



# **TENDER DOCUMENT**

**FOR**

**SUPPLY AND DELIVERY OF ASSORTED ICT  
EQUIPMENT & SOFTWARE**

**TENDER NO: KNP/ICT/02/2018 - 2019**

**CLOSING DATE: 22/10/18**

**AT 11.00AM**

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## INVITATION TO TENDER

Kisii National Polytechnic wishes to invite **Open** sealed tender for the listed item below from eligible candidates.

NO.	Tender No.	Description	Closing date and Time	Bid Security
1.	KNP/ICT/02/2018 - 2019	Supply and Delivery of Assorted ICT Equipments	22/10/18 at 11.00 AM	100,000

Interested eligible bidders may obtain further information and inspect tender documents from the Procurement Office, Kisii National Polytechnic during normal working hours (**Monday to Friday**) from **8:00am-1:00pm** and from **2:00pm to 5:00pm**.

A complete set of tender documents may be obtained by interested bidders upon payment of non refundable fee of **Ksh 1,000** in cash or Bankers Cheque payable to the Kisii National Polytechnic or be downloaded from Polytechnic website; [www.kisiipoly.ac.ke](http://www.kisiipoly.ac.ke) free of charge. Upon download bidders are required to register at the Secretary to the Principal's desk..

Completed tender documents must be returned as specified in the tender document and deposited in the tender box situated at Administration Block and addressed to:

**The PRINCIPAL  
Kisii National Polytechnic  
P.O Box 222-40200  
KISII**

So as to reach on or before **22/10/18 at 11.00 am**. Prices quoted must be net (including duty and VAT where applicable) and should remain valid for a minimum period of 120 days from the closing date. Tenders will be opened immediately after the closing time, in the Board Room in the presence of the tenderer or their representatives who choose to attend.

**N/B: Youths, women and people living with disability are encouraged to apply attaching documents of eligibility.**



KISII POLY IS ISO 9001:2015 CERTIFIED

# SECTION II - INSTRUCTIONS TO TENDERERS

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## 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, install and commissioning of the requirements by the intended completion date specified in the tender documents.
- 2.1.2 The Polytechnic 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 Polytechnic 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 involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

## 2.2 Eligible Equipment

- 2.2.1 All equipment to be supplied and installed 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 equipment(s) are 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 equipment is distinct from the nationality of the tenderer and shall be treated thus in the evaluation of the tender.

## 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 Polytechnic, 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 be Ksh 1,000.00
- 2.3.3 The Polytechnic shall allow the tenderer to review the tender document free of charge before purchase.



## **2.4. Contents of 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 Form
- (xiv) Declaration form

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

## **2.5 Clarification of Tender Documents**

2.5.1 A prospective tenderer making inquiries of the tender documents may notify the Polytechnic in writing or by post at the Polytechnic's address indicated in the invitation for tenders. The Polytechnic 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 Polytechnic. Written copies of the Polytechnic 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 Polytechnic 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 Tender Documents**

2.6.1 At any time prior to the deadline for submission of tender, the Polytechnic, 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.

2.6.2 All prospective tenderers that have obtained the tender documents will be



notified of the amendment in writing or by post and will be binding on them.

- 2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Polytechnic, 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 Polytechnic, 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 the Tender**

- 2.8.1 The tender prepared by the tenderers 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 2.12 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
  - (c) documentary evidence established in accordance with paragraph 2.13 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
  - (d) tender security furnished in accordance with paragraph 2.14
  - (e) Confidential Business Questionnaire

## **2.9 Tender Form**

- 2.9.1 The tenderer shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the equipment to be supplied, installed and commissioned and a brief description of the equipment, 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 where applicable and total tender price of the equipment and installation it proposes to supply under the contract.
- 2.10.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:
- (i) the price of the equipment quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable:



- (ii) Charges for inland transportation, insurance, and other local costs incidental to delivery of the goods to their final destination; and
  - (iii) Installation charges shall also be indicated separately for each equipment
- 2.10.3 Prices quoted by the tender shall remain fixed during the Tender's performance of the contract. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22 unless otherwise agreed by the parties.

## **2.11 Tender Currencies**

- 2.11.1 Prices shall be quoted in the following currencies:
- (a) For equipment that the tenderer will supply from within Kenya, the prices shall be quoted in Kenya Shillings; and
  - (b) Cost of installation and commissioning will be in Kenya Shillings.

## **2.12 Tenderers Eligibility and Qualifications**

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

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

- 2.13.1 Pursuant 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 equipment which the tenderer proposes to supply under the contract





- 2.13.2 The documentary evidence of the eligibility of the goods shall consist of 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 equipment 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 equipment
  - 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 equipment for a period of two (2) years, following commencement of the use of the equipment by the Polytechnic: and
  - c) a clause-by-clause commentary on the Polytechnic Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- 2.13.4 For purposes of the commentary 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 Polytechnic 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 Polytechnic'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 of the amount of 2% of the tender price.
- 2.14.2 The tender security shall be applicable.**
- 2.14.3 The tender security is required to protect the Polytechnic against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7
- 2.14.4 Any tender not secured in accordance with paragraph 2.14.1 will be rejected by the Polytechnic as non responsive, pursuant to paragraph 2.22
- 2.14.5 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Polytechnic.



2.14.6 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

2.14.7 The tender security may be forfeited:

- a) if a tenderer withdraws its tender during the period of tender validity specified by the Polytechnic 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
- c) If the tenderer rejects correction of an arithmetic error in the tender.

## **2.15 Validity of Tenders**

2.15.1 Tenders shall remain valid for 120 days or as specified in the tender documents after date of tender opening prescribed by the Polytechnic, pursuant to paragraph 2.20. A tender valid for a shorter period shall be rejected by the Polytechnic as non responsive.

2.15.2 In exceptional circumstances, the Polytechnic 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 Tenderer shall prepare two copies of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended 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 Polytechnic at the following address

THE PRINCIPAL  
KISII NATIONAL POLYTECHNIC  
P.O BOX 222-40200  
KISII

(b) Bear the tender number and name in the Invitation to Tender and the words “DO NOT OPEN”  
**Before 22/10/18 at 11.00am**

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 Polytechnic 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 Polytechnic at the address specified under paragraph 2.17.2 not later than **22/10/18 at 11.00 a.m** Kisii National Polytechnic Administration block at the Principal’s office

2.18.2 The Polytechnic 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 Polytechnic and candidates previously subject to the deadline will therefore be subject to the deadline as extended

2.18.3 Bulky tenders which will not fit in the tender box shall be received by the Polytechnic as provided for in the Appendix.

## **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 Polytechnic 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

## **2.20 Opening of Tenders**

The Polytechnic will open all tenders in the presence of tenderers' representatives who choose to attend, on **22/10/18 at 11.00am** at the Kisii National Polytechnic Administration Block, Principal's Office

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

2.20.1 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 Polytechnic, at its discretion, may consider appropriate, will be announced at the opening.

2.20.2 The Polytechnic 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 Polytechnic 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 Polytechnic in the Polytechnic's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.22 Preliminary Examination and Responsiveness**

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

2.22.2 Arithmetical errors will be rectified on the following basis. If there is a



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

2.22.3 The Polytechnic may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or effect the relative ranking of any tenderer.

2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the Polytechnic 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 Polytechnic'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 Polytechnic and may not subsequently be made responsive by the tenderer by correction of the non conformity.

## **2.23 Currency**

2.23.1 All prices quoted shall be in Kenya Shillings.

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

2.24.1 The Polytechnic will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22

2.24.2 The Polytechnic's evaluation of a tender will exclude and not take into account

- (a) in the case of equipment manufactured in Kenya or equipment of Foreign origin already located in Kenya, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the tenderer; and

- (b) any allowance for price adjustment during the period of execution of the contract, if provided in the tender.

2.24.3 The comparison shall be of the ex-factory/ex-warehouse/off-the-shelf price of the goods offered from within Kenya, such price to include all costs, as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods.

2.24.4 The Polytechnic evaluation of a tender will take into account, in addition to the tender price and the price of incidental services, the following factors, in the manner and to the extent indicated in paragraph 2.23.5 and in the technical specifications:



- a) delivery and installation schedule offered in the tender
- b) Deviations in payment schedule from the specifications in the special conditions contract
- c) the cost of components, mandatory spare parts and service;
- d) the availability in Kenya of spare parts and after-sales service for the equipment offered in the tender;

2.24.5 Pursuant to paragraph 2.24.4 the following evaluation methods will be applied

(a) *Delivery schedule*

- (i) The Polytechnic requires that the equipment under the Invitation for Tenders shall be delivered at the time specified in the Schedule of Requirements. Tenders offering deliveries longer than the Polytechnic be required delivery time will be treated as non-responsive and rejected.

(b) *Deviation in payment schedule*

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

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

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

2.24.6 The tender evaluation committee shall evaluate the tender within 40 days of the validity period from the date of opening the tender.

## **2.25 Contacting the Polytechnic.**

2.25.1 Subject to paragraph 2.21 no tenderer shall contact the Polytechnic on any matter related to its tender, from the time of the tender opening to the time the contract is awarded.

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

## **2.26 Award of Contract**

(a) **Post-Qualification**

2.26.1 In the absence of pre-qualification, the Polytechnic 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.



2.26.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.12.3 as well as such other information as the Polytechnic deems necessary and appropriate.

2.26.3 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 Polytechnic will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

(b) **Award Criteria**

2.26.4 The Polytechnic 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.

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

- a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- b) Legal capacity to enter into a contract for procurement
- c) 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.
- d) Shall not be debarred from participating in public procurement.

(c) **Polytechnic's Right to Accept or Reject Any or All Tenders**

2.26.6 The Polytechnic 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 of the grounds for the Polytechnic's action

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

2.26.8 The Polytechnic 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.

2.26.9 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.

## **2.27 Notification of Award**

- 2.27.1 Prior to the expiration of the period of tender validity, the Polytechnic will notify the successful tenderer in writing that its tender has been accepted.
- 2.27.2 The notification of award will signify the formation of the Contract but will have to wait until the contract is finally signed by both parties.
- 2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29, the Polytechnic will simultaneously inform the other tenderers that their tenders have not been successful

## **2.28 Signing of Contract**

- 2.28.1 At the same time as the Polytechnic notifies the successful tenderer that its tender has been accepted, the Polytechnic will simultaneously inform the other tenderers that their tenders have not been successful.
- 2.28.2 After fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Polytechnic.
- 2.28.3 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.

## **2.29 Performance Security**

- 2.29.1 Tender security shall be in the amount of 5% of the tender price.  
Within thirty (30) days of the receipt of notification of award from the Polytechnic, 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 Polytechnic.
- 2.29.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.28 or paragraph 2.29 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Polytechnic may make the award to the next lowest evaluated Candidate or call for new tenders.

## **2.30 Corrupt or Fraudulent Practices**

- 2.30.1 The Polytechnic 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 and will not be involved in corrupt or fraudulent practices.
- 2.30.2 The Polytechnic 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.
- 2.30.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public Procurement in Kenya





**SECTION III – GENERAL CONDITIONS OF CONTRACT**

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3.22 Notices.....22



### 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 Polytechnic 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 Polytechnic under the Contract.
- (d) "The Polytechnic" 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 Polytechnic for the Procurement Installation and commissioning of equipment to the extent that they are not superceded by provisions of other part of contract.

### 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 and will be treated thus in the evaluation of the tender.

### 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 Candidate shall not, without the Polytechnic 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 Polytechnic 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 Polytechnic 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 Polytechnic and shall be returned (all copies)



to the Polytechnic on completion of the Tenderer's performance under the Contract if so required by the Polytechnic.

### 3.6 **Patent Rights**

3.6.1 The tenderer shall indemnify the Polytechnic 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 Polytechnic.

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

3.7.2 The proceeds of the performance security shall be payable to the Polytechnic 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 Polytechnic and shall be in the form

- a) Cash
- b) Bank Guarantee
- c) Such insurance guarantee approved by the Authority
- d) Letter of credit.

3.7.4 The performance security will be discharged by the Polytechnic 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 Polytechnic or its representative shall have the right to inspect and/or to test the equipment to confirm their conformity to the Contract specifications. The Polytechnic 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. All reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Polytechnic.

3.8.3 Should any inspected or tested equipment fail to conform to the Specifications, the Polytechnic 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 Polytechnic.



- 3.8.4 The Polytechnic right to inspect test and where necessary, reject the equipment after the equipment arrival and installation shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the Polytechnic 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 and packaging of the equipment 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 equipment, documents and installation of the same shall be made by the tenderer in accordance with the terms specified by Polytechnic in its Schedule of Requirements and the Special Conditions of Contract

### **3.11 Insurance**

- 3.11.1 The equipment 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 Polytechnic as specified in the contract

### **3.13 Prices**

- 3.13.1 Prices charged by the tenderer for equipment delivered and installation performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.
- 3.13.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 3.13.3 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.



3.13.4 Price variation requests shall be processed by the Polytechnic within 30 days of receiving the request.

### **3.14. Assignment**

The tenderer shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Polytechnic prior written consent

### **3.15. Subcontracts**

3.15.1 The tenderer shall notify the Polytechnic 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 Polytechnic 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 equipment within the period(s) specified in the Contract, or within any extension thereof granted by the Polytechnic
- (b) if the tenderer fails to perform any other obligation(s) under the Contract
- (c) if the tenderer, in the judgment of the Polytechnic has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

3.16.2 In the event the Polytechnic 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 Polytechnic for any excess costs for such similar equipment.

### **3.17. Termination for convenience**

### **3.18. Liquidated Damages**

3.18.1 If the tenderer fails to deliver and/or install any or all of the items within the period(s) specified in the contract, the Polytechnic 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.

### **3.19. Resolution of Disputes**

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



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

### **3.20. Language and Law**

3.20.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise specified in the SCC

### **3.21. Force Majeure**

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

### **3.22 Notices**

3.22.1 Any notice given by one party to the other pursuant to this contract shall be sent to other party by post or by fax or Email and confirmed in writing to the other party's address specified.

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



## 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.

The amount of the performance security as a percentage of the Contract price shall be 5%. The performance security shall be denominated in Kenya Shillings and shall be in the form of a bankers cheque, bank guarantee or irrevocable letter of credit issued by a reputable bank located in Kenya.

### 4.2 Payment Terms

The method and conditions of payment to the tenderer under this contract shall be as follows:

- (i) payment for the Goods shall be made in Kenya shillings
- (ii) payment for the Goods shall be made by the Polytechnic's cheque/ Electronic Funds Transfer
- (iii) there shall be no advance payment under this contract
- (iv) payments will be made by the Polytechnic, within sixty (60) days after submission of an invoice and a statement or claim by the tenderer.

### 4.3 Prices

Prices quoted by the tenderer shall be fixed during the tenderers performance of the contract and not subject to variation on any account for the period of contract except due to statutory/legislative requirement and foreign exchange fluctuations. The Polytechnic will only absorb exchange rate fluctuations beyond 10% of the Central Bank of Kenya (CBK) mean exchange rate at the date of bidding. Unit price quoted shall be inclusive of all other charges incidental to the delivery of goods to our stores.

### 4.4 Delivery and installation of equipment

- (a) Delivery and installation of equipment shall be made by the tenderer to the Polytechnic and in accordance with the time schedule prescribed by contract between the Polytechnic and the parties in the Local Purchase Orders.
- (b) If at any time during the performance of the Contract, the tenderer should encounter conditions impeding timely delivery of the Goods, the tenderer shall promptly notify the Polytechnic in writing of the fact of the delay, its likely duration and its causes. On receipt of the tenderer's notice, the Polytechnic shall evaluate the situation and may at its discretion extend the tender's time for delivery with or without liquidated damages, in which case the extension shall be ratified by the Polytechnic by amendment of the Local Purchase Order.
- (c) Except as provided under the General Conditions of contract paragraph



- 3.21 delay by the tenderer in the performance of its delivery obligations shall render the tenderer liable to the imposition of liquidated damages pursuant to paragraph 3.18 unless an extension of time is agreed upon pursuant to paragraph 2 (b) above without application of liquidated damages.
- (d) Upon delivery and completion of installation and acceptance of the equipment, the tenderer shall notify the Polytechnic and forward the following documents to the Polytechnic:
- (a) Copies of the supplier invoice showing equipment description, quantity, unit price, total amount and Local Purchase Order number (LPO).
  - (b) Delivery note giving details as (a) above.
  - (c) Certificate of Origin.

The Polytechnic with the arrival of the Goods shall receive the above documents, and if not received, the Goods will be rejected and the tenderer will be responsible for any consequent expenses.

#### 4.5 Standards

- (i) The supplier warrants that the Goods supplied under the contract are new, unused and conforms to the specifications indicated in the Contract and/or Local Purchase Orders. The supplier further warrants that all Goods supplied under this contract shall have no defects, arising from design, materials or workmanship (except when the design and/or material is required by the Polytechnic's specification) or from any act or omission of the tenderer that may develop under normal use of the supplied Goods in the Conditions prevailing in the Polytechnic.
- (ii) If, for reasons attributed to the tenderer, these warranties are not attained in whole or in part. the supplier shall either:
- (a) make such changes, modifications and/or additions to the goods or any part thereof as may be necessary in order to attain the contracted warranties specified in the contract at its own cost and expense and to carry out further performance tests to the satisfaction of the Polytechnic, or
  - (b) Replace such Goods with the ones that conform to the specifications in the contract at his own costs.

#### 4.6 Ownership Transfer:-

Ownership of the goods is transferred to Polytechnic after acceptance of quality of the goods. If the goods are rejected they shall be collected as promptly as possible as but not later than 7 days failure to which demurrages charges shall accrue at rate of 2% of the total value and be disposed after 21 days at suppliers cost





**4.7** The Tenderers shall submit a statement confirming that they have not been debarred from participating from public procurement.

**4.8 Dispute Resolution.**

Any dispute arising out of the contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an arbitrator, the arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya Branch, on the request of the applying party.



## SECTION V – EVALUATION CRITERIA

Evaluation of bids will be conducted at three stages

### STAGE 1: Preliminary Examination of Tender

Any bid that fails to meet the mandatory requirements shall not proceed to the next stage.

#### A. – Preliminary Evaluation (Mandatory Requirements)

- The document must be paginated/serialized and well bound
- Provide a table of contents on all copies attached

No	Requirement (Submit certified copies by commissioner for oaths )	Score %
1.	Certificate of incorporation	Mandatory
2.	Valid business permit	Mandatory
3.	VAT Registration	Mandatory
4.	PIN Registration certificate	Mandatory
5.	Valid TAX Compliance Certificate	Mandatory

**Any bidder who does not meet these requirements will not proceed to the next stage and will be eliminated**

#### B. TECHNICAL EVALUATION

Only bids that attain 60 or more marks shall proceed to the next stage

No	Requirement (Submit certified copies)	Score %
1.	Years in Business (a) over 5 years.....(10) (b) Between 3 and 4 years.....(8) (c) between 1 and 2 years.....(5) (d) one year and below.....(2)	10
2.	Submit Brochures/Catalogues	10
3.	Indicate brand	10
4.	Conformity to technical specifications	30
5.	Indicate the delivery period (a) one month and below .....(10) (b) between 2 and 3 months .....(5) (c) Between 4 and 5 months.....(2) (d) Over 6 months.....(0)	10
6.	Proof of contracts of similar magnitude from three clients	10
7.	Form of tender duly completed and signed	10
8.	After sale service	10
	<b>TOTAL MARKS</b>	<b>100</b>

**N/B: Only bidders who score 60% and above will be subjected to financial evaluation. Those who score below 60% will be eliminated at this stage from the entire evaluation process and will not be considered further.**

#### Financial Evaluation

**The lowest evaluated bidder will be awarded the contract**



## **SECTION VI - TECHNICAL SPECIFICATIONS**

### **5.1 GENERAL**

- 5.2 These specifications describe minimum requirements for equipment. 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 specific 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



## SECTION VI: SCHEDULE OF REQUIREMENTS

### ITEM 1: DESKTOP COMPUTERS (specify brand)

#### Specifications

ITEM	MINIMUM REQUIREMENT
Processor & Core Logic	Intel 6 <sup>th</sup> Gen. Core i5 processor up to 3.2GHz, 6MB L2 cache)
System Memory	4GB PC3-12800 DDR3L-1600 SDRAM expandable to 8GB
Storage HDD	500GB 7200rpm SATA
Video ports	HDMI and VGA/ DVI Video display cables included: HDMI, DVI /VGA cables
Display/Graphics	Intel HD graphics 530
Optical Drives	SuperMulti DVD/CD burner
Keyboard and Pointing Device	Enhanced Qwerty Keyboard with numeric keypad Optical/Laser 3 Button Scroll Mouse.
Communication interface	10/100/1000 Ethernet, Wi-Fi 802.11a/b/g and Bluetooth 4.0 combo
Operating System	Genuine Lifetime Licensed Windows R8.1 or Windows 10 Professional Edition.
Software	Genuine Lifetime Licensed MS Office 2013 with media Discs. Adobe Acrobat Reader, DVD/CD Writer software, Web browser, Media Player, Drivers and system utility software.
Power supply	220-240 VAC, 50/60Hz. Include all power cables.
Monitor /Screen	<ul style="list-style-type: none"> <li>• At least 22 inch wide screen flat panel LCD</li> <li>• 1920 x 1200 factory-set resolution</li> <li>• Video inputs supported :VGA analog signal and/or HDMI digital signal</li> </ul> Built-in USB hub with 3 USB 2.0 ports for connecting USB devices to the PC Supports High-bandwidth Digital Content Protection



	(HDCP) to prevent transmission of non-encrypted high definition content Tilt adjustment Contrast ratio up to 3000:1 Energy star compliant
Warranty	One (1) Year
Multimedia	Multi-Card Reader, 4 USB 3.0, 2 USB 2.0, Headphone/Microphone Combo Inbuilt speakers

Original detailed and highlighted brochures MUST be submitted

## ITEM 2: N-COMPUTING DESKTOP COMPUTERS (Specify brand)

### Specifications

ITEM	MINIMUM REQUIREMENT
Processor & Core Logic	Intel 6 <sup>th</sup> Gen. Core i7 processor up to 3.9GHz, 6MB L2 cache)
System Memory	32GB PC3-12800 DDR3L-1600 SDRAM expandable to 64 GB
Storage HDD	5-10TB
Video ports	HDMI and VGA/ DVI Video display cables included: HDMI, DVI /VGA cables
Display/Graphics	Intel HD graphics 530
Optical Drives	SuperMulti DVD/CD burner
Keyboard and Pointing Device	Enhanced Qwerty Keyboard with numeric keypad Optical/Laser 3 Button Scroll Mouse.
Communication interface	10/100/1000 Ethernet, Wi-Fi 802.11a/b/g and Bluetooth 4.0 combo
Operating System	Genuine Lifetime Licensed Windows R8.1 or Windows 10 Professional Edition.
Software	Genuine Lifetime Licensed MS Office 2013 with media Discs.



	Adobe Acrobat Reader, DVD/CD Writer software, Web browser, Media Player, Drivers and system utility software.
Power supply	220-240 VAC, 50/60Hz. Include all power cables.
Monitor /Screen	<ul style="list-style-type: none"> <li>• At least 22 inch wide screen flat panel LCD</li> <li>• 1920 x 1200 factory-set resolution</li> <li>• Video inputs supported :VGA analog signal and/or HDMI digital signal</li> </ul> <p>Built-in USB hub with 3 USB 2.0 ports for connecting USB devices to the PC</p> <p>Supports High-bandwidth Digital Content Protection (HDCP) to prevent transmission of non-encrypted high definition content</p> <p>Tilt adjustment</p> <p>Contrast ratio up to 3000:1</p> <p>Energy star compliant</p>
Warranty	One (1) Year
Multimedia	Multi-Card Reader, 4 USB 3.0, 2 USB 2.0, Headphone/Microphone Combo Inbuilt speakers



### ITEM 3: LAPTOPS (Specify brand)

#### Specifications

ITEM	MINIMUM REQUIREMENT
Processor & Core Logic	Intel 6 <sup>th</sup> Gen. Core i3 processor up to 3.2GHz, 6MB L2 cache)
System Memory	4GB PC3-12800 DDR3L-1600 SDRAM
Storage HDD	500GB
Video ports	HDMI and VGA/ DVI Video display cables included: HDMI, DVI /VGA cables
Display/Graphics	Intel HD graphics 530
Optical Drives	SuperMulti DVD/CD burner
Communication interface	10/100/1000 Ethernet, Wi-Fi 802.11a/b/g and Bluetooth 4.0 combo
Operating System	Genuine Lifetime Licensed Windows R8.1 or Windows 10 Professional Edition.
Software	Genuine Lifetime Licensed MS Office 2013 with media Discs. Adobe Acrobat Reader, DVD/CD Writer software, Web browser, Media Player, Drivers and system utility software.
Power supply	220-240 VAC, 50/60Hz. Include all power cables.
Monitor /Screen	<ul style="list-style-type: none"> <li>• At least 22 inch wide screen flat panel LCD</li> <li>• 1920 x 1200 factory-set resolution</li> <li>• Video inputs supported :VGA analog signal and/or HDMI digital signal</li> </ul> <p>Built-in USB hub with 3 USB 2.0 ports for connecting USB devices to the PC</p> <p>Supports High-bandwidth Digital Content Protection (HDCP) to prevent transmission of non-encrypted high definition content</p> <p>Tilt adjustment</p> <p>Contrast ratio up to 3000:1</p> <p>Energy star compliant</p>



Warranty	One (1) Year
Multimedia	Multi-Card Reader, 4 USB 3.0, 2 USB 2.0, Headphone/Microphone Combo Inbuilt speakers





**ITEM 4: Monitor /Screen (specify brand)**

- At least 22 inch wide screen flat panel LCD
- 1920 x 1200 factory-set resolution
- Video inputs supported :VGA analog signal and/or HDMI digital signal
- Built-in USB hub with 3 USB 2.0 ports for connecting USB devices to the PC
- Supports High-bandwidth Digital Content Protection (HDCP) to prevent transmission of non-encrypted high definition content
- Tilt adjustment
- Contrast ratio up to 3000:1
- Energy star compliant

**ITEM 5: Uninterrupted Power Supply (specify brand)**

- Uninterruptable 850 VA power supply for PC's
- Automatic output voltage regulation (AVR)
- USB interface
- LED status indication
- Short circuit protection
- Surge, spike and lightning protection
- Overcharge and over discharge protection
- Including practical UPS Management software

**ITEM 6: Keyboard and Pointing devices (specify brand)**

Specifications

- Enhanced Qwerty Keyboard with numeric keypad
- Optical/Laser 3 Button Scroll Mouse.

**ITEM 7: Printer/Scanner/Photocopier (specify brand)**

Specifications:

- Colored
- Prints both A3 & A4
- Support LAN and WLAN (Wi-Fi)
- Full duplex
- Over 40 ISO ppm
- Prints 36 copies per minute



**ITEM 8: Server (specify brand)**

**Specifications:**

<b>ITEM</b>	<b>REQUIREMENTS</b>
Processor and Core Logic	Intel 10 <sup>th</sup> Gen. Core i7 processor up to 3.9GHz, 6MB L2 cache)
System Memory	8GB
Storage HDD	5TB
Operating System	2016 Windows Server(2)

**ITEM 9: N-Computing devices (specify brand)**

**Specifications:**

- Series 5000



## SECTION VIII: PRICE SCHEDULE OF GOODS

### TENDER FOR SUPPLY AND DELIVERY OF ASSORTED ICT EQUIPMENT

TENDER NO: KNP/ICT/02/2018 - 2019

No.	Item description	Qty	Unit price	Total price
1.	DESKTOP COMPUTERS	35		
2.	N-COMPUTING COMPUTERS	5		
3.	LAPTOP	6		
4.	UNINTERRUPTIBLE POWER SUPPLY	20		
5.	SERVER	1		
6.	PRINTER/SCANNER/COPIER	2		
7.	COMPUTER MONITOR	60		
8.	KEYBOARD/MOUSE	60		
9.	N-COMPUTING DEVICES ( 5000 SERIES)	20		



KISII POLY IS ISO 9001:2015 CERTIFIED

## SECTION IX - STANDARD FORMS

*Notes on the Standard Forms:*

### **8.1 Form of Tender**

This form must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representative of the tenderer.

### **8.2 Confidential Business Questionnaire Form**

This form must be completed by the tenderer and submitted with tender documents

### **8.3 Tender Security Form**

When required by the tender document the tenderer shall provide the tender security either in the form included therein after or in another format acceptable to the procuring entity.

### **8.4 Contract Form**

The Contract form shall not be completed by the tenderer at the time of submitting the tenderer at the time of submitting the tender. The contract form shall be completed after contract award.

### **8.5 Performance Security form**

The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the sum provided herein or in another form acceptable to the procuring entity.

### **8.6 Bank Guarantee for Advance Payment.**

When there is an agreement to have Advance payment, this form must be duly completed.

### **8.7 Manufacturer's Authorization Form**

When required by the tender document, this form must be completed and submitted with the tender document. This form will be completed by the manufacturer of the goods where the tenderer is an agent.



**8.1 FORM OF TENDER**

Date \_\_\_\_\_

Tender No. \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_  
*[name and address of procuring entity]*

Gentlemen and/or Ladies:

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

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

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

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_

[signature]

\_\_\_\_\_

[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_



**8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

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

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

**Part 1 – General:**

Business Name .....

Location of business premises.....

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

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

Nature of Business ,.....

Registration Certificate No. ....

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

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

**Part 2 (a) – Sole Proprietor**

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

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

Citizenship details .....

**Part 2 (b) Partnership**

Given details of partners as follows:

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



**Part 2 (c) – Registered Company**

Private or Public

.....  
State the nominal and issued capital of company:

Nominal Kshs. ....

Issued Kshs. ....

Give 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



---

### 8.3 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 ..... [*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 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*]







**8.5 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]

(Amend accordingly if provided by Insurance Company)



**8.6 BANK GUARANTEE FOR ADVANCE PAYMENT**

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 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]



## 8.7 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 an authorized person.



**8.8 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



**KISII POLY IS ISO 9001:2015 CERTIFIED**

**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*) of  
.....dated the...day of .....20.....in the matter of Tender  
No.....of .....20...

**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.
  - 2.
- etc.

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

- 1.
  - 2.
- etc

SIGNED .....(Applicant)

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

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**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on  
..... day of .....20.....

SIGNED

Board

