

TEACHERS SERVICE COMMISSION



TENDER DOCUMENT FOR PROCUREMENT OF SERVICES

RESERVED GROUPS ONLY

PROVISION OF COMPREHENSIVE MAINTENANCE OF AIR
CONDITIONERS

TSC/T/012/2019-2021

UNDER FRAMEWORK CONTRACT FOR 2 YEARS

Teachers Service Commission
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CLOSING DATE:

5TH SEPTEMBER, 2019

TABLE OF CONTENTS

| | Page |
|-------------|---|
| SECTION I | INVITATION TO TENDER..... 2 |
| SECTION II | INSTRUCTIONS TO TENDERERS..... 3 |
| | APPENDIX TO INSTITUTIONS TO TENDER 13 |
| SECTION III | GENERAL CONDITIONS OF CONTRACT..... 18 |
| SECTION IV | SPECIAL CONDITIONS OF CONTRACT..... 22 |
| SECTION V | SCHEDULE OF REQUIREMENTS..... 23 |
| SECTION VI | DESCRIPTION OF SERVICES 25 |
| SECTION VII | STANDARD FORMS..... 27 |

SECTION I ~ INVITATION TO TENDER

INVITATION TO TENDER FOR PROVISION OF MAINTENANCE OF AIR CONDITIONERS

TSC/T/012/2019-2021

- 1.1 The Teachers Service Commission invites sealed tenders from eligible candidates for the Provision of maintenance of air conditioners.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at Teachers Service Commission House Kilimanjaro Road Upper Hill, 2nd Floor Podium Wing during normal working hours. Disadvantaged groups need only fill the **Tender Securing Declaration Form**.
- 1.3 You may obtain further information, inspect and obtain tender documents at the Procurement office, Teachers Service Commission House, 2nd Floor, Podium Wing. A complete copy tender document may be obtained by interested candidates upon payment of a non-refundable fee of **Kshs.1, 000.00** in cash or bankers cheque payable to **The Secretary, Teachers Service Commission**. Alternatively, the document may be downloaded for free from www.tsc.go.ke/. **Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings.**
- 1.4 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and tender name and be deposited in the tender box provided at the **TSC House, 3rd Floor Podium wing**, or be addressed and posted to **The Secretary, Teachers Service Commission, Private Bag - 00100, Nairobi** to be received on or before **5th September, at 9.00am**. **A mandatory site/survey visit is useful for bidders to understand the full scope of works in the TSC Headquarters**
- 1.5 Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend the opening at **Teachers Service Commission House, 3rd Floor Podium**.
- 1.6 Date of Site Visit shall be on **30th August, 2019 at 10.00am**

COMMISSION SECRETARY/CHIEF EXECUTIVE

SECTION II – INSTRUCTIONS TO TENDERERS

| TABLE OF CONTENTS. | | Page |
|---------------------------|---|-------------|
| 2.1 | Eligible Tenderers | 4 |
| 2.2 | Cost of tendering | 4 |
| 2.3 | Contents of tender documents | 4 |
| 2.4 | Clarification of Tender documents | 5 |
| 2.5 | Amendment of tender documents | 5 |
| 2.6 | Language of tenders | 6 |
| 2.7 | Documents comprising the tender | 6 |
| 2.8 | Form of tender | 6 |
| 2.9 | Tender prices | 6 |
| 2.10 | Tender currencies | 7 |
| 2.11 | Tenderers eligibility and qualifications | 7 |
| 2.12 | Tender security | 7 |
| 2.13 | Validity of tenders | 8 |
| 2.14 | Format and signing of tenders | 8 |
| 2.15 | Sealing and marking of tenders | 8 |
| 2.16 | Deadline for submission of tenders | 9 |
| 2.17 | Modification and withdrawal of tenders | 9 |
| 2.18 | Opening of tenders | 9 |
| 2.19 | Clarification of tenders | 10 |
| 2.20 | Preliminary Examination and Responsiveness..... | 10 |
| 2.21 | Conversion to other currencies | 11 |
| 2.22 | Evaluation and comparison of tenders | 11 |
| 2.23 | Contacting the procuring entity | 12 |
| 2.24 | Award of Contract | 13 |
| 2.25 | Right to accept or reject any or all tenders..... | 13 |
| 2.26 | Award criteria..... | 14 |
| 2.27 | Notification of award | 15 |
| 2.28 | Signing of Contract | 15 |
| 2.29 | Performance security | 15 |
| 2.30 | Corrupt or fraudulent practices | 16 |

SECTION II ~ INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

- 2.1.1. 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 **5TH SEPTEMBER, 2019 at 9.00am** of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services 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 Cost of tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of tender documents

- 2.3.1. The tender document comprises of the documents listed below and addenda issued in accordance with clause 5 of these instructions to tenders
- i) Instructions to tenderers
 - ii) General Conditions of Contract
 - iii) Special Conditions of Contract

- iv) Schedule of Requirements
- v) Details of service
- vi) Form of tender
- vii) Price schedules
- viii) Contract form
- ix) Confidential business questionnaire form
- x) Tender security form

2.3.2. 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.

2.4 Clarification of Documents

2.4.1. 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 seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents"

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

2.5 Amendment of documents

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

2.5.2. 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.

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

2.6 Language of tender

2.6.1. 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.

2.7 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

2.8 Form of Tender

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

2.9 Tender Prices

2.9.1 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.

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

2.9.3 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.

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

2.9.5 Where contract price variation is allowed, the variation shall not exceed 25% of the original contract price.

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

2.10 Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in 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 (To attach a Tender Securing Declaration Form)

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

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

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

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

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

2.12.5 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

2.12.6 Unsuccessful tenderer's 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 procuring entity.

2.12.7 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.26, and furnishing the performance security, pursuant to paragraph 2.27.

2.12.8 The tender security may be forfeited:

- (a) If a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form;
Or
- (b) In the case of a successful tenderer, *if* the tenderer fails:
 - (i) To sign the contract in accordance with paragraph 30
Or
 - (ii) to furnish performance security in accordance with paragraph 31.
- (c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

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

2.13.2 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 5TH SEPTEMBER, 2019 at 9.00am.”**

2.15.2 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”.

2.15.3 If the outer envelope is not sealed and marked as required by paragraph 2.15.1, 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 2.15.1 no later than at **5th September, 2019 at 9.00am.**

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 5, 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.

2.17.4 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 2.12.7.

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

2.17.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.18 Opening of Tenders

2.18.1 The Procuring entity will open all tenders in the presence of tenderers representatives who choose to attend, **5th September, 2019 at 9.00am.** 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.

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 22, 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 2.2.3 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.

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

2.22.6 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.

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.

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

2.26. TSC's Right to accept or Reject any or all Tenders

2.26.1 The TSC 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 TSC's action. If the TSC determines that none of the tenders is responsive, the TSC shall notify each tenderer who submitted a tender.

2.26.2 The TSC 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.

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

2.25 Award Criteria

2.25.1 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.

2.25.2 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.

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

2.27 Notification of award

- 2.27.1 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.
- 2.27.2 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 2.9. Simultaneously the other tenderers shall be notified that their tenders have not been successful.
- 2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.28 Signing of Contract

- 2.28.1 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.
- 2.28.2 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.
- 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 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.
- 2.29.2 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.

2.30 Corrupt or Fraudulent Practices

2.30.1 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.

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

2.30.3 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in Public Procurement in Kenya.

APPENDIX TO INSTRUCTIONS TO THE TENDERERS

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions 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

| ITT | Particulars of appendix to instructions to tenderers |
|--------|--|
| 2.1 | Particulars of eligible tenderers: Reserved Groups Only - Comprehensive maintenance of air conditioners |
| 2.2.2 | Hard copy tender documents will be issued at a cost of Kshs.1,000.00.Alternatively,tender documents can be downloaded from www.tsc.go.ke or www.tenders.go.ke free of charge |
| 2.10 | Particulars of other currencies allowed. None |
| 2.11 | Particulars of eligibility and qualifications documents of evidence required. Refer the Evaluation Criteria |
| 2.12.2 | Particulars of tender security if applicable: Tenders must be accompanied by a Tender Security of 2% of the tender sum as indicated in the Form of Tender in form of a guarantee from a reputable bank or from an insurance company approved by PPRA (formerly PPOA), payable to the Commission Secretary, Teachers Service Commission. Disadvantaged groups need only fill the Tender Securing Declaration. (Not applicable) |
| 2.13 | Validity of Tenders: Tenders Shall remain valid for 120 days up from date of opening |
| 2.16.3 | Bulky tenders which do not fit in the tender box shall be delivered to the Procurement Unit. |
| 2.22 | <p>Evaluation Criteria</p> <p>The following requirements must be met by the tenderer not withstanding other requirements in the tender documents: -</p> |

a) Mandatory Requirements (MR)

| No. | Requirements | Responsive or Not Responsive |
|-------|---|------------------------------|
| MR1. | Must Submit a copy of certificate of Registration/Incorporation | |
| MR2. | Must Submit a copy of Valid Tax Compliance certificate (Attach a snapshot of TCC Checker from KRA website) | |
| MR3. | MUST be registered with NCA on relevant category (Air Conditioning, Refrigeration, Ventilation) at least NCA -7. (Attach valid Registration and Practicing Certificate for 2019) | |
| MR4. | Must Fill the Price Schedule in the format provided in the tender document | |
| MR5. | Must submit dully Filled, signed and stamped the Form of Tender in the Format provided in the tender document | |
| MR6. | Must fill the Tender Securing Declaration in the format provided. | |
| MR7. | Must submit a dully filled, signed and stamped Confidential Business Questionnaire in the format provided | |
| MR8. | Must attach Site Visit Survey certificate duly signed and stamped by both TSC representative and the bidders' representative. | |
| MR9. | Must submit a Valid CR12 from Registrar of Companies and Copies of IDs for Director(s) for limited companies and for Sole proprietorship attach copies of National Identification card for persons whose name appear in the registration certificate. | |
| MR10. | Must submit dully filled, signed and stamped non-corruption pledge in the format provided in the tender document. | |
| MR11. | Must submit dully filled, signed and stamped non-debarment statement in the format provided in the tender document | |
| MR12. | Must submit dully filled, signed and stamped integrity declaration form in the format provided in the tender document | |
| MR13. | Must submit a valid County Business permit for 2019 | |
| MR14. | Must fill Tender Securing Declaration Form. | |

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

| ITT | Particulars of appendix to instructions to tenderers | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----|---|------------|----|----------------------|------------|---|--|----|---|--|----|---|---|----|---|--|----|---|---|----|---|---|----|--|--------------|------------|
| | <p>b) TECHNICAL EVALUATION This section (Technical Evaluation) will be as follows:</p> <table border="1"> <thead> <tr> <th data-bbox="310 281 380 352">No</th> <th data-bbox="380 281 1446 352">Evaluation Attribute</th> <th data-bbox="1446 281 1555 352">Max. Score</th> </tr> </thead> <tbody> <tr> <td data-bbox="310 352 380 485">1</td> <td data-bbox="380 352 1446 485">The bidder Must provide evidence of three (3) running (current) contracts of similar works (maintenance of air conditioners). Each contract @ 5 marks, Maximum points = 15 (Must be supported by LSOs or a signed Contract Agreements)</td> <td data-bbox="1446 352 1555 485">15</td> </tr> <tr> <td data-bbox="310 485 380 657">2</td> <td data-bbox="380 485 1446 657">The bidder MUST provide five (5) clients and references to which the company has offered SIMILAR services in the last five years. The bidder must attach LSOs or Contract Agreements signed and stamped by the relevant officer. 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Experience of technical staff</p> <ul style="list-style-type: none"> • With relevant Degree plus over 10 years’ relevant experience 10 mks • With relevant Diploma plus over over 5 years’ relevant experience 6mks • With relevant Certificate and under 5 years’ relevant experience 4 mks • With NO relevant qualifications and experience 0 mks </td> <td data-bbox="1446 758 1555 1241">20</td> </tr> <tr> <td data-bbox="310 1241 380 1344">6</td> <td data-bbox="380 1241 1446 1344">Submit the last six (6) months original and signed bank statement demonstrating ability of the bidder (January, February, March April, May and June, 2019) each month is 6 mks</td> <td data-bbox="1446 1241 1555 1344">18</td> </tr> <tr> <td data-bbox="310 1344 380 1696">7</td> <td data-bbox="380 1344 1446 1696"> Must submit three (3) years Audited financial accounts for the periods 2016, 2017 and 2018. 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| No | Evaluation Attribute | Max. Score | | | | | | | | | | | | | | | | | | | | | | | | |
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| | TOTAL | 100 | | | | | | | | | | | | | | | | | | | | | | | | |
| | Financial Evaluation will be subjected to firms with 70% and above marks on Technical score | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Financial Evaluation: – Will be based on the lowest offer Price. | | | | | | | | | | | | | | | | | | | | | | | | | |

SECTION III ~ GENERAL CONDITIONS OF CONTRACT

| TABLE OF CONTENTS | | Page |
|--------------------------|-----------------------------------|-------------|
| 3.1 | Definitions | 21 |
| 3.2 | Application | 21 |
| 3.3 | Standards | 21 |
| 3.4 | Patent Rights | 21 |
| 3.5 | Performance security | 22 |
| 3.6 | Inspections and tests | 22 |
| 3.7 | Payment | 23 |
| 3.8 | Prices | 23 |
| 3.9 | Assignment | 23 |
| 3.10 | Termination for default | 23 |
| 3.11 | Termination for insolvency | 24 |
| 3.12 | Termination for convenience | 24 |
| 3.13 | Resolution of disputes | 24 |
| 3.14 | Governing language | 24 |
| 3.15 | Force majeure | 24 |
| 3.16 | Applicable law | 25 |
| 3.17 | Notices | 25 |

SECTION III ~ GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

- a) “The contract” means the agreement entered into between the Procuring entity and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) “The 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.
- d) “The Procuring entity” means the organization sourcing for the services under this Contract.
- e) “The contractor means the individual or firm providing the services under this Contract.
- f) “GCC” means general conditions of contract contained in this section
- g) “SCC” means the special conditions of contract
- h) “Day” means calendar day

3.2 Application

3.2.1 These General Conditions shall apply to the extent that they are not superseded 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

3.4 Patent Right's

3.4.1 The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

3.5 Performance Security

- 3.5.1 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.
- 3.5.2 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.
- 3.5.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of:
- a) Cash.
 - b) A bank guarantee.
 - c) Such insurance guarantee approved by the Authority.
 - d) Letter of credit.
- 3.5.4 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.

3.6 Inspections and Tests

- 3.6.1 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.
- 3.6.2 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.
- 3.6.3 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.
- 3.6.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.7 Payment

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

3.8 Prices

3.8.1 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.

3.9 Assignment

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

3.10 Termination for Default

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

- a) If the tenderer fails to 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.
- b) If the tenderer fails to perform any other obligation(s) under the Contract.
- c) If the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

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

3.11 Termination for insolvency

3.11.1 The procuring entity may at the anytime 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.

3.12 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.

3.13 Resolution of disputes

3.13.1 The procuring entity 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.

3.13.2 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.

3.14 Governing Language

3.14.1 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.

3.15 Force Majeure

3.15.1 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.

3.16 Applicable Law.

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

3.17 Notices

3.17.1 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

3.17.2 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, 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.

| REFERENCE OF GCC | SPECIAL CONDITIONS OF CONTRACT |
|-----------------------------|---|
| 2.25 Award Criteria | <i>Tender will be awarded to the firm whose tender has been determined to be responsive and is the lowest evaluated bidder</i> |
| 3.6 Performance security | <i>The performance bond shall be paid 30 days from the date award but not earlier than 14 days. The tenderer shall submit the performance bond to the commission before signing of the contract</i> |
| 3.8 Payment | <i>Payment shall be made quarterly</i> |
| 3.9 Prices | <i>The prices offered shall be fixed for the period stated in the contract.</i> |
| 3.14 Resolution of disputes | <i>In case of a dispute between the TSC and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of Kenya.</i> |
| 3.16 Applicable Law | <i>This shall remain Kenyan Law</i> |
| 3.18 Notices | <i>Client: The Secretary Teachers Service Commission Private Bag-00100 Tel: 020-2892000 E-mail: ddprocurement@tsc.go.ke</i> |
| 3.19: contract period | <i>The contract shall cover a period of two (2) years .However renewal will be based on satisfactory performance.</i> |
| 2.16 Submission of Tenders | <i>Submission of Bids must meet the deadline of 5th September, 2019 at 9.00am.</i> |

SECTION V ~ SCHEDULE OF REQUIREMENTS

FIRM'S REFERENCES

| No. | Contact Information | Details |
|-----|------------------------|---------|
| 1 | Name of company | |
| | Name of contact person | |
| | Designation | |
| | Telephone number | |
| | e-mail address | |
| 2 | Name of company | |
| | Name of contact person | |
| | Designation | |
| | Telephone number | |
| | e-mail address | |
| 3 | Name of company | |
| | Name of contact person | |
| | Designation | |
| | Telephone number | |
| | e-mail address | |
| 4 | Name of company | |
| | Name of contact person | |
| | Designation | |
| | Telephone number | |
| | e-mail address | |
| 5 | Name of company | |
| | Name of contact person | |
| | Designation | |
| | Telephone number | |
| | e-mail address | |

Ensure you have provided reference letters for **ALL** the above organizations, duly **signed** and **stamped** by the relevant officer.

The reference letter MUST be on the Organization's letterhead.

SECTION VI –SCOPE OF WORK

DESCRIPTION OF SERVICES

6.1. SPECIFICATIONS FOR COMPREHENSIVE REPAIR AND MAINTENANCE OF SPLIT AIR CONDITIONERS UNITS 19(NINETEEN) PIECES.

(The model of the machines/ units are LG- 15No, Mercury- 2No, Samsung- 2No.)

6.1.1. There are 19(Nineteen) air conditioning units currently in operation at TSC Headquarters.

6.1.2. The air conditioning units shall be serviced at least once every three months (Quarterly) as per manufacturer's specifications.

6.1.3. Such quarterly servicing of the air conditioning units shall include the following: -

- a. Check the operating environment for any signs of changes that may affect the smooth operation of the units. Caution – changes in equipment, tools and stationary positions on the layout that may be affected in case of water (due to blockages in drainage) and/or units icing due to refrigerant gas leaks.
- b. Check and clean in door unit filters; replace as necessary.
- c. Check and clean the evaporator; comb the evaporator fins.
- d. Check and clean the condenser; comb the condenser fins.
- e. Check and confirm condition of refrigerant copper piping.
- f. Check and confirm state of armoflex insulation.
- g. Pressure test, check and correct any refrigerant gas leaks.
- h. Check and correct icing signs or indications.
- i. Gas charge/refill units as necessary.
- j. Check, correct or replace as necessary electrical controls and connections including overload.
- k. Relays, control circuit boards, sockets, plugs, cables, power surge protectors etc.
- l. Check and confirm compressor functioning as required or otherwise.
- m. Check and confirm condenser fan functioning as required or otherwise.
- n. Check and confirm evaporator fan functioning as required or otherwise.
- o. Check condensate drainage system for leaks, insulation and rectify as necessary.
- p. Check condensate pumps for ceiling cassette
- q. Replenishing the remote batteries on need basis.

6.2. Repairs

- 6.2.1. During the contract period, the contractor will be required to attend to any failure of the Air Conditioning units and undertake due troubleshooting as required and restore it to normal operation. The cost of such call outs, troubleshooting and repair work shall be included in the emergency call out charges.
- 6.2.2. However, in the event that any part is to be replaced as a result of such repairs, approval will be sought before replace is done.
- 6.3. This contract is intended to be a fully comprehensive maintenance contract and the contractor is required to factor costs such as replacement of filters, gas recharging, scaffoldings, etc. in the final quoted price. The only cost of replacement of parts that the client shall bear shall be those arising from clause (6.2) above on repairs.
- 6.4. Bidders **MUST** provide a price list of spare parts they intend to use for the entire contract period as per the format below, but not limited to:

| S/NO. | DESCRIPTION | UNIT | QTY | PRICE KSHS. |
|-------|----------------------------------|------|-----|-------------|
| 1. | Capacitors (APS) | NO. | 1 | |
| 2. | Contactors(APS) | NO. | 1 | |
| 3. | LED indicators (APS) | NO | 1 | |
| 4. | AVS 30(Automatic Voltage switch) | NO. | 1 | |
| 5. | Copper pipe . | LM | 1 | |
| 6. | Compressor 12,000 BTU/H | NO. | 1 | |
| 7. | Compressor 24,000 BTU/H | NO. | 1 | |
| 8. | Compressor 18,000 BTU/H | No. | 1 | |

| | | | | |
|-----|----------------------------|-----|---|--|
| 9. | Condensate drain pump(APS) | NO. | 1 | |
| 10. | Electric supply cable | LM | 1 | |
| 11. | Condensate drain pipe | LM | 1 | |
| 12. | Drier | PCS | 1 | |
| 13. | Condenser motor | NO. | 1 | |
| 14. | Compressor motor | NO. | 1 | |
| 15. | Circuit breaker | NO. | 1 | |
| 16. | Remote batteries | PCS | 1 | |
| 17. | Remote | NO. | 1 | |
| 18. | Refrigerant | KGS | 1 | |
| 19. | Evaporator /condenser fan | No. | 1 | |
| 20. | Air filters | No. | 1 | |
| 21. | Top plugs(APS) | No. | 1 | |
| 22. | DP-switch(APS) | No. | 1 | |
| 23. | Thermostats | No. | 1 | |
| 24. | Compressor | No. | 1 | |

Sample Quarterly Summary Report:

In addition to use as a quarterly Summary Report, this form will be used by client as a means to track performance of services, in order to determine a proportional deduction in payment for services that are not performed as agreed between the Customer and the Contractor

Example

TEACHERS SERVICE COMMISSION

Maintenance of air conditioners

Quarterly Summary Report _____ Quarter

(This Form Must Be Submitted with Quarterly Invoice)

| | | | |
|-----------------------|--|----------------|--|
| Date of this Invoice: | | Building Name: | |
| Contract Quarterly | | Amount of this | |
| Quarterly Meeting | | | |

| | | |
|--|-----------|--------|
| Indicate: | Scheduled | Actual |
| Maintenance of air conditioners labour Hour | | |

| | | |
|-----------|-----------|-----------|
| Indicate: | Last Date | Next Date |
| Training | | |
| Topic | | |

| | | | |
|-----------------------------------|-----------|------------|----------|
| Indicate Services Provided During | Scheduled | Completion | Comments |
| Maintenance of air conditioners | | | |
| Additional Services: | | | |
| | | | |
| | | | |

| | | |
|---------------|------|------|
| Indicate: | Time | Date |
| Overtime Work | | |

| | | |
|-----------|--------------|---------------------|
| Indicate: | Date Of Last | Number Year-To-Date |
| Incidents | | |

| | | |
|------------|---------------------|----------------------|
| | Contractor's Senior | Facility Manager, or |
| Name: | | |
| Signature: | | |
| Date: | | |

Original: With quarterly Invoice

Copy : Customer Designee

TEACHERS SERVICE COMMISSION



SITE VISIT FORM

Bidder/Company Name

Tender No.: **TSC/T/012/2019-2021**

Tender Name: Provision of maintenance of air conditioners

This is to certify that the named bidder/company attended the site visit as required in the Tender document.

TSC Rep. Name:.....Signature:.....Date:.....

Official Stamp

Bidder's Rep Name:Signature:.....Date:.....

Official Stamp.....

SECTION VII ~ STANDARD FORMS

Notes on the standard Forms

1. **Form of Tender** ~ The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. **Price Schedule Form** ~ The price schedule form must similarly be completed and submitted with the tender.
3. **Contract Form** ~ The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. **Confidential Business Questionnaire Form** ~ This form must be completed by the tenderer and submitted with the tender documents.
5. **Tender Security Form** ~ When required by the tender document the tenderer shall provide the **tender securing declaration form**.

TABLE OF CONTENTS

Page

| | |
|--|----|
| 1. Form of tender | 26 |
| 2. Price schedules | 27 |
| 3. Contract form | 28 |
| 4. Confidential Questionnaire form | 29 |
| 5. Tender Security Form | 30 |
| 6. PPARB Form | 31 |

FORM OF TENDER

Date _____
Tender No. _____

To:

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos... *[Insert numbers,*
the of which is hereby duly acknowledged, we, the undersigned, offer to provide.
/description of services/
in conformity with the said tender documents for the sum of *[As per the price Schedule]* 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 provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. 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).
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. 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 _____

PRICE SCHEDULE

PROVISION OF MAINTENANCE OF AIR CONDITIONERS ~ TSC/T/012/2019~2021

The supplier MUST indicate the necessary costs in order to meet the requirements of TSC

| S/NO | ITEM DESCRIPTION | TOTAL PRICE IN KSH (QUARTERLY) | TOTAL PRICE IN KSHS (ANNUAL) |
|------|---|--------------------------------|------------------------------|
| 01 | Comprehensive maintenance & servicing of NINETEEN(19) units air conditioners as per bid document. | | |
| 02 | Emergency Call Out | | |

Payment will be made every Three (3) Months within 30 days upon receipt of Invoice(s).

Name of Tenderer

Signature of Tenderer:

Rubber Stamp of tenderer:

Note:

- 1) In case of discrepancy between unit and total price, the **UNIT PRICE** shall prevail.
- 2) Prices quoted should be inclusive of all taxes.
- 3) Payment shall be made in four equal quarters during the contract period. (i.e. after each quarterly routine service.)

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:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) The 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.
3. 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
4. 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)

In the presence of_____.

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.

Part 1 General

Business Name.....
 Location of Business Premises
 Plot No,..... Street/Road.....
 Postal address Tel No.
 Fax Email.....
 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 | | | | | | | | | | | | | | | | | | | | |
| | <table border="0"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> | Name | Nationality | Citizenship details | Shares | 1. | | | | 2. | | | | 3. | | | | 4. | | | |
| Name | Nationality | Citizenship details | Shares | | | | | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | | | | | | | | |
| | Part 2 (c) – Registered Company | | | | | | | | | | | | | | | | | | | | |
| | Private or Public State the nominal and issued capital of company Nominal Kshs. Issued Kshs. Given details of all directors as follows | | | | | | | | | | | | | | | | | | | | |
| | <table border="0"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> | Name | Nationality | Citizenship details | Shares | 1. | | | | 2. | | | | 3. | | | | 4. | | | |
| Name | Nationality | Citizenship details | Shares | | | | | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | | | | | | | | |
| | Date.....Signature of Candidate..... | | | | | | | | | | | | | | | | | | | | |

Tender-Securing Declaration (Mandatory)

Date: *[insert **date** (as day, month and year)]*

Tender No.: *[insert **number of Tender]***

To: *[insert **complete name of Procuring Entity]***

We, the undersigned, declare that:

We understand that, according to your conditions, Tenders must be supported by a Tender-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Tendering in any contract with the Procuring Entity for the period of time of **5 years** starting on *1st April 2016* if we are in breach of our obligation(s) under the Tender conditions, because we;

- a) Have withdrawn our Tender during the period of Tender validity specified in the Form of Tender; or
- b) Having been notified of the acceptance of our Tender by the Procuring Entity during the period of Tender validity,
 - (i). Fail or refuse to execute the Contract, if required, or
 - (ii). Fail or refuse to furnish the Performance Security, in accordance with the ITT.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of;

- 1) Our receipt of your notification to us of the name of the successful Tenderer; or
- 2) Thirty days after the expiration of our Tender.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Tender Securing Declaration]*

Name: *[insert **complete name of person signing the Tender Securing Declaration]***

Duly authorized to sign the Tender for and on behalf of: *[insert **complete name of Tenderer]***

Dated on _____ day of _____, _____ *[insert **date of signing]***

Corporate Seal (where appropriate)

INTEGRITY DECLARATION

I/We/Messrs..... of
Street/avenue, Building, P. O. BoxCode, of (town),
(Nationality), Phone E-mail declare that Public Procurement is
based on a free and fair competitive tendering process which should not be open to abuse.

I/We declare
that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any
public officer, their relations or business associates, pursuant to Section 62 of the Public
Procurement & Asset Disposal Act, 2015, in connection with

Tender name:

Tender No.

For/or in the subsequent performance of the contract if I/We am/are successful.

Dated this day of 20.....

Authorized Signature..... Official Stamp
.....

Name and Title of Signatory.....

NON-DEBARMENT STATEMENT

I/We/Messrs..... of
Street/avenue, Building, P. O. BoxCode, of (town),
(Nationality), Phone E-mail declare that I/We /Messrs
..... are not debarred from participating in public
procurement by the Public Procurement Oversight Authority pursuant to pursuant to Section
62 of the Public Procurement & Asset Disposal Act, 2015

Dated this day of 20.....

Authorized Signature..... Official Stamp
.....

Name and Title of Signatory.....

PERFORMANCE SECURITY FORM

To Teachers Service Commission

WHEREAS [*Name of tenderer*] (Hereinafter called “the tenderer”) has undertaken, in pursuance of Contract No. _____ [*Reference number of the contract*] dated _____ 20 ____ to supply.....
[*Description of goods*] (Hereinafter called “the Contract”).

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

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

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

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

Signed and seal of the Guarantors

[*Name of bank or financial institution*]

[*Address*]

[*Date*]

BANK GUARANTEE FOR ADVANCE PAYMENT FORM

To Teachers Service Commission

[Name of tender]

Gentlemen and/or Ladies:

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

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

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

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

Yours truly,

Signature and seal of the Guarantors

[Name of bank or financial institution]

[Address]

[Date]

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

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.
- 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...

FOR OFFICIAL USE ONLY

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

SIGNED
Board Secretary