

**TEACHERS SERVICE COMMISSION**



**NATIONAL OPEN TENDER**

**RESERVED FOR YOUTH**

**COMPREHENSIVE MAINTENANCE AND SERVICING OF CCTV**

**CAMERA AT TSC HEADQUARTERS**

**TSC/T/31 / 2020-2021**

Teachers Service Commission  
Upper Hill, Kilimanjaro Road  
Private Bag, 00100  
Nairobi  
Email: [ddprocuremnet@tsc.go.ke](mailto:ddprocuremnet@tsc.go.ke)  
Website: [www.tsc.go.ke](http://www.tsc.go.ke)

**CLOSING DATE: WEDNESDAY 27<sup>TH</sup> JANUARY, 2021 AT 9.00am.**

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## SECTION I – INVITATION TO TENDER

**TENDER REF NO. TSC/T/31//2020-2021**

**TENDER NAME. COMPREHENSIVE MAINTENANCE AND SERVICING OF CCTV CAMERAS AT TSC HEADQUARTERS.**

1. Teachers Service Commission invites sealed tenders from eligible candidates under the category for Youth to tender for Comprehensive Maintenance of CCTV system at the TSC Headquarters.
2. Interested eligible candidates may obtain further information from and inspect the tender documents at the Procurement office, Teachers Service Commission House 2<sup>nd</sup> Floor Podium Wing During normal working hours 8.00 am to 4.00 pm.
3. A complete tender document may be obtained by interested candidates upon payment of a non- refundable fee of Kshs. 1,000 payable to the Teachers Service Commission at National Bank of Kenya Account No. 01001000905000, Harambee Avenue Branch or Bankers Cheer and present the bank slip to TSC Cash office for official receipt Alternatively, the document may be downloaded for free from [www.tsc.go.ke](http://www.tsc.go.ke) or [www.tenders.go.ke](http://www.tenders.go.ke)
4. Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of 120days from the closing date of the tender.
5. Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the tender box provided at TSC House, Podium wing, third floor, or be addressed and posted to The Secretary, Teachers Service Commission, P.O. Box Private Bag-00100, Nairobi to be received on or before **WEDNESDAY 27<sup>TH</sup> JANUARY, 2021 At 9.00am**
6. Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at Teachers Service Commission 3rd floor Podium wing. **Only one firm representative will be allowed to attend tender opening.**

**COMMISSION SECRETARY/ CHIEF EXECUTIVE**

## SECTION II – INSTRUCTIONS TO TENDERERS

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## **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 **date** 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.5,000/=
- 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 6 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
- xi) Performance security form
- xii) Principal's or manufacturers authorization form
- xiii) Declaration form

2.3.2. The Tenderers 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**

2.7.1 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 10% 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**

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.

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

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

- a) A bank guarantee.

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

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

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

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

2.12.7 The tender security may be forfeited:

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

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

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

**or**

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

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

## **2.13 Validity of Tenders**

2.13.1 Tenders shall remain valid for 60 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph

2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

#### **2.14 Format and Signing of Tender**

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

2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

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

#### **2.15 Sealing and Marking of Tenders**

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

(a) be addressed to the Procuring entity at the address given in the invitation to tender

(b) bear, tender number and name in the invitation to tender and the words: “DO NOT OPEN BEFORE (day, date and time of closing),”

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

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

#### **2.16 Deadline for Submission of Tenders**

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than WEDNESDAY 27<sup>TH</sup> JANUARY 2021 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 6, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

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

## **2.17 Modification and withdrawal of tenders**

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

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

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

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, at 9.00AM WEDNESDAY 27<sup>TH</sup> JANUARY, 2021 and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

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

## **2.19 Clarification of tenders**

2.19.1 To assist in the examination, evaluation and comparison of tenders the procuring entity may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

2.19.2 Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

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

## **2.20 Preliminary Examination and Responsiveness**

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

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

2.20.3 The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

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

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

## **2.21 Conversion to a single currency**

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

## **2.22 Evaluation and comparison of tenders.**

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

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

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

(a) Operational plan proposed in the tender;

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

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

(a) ***Operational Plan.***

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

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

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

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.

### **b) Award Criteria**

2.24.3 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.24.4 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.

2.24.5A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

## **2.25 Notification of award**

2.25.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

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

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

## **2.26 Signing of Contract**

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

2.26.2 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.

2.26.3 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.

## **2.27 Performance Security**

2.27.1 Within thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance

with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

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

## **2.28 Corrupt or Fraudulent Practices**

2.28.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.28.2 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;

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

## Appendix to instructions to tenderers

The following information 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:

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
2.1	<b>Eligible tenderers</b>
2.1.1	This Invitation to tender is open to all tenderers registered by National Treasury under AGPO in the category of YOUTH and meets the qualification criteria.
2.1.2	TSC employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
2.1.3	Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the 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 to apply for this tender. Kindly fill the integrity form provided.
2.2	<b>Cost of tendering</b>
2.2.1	The Tenderer shall bear all costs associated with the preparation and submission of its tender, and Teachers Service Commission, 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 be <b>Kshs.1,000 (Kenya Shillings One thousand only)</b> payable to the Teachers Service Commission at National Bank of Kenya Account No. 01001000905000, Harambee Avenue Branch or Bankers Cheer and present the bank slip to TSC Cash office for official receipt or the

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
	tender document can be downloaded for free from <a href="http://www.tsc.go.ke">www.tsc.go.ke</a> or <a href="http://www.tenders.go.ke">www.tenders.go.ke</a>
2.2.3	Teachers service Commission shall allow the interested tenderers to review the tender document free of charge before purchase
2.3 2.3.1	<p><b>Contents of tender documents</b></p> <p>The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders</p> <ul style="list-style-type: none"> <li>a. Instructions to tenderers</li> <li>b. General Conditions of Contract</li> <li>c. Special Conditions of Contract</li> <li>d. Schedule of Requirements</li> <li>e. Details of service</li> <li>f. Form of tender</li> <li>g. Price schedules</li> <li>h. Contract form</li> <li>i. Confidential business questionnaire form</li> <li>j. Tender security form</li> <li>k. Performance security form</li> <li>l. Principal’s or manufacturers authorization form.</li> <li>m. Declaration form</li> <li>n. Tender securing declaration form.</li> <li>o. Non-debarment statement.</li> <li>p. Integrity form</li> </ul>
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 2.4.1	<p><b>Clarification of Documents</b></p> <p>A prospective candidate making inquiries of the tender document may notify Teachers Service Commission in writing by email <a href="mailto:ddprocurement@tsc.go.ke">ddprocurement@tsc.go.ke</a> or by post, addressed to <b>The Secretary Teachers Service Commission P.O Box Private Bag - 00100 Nairobi</b> not later than seven (7) days prior to the deadline for the submission of tenders 13<sup>th</sup> January, 2021 at 9.00am</p>

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
2.4.2	Teachers Service Commission 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	<b>Amendment of documents</b>
2.5.1	At any time prior to the deadline for submission of tenders, Teachers Service Commission, 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 consider the amendment in preparing their tenders, Teachers Service Commission, at its discretion, may extend the deadline for the submission of tenders.
2.6	<b>Language of tender</b>
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 Teachers Service Commission, shall be written in English language.
2.7	<p><b>Documents Comprising the Tender</b></p> <p>The tender prepared by the tenderer shall comprise the following components:</p> <ul style="list-style-type: none"> <li>a) A Tender Form and a Price Schedule completed in the format provided.</li> <li>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;</li> <li>c) Tender security furnished is in accordance with Clause 2.12</li> <li>d) Confidential business questionnaire filled signed and stamped in the format provided.</li> <li>e) Any other document required at preliminary and technical evaluation.</li> </ul>
2.8	<b>Form of Tender</b>
2.8.1	The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
	services to be performed in the format provided any discrepancy shall lead to disqualification.
2.9 2.9.1	<b>Tender Prices</b> 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. 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 10% of the original contract price.
2.9.6	Price variation requests shall be processed by Teachers Service Commission within 30 days of receiving the request.
2.10 2.10.1	<b>Tender Currencies</b> Prices shall be quoted in Kenya Shillings.
2.11 2.11.1	<b>Tenderers Eligibility and Qualifications.</b> 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 conform to Teachers Service Commission's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract
2.12.	<b>Tender Security</b>  The tenderer shall not provide tender security. The tenderer will fill the <b>Tender Securing Declaration Form in the format provided attached.</b>

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
2.13	<b>Validity of Tenders</b>
2.13.1	Tenders shall remain <b>valid for 120 days</b> . A tender valid for a shorter period shall be rejected by Teachers Service Commission as non-responsive.
2.13.2	In exceptional circumstances, Teachers Service Commission may extend the period of tender validity to a maximum of 30 more days. The extension thereto shall be made in writing and circulated to all tenderers and the reasons thereof.
2.14	<b>Format and Signing of Tender</b>
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	<b>Sealing and Marking of Tenders</b>
2.15.1	<p>a) 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: be addressed to, <b>The Secretary Teachers Service Commission P.O Box Private Bag-00100 Nairobi.</b></p> <p>b) bear, tender number <b>TSC/T/31/2020-2021</b> and name <b>COMPREHENSIVE MAINTENANCE OF CCTV CAMERAS AT TSC HEADQUARTERS</b> and the words: “DO NOT OPEN BEFORE <b>Wednesday 27<sup>th</sup> January, 2021 at 9.00</b>”</p>

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
	<b>am.</b>
2.15.3	The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.
2.15.4	If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.
2.16 2.16.1	<p><b>Deadline for Submission of Tenders</b></p> <p>Tenders must be received by Teachers Service Commission addressed to <b>The Secretary Teachers Service Commission P.O Box Private Bag-00100 Nairobi not later than Wednesday 27<sup>th</sup> January 2021 at 9.00am.</b></p>
2.16.2	Teachers Service Commission may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of Teachers Service Commission 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 at <b>Procurement Office located at 2nd Floor Podium Wing.</b>
2.17 2.17.1	<p><b>Modification and withdrawal of tenders</b></p> <p>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 Teachers Service Commission prior to the deadline on <b>Wednesday 27<sup>th</sup> January, 2021 at 9.00am.</b></p>
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.

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
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	Teachers Service Commission may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination. The termination shall be as Section 63 of the Public Procurement and Asset Disposal Act 2015.
2.17.6	Teachers Service Commission 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 2.18.1	<b>Opening of Tenders</b> Teachers Service Commission will open all tenders in the presence of tenderers' representatives who choose to attend <b>on Wednesday 27<sup>th</sup> January, 2021 at 9.00am at the TSC House 3<sup>rd</sup> Floor Podium Wing.</b> The tenderers' representatives who are present shall sign a register evidencing their attendance.
2.18.2	The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Teachers Service Commission, at its discretion, may consider appropriate, will be announced at the opening.
2.18.3	Teachers Service Commission will prepare minutes of the tender opening, which will be submitted to the tenderers that signed the tender opening register on request in writing.
2.19 2.19.1	<b>Clarification of tenders</b> To assist in the examination, evaluation and comparison of tenders Teachers Service Commission 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

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
	shall be sought, offered, or permitted.
2.19.2	Any effort by the tenderer to influence Teachers Service Commission's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.
2.20	<b>Preliminary Examination and Responsiveness</b>
2.20.1	Teachers Service Commission 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	There shall be no correction of errors. Bids with arithmetic shall be rejected in conformity to Section 82 of the PPADA 2015.
2.20.3	Teachers Service Commission may waive any minor deviation 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 as outlined in Section 79 of the Public Procurement and Asset Disposal Act 2015.
2.20.4	Prior to the detailed evaluation, pursuant to paragraph 23, Teachers Service Commission 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. Teachers Service Commission 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 Teachers Service Commission and may not subsequently be made responsive by the by correction of the nonconformity.
2.21	<p><b>Conversion to a single currency</b></p> <p>Where other currencies are used, Teachers Service Commission 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.</p>

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
2.22	<b>Evaluation and comparison of tenders.</b>
2.22.1	Teachers Service Commission 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	Teachers Service Commission 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:
2.22.4	Pursuant to paragraph 2.2.3 the following evaluation methods will be applied:
2.22.5	<p><b><i>Preliminary/Mandatory Evaluation:</i></b> At this stage the evaluation committee shall check the completeness of the documentation as prescribed in the criteria set out in the tender document. Bidders who meet all the requirements set out shall then move to the technical stage. Those bidders who fails to qualify shall be rejected and shall not proceed for further evaluation.</p>
2.22.6	<p>a) <b>Technical Evaluation:</b> At this stage, all bidders passed preliminary stage shall be evaluated based on technical experience and capacity to perform the works. Bids shall be scored based on the prescribed technical evaluation criteria set and only bidders that scored the required marks shall move to the financial stage.</p> <p>b) <b>Financial Evaluation:</b> Bids that have passed both preliminary and technical shall be ranked and the bidder with the lowest bid price shall be recommended for an award being the most responsive bidder.</p>

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS															
	<p>The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.</p> <p>To qualify for contract awards, the tenderer shall have the following:</p> <ol style="list-style-type: none"> <li>a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.</li> <li>b) Legal capacity to enter into a contract for procurement</li> <li>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</li> <li>d) Shall not be debarred from participating in public procurement</li> </ol> <p style="text-align: center;"><b>EVALUATION CRITERIA</b></p> <p style="text-align: center;"><b><u>PRELIMINARY REQUIREMENTS (MANDATORY)</u></b></p> <table border="1" data-bbox="475 1075 1515 1864"> <thead> <tr> <th data-bbox="475 1075 573 1125">S/NO.</th> <th data-bbox="573 1075 1385 1125">REQUIREMENTS</th> <th data-bbox="1385 1075 1515 1125">Yes/No</th> </tr> </thead> <tbody> <tr> <td data-bbox="475 1125 573 1247">1.</td> <td data-bbox="573 1125 1385 1247">Must Submit a copy of Certificate of Incorporation/Registration</td> <td data-bbox="1385 1125 1515 1247"></td> </tr> <tr> <td data-bbox="475 1247 573 1545">2.</td> <td data-bbox="573 1247 1385 1545">           Must Submit valid copy of Tax Compliance Certificate/Exemption Certificate; valid up to the date of tender closing.             For tenderers whose TCC or Exception Certificates expires on or after the date of Tender closing, attach a valid paid-up renewal receipt.         </td> <td data-bbox="1385 1247 1515 1545"></td> </tr> <tr> <td data-bbox="475 1545 573 1667">3.</td> <td data-bbox="573 1545 1385 1667">Copy of valid Trade License/Business permit from county government.</td> <td data-bbox="1385 1545 1515 1667"></td> </tr> <tr> <td data-bbox="475 1667 573 1864">4.</td> <td data-bbox="573 1667 1385 1864">Evidence of physical address (attach documentary evidence in form of lease agreement/title deed or payment for utilities e.g., water bills or electricity bills)</td> <td data-bbox="1385 1667 1515 1864"></td> </tr> </tbody> </table>	S/NO.	REQUIREMENTS	Yes/No	1.	Must Submit a copy of Certificate of Incorporation/Registration		2.	Must Submit valid copy of Tax Compliance Certificate/Exemption Certificate; valid up to the date of tender closing.  For tenderers whose TCC or Exception Certificates expires on or after the date of Tender closing, attach a valid paid-up renewal receipt.		3.	Copy of valid Trade License/Business permit from county government.		4.	Evidence of physical address (attach documentary evidence in form of lease agreement/title deed or payment for utilities e.g., water bills or electricity bills)	
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INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS		
	5.	Must provide a copy of CR12 for Limited companies or ID for sole proprietor showing list of companies Director/s.	
	6.	Must duly fill up, sign and stamp the attached Confidential Business Questionnaire in the format provided.	
	7.	Must fill, sign and stamp the attached Non-Debarment form in the format provided.	
	8.	Must fill, sign and stamp the attached integrity form in the format provided.	
	9.	Must dully fill up, signed and stamp the attached Form of tender in the format provided.	
	10.	<p>Must Fill the Price Schedule in the format provided. The total bid price must be TRANSFERRED to the Form of Tender as the tender price.</p> <p>The tender sum amount in figures must tally the amount in words. Any inconsistency between the sum in figures and words may lead to disqualification.</p> <p>Any cancellation or correction in the Form of Tender or Price Schedule may lead to automatic disqualification.</p>	
	11.	Must have dully signed and stamped site survey.	
	12.	NCA Category 7 or above (6-1) Electronic – Security	

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS													
		Surveillance Systems (CCTV), Intruder alarm and Access Control Systems												
	13	The bidder MUST be certified or accredited to work on ACTi IPCCTV Solution. (Please provide proof in the form of a certificate issued in the name of the company or resources allocated to this project)												
	14	Must fill, sign and stamp tender securing declaration form in the format provided.												
	15	Must provide a valid registration certificate issued in the last two year from the date of tender opening under AGPO registered in the category of YOUTH												
<p>Note: After preliminary evaluation of the tenders, those tenders that shall not have fulfilled the above requirements shall be declared Non responsive and will be eliminated from the evaluation process and will therefore, not be considered further.</p>														
<p><b><u>TECHNICAL CRITERIA EVALUATION</u></b></p>														
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INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS		
		<p>the last five (5) years, LPO/Contract from Government Ministries/Parastatal Departments/Private firms. Each @ 4 marks per an assignment</p> <p>iii) Bidders must be attach five (5) customers' recommendation from the corresponding firms in (ii) above confirming successful Comprehensive maintenance of CCTV satisfactorily @ 3 marks per customer</p>	15
	<b>Firm's Financial Capability</b>	<p>i) Provide a Certified Bank Statement for the last six months (July,2020 to December 2020: 6Marks)</p> <p>ii) Provide a commitment letter from the bank for financial support: @4 Marks</p>	10
	<b>Qualification of Technical and Professional Staff</b>	Provide Proof of three (3) Technicians with ACTi Certified Personnel's Certificates.@ 4 marks (Please provide proof in the form of a certificate issued in the name of the company)	12
	<b>Supervisory Personnel (Health &amp; Safety)</b>	Provide proof of one lead Project Manager who will be in charge and shall be responsible for the whole schedule (the Lead Personnel must possess a minimum of at least Diploma in the field of information Security management) (Attach documentary evidence)	10



INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
	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 Teachers Service Commission deems necessary and appropriate.
2.24.3	An affirmative determination may 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 Teachers Service Commission will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.
2.24.3	<p>b) <b>Award Criteria</b></p> <p>Subject to paragraph 2.29 Teachers Service 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.</p>
2.24.4	Teachers Service Commission 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 Teachers Service Commission action. If Teachers Service Commission determines that none of the tenderers is responsive; Teachers Service Commission shall notify each tenderer who submitted a tender.
2.24.5	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

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
<p>2.25</p> <p>2.25.1</p> <p>2.25.2</p>	<p><b>Notification of award</b></p> <p>Prior to the expiration of the period of tender validity, Teachers Service Commission will notify the successful tenderer in writing that its tender has been accepted.</p> <p>The notification of award will signify the intension to enter into a Contract subject to the signing of the contract between the tenderer and Teachers Service Commission pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.</p>
<p>2.26</p> <p>2.26.1</p> <p>2.26.2</p> <p>2.26.3</p>	<p><b>Signing of Contract</b></p> <p>At the same time as Teachers Service Commission notifies the successful tenderer that its tender has been accepted, Teachers Service Commission will simultaneously inform the other tenderers that their tenders have not been successful.</p> <p>Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return <b>it</b> to Teachers Service Commission.</p> <p>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.</p>
<p>2.27</p> <p>2.27.1</p>	<p><b>Performance Security</b></p> <p>The Successful Tenderer shall furnish Teachers Service Commission with a performance Security equivalent to 1% of the contract sum in form of a bank guarantee from a bank operating in Kenya regulated by Central Bank of Kenya.</p>
<p>2.28</p> <p>2.28.1</p>	<p><b>Corrupt or Fraudulent Practices</b></p> <p>Teachers Service Commission 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</p>

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
2.28.2	<p>not and will not be involved in corrupt or fraudulent practices.</p> <p>Teachers Service Commission 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;</p>
2.28.3	<p>Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.</p>

### SECTION III GENERAL CONDITIONS OF CONTRACT

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## **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**

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

### **3.3 Standards**

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

**3.5 PatentRight's**

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

**3.6 PerformanceSecurity**

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

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

3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Teachers Service Commission and shall be in the form of a Bank Guarantee recognized in Kenya and regulated under CBK.

3.6.4 The performance security will be discharged by the procuring entity and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

**3.7 Inspections and Tests**

3.7.1 The Commission or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Commission shall notify the tenderer in writing, in a timely manner, of the identity of any item retained for these purposes.

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

3.7.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the

rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.

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

### **3.8 Payment**

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

### **3.9 Prices**

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

### **3.10 Assignment**

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

### **3.11 Termination for Default**

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

- 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.

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

### **3.12 Termination of insolvency**

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

### **3.13 Termination for convenience**

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

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

### **3.14 Resolution of disputes**

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

If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

### **3.15 Governing Language**

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

### **3.16 Force Majeure**

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

### **3.17 Applicable Law.**

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

### **3.18 Notices**

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

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

## SECTION IV SPECIAL CONDITIONS OF CONTRACT

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

GENERAL CONDITIONS OF CONTRACT REFERENCE	SPECIAL CONDITIONS OF CONTRACT
3.3 3.3.1	<p><b>Standards</b></p> <p>The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements</p>
3.5	<p><b>Patent Right's</b></p> <p>The tenderer shall indemnify the Teachers Service Commission 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.</p>
3.6	<p>The Successful Tenderer shall furnish Teachers Service Commission with Performance Security equivalent to 1% of the contract sum in form of bank guarantee from a reputable bank operating in Kenya regulated by Central Bank of Kenya.</p>
3.7 3.7.1 3.7.2	<p><b>Inspections and Tests</b></p> <p>Teachers Service Commission or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. Teachers Service Commission shall notify the Contractor in writing, in a timely manner, of the identity of any supply retained for these purposes.</p> <p>The inspections and tests shall be conducted at the TSC premises and all reasonable facilities and assistance, including access to drawings</p>

GENERAL CONDITIONS OF CONTRACT REFERENCE	SPECIAL CONDITIONS OF CONTRACT
<p>3.7.3</p> <p>3.7.4</p>	<p>and production data, shall be furnished to the inspectors at no charge to Teachers Service Commission</p> <p>Should any inspected or tested services fail to conform to the Specifications, Teachers Service Commission 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 Teachers Service Commission.</p> <p>Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract</p>
<p>3.8</p>	<p>The method and conditions of payment to be made to the Contractor under this Contract shall be after sixty (60) days after submission of the Invoice.</p>
<p>3.9</p>	<p>Prices charged by the contractor for services performed under this Contract shall not be adjustment, varied from the prices by the tenderer in its tender or in Teachers Services Commission request for tender validity extension as the case may be. No variation or modification to the terms of the contract shall be made except by written amendment signed by the parties</p>
<p>3.10</p>	<p><b>Assignment</b></p> <p>The Contractor shall not assign, in whole or in part, its obligations to perform under this contract, except with Teachers Service Commission's prior written consent.</p>
<p>3.11</p> <p>3.11.1</p>	<p><b>Termination for Default</b></p> <p>Teachers Service Commission 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:</p> <p>a) if the Contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by Teachers Service Commission.</p>

GENERAL CONDITIONS OF CONTRACT REFERENCE	SPECIAL CONDITIONS OF CONTRACT
3.11.2	<p>b) if the Contractor fails to perform any other obligation(s) under the Contract.</p> <p>c) if the contractor, in the judgment of Teachers Service Commission has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.</p> <p>In the event Teachers Service Commission 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 Teachers Service Commission for any excess costs for such similar services.</p>
3.12	<p><b>Termination of insolvency</b></p> <p>Teachers Service Commission may at the anytime terminate the contract by giving written notice of three (3) months 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 Teachers Service Commission.</p>
3.13  3.13.1   3.13.2	<p><b>Termination for convenience</b></p> <p>Teachers Service Commission by written notice of three (3) months 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.</p> <p>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.</p>
3.14	<p><b>Resolution of disputes</b></p>

GENERAL CONDITIONS OF CONTRACT REFERENCE	SPECIAL CONDITIONS OF CONTRACT
	Teachers Service Commission and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract. If both parties fails, either party may refer the matter to the Dispute Arbitration of Kenya or a Judicial review.
3.15	<p><b>Governing Language</b></p> <p>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</p>
3.16	<p><b>Force Majeure</b></p> <p>The contractor shall not be liable <i>for</i> 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.</p>
3.17	<p><b>Applicable Law.</b></p> <p>The contract shall be interpreted in accordance with the laws of Kenya .</p>
3.18	<p><b>Notices</b></p> <p>Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post office, hand delivery or E-mail and confirmed in writing to the Commission Secretary, Teachers Service Commission, Private Bag – 00100 Nairobi or <a href="mailto:ddprocurement@tsc.go.ke">ddprocurement@tsc.go.ke</a></p> <p>A notice shall be effective when delivered or on the notices effective date, whichever is later.</p>



## SECTION V – SCHEDULE OF REQUIREMENTS

### 1. PERIODICAL MAINTENANCE:

#### Camera & Housing:

- i. Camera / lens focus and auto iris adjusted properly.
- ii. Camera field of view is adjusted to customer's requirements.
- iii. Camera/housing viewing window is clean, inside and out.
- iv. Camera lens is dust free.
- v. Interior of camera enclosure is clean and dry.
- vi. Check operation of pan tilt, and zoom focus.
- vii. Use controller in control room to check all these operations.

#### Wire & Cable:

- i. Check wiring and cable harnesses for wear and fray.
- ii. Check to make sure cable is dressed properly.
- iii. Check connectors and cable entry points for loose wiring.
- iv. Coaxial cable is transmitting an adequate video signal to control room. Signal should be free of distortion, tearing, hum-bars, EMI, and rolling, etc.
- v. Make sure all coaxial connectors are insulated from conduit and pull boxes.

#### Control Equipment:

- i. Monitors are free from picture burn-in, and distortion.
- ii. Monitors have proper contrast and brightness.
- iii. NVR is functioning properly and provides distortion free recording.
- iv. NVR should be sent out or scheduled for professional cleaning, systems updates and belt changes. This should occur on a regular basis (at least every 12 months).
- v. Check that all control equipment is operational. This means that switchers allow proper sequencing, Video servers are properly encoding and decoding, and web smart PoE switches are fully operational.
- vi. Clean all monitor screens, control panels, and keyboards with a diluted cleaning solution.
- vii. Check all connectors on the back panels for loose connections.
- viii. Check all power connections to insure AC plugs are not loose or power cables

## SECTION IV

### DESCRIPTION OF SERVICES

#### SCOPE OF WORKS/SERVICE MAINTENANCE

The contractor of the service shall provide the following scope of works/services;

1. Maintain the CCTV system to its optimum performance level.
2. Work with the Commission ICT directorate and security services to enable a swap/interchange/relocation of high resolution cameras with low resolution series in areas identified by the Commission considered to be more sensitive whenever required.
3. Develop the best image/ video quality both for live and recording resolution.
4. Liaise with the Commission security services to ensure installed cameras maximize areas of coverage, adjustments and focal lengths.
5. Liaise with Commission security services to identify faulty cameras for replacement with new model adaptive with video analytical technology.
6. Advice, recommend and implement appropriate mode of archiving recorded footages periodically to ensure the system runs without any impediment together with technical recommendations on upgrades, updates etc.
7. Render technical advice through reports on the state of installed devices and equipment.
8. Support the Commission in remotely or Onsite whenever required on the operation and problem solving of the CCTV system.
9. Integrate and configure all the cameras into the control room whenever new cameras/devices are installed by the Commission.

Note: The engineers/ Technicians deployed shall be responsible for preventive maintenance, repair and replacement of parts of the CCTV system; Quarterly report on this shall be produced as proof of work done, failing of which appropriate penalty by way of fine would be imposed.

#### METHODOLOGY OF MAINTENANCE

#### SCHEDULE OF ROUTINE MAINTENANCE AND WORKS TO BE CARRIED OUT

This schedule has been prepared to indicate the minimum requirement for the preventative maintenance of the CCTV system. The Contractor shall be responsible for all of the maintenance necessary to ensure that the complete CCTV system as specified in this Maintenance and Servicing Agreement achieves a constant high quality operation.

The schedule indicates the maintenance tasks required but does not state how they will be carried out. All maintenance activities will be completed in accordance with the equipment manufacturer`s guidelines, recommendations and good working practices.

S/no	Description	Item	Frequency
1.	Camera External Housing	Visual inspect, check weatherproof gasket for seal, rectify where necessary.	3m (Quarterly)
2.	Camera External 6M Housing	Check internal of housing for moisture, rectify where necessary.	3m (Quarterly)
3.	Camera External Housing	Check external joints, glands, make off and necessary.	3m (Quarterly)
4.	Camera External	Check operation of wash/wipe. Fill washer bottles. Replace	3m (Quarterly)

S/no	Description	Item	Frequency
	Housing	wiper blades where necessary.	
5.	Camera External Housing	Clean housing glass. Replace where necessary.	3m (Quarterly)
6.	Camera External Housing	Check operation of heater. Replace where necessary.	3m (Quarterly)
7.	Pan Tilt Mechanism	Check operation of pan tilt mechanism. Reset limits where necessary.	3m (Quarterly)
8.	Pan Tilt Mechanism	Check gearbox, bearing, etc. adjust or replace where necessary.	3m (Quarterly)
9.	Pan Tilt Mechanism	Check pan tilt controller for ingress of moisture. Replace seal where necessary.	3m (Quarterly)
10.	Pan Tilt Mechanism	Check pan tilt operation. Re-set to Manufacturer's specification. Replace, electronics where necessary.	3m (Quarterly)
11.	Camera Bracket	Check bracket mounts/poles for corrosion or mounts/poles failure and damage to paint. Rub down, repaint or replace where necessary. Check operation of access door locks, lubricate as necessary. Check securing of fixings and fastening, tighten/adjust as necessary.	3m (Quarterly)
12.	Cables	Check all cables for damage, continuity, etc. Replace where necessary.	3m (Quarterly)
13.	Connections	Check all connections, plugs for damage, continuity, moisture ingress. Replace where necessary.	3m (Quarterly)
14.	Cameras	Remove optical lens. Inspect for moisture, seal failure. Rectify or replace where necessary	3m (Quarterly)
15.	Cameras	Clean optical lens with proprietary soft lens cloth and refit.	3m (Quarterly)
16.	Cameras	Check operation of iris and zoom. Adjust where necessary.	3m (Quarterly)
17.	Cameras	Check RJ45 connections. Remake or replace where necessary.	3m (Quarterly)
18.	Cameras	Re-set camera to manufacturer's specification.	3m (Quarterly)
19.	Cameras	Measure and record camera's performance. Provide hard copy of waveform trace.	3m (Quarterly)
20.	Internal Camera Housing	Carry out operations 1-6 above where appropriate.	3m (Quarterly)
21.	Cables	Check all cables for damage, continuity, etc. Replace where necessary.	3m (Quarterly)
22.	Connections	Check all connections, plugs for damage, continuity, moisture, ingress. Replace where necessary.	3m (Quarterly)
23.	Cameras	Carry out operations 14- 19 above where appropriate	3m (Quarterly)
24.	Telemetry Unit	Check all functions operate correctly. Rectify where	3m (Quarterly)

S/no	Description	Item	Frequency
		necessary.	
25.	Telemetry Unit	Check telemetry within manufacturer's Specification. Recalibrate where necessary.	3m (Quarterly)
26.	Telemetry Unit	Check data stream	3m (Quarterly)
27.	Telemetry Unit	Check video loop though.	3m (Quarterly)
28.	Telemetry Unit	Check button operation. Rectify where necessary.	3m (Quarterly)
29.	Telemetry Unit	Check RJ45 or other connections. Remake or replace where necessary	3m (Quarterly)
30.	Video Matrix/Switcher Units	Check RJ45 connections at remote switch box. Remake or replace.	3m (Quarterly)
31.	Video Matrix/Switcher Units	Check alarm connections at remote switcher box. Remake or replace.	3m (Quarterly)
32.	Video Matrix/Switcher Units	Check all RJ45 connections at desk top switcher control units. Remake or replace where necessary.	3m (Quarterly)
33.	Video Matrix/Switcher Units	Check all functions operate correctly. Rectify where necessary.	3m (Quarterly)
34.	Video Matrix/Switcher Units	Check switcher within manufacture's specification. Recalibrate where necessary.	3m (Quarterly)
35.	Video Matrix/Switcher Units	Check button operation. Rectify where necessary.	3m (Quarterly)
36.	Monitors	Check video signal for level. Adjust where necessary.	3m (Quarterly)
37.	Monitors	Inspect display tube. Replace where necessary.	3m (Quarterly)
38.	Monitors	Check RJ45 connections. Remake or replace where necessary.	3m (Quarterly)
39.	Monitors	Check condition of cables. Replace where necessary.	3m (Quarterly)
40.	Monitors	Return monitors to manufacture's specification.	3m (Quarterly)
41.	NVR	Carry out manufacture's 4000 hour or equivalent service including all replacement parts.	3m (Quarterly)
42.	NVR	Carry out manufacture's 8000 hour or equivalent service including all replacement parts.	3m (Quarterly)
43.	NVR	Reset video to manufacture's specification, checking all tolerances.	3m (Quarterly)
44.	NVR	Check all control functions.	3m (Quarterly)
45.	NVR	Check all RJ45 connections. Remake or replace where necessary.	3m (Quarterly)
46.	NVR	Check all cables for damage. Replace	3m (Quarterly)

S/no	Description	Item	Frequency
		where necessary.	
47.	NVR	Check NVR match to multiplexer. Set head switch to suit multiplexer operation.	3m (Quarterly)
48.	Multiplexer	Check all control functions.	3m (Quarterly)
49.	Multiplexer	Check compatibility between multiplexer and NVR in both switch setting and EPROM software.	3m (Quarterly)
50.	Multiplexer	Check and adjust NVR tracking to suit multiplexer both record and playback.	3m (Quarterly)
51.	Multiplexer	Reset to manufacture`s specification.	3m (Quarterly)
52.	Multiplexer	Check video loop through.	3m (Quarterly)
53.	Multiplexer	Check all RJ45 connections. Remake or replace where necessary.	3m (Quarterly)
54.	Multiplexer	Check all cables for damage. Replace where necessary.	3m (Quarterly)
55.	Video Printer	Check all control functions.	3m (Quarterly)
56.	Video Printer	Carry out manufacture`s recommended service including all replacement parts.	3m (Quarterly)
57.	Video Printer	Check all RJ45 connections. Remake and replace where necessary	3m (Quarterly)
58.	Video Printer	Check all cables for damage. Replace where necessary.	3m (Quarterly)
59.	Control System and Software	Clean filters to PC fans	3m (Quarterly)
60.	Control System and Software	Clean PC	3m (Quarterly)
61.	Control System and Software	Clean matrix	3m (Quarterly)
62.	Control System and Software	Clean hard disks.	3m (Quarterly)
63.	Control System and Software	Check security of cable connections.	3m (Quarterly)
64.	Control System and Software	Calibrate touch screens.	3m (Quarterly)
65.	Control System and Software	Software upgrade/checks.	3m (Quarterly)
66.	Electrical Power Supplies at Camera Sites	Check operation of RCD and circuit breakers.	3m (Quarterly)
67.	Electrical Power Supplies at Camera Sites	Check for ingress of moisture at distribution boards, plugs and sockets.	3m (Quarterly)
68.	Electrical Power Supplies at Camera Sites	Check all cables for damage, continuity, etc. Replace where necessary. Check earth connections.	3m (Quarterly)
69.	Electrical Power Supplies at Camera Sites	Fixed wiring inspection and test to BS7671.	Y

M – Monthly (calendar) 3M –Quarterly (3 months)

Y – Annually

**LIST OF CCTV SYSTEM EQUIPMENT**

S/ NO.	CAMERA MODEL
1	B96A
2	ACM-5611
3	ACM-4200
4	ACM-4200
5	ACM-4200
6	E933(M)
7	ACM-4200
8	E933(M)
9	ACM-4200
10	ACM-4200
11	ACM-4200
12	ACM-5611
13	ACM-5611
14	E42B
15	E933(M)
16	E933(M)
17	B96A
18	ACM-4200
19	E32A
20	E32A
21	E32A
22	E32A
23	E32A
24	B96A
25	E42B
26	ACTI-3511
27	E32A
28	KCM-3511
29	D72A
30	D72A
31	ACM-3511
32	B96A
33	E929(M)
34	E42A
35	E42A
36	B47
37	B47
38	E42B
39	E42A

S/ NO.	CAMERA MODEL
40	E42A
41	E42A
42	D11
43	E32A
44	E32A
45	E32A
46	E42A

**Note from the above**

ACM4200 we have six that are not working and two ACM5611 these we are working on replacing

The identity of cameras in terms of location, IP Address and POE will be available at service level agreement (SLA).

## **SECTION VII- STANDARD FORMS**

### **Notes on standard forms**

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.
2. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the procuring entity pursuant to instructions to tenderers clause 12.3
3. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.
4. The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the – conditions of contract.
5. The principal's or manufacturer's authorisation form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

## **SECTION VI - STANDARD FORMS**

1. Form of tender
2. Price schedules
3. Contract form
4. Confidential Questionnaire form
5. Tender security form
6. Performance security form
7. Bank guarantee for advance payment
8. Declaration form

FORM OF TENDER

Date\_\_\_\_\_

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

To.....

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

Having examined the tender documents including Addenda

Nos.....

..... *[insert numbers,*

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

provide.....

.....

.....*[description of services]*

in conformity with the said tender documents for the sum of

.....

.....

..... *[total tender amount in words and figures]*

or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

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

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

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

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

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

*[signature]*

*[In the capacity of]*

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

**PRICE SCHEDULE OF SERVICES**

NAME OF TENDER: COMPREHENSIVE MAINTENANCE OF CCTV CAMERAS AT TSC HEADQUARTERS  
TENDER NO.TSC/T/31/2020-2021

S/No.	Item Description	Total Price In Kshs (PER QUARTER) – VAT INCLUSIVE	Total Price in Kshs (ANNUALLY) - VAT INCLUSIVE
1	comprehensive maintenance and servicing of TSC Hqs CCTV – 1 <sup>st</sup> year		
2	comprehensive maintenance and servicing of TSC Hqs CCTV – 2 <sup>nd</sup> year		
	SUB-TOTAL		
	TOTAL FOR YEAR 1 AND YEAR 2		

Name of the Tenderer.....

Signature.....

Stamp.....

**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 spares in the sum of .....[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

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

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

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer)

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.

<b>Part 1 General</b>
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.....

	<b>Part 2 (a) – Sole Proprietor</b>																				
	Your name in full.....Age..... Nationality.....Country of Origin..... Citizenship details.....																				
	<b>Part 2 (b) – Partnership</b>																				
	Given details of partners as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 35%;">Citizenship details</th> <th style="width: 25%;">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. ....	.....	.....	.....
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	<b>Part 2 (c) – Registered Company</b>																				
	Private or Public State the nominal and issued capital of company Nominal Kshs. Issued Kshs. Given details of all directors as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 35%;">Citizenship details</th> <th style="width: 25%;">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. ....	.....	.....	.....
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4. ....	.....	.....	.....																		
	Date.....Signature of Candidate.....																				

**TENDER SECURITY FORM**

Whereas .....[name of the tenderer]  
(hereinafter called “the tenderer”)has submitted its tender dated.....[date of  
submission of tender ] for the provision of  
.....[name and/or description of the services]  
(hereinafter called “the Tenderer”).....

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

Of.....having registered office at[name of procuring entity](hereinafter called  
“the Bank”)are bound unto.....[name of procuring entity](hereinafter called  
“the procuring entity”) in the sum of .....for which payment well and truly to be made  
to the said Procuring entity, the Bank binds itself, its successors, and assigns by these  
presents. Sealed with the Common Seal of the said Bank this\_\_\_\_\_ day of20\_\_\_\_\_.

THE CONDITIONS of this obligation are:

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

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

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

\_\_\_\_\_  
[signature of the bank]

**PERFORMANCE SECURITY FORM**

To:

.....

..

[name of the Procuring entity]

WHEREAS.....[name of tenderer]

(hereinafter called “the tenderer”) has undertaken, in pursuance of Contract

No. \_\_\_\_\_ [reference number of the contract] dated

\_\_\_\_\_ 20 \_\_\_\_\_ to

supply.....

[Description services](Hereinafter called “the contract”)

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

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

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

.....

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

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

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

This guarantee is valid until the \_\_\_\_\_ day of 20

\_\_\_\_\_  
Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

*(Amend accordingly if provided by Insurance Company)*

**BANK GUARANTEE FOR ADVANCE PAYMENT**

To.....

[name of tender].....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the special conditions of contract, which amends the general conditions of contract to provide for advance payment,

.....  
[name and address of tenderer][hereinafter called “the tenderer”] shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount

of .....  
*[amount of guarantee in figures and words].*

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

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

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

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[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.

\_\_\_\_\_

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

The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.

You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)*\_

\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER

**8.10 NON-DEBARMENT STATEMENT**

I/We/Messrs.....  
of ..... Street/avenue, ..... Building, P. O. Box .....Code .....,  
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 ..... Title of Signatory  
..... Official Rubber  
Stamp.....  
...

**INTEGRITY DECLARATION**

I/We/Messrs..... of  
..... Street/avenue, ..... Building, P. O. Box .....Code ....., 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.....

**Tender-Securing Declaration (Mandatory)**

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

Tender No.: *TSC/T/31/2020-2021*

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 TSC for the period of time of 5 *years* starting on 27<sup>th</sup> January, 2021 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 TSC 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)

**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...

---

**FOR OFFICIAL USE ONLY**

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

**SIGNED**  
**Board Secretary**