



REPUBLIC OF KENYA

**MINISTRY OF ROADS AND TRANSPORT
STATE DEPARTMENT FOR TRANSPORT**

TENDER DOCUMENT AND SPECIFICATIONS

FOR

TENDER NUMBER: MOR&T/SDoT/OT/004/2024-2025

**SUPPLY, INSTALLATION, CONFIGURATION OF DATA
COMMUNICATION AND MANAGEMENT INFRASTRUCTURE, LAN
UPGRADE & OTHER ICT ASSOCIATED WORKS**

DATE OF INVITATION: FRIDAY, 28TH MARCH, 2025

DATE OF SUBMISSION: TUESDAY, 8TH APRIL, 2025

HARAMBEE

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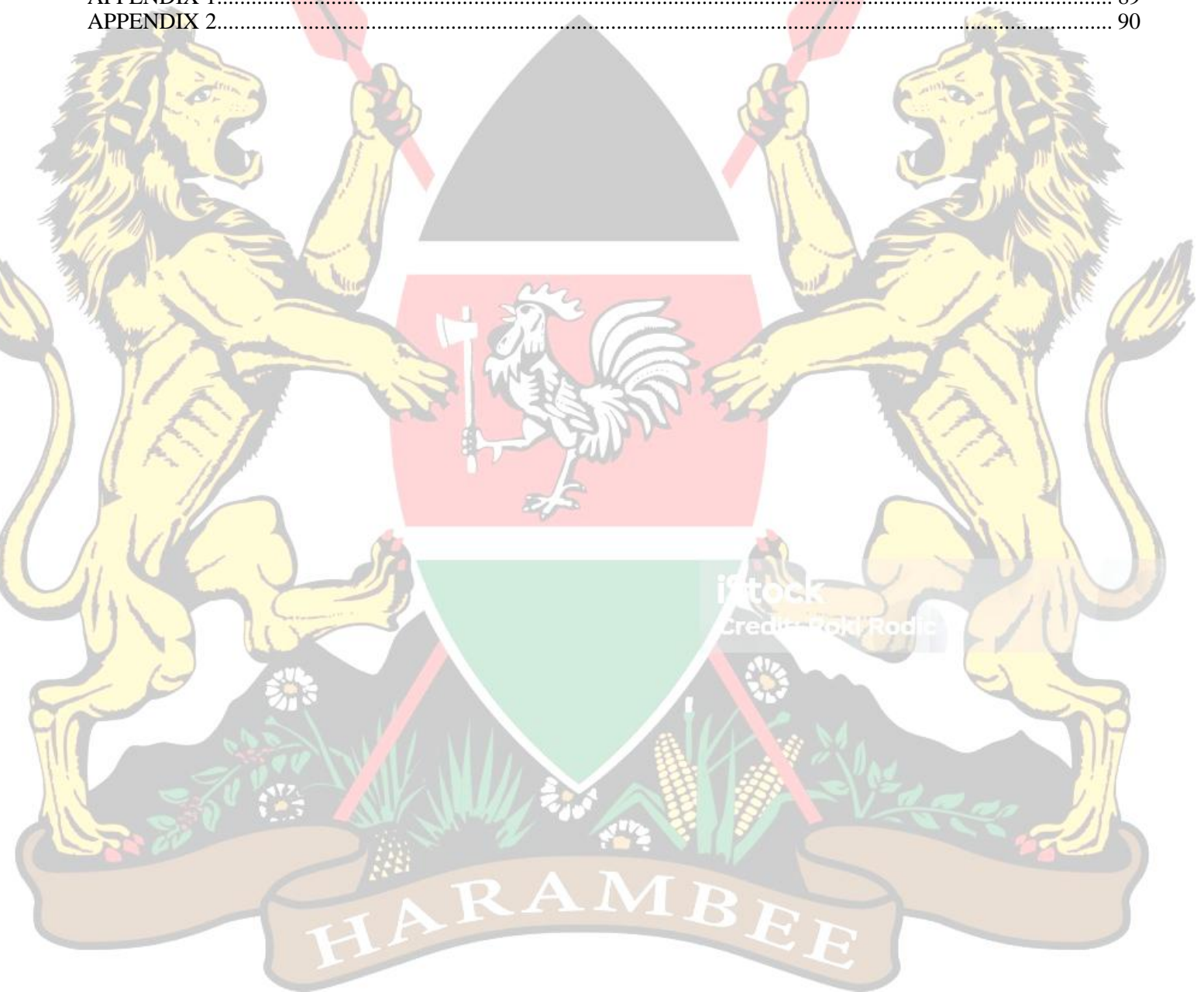
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INVITATION TO TENDER

The Ministry of Roads and Transport, State Department for Transport, invites eligible firms to participate in the tender below: -

| Tender Name | Tender Number | Closing Date |
|--|-----------------------------|--|
| Supply, Installation, Configuration of Data Communication & Management Infrastructure, Lan Upgrade and Other ICT Associated Works at Transcom House, Ngong Road. | MOR&T/SDoT/OT/004/2024-2025 | TUESDAY 8 th April, 2025 |

1. The tendering will be conducted under open competitive method (National) using the Standardized Tender Document and is open to all qualified and interested tenderers.
2. Interested tenderers are required to ensure they are in conformity with Section 55 of the Public Procurement and Asset Disposal Act, 2015 and the Evaluation Criteria as set out in the bid document.
3. A complete set of the tender document shall be obtained free of charge at the Procurement Entity's websites www.transport.go.ke or the Public Procurement Information Portal www.tenders.go.ke
4. Tenderers who download the Bid document must forward their particulars immediately to procurement@transport.go.ke to facilitate any further clarification or addendum.
5. All enquiries, clarifications and/or further information to be channeled through email procurement@transport.go.ke so as to reach us on or before 3rd April, 2025.
6. All Tenders must be accompanied by a Bid Security of Kshs1,000,000/= (one million shillings) only in form of guarantee as prescribed in the bid document. *Firms under Access to Government Procurement Opportunities (AGPO) will be required to fill the Tender Security Declaration Form.*
7. Tenders shall chronologically serialize all pages of tender documents submitted; all prices quoted be in Kenya Shillings and must include all taxes. Tenders shall remain valid for 180 days from the closing date.
8. Duly completed bid documents to be submitted as prescribed in the bid document and clearly marked with the Tender Name, Tender Number and to the address provided on or before the closing date.
9. Tenders will be opened in the presence of the firms or their designated representatives who choose to attend - immediately after the closing date and time.
10. Late bids shall not be accepted.

A. Address for obtaining further information and for purchasing tender documents

The Principal Secretary,
Ministry of Roads and Transport, State Department for Transport
Transcom House - Ngong road, Upper Ground Floor (UG29),
P.O. Box 52692-00200, **NAIROBI**
Contact: (+254 20) 2722216, Email: procurement@transport.go.ke
Attn: Supply Chain Management services.

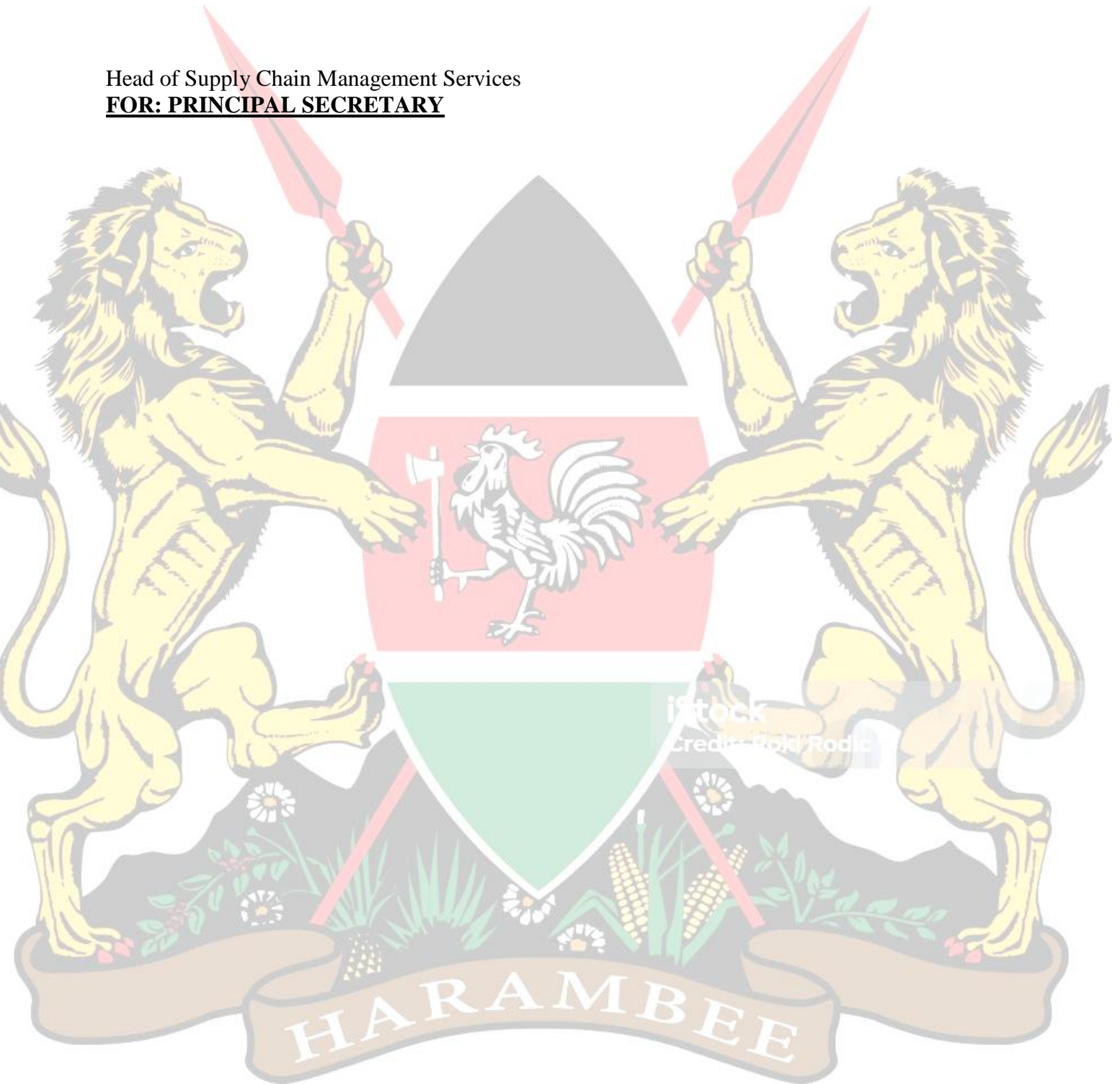
B. Address for Submission of Tenders.

The Principal Secretary,
Ministry of Roads and Transport, State Department for Transport
Transcom House - Ngong road,
P.O. Box 52692-00200, **NAIROBI**
Contact: (+254 20) 2722216, Email: ps@transport.go.ke
(Drop at the Tender Box at Transcom House - Main Entrance)

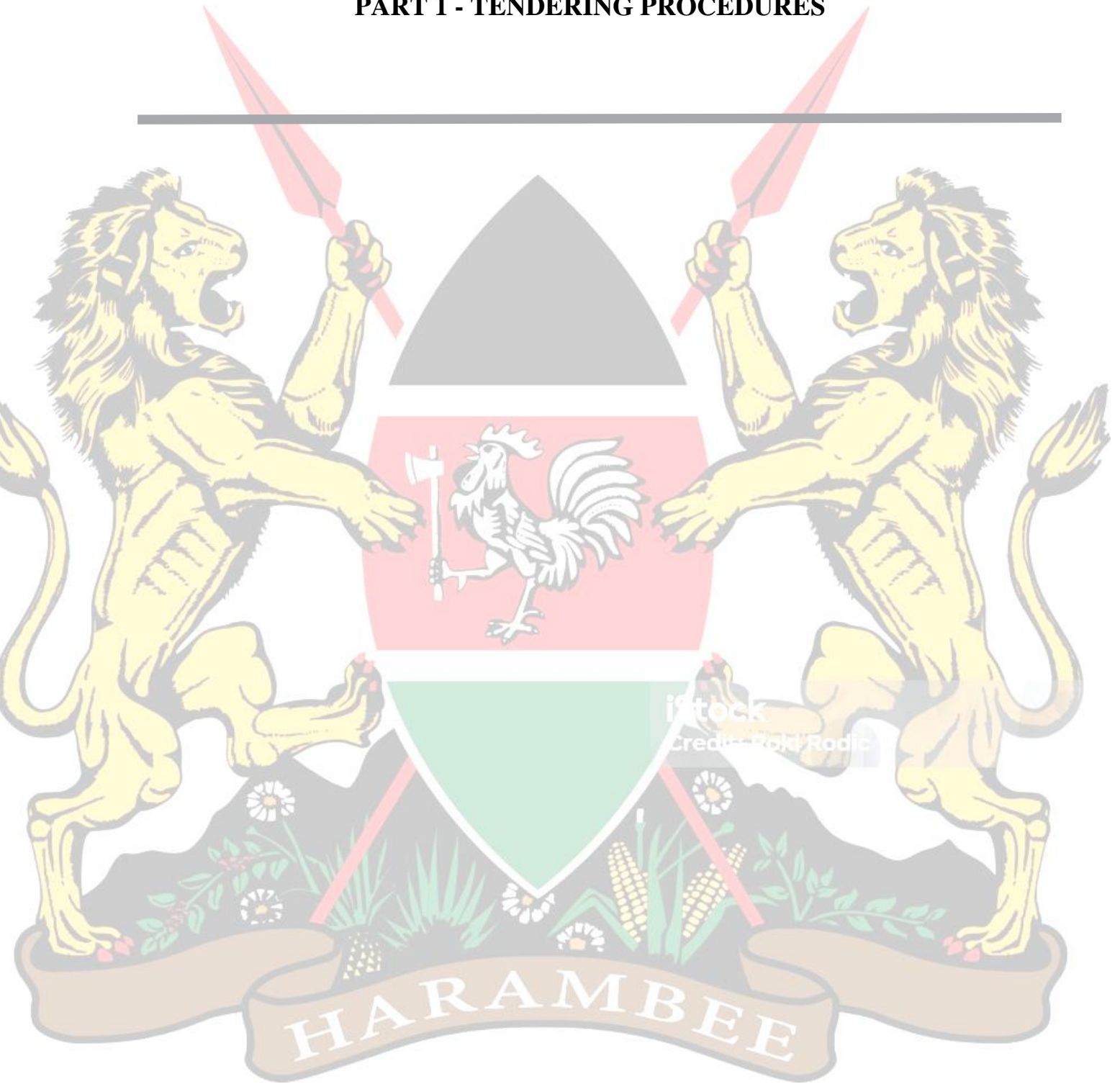
C. Address for Opening of Tenders.

The Principal Secretary,
Ministry of Roads and Transport, State Department for Transport
Transcom House - Ngong road, Main Entrance
P.O. Box 52692-00200, **NAIROBI**
Contact: (+254 20) 2722216, Email: ps@transport.go.ke

Head of Supply Chain Management Services
FOR: PRINCIPAL SECRETARY



PART 1 - TENDERING PROCEDURES



SECTION I: INSTRUCTIONS TO TENDERERS

A General Provisions

1. Scope of Tender

- 1.1 The Procuring Entity as defined in the Appendix to Conditions of Contract invites tenders for Works Contract as described in the tender documents. The name, identification, and number of lots (contracts) of this Tender Document are **specified in the TDS**.

2. Fraud and Corruption

- 2.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.
- 2.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.
- 2.3 Unfair Competitive Advantage - Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate in the **Data Sheet** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.
- 2.4 Unfair Competitive Advantage -Fairness and transparency in the tender process require that the Firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender being tendered for. The Procuring Entity shall indicate in the **TDS** firms (if any) that provided consulting services for the contract being tendered for. The Procuring Entity shall check whether the owners or controllers of the Tenderer are same as those that provided consulting services. The Procuring Entity shall, upon request, make available to any tenderer information that would give such firm unfair competitive advantage over competing firms.

3. Eligible Tenderers

- 3.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 3.7 or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. Public employees and their close relatives (*wives, children, brothers, sisters and uncles and aunts*) are not eligible to participate in the tender. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the tendering process and, in the event the JV is awarded the Contract, during contract execution. The maximum number of JV members shall be specified in the **TDS**.
- 3.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 3.3 A Tenderer shall not have a conflict of interest. Any tenderer found to have a conflict of interest shall be disqualified. A tenderer may be considered to have a conflict of interest for the purpose of this tendering process, if the tenderer:
- Directly or indirectly controls, is controlled by or is under common control with another tenderer; or
 - Receives or has received any direct or indirect subsidy from another tenderer; or
 - Has the same legal representative as another tenderer; or
 - Has a relationship with another tenderer, directly or through common third parties, that puts it in a position

to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process; or

- e) Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender; or
- f) any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as Engineer for the Contract implementation; or
- g) Would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the contract specified in this Tender Document or
- h) Has a close business or family relationship with a professional staff of the Procuring Entity who:
 - i) are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract; or
 - ii) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.

3.4 A tenderer shall not be involved in corrupt, coercive, obstructive, collusive or fraudulent practice. A tenderer that is proven to have been involved any of these practices shall be automatically disqualified.

3.5 A Tenderer (either individually or as a JV member) shall not participate in more than one Tender, except for permitted alternative tenders. This includes participation as a subcontractor in other Tenders. Such participation shall result in the disqualification of all Tenders in which the firm is involved. A firm that is not a tenderer or a JV member may participate as a subcontractor in more than one tender. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender.

3.6 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4.8. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub-consultants for any part of the Contract including related Services.

3.7 Tenderer that has been debarred from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPRA www.ppra.go.ke.

3.8 Tenderers that are state-owned enterprises or institutions may be eligible to compete and be awarded a Contract(s) only if they are accredited by PPRA to be (i) a legal public entity of the state Government and/or public administration, (ii) financially autonomous and not receiving any significant subsidies or budget support from any public entity or Government, and (iii) operating under commercial law and vested with legal rights and liabilities similar to any commercial enterprise to enable it compete with firms in the private sector on an equal basis.

3.9 A Firms and individuals may be ineligible if their countries of origin (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country. A tenderer shall provide such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

3.10 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided in for this purpose is be provided in “SECTION III - EVALUATION AND QUALIFICATION CRITERIA, Item 9”.

3.11 Pursuant to the eligibility requirements of ITT 4.10, a tender is considered a foreign tenderer, if the tenderer is not registered in Kenya or if the tenderer is registered in Kenya and has less than 51 percent ownership by Kenyan

Citizens. JVs are considered as foreign tenderers if the individual member firms are not registered in Kenya or if are registered in Kenya and have less than 51 percent ownership by Kenyan citizens. The JV shall not subcontract to foreign firms more than 10 percent of the contract price, excluding provisional sums.

3.12 The National Construction Authority Act of Kenya requires that all local and foreign contractors be registered with the National Construction Authority and be issued with a Registration Certificate before they can undertake any construction works in Kenya. Registration shall not be a condition for tender, but it shall be a condition of contract award and signature. A selected tenderer shall be given opportunity to register before such award and signature of contract. Application for registration with National Construction Authority may be accessed from the website www.nca.go.ke.

3.13 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website www.cak.go.ke

3.14 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

4. Eligible Goods, Equipment, and Services

4.1 Goods, equipment and services to be supplied under the Contract may have their origin in any country that is not eligible under ITT 3.9. At the Procuring Entity's request, Tenderers may be required to provide evidence of the origin of Goods, equipment and services.

4.2 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

5. Tenderer's Responsibilities

5.1 The tenderer shall bear all costs associated with the preparation and submission of his/her tender, and the Procuring Entity will in no case be responsible or liable for those costs.

5.2 The tenderer, at the tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Works and its surroundings, and obtain all information that may be necessary for preparing the tender and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the tenderer's own expense.

5.3 The Tenderer and any of its personnel or agents will be granted permission by the Procuring Entity to enter upon its premises and lands for the purpose of such visit. The Tenderer shall indemnify the Procuring Entity against all liability arising from death or personal injury, loss of or damage to property, and any other losses and expenses incurred as a result of the inspection.

5.4 The tenderer shall provide in the Form of Tender and Qualification Information, a preliminary description of the proposed work method and schedule, including charts, as necessary or required.

B. Contents of Tender Documents

6. Sections of Tender Document

6.1 The tender document consists of Parts 1, 2, and 3, which includes all the sections specified below, and which should be read in conjunction with any Addenda issued in accordance with ITT 8.

PART 1 Tendering Procedures

- i) Section I - Instructions to Tenderers (ITT)
- ii) Section II - Tender Data Sheet (TDS)
- iii) Section III - Evaluation and Qualification Criteria
- iv) Section IV - Tendering Forms

PART 2 Works Requirements

- i) Section V - Drawings
- ii) Section VI - Specifications
- iii) Section VII - Bills of Quantities

PART 3 Conditions of Contract and Contract Forms

- i) Section VIII - General Conditions of Contract (GCC)
- ii) Section IX - Special Conditions of Contract (SC)
- iii) Section X - Contract Forms

6.2 The Invitation to Tender Document (ITT) issued by the Procuring Entity is not part of the Contract documents.

6.3 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the Tender document, responses to requests for clarification, the minutes of the pre-Tender meeting (if any), or Addenda to the Tender document in accordance with ITT 8. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.

The Tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender Document and to furnish with its Tender all information and documentation as is required by the Tender document.

7. Site Visit

7.1 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the Required Services and its surroundings and obtain all information that may be necessary for preparing the Tender and entering into a contract for the Services. The costs of visiting the Site shall be at the Tenderer's own expense.

8. Pre-Tender Meeting

8.1 The Procuring Entity shall specify in the **TDS** if a pre-tender meeting will be held, when and where. The Procuring Entity shall also specify in the **TDS** if a pre-arranged pretender site visit will be held and when. The Tenderer's designated representative is invited to attend a pre-arranged pretender visit of the site of the works. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

8.2 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.

8.3 Minutes of the pre-Tender meeting and the pre-arranged pretender site visit of the site of the works, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT 6.3. Minutes shall not identify the source of the questions asked.

8.4 The Procuring Entity shall also promptly publish anonym zed (*no names*) Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the works at the web page identified in the **TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-tender meeting and the pre-arranged pretender site visit, shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 8 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

9. Clarification and amendments of Tender Documents

9.1 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the **TDS** or raise its enquiries during the pre-Tender meeting and the pre-arranged pretender visit of the site of the works if provided for in accordance with ITT 8.4. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period

specified in the **TDS** prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender Documents in accordance with ITT 6.3, including a description of the inquiry but without identifying its source. If specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents appropriately following the procedure under ITT 8.4.

10. Amendment of Tendering Document

10.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tendering document by issuing addenda.

10.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's web page in accordance with ITT 8.4.

10.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 25.2 below.

C. Preparation of Tenders

11. Cost of Tendering

11.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

12. Language of Tender

12.1 The Tender, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring Entity, shall be written in the English Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate and notarized translation of the relevant passages into the English Language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

13. Documents Comprising the Tender

13.1 The Tender shall comprise the following:

- a) Form of Tender prepared in accordance with ITT 14;
- b) Schedules including priced Bill of Quantities, completed in accordance with ITT 14 and ITT 16;
- c) Tender Security or Tender-Securing Declaration, in accordance with ITT 21.1;
- d) Alternative Tender, if permissible, in accordance with ITT 15;
- e) Authorization: written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 22.3;
- f) Qualifications: documentary evidence in accordance with ITT 19 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
- g) Conformity: a technical proposal in accordance with ITT 18;
- h) Any other document required in the **TDS**.

13.2 In addition to the requirements under ITT 11.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender,

together with a copy of the proposed Agreement. The Tenderer shall chronologically serialize pages of all tender documents submitted.

13.3 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

14. Form of Tender and Schedules

14.1 The Form of Tender and Schedules, including the Bill of Quantities, shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 20.3. All blank spaces shall be filled in with the information requested.

15. Alternative Tenders

15.1 Unless otherwise specified in the **TDS**, alternative Tenders shall not be considered.

15.2 When alternative times for completion are explicitly invited, a statement to that effect will be included in the **TDS**, and the method of evaluating different alternative times for completion will be described in Section III, Evaluation and Qualification Criteria.

15.3 Except as provided under ITT 13.4 below, Tenderers wishing to offer technical alternatives to the requirements of the Tender Documents must first price the Procuring Entity's design as described in the Tender Documents and shall further provide all information necessary for a complete evaluation of the alternative by the Procuring Entity, including drawings, design calculations, technical specifications, breakdown of prices, and proposed construction methodology and other relevant details. Only the technical alternatives, if any, of the Tenderer with the Winning Tender conforming to the basic technical requirements shall be considered by the Procuring Entity. When specified in the **TDS**, Tenderers are permitted to submit alternative technical solutions for specified parts of the Works, and such parts will be identified in the **TDS**, as will the method for their evaluating, and described in Section VII, Works' Requirements.

16. Tender Prices and Discounts

16.1 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Bill of Quantities shall conform to the requirements specified below.

16.2 The Tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items against which no rate or price is entered by the Tenderer shall be deemed covered by the rates for other items in the Bill of Quantities and will not be paid for separately by the Procuring Entity. An item not listed in the priced Bill of Quantities shall be assumed to be not included in the Tender, and provided that the Tender is determined substantially responsive notwithstanding this omission, the average price of the item quoted by substantially responsive Tenderers will be added to the Tender price and the equivalent total cost of the Tender so determined will be used for price comparison.

16.3 The price to be quoted in the Form of Tender, in accordance with ITT 14.1, shall be the total price of the Tender, including any discounts offered.

16.4 The Tenderer shall quote any discounts and the methodology for their application in the Form of Tender, in accordance with ITT 14.1.

16.5 It will be specified in the **TDS** if the rates and prices quoted by the Tenderer are or are not subject to adjustment during the performance of the Contract in accordance with the provisions of the Conditions of Contract, except in cases where the contract is subject to fluctuations and adjustments, not fixed price. In such a case, the Tenderer shall furnish the indices and weightings for the price adjustment formulae in the Schedule of Adjustment Data and the Procuring Entity may require the Tenderer to justify its proposed indices and weightings.

16.6 Where tenders are being invited for individual lots (contracts) or for any combination of lots (packages), tenderers wishing to offer discounts for the award of more than one Contract shall specify in their Tender the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITT 16.4, provided the Tenders for all lots (contracts) are opened at the same time.

16.7 All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date 30 days prior to the deadline for submission of Tenders, shall be included in the rates and prices and the total Tender Price submitted by the Tenderer.

17. Currencies of Tender and Payment

17.1 Tenderers shall quote entirely in Kenya Shillings. The unit rates and the prices shall be quoted by the Tenderer in the Bill of Quantities, entirely in Kenya shillings. A Tenderer expecting to incur expenditures in other currencies for inputs to the Works supplied from outside Kenya shall device own ways of getting foreign currency to meet those expenditures.

18. Documents Comprising the Technical Proposal

18.1 The Tenderer shall furnish a technical proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in Section IV, Tender Forms, in sufficient detail to demonstrate the adequacy of the Tenderer's proposal to meet the work's requirements and the completion time.

19. Documents Establishing the Eligibility and Qualifications of the Tenderer

19.1 Tenderers shall complete the Form of Tender, included in Section IV, Tender Forms, to establish Tenderer's eligibility in accordance with ITT 4.

19.2 In accordance with Section III, Evaluation and Qualification Criteria, to establish its qualifications to perform the Contract the Tenderer shall provide the information requested in the corresponding information sheets included in Section IV, Tender Forms.

19.3 A margin of preference will not be allowed. Preference and reservations will be allowed, individually or in joint ventures. Applying for eligibility for Preference and reservations shall supply all information required to satisfy the criteria for eligibility specified in accordance with ITT 33.1.

19.4 Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and thereby help to prevent any corrupt influence in relation to the procurement process or contract management.

19.5 The purpose of the information described in ITT 19.4 above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.

19.6 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

19.7 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.

19.8 If a tenderer fails to submit the information required by these requirements, its tender will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.

19.9 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:

- i) if the procurement process is still ongoing, the tenderer will be disqualified from the procurement process,

- ii) if the contract has been awarded to that tenderer, the contract award will be set aside,
- iii) the tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.

19.10 If a tenderer submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the tenderer.

20. Period of Validity of Tenders

20.1 Tenders shall remain valid for the Tender Validity period specified in the **TDS**. The Tender Validity period starts from the date fixed for the Tender submission deadline (as prescribed by the Procuring Entity in accordance with ITT 24). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

20.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 21.1, it shall also be extended for thirty (30) days beyond the deadline of the extended validity period. A Tenderer may refuse the request without forfeiting its Tender security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 20.3.

20.3 If the award is delayed by a period exceeding the number of days to be specified in the **TDS** days beyond the expiry of the initial tender validity period, the Contract price shall be determined as follows:

- a) in the case of **fixed price** contracts, the Contract price shall be the tender price adjusted by the factor specified in the **TDS**;
- b) in the case of **adjustable price** contracts, no adjustment shall be made; or in any case, tender evaluation shall be based on the tender price without taking into consideration the applicable correction from those indicated above.

21. Tender Security

21.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender Security as specified in the **TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified in the **TDS**. A Tender-Securing Declaration shall use the form included in Section IV, Tender Forms.

21.2 If a Tender Security is specified pursuant to ITT 19.1, the Tender Security shall be a demand guarantee in any of the following forms at the Tenderer's option:

- a) an unconditional Bank Guarantee issued by reputable commercial bank); or
- b) an irrevocable letter of credit;
- c) a Banker's cheque issued by a reputable commercial bank; or
- d) another security specified **in the TDS**,

21.3 If an unconditional bank guarantee is issued by a bank located outside Kenya, the issuing bank shall have a correspondent bank located in Kenya to make it enforceable. The Tender Security shall be valid for thirty (30) days beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 20.2.

21.4 If a Tender Security or Tender-Securing Declaration is specified pursuant to ITT 19.1, any Tender not accompanied by a substantially responsive Tender Security or Tender-Securing Declaration shall be rejected by the Procuring Entity as non-responsive.

21.5 If a Tender Security is specified pursuant to ITT 21.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the Contract and furnishing the Performance Security and any other documents required in the **TDS**. The Procuring Entity shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined nonresponsive or a bidder declines to extend tender validity period.

21.6 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security, and any other documents required in the **TDS**.

21.7 The Tender Security may be forfeited or the Tender-Securing Declaration executed:

- a) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer on the Form of Tender, or any extension thereto provided by the Tenderer; or
- b) if the successful Tenderer fails to:
 - i) sign the Contract in accordance with ITT 50; or
 - ii) furnish a Performance Security and if required in the **TDS**, and any other documents required in the **TDS**.

21.8 Where tender securing declaration is executed, the Procuring Entity shall recommend to the PPRA that PPRA debars the Tenderer from participating in public procurement as provided in the law.

21.9 The Tender Security or the Tender-Securing Declaration of a JV shall be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of tendering, the Tender Security or the Tender-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITT 4.1 and ITT 11.2.

21.10 A tenderer shall not issue a tender security to guarantee itself.

22. Format and Signing of Tender

22.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 13 and clearly mark it "ORIGINAL." Alternative Tenders, if permitted in accordance with ITT 15, shall be clearly marked "ALTERNATIVE." In addition, the Tenderer shall submit copies of the Tender, in the number specified in the **TDS** and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.

22.2 Tenderers shall mark as "CONFIDENTIAL" all information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

22.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified in the **TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.

22.4 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

22.5 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

D. Submission and Opening of Tenders

23. Sealing and Marking of Tenders

23.1 Depending on the sizes or quantities or weight of the tender documents, a tenderer may use an envelope, package or container. The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:

- a) in an envelope or package or container marked "ORIGINAL", all documents comprising the Tender, as described in ITT 11; and
- b) in an envelope or package or container marked "COPIES", all required copies of the Tender; and
- c) if alternative Tenders are permitted in accordance with ITT 15, and if relevant:
 - i) in an envelope or package or container marked "ORIGINAL –ALTERNATIVE TENDER", the alternative Tender; and
 - ii) in the envelope or package or container marked "COPIES- ALTERNATIVE TENDER", all required copies of the alternative Tender.

The inner envelopes or packages or containers shall:

- a) bear the name and address of the Procuring Entity.
- b) bear the name and address of the Tenderer; and
- c) bear the name and Reference number of the Tender.

23.2 If an envelope or package or container is not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender. Tenders that are misplaced or opened prematurely will not be accepted.

24. Deadline for Submission of Tenders

24.1 Tenders must be received by the Procuring Entity at the address specified in the **TDS** and no later than the date and time also specified in the **TDS**. When so specified in the **TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified in the **TDS**.

24.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Documents in accordance with ITT 8, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

25. Late Tenders

25.1 The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of tenders, in accordance with ITT 24. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

26. Withdrawal, Substitution, and Modification of Tenders

26.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITT 22.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:

- a) prepared and submitted in accordance with ITT 22 and ITT 23 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” “MODIFICATION;” and
- b) received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 24.

26.2 Tenders requested to be withdrawn in accordance with ITT 26.1 shall be returned unopened to the Tenderers.

26.3 No Tender may be withdrawn, substituted, or modified 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 Form of Tender or any extension thereof.

27. Tender Opening

27.1 Except in the cases specified in ITT 23 and ITT 26.2, the Procuring Entity shall publicly open and read out all Tenders received by the deadline, at the date, time and place specified in the **TDS**, in the presence of Tenderers' designated representatives who chooses to attend. Any specific electronic Tender opening procedures required if electronic Tendering is permitted in accordance with ITT 24.1, shall be as specified in the **TDS**.

27.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelopes with the corresponding Tender shall not be opened, but returned to the Tenderer. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

27.3 Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.

27.4 Next, envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.

27.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Price, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate.

27.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further for evaluation. The Form of Tender and pages of the Bills of Quantities are to be initialed by the members of the tender opening committee attending the opening. The number of representatives of the Procuring Entity to sign shall be specified in the **TDS**.

27.7 At the Tender Opening, the Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 25.1).

27.8 The Procuring Entity shall prepare minutes of the Tender Opening that shall include, as a minimum:

- a) the name of the Tenderer and whether there is a withdrawal, substitution, or modification;
- b) the Tender Price, per lot (contract) if applicable, including any discounts;
- c) any alternative Tenders;
- d) the presence or absence of a Tender Security, if one was required.
- e) number of pages of each tender document submitted.

27.9 The Tenderers' representatives who are present shall be requested to sign the minutes. The omission of a Tenderer's signature on the minutes shall not invalidate the contents and effect of the minutes. A copy of the tender opening register shall be distributed to all Tenderers upon request.

E. Evaluation and Comparison of Tenders

28. Confidentiality

28.1 Information relating to the evaluation of Tenders and recommendation of contract award shall not be disclosed to Tenderers or any other persons not officially concerned with the Tender process until information on Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 46.

28.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation of the Tenders or Contract award decisions may result in the rejection of its tender.

28.3 Notwithstanding ITT 28.2, from the time of tender opening to the time of contract award, if a tenderer wishes to contact the Procuring Entity on any **matter related to the tendering process, it shall do so in writing.**

29. Clarification of Tenders

29.1 To assist in the examination, evaluation, and comparison of the tenders, and qualification of the tenderers, the Procuring Entity may, at its discretion, ask any tenderer for a clarification of its tender, given a reasonable time for a response. Any clarification submitted by a tenderer that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the tenders, in accordance with ITT 33.

29.2 If a tenderer does not provide clarifications of its tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

30. Deviations, Reservations, and Omissions

30.1 During the evaluation of tenders, the following definitions apply:

- a) “Deviation” is a departure from the requirements specified in the tender document;
- b) “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tender document; and

- c) "Omission" is the failure to submit part or all of the information or documentation required in the Tender document.

31. Determination of Responsiveness

31.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the tender itself, as defined in ITT 13.

31.2 A substantially responsive Tender is one that meets the requirements of the Tender document without material deviation, **reservation, or omission. A material deviation, reservation, or omission is one that, if accepted, would:**

- a) affect in any substantial way the scope, quality, or performance of the Works specified in the Contract; or
- b) limit in any substantial way, inconsistent with the tender document, the Procuring Entity's rights or the tenderer's obligations under the proposed contract; or
- c) if rectified, would unfairly affect the competitive position of other tenderers presenting substantially responsive tenders.

31.3 The Procuring Entity shall examine the technical aspects of the tender submitted in accordance with ITT 18, to confirm that all requirements of Section VII, Works' Requirements have been met without any material deviation, reservation or omission.

31.4 If a tender is not substantially responsive to the requirements of the tender document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

32. Non-material non-conformities

32.1 Provided that a tender is substantially responsive, the Procuring Entity may waive any non-conformities in the tender.

32.2 Provided that a Tender is substantially responsive, the Procuring Entity may request that the tenderer submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial non-conformities in the tender related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the tender. Failure of the tenderer to comply with the request may result in the rejection of its tender.

32.3 Provided that a tender is substantially responsive, the Procuring Entity shall rectify quantifiable nonmaterial non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified in the TDS.

33. Arithmetical Errors

33.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

33.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, and subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail

33.3 Tenderers shall be notified of any error detected in their bid during the notification of a ward.

34. Currency provisions

34.1 Tenders will be priced in Kenya Shillings only. Tenderers quoting in currencies other than in Kenya shillings will be determined non-responsive and rejected.

35. Margin of Preference and Reservations

35.1 No margin of preference shall be allowed on contracts for small works.

35.2 Where it is intended to reserve the contract to specific groups under Small and Medium Enterprises, or enterprise of women, youth and/or persons living with disability, who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses/firms belonging to those specified groups are the only ones eligible to tender. Otherwise if no so stated, the invitation will be open to all tenderers.

36. Nominated Subcontractors

36.1 Unless otherwise stated in the **TDS**, the Procuring Entity does not intend to execute any specific elements of the Works by subcontractors selected in advance by the Procuring Entity.

36.2 Tenderers may propose subcontracting up to the percentage of total value of contracts or the volume of works as specified in the **TDS**. Subcontractors proposed by the Tenderer shall be fully qualified for their parts of the Works.

36.3 The subcontractor's qualifications shall not be used by the Tenderer to qualify for the Works unless their specialized parts of the Works were previously designated by the Procuring Entity in the **TDS** as can be met by subcontractors referred to hereafter as 'Specialized Subcontractors', in which case, the qualifications of the Specialized Subcontractors proposed by the Tenderer may be added to the qualifications of the Tenderer.

37. Evaluation of Tenders

37.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies the Procuring Entity shall determine the Best Evaluated Tender in accordance with ITT 40.

37.2 To evaluate a Tender, the Procuring Entity shall consider the following:

- a) price adjustment due to discounts offered in accordance with ITT 16;
- b) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 39;
- c) price adjustment due to quantifiable nonmaterial non-conformities in accordance with ITT 30.3; and
- d) any additional evaluation factors specified **in the TDS** and Section III, Evaluation and Qualification Criteria.

37.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.

37.4 In the case of multiple contracts or lots, Tenderers shall be allowed to tender for one or more lots and the methodology to determine the lowest evaluated cost of the lot (contract) combinations, including any discounts offered in the **Form of Tender, is specified in Section III, Evaluation and Qualification Criteria.**

38. Comparison of Tenders

38.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 38.2 to determine the Tender that has the lowest evaluated cost.

39. Abnormally Low Tenders

39.1 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price or that genuine competition between Tenderers is compromised.

39.2 In the event of identification of a potentially Abnormally Low Tender, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document.

39.3 After evaluation of the price analyses, in the event that the Procuring Entity determines that the Tenderer has

failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

40. Abnormally High Tenders

40.1 An abnormally high price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.

40.2 In case of an abnormally high tender price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The Procuring Entity may also seek written clarification from the tenderer on the reason for the high tender price. The Procuring Entity shall proceed as follows:

- i) If the tender price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the tender depending on the Procuring Entity's budget considerations.
- ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, the Procuring Entity shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.

40.3 If the Procuring Entity determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (*often due to collusion, corruption or other manipulations*), the Procuring Entity shall reject all Tenders and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise, before retendering.

41. Unbalanced and/or Front-Loaded Tenders

41.1 If in the Procuring Entity's opinion, the Tender that is evaluated as the lowest evaluated price is seriously unbalanced and/or front loaded, the Procuring Entity may require the Tenderer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the tender prices with the scope of works, proposed methodology, schedule and any other requirements of the Tender document.

41.2 After the evaluation of the information and detailed price analyses presented by the Tenderer, the Procuring Entity may as appropriate:

- a) accept the Tender; or
- b) require that the total amount of the Performance Security be increased at the expense of the Tenderer to a level not exceeding a 30% of the Contract Price; or
- c) agree on a payment mode that eliminates the inherent risk of the Procuring Entity paying too much for undelivered works; or
- d) reject the Tender,

42. Qualifications of the Tenderer

42.1 The Procuring Entity shall determine to its satisfaction whether the eligible Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender, meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

42.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 19. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors if permitted in the Tender document), or any other firm(s) different from the Tenderer.

42.3 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated price to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

42.4 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price.

42.5 In the event of identification of a potentially Abnormally Low Tender, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document.

42.6 After evaluation of the price analyses, if the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

43. Best Evaluated Tender

43.1 Having compared the evaluated prices of Tenders, the Procuring Entity shall determine the Best Evaluated Tender. The Best Evaluated Tender is the Tender of the Tenderer that meets the Qualification Criteria and whose Tender has been determined to be:

- a) Most responsive to the Tender document; and
- b) the lowest evaluated price.

44. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders.

44.1 The Procuring Entity reserves the right to accept or reject any Tender and to annul the Tender process and reject all Tenders at any time prior to Contract Award, without thereby incurring any liability to Tenderers. In case of annulment, all Tenderers shall be notified with reasons and all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

F. Award of Contract

45. Award Criteria

45.1 The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender.

46. Notice of Intention to enter into a Contract

46.1 Upon award of the contract and Prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter into a Contract / Notification of award to all tenderers which shall contain, at a minimum, the following information:

- a) the name and address of the Tenderer submitting the successful tender;
- b) the Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;
- d) the expiry date of the Standstill Period; and
- e) instructions on how to request a debriefing and/or submit a complaint during the standstill period;

47. Standstill Period

47.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.

47.2 Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter **into a Contract with the successful Tenderer.**

48. Debriefing by the Procuring Entity

48.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 46, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request.

48.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending **such a debriefing meeting.**

49. Letter of Award

49.1 Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 42.1, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

50. Signing of Contract

50.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.

50.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.

50.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period

51. Appointment of Adjudicator

51.1 The Procuring Entity proposes the person named in the **TDS** to be appointed as Adjudicator under the Contract, at the hourly fee specified in the **TDS**, plus reimbursable expenses. If the Tenderer disagrees with this proposal, the Tenderer should so state in his Tender. If, in the Letter of Acceptance, the Procuring Entity does not agree on the appointment of the Adjudicator, the Procuring Entity will request the Appointing Authority designated in the Special Conditions of Contract (SCC) pursuant to Clause 23.1 of the General Conditions of Contract (GCC), to appoint the Adjudicator.

52. Performance Security

52.1 Within twenty-one (21) days of the receipt of the Letter of Acceptance from the Procuring Entity, the successful Tenderer shall furnish the Performance Security and, any other documents required in the **TDS**, in accordance with the General Conditions of Contract, subject to ITT 40.2 (b), using the Performance Security and other Forms included in Section X, Contract Forms, or another form acceptable to the Procuring Entity. A foreign institution providing a bank guarantee shall have a correspondent financial institution located in Kenya, unless the Procuring Entity has agreed in writing that a correspondent bank is not required.

52.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security and other documents required in the **TDS**, or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next Best Evaluated Tender.

52.3 Performance security shall not be required for contracts estimated to cost less than Kenya shillings five million shillings.

53. Publication of Procurement Contract

53.1 Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:

- a) name and address of the Procuring Entity;
- b) name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- c) the name of the successful Tenderer, the final total contract price, the contract duration.
- d) dates of signature, commencement and completion of contract;
- e) names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

54. Procurement Related Complaints and Administrative Review

54.1 The procedures for making Procurement-related Complaints are as specified in the **TDS**.

54.2 A request for administrative review shall be made in the form provided under contract forms.

SECTION II - TENDER DATA SHEET (TDS)

The following specific data shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

| ITT Reference | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS |
|---------------|---|
| | A. General |
| ITT 1.1 | The name of the contract is - supply, installation, configuration of data communication and management infrastructure, LAN upgrade & other ICT associated works Tender Reference No.: MOR&T/SDoT/OT/004/2024-2025 |
| ITT 2.3 | The Information made available on competing firms is as follows: as per bid document specifications and drawings |
| ITT 2.4 | The firms that provided consulting services for the contract being tendered for are: <u>N/A</u> |
| ITT 3.1 | Maximum number of members in the Joint Venture (JV) shall be: N/A. |
| | B. Contents of Tender Document |
| 8.1 | (A) Pre-Tender conference “ <i>shall not</i> ” take place. (B) A pre-arranged pretender visit of the sites of the works <i>shall not</i> take place. |
| ITT 8.2 | The Tenderer will submit any questions in writing, to reach the Procuring Entity not later than 1st April, 2025. |
| ITT 8.4 | The Procuring Entity’s website where Minutes of the pre-Tender meeting and the pre-arranged pretender site visit will be published is N/A |
| ITT 9.1 | For Clarification of Tender purposes, for obtaining further information and for purchasing tender documents, the Procuring Entity’s address is: Principal Secretary, State Department for Transport Transcom House, Ngong Road P.O. Box 52692 - 00200 Nairobi, Kenya <i>Atten: Head, Supply Chain Management Services, email procurement@transport.go.ke</i> |
| | C. Preparation of Tenders |
| ITP 13.1 (h) | The Tenderer shall be required to demonstrate that they are duly registered/ incorporated in Kenya and submit the following additional documents in its Tender <ol style="list-style-type: none"> 1) Certified Valid Copy Tax Compliance Certificate. 2) Duly filled, signed and stamped Confidential Business Questionnaire in the format provided. 3) A copy of a Valid Certified County Government Single Business Permit from county of operation. 4) A valid copy of Certificate of Confirmation of Directors and Shareholding (CR 12). (Issued within the last 12 Months to Tender Opening Date), copies of ID cards for Sole Proprietors and partnership deed for partnerships 5) The Original Tender Security of Kenya Shillings one million (Kshs.1,000,000.00) form of i) a Bank Guarantee, ii) a guarantee issued by a financial institution approved and licensed by the Central bank of Kenya iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority and listed by the Public Procurement Regulatory Authority iv) Dully filled Tender Securing Declaration Form for AGPO firms 6) A dully filled, signed and stamped Self Declaration form that the Tenderer is Not |

| ITT Reference | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS |
|---------------|--|
| | <p>Debarred in The Matter of The Public Procurement and Asset Disposal Act 2015(SD1)</p> <ol style="list-style-type: none"> 7) A duly filled, signed and stamped Certificate of Independent Determination. 8) A duly filled and signed Self Declaration that the Person/Tenderer will not engage in any corrupt or fraudulent practice – (FORM SD2) 9) A duly filled, signed and stamped Declaration and Commitment to the code of ethics. 10) The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: - Power of attorney witnessed by commissioner of oaths 11) A duly filled, signed and stamped Form of tender 12) A duly filled, signed and stamped Price Schedule 13) Two copies of the bid document marked “Original” and “Copy” must be chronologically serialized on all pages of the tender documents submitted 14) A Valid Certified copy of registration certificate for National Construction Authority (NCA) 2 and above in Electrical Works Certificate for Electrical Works 15) A Valid Certified copy and current License issued by Communication Authority of Kenya (CAK) in Telecommunication 16) A Valid Certified copy of ICTA Authority Accreditation-Information Security-1 17) A Valid Certified copy of ICTA Authority Accreditation-Data Centre-1 18) A Valid Certified copy of ICTA Authority Accreditation-Networks-1 19) Copies of Audited Accounts for three (3) years 2023,2022,2021 prepared with accordance with International with Annual Turnover of Ksh 500,000,000.00 20) A Valid Certified copy of ICPAK Practicing certificate for Audit Firm 21) A Valid Certified copy of ICPAK Practicing Certificate for Auditor 22) A Valid Certified copy of EPRA AI Electrical Registration Certificate 23) A Valid Certified copy of Data Protection Registrations as Data Controller and Data Processor. 24) A Valid Manufacturer Authorization Letters for the Proposed Products 25) A Reference Letter from Reputable Commercial Bank Confirming Availability of Credit Line of at least Ksh 100,000,000.00 |
| ITT 15.1 | Alternative Tenders shall not be considered. |
| ITT 15.2 | Alternative times for completion shall not be permitted. |
| ITT 15.4 | Alternative technical solutions shall not be permitted. |
| ITT 16.5 | The prices quoted by the Tenderer shall <i>be fixed</i> |
| ITT 20.1 | The Tender validity period shall be 180 days |
| ITT 20.3 (a) | The Tender price shall not be adjusted during any period of extension. |
| ITT 21.1 | <p>A Tender Security shall be required.</p> <p>Tender Security MUST be: -</p> <p>The Original Tender Security of Kenya Shillings one million (Kshs.1,000,000.00) in form of</p> <ol style="list-style-type: none"> i) a Bank Guarantee from a reputable bank, ii) a guarantee issued by a financial institution approved and licensed by the Central bank of Kenya, iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority and listed by the Public Procurement Regulatory Authority iv) Dully filled Tender Securing Declaration Form for AGPO firms. <i>Bid security valid for 30 days beyond the Tender Validity period</i> |
| ITT 21.2 (d) | The other Tender Security shall be -NONE |
| ITT 21.5 | <p>On the Performance Security, other documents required shall be</p> <p>-See Special Conditions of Contract</p> |
| ITT 22.1 | In addition to the original of the Tender, the number of copies is ONE |

| ITT Reference | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS |
|---|--|
| ITT 22.3 | The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: - Power of Attorney |
| D. Submission and Opening of Tenders | |
| ITT 24.1 | (A) For <u>Tender submission purposes only</u> , the Procuring Entity's address is: Principal Secretary, State Department for Transport Transcom House, Ngong Road P.O. Box 52692 - 00200 Nairobi, Kenya Date and time for submission of Tenders 4th April, 2025 at 11.00am. Tenderers shall not submit tenders electronically. |
| ITT 27.1 | The Tender opening shall take place at the time and the address for Opening of Tenders provided below: Transcom House, Ngong Road Ministry of Roads and Transport State Department for Transport P.O. Box 52692 - 00200 Nairobi, Kenya |
| ITT 27.1 | If Tenderers are allowed to submit Tenders electronically, they shall follow the electronic tender submission procedures specified below N/A |
| ITT 27.6 | The number of representatives of the Procuring Entity to sign is at least three. |
| E. Evaluation, and Comparison of Tenders | |
| ITT 32.3 | The adjustment of price shall not apply. |
| ITT 35.2 | The invitation to tender is extended to the following groups that qualify for Reservations _____ N/A _____ |
| ITT 36.1 | At this time, the Procuring Entity does not intend to execute certain specific parts of the Works by subcontractors selected in advance. |
| ITT 36.2 | Contractor's may not propose subcontracting |
| ITT 36.3 | The parts of the Works for which the Procuring Entity permits Tenderers to propose Specialized Subcontractors are designated as follows: NONE |
| ITT 37.2 (d) | Additional requirements apply. These are detailed in the evaluation criteria in Section III, Evaluation and Qualification Criteria. |
| ITT 51.1 | The person named to be appointed as Adjudicator is ---- N/A ----- |
| ITT 52.2 | Other documents required are _____ N/A _____ |
| ITT 54.1 | The procedures for making a Procurement-related Complaints are detailed in the "Regulations" available from the PPRA Website www.ppra.go.ke or email complaints@ppra.go.ke . If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to: For the attention: Title/position: Principal Secretary Procuring Entity: State Department for Transport Email address: ps@transport.go.ke , In summary, a Procurement-related Complaint may challenge any of the following: (i) the terms of the Tender Documents; and (ii) the Procuring Entity's decision to award the contract. |

SECTION III - EVALUATION AND QUALIFICATION CRITERIA

1. General Provisions

Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a) For construction turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
- b) Value of single contract - Exchange rate prevailing on the date of the contract signature.
- c) Exchange rates shall be taken from the publicly available source identified in the ITT 14.3. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.

This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity should use the Standard Tender Evaluation Document for Goods and Works for evaluating Tenders.

Evaluation and contract award Criteria

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria, (ii) has been determined to be substantially responsive to the Tender Documents, and (iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

2. Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements of “Part 2 – Procuring Entity’s Works Requirements”, including checking for tenders with unacceptable errors, abnormally low tenders, abnormally high tenders and tenders that are front loaded. The Standard Tender Evaluation Report Document for Goods and Works for evaluating Tenders provides very clear guide on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered irresponsive and will not be considered further.

Mandatory Requirements

All Tenderers **MUST** meet the following mandatory requirements. **Tenderers that do not meet ALL the mandatory requirements will be considered non-responsive and will not be considered further:**

| | REQUIREMENT | YES/NO | REFERENCE IN DOCUMENT | EVALUATOR REMARKS |
|----|--|---------------|------------------------------|--------------------------|
| 1. | Tenderers to demonstrate that they are duly registered/incorporated in Kenya | | | |
| 2. | Certified Valid Copy Tax Compliance Certificate. | | | |
| 3. | Provide duly filled, signed and stamped Confidential Business Questionnaire in the format provided. | | | |
| 4. | Provide a copy of a Valid Certified County Government Single Business Permit | | | |
| 5. | Provide a valid copy of Certificate of Confirmation of Directors and Shareholding (CR 12). (Issued within the last 12 Months to Tender Opening Date), copies of ID cards for Sole Proprietors and partnership deed for partnerships. | | | |
| 6. | Provide the Original Tender Security of Kenya Shillings one million (Kshs1,000,000.00) in form of i) a Bank Guarantee from a reputable bank, ii) a guarantee issued by a financial institution approved | | | |

| | | | | |
|-----|--|--|--|--|
| | and licensed by the Central bank of Kenya, iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority and listed by the Public Procurement Regulatory Authority iv) Dully filled Tender Securing Declaration Form for AGPO firms <i>Bid security valid for 30 days beyond the Tender Validity period.</i> | | | |
| 7. | Provide a dully filled, signed and stamped Self Declaration form that the Tenderer is Not Debarred in The Matter of The Public Procurement and Asset Disposal Act 2015(SD1) | | | |
| 8. | Provide duly filled, signed and stamped Certificate of Independent Determination | | | |
| 9. | Tenderers MUST provide duly filled and signed Self Declaration that the Person/Tenderer will not engage in any corrupt or fraudulent practice – (FORM SD2) | | | |
| 10. | Provide duly filled, signed and stamped Declaration and Commitment to the code of ethics. | | | |
| 11. | The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: - Power of attorney The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: - Power of attorney | | | |
| 12. | Provide duly filled, signed and stamped Form of Tender | | | |
| 13. | Provide duly filled, signed and stamped Price Schedule | | | |
| 14. | The bid document “Original” and “1 Copy” must be chronologically serialized on all pages of the tender documents submitted | | | |
| 15. | Attach a Valid Certified copy of registration certificate for National Construction Authority (NCA) 2 and above in Electrical Works Certificate for Electrical Works | | | |
| 16. | Provide a Valid Certified copy and current License issued by Communication Authority of Kenya (CAK) in Telecommunication. | | | |
| 17. | Provide a Valid Certified copy of ICTA Authority Accreditation-Information Security-1 | | | |
| 18. | Provide a Valid Certified copy of ICTA Authority Accreditation-Data Centre-1 | | | |
| 19. | Provide a Valid Certified copy of ICTA Authority Accreditation-Networks-1 | | | |
| 20. | Copies of Audited Accounts 2023,2022,2021 prepared with accordance with International with Annual Turnover of Ksh 500,000,000.00 | | | |
| 21. | Provide a Valid Certified copy of ICPAK Practicing certificate for the Audit Firm | | | |
| 22. | Provide a Valid Certified copy of ICPAK Practicing Certificate for Auditor | | | |
| 23. | Provide a Valid Certified copy of EPRA A1 Electrical Registration Certificate | | | |

| | | | | |
|-----|---|--|--|--|
| 24. | Provide a Valid Certified copy of Data Protection Registrations as Data Controller and Data Processor. | | | |
| 25. | Valid Manufacturer Authorization Letters for the Proposed Products | | | |
| 26. | Reference Letter from Reputable Commercial Bank Confirming Availability of Credit Line of at least Ksh 100,000,000.00 | | | |

TECHNICAL EVALUATION

Only Tenderers who meet the preliminary requirements shall to proceed to the Technical Evaluation Stage.

- **Technical Evaluation will be done as per criteria indicated below**
- **The committee shall undertake due diligence to ascertain the information provided**
- **The Tenderer having scored 80% and above, based on the evaluation criteria provided shall be considered for financial evaluation.**

| Evaluation Criteria | | |
|----------------------------|--|-----------|
| A | General experience of the Firm | 20 |
| 1. | <p>At least two(2) General ICT customer reference sites where the bidder has implemented similar contracts each with value of Ksh 50,000,000.00 in the last 2 Years that has successfully completed.</p> <ul style="list-style-type: none"> - Full descriptions of the environment and the nature of the scope of services - Narration of the work done as per the (Firm's references form) - Names and telephone numbers of contact persons - Physical location, Postal address, Telephone contacts and e-mail address of the organization - Letter of Award/LPO - Extracts of Contracts - Reference Letter - Completion Certificate <p>(10 Marks Per site)</p> | 20 |
| B | Specific experience of the Firm in relation to the assignment | 20 |
| 2. | <p>At least two specific customer reference sites where the bidder has implemented similar contracts each with value of Ksh 50,000,000.00 in the last 5 Years that has successfully been Finished. The Similarity should be on technologies implemented either Local Area Network, Data Security Solution, Unified Communication & Collaborations, IP CCTV Solution.</p> <ul style="list-style-type: none"> - Full descriptions of the environment and the nature of the scope of services - Narration of the work done as per the (Firm's references form) - Names and telephone numbers of contact persons - Physical location, Postal address, Telephone contacts and e-mail address of the organization - Letter of Award/LPO - Extracts of Contracts - Reference Letter <p>(10 Marks Per site)</p> | 20 |
| II | Adequacy of the proposed work plan and methodology in responding to the Terms of Reference/Scope of works | 5 |

| | | |
|------------|--|-----------|
| | <p>Project Implementation Plan and Methodology</p> <p>a) Outlining of the key activities with clear timelines. (2.5marks)</p> <p>b) Roles and responsibilities for key team members and matching of team members to the proposed work plan and methodology (2.5 marks)</p> | 5 |
| III | <p>Qualifications and Competence of the key Staff for the assignment <i>(Please note the number of resources to be evaluated for each area) Bidders must provide copies of certifications for the proposed resources and their CVs must clearly demonstrate required experience. If a Bidder misses a particular certification, they will score zero in that category.</i></p> | 35 |
| 1 | <p>Technical Lead Engineer</p> <ul style="list-style-type: none"> Degree in Electrical, Telecommunication, Computer Engineering and related field with 5 year. Registered with the Engineers Board of Kenya and having EPRA class A1 License with the current Licenses. | 10 |
| 2 | <p>Project Manager (One) (Qualification & Experience Rating)</p> <ul style="list-style-type: none"> Degree in Information Technology / Computer Science/Engineering (attach certificate) Certification in Project Management as PMP or PRINCE2. (attach certificate) Undertaken at least three (5) ICT implementation project for the last five (5) years | 5 |
| 3 | <p>Network Engineer-Switching - 5 marks. (Qualification & Experience Rating)</p> <ul style="list-style-type: none"> Degree in Information Technology / Computer Science/Engineering (attach certificate) Proposed Vendor Network Certification - Switching (attach certificate) At least 5 years of network support or network implementation experience | 5 |
| 4 | <p>Network Engineer-Collaboration - 5 marks. (Qualification & Experience Rating)</p> <ul style="list-style-type: none"> Degree in Information Technology / Computer Science/Engineering (attach certificate) Proposed Vendor Network Certification at Professional Level -Collaboration (attach certificate) At least 5 years of network support or network implementation experience | 5 |
| 6 | <p>Occupational Safety Officer:</p> <ul style="list-style-type: none"> Degree related to Environmental management or occupational safety & health. (attach certificate) Registration with relevant safety professional bodies (attach certificate) | 5 |
| 7. | <p>Cable installers (Two (2) Resource Person)-2.5 marks each (Qualification & Experience Rating)</p> <ul style="list-style-type: none"> Possess a Diploma or higher in IT/Electrical or Telecommunication related Course (attach certificate) Possess certification e.g from Siemons, Giganet (attach certificate) At least 5 years of network support or network implementation experience | 5 |
| V | Technical Capability | 20 |
| 1 | Clause-by-Clause Compliance with Technical Specifications | 10 |
| 2 | <p>Bidder must submit below mandatory Technical Data Sheets of Proposed Products to support Technical Compliance.</p> <ol style="list-style-type: none"> Core Switch Access Switch Indoor Access point Outdoor Access Point Category 6a Cables Category 6a Patch Panels Category 6a Patch cords Category 6a Data Modules and Faceplates Fiber Optic Cables Fiber Optic Patch Panels Fiber Optic Patch cords | 10 |

| | | |
|--------------------|--|------------|
| | xii. Self-Cooling Cabinet xiii. Voice Gateway xiv. Unified Communication Software xv. Main UPS xvi. Next Generation Firewall xvii. Network Video Recorder xviii. Bullet Camera xix. Dome Camera xx. PTZ Camera | |
| Grand TOTAL | | 100 |

Prices quoted shall include **16% VAT, PPRA Training Levy and all applicable taxes**
Due diligence shall be undertaken

3. Tender Evaluation (ITT 35) Price evaluation: in addition to the criteria listed in ITT 35.2 (a)–(c) the following criteria shall apply:

- i) **Alternative Completion Times**, if permitted under ITT 13.2, will be evaluated as follows:
N/A.....
- ii) **Alternative Technical Solutions** for specified parts of the Works, if permitted under ITT 13.4, will be evaluated as follows:N/A.....
- iii) **Other Criteria**; if permitted under ITT 35.2(d):
N/A.....

4. Multiple Contracts

Multiple contracts will be permitted in accordance with ITT 35.4. Tenderers are evaluated on basis of Lots and the lowest evaluated tenderer identified for each Lot. The Procuring Entity will select one Option of the two Options listed below for award of Contracts.

OPTION 1

- i) If a tenderer wins only one Lot, the tenderer will be awarded a contract for that Lot, provided the tenderer meets the Eligibility and Qualification Criteria for that Lot.
- ii) If a tenderer wins more than one Lot, the tenderer will be awarded contracts for only the won Lot, provided the tenderer meets the aggregate Eligibility and Qualification Criteria for the Lots. The tenderer will be awarded the combination of Lots for which the tenderer qualifies and the others will be considered for award to second lowest tenderers.

5. Alternative Tenders (ITT 13.1) (NOT APPLICABLE)

An alternative if permitted under ITT 13.1, will be evaluated as follows:

The Procuring Entity shall consider Tenders offered for alternatives as specified in Part 2- Works Requirements. Only the technical alternatives, if any, of the Tenderer with the Best Evaluated Tender conforming to the basic technical requirements shall be considered by the Procuring Entity.

6. Margin of Preference is not applicable

7. Post qualification and Contract award (ITT 39), more specifically,

- a) In case the tender was subject to post-qualification, the contract shall be awarded to the lowest evaluated tenderer, subject to confirmation of pre-qualification data, if so required.
- b) In case the tender was not subject to post-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions.

- i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow of Kenya Shillings 25% of the contract price.
- ii) Minimum average annual construction turnover of Kenya Shillings___ **NOT Applicable** _____ [insert amount], equivalent calculated as total certified payments received for contracts in progress and/or completed within the last _____ [insert of year] years.
- iii) At least two (2) of contract(s) of a similar nature executed within Kenya, or the East African Community or abroad, that have been satisfactorily and substantially completed as a prime contractor, or joint venture member or sub-contractor each of minimum value Kenya shillings **N/A**
- iv) Contractor's Representative and Key Personnel, which are specified as **Supervisor and Biogas technician / artisan**
- v) Contractors key equipment listed on the table "Contractor's Equipment" below and more specifically listed as N/A _____

vi) Other conditions depending on their seriousness.

a) **History of non-performing contracts:**

Tenderer and each member of JV in case the Tenderer is a JV, shall demonstrate that Non-performance of a contract did not occur because of the default of the Tenderer, or the member of a JV in the last 10 years. The required information shall be furnished in the appropriate form.

b) **Pending Litigation**

Financial position and prospective long-term profitability of the Single Tenderer, and in the case the Tenderer is a JV, of each member of the JV, shall remain sound according to criteria established with respect to Financial Capability under Paragraph (i) above if all pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations in the appropriate form.

c) **Litigation History**

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last 10 years. All parties to the contract shall furnish the information in the appropriate form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the years specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.



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8 QUALIFICATION FORMSUMMARY

| 1 | 2 | 3 | 4 | 5 |
|----------|---|--|---|---|
| Item No. | Qualification Subject | Qualification Requirement | Document To be Completed by Tenderer | For Procuring Entity's Use (Qualification met or Not Met) |
| 1 | Nationality | Nationality in accordance with ITT 3.6 | Forms ELI – 1.1 and 1.2, with attachments | |
| 2 | Tax Obligations for Kenyan Tenderers | Has produced a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority in accordance with ITT 3.14. | Form of Tender | |
| 3 | Conflict of Interest | No conflicts of interest in accordance with ITT 3.3 | Form of Tender | |
| 4 | PPRA Eligibility | Not having been declared ineligible by the PPRA as described in ITT 3.8 | Form of Tender | |
| 5 | State- owned Enterprise | Meets conditions of ITT 3.7 | Forms ELI – 1.1 and 1.2, with attachments | |
| 6 | Goods, equipment and services to be supplied under the contract | To have their origin in any country that is not determined ineligible under ITT 4.1 | Forms ELI – 1.1 and 1.2, with attachments | |
| 7 | History of Non-Performing Contracts | Non-performance of a contract did not occur as a result of contractor default since 1 st January 2013 | Form CON-2 | |
| 8 | Suspension Based on Execution of Tender/Proposal Securing Declaration by the Procuring Entity | Not under suspension based on-execution of a Tender/Proposal Securing Declaration pursuant to ITT 19.9 | Form of Tender | |
| 9 | Pending Litigation | Tender's financial position and prospective long-term profitability still sound according to criteria established in 3.1 and assuming that all pending litigation will NOT be resolved against the Tenderer. | Form CON – 2 | |
| 10 | Litigation History | No consistent history of court/arbitral award decisions against the Tenderer since 1 st January 2019 | Form CON – 2 | |
| 11 | Financial Capabilities | (i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as Kenya Shillings 80% of contract price equivalent for the subject contract(s) net of the Tenderer's other commitments. (ii) The Tenderers shall also demonstrate, to the satisfaction | Form FIN – 3.1, with attachments | |

| 1 Item No. | 2 Qualification Subject | 3 Qualification Requirement | 4 Document To be Completed by Tenderer | 5 For Procuring Entity's Use (Qualification met or Not Met) |
|---------------|--------------------------------------|--|---|--|
| | | <p>of the Procuring Entity, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.</p> <p>(iii) The audited balance sheets or, if not required by the laws of the Tenderer's country, other financial statements acceptable to the Procuring Entity, for the last three years shall be submitted and must demonstrate the current soundness of the Tenderer's financial position and indicate its prospective long-term profitability.</p> | | |
| 12 | Average Annual Construction Turnover | Minimum average annual construction turnover of Kenya Shillings Not applicable , equivalent calculated as total certified payments received for contracts in progress and/or completed within the last Not applicable years, divided by Not applicable years | Form FIN – 3.2 | |
| 13 | General Construction Experience | Experience under ICT supply & installation contracts in the role of prime contractor, JV member, sub-contractor, or management contractor for at least the last 2 years, starting 1 st January 2020 . | 4. Form EXP – 4.1 Experience | |
| | Specific Construction Experience | A minimum number of two similar contract specified below that have been satisfactorily and substantially completed as a prime contractor, joint venture member, or sub-contractor between 1st January 2019 and tender submission deadline i.e. (number) contracts, the similarity of the contracts shall be based on the following: Local Area Network, Data Security, Unified Collaboration, CCTV technology | Form EXP 4.2(a) | |



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QUALIFICATION FORMS

2 FORMPER -1

Contractor's Representative and Key Personnel Schedule

Tenderers should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

Contractor' Representative and Key Personnel

| | | |
|----|---|---|
| 1. | Title of position: Contractor's Representative | |
| | Name of candidate: | |
| | Duration of appointment: | <i>[insert the whole period (start and end dates) for which this position will be engaged]</i> |
| | Time commitment: for this position: | <i>[insert the number of days/week/months/ that has been scheduled for this position]</i> |
| | Expected time schedule for this position: | <i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i> |
| 2. | Title of position: [_____] | |
| | Name of candidate: | |
| | Duration of appointment: | <i>[insert the whole period (start and end dates) for which this position will be engaged]</i> |
| | Time commitment: for this position: | <i>[insert the number of days/week/months/ that has been scheduled for this position]</i> |
| | Expected time schedule for this position: | <i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i> |
| 3. | Title of position: [_____] | |
| | Name of candidate: | |
| | Duration of appointment: | <i>[insert the whole period (start and end dates) for which this position will be engaged]</i> |
| | Time commitment: for this position: | <i>[insert the number of days/week/months/ that has been scheduled for this position]</i> |
| | Expected time schedule for this position: | <i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i> |
| 4. | Title of position: [_____] | |
| | Name of candidate: | |
| | Duration of appointment: | <i>[insert the whole period (start and end dates) for which this position will be engaged]</i> |
| | Time commitment: for this position: | <i>[insert the number of days/week/months/ that has been scheduled for this position]</i> |
| | Expected time schedule for this position: | <i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i> |
| 5. | Title of position: [insert title] | |
| | Name of candidate | |
| | Duration of appointment: | <i>[insert the whole period (start and end dates) for which this position will be engaged]</i> |
| | Time commitment: for this position: | <i>[insert the number of days/week/months/ that has been scheduled for this position]</i> |
| | Expected time schedule for this position: | <i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i> |

3 **FORM PER-2:**

Resume and Declaration - Contractor's Representative and Key Personnel.

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

| | | |
|---|--|--|
| Name of Tenderer | | |
| Position [#1]: <i>[title of position from Form PER-1]</i> | | |
| Personnel information | Name: | Date of birth: |
| | Address: | E-mail: |
| | Professional qualifications: | |
| | Academic qualifications: | |
| | Language proficiency: <i>[language and levels of speaking, reading and writing skills]</i> | |
| Details | Address of Procuring Entity: | |
| | Telephone: | Contact (manager / personnel officer): |
| | Fax: | |
| | Job title: | Years with present Procuring Entity: |
| | | |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

| Project | Role | Duration of involvement | Relevant experience |
|-------------------------------|---|--------------------------------|--|
| <i>[main project details]</i> | <i>[role and responsibilities on the project]</i> | <i>[time in role]</i> | <i>[describe the experience relevant to this position]</i> |
| | | | |
| | | | |

Declaration

I, the undersigned [*insert either "Contractor's Representative" or "Key Personnel" as applicable*], certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Tender:

| Commitment | Details |
|-------------------------------------|--|
| Commitment to duration of contract: | <i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i> |
| Time commitment: | <i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i> |

I understand that any misrepresentation or omission in this Form may:

- a) be taken into consideration during Tender evaluation;
- b) result in my disqualification from participating in the Tender;
- c) result in my dismissal from the contract.

Name of Contractor's Representative or Key Personnel: *[insert name]*

Signature: _____

Date: (day month year): _____ Countersignature

of authorized representative of the Tenderer:

Signature: _____ Date: (day month

year): _____



4 TENDERER'S QUALIFICATION WITHOUT PRE-QUALIFICATION

To establish its qualifications to perform the contract in accordance with Section III, Evaluation and Qualification Criteria the Tenderer shall provide the information requested in the corresponding Information Sheets included hereunder.

4.1 FORM ELI -1.1

Tenderer Information Form

Date: _____

ITT No. and title: _____

| |
|---|
| Tenderer's name |
| In case of Joint Venture (JV), name of each member: |
| Tenderer's actual or intended country of registration: <i>[indicate country of Constitution]</i> |
| Tenderer's actual or intended year of incorporation: |
| Tenderer's legal address [in country of registration]: |
| Tenderer's authorized representative information |
| Name: _____ |
| Address: _____ |
| Telephone/Fax numbers: _____ |
| E-mail address: _____ |
| 1. Attached are copies of original documents of |
| <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 3.6 |
| <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 3.5 |
| <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 3.8, documents establishing: |
| <ul style="list-style-type: none">• Legal and financial autonomy• Operation under commercial law• Establishing that the Tenderer is not under the supervision of the Procuring Entity |
| 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

4.3 FORM CON – 2

Historical Contract Non-Performance, Pending Litigation and Litigation History


Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

| Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria <input type="checkbox"/> Contract non-performance did not occur since 1 st January 2013 specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.1. <input type="checkbox"/> Contract(s) not performed since 1 st January 2013 specified in Section III, Evaluation and Qualification Criteria, requirement 2.1 | | | |
|--|-----------------------------------|--|--|
| Year | Non-performed portion of contract | Contract Identification | Total Contract Amount (current value, currency, exchange rate and Kenya Shilling equivalent) |
| [insert year] | [insert amount and percentage] | Contract Identification: [indicate complete contract name/ number, and any other identification] Name of Procuring Entity: [insert full name] Address of Procuring Entity: [insert street/city/country] Reason(s) for nonperformance: [indicate main reason(s)] | [insert amount] |
| Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria <input type="checkbox"/> No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3. <input type="checkbox"/> Pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3 as indicated below. | | | |

| Year of dispute | Amount in dispute (currency) | Contract Identification | Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate) |
|--|------------------------------|-------------------------|---|
|  | | | |

| | | | |
|--|--|--|--|
| | | Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____ | |
| | | Contract Identification: Name of Procuring Entity: Address of Procuring Entity: Matter in dispute: Party who initiated the dispute: Status of dispute: | |

Litigation History in accordance with Section III, Evaluation and Qualification Criteria

- No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4.
- Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4 as indicated below.

| Year of award | Outcome as percentage of Net Worth | Contract Identification | Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate) |
|----------------------|---|--|--|
| <i>[insert year]</i> | <i>[insert percentage]</i> | Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Entity" or "Contractor"]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i> | <i>[insert amount]</i> |

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4.4 FORM FIN – 3.1:

Financial Situation and Performance

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

4.4.1. Financial Data

| Type of Financial information in _____ (currency) | Historic information for previous _____ years, _____ (amount in currency, currency, exchange rate*, USD equivalent) | | | | |
|--|---|--------|--------|--------|--------|
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Statement of Financial Position (Information from Balance Sheet) | | | | | |
| Total Assets (TA) | | | | | |
| Total Liabilities (TL) | | | | | |
| Total Equity/Net Worth (NW) | | | | | |
| Current Assets (CA) | | | | | |
| Current Liabilities (CL) | | | | | |
| Working Capital (WC) | | | | | |
| Information from Income Statement | | | | | |
| Total Revenue (TR) | | | | | |
| Profits Before Taxes (PBT) | | | | | |
| Cash Flow Information | | | | | |
| Cash Flow from Operating Activities | | | | | |

*Refer to ITT 15 for the exchange rate

4.4.2 Sources of Finance

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

| No. | Source of finance | Amount (Kenya Shilling equivalent) |
|-----|-------------------|------------------------------------|
| 1 | | |
| 2 | | |
| 3 | | |

4.4.3 Financial documents

The Tenderer and its parties shall provide copies of financial statements for *one preceding* year pursuant Section III, Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Tenderer or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- Attached are copies of financial statements¹ for the _____ years required above; and complying with the requirements

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Tender, the reason for this should be justified.

Average Annual Construction Turnover

Tenderer's Name: _____

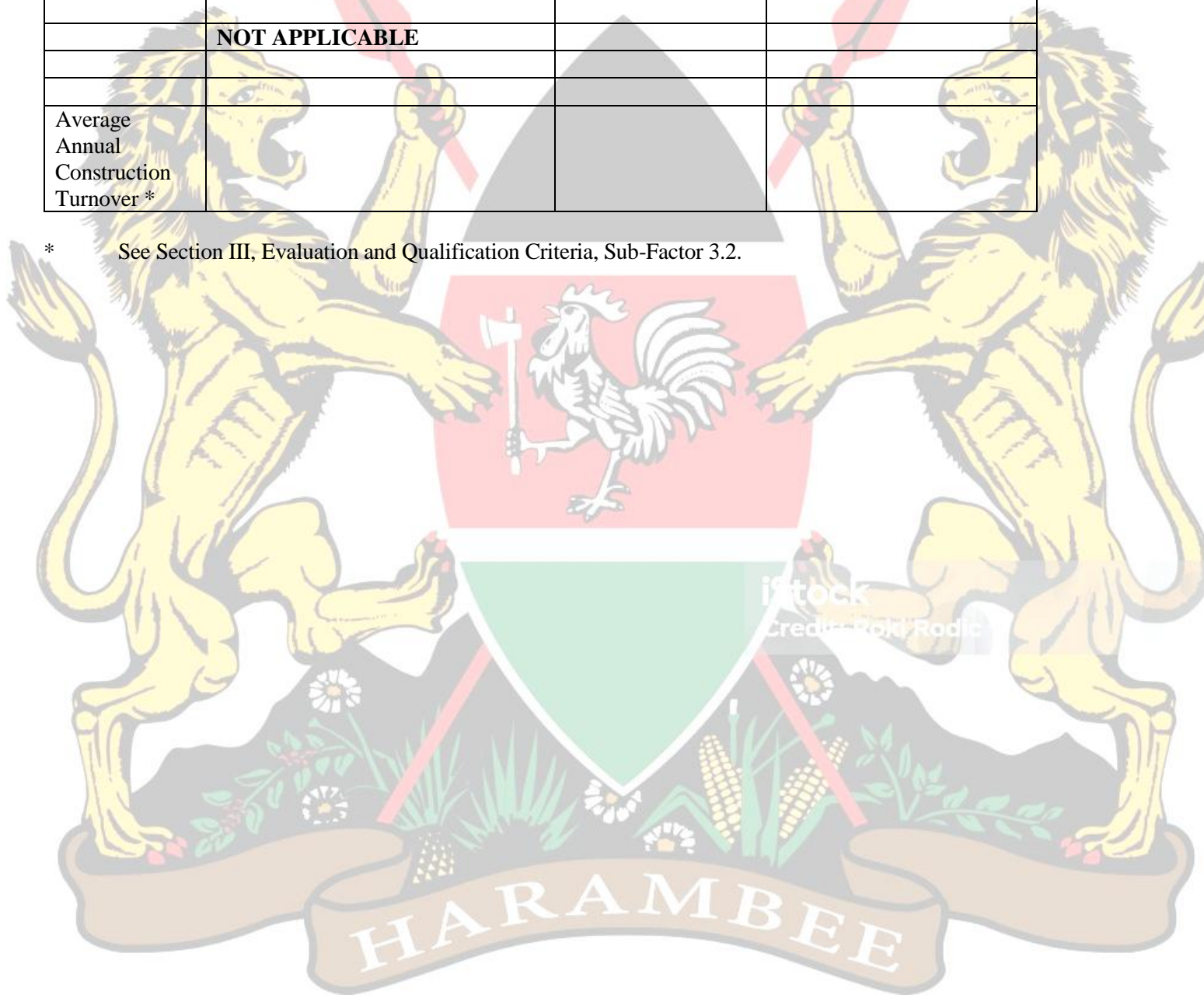
Date: _____

JV Member's Name _____

ITT No. and title: _____

| Annual turnover data (construction only) | | | |
|--|--|---------------|---------------------------|
| Year | Amount Currency | Exchange rate | Kenya Shilling equivalent |
| <i>[indicate year]</i> | <i>[insert amount and indicate currency]</i> | | |
| | NOT APPLICABLE | | |
| | | | |
| Average Annual Construction Turnover * | | | |

* See Section III, Evaluation and Qualification Criteria, Sub-Factor 3.2.

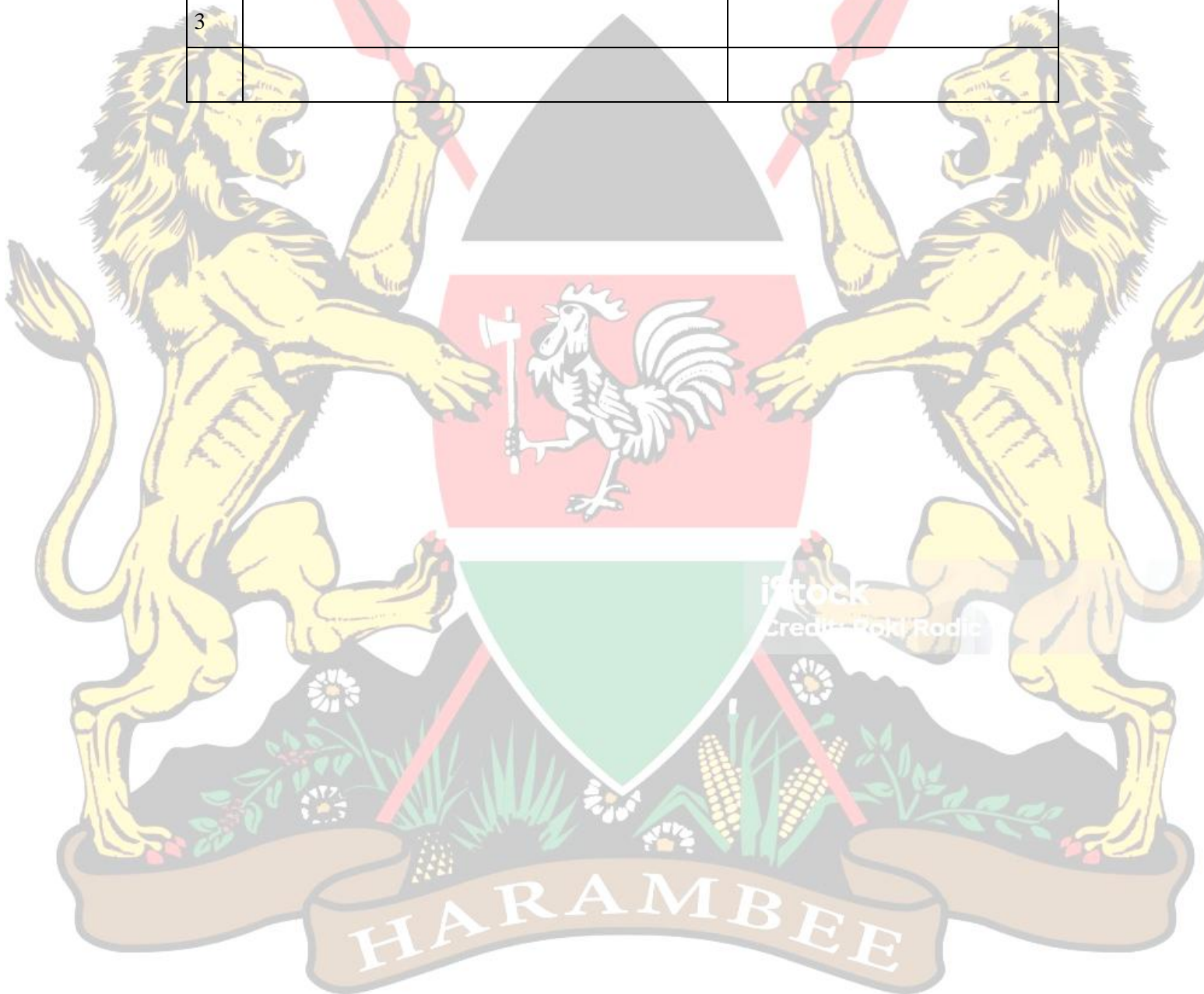


4.5 FORM FIN – 3.3:

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Section III, Evaluation and Qualification Criteria

| Financial Resources | | |
|----------------------------|----------------------------|---|
| No. | Source of financing | Amount (Kenya Shilling equivalent) |
| 1 | | |
| 2 | | |
| 3 | | |



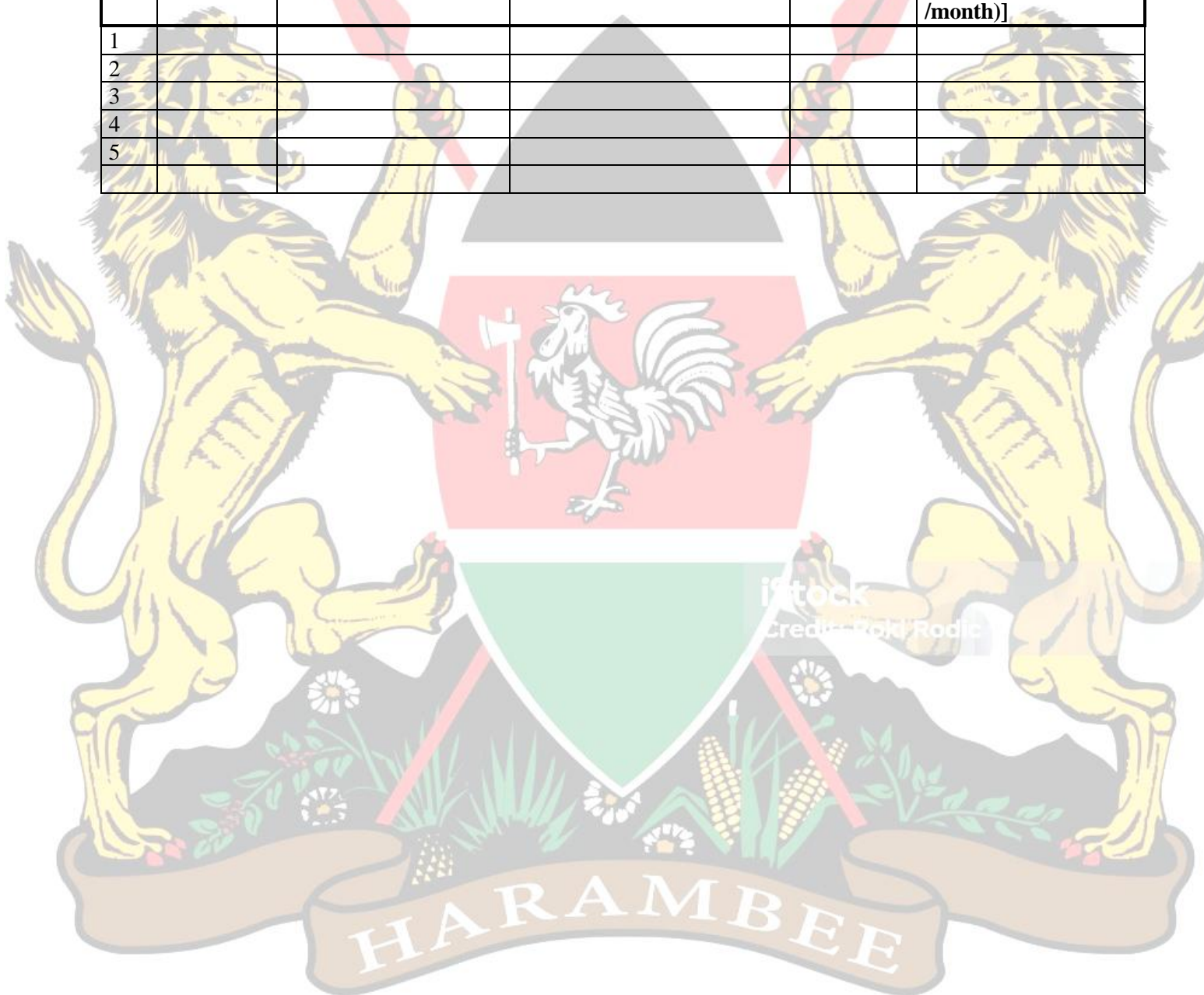
4.6 FORM FIN – 3.4:

Current Contract Commitments / Works in Progress

Tenderers and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments

| | Name of Contract | Procuring Entity's Contact Address, Tel, | Value of Outstanding Work [Current Kenya Shilling /month Equivalent] | Estimated Completion Date | Average Monthly Invoicing Over Last Six Months [Kenya Shilling /month] |
|---|------------------|--|--|---------------------------|--|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |



4.7 FORM EXP - 4.1

General Construction Experience

Tenderer's Name: _____

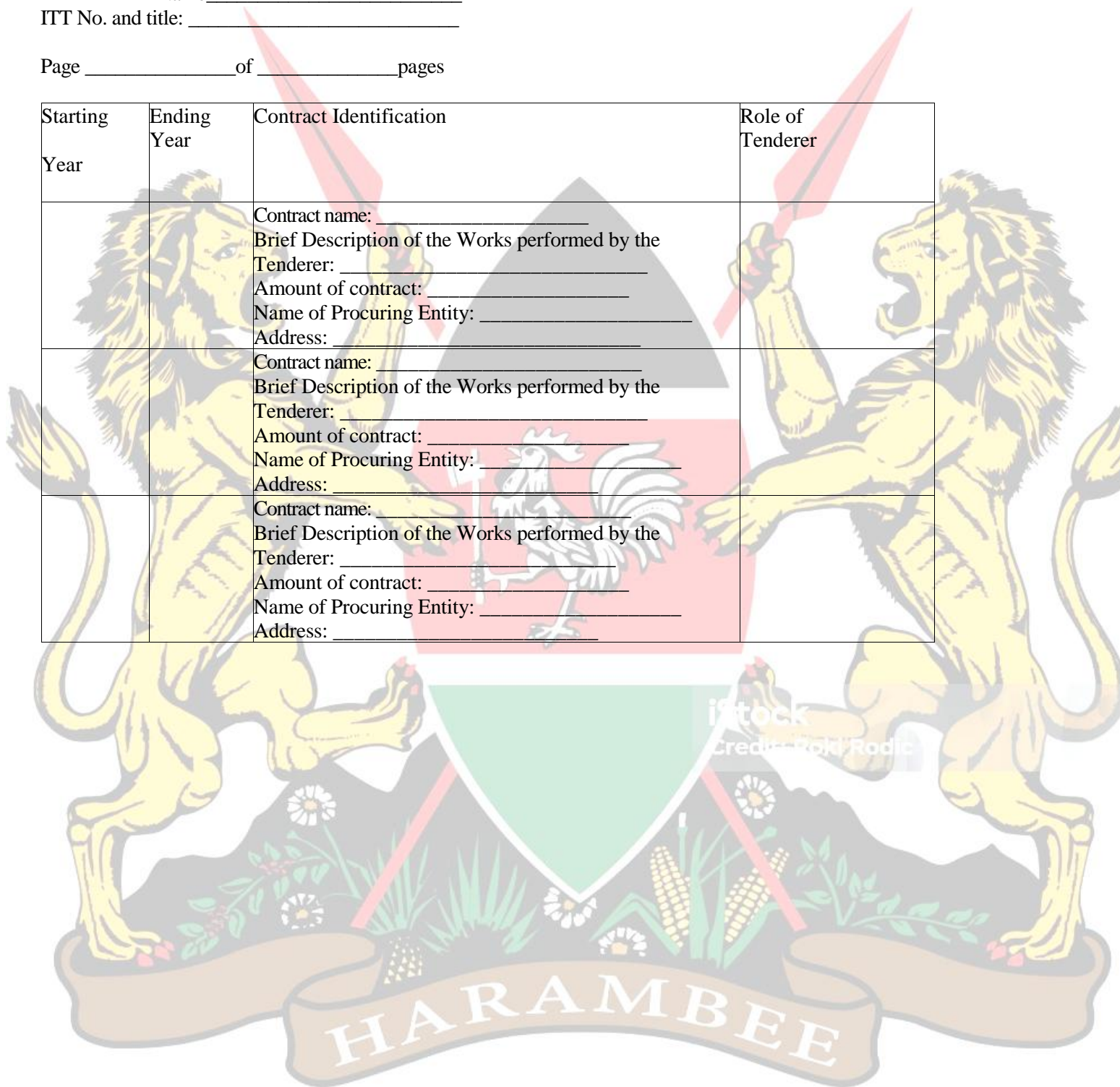
Date: _____

JV Member's Name _____

ITT No. and title: _____

Page _____ of _____ pages

| Starting Year | Ending Year | Contract Identification | Role of Tenderer |
|---------------|-------------|---|------------------|
| | | Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____ | |
| | | Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____ | |
| | | Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____ | |



4.8 FORM EXP - 4.2(a)

Specific Construction and Contract Management Experience

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

| Similar Contract No. | Information | | | |
|---|---|---------------------------------------|--|---|
| Contract Identification | | | | |
| Award date | | | | |
| Completion date | | | | |
| Role in Contract | Prime Contractor <input type="checkbox"/> | Member in JV <input type="checkbox"/> | Management Contractor <input type="checkbox"/> | Sub-contractor <input type="checkbox"/> |
| Total Contract Amount | Kenya Shilling | | | |
| If member in a JV or sub-contractor, specify participation in total Contract amount | | | | |
| Procuring Entity's Name: | | | | |
| Address: | | | | |
| Telephone/fax number | | | | |
| E-mail: | | | | |

4.9 FORM EXP - 4.2 (a) (cont.)

Specific Construction and Contract Management Experience (cont.)

| Similar Contract No. | Information |
|--|-------------|
| Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III: | |
| 1. Amount | |
| 2. Physical size of required works items | |
| 3. Complexity | |
| 4. Methods/Technology | |
| 5. Construction rate for key activities | |
| 6. Other Characteristics | |

4.10 FORM EXP - 4.2(b)

Construction Experience in Key Activities

Tenderer's Name: _____

Date: _____

Tenderer's JV Member Name: _____

Sub-contractor's Name² (as per ITT 34): _____

ITT No. and title: _____

All Sub-contractors for key activities must complete the information in this form as per ITT 34 and Section III, Evaluation and Qualification Criteria, Sub-Factor 4.2.

1. Key Activity No One: _

| Information | | | | |
|--|--|--|---|--|
| Contract Identification | | | | |
| Award date | NOT APPLICABLE | | | |
| Completion date | | | | |
| Role in Contract | Prime Contractor <input type="checkbox"/> | Member in JV <input type="checkbox"/> | Management Contractor <input type="checkbox"/> | Sub-contractor <input type="checkbox"/> |
| Total Contract Amount | | | | Kenya Shilling |
| Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year | Total quantity in the contract (i) | Percentage participation (ii) | Actual Quantity Performed (i) x (ii) | |
| Year 1 | | | | |
| Year 2 | | | | |
| Year 3 | | | | |
| Year 4 | | | | |
| Procuring Entity's Name: | | | | |
| Address: Telephone/fax number E-mail: | | | | |

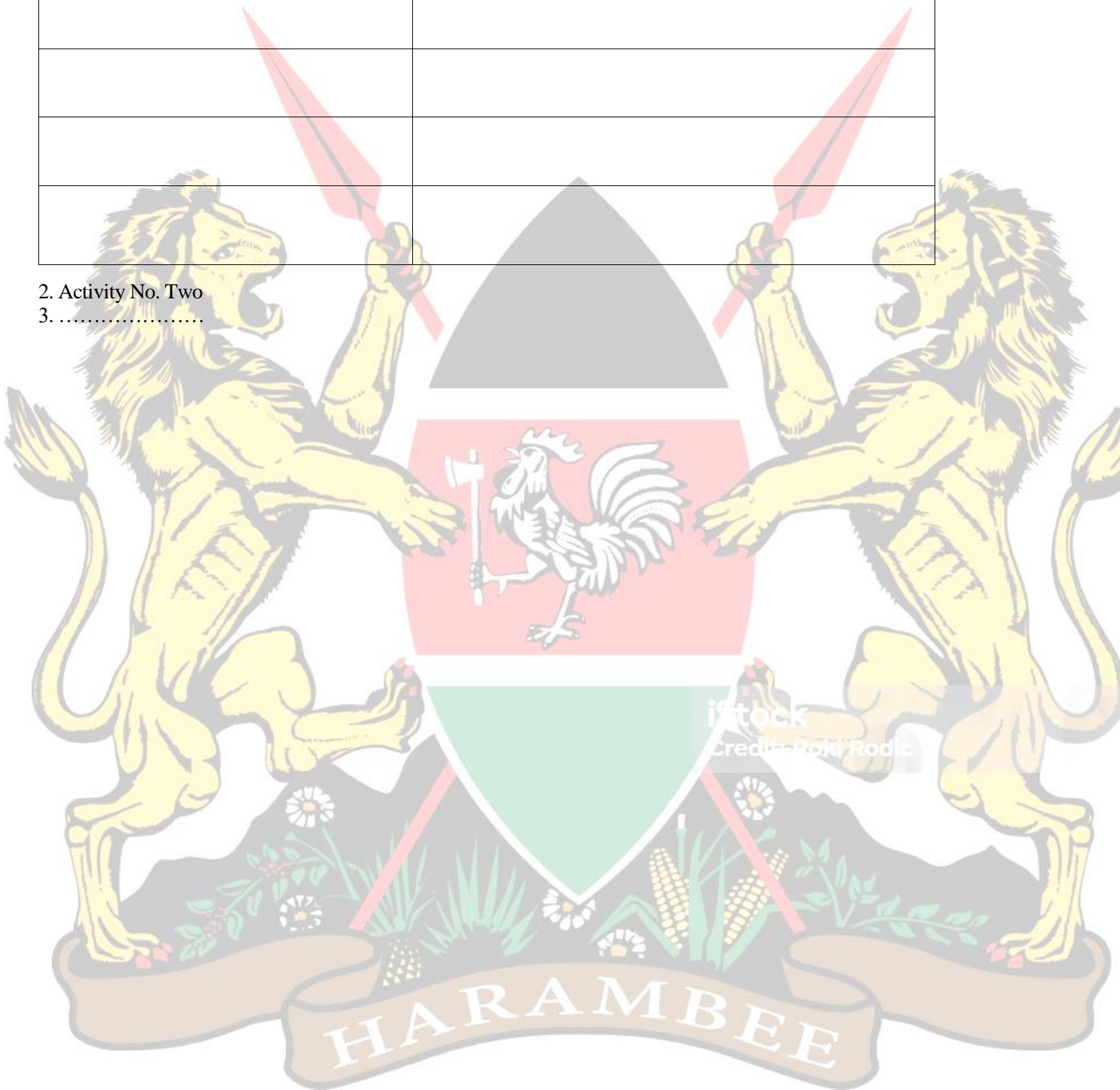
² If applicable
pg. 41

Information

Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |

2. Activity No. Two
3.



OTHER FORMS

5. FORM OF TENDER

INSTRUCTIONS TO TENDERERS

- i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER attached to this Form of Tender.*
- iv) *The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
 - *Tenderer's Eligibility- Confidential Business Questionnaire*
 - *Certificate of Independent Tender Determination*
 - *Self-Declaration of the Tenderer*

Date of this Tender submission: *[insert date (as day, month and year) of Tender submission]*

Request for Tender No.: *[insert identification]*

Name and description of Tender *[Insert as per ITT]*

To: *[insert complete name of Procuring Entity]* Dear Sirs,

1. In accordance with the Conditions of Contract, Specifications, Drawings and Bills of Quantities for the execution of the above-named Works, we, the undersigned offer to construct and complete the Works and remedy any defects therein for the sum of Kenya Shillings *[[Amount in figures]* _____ Kenya Shillings *[amount in words]* _____ for lot(s) _____
2. We undertake, if our tender is accepted, to commence the Works not later than two weeks after the receipt of the Project Manager's notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Special Conditions of Contract.
3. We agree to adhere by this tender until _____ *[Insert date]*, and it shall remain binding upon us and may be accepted at any time before that date.
4. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereof, shall constitute a binding Contract between us. We further understand that you are not bound to accept the lowest or any tender you may receive.
5. We, the undersigned, further declare that:
 - i) *No reservations:* We have examined and have no reservations to the tender document, including Addenda issued in accordance with ITT 28;
 - ii) *Eligibility:* We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3 and 4;
 - iii) *Tender-Securing Declaration:* We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing or Proposal-Securing Declaration in the Procuring Entity's Country in accordance with ITT 19.8;
 - iv) *Conformity:* We offer to execute in conformity with the tendering documents and in accordance with the implementation and completion specified in the construction schedule, the following Works: , construction, testing, and commissioning of Institutional masonry biogas plants in various sites
 - v) *Tender Price:* The total price of our Tender, excluding any discounts offered in item 1 above is: *[Insert one of the options below as appropriate]*
 - vi) Option 1, in case of one lot: Total price is: *[insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies]; Or*

Option 2, in case of multiple lots:

- a) Total price of each lot [*insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies*]; and
- b) Total price of all lots (sum of all lots) [*insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies*];
- vii) Discounts: The discounts offered and the methodology for their application are:
- viii) The discounts offered are: [*Specify in detail each discount offered.*]
- ix) The exact method of calculations to determine the net price after application of discounts is shown below: [*Specify in detail the method that shall be used to apply the discounts*];
- x) Tender Validity Period: Our Tender shall be valid for the period specified in TDS 18.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS 22.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- xi) Performance Security: If our Tender is accepted, we commit to obtain a Performance Security in accordance with the Tendering document;
- xii) One Tender Per Tender: We are not submitting any other Tender(s) as an individual Tender, and we are not participating in any other Tender(s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT 3.4, other than alternative Tenders submitted in accordance with ITT 13.3;
- xiii) Suspension and Debarment: We, along with any of our subcontractors, suppliers, Project Manager, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
- xiv) State-owned enterprise or institution: [*select the appropriate option and delete the other*] [*We are not a state-owned enterprise or institution*] / [*We are a state-owned enterprise or institution but meet the requirements of ITT 3.8*];
- xv) Commissions, gratuities, fees: We have paid, or will pay the following commissions, gratuities, or fees with respect to the tender process or execution of the Contract: [*insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity*].

| Name of Recipient | Address | Reason | Amount |
|-------------------|---------|--------|--------|
| | | | |
| | | | |
| | | | |

(If none has been paid or is to be paid, indicate "none.")

- xvi) Binding Contract: We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- xvii) Not Bound to Accept: We understand that you are not bound to accept the lowest evaluated cost Tender, the Most Advantageous Tender or any other Tender that you may receive;
- xviii) Fraud and Corruption: We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption;
- xix) Collusive practices: We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the "Certificate of Independent Tender Determination" attached below.
- xx) We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from www.ppra.go.ke & www.treasury.go.ke during the procurement process and the execution of any resulting contract.
- xxi) **Beneficial Ownership Information**: We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding

- xxii) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
- a) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
 - b) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
 - c) Self-Declaration of the Tenderer – to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
 - d) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “**Appendix 1- Fraud and Corruption**” attached to the Form of Tender.

Name of the Tenderer:
[insert complete name of person signing the Tender]

Name of the person duly authorized to sign the Tender on behalf of the Tenderer:

.....
*[insert complete name of person duly authorized to sign the Tender]

Title of the person signing the Tender:
[insert complete title of the person signing the Tender]

Signature of the person named above:
[insert signature of person whose name and capacity are shown above]

Date signed [insert date of signing] day of [insert month], [insert year]

Date signed _____ day of _____, _____

Notes

* Person signing the Tender shall have the power of attorney given by the Tenderer to be attached with the Tender.



HARAMBEE

A. TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV.* Tenderer is further reminded that it is an offence to give false information on this Form.

(a) Tenderer's details

| ITEM | DESCRIPTION |
|------|--|
| 1 | Name of the Procuring Entity |
| 2 | Reference Number of the Tender |
| 3 | Date and Time of Tender Opening |
| 4 | Name of the Tenderer |
| 5 | Full Address and Contact Details of the Tenderer. 1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person. |
| 6 | Current Trade License Registration Number and Expiring date |
| 7 | Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency |
| 8 | Description of Nature of Business |
| 9 | Maximum value of business which the Tenderer handles. |
| 10 | State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange |

General and Specific Details

b) **Sole Proprietor**, provide the following details.

Name in full _____ Age _____ Nationality _____
 _____ Country of Origin _____ Citizenship _____

c) **Partnership**, provide the following details.

| | Names of Partners | Nationality | Citizenship | % Shares owned |
|---|-------------------|-------------|-------------|----------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

d) **Registered Company**, provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company _____

Nominal Kenya Shillings (Equivalent)..... Issued

Kenya Shillings (Equivalent).....

iii) Give details of Directors as follows.

| | Names of Director | Nationality | Citizenship | % Shares owned |
|---|-------------------|-------------|-------------|----------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

(e) **DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.**

i) Are there any person/persons in (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

| | Names of Person | Designation in the Procuring Entity | Interest or Relationship with Tenderer |
|---|-----------------|-------------------------------------|--|
| 1 | | | |
| 2 | | | |
| 3 | | | |

ii) **Conflict of interest disclosure**

| | Type of Conflict | Disclosure YES OR NO | If YES provide details of the relationship with Tenderer |
|---|--|----------------------|--|
| 1 | Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer. | | |
| 2 | Tenderer receives or has received any direct or indirect subsidy from another tenderer. | | |
| 3 | Tenderer has the same legal representative as another tenderer | | |
| 4 | Tenderer has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering | | |

| | Type of Conflict | Disclosure YES OR NO | If YES provide details of the relationship with Tenderer |
|---|--|----------------------|--|
| | process. | | |
| 5 | Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender. | | |
| 6 | Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document. | | |
| 7 | Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract. | | |
| 8 | Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract. | | |
| 9 | Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract. | | |

f) Certification

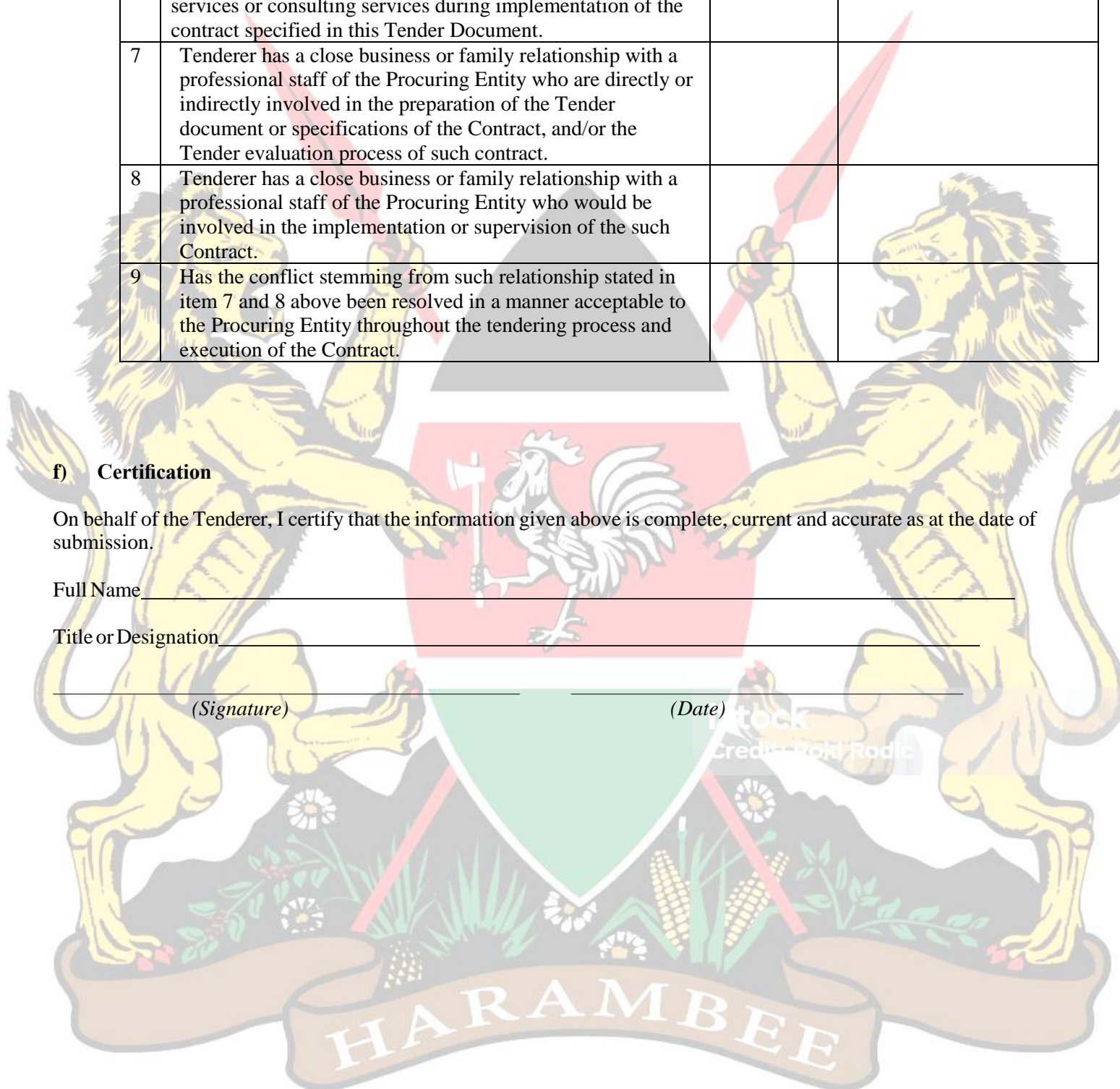
On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name _____

Title or Designation _____

(Signature)

(Date)



B. CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the _____ [Name of Procuring Entity] for: _____ [Name and number of tender] in response to the request for tenders made by: _____ [Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) has been requested to submit a Tender in response to this request for tenders;
 - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable:
 - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a tender; or
 - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. the terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name _____ Title _____ Date _____

[Name, title and signature of authorized agent of Tenderer and Date].

C. SELF - DECLARATION FORMS

FORM SD1

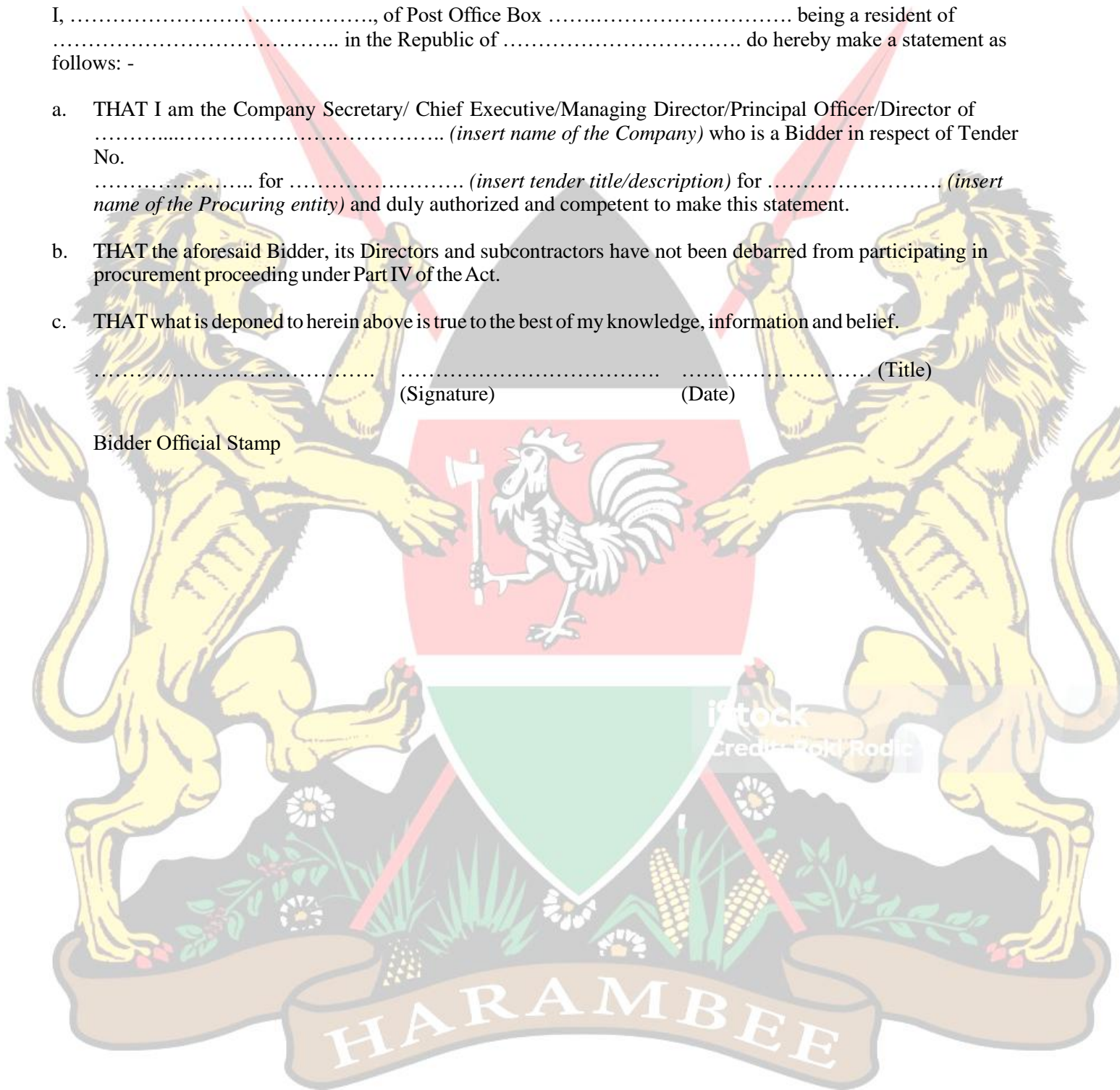
SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,, of Post Office Box being a resident of in the Republic of do hereby make a statement as follows: -

- a. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (*insert name of the Company*) who is a Bidder in respect of Tender No. for (*insert tender title/description*) for (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
- b. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
- c. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

..... (Title)
..... (Signature) (Date)

Bidder Official Stamp



E. DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I (person) on behalf of (*Name of the Business/ Company/Firm*) declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory..... Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date..... (Company Seal/ Rubber

Stamp where applicable)

Witness

Name Sign.....

Date.....



F. APPENDIX 1- FRAUD AND CORRUPTION

(Appendix 1 shall not be modified)

a. Purpose

- b. The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanctions policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

c. Requirements

The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.

Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior: -

1. a person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
2. A person referred to under subsection (1) who contravenes the provisions of that subsection commits an offence;
3. Without limiting the generality of the subsection (1) and (2), the person shall be: -
 - a. disqualified from entering into a contract for a procurement or asset disposal proceeding; or
 - b. if a contract has already been entered into with the person, the contract shall be voidable;
4. The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
5. An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement: -
 - a. shall not take part in the procurement proceedings;
 - b. shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
 - c. shall not be a subcontractor for the bidder to whom was awarded contract, or a member of the group of bidders to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
6. An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
7. If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5)(a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.
 - ii. In compliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:
 - a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
 - i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or

recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;

- iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- v) “obstructive practice” is:
 - deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3 e. below.

- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:

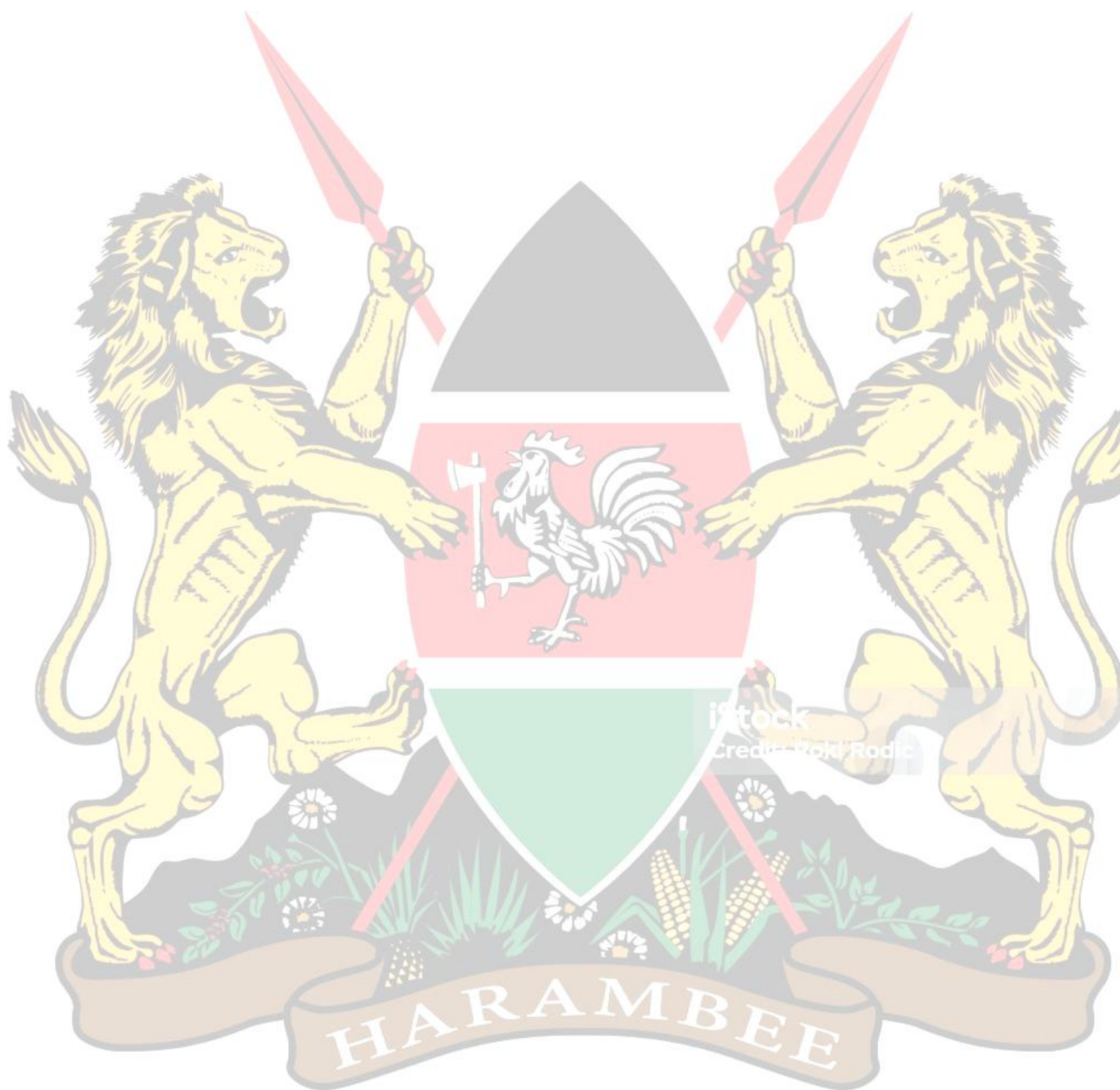
"fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.

- c) Rejects a proposal for award¹ of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or recommend to appropriate authority (ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
- e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect² all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
- f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

¹ For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

² Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption,

through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.



G. FORM OF TENDER SECURITY-[Option 1–Demand Bank Guarantee]

Beneficiary: _____

Request for Tenders No:

Date: _____

TENDER GUARANTEE No.: _____

Guarantor: _____

1. We have been informed that _____ (here inafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (here inafter called" the Tender") for the execution of _____ under Request for Tenders No. _____ ("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (_____) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
 - (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
 - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[signature(s)]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

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H. FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]

TENDER GUARANTEE No.: _____

1. Whereas [Name of the tenderer] (hereinafter called “the tenderer”) has submitted its tender dated [Date of submission of tender] for the [Name and/or description of the tender] (hereinafter called “the Tender”) for the execution of _____ under Request for Tenders No. _____ (“the ITT”).
2. KNOW ALL PEOPLE by these presents that WE of [Name of Insurance Company] having our registered office at (hereinafter called “the Guarantor”), are bound unto [Name of Procuring Entity] (hereinafter called “the Procuring Entity”) in the sum of (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Guarantor this ____ day of _____ 20 ____.

3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
 - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
 - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document.

then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[Date]

[Signature of the Guarantor]

[Witness]

[Seal]

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Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

I. SITE VISIT CERTIFICATION FORM

FOR -----

I------(Name of client/client representative) of -----

------(Name of department)

Do hereby certify that-----

(Name of tender/tenderers representative)

of -----Name of bidding firm and address)

Have actually visited the site for the proposed -----

(Name of proposed works/ SERVICE for which bids are invited)

This -----day of -----month-----2025-----

Signature

official stamp

Declaration (BY TENDERER)

I------(Name of tenderer)

Do hereby declare that I have visited site for the proposed services and that I am satisfied With the information gathered and verified the area to be covered. -----

Signature -----

Date -----

Official Stamp



J. TENDER-SECURING DECLARATION FORM N/A

[The Bidder shall complete this Form in accordance with the instructions indicated]

Date:.....*[insert date (as day, month and year) of Tender Submission]*

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

To:.....*[insert complete name of Purchaser]* I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of *[insert number of months or years]* starting on *[insert date]*, if we are in breach of our obligation(s) under the bid conditions, because we – (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid 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 instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
 - a) our receipt of a copy of your notification of the name of the successful Tenderer; or
 - b) thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:..... Capacity / title (director

or partner or sole proprietor, etc.) Name:

..... Duly authorized to sign the bid

for and on behalf of: *[insert complete name of Tenderer]*

Dated on day of *[Insert date of signing]* Seal or stamp



PART II - WORK REQUIREMENTS



SECTION VI - SPECIFICATIONS

Notes for preparing Specifications

1. Specifications must be drafted to present a clear and precise statement of the required standards of materials, and workmanship for tenderers to respond realistically and competitively to the requirements of the Procuring Entity and ensure responsiveness of tenders. The Specifications should require that all materials, plant, and other supplies to be permanently incorporated in the Works be new, unused, of the most recent or current models, and incorporating all recent improvements in design and materials unless provided otherwise in the Contract. Where the Contractor is responsible for the design of any part of the permanent Works, the extent of his obligations must be stated.
2. Specifications from previous similar projects are useful and may not be necessary to re-write specifications for every Works Contract.
3. There are considerable advantages in standardizing **General Specifications** for repetitive Works in recognized public sectors, such as highways, urban housing, irrigation and water supply. The General Specifications should cover all classes of workmanship, materials and equipment commonly involved in constructions, although not necessarily to be used in a particular works contract. Deletions or addenda should then adapt the General Specifications to the particular Works.
4. Care must be taken in drafting Specifications to ensure they are not restrictive. In the Specifications of standards for materials, plant and workmanship, existing Kenya Standards should be used as much as possible, otherwise recognized international standards may also be used.
5. The Procuring Entity should decide whether technical solutions to specified parts of the Works are to be permitted. Alternatives are appropriate in cases where obvious (and potentially less costly) alternatives are possible to the technical solutions indicated in tender documents for certain elements of the Works, taking into consideration the comparative specialized advantage of potential tenderers.
6. The Procuring Entity should provide a description of the selected parts of the Works with appropriate reference to Drawings, Specifications, Bills of Quantities, and Design or Performance criteria, stating that the alternative solutions shall be at least structurally and functionally equivalent to the basic design parameters and Specifications.
 1. Such alternative solutions shall be accompanied by all information necessary for a complete evaluation by the Procuring Entity, including drawings, design calculations, technical specifications, breakdown of prices, proposed construction methodology, and other relevant details. Technical alternatives permitted in this manner shall be considered by the Procuring Entity each on its own merits and independently of whether the tenderer has priced the item as described in the Procuring Entity's design included with the tender documents.

The background of the page features a large, semi-transparent watermark of the Kenya Coat of Arms. It consists of two golden lions standing on a shield, holding spears. The shield is supported by two golden lions. In the center of the shield is a white rooster. Below the shield is a banner with the word 'HARAMBEE' written in white capital letters on a brown background. The shield is decorated with various symbols including a sun, a gear, and a sheaf of wheat.

HARAMBEE

REQUIREMENTS FOR THE INSTALLATION, CONFIGURATION AND COMMISSIONING OF NETWORK INFRASTRUCTURE**Technical Requirements****• Background/Introduction**

The network infrastructure will consist of Cabling subsystem, installing active devices as specified, installing wireless network, configuring existing network to have seamless network connect installed network to Government NOFBI network and any other works associated to installing network infrastructure.

1. Scope Of Work

- I. **Local Area Network:** The scope shall include supply, installation, configuration, testing and commissioning of the following components:
 - a. **Active Equipment:** Core/Aggregation Switch, Access Switches, and
 - b. **Passive Equipment:** Horizontal Cabling Subsystem, Fiber Backbone Cabling Systems, Network cabinets
 - c. **Power Solution:** - Uninterruptable power supply (UPS)
 - d. **Self-cooling cabinet**
 - e. **IP Telephony**
 - f. **CCTV Solution**
 - g. **Firewall**
- II. **Wireless Local Area Network:** The scope shall include supply, installation, configuration, testing and commissioning of the following components:
 - a. **Wireless Controller** with remote administration to enforce and manage security
 - b. **Wireless Access Points**
 - c. Provide a **system to monitor and manage** the wireless access network.
- III. Integrate the existing LAN to the new installed network
- IV. Integrate the newly installed LAN to the existing National Optic Fiber Backbone (NOFBI/CCP). Single mode optic fiber shall be used for this connection.

2. Overview of the Infrastructure

- a. This document provides adequate details and criteria for the design of this technology network system with the aim of providing clients' offices with complete integrated network infrastructure. The purpose of this infrastructure is to provide a functional solution for a comprehensive technology network system including required network cabling, components and devices.
- b. The cabling infrastructure will provide facilities for connecting to a wide range of heterogeneous devices, which may include but not limited to computers, network management devices, audio/video communication

devices, security and access control systems, wireless access points. The cabling system should be based on an open architecture that will provide multiple compatibility, interoperability, scalability and efficient adaptability to changes in physical layouts and relocations where a number of data points are anticipated. The proposed location for the network cabinets, data points and wireless access point in the facilities are as shown on the floor plans. Bidders shall be expected to provide **Network Designs (Proposed High Level Design)** as part of tender response and the final design shall be approved during the implementation of the project.

- c. The bidder shall supply all components necessary to complete the installation, configuration, testing and commissioning of the integrated Local Area Network (LAN).
- d. The bidder shall be responsible for the installation of the technology network system as required in the Tender Document.
- e. Bidders should pay particular attention which specifies the desired scope and installation practice that requires strict adherence.
- f. The solution is required to support secure communication, scalability, reliability and simple network management. The entire network shall have a consistent architecture to reduce the total cost of network ownership for on-going support and maintenance, component and interface management, scalability, relocations, security, redundancy and training. All the structured cabling subsystem components for each solution must be from the same manufacturer.
- g. The Local Area Network shall link this facility to other Government Departments across the country. Static and/or dynamic IP addressing and sub netting shall be used to realize Virtual Local Area Network (VLAN) within the LANs and use of Layer 3 (routing) with the NOFBI wide area network. All active components used in the network must be able to facilitate management of the network from a central point and from remote locations.
- h. Fiber cabling shall be used for the Last Mile Connectivity and for LAN Backbone (LAN) to interconnect all network Cabinets.
- i. Where there is an already functioning LAN, the bidder shall connect the newly done LAN to the existing one. Newly installed Aggregation switch shall be the connection point in the existing LAN. Optic fiber shall be the used for this connection.
- j. MOICT will provide the VLANS allocation, IP addressing scheme and information on point-to-point connectivity between the Ministry of Roads and Transport and Government WAN.
- k. The layer 3 routing protocols (OSPF, ISIS, BGP) shall be used between the Ministry of Roads and Transport and the WAN POP
- l. All the active components used in LAN MUST integrate seamlessly.
- m. The Bidder must provide lightening surge protectors and earthing of the active equipment.
- n. The bidder must provide Manufacturer Authorization Form in the format specified for active devices, Cabling system and UPS. See attached Manufacturer Authorization Form format.

3 General Installation Practice

| No | Technical Specifications | Compliance (Yes/ No) | Reference information to Support Compliance (Highlighted and provide page no. in the bid document) |
|---------------------|---|----------------------|--|
| Requirements | | | |
| 1. | The Bidder shall be required to install cabling in accordance with International Structured Cabling System and designs. Each subsystem will be implemented using F/UTP Category 6A cabling compliant with components to be deployed in accordance with ANSI/TIA/EIA-568-C2 and ISO/IEC 11801 CLASS EA standards requirements. | | |
| 2. | All network components and cabinets must be Earthed as indicated in the general specifications of this document, the local regulations in force and the manufacturer's recommendations. Earthbars should be provided appropriately. | | |
| 3. | All routing layout for cable paths must consider fiber optic cable with minimum radius of curvature to be supported by the existing facilities in order not to interfere with access to maintenance activities. | | |
| 4. | All cabling infrastructure should make provisions aspects for possible future extensions. | | |
| 5. | All adapters must be compatible with the transmission capacities of the equipment to which they connect. | | |
| 6. | All cables and connectors must be labelled with permanent indelible ink mark labels at destination of each and every termination point. | | |
| 7. | Horizontal and backbone cables shall be labelled at each end. The cable or its label shall be marked with its identifier. | | |
| 8. | A unique identifier shall be marked on each faceplate to identify it as connecting hardware. | | |
| 9. | Each port on the face plate shall be labelled with its identifier | | |
| 10. | The bidder shall be required to comply with the manufacturer's recommended installation practices. | | |
| 11. | The network should be capable of carrying data, voice and video. QOS should be considered as part of installation and configuration of the network. | | |
| 12. | All active LAN equipment should be from the same manufacturer for seamless integration, management and maintenance | | |

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| 22 | <p>The bidders must enclose together with their submitted bids brochures detailing technical Literature and specifications of the active and passive components of the structured cabling system. The brochures shall be used to evaluate the suitability of these components. Any bid submitted without the highlighted brochures shall be considered technically non-responsive, and shall be subsequently be disqualified.</p> <ol style="list-style-type: none"> 1) Core Switch 2) Access Switches 3) Wireless Access Points 4) Self-Cooling Cabinet with power solution 5) Network Cabinets 6) UPS 7) Face Plates and Modules 8) Patch Panels 9) F/UTP CAT 6A cable 10) Fiber Components 11) Firewall 12) Router/Voice Gateway 13) Unified Communication IP Telephony 14) IP Phones 15) IP Cameras 16) Network Video Recorder 17) Display Screen 18) Desktop Computer | | |
|----|--|--|--|

4 Local Area Network Installation

4.1.LAN Overview & Installation Practice

| No | Technical Specifications | Compliance (Yes/ No) | Reference information to Support Compliance (Highlighted and provide page no. in the bid document) |
|---------------------|--|----------------------|--|
| Requirements | | | |
| 1 | The LAN installation shall consist of a star topology with horizontal F/UTP subsystem originating from switches and terminating with RJ45 sockets. For each data point, a patch cord of appropriate length with RJ45 connectors at both ends will be required to connect the information point to the network interface adapter. | | |
| 2 | Good cable management practice must be adhered to and proper color-coding used for easy identification. | | |
| 3 | The Main Distribution Facility (MDF) shall be located on an already identified room by the client. | | |
| 4 | The location for HDFs (Horizontal Distribution Facility) on each building floor will be located on an already identified rooms by the client. | | |

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| 5 | High-speed Fiber Optic Uplink Backbone cable will be used to link building blocks and floors to the main distribution facility location. | | |
| 6 | Cables traversing between building blocks shall be through the trench that shall be 1.0 meters deep and must be installed in ducts that complies with or is part of approved infrastructure plan. | | |
| 7 | Cables must be run in the trunking (s) within building wall and surface pathways. This must be powder-coated metal trunking installations. | | |
| 8 | The Bidder will be responsible for supplying all materials and components that are necessary to complete the installation of the structured cabling system. | | |
| 9 | The horizontal cabling shall include outlets and consolidation or transition points, connectors, mechanical terminations and patch cords that compose horizontal cross-connect. Cables shall be routed in new wall ducts and terminated on patch panels and other data outlets as specified in accompanying sketch diagrams. | | |
| 10 | A powder-coated Metal trunking of 150mm by 50mm dimensions with two compartments must be installed. One will be used for data cables and the other for any other utility service | | |
| 11 | The bidder shall be responsible for pulling, terminating and testing all circuits installed and each cable shall be assigned a unique cable number. | | |
| 12 | Where trenching is not possible for Cables traversing between building blocks, suitable conduits and cable trays shall be used with the prior approval of Project Implementation Committee. | | |

4.2. Horizontal Cabling

| No | Technical Specifications | Compliance (Yes/ No) | Reference information to Support Compliance (Highlighted and provide page no. in the bid document) |
|---------------------|---|----------------------|--|
| Requirements | | | |
| 1. | The primary media for horizontal cabling will be 4-pair Foiled Unshielded Twisted Pair (F/UTP) that must meet or exceed ANSI/TIA/EIA-568-C2 and ISO/IEC 11801 CLASS EA standards requirements. | | |
| 2. | F/UTP Category 6A or higher quality cables must be used. | | |
| 3. | Each room to be networked shall have wall plates installed and each outlet terminated with 8-pin modular jacks (RJ-45) and shall be flash with trunking. | | |
| 4. | Each designated network interface/ port will have capacity to support at least 10G Ethernet. | | |
| 5. | Cables shall be required to move through metal trunking firmly when pulled. | | |
| 6. | Cables installed between faceplates and patch panel shall not exceed recommended distance of 90 meters . | | |

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| 7. | Cables shall not be crushed using cable ties. | | |
| 8. | Cable conduits must not be overfilled. Trunking and cable ways must be sized to 2.5 times the requirement of the current installation. | | |
| 9. | No distortion due to kinks, sharp bends or excessive hauling tension shall be allowed. | | |
| 10. | Cables shall be run in a manner eliminating any possibility of strain on the cable itself or on the terminations | | |
| 11. | Bending radii shall not be less than eight times the overall cable diameter. | | |
| 12. | The manufacturers hauling tension shall not be exceeded. | | |
| 13. | All cable ties and fixings shall be tightened to support the cable loom without distortion of the cable sheath. | | |
| 14. | All cables must pass through trunking and should not be seen from outside | | |
| 15. | There shall be no splicing of installed cables. Intermediate cross-connects and transition points are not allowed. | | |
| 16. | All user-area patch cords shall be at least 3-metre in length. However, 5-metre patch cords shall also be provided as indicated in the BoQ. All patch cords must be shielded F/UTP | | |
| 17. | Cabinet Patch cords being used to connect patch panel and the access switch shall be 1meter shielded F/UTP | | |
| 18. | Data outlets shall be flash mounted on the metal trunking. | | |
| 19. | All user-area patch cords and cabinet patch cords will be supplied to match the total number of data outlets. | | |
| 20. | The contractor shall pull two cables for each faceplate and terminate both cables. | | |
| 21. | The contractor shall ensure that existing power sockets are mounted on the metal trunking. | | |
| 22. | The Contractor may combine two or more blocks to form one LAN segment to leverage on the active devices. This should be shown clearly in the proposed bidder's network design. | | |
| 23. | The combined blocks LAN segment F/UTP cables shall not be more than 90M from the active equipment to the data point. | | |
| 24. | Where there is a combined blocks LAN segment, 110mm HDPE ducts shall be used to interconnect the blocks and outdoor F/UTP cables shall be used. The HDPE shall pass through a trench that is 1.0meters deep. All road crossings should also use 110mm HDPE ducts. | | |
| 25. | Cables entry between the blocks shall be NOT more than 0.5M from the ground and the outer cover shall be powder coated metallic trunk. | | |
| 26. | Except for the patch cords used to connect NICs to the RJ45 sockets, all patch cords must be labelled at each extremity with soft PVC indelible marking. For all other components, the label type should be of stiff plastic PVC. | | |

4.3. Backbone Cabling Fiber within a block and between blocks

| No | Technical Specifications | Compliance (Yes/ No) | Reference information to Support Compliance (Highlighted and provide page no. in the bid document) |
|---------------------|--|----------------------|--|
| Requirements | | | |
| 1. | The primary media for backbone cabling shall be fiber optic. | | |
| 2. | For Backbone cables interconnecting between buildings, telecommunication rooms, equipment rooms and entrance facilities shall be installed in star topology | | |
| 3. | Multimode fiber optic cable (50/125 micron) will be used within the facility compound | | |
| 4. | Fibre optic cable shall have a core/cladding diameter on nominal 850nm and 1300nm optical wavelength . | | |
| 5. | The fiber optic cable shall be eight (8) strands. | | |
| 6. | All strands must be terminated at each end of the fiber cable whether used or not. | | |
| 7. | All optical fiber components and installation practices shall meet applicable building and safety codes requirements and shall provide well organized cable installation management in accordance with the manufacturer's guidelines | | |
| 8. | Fiber optic cables running through risers must be protected by PVC conduits to protect them from interferences from other bidders providing other services in future | | |
| 9. | All fiber optic backbone links will be terminated at the identified MDF room as per the physical topology design. | | |
| 10. | All fiber interfaces for uplink must use relevant transceivers. | | |
| 11. | Where combined blocks are interconnected using optic fiber 40mm HDPE ducts shall be used. | | |
| 12. | Manholes dimensions shall be 800mmX600mmX1000mm (length, width and depth) concrete, well done, water proof plastering with well fitting covers | | |

4.4. Patch Panels, Equipment Cabinet & UPS

| No | Technical Specifications | Compliance (Yes/ No) | Reference information to Support Compliance (Highlighted and provide page no. in the bid document) |
|---------------------|---|----------------------|--|
| Requirements | | | |
| 1. | All patch panels must conform to ANSI/TIA/EIA568 B. | | |

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| 2. | All Patch Panels must be scalable | | |
| 3. | Patch panels must be equipped with shielded RJ45 Category 6A sockets contacts with capacity of 24 ports as needed. | | |
| 4. | Each Data Patch Panel shall be identified alphabetically from the top of the cabinet. The number of the cabinet should be used for identification on a1 to 24-way panel. e.g., A-a-01 means Block A patch panel a point no 1. | | |
| 5. | Fiber Optic patching shall be done from the floor cabinets or cabinet housing optic boxes/ panels as well as the optic electronic equipment. | | |
| 6. | Fiber optic patch panels shall be used for Distribution and management of fiber optic cable, Provision of fiber splicing, termination, management and storage in one unit. | | |
| 7. | Fiber Optic patch panel (ODF) shall have a sliding tray | | |
| 8. | All patch panels, including fiber optic patch panels must be rack mounted . | | |
| 9. | All patch panels must be earthed to provide electrical safety to users in future and screening to prevent electromagnetic radiations. | | |
| 10. | Fiber optic patch panels will be connected as per the number of strands terminated at each location. | | |
| 11. | Each Fiber optic patch panel should be fully loaded with adapters, pigtails, splice trays and other required accessories. | | |
| 12. | Floor/ Block cabinets shall be metallic with front mesh, wall mounted, at least 15U 600x800mm, of good finish and conveniently accessible by technical personnel for maintenance. | | |
| 13. | Floor/ Block cabinets shall have at least 4U free space after all the passive and active equipment are mounted. They should also have forced cooling | | |
| 14. | Power to the cabinets shall be switched off from within the cabinets. Proper power socket cables to be supplied with the cabinets. The bidder shall be required to provide at least a 6-way Power Distribution Unit (PDU). | | |



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4.5. Self-Cooling Cabinets with Power Solution

The bidder shall provide a self-cooling cabinet that will include power system, Main Distribution Frame (MDF), Optical Distribution Frame (ODF), battery, environment monitoring and temperature control modules.

| No | Technical Specifications | Compliance (Yes/No) | REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the bid document) |
|---------------------|--|---------------------|---|
| Requirements | | | |
| 1. | Self-Cooling Cabinet solution shall provide efficient power consumption | | |
| | Self-Cooling Cabinet must provide 42U×(N-1) available space | | |
| 2. | Self-Cooling Cabinet must support N+1/2N design to ensure stable operation of IT equipment | | |
| 3. | Self-Cooling Cabinet must offer stable operation with ultra-wide voltage input, with power protection functions such as phase sequence detection. | | |
| 4. | Self-Cooling Cabinet must have hot and cold aisles are double-sealed as standard, and the cold aisle can also be single sealed | | |
| 5. | Self-Cooling Cabinet must support 220V, 50Hz, 1Ph+N+PE Power supply system and 40A/2P main input switch, 3kVA UPS and 32A, GB16×10A+4×16A PDU unit and >93% efficiency | | |
| 6. | Self-Cooling Cabinet must support 0~40°C Operating Temperature and 5~95% Humidity range | | |
| 7. | Self-Cooling Cabinet must have 3.5kW×1 inbuilt air conditioning unit with 720 (m³/h) Exhaust air volume | | |
| 8. | Self-Cooling Cabinet must have Inbuilt control system to manage smart devices such as UPS, cooling, and power distribution, as well as non-intelligent devices such as temperature and humidity, smoke detectors, and access control | | |
| 21. | It should have at least 2 Year Warranty | | |

4.6. Core Switch

| No | Technical Specifications | Compliance (Yes/No) | REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the bid document) |
|---------------------|---|---------------------|---|
| Requirements | | | |
| 1. | The Switch must be rack mountable in standard racks and should therefore be attached to the backbone using appropriate Transceivers. | | |
| 2. | The Switch must be next generation modular with at least 6 slots supporting high densities of GE, 10GE, 25GE, 40GE, and 100GE access ports. | | |
| 3. | The Switch should support L3 network virtualization end to end. The features supported shall include but not limited to Switch Virtual Interfaces (SVI), static, VLANs, OSPF v3, ACLs. | | |

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| 4. | The Switch should support network virtualization Virtual Extensible LAN (VXLAN) features like centralized and distributed VXLAN gateway deployment modes, Border Gateway Protocol Ethernet Virtual Private Network (BGP EVPN). | | |
| 5. | The Switch must be able to integrate with the existing infrastructure | | |
| 6. | The Switch main control boards must support dual-active detection (DAD) mechanism to automatically switches over services upon detecting a fault in any main control board, ensuring service continuity. | | |
| 7. | The Switch must have integrated Wireless LAN capabilities eliminating the need for additional Wireless Controller. | | |
| 8. | The Switch should must support In-situ Flow Information Telemetry (IFIT) an in-band Operations, Administration, and Maintenance (OAM) measurement technology to measure real performance indicators of an IP network, such as the packet loss rate and delay. | | |
| 9. | The Switch should ensure that the network is Scalable to guarantee the support for future remote sites, applications, users, traffic, technologies without the need for major forklifts, upgrades, or restructuring. | | |
| 10. | The switch must have Wireless Controller Licenses supporting at least 100 Access Points. | | |
| 11. | The Switch should support a minimum of 7 Tbps switching capacity | | |
| 12. | The Switch must have 24 x10G SFP+ Line Card fully populated with SFP+ Traneivers, 24 x 1G Base-T Ethernet Card. | | |
| 13. | The Switch must support Layer 2 and 3 routing Protocol-Independent Multicast (PIM) Sparse Mode (SM), PIM Dense Mode (DM), PIM Source-Specific Multicast (SSM), and Internet Group Management Protocol (IGMP) snooping. | | |
| 14. | The switch should have redundant power supply unit | | |
| 15. | All Active components including Switches and Wireless Access Points should be from same vendor for easier integration and interoperability. | | |
| 16. | The proposed switch brand should be rated as Leader in Gartner Magic Quadrant for wired and wireless LAN infrastructure as at the time of tender submission. | | |
| 17. | The switch should have a 3 years Vendor Support Warranty | | |

4.7. Access Switch

| No | Technical Specifications | Compliance (Yes/No) | REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the bid document) |
|----|--|---------------------|---|
| 1. | The switches for horizontal cabling must support at least 1000Mbps auto sensing | | |
| 2. | The switches must be rack mountable in standard racks and should therefore be attached to the backbone using appropriate Transceivers. | | |
| 3. | The switches must be able to integrate with the existing infrastructure | | |

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| 4. | The Switch Must support Software Defined Networking & Automation based on open Standards and only use IEEE or IETF certified protocols to allow interoperability with other vendors supporting the same standards. | | |
| 5. | The Switch Must support telemetry technology to collect device data in real time and accurately displays the real-time network status and effectively demarcates and locates faults in a timely manner. | | |
| 6. | The network should be Scalable to guarantee the support for future remote sites, applications, users, traffic, technologies without the need for major forklifts, upgrades, or restructuring. | | |
| 7. | The proposed network solution should be based on perpetual licensing. Proof of perpetual licensing should be attached | | |
| 8. | The switches should have full PoE+ capability | | |
| 9. | The switches should have 24 or 48 1000Mbps ports with 4 SFP+ interface slots accepting 1/10G transceivers . | | |
| 9 | The switches should have switching capacity of at least 176Gbps for 24 port and 224 Gbps for 48 port. | | |
| 10 | The switches should have forwarding rate/system performance of at least 132 Mpps for 24 port and 168Mpps for 48 port. | | |
| 11. | The switches must support stacking and must be supplied with the required accessories (stack adapters and power cables) | | |
| 12. | The switches must have mechanism to defend against DoS attacks and user-targeted attacks, SYN flood, Land, Smurf, and ICMP flood attacks, IP/MAC address spoofing and DHCP request flood. | | |
| 13. | The switches should support Jumbo Frames | | |
| 14. | The switches should support auto-sensing for Ethernet ports for uplink connections | | |
| 15. | All Active components including Switches and Wireless Access Points should be from same vendor for easier integration and interoperability. | | |
| 16. | The proposed switch brand should be rated as Leader in Gartner's Magic Quadrant for wired and wireless LAN infrastructure as at the time of tender submission | | |
| 17. | The switch should have a 3 years Vendor Support Warranty | | |

4.8. Wireless LAN Infrastructure

A bidder shall propose a wireless LAN which shall meet the following minimum technical specifications for Access Points and Wireless Controller.

4.9. Indoor Wireless Network Access Points (AP)

| No. | Technical Specifications | Compliance (Yes/No) | REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the bid document) |
|-----|---|---------------------|---|
| 1. | Access Points Must comply with Wi-Fi 7 (802.11be) supporting 2.4 GHz (2x2 MIMO) and 5 GHz (4x4 MIMO) frequency bands, with device rate of up to 6.45 Gbps | | |
| 2. | Access Point must support IEEE 802.11, IEEE 802.3ab and | | |

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| | compatible with IEEE 802.11a/b/g/n/ac/ax | | |
| 3. | Access Point must support 320 MHz bandwidth, 4096-quadrature amplitude modulation (QAM), multi-resource unit (RU), multi-link operation (MLO), enhanced multi-user multiple-input multiple-output (MU-MIMO) and multi-AP coordination. | | |
| 4. | Access Point must support Cyclic Delay Diversity (CDD)/Cyclic Shift Diversity (CSD) | | |
| 5. | Access Point must support POE+ | | |
| 6. | Each Access Point must support 1200 Maximum users | | |
| 7. | Access Points should have 1 x1GE/2.5GE port, 1 x USB port , Bluetooth BLE 5.4 | | |
| 8. | Access Point must support 802.11i, Wi-Fi Protected Access (WPA), WPA2, WPA2-Enterprise, WPA2-PSK, WPA3, Advanced Encryption Standards(AES), Temporal Key Integrity Protocol(TKIP) security features. | | |
| 9. | Radios should support Dynamic Frequency Selection (DFS) and power selection based on surrounding Wi-Fi conditions | | |
| 10. | All Active components including Switches and Wireless Access Points should be from same vendor for easier integration and interoperability. | | |
| 11. | The proposed switch brand should be rated as Leader in Gartner's Magic Quadrant for wired and wireless LAN infrastructure as at the time of tender submission | | |
| 12. | It should have 3 years Vendor Support Warranty | | |

4.10. Outdoor Wireless Network Access Points (AP)

| No. | Technical Specifications | Compliance (Yes/No) | REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the bid document) |
|-----|--|---------------------|---|
| 1. | Access Points must comply with Wi-Fi 7 (802.11be) with built-in directional antennas and works simultaneously on the 2.4 GHz (2x2 MIMO) and 5 GHz (4x4 MIMO) frequency bands achieving a maximum rate of 6.45 Gbps for the device. | | |
| | Access Point must have IP68 waterproof and dustproof design for external environment. | | |
| 2. | Access Point must support IEEE 802.11, IEEE 802.3ab and compatible with IEEE 802.11a/b/g/n/ac/ax | | |
| 3. | Access Point must support 320 MHz bandwidth, 4096-quadrature amplitude modulation (QAM), multi-resource unit (RU), multi-link operation (MLO), enhanced multi-user multiple-input multiple-output (MU-MIMO) and multi-AP coordination. | | |
| 4. | Access Point must support Cyclic Delay Diversity (CDD)/Cyclic Shift Diversity (CSD) | | |
| 5. | Access Point must support POE+ | | |
| 6. | Each Access Point must support 1200 Maximum users | | |
| 7. | Access Points should have 1 x1GE/2.5GE port, 1 x USB port , Bluetooth BLE 5.2 | | |
| 8. | Access Point must support 802.11i, Wi-Fi Protected Access (WPA), WPA2, WPA2-Enterprise, WPA2-PSK, WPA3, Advanced Encryption Standards(AES), Temporal Key Integrity Protocol(TKIP) security features. | | |
| 9. | Radios should support Dynamic Frequency Selection (DFS) and power selection based on surrounding Wi-Fi conditions | | |

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| 10. | All Active components including Switches and Wireless Access Points should be from same vendor for easier integration and interoperability. | | |
| 11. | The proposed switch brand should be rated as Leader in Gartner's Magic Quadrant for wired and wireless LAN infrastructure as at the time of tender submission | | |
| 12. | It should have 3 years Vendor Support Warranty | | |

4.11. Voice Gateway/IP Telephony System

Bidders shall propose a Unified Communication solution which will consist of Voice Gateway (Router), Call Processing Server, Call Processing Software and IP Phones with which shall meet the following minimum technical specifications

| No. | Technical Specifications | Compliance (Yes/No) | REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the bid document) |
|-----|--|---------------------|---|
| 1. | Voice Gateway must be a 5G-ready cloud edge router designed for Secure Access Service Edge (SASE), multilayer security | | |
| 2. | Voice Gateway must support High-performance multicore processors support high-speed WAN connections | | |
| 3. | Voice Gateway must support Hardware-anchored Secure Boot and Secure Unique Device Identification (SUDI) support for Plug and Play to verify the identity of the hardware and software. | | |
| 4. | Voice Gateway must be able to prevent internal and external outages with Survivable Remote Site Telephony (SRST), enabling routers to assume the role of call control PBX for telephony survivability | | |
| 5. | Voice Gateway must support 500 Mbps IPsec traffic and Embedded IPsec VPN hardware acceleration. | | |
| | Voice Gateway must have 2 port Multiflex Trunk Voice/Clear-channel Data T1/E1 Module and 64-channel DSP module | | |
| 6. | Voice Gateway must provide four built-in Ethernet WAN ports With two Ethernet ports being Small Form-Factor Pluggable (SFP) and two RJ45 ports, enabling fiber as well as copper connectivity | | |
| 7. | Voice Gateway must have 4 GB DRAM memory and integrated onboard 8-GB flash | | |
| 8. | Unified Communication System must support a maximum of 1000 users, 1200 devices, with 500 Devices, 100 Smartphone and 100 contact center agents licensed to accommodate new and existing IP Phones. | | |
| 9. | Unified Communication System must be able to extend voice and video features to network devices such as IP phones, media-processing devices, gateways, and multimedia applications | | |
| 10. | Unified Communication System must be able to switch calls between networks without getting disconnected from active calls | | |
| 11. | Unified Communication System must support Call quality, call status, Call count, call duration, endpoint utilization, headset utilization, CPU utilization, memory utilization, disk utilization, cluster and node availability features. | | |
| 12. | Unified Communication System must have an integrated, ready-to-use IVR solution, including an IVR queue point, custom call treatment, arbitrarily deep voice menus, custom voice prompts supporting 100 agents with interactive voice response (IVR) ports that is easy to deploy and manage | | |

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| 13. | Unified Communication System must be able to provide remote access to 100 mobile users and teleworkers, without the need for a separate VPN client. | | |
| 14. | Unified Communication System must be embedded in rack server with Intel 4310T 2.3GHZ Processor, 600GB 12G SAS 10K HDD, 16GB RDIMM memory | | |
| 15. | The proposed Unified Communication Solution brand should be rated as Leader in Gartner's Magic Quadrant for Unified communication infrastructure as at the time of tender submission | | |
| 16. | The bidder must be a Premier Partner of the proposed Solution. Valid certificate must be attached. | | |
| 17. | It should have 3 years Vendor Support Warranty | | |

4.12. Standard IP Phone

| No. | Technical Specifications | Compliance (Yes/No) | REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the bid document) |
|-----|--|---------------------|---|
| 1. | Standard IP Phone must have 3.28" 384×106 pixel-based graphic display | | |
| 2. | Standard IP Phone must support backlit indicators for the audio path keys (handset, headset and speakerphone), select key, line keys, and message waiting | | |
| 3. | Standard IP Phone must have a volume-control toggle providing easy decibel-level adjustments of the handset, monitor speaker, and ringer. | | |
| 4. | Standard IP Phone must have Full-duplex speakerphone that allows flexibility in placing and receiving calls. | | |
| 5. | Standard IP Phone must have Line keys, Soft-keys, Two-way navigation and select keys, Hold/Resume, Transfer and Conference keys, Messaging, Service and Directory keys, Standard key pads, Volume control toggle key | | |
| 6. | Standard IP Phone must support IEEE 802.3af PoE (Class 1) | | |
| 7. | Standard IP Phone must support Session Initiation Protocol (SIP) Signaling protocol support | | |
| 8. | It should have 3 years Vendor Support Warranty | | |

4.13. Executive IP Phone

| No. | Technical Specifications | Compliance (Yes/No) | REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the bid document) |
|-----|---|---------------------|---|
| 1. | Executive IP Phone shall have 800 × 480, 24-bit color, 5-in. WVGA display provides scrollable access to calling features and text-based XML applications | | |
| 2. | Executive IP Phone must support Automatic Gain Control, Comfort Noise Generation, Silence Suppression/Voice Activity Detection, Acoustic Echo Cancellation (AEC), Dynamic Noise Reduction | | |
| 3. | Executive IP Phone must support G.711 a-law and mu-law, G.722, G.729a/b, Internet Low Bitrate Codec (iLBC), and Internet Speech Audio Codec (iSAC), G.722.1, G.722.2, OPUS | | |
| 4. | Executive IP Phone 720p HD video (encode and decode) | | |

| | | | |
|-----|---|--|--|
| 5. | Executive IP Phone must support full-duplex speakerphone gives you flexibility in placing and receiving calls with hands free. Dual Tone Multifrequency (DTMF) tones should be masked when the speakerphone mode is used. | | |
| 6. | Executive IP Phone must have an internal 2-port Ethernet switch allows for a direct connection to a 10/100/1000BASE-T Ethernet network (IEEE 802.3i/802.3u/802.3ab) through an RJ-45 interface with single LAN connectivity for both the phone and a co-located PC | | |
| 7. | Executive IP Phone must support Bluetooth 4.1 LE, Enhanced Data Rate (EDR) Class 1 technology (up to 66-ft [20m] range) | | |
| 8. | Executive IP Phone must support backlit indicators for the audio path keys (Handset, Headset, and Speakerphone), select key, line keys, and message waiting. | | |
| 9. | Executive IP Phone must be compatible with both IEEE 802.3af and 802.3at | | |
| 10. | Executive IP Phone must support + Dialing, Abbreviated dialing , Adjustable ring tones and volume levels, Adjustable display brightness, Agent greeting, Application launch pad, Auto-answer, Auto-detection of headset, cBarge, Busy Lamp Field (BLF), BLF Pickup, BLF speed dial, Callback, Call forward ,Call forward notification, Call filter, Call history lists, Call park, Call pickup, Call timer, Call waiting, Call chaperone, Caller ID, Corporate directory, Conference, including traditional Join feature Cross-Cluster Extension Mobility (EMCC), Direct transfer, Extension mobility, Fast-dial service, Forced access codes and client matter codes, Group call pickup, Hold, Intercom and Immediate divert call features | | |
| 12. | It should have 3 years Vendor Support Warranty | | |

4.14. Firewall

| No. | Technical Specifications | Compliance (Yes/No) | REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the bid document) |
|-----|---|---------------------|---|
| 1. | The Firewall must be a next-generation firewall (NGFW) that combines artificial intelligence (AI)-powered security and machine learning (ML) to deliver threat protection at any scale. | | |
| 2. | The Firewall support AI-powered inline malware prevention to analyze file content to identify and block unknown malware in real time | | |
| 3. | The Firewall shall have 4 GE SFP Slots | | |
| 4. | The firewall must support at least 8 x 1 / 2.5 / 5 GE RJ45 ports | | |
| 5. | The firewall must support at least 8 x 1 / 10 GE SFP+ slots | | |
| 6. | The firewall must be supplied with at least 4 x 10GE SFP+ SR transceivers | | |
| 7. | The Firewall shall have Onboard Storage 1x 480 GB SSD | | |
| 8. | The Firewall must support Trusted Platform Module (TPM) | | |
| 9. | The Firewall must support at least 9 Gbps IPS Throughput. | | |
| 10. | The Firewall must support at least 7 Gbps NGFW Throughput | | |
| 11. | The firewall must support at least 6 Gbps Threat Protection Throughput | | |
| 12. | The Firewall must support at least 39.75 Mpps Firewall Throughput (Packet per Second) | | |
| 13. | The Firewall must support Concurrent Sessions (TCP) 11 Million | | |

| | | | |
|-----|--|--|--|
| 14. | The Firewall must support 7 Gbps SSL Inspection Throughput. | | |
| 15. | The Firewall inbuilt operating system must support Interactive drill-down and topology views that illustrate real-time and historical threat status and network usage with comprehensive contextual information | | |
| 16. | The Firewall must support Unique threat score system, correlating weighted threats with particular users to prioritize investigations | | |
| 17. | The Firewall must provide periodic system configuration checks on fabric devices using a pre-defined checklist to reveal security posture status updates; the data is kept to produce historical trending charts | | |
| 18. | The Firewall must provide Detailed logs and out-of-the-box reports that are essential for compliance, audits, and diagnostic purposes | | |
| 19. | The Firewall must be able to Identify different types of devices present on the network | | |
| 20. | The Firewall must be able to Identify and block threats hidden within encrypted traffic without significantly impacting performance | | |
| 21. | The Firewall must support enterprise-class URL filtering solution that includes quotas, user overrides, transparent safe search, and search engine keyword logging. | | |
| 22. | The Firewall must be able to measure application transactions such as latency, jitter, and packet-loss plus built-in automatic fail-over to determine preferred paths and maintain the optimal application performance of business-critical applications | | |
| 23. | The Firewall must support Virtual routing and forwarding (VRF) that allows multiple instances of a routing table to exist and work simultaneously | | |
| 24. | The firewall must support inline AI sandboxing capabilities to mitigate against zero-day threats within a short containment time | | |
| 25. | Must support user defined SD-WAN SLAs | | |
| 26. | The firewall policies must be functional and accessible with or without a security license | | |
| 27. | The Firewall must be listed as a leader in the Gartner Magic Quadrant for Enterprise Firewalls | | |
| 28. | 36 Months Advanced Malware Protection, Intrusion Prevention, DNS Inspection and Advanced Filtering Licenses | | |
| 29. | The firewall must be supplied with a logging, correlation and reporting tool supporting at least 10GB/Day of logging. The solution must be a virtual appliance supporting KVM, Hyper-V, Nutanix, VMWare, Xen hypervisors amongst others | | |
| 30. | The logging VM appliance must be licensed with Indicators of Compromise and SOC Automation licenses | | |
| 31. | It should have 3 years Vendor Support Warranty | | |

4.15. Clean Power Solution

Bidders shall propose a centralized clean power solution which will support Main Distribution Frame (MDF) and Floor cabinets providing clean backup power to the active devices and which shall meet the following minimum technical specifications

| No | Technical Specifications | Compliance (Yes/ No) | Reference information to Support Compliance (Highlighted and provide page no. in the bid document) |
|---------------------|--|----------------------|--|
| Requirements | | | |
| 1. | The UPS must have Rack convertible design with VA/Watts 15000VA/15000WA input capacity | | |
| 2. | 220/230/240Vac,(L+N+PE) Nominal voltage | | |

| | | | |
|-----|---|--|--|
| 3. | The UPS must support Online double conversion with DSP control with wide input frequency range of 40~70Hz | | |
| 4. | The UPS must Support 3/3 and 3/1 and 1/1 operation | | |
| 5. | The UPS must Support Multiple protection function, short-circuit,overload,overheat, battery overcharge and overdischarge,output low voltage and fan fault alarm | | |
| 6. | The UPS must Support 208~478Vac Operating voltage range | | |
| 7. | The UPS must Support ≥ 0.99 Power factor | | |
| 8. | The UPS must Support 3% (100% non-linear load) and Harmonic distortion (THDi) | | |
| 9. | The UPS must Support Load $\leq 110\%$: last 60min, $\leq 125\%$: last 10min, $\leq 150\%$ Overload features | | |
| 10. | The UPS must support cold start, battery quantity optimization. | | |
| 11. | The UPS must support unbalanced output load | | |
| 12. | The UPS must support RS232, RS485, Parallel, Intelligent Slot(SNMP card/ Communication Features | | |
| 13. | The UPS will be mounted in the Main Cabinet and linked to Floor cabinet using 2.3mm electrical cables. | | |
| 14. | It should have 3 Year warranty | | |
| | | | |

4.16. CCTV Solution

Bidders shall propose a IP CCTV solution which will consist of Network Video Recorder, Bullet Cameras, Dome Cameras and Screens, Call Processing Software and IP Phones with which shall meet the following minimum technical specifications.

Dome Cameras

| No | Technical Specifications | Compliance (Yes/ No) | Reference information to Support Compliance (Highlighted and provide page no. in the bid document) |
|---------------------|---|----------------------|--|
| Requirements | | | |
| 1. | Dome Cameras must support 3840 × 2160 Resolution | | |
| 2. | Dome Cameras must support 1/1.8" Progressive Scan CMOS Image Sensor | | |
| 3. | Dome Cameras must support Day and Night IR cut filter. | | |
| 4. | Dome Cameras must support 2.8 to 12 mm lens motorized Varifocal lens, | | |
| 5. | Dome Cameras must support at least 40 m IR Range | | |
| 6. | Dome Cameras must support 32 Kbps to 16 Mbps Video Bit Rate | | |
| 7. | Dome Cameras must support Environment Noise Filtering | | |
| 8. | Dome Cameras must support up to 6 channels Simultaneous Live View | | |
| 9. | Dome Cameras must support Rotate mode, saturation, brightness, contrast, sharpness, gain, white balance adjustable by client software or web browser Image settings | | |

| | | | |
|-----|---|--|--|
| 10. | Dome Cameras must have Built-in micro SD slot, up to 512 GB On-Board Storage | | |
| 11. | Dome Cameras must support 1 RJ45 100Mbps self-adaptive Ethernet port | | |
| 12. | Dome Cameras must support Line crossing detection, intrusion detection, region entrance detection, region exiting detection Supports human and vehicle targets classification | | |
| 13. | Dome Cameras must support PoE (802.3af, 36 V to 57 V), 0.35 A to 0.22 A, max. 12.5 W | | |
| 14. | Dome Cameras must support IP66 (IEC 60529-2013), IK10 (IEC 62262:2002) Water and dust resistant protection | | |
| 15. | Dome Cameras must support 850 nm IR Wavelength | | |

4.17. Bullet Cameras

| No | Technical Specifications | Compliance (Yes/ No) | Reference information to Support Compliance (Highlighted and provide page no. in the bid document) |
|---------------------|---|----------------------|--|
| Requirements | | | |
| 1. | Bullet Cameras must support 3840 × 2160 Resolution | | |
| 2. | Bullet Cameras must support 1/1.8" Progressive Scan CMOS Image Sensor | | |
| 3. | Bullet Cameras must support Day and Night IR cut filter | | |
| 4. | Bullet Cameras must support 2.8 to 12 mm lens motorized Varifocal lens, | | |
| 5. | Bullet Cameras must support at least 60 m IR Range | | |
| 6. | Bullet Cameras must support 32 Kbps to 16 Mbps Video Bit Rate | | |
| 7. | Bullet Cameras must support Environment Noise Filtering | | |
| 8. | Bullet Cameras must support up to 6 channels Simultaneous Live View | | |
| 9. | Bullet Cameras must support Rotate mode, saturation, brightness, contrast, sharpness, gain, white balance adjustable by client software or web browser Image settings | | |
| 10. | Bullet Cameras must have Built-in Micro Storage SD/SDHC/SDXC card (256 GB) local storage | | |
| 11. | Bullet Cameras must support 1 RJ45 100Mbps self-adaptive Ethernet port | | |
| 12. | Bullet Cameras must support Line crossing detection, intrusion detection, region entrance detection, region exiting detection Supports human and vehicle targets classification | | |
| 13. | Bullet Cameras must support PoE (802.3af, 36 V to 57 V), 0.35 A to 0.22 A, max. 12.5 W | | |
| 14. | Bullet Cameras must support IP66 (IEC 60529-2013), IK10 (IEC 62262:2002) Water and dust resistant protection | | |
| 15. | Bullet Cameras must support 850 nm IR Wavelength | | |

4.18. PTZ Cameras

| No | Technical Specifications | Compliance (Yes/ No) | Reference information to Support Compliance (Highlighted and provide page no. in the bid document) |
|---------------------|--|----------------------|--|
| Requirements | | | |
| 1. | PTZ Camera must support 1/2.8" Progressive Scan CMOS; [PTZ channel]: 1/2.8" progressive scan CMOS | | |
| 2. | PTZ Camera must support 1920 × 1080 Resolution | | |
| 3. | PTZ Camera must support semi-auto,manual,auto focus lens | | |
| 4. | PTZ Camera must support ICR Day & Night | | |
| 5. | PTZ Camera must support 25 × optical PTZ channel and 16 × digital zoom | | |
| 6. | PTZ Camera must support at least 100m light range | | |
| 7. | PTZ Camera must support 360° Movement Range (Pan) and -15° to 90° (auto flip) Movement Range (Tilt) | | |
| 8. | PTZ Camera must support IP address conflict, HDD full, illegal login, HDD error, network disconnected, Abnormal Reboot Exception Detection | | |
| 9. | PTZ Camera must support 20 Simultaneous Live View | | |
| 10. | PTZ Camera must support 120 dB Wide Dynamic Range (WDR) | | |
| 11. | PTZ Camera must support Digital defog | | |
| 12. | PTZ Camera support Motion detection, video tampering alarm,exception,alarm input and output | | |
| 13. | PTZ Camera audio exception detection, region entrance detection, region exiting detection, intrusion detection, Line crossing detection | | |
| 14. | PTZ Camera must support 1 RJ45 100Mbps self-adaptive Ethernet port | | |
| 15. | PTZ Camera must support 12VDC, PoE+ | | |
| 16. | Dome Cameras must support IP66 Standard, 6000 V Lightning Protection, Surge Protection and Voltage Transient Protection | | |

4.19. Network Video Recorder

| No | Technical Specifications | Compliance (Yes/ No) | Reference information to Support Compliance (Highlighted and provide page no. in the bid document) |
|---------------------|--|----------------------|--|
| Requirements | | | |
| 1. | Network Video Recorder shall have at least 64-ch with up to 32 MP resolution | | |
| 2. | Network Video Recorder must have 400 Mbps incoming and outgoing bandwidth | | |

| | | | |
|----|---|--|--|
| 3. | Network Video Recorder must support Dual-Stream Recording | | |
| 4. | Network Video Recorder shall have 2 RJ-45 10/100/1000 Mbps self-adaptive Ethernet interfaces | | |
| 5. | Network Video Recorder must have at least 60TB SATA Hardisk | | |
| 6. | Network Video Recorder must have 2 Front panel: 2 × USB 2.0 front panel and 1 × USB 3.0 Rear panel. | | |

4.20. Display Screen

| No | Technical Specifications | Compliance (Yes/ No) | Reference information to Support Compliance (Highlighted and provide page no. in the bid document) |
|---------------------|---|----------------------|--|
| Requirements | | | |
| 1. | Display Screen Must be 55 inch Screen Size | | |
| 2. | Display Screen Must Support 3840 × 2160 @ 60 Hz Resolution | | |
| 3. | Display Screen Must Support 300 cd/m2 Brightness | | |
| 4. | Display Screen Must Support 178° / 178° Viewing Angle | | |
| 5. | Display Screen Must Support 4000 : 1 Contrast Ratio | | |
| 6. | Display Screen Must Support HDMI × 3 Video and Audio Input | | |
| 7. | Display Screen Must Support Line Out × 1, Speaker OUT × 2 (8Ω 10W) Video and Audio Output | | |

4.21. Video Monitoring System

| No | Technical Specifications | Compliance (Yes/ No) | Reference information to Support Compliance (Highlighted and provide page no. in the bid document) |
|---------------------|--|----------------------|--|
| Requirements | | | |
| 1. | Video monitoring system should support event-triggered video recording and playback, along with automated video backup during idle periods. | | |
| 2. | Video monitoring system must support High availability features such as a fail-safe / high availability design with redundant remote & local backup and scheduled copy-back, along with NVR hot swapping | | |
| 3. | Video monitoring system must enable operators gain valuable insights through real-time data visualization, which provides a comprehensive overview of key metrics and indicators. | | |
| 4. | Video monitoring system must offer comprehensive alarm zone management with realtime monitoring. | | |
| 6. | Video monitoring system must support Long-term backup and efficient retrieval, evidence classification, archiving, retrieval, export, internal and external sharing | | |
| 7. | Video monitoring system must be delivered with required enterprise licenses | | |

4.22. Connection and Integration to NOFBI

| | REQUIREMENT | Compliance (Yes/ No) | Reference information to Support Compliance (Highlighted and provide page no. in the bid document) |
|----|---|----------------------|--|
| 1. | The primary media for backbone cabling will be Single mode fiber optic . Tobe pulled from nearest POP Located 3Km away. | | |
| 2. | Fiber optic cable shall have a core/cladding diameter on nominal 850nm and 1300nm optical wavelength . | | |
| 3. | The fiber optic cable shall have a minimum of twenty-four (24) strands . | | |
| 4. | ALL strands must be terminated at each end of the fiber cable whether used or not, in the case of ODF to ODF. | | |
| 5. | The fiber ducts shall be buried at a minimum of 1.5M deep . Backfilling must be compacted to revert to normal state. | | |
| 6. | 110mm HDPE ducts shall be used for road crossings. Hand holes/Manhole shall be placed on both sides of the crossings 40mm HDPE ducts shall be used inside the 110mm HDPE duct with the cable inside All other areas shall use 40mm HDPE ducts | | |
| 7. | Where there is an existing NOFBI duct, the bidder shall reuse the spare duct by entering through the nearest man hole/hand hole. Authority to use the spare duct shall be sought from MOICT and ICTA with a Change request Form | | |
| 8. | The bidder shall intercept/obtain NOFBI fibre from the nearest NOFBI point of the presence site. There shall be a 30 metres slag of OFC cable at all installed Manhole. Splicing to the existing OFC shall be done under the supervision of MOICT /ICTA through the party maintaining the OFC. Formal Change request to be done to Ministry of ICT/ICTA before NOFBI OFC interception. | | |
| 9. | Fiber optic WAN link shall be terminated at the identified NOFBI POP room inside the ODF cabinet as per the approved physical topology design. | | |

4.23. Desktop Computer

| No | Technical Specifications | Compliance (Yes/ No) | Reference information to Support Compliance (Highlighted and provide page no. in the bid document) |
|-----------|---|----------------------|--|
| | | | |
| Processor | Minimum 10th Generation Intel Core i7 processor | | |
| Memory | 8 GB DDR | | |

| | | | |
|------------------------------|--|---|---|
| Memory slots | 2DIMM | | |
| Storage | 1TB Hard drive | | |
| Optical Drive | HP 9.5 mm Slim DVD-Writer | | |
| Display graphics | 21.5 inches flat panel LED same brand as CPU 1024x768 | | |
| Power subsystem | Input 220-240 VAC Power range 380-450 watts | | |
| Keyboard and pointing device | <ul style="list-style-type: none"> • Wired scroll mouse and keyboard. • Mouse pad | • | • |
| Audio | Stereo Audio Subsystem (built in) | | |
| Communications | Intel I210-T1 PCIe GbE; Intel I219LM GbE ; WLAN: Intel® Wi-Fi 6 AX201 (2x2) and Bluetooth 5 combo, | | |
| I/O Interface | <p>Front:</p> <ul style="list-style-type: none"> • 1 headphone/microphone combo • 4 SuperSpeed USB Type-A ports <p>Rear:</p> <ul style="list-style-type: none"> • 1 audio-out; • 1 power connector; • 1 RJ-45; • 1 HDMI 1.4; • 4 Speed USB Type-A • 1 DisplayPort™ | | |
| Software | Genuine Licenced Office 2016 (Activated) with Licence Key | | |
| Operating System | Genuine Licenced Windows 11 (Activated) with Licence Key | | |
| Anti virus | Latest antivirus Internet security one year activation | | |

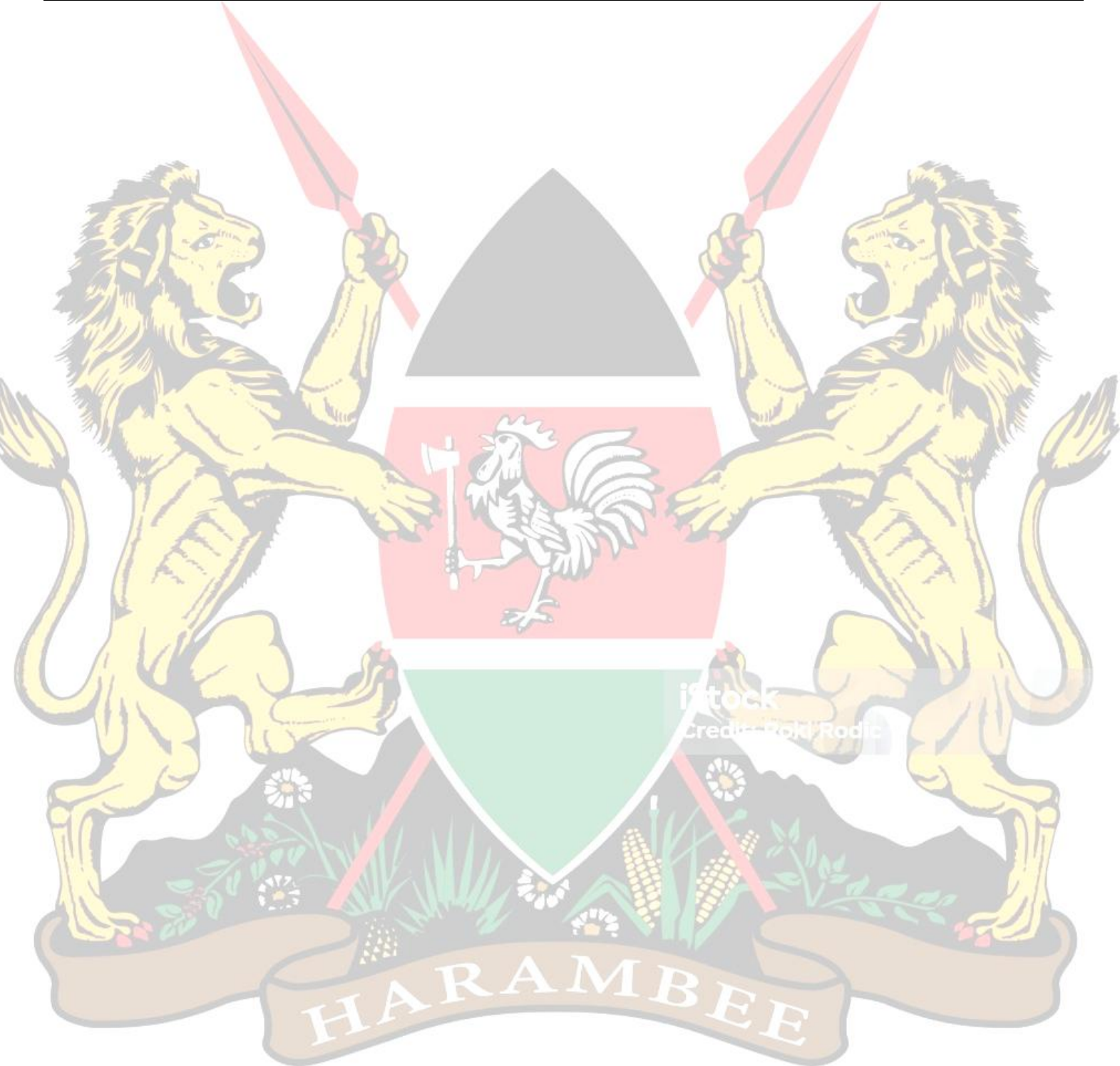
Website: www.ppr.go.ke

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4.24. Bill of Quantities

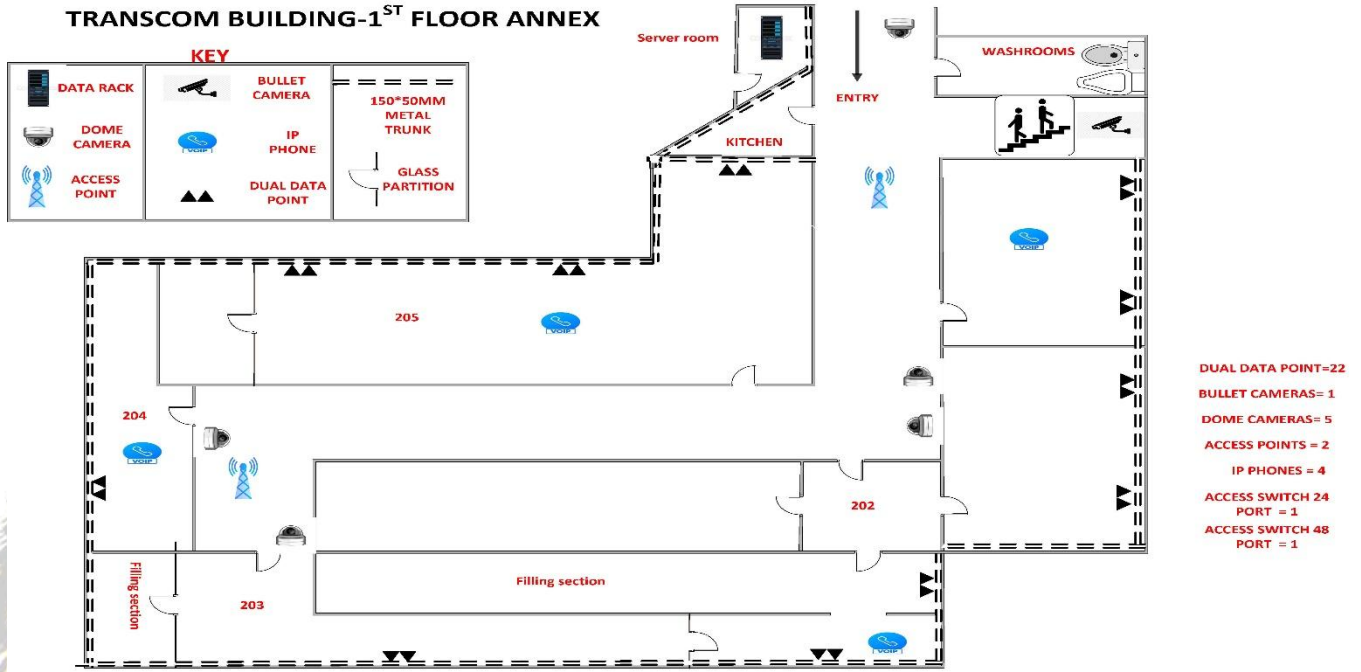
| Bill of Quantities | | | | | |
|--------------------|---|--------|------|-----------|------------|
| NO. | Description | Unit | Qty | Unit Cost | Total Cost |
| 1 | F/UTP Category 6A Outlets Module (Data points) | No | 1152 | | |
| 2 | Flash Mount Faceplates – F/UTP Category 6A Double | No | 576 | | |
| 3 | F/UTP Category 6A Wall UTP-RJ45Patch cord (1M) | No | 1454 | | |
| 4 | F/UTP Category 6A Wall UTP-RJ45Patch cord (3M) | No | 652 | | |
| 5 | F/UTP Category 6A Wall UTP-RJ45Patch cord (5M) | No | 500 | | |
| 6 | F/UTP Category 6A 24 PATCH PANEL 1 U568A/B | No | 10 | | |
| 7 | F/UTP Category 6A 48 PATCH PANEL 1 U568A/B | No | 26 | | |
| 8 | Cable managers 2U | No | 49 | | |
| 9 | Metallic Trunking 150mm x50mm & accessories for installing all Data Points and Access Points | No | 1400 | | |
| 10 | F/UTP Category 6A Pure Copper Ethernet Cable for installing the required all Data Points and access points | No | 270 | | |
| 11 | Fiber Patch Panel (8-core) | No | 13 | | |
| 12 | Fiber Patch Panel (24-core) | No | 1 | | |
| 13 | Fiber Cable 8 Core plus Ducts to interlink all the cabinets/switches | Metres | 1000 | | |
| 14 | Fiber Patch Cord 1M | No | 55 | | |
| 15 | 10G SFP transceivers | No | 62 | | |
| 16 | 15U Network Cabinet with a 4Way Horizontal Mount Power Distribution Unit (PDU) | No | 13 | | |
| 17 | 42U Self-Cooling, maintenance free Network Cabinet | No | 1 | | |
| 18 | Rack mountable UPS- 15 KVA/ 15000VA | No | 1 | | |
| 19 | 2.5mm Electrical Cables | Rolls | 10 | | |
| 20 | Router/Voice Gateway | No | 1 | | |
| 21 | Unified Communication System | No | 1 | | |
| 22 | Executive IP Phone | | 15 | | |
| 23 | Standard IP Phone | | 50 | | |
| 26 | Next Generation Firewall | | 1 | | |
| 27 | Network Video Recorder with 60TB HDD | | 1 | | |
| 28 | 55 Inch Display Screen | | 2 | | |
| 29 | CCTV Management Software & Licenses | | 1 | | |
| 30 | Bullet Cameras | | 16 | | |
| 31 | Dome Cameras | | 51 | | |
| 32 | PTZ Cameras | | 6 | | |
| 33 | Modular Core Switch with WLAN Controller Licenses | No | 1 | | |
| 34 | 48 Port POE+ Switch with Stacking Modules | No | 26 | | |
| 35 | 24 Port POE Switch with Stacking Modules | No | 10 | | |
| 36 | Wireless Access Point - Indoor | No | 38 | | |
| 37 | Wireless Access Point - Outdoor | No | 1 | | |
| 38 | Desktop Computer | No | 1 | | |
| 39 | Civil Works - Cable Pulling, Termination, Labelling, Documentation and Testing of Horizontal and Backbone Cabling | Lot | Lot | | |
| 40 | Installation of Active Devices, IP Schemes and Configuration. | Lot | Lot | | |
| 41 | Testing, Training and Handover | Lot | Lot | | |
| 42 | GCCN WAN Connectivity Connection and Integration to GCCN | Lot | Lot | | |
| 43 | Decommissioning of Old Cables | Lot | Lot | | |

| | | | | | |
|----|--|------|---|--|---|
| 44 | OEM Training on Routing and Switching, UCS and Security in Active Devices installed with 6 Vouchers. | No | 6 | | |
| 45 | Annual SLA Support for Two Years | Year | 2 | | |
| | | | | Sub-Total | |
| | | | | Vat | |
| | | | | 0.03% PPRA Capacity Building Levy | |
| | | | | Grand Total | - |

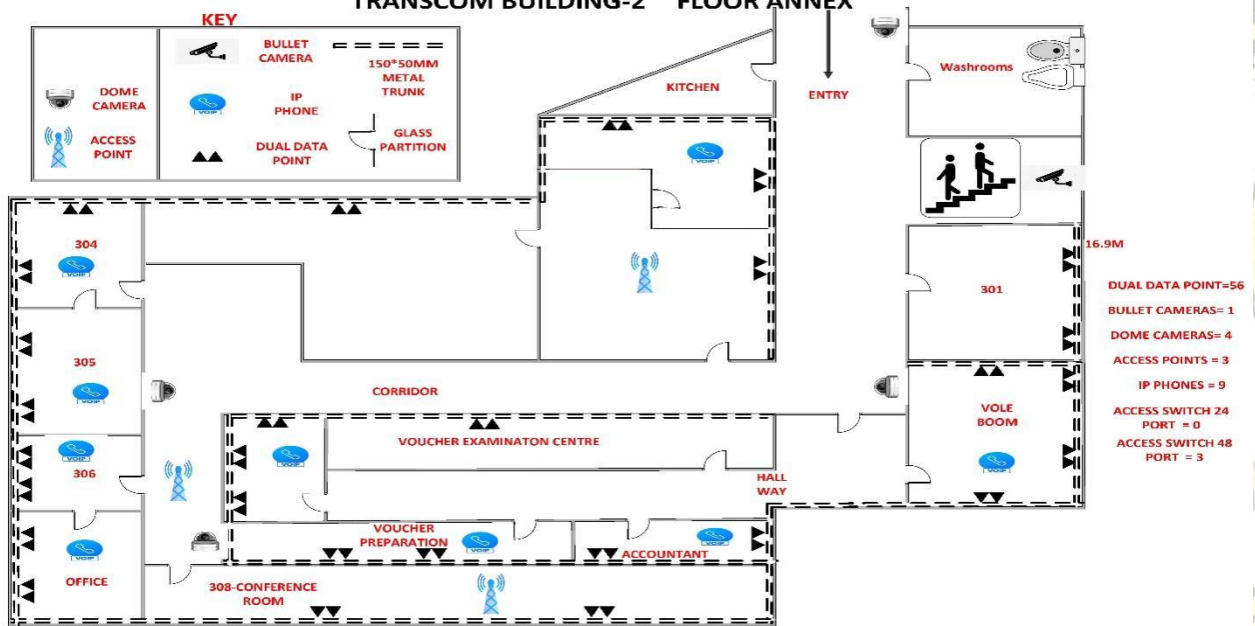


4.25. Drawings

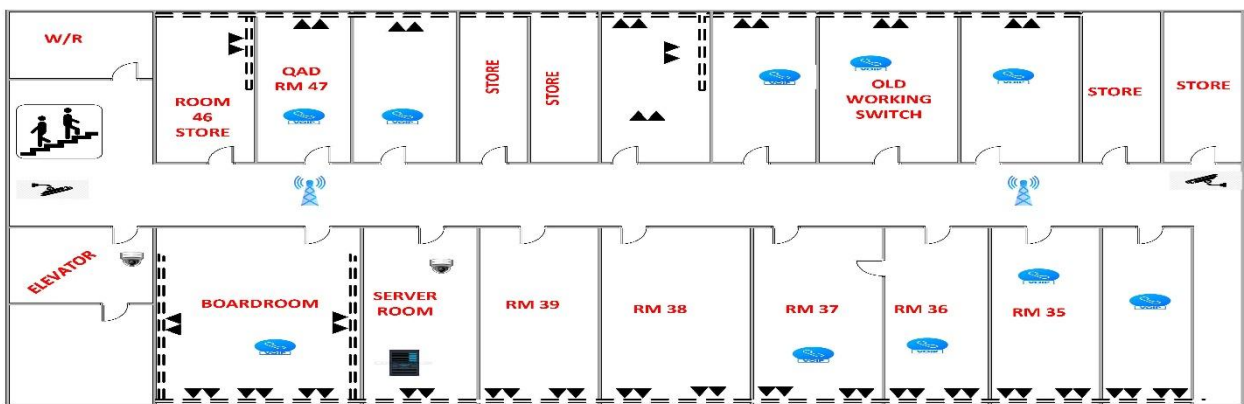
TRANSCOM BUILDING-1ST FLOOR ANNEX



TRANSCOM BUILDING-2ND FLOOR ANNEX



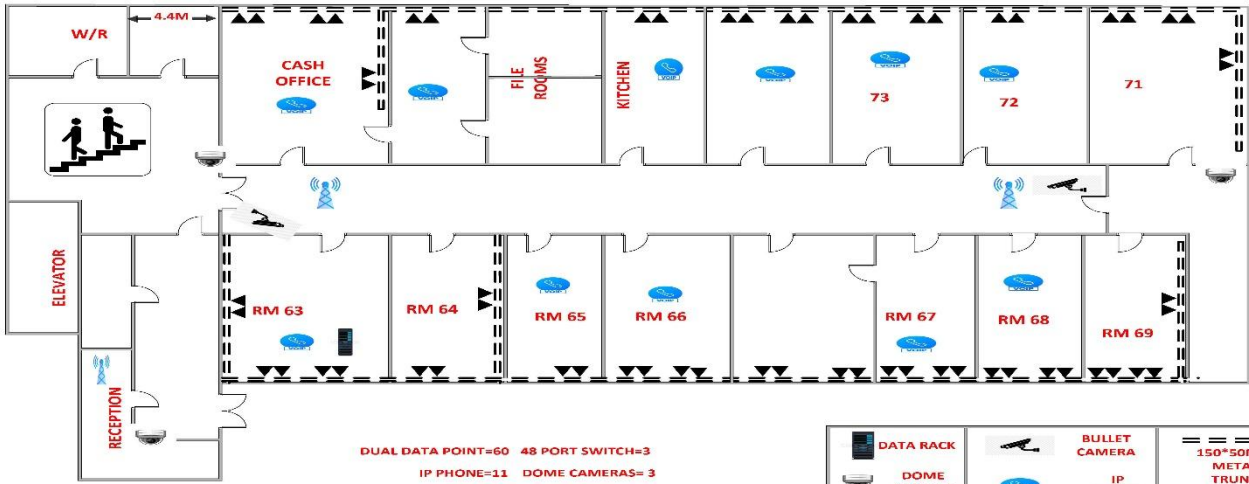
NORTHERN CORRIDOR, LOWER GROUND-UNDERGROUND



DUAL DATA POINT=52 48 PORT SWITCH=2
 IP PHONE=10 DOME CAMERAS= 2
 ACCESS POINT=2 BULLET CAMERAS= 2
 24PORT SWITCH=1



NORTHERN CORRIDOR, LOWER GROUND



DUAL DATA POINT=60 48 PORT SWITCH=3
 IP PHONE=11 DOME CAMERAS= 3
 ACCESS POINT=3 BULLET CAMERAS= 2
 24PORT SWITCH=0

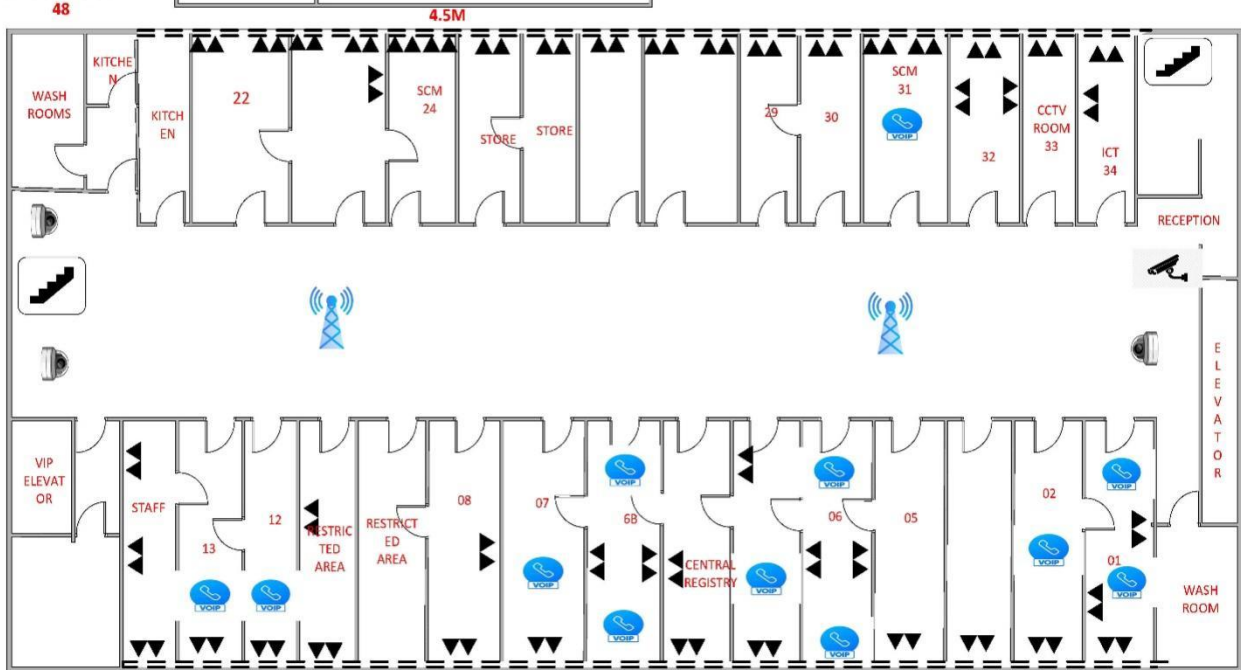


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 BULLET CAMERAS= 1
 DOME CAMERAS= 3
 ACCESS POINTS = 2
 IP PHONES = 12
 ACCESS SWITCH 48 & 48

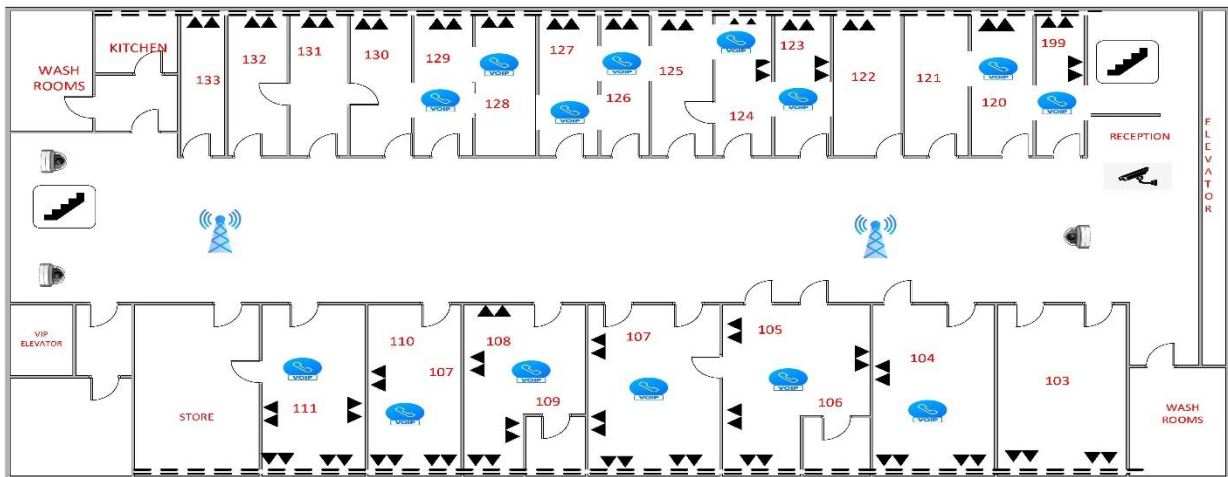
KEY



GROUND FLOOR

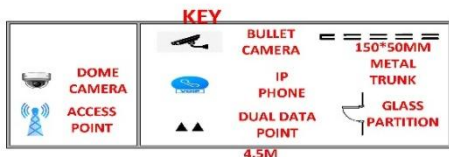
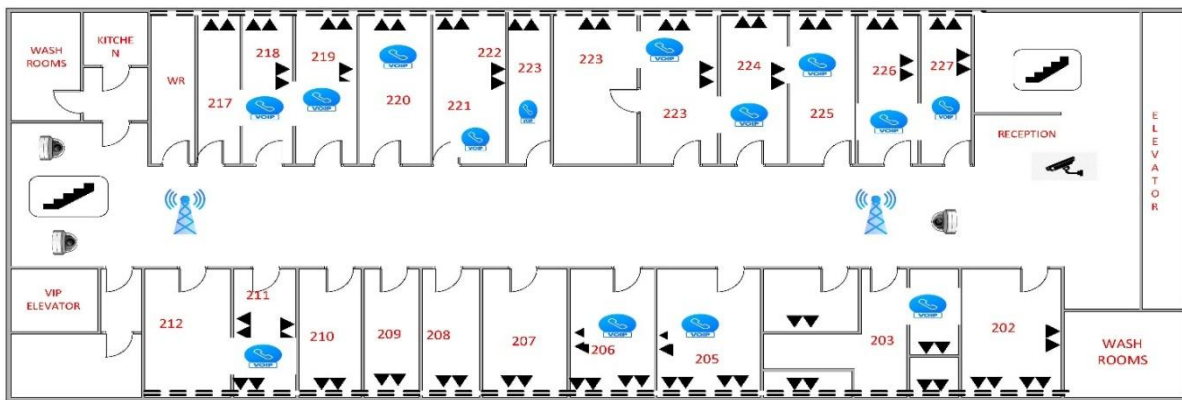


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DUAL DATA POINT=44
BULLET CAMERAS= 1
DOME CAMERAS= 3
ACCESS POINTS = 2
IP PHONES = 14
ACCESS SWITCH 48 & 48

1ST FLOOR



DUAL DATA POINT=40
BULLET CAMERAS= 1
DOME CAMERAS= 3
ACCESS POINTS = 2
IP PHONES = 15
ACCESS SWITCH 48 & 48

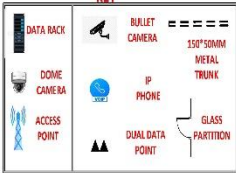
2ND FLOOR



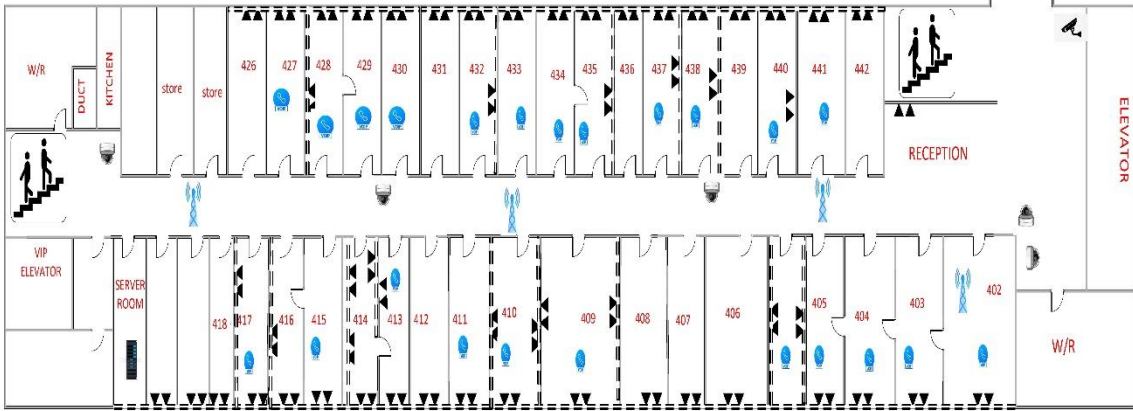
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BULLET CAMERAS= 1
DOME CAMERAS= 3
ACCESS POINTS = 2
IP PHONES = 22
ACCESS SWITCH 48 & 48

3RD FLOOR

KEY

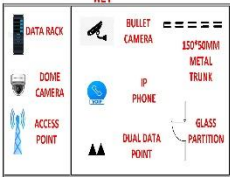


4TH FLOOR

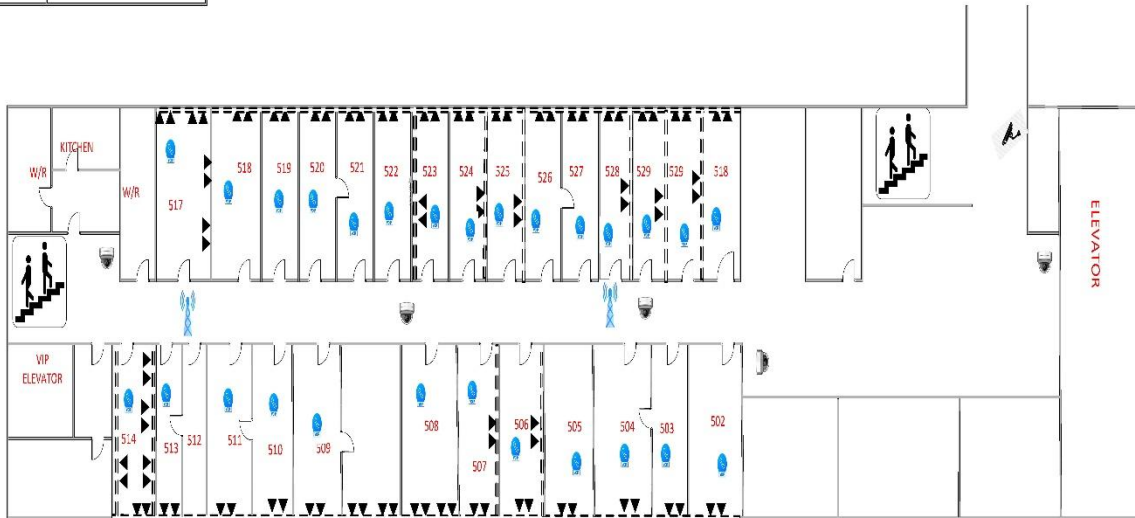


- DUAL DATA POINT=54
- BULLET CAMERAS= 1
- DOME CAMERAS= 5
- ACCESS POINTS = 4
- IP PHONES = 23
- ACCESS SWITCH 24 PORT = 1
- ACCESS SWITCH 48 PORT = 2

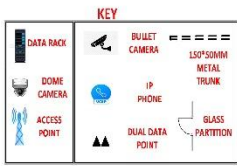
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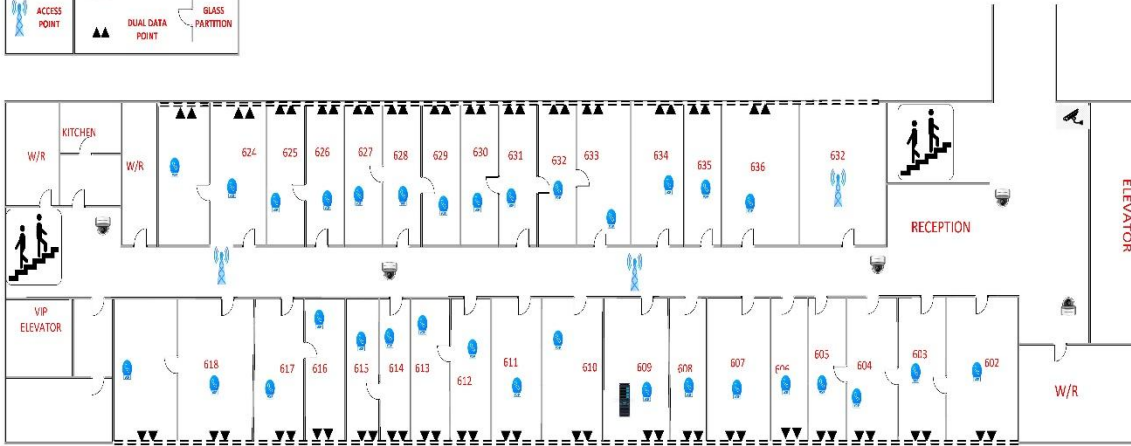
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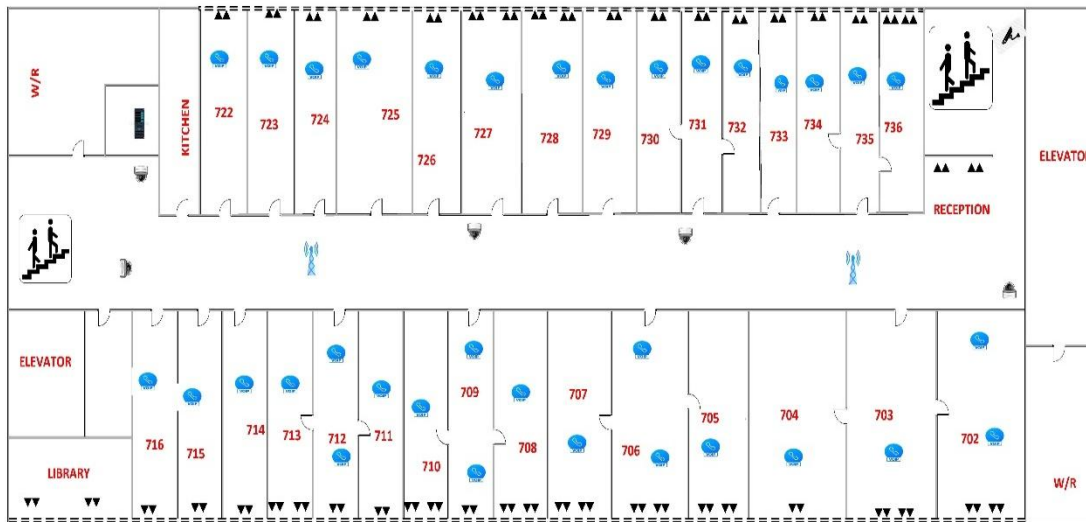
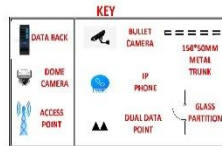


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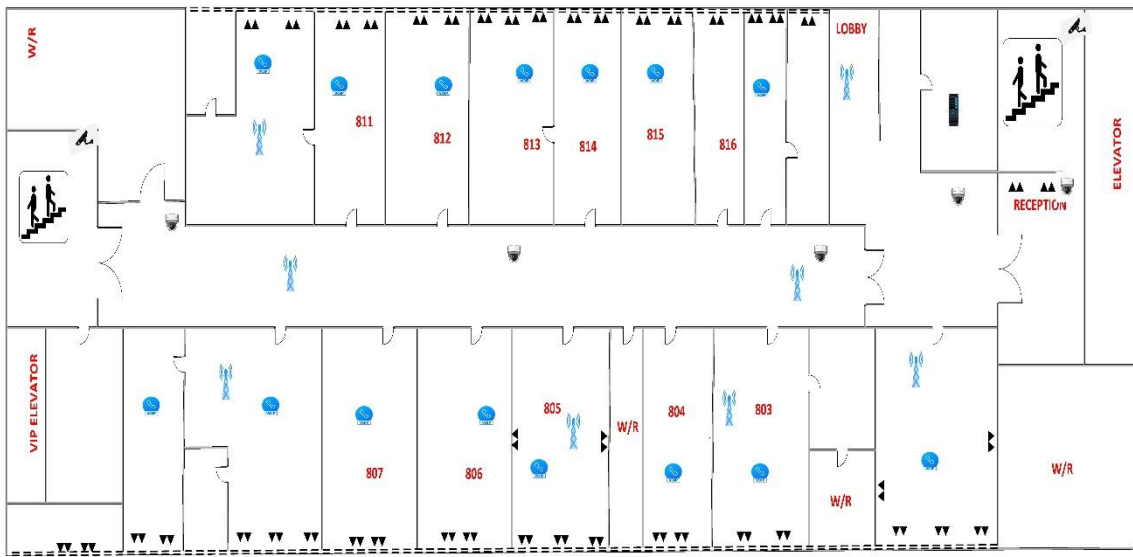
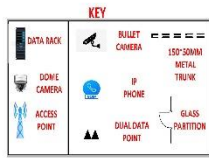
7TH FLOOR



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- ACCESS POINTS = 2
- IP PHONES = 34
- ACCESS SWITCH 24 PORT = 2
- ACCESS SWITCH 48 PORT = 2

HARAMBEE

8TH FLOOR



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BULLET CAMERAS= 2

DOME CAMERAS= 5

ACCESS POINTS = 8

IP PHONES = 14

ACCESS SWITCH 24 PORT = 1

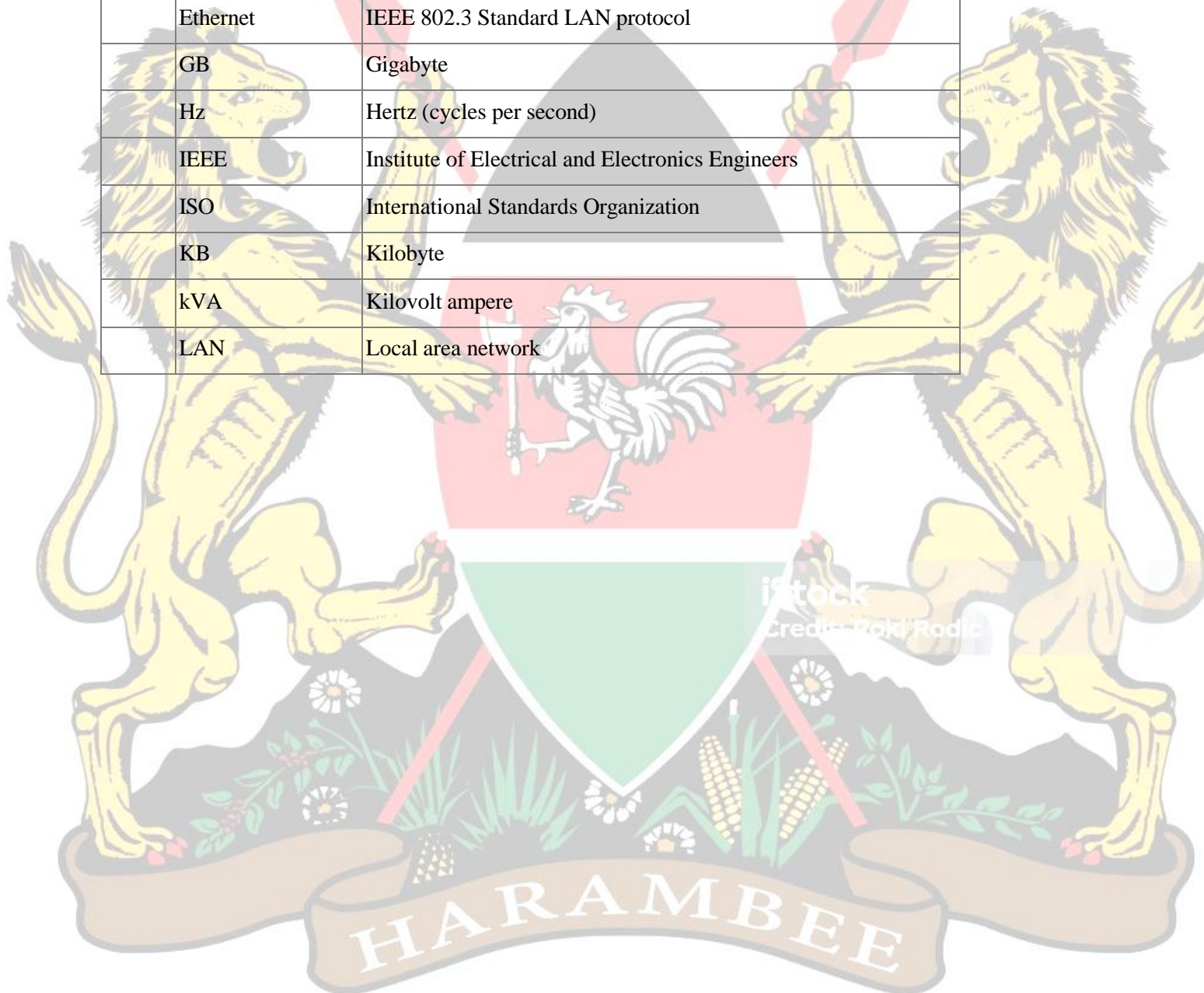
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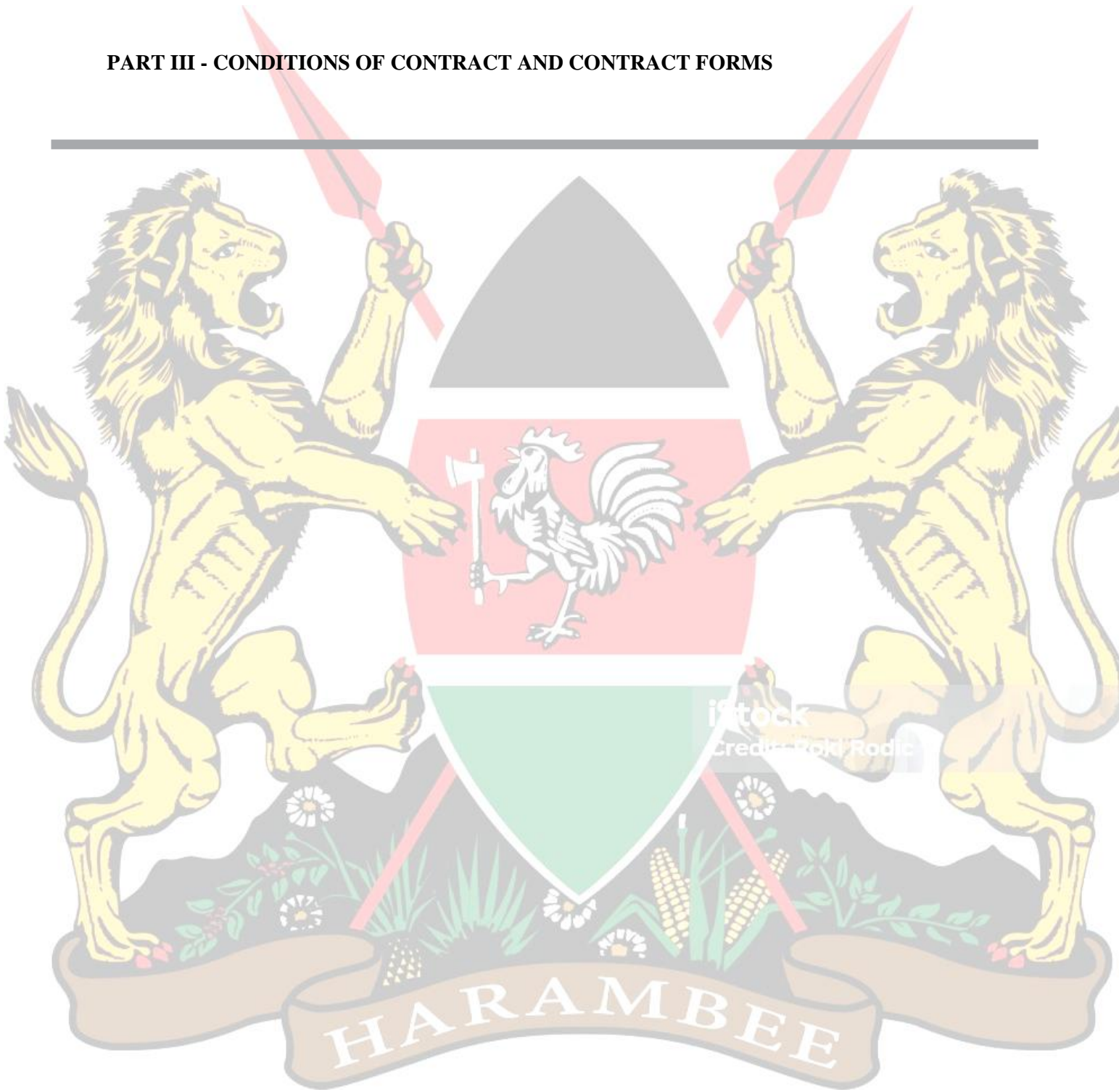
Acronyms Used in the Technical Requirements

i) Acronym Table

| | Term | Explanation |
|--|-------------|---|
| | Bps | bits per second |
| | DBMS | Database Management System |
| | DOS | Disk Operating System |
| | Dpi | dots per inch |
| | Ethernet | IEEE 802.3 Standard LAN protocol |
| | GB | Gigabyte |
| | Hz | Hertz (cycles per second) |
| | IEEE | Institute of Electrical and Electronics Engineers |
| | ISO | International Standards Organization |
| | KB | Kilobyte |
| | kVA | Kilovolt ampere |
| | LAN | Local area network |



PART III - CONDITIONS OF CONTRACT AND CONTRACT FORMS



SECTION VIII - GENERAL CONDITIONS OF CONTRACT

These General Conditions of Contract (GCC), read in conjunction with the Special Conditions of Contract (SCC) and other documents listed therein, should be a complete document expressing fairly the rights and obligations of both parties.

These General Conditions of Contract have been developed on the basis of considerable international experience in the drafting and management of contracts, bearing in mind a trend in the construction industry towards simpler, more straightforward language.

The GCC can be used for both smaller admeasurement contracts and lump sum contracts.

General Conditions of Contract

A. General

1. Definitions

1.1 Bold face type is used to identify defined terms.

- a) **The Accepted Contract Amount** means the amount accepted in the Letter of Acceptance for the execution and completion of the Works and the remedying of any defects.
- b) **The Activity Schedule** is a schedule of the activities comprising the construction, installation, testing, and commissioning of the Works in a lump sum contract. It includes a lump sum price for each activity, which is used for valuations and for assessing the effects of Variations and Compensation Events.
- c) **The Adjudicator** is the person appointed jointly by the Procuring Entity and the Contractor to resolve disputes in the first instance, as provided for in GCC 23.
- d) **Bill of Quantities** means the priced and completed Bill of Quantities forming part of the Bid.
- e) **Compensation Events** are those defined in GCC Clause 42 hereunder.
- f) **The Completion Date** is the date of completion of the Works as certified by the Project Manager, in accordance with GCC Sub-Clause 53.1.
- g) **The Contract** is the Contract between the Procuring Entity and the Contractor to execute, complete, and maintain the Works. It consists of the documents listed in GCC Sub-Clause 2.3 below.
- h) **The Contractor** is the party whose Bid to carry out the Works has been accepted by the Procuring Entity.
- i) **The Contractor's Bid** is the completed bidding document submitted by the Contractor to the Procuring Entity.
- j) **The Contract Price** is the Accepted Contract Amount stated in the Letter of Acceptance and thereafter as adjusted in accordance with the Contract.
- k) **Days** are calendar days; months are calendar months.
- l) **Day works** are varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.
- m) **A Defect** is any part of the Works not completed in accordance with the Contract.
- n) **The Defects Liability Certificate** is the certificate issued by Project Manager upon correction of defects by the Contractor.
- o) **The Defects Liability Period** is the period **named in the SCC** pursuant to Sub-Clause 34.1 and calculated from the Completion Date.
- p) **Drawings** means the drawings of the Works, as included in the Contract, and any additional and modified drawings issued by (or on behalf of) the Procuring Entity in accordance with the Contract, include calculations and other information provided or approved by the Project Manager for the execution of the Contract.
- q) **The Procuring Entity** is the party who employs the Contractor to carry out the Works, **as specified in the SCC**, who is also the Procuring Entity.
- r) **Equipment** is the Contractor's machinery and vehicles brought temporarily to the Site to construct the Works.

- s) **“In writing” or “written”** means hand-written, type-written, printed or electronically made, and resulting in a permanent record;
- t) The Initial Contract Price is the Contract Price listed in the Procuring Entity's Letter of Acceptance.
- u) **The Intended Completion Date** is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date is **specified in the SCC**. The Intended Completion Date may be revised only by the Project Manager by issuing an extension of time or an acceleration order.
- v) **Materials** are all supplies, including consumables, used by the Contractor for incorporation in the Works.
- w) **Plant** is any integral part of the Works that shall have a mechanical, electrical, chemical, or biological function.
- x) **The Project Manager** is the person **named in the SCC** (or any other competent person appointed by the Procuring Entity and notified to the Contractor, to act in replacement of the Project Manager) who is responsible for supervising the execution of the Works and administering the Contract.
- y) **SCC** means Special Conditions of Contract.
- z) **The Site** is the area of the works as **defined as such in the SCC**.
- aa) **Site Investigation Reports** are those that were included in the bidding document and are factual and interpretative reports about the surface and subsurface conditions at the Site.
- bb) **Specification** means the Specification of the Works included in the Contract and any modification or addition made or approved by the Project Manager.
- cc) **The Start Date** is **given in the SCC**. It is the latest date when the Contractor shall commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.
- dd) **A Subcontractor** is a person or corporate body who has a Contract with the Contractor to carry out a part of the work in the Contract, which includes work on the Site.
- ee) **Temporary Works** are works designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Works.
- ff) **A Variation** is an instruction given by the Project Manager which varies the Works.
- gg) **The Works** are what the Contract requires the Contractor to construct, install, and turn over to the Procuring Entity, **as defined in the SCC**.

2 Interpretation

- 21 In interpreting these GCC, words indicating one gender include all genders. Words indicating the singular also include the plural and words indicating the plural also include the singular. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined. The Project Manager shall provide instructions clarifying queries about these GCC.
- 22 If sectional completion is specified in the SCC, references in the GCC to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).
- 23 The documents forming the Contract shall be interpreted in the following order of priority:
 - a) Agreement,
 - b) Letter of Acceptance,
 - c) Contractor's Bid,
 - d) Special Conditions of Contract,
 - e) General Conditions of Contract, including Appendices,
 - f) Specifications,
 - g) Drawings,
 - h) Bill of Quantities⁶, and
 - i) any other document **listed in the SCC** as forming part of the Contract.

⁶In lump sum contracts, delete “Bill of Quantities” and replace with “Activity Schedule.”

3 Language and Law

- 3.1 The language of the Contract is English Language and the law governing the Contract are the Laws of Kenya.
- 3.2 Throughout the execution of the Contract, the Contractor shall comply with the import of goods and services prohibitions in the Procuring Entity's Country when
- a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country; or
 - b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

4 Project Manager's Decisions

- 4.1 Except where otherwise specifically stated, the Project Manager shall decide contractual matters between the Procuring Entity and the Contractor in the role representing the Procuring Entity.

5 Delegation

- 5.1 Otherwise **specified in the SCC**, the Project Manager may delegate any of his duties and responsibilities to other people, except to the Adjudicator, after notifying the Contractor, and may revoke any delegation after notifying the Contractor.

6 Communications

- 6.1 Communications between parties that are referred to in the Conditions shall be effective only when in writing. A notice shall be effective only when it is delivered.

7 Subcontracting

- 7.1 The Contractor may subcontract with the approval of the Project Manager, but may not assign the Contract without the approval of the Procuring Entity in writing. Subcontracting shall not alter the Contractor's obligations.

8 Other Contractors

- 8.1 The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Procuring Entity between the dates given in the Schedule of Other Contractors, as **referred to in the SCC**. The Contractor shall also provide facilities and services for them as described in the Schedule. The Procuring Entity may modify the Schedule of Other Contractors, and shall notify the Contractor of any such modification.

9 Personnel and Equipment

- 9.1 The Contractor shall employ the key personnel and use the equipment identified in its Bid, to carry out the Works or other personnel and equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of key personnel and equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the Bid.
- 9.2 If the Project Manager asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the work in the Contract.
- 9.3 If the Procuring Entity, Project Manager or Contractor determines, that any employee of the Contractor be determined to have engaged in Fraud and Corruption during the execution of the Works, then that employee shall be removed in accordance with Clause 9.2 above.

10 Procuring Entity's and Contractor's Risks

- 10.1 The Procuring Entity carries the risks which this Contract states are Procuring Entity's risks, and the Contractor carries the risks which this Contract states are Contractor's risks.

11. Procuring Entity's Risks

- 11.1 From the Start Date until the Defects Liability Certificate has been issued, the following are Procuring Entity's risks:
- a) The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to
 - i) use or occupation of the Site by the Works or for the purpose of the Works, which is the unavoidable result of the Works or
 - ii) negligence, breach of statutory duty, or interference with any legal right by the Procuring Entity or by any person employed by or contracted to him except the Contractor.
 - b) The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Procuring Entity or in the Procuring Entity's design, or due to war or radioactive contamination directly affecting the country where the Works are to be executed.
- 11.2 From the Completion Date until the Defects Liability Certificate has been issued, the risk of loss of or damage to the Works, Plant, and Materials is a Procuring Entity's risk except loss or damage due to
- aa) a Defect which existed on the Completion Date,
 - bb) an event occurring before the Completion Date, which was not itself a Procuring Entity's risk, or
 - cc) the activities of the Contractor on the Site after the Completion Date.

12. Contractor's Risks

- 12.1 From the Starting Date until the Defects Liability Certificate has been issued, the risks of personal injury, death, and loss of or damage to property (including, without limitation, the Works, Plant, Materials, and Equipment) which are not Procuring Entity's risks are Contractor's risks.

13. Insurance

- 13.1 The Contractor shall provide, in the joint names of the Procuring Entity and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts and deductibles **stated in the SCC** for the following events which are due to the Contractor's risks:
- a) loss of or damage to the Works, Plant, and Materials;
 - b) loss of or damage to Equipment;
 - c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract; and
 - d) personal injury or death.
- 13.2 Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval before the Start Date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.
- 13.3 If the Contractor does not provide any of the policies and certificates required, the Procuring Entity may effect the insurance which the Contractor should have provided and recover the premiums the Procuring Entity has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.
- 13.4 Alterations to the terms of an insurance shall not be made without the approval of the Project Manager.
- 13.5 Both parties shall comply with any conditions of the insurance policies.

14. Site Data

- 14.1 The Contractor shall be deemed to have examined any Site Data **referred to in the SCC**, supplemented by any information available to the Contractor.

15. Contractor to Construct the Works

- 15.1 The Contractor shall construct and install the Works in accordance with the Specifications and Drawings.

16. The Works to Be Completed by the Intended Completion Date

16.1 The Contractor may commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program submitted by the Contractor, as updated with the approval of the Project Manager, and complete them by the Intended Completion Date.

17. Approval by the Project Manager

17.1 The Contractor shall submit Specifications and Drawings showing the proposed Temporary Works to the Project Manager, for his approval.

17.2 The Contractor shall be responsible for design of Temporary Works.

17.3 The Project Manager's approval shall not alter the Contractor's responsibility for design of the Temporary Works.

17.4 The Contractor shall obtain approval of third parties to the design of the Temporary Works, where required.

17.5 All Drawings prepared by the Contractor for the execution of the temporary or permanent Works, are subject to prior approval by the Project Manager before this use.

18. Safety

18.1 The Contractor shall be responsible for the safety of all activities on the Site.

19. Discoveries

19.1 Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of the Procuring Entity. The Contractor shall notify the Project Manager of such discoveries and carry out the Project Manager's instructions for dealing with them.

20. Possession of the Site

20.1 The Procuring Entity shall give possession of all parts of the Site to the Contractor. If possession of a part is not given by the date **stated in the SCC**, the Procuring Entity shall be deemed to have delayed the start of the relevant activities, and this shall be a Compensation Event.

21. Access to the Site

21.1 The Contractor shall allow the Project Manager and any person authorized by the Project Manager access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.

22. Instructions, Inspections and Audits

22.1 The Contractor shall carry out all instructions of the Project Manager which comply with the applicable laws where the Site is located.

22.2 The Contractor shall keep, and shall make all reasonable efforts to cause its Subcontractors and sub-consultants to keep, accurate and systematic accounts and records in respect of the Works in such form and details as will clearly identify relevant time changes and costs.

22.3 The Contractor shall permit and shall cause its subcontractors and sub-consultants to permit, the Procuring Entity and/or persons appointed by the Public Procurement Regulatory Authority to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the Public Procurement Regulatory Authority. The Contractor's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 25.1 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Public Procurement Regulatory Authority's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Public Procurement Regulatory Authority's prevailing sanctions procedures).

23. Appointment of the Adjudicator

- 23.1 The Adjudicator shall be appointed jointly by the Procuring Entity and the Contractor, at the time of the Procuring Entity's issuance of the Letter of Acceptance. If, in the Letter of Acceptance, the Procuring Entity does not agree on the appointment of the Adjudicator, the Procuring Entity will request the Appointing Authority designated in the SCC, to appoint the Adjudicator within 14 days of receipt of such request.
- 23.2 Should the Adjudicator resign or die, or should the Procuring Entity and the Contractor agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator shall be jointly appointed by the Procuring Entity and the Contractor. In case of disagreement between the Procuring Entity and the Contractor, within 30 days, the Adjudicator shall be designated by the Appointing Authority designated in the SCC at the request of either party, within 14 days of receipt of such request.

24. Settlement of Claims and Disputes

24.1 Contractor's Claims

- 24.1.1 If the Contractor considers itself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give Notice to the Project Manager, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 30 days after the Contractor became aware, or should have become aware, of the event or circumstance.
- 24.1.2 If the Contractor fails to give notice of a claim within such period of 30 days, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and the Procuring Entity shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub- Clause shall apply.
- 24.1.3 The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all as relevant to such event or circumstance.
- 24.1.4 The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at another location acceptable to the Project Manager. Without admitting the Procuring Entity's liability, the Project Manager may, after receiving any notice under this Sub-Clause, monitor the record- keeping and/or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Project Manager to inspect all these records, and shall (if instructed) submit copies to the Project Manager.
- 24.1.5 Within 42 days after the Contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Project Manager, the Contractor shall send to the Project Manager a fully detailed claim which includes full supporting particulars of the basis of the claim and of the extension of time and/or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:
- a) this fully detailed claim shall be considered as interim;
 - b) the Contractor shall send further interim claims at monthly intervals, giving the accumulated delay and/or amount claimed, and such further particulars as the Project Manager may reasonably require; and
 - c) the Contractor shall send a final claim within 30 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the Contractor and approved by the Project Manager.
- 24.1.6 Within 42 days after receiving a Notice of a claim or any further particulars supporting a previous claim, or within such other period as may be proposed by the Project Manager and approved by the Contractor, the Project Manager shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars, but shall nevertheless give his response on the principles of the claim within the above defined time period.
- 24.1.7 Within the above defined period of 42 days, the Project Manager shall proceed in accordance with Sub-Clause
- 24.1.8 [Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the

additional payment (if any) to which the Contractor is entitled under the Contract.

24.1.9 Each Payment Certificate shall include such additional payment for any claim as has been reasonably substantiated as due under the relevant provision of the Contract. Unless and until the particulars supplied are sufficient to substantiate the whole of the claim, the Contractor shall only be entitled to payment for such part of the claim as he has been able to substantiate.

24.1.10 If the Project Manager does not respond within the timeframe defined in this Clause, either Party may consider that the claim is rejected by the Project Manager and any of the Parties may refer to Arbitration in accordance with Sub-Clause 24.4 [Arbitration].

24.1.11 The requirements of this Sub-Clause are in addition to those of any other Sub-Clause which may apply to a claim. If the Contractor fails to comply with this or another Sub-Clause in relation to any claim, any extension of time and/or additional payment shall take account of the extent (if any) to which the failure has prevented or prejudiced proper investigation of the claim, unless the claim is excluded under the second paragraph of this Sub-Clause 24.3.

242 Amicable Settlement

24.2.1 Where a notice of a claim has been given, both Parties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, the Party giving a notice of a claim in accordance with Sub-Clause 24.1 above should move to commence arbitration after the fifty-sixth day from the day on which a notice of a claim was given, even if no attempt at an amicable settlement has been made.

243 Matters that may be referred to arbitration

24.3.1 Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Works or abandonment of the Works or termination of the Contract by either party:

- a) The appointment of a replacement Project Manager upon the said person ceasing to act.
- b) Whether or not the issue of an instruction by the Project Manager is empowered by these Conditions.
- c) Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.
- e) Any dispute arising in respect of war risks or war damage.
- f) All other matters shall only be referred to arbitration after the completion or alleged completion of the Works or termination or alleged termination of the Contract, unless the Procuring Entity and the Contractor agree otherwise in writing.

244 Arbitration

24.4.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 24.3 shall be finally settled by arbitration.

24.4.2 No arbitration proceedings shall be commenced on any claim or dispute where notice of a claim or dispute has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue giving rise to the dispute.

24.4.3 Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute shall not commence unless an attempt has in the first instance been made by the parties to settle such claim or dispute amicably with or without the assistance of third parties. Proof of such attempt shall be required.

24.4.4 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any certificate.

24.4.5 The Arbitrator shall, without prejudice to the generality of his powers, have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute which shall be submitted to him in the same manner as if no such certificate, opinion, decision requirement or notice had been given.

24.4.6 The arbitrators shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Project Manager, relevant to the dispute. Nothing shall disqualify representatives of the Parties and the Project Manager from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.

24.4.7 Neither Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for dissatisfaction given in its Notice of Dissatisfaction.

24.4.8 Arbitration may be commenced prior to or after completion of the Works. The obligations of the Parties, and the Project Manager shall not be altered by reason of any arbitration being conducted during the progress of the Works.

24.4.9 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the

Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.

245 Arbitration with National Contractors

24.5.1 If the Contract is with national contractors, arbitration proceedings will be conducted in accordance with the Arbitration Laws of Kenya. In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following professional institutions;

- i) Architectural Association of Kenya
- ii) Institute of Quantity Surveyors of Kenya
- iii) Association of Consulting Engineers of Kenya
- iv) Chartered Institute of Arbitrators (Kenya Branch)
- v) Institution of Engineers of Kenya

24.5.2 The institution written to first by the aggrieved party shall take precedence over all other institutions.

246 Alternative Arbitration Proceedings

24.6.1 Alternatively, the Parties may refer the matter to the Nairobi Centre for International Arbitration (NCIA) which offers a neutral venue for the conduct of national and international arbitration with commitment to providing institutional support to the arbitral process.

247 Failure to Comply with Arbitrator's Decision

24.7.1 The award of such Arbitrator shall be final and binding upon the parties.

24.7.2 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other rights it may have, refer the matter to a competent court of law.

248 Contract operations to continue

24.8.1 Notwithstanding any reference to arbitration herein,

- a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- b) the Procuring Entity shall pay the Contractor any monies due the Contractor.

25. Fraud and Corruption

25.1 The Government requires compliance with the country's Anti-Corruption laws and its prevailing sanctions policies and procedures as set forth in the Constitution of Kenya and its Statutes.

25.2 The Procuring Entity requires the Contractor to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

B. Time Control

26. Program

26.1 Within the time stated in the SCC, after the date of the Letter of Acceptance, the Contractor shall submit to the Project Manager for approval a Program showing the general methods, arrangements, order, and timing for all the activities in the Works. In the case of a lump sum contract, the activities in the Program shall be consistent with those in the Activity Schedule.

26.2 An update of the Program shall be a program showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.

26.3 The Contractor shall submit to the Project Manager for approval an updated Program at intervals no longer than the period stated in the SCC. If the Contractor does not submit an updated Program within this period,

the Project Manager may withhold the amount stated in the SCC from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program has been submitted. In the case of a lump sum contract, the Contractor shall provide an updated Activity Schedule within 14 days of being instructed to by the Project Manager.

- 264 The Project Manager's approval of the Program shall not alter the Contractor's obligations. The Contractor may revise the Program and submit it to the Project Manager again at any time. A revised Program shall show the effect of Variations and Compensation Events.

27. Extension of the Intended Completion Date

- 27.1 The Project Manager shall extend the Intended Completion Date if a Compensation Event occurs or a Variation is issued which makes it impossible for Completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining work, which would cause the Contractor to incur additional cost.
- 27.2 The Project Manager shall decide whether and by how much to extend the Intended Completion Date within 21 days of the Contractor asking the Project Manager for a decision upon the effect of a Compensation Event or Variation and submitting full supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.

28. Acceleration

- 28.1 When the Procuring Entity wants the Contractor to finish before the Intended Completion Date, the Project Manager shall obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Procuring Entity accepts these proposals, the Intended Completion Date shall be adjusted accordingly and confirmed by both the Procuring Entity and the Contractor.
- 28.2 If the Contractor's priced proposals for an acceleration are accepted by the Procuring Entity, they are incorporated in the Contract Price and treated as a Variation.

29. Delays Ordered by the Project Manager

- 29.1 The Project Manager may instruct the Contractor to delay the start or progress of any activity within the Works.

30. Management Meetings

- 30.1 Either the Project Manager or the Contractor may require the other to attend a management meeting. The business of a management meeting shall be to review the plans for remaining work and to deal with matters raised in accordance with the early warning procedure.
- 30.2 The Project Manager shall record the business of management meetings and provide copies of the record to those attending the meeting and to the Procuring Entity. The responsibility of the parties for actions to be taken shall be decided by the Project Manager either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.

31. Early Warning

- 31.1 The Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works. The Project Manager may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.
- 31.2 The Contractor shall cooperate with the Project Manager in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Project Manager.

C. Quality Control

32. Identifying Defects

- 32.1 The Project Manager shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Project Manager may instruct the Contractor to search for a Defect and to uncover and test any work that the Project Manager considers may have a Defect.

33. Tests

- 33.1 If the Project Manager instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no Defect, the test shall be a Compensation Event.

34. Correction of Defects

- 34.1 The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the SCC. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.
- 34.2 Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Project Manager's notice.

35. Uncorrected Defects

- 35.1 If the Contractor has not corrected a Defect within the time specified in the Project Manager's notice, the Project Manager shall assess the cost of having the Defect corrected, and the Contractor shall pay this amount.

D. Cost Control

36. Contract Price⁷

- 36.1 The Bill of Quantities shall contain priced items for the Works to be performed by the Contractor. The Bill of Quantities is used to calculate the Contract Price. The Contractor will be paid for the quantity of the work accomplished at the rate in the Bill of Quantities for each item.

37. Changes in the Contract Price⁸

- 37.1 If the final quantity of the work done differs from the quantity in the Bill of Quantities for the particular item by more than 25 percent, provided the change exceeds 1 percent of the Initial Contract Price, the Project Manager shall adjust the rate to allow for the change. The Project Manager shall not adjust rates from changes in quantities if thereby the Initial Contract Price is exceeded by more than 15 percent, except with the prior approval of the Procuring Entity.
- 37.2 If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bill of Quantities.

38. Variations

- 38.1 All Variations shall be included in updated Programs⁹ produced by the Contractor.
- 38.2 The Contractor shall provide the Project Manager with a quotation for carrying out the Variation when requested to do so by the Project Manager. The Project Manager shall assess the quotation, which shall be given within seven (7) days of the request or within any longer period stated by the Project Manager and before the Variation is ordered.
- 38.3 If the Contractor's quotation is unreasonable, the Project Manager may order the Variation and make a change to the Contract Price, which shall be based on the Project Manager's own forecast of the effects of the Variation on the Contractor's costs.
- 38.4 If the Project Manager decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given and the Variation shall be treated as a Compensation Event.

⁷In lump sum contracts, replace GCC Sub-Clauses 36.1 as follows:

36.1 The Contractor shall provide updated Activity Schedules within 14 days of being instructed to by the Project Manager. The Activity Schedule shall contain the priced activities for the Works to be performed by the Contractor. The Activity Schedule is used to monitor and control the performance of activities on which basis the Contractor will be paid. If payment for materials on site shall be made separately, the Contractor shall show delivery of Materials to the Site separately on the Activity Schedule.

⁸In lump sum contracts, replace entire GCC Clause 37 with new GCC Sub-Clause 37.1, as follows:

The Activity Schedule shall be amended by the Contractor to accommodate changes of Program or method of working made at the Contractor's own discretion. Prices in the Activity Schedule shall not be altered when the Contractor makes such changes to the Activity Schedule.

⁹In lump sum contracts, add “and Activity Schedules” after “Programs.” ¹⁰In lump sum contracts, delete this paragraph.

- 385 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning
- 386 If the work in the Variation corresponds to an item description in the Bill of Quantities and if, in the opinion of the Project Manager, the quantity of work above the limit stated in Sub-Clause 39.1 or the timing of its execution do not cause the cost per unit of quantity to change, the rate in the Bill of Quantities shall be used to calculate the value of the Variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the Variation does not correspond with items in the Bill of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of work
- 387 Value Engineering: The Contractor may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following:
- a) the proposed change(s), and a description of the difference to the existing contract requirements;
 - b) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs) the Procuring Entity may incur in implementing the value engineering proposal; and
 - c) a description of any effect(s) of the change on performance/functionality.
- 388 The Procuring Entity may accept the value engineering proposal if the proposal demonstrates benefits that:
- a) accelerate the contract completion period; or
 - b) reduce the Contract Price or the life cycle costs to the Procuring Entity; or
 - c) improve the quality, efficiency, safety or sustainability of the Facilities; or
 - d) yield any other benefits to the Procuring Entity, without compromising the functionality of the Works.
- 389 If the value engineering proposal is approved by the Procuring Entity and results in:
- a) a reduction of the Contract Price; the amount to be paid to the Contractor shall be the **percentage specified in the SCC** of the reduction in the Contract Price; or
 - b) an increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in (a) to (d) above, the amount to be paid to the Contractor shall be the full increase in the Contract Price.

39. Cash Flow Forecasts

- 39.1 When the Program ¹¹, is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast. The cash flow forecast shall include different currencies, as defined in the Contract, converted as necessary using the Contract exchange rates.

40. Payment Certificates

- 40.1 The Contractor shall submit to the Project Manager monthly statements of the estimated value of the work executed less the cumulative amount certified previously.
- 40.2 The Project Manager shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.
- 40.3 The value of work executed shall be determined by the Project Manager.
- 40.4 The value of work executed shall comprise the value of the quantities of work in the Bill of Quantities that have been completed.
- 40.5 The value of work executed shall include the valuation of Variations and Compensation Events.
- 40.6 The Project Manager may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.
- 40.7 Where the contract price is different from the corrected tender price, in order to ensure the contractor is not paid less or more relative to the contract price (which would be the tender price), payment valuation certificates and variation orders on omissions and additions valued based on rates in the Bill of Quantities or schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows: $(\text{corrected tender price} - \text{tender price}) / \text{tender price} \times$

41. Payments

- 41.1 The Procuring Entity shall pay the Contractor the amounts certified by the Project Manager within 30 days of the date of each certificate & Invoice. If the Procuring Entity makes a late payment, the Contractor shall be paid interest on the late payment in the next payment. Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made at the prevailing rate of interest for commercial borrowing for each of the currencies in which payments are made.
- 41.2 If an amount certified is increased in a later certificate or as a result of an award by the Adjudicator or an Arbitrator, the Contractor shall be paid interest upon the delayed payment as set out in this clause. Interest shall be calculated from the date upon which the increased amount would have been certified in the absence of dispute.
- 41.3 Unless otherwise stated, all payments and deductions shall be paid or charged in the proportions of currencies comprising the Contract Price.
- 41.4 Items of the Works for which no rate or price has been entered in shall not be paid for by the Procuring Entity and shall be deemed covered by other rates and prices in the Contract.

42. Compensation Events

- 42.1 The following shall be Compensation Events:
- d) The Procuring Entity does not give access to a part of the Site by the Site Possession Date pursuant to GCC Sub-Clause 20.1.
 - e) The Procuring Entity modifies the Schedule of Other Contractors in a way that affects the work of the Contractor under the Contract.
 - f) The Project Manager orders a delay or does not issue Drawings, Specifications, or instructions required for execution of the Works on time.
 - g) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon work, which is then found to have no Defects.
 - h) The Project Manager unreasonably does not approve a subcontract to be let.
 - i) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Letter of Acceptance from the information issued to bidders (including the Site Investigation Reports), from information available publicly and from a visual inspection of the Site.
 - j) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by the Procuring Entity, or additional work required for safety or other reasons.
 - k) Other contractors, public authorities, utilities, or the Procuring Entity does not work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor.
 - l) The advance payment is delayed.
 - m) The effects on the Contractor of any of the Procuring Entity's Risks.
 - n) The Project Manager unreasonably delays issuing a Certificate of Completion.
- 42.2 If a Compensation Event would cause additional cost or would prevent the work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended.
- 42.3 As soon as information demonstrating the effect of each Compensation Event upon the Contractor's forecast cost has been provided by the Contractor, it shall be assessed by the Project Manager, and the Contract Price shall be adjusted accordingly. If the Contractor's forecast is deemed unreasonable, the Project Manager shall adjust the Contract Price based on the Project Manager's own forecast. The Project Manager shall assume that the Contractor shall react competently and promptly to the event.

¹¹In lump sum contracts, add "or Activity Schedule" after "Program."

¹²In lump sum contracts, replace this paragraph with the following: "The value of work executed shall comprise the value of completed activities in the Activity Schedule."

424 The Contractor shall not be entitled to compensation to the extent that the Procuring Entity's interests are adversely affected by the Contractor's not having given early warning or not having cooperated with the Project Manager.

43. Tax

43.1 The Project Manager shall adjust the Contract Price if taxes, duties, and other levies are changed between the date 30 days before the submission of bids for the Contract and the date of the last Completion certificate. The adjustment shall be the change in the amount of tax payable by the Contractor, provided such changes are not already reflected in the Contract Price or are a result of GCC Clause 44.

44. Currency of Payment

44.1 All payments under the contract shall be made in Kenya Shillings

45. Price Adjustment

45.1 Prices shall be adjusted for fluctuations in the cost of inputs only if **provided for in the SCC**. If so provided, the amounts certified in each payment certificate, before deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amounts due in each currency. A separate formula of the type specified below applies:

$$P = A + B I_m/I_o$$

where:

the Contract Price payable.

P is the adjustment factor for the portion of

A and B are coefficients¹³ **specified in the SCC**, representing the non-adjustable and adjustable portions, respectively, of the Contract Price payable and I_m is the index prevailing at the end of the month being invoiced and I_o is the index prevailing 30 days before Bid opening for inputs payable.

45.2 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account of all changes in cost due to fluctuations in costs.

46. Retention

46.1 The Procuring Entity shall retain from each payment due to the Contractor the proportion stated in the **SCC** until Completion of the whole of the Works.

46.2 Upon the issue of a Certificate of Completion of the Works by the Project Manager, in accordance with GCC 53.1, half the total amount retained shall be repaid to the Contractor and half when the Defects Liability Period has passed and the Project Manager has certified that all Defects notified by the Project Manager to the Contractor before the end of this period have been corrected. The Contractor may substitute retention money with an "on demand" Bank guarantee.

47. Liquidated Damages

47.1 The Contractor shall pay liquidated damages to the Procuring Entity at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Procuring Entity may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

47.2 If the Intended Completion Date is extended after liquidated damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in GCC Sub-Clause 41.1.

48. Bonus

48.1 The Contractor shall be paid a Bonus calculated at the rate per calendar day **stated in the SCC** for each day (less any days for which the Contractor is paid for acceleration) that the Completion is earlier than the Intended Completion Date. The Project Manager shall certify that the Works are complete, although they may not be due to be complete.

49. Advance Payment

49.1 The Procuring Entity shall make advance payment to the Contractor of the amounts stated in the **SCC** by the date stated in the **SCC**, against provision by the Contractor of an Unconditional Bank Guarantee in a form

and by a bank acceptable to the Procuring Entity in amounts and currencies equal to the advance payment. The Guarantee shall remain effective until the advance payment has been repaid, but the amount of the Guarantee shall be progressively reduced by the amounts repaid by the Contractor. Interest shall not be charged on the advance payment.

492 The Contractor is to use the advance payment only to pay for Equipment, Plant, Materials, and mobilization expenses required specifically for execution of the Contract. The Contractor shall demonstrate that advance payment has been used in this way by supplying copies of invoices or other documents to the Project Manager.

493 The advance payment shall be repaid by deducting proportionate amounts from payments otherwise due to the Contractor, following the schedule of completed percentages of the Works on a payment basis. No account shall be taken of the advance payment or its repayment in assessing valuations of work done, Variations, price adjustments, Compensation Events, Bonuses, or Liquidated Damages.

50. Securities

50.1 The Performance Security shall be provided to the Procuring Entity no later than the date specified in the Letter of Acceptance and shall be issued in an amount **specified in the SCC**, by a bank or surety acceptable to the Procuring Entity, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The Performance Security shall be valid until a date 28 day from the date of issue of the Certificate of Completion in the case of a Bank Guarantee, and until one year from the date of issue of the Completion Certificate in the case of a Performance Bond.

51. Dayworks

51.1 If applicable, the Dayworks rates in the Contractor's Bid shall be used only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.

51.2 All work to be paid for as Dayworks shall be recorded by the Contractor on forms approved by the Project Manager. Each completed form shall be verified and signed by the Project Manager within two days of the work being done.

51.3 The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.

52. Cost of Repairs

52.1 Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Correction periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

E. Finishing the Contract

53. Completion

53.1 The Contractor shall request the Project Manager to issue a Certificate of Completion of the Works, and the Project Manager shall do so upon deciding that the whole of the Works is completed.

54. Taking Over

54.1 The Procuring Entity shall take over the Site and the Works within seven days of the Project Manager's issuing a certificate of Completion.

55. Final Account

55.1 The Contractor shall supply the Project Manager with a detailed account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Project Manager shall issue a Defects Liability Certificate and certify any final payment that is due to the Contractor within 56 days of receiving the Contractor's account if it is correct and complete. If it is not, the Project Manager shall issue within 56 days a schedule that states the scope of the corrections or additions that are necessary. If the Final Account is still unsatisfactory after it has been resubmitted, the Project Manager shall decide on the amount payable to the Contractor and issue a payment certificate.

¹³The sum of the two coefficients A and B should be 1 (one) in the formula for each currency. Normally, both coefficients shall be the same in the formulae for all currencies, since coefficient A, for the non-adjustable portion of the payments, is a very approximate figure (usually 0.15) to take account of fixed cost elements or other non-adjustable components. The sum of the adjustments for each currency are added to the Contract Price.

56. Operating and Maintenance Manuals

- 56.1 If “as built” Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the SCC.
- 56.2 If the Contractor does not supply the Drawings and/or manuals by the dates stated in the SCC pursuant to GCC Sub-Clause 56.1, or they do not receive the Project Manager's approval, the Project Manager shall withhold the amount **stated in the SCC** from payments due to the Contractor.

57. Termination

- 57.1 The Procuring Entity or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.
- 57.2 Fundamental breaches of Contract shall include, but shall not be limited to, the following:
- the Contractor stops work for 30 days when no stoppage of work is shown on the current Program and the stoppage has not been authorized by the Project Manager;
 - the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within 30 days;
 - the Procuring Entity or the Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
 - a payment certified by the Project Manager is not paid by the Procuring Entity to the Contractor within 84 days of the date of the Project Manager's certificate;
 - the Project Manager gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;
 - the Contractor does not maintain a Security, which is required;
 - the Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as **defined in the SCC**; or
 - if the Contractor, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2 a of the Appendix A to the GCC, in competing for or in executing the Contract, then the Procuring Entity may, after giving fourteen (14) days written notice to the Contractor, terminate the Contract and expel him from the Site.
- 57.3 Notwithstanding the above, the Procuring Entity may terminate the Contract for convenience.
- 57.4 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.
- 57.5 When either party to the Contract gives notice of a breach of Contract to the Project Manager for a cause other than those listed under GCC Sub-Clause 56.2 above, the Project Manager shall decide whether the breach is fundamental or not.

58. Payment upon Termination

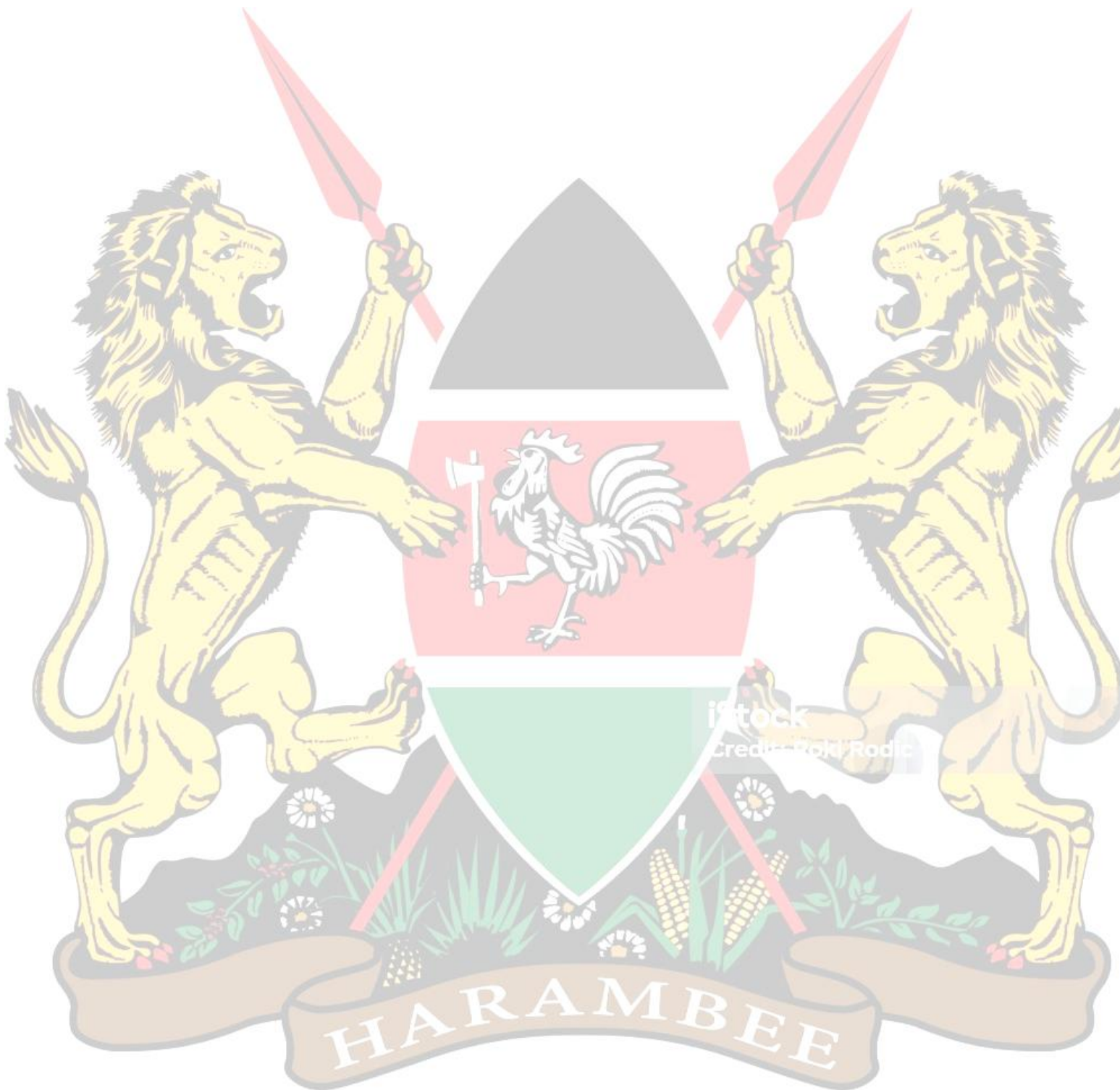
- 58.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as specified in the SCC. Additional Liquidated Damages shall not apply. If the total amount due to the Procuring Entity exceeds any payment due to the Contractor, the difference shall be a debt payable to the Procuring Entity.
- 58.2 If the Contract is terminated for the Procuring Entity's convenience or because of a fundamental breach of Contract by the Procuring Entity, the Project Manager shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.

59. Property

- 59.1 All Materials on the Site, Plant, Equipment, Temporary Works, and Works shall be deemed to be the property of the Procuring Entity if the Contract is terminated because of the Contractor's default.

60. Release from Performance

- 60.1 If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Procuring Entity or the Contractor, the Project Manager shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all work carried out before receiving it and for any work carried out afterwards to which a commitment was made.



SECTION IX - SPECIAL CONDITIONS OF CONTRACT

| Number of GC Clause | Amendments of, and Supplements to, Clauses in the General Conditions of Contract |
|---------------------|---|
| A. General | |
| GCC 1.1 (q) | The Procuring Entity is Ministry of Roads and Transport, State Department for Transport, Transcom House, Ngong Road P.O. Box 52692 - 00200, Nairobi. |
| GCC 1.1 (u) | The Intended Completion Date for the whole of the Works shall be Within 12 weeks |
| GCC 1.1 (x) | The Project Manager is Director ICT, |
| GCC 1.1 (z) | The Sites are located in Transcom Building, Ngong road |
| GCC 1.1 (cc) | The Start Date shall be the date of letters of instructions to commence project |
| GCC 1.1 (gg) | <p>The Works consist of</p> <ol style="list-style-type: none"> 1. supply, installation, configuration of data communication and management infrastructure, LAN upgrade & other ICT associated works. 2. inspection and testing of the works |
| GCC 2.2 | Sectional Completions are: Not applicable |
| GCC 5.1 | The Project manager may delegate any of his duties and responsibilities. |
| GCC 8.1 | Schedule of other contractors: Not Applicable |
| GCC 9.1 | <p>Key Personnel GCC 9.1 is replaced with the following:</p> <p>9.1 Key Personnel are the Contractor's personnel named in this GCC 9.1 of the Special Conditions of Contract. The Contractor shall employ the Key Personnel and use the equipment identified in its Bid, to carry out the Works or other personnel and equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of Key Personnel and equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the Bid.</p> <p>Key Personnel - As per the qualification criteria</p> |
| GCC 13.1 | <p>The minimum insurance amounts and deductibles shall be:</p> <ol style="list-style-type: none"> (a) for loss or damage to the Works, Plant and Materials: N/A (b) For loss or damage to Equipment: N/A (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract N/A (d) for personal injury or death: <ol style="list-style-type: none"> (i) of the Contractor's employees: N/A (ii) of other people: N/A |
| GCC 14.1 | Site Data are: <i>See attached list of beneficiaries</i> |
| GCC 20.1 | The Site Possession Date(s) shall be: On the date of kick off meeting |

| Number of GC Clause | Amendments of, and Supplements to, Clauses in the General Conditions of Contract |
|---------------------------|--|
| GCC 23.1 & GCC 23.2 | Appointing Authority for the Adjudicator: N/A |
| | Hourly rate and types of reimbursable expenses to be paid to the Adjudicator: N/A |
| B. Time Control | |
| GCC 26.1 | The Contractor shall submit for approval a Program for the Works within Seven (7) days from the date of the Letter of Acceptance. |
| GCC 26.3 | The period between Program updates is <i>fourteen (14)</i> days. The amount to be withheld for late submission of an updated Program is 10 % of contract sum |
| C. Quality Control | |
| GCC 34.1 | The Defects Liability Period is: 2 months . |
| D. Cost Control | |
| GCC 38.9 | If the value engineering proposal is approved by the Procuring Entity the amount to be paid to the Contractor shall be N/A of the reduction in the Contract Price. |
| GCC 44.1 | The currency of the Procuring Entity's Country is: Kenya Shilling . |
| GCC 45.1 | The Contract <i>is not</i> subject to price adjustment in accordance with GCC Clause 45, and the following information regarding coefficients <i>does not</i> apply. |
| GCC 46.1 | The proportion of payments retained is: Nil |
| GCC 47.1 | The liquidated damages for the whole of the Works are 0.1% of the final Contract Price per day. The maximum amount of liquidated damages for the whole of the Works is 10% of the final Contract Price . |
| GCC 48.1 | The Bonus for the whole of the Works is Nil per day. The maximum amount of Bonus for the whole of the Works is N/A of the final Contract Price. |
| GCC 40 | PAYMENT CERTIFICATES |
| | All payments shall be based on duly signed certificates by the Inspection and acceptance Committee |
| GCC41 | PAYMENTS |
| | The project is a multi-year and payments be made in F/Y 2024-25 and F/Y 2025-26 |
| GCC 43 | TAX |
| | Training levy payable to PPRA at a rate of 0.03% is applicable and contractor shall incorporate it in the total cost. |
| GCC49 | ADVANCE PAYMENT |
| | The advance payment is payable against bank guarantee and shall be proportioned in line with i) Section 146 And147(1) Of PPA&DA 2015 ii) Section 136 of PPA&DA Regulations 2020 |
| GCC 49.1 | Subject to the provisions of GCC Clause 24.1. (Terms of Payment), the Procuring Entity shall pay the Contract Price to the Supplier according to the categories and in the manner specified below. Only the categories Advance Payment and Complete System Integration relate to the entire Contract Price. In other payment categories, the term "total Contract Price" means the total cost of goods or services under the specific payment category. Within each such category, the Contract |

| Number of GC Clause | Amendments of, and Supplements to, Clauses in the General Conditions of Contract |
|----------------------------------|--|
| | <p>Implementation Schedule may trigger pro-rata payments for the portion of the total Contract Price for the category corresponding to the goods or services actually Delivered, Installed, or Operationally Accepted, at unit prices and in the currencies specified in the Price Schedules of the Contract Agreement.</p> <p>(a) Advance Payment Twenty percent (20%) of the entire Contract Price, exclusive of all Recurrent Costs, shall be paid against receipt of a claim accompanied by the Advance Payment Security specified in GCC Clause 13.2.</p> <p>(b) Delivery of Passive (Cabling) Materials, and other Goods, with the exception of Custom Software and Custom Materials: Twenty percent (20%) of the total Contract Price for this category against Delivery of Passive Materials.</p> <p>(c) Delivery of Active Devices, and other Goods, with the exception of Custom Software and Custom Materials: Twenty percent (30%) of the total Contract Price for this category against Delivery of Active Materials.</p> <p>(d) Installation and Operational Acceptance: Thirty percent (30%) of the total Contract Price.</p> <p>e) Specific amounts payable with the % shall be calculated and be part of the contract</p> |
| GCC 50.1 | <p>The Performance Security amount is in Kenya Shillings</p> <p>(a) Performance Security – shall be in form of Bank Guarantee: in the amount(s) of five percent (5%) of the Accepted Contract Amount and in kenya shillings.</p> <p>(b) <i>The Performance Security</i> – shall be availed on or before signing of the contract.</p> <p>(c) <i>It shall be valid upto 30days after date of work execution period of 12 weeks</i></p> |
| E. Finishing the Contract | |
| GCC 56.1 | <p>The date by which operating and maintenance manuals are required is <i>[insert date]</i>. . N/A ... The date by which “as built” drawings are required is <i>[insert date]</i>. . N/A</p> |
| | <p>The works shall be inspected and tested in the presence of the Inspection and Acceptance Committee and a certificate issued.</p> |
| GCC 56.2 | <p>The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required in GCC 58.1 is ... N/A</p> |
| GCC 57.2 (g) | <p>The maximum number of days is: 30 days.</p> |
| GCC 58.1 | <p>The percentage to apply to the value of the work not completed, representing the Procuring Entity’s additional cost for completing the Works, is 30 %.</p> |

HARAMBEE

FORM NO. 2 - REQUEST FOR REVIEW

FORM FOR REVIEW (r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....**APPLICANT**

AND

.....**RESPONDENT (Procuring Entity)**

Request for review of the decision of the..... (Name of the Procuring Entity ofdated the...day of20.....in the matter of Tender No.....of20..... for(Tender description).

REQUEST FOR REVIEW

I/We....., the above named Applicant(s), of address: Physical address.....P. O. Box 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.

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

- 1.
- 2.

SIGNED(Applicant) Dated on.....day of/...20.....

—
FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of20.....

SIGNED

Board Secretary

HARAMBEE

FORM NO 4: CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____, 20____,
between _____ of _____ (hereinafter “the
Procuring
Entity”), of the one part, and _____ of _____ (hereinafter “the Contractor”), of
the other part:

WHEREAS the Procuring Entity desires that the Works known as _____
should be executed by the Contractor, and has accepted a Tender by the Contractor for the execution and
completion of these Works and the remedying of any defects therein,

The Procuring Entity and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
 - a) the Letter of Acceptance
 - b) the Letter of Tender
 - c) the addenda Nos _____ (if any)
 - d) the Special Conditions of Contract
 - e) the General Conditions of Contract;
 - f) the Specifications
 - g) the Drawings; and
 - h) the completed Schedules and any other documents forming part of the contract.
3. In consideration of the payments to be made by the Procuring Entity to the Contractor as specified in this Agreement, the Contractor hereby covenants with the Procuring Entity to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works 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 the Laws of Kenya on the day, month and year specified above.

Signed and sealed by _____ (for the Procuring Entity)

Signed and sealed by _____ (for the Contractor)

FORM NO. 5 - PERFORMANCE SECURITY

[Unconditional Demand Bank Guarantee]

[Guarantor letterhead]

Beneficiary: _____ [insert name and Address of Procuring Entity]

Date: _____ [Insert date of issue]

Guarantor: [Insert name and address of place of issue, unless indicated in the letterhead]

1. We have been informed that _____
_(hereinafter called "the Contractor") has entered into Contract No. _____ dated _____
_____ with (name of Procuring Entity) _____ (the
Procuring Entity as the Beneficiary), for the execution of
_____ (hereinafter called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.
3. At the request of the Contractor, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____
(in words),¹ such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
4. This guarantee shall expire, no later than the Day of, 2.....², and any demand for payment under it must be received by us at the office indicated above on or before that date.
5. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

[Name of Authorized Official, signature(s) and seals/stamps].

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

¹The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in the currency of the Contract or a freely convertible currency acceptable to the Beneficiary.

²Insert the date twenty-eight days after the expected completion date as described in GC Clause 11.9. The Procuring Entity should note that in the event of an extension of this date for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. guarantee

HARAMBEE

Tender Reference No.: _____ [insert identification no] Name of the Assignment: _____ [insert name of the assignment] to: _____ [insert complete name of Procuring Entity]

In response to your notification of award dated _____ [insert date of notification of award] to furnish additional information on beneficial ownership: _____ [select one option as applicable and delete the options that are not applicable]

I) We hereby provide the following beneficial ownership information.

Details of beneficial ownership

| Identity of Beneficial Owner | Directly or indirectly holding 25% or more of the shares (Yes / No) | Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No) | Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes / No) |
|---|--|--|---|
| <i>[include full name (last, middle, first), nationality, country of residence]</i> | | | |

OR

ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions: directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.*

OR

We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Tenderer shall provide explanation on why it is unable to identify any Beneficial Owner]

Directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights.

Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer”

Name of the Tenderer:*[insert complete name of the Tenderer]_____

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: ** [insert complete name of person duly authorized to sign the Tender]

Title of the person signing the Tender: [insert complete title of the person signing the Tender]

Signature of the person named above: [insert signature of person whose name and capacity are shown above]

Date signed [insert date of signing] day of..... [Insert month], [insert year]