd.

C. Kitting/Equipment

All guards must be fully equipped with the right tools of their trade as follows:

- (a) Peak Caps/Berets
- (b) Whistles and Lanyards
- (c) Torches and batteries
- (d) Serviceable military boots
- (f) Rain Coats
- (g) Sweaters
- (h) Clean, presentable Uniforms (Shirts, Trousers and Tie where applicable at all times while on duty.)
- (j) Reflectors and Identification badges
- (k) Communication equipment
- (l) Umbrellas and any other protective clothing.

D. Logistics

The Security firm shall make arrangements and be responsible at their own cost for the following:

General transport requirements for all its personnel to and from the assignment to be factored in the overall unit price.

The security firm shall procure the necessary medical and work insurances for their personnel.

SECTION VII- STANDARD FORMS

Notes on standard forms

The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.

When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the procuring entity pursuant to instructions to tenderers clause 12.3

The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.

The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the – conditions of contract.

The principal's or manufacturer's authorisation form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

SECTION VI - STANDARD FORMS

Form of tender

Price schedules

Contract form

Confidential Questionnaire form

Tender security form

Performance security form

Bank guarantee for advance payment

Declaration form

Litigation History form

FORM OF TENDER

Date_____

Tender No._____

To.....

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

Having examined the tender documents including Addenda

Nos.. *[insert numbers,*

the of which is hereby duly acknowledged, wed, the undersigned, offer to provide.

[description of services]

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.

We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.

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

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.

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

Dated this _____ day of_____ 20

[signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of_____

CONTRACT FORM

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

WHEREAS the procuring entity invited tenders for certain materials and spares. Viz.....[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Tender Form and the Price Schedule submitted by the tenderer;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Procuring entity’s Notification of Award.

In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract

The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in

accordance with their respective laws the day and year first above written.

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

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

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

<p>Part 1 General</p> <p>Business Name</p> <p>Location of Business Premises</p> <p>Plot No, Street/Road</p> <p>Postal address Tel No. Fax Email</p> <p>Nature of Business</p> <p>Registration Certificate No.</p>

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

Name of your bankers

Branch

<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details</p> <p>.....</p>												
<p>Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table border="0"> <tr> <td style="width: 30%;">Name</td> <td style="width: 30%;">Nationality</td> <td style="width: 40%;">Citizenship details</td> </tr> <tr> <td>Shares</td> <td></td> <td></td> </tr> <tr> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>.....</td> <td></td> <td></td> </tr> </table>	Name	Nationality	Citizenship details	Shares				
Name	Nationality	Citizenship details										
Shares												
.....												
.....												

	<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="0"> <thead> <tr> <th data-bbox="215 562 565 638">Name</th> <th data-bbox="565 562 927 600">Nationality</th> <th data-bbox="927 562 1446 600">Citizenship details</th> </tr> </thead> <tbody> <tr> <td data-bbox="215 638 565 785">Shares</td> <td></td> <td></td> </tr> <tr> <td colspan="3" data-bbox="215 680 1446 701">.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares				
Name	Nationality	Citizenship details								
Shares										
.....										
	<p>Date.....Signature of</p> <p>Candidate.....</p>									

TENDER SECURITY FORM

Whereas[name of the tenderer]
(hereinafter called “the tenderer”)has submitted its tender
dated.....[date of submission of tender] for the provision of
.....

[name and/or description of the services]
(hereinafter called “the Tenderer”).....

KNOW ALL PEOPLE by these presents that WE.....

Of.....having registered office at
[name of procuring entity](hereinafter called “the Bank”)are bound
unto.....

[name of procuring entity](hereinafter called “the procuring entity”) in the sum
of

for which payment well and truly to be made to the said Procuring entity, the
Bank binds itself, its successors, and assigns by these presents. Sealed with
the Common Seal of the said Bank this _____ day of 20 _____.

THE CONDITIONS of this obligation are:

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

we undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

PERFORMANCE SECURITY FORM

To:

[name of the 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 services](Hereinafter called “the contract”)

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

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of

.....
[amount of the guarantee in words and figures],

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of

[amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ____ day of 20

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

(Amend accordingly if provided by Insurance Company)

BANK GUARANTEE FOR ADVANCE PAYMENT

To.....

[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 institution], 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 thereunder 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 and 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]*_____

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.

Please acknowledge receipt of this letter of notification signifying your acceptance.

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.

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

FORM RB 1

REPUBLIC OF KENYA

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*) ofdated the...day of20.....in the matter of Tender No.....of20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....Fax No.....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.

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

1.

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of20.....

FORM A
LITIGATION HISTORY FORM

Bidders must provide information on any history of litigation or arbitration resulting from contracts executed in the last THREE (3) years or currently under execution.

Year	Award for or against	Name of client, cause of litigation and matter in dispute	Disputed amount (current value, Kshs. equivalent)

(Bidders must fill this form irrespective if they have litigation or not)

Signature:

Date:

Stamp/Seal: