



REPUBLIC OF KENYA

**MINISTRY OF TRANSPORT, INFRASTRUCTURE,
HOUSING AND URBAN DEVELOPMENT,**

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(SUPPLIES BRANCH)

**SB/41/2016/2017 SUPPLY AND DELIVERY
OF COMPUTERS, PRINTERS, SCANNERS,
UPSS, FAX MACHINES AND I.C.T ITEMS**

CLOSING DATE: 11th October, 2016

TIME: 10:00AM (EAST AFRICAN TIME)

A complete tender document can be downloaded from supplier portal
<https://supplier.treasury.go.ke>

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SCANNERS, UPSS, FAX MACHINES AND I.C.T ITEMS**

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SECTION I INVITATION TO TENDER

DATE 19th September 2016

TENDER REF NO.: - SB/41/2016/2017

TENDER NAME: - SB/41/2016/2017 SUPPLY AND DELIVERY OF COMPUTERS, PRINTERS, SCANNERS, UPSS, FAX MACHINES AND I.C.T ITEMS

- 1.1 The **Principal Secretary, Ministry of Transport and Infrastructure, Housing and Urban Development, State Department of Public Works** invites sealed bids from eligible candidates for supply and delivery of Computers, Printers, Scanners, UPSs, Fax Machines and I.C.T Items **to Government Ministries/Departments & Institutions** For the period of Two (2) years commencing on the date of signed contract.
- 1.2 Interested eligible candidates may obtain further information from **supplier portal <https://supplier.treasury.go.ke>** and inspect the tender documents at **The Officer in Charge, Supplies Branch, Likoni Road, Industrial Area, P. O. Box 30071, Nairobi** during normal working hours.
- 1.3 A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of **1000 (One Thousand Only)** in cash or Bankers cheque payable to **The Officer in Charge, Supplies Branch, Likoni Road, Industrial Area, P. O. Box 30071, Nairobi**
- 1.4 Tenderers shall be required to submit a Tender / Bid Security of **KShs. 100,000 (Kenya Shillings One Hundred Thousand Only)** payable in bankers' cheque or cash to the Principal Secretary, Ministry of Public Works or a bid bond from **a Commercial Bank / Eligible Insurance Company** in the format provided in the Tender Documents to remain in force for a period of One Hundred and Fifty (150) days from the closing/opening date of the tender.
- 1.5 Completed tender documents are to be submitted online as indicated in 1.2 above or enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at **Supplies Branch, Likoni Road, Industrial Area, Nairobi** or be addressed to **The Officer in Charge, Supplies Branch, Likoni Road, Industrial Area, P. O. Box 30071, Nairobi** so as to be received on or before **11th October, 2016 at 10.00 am East African Time**
- 1.6 Prices quoted should be net inclusive of all taxes, delivery costs and must be expressed in Kenya Shillings and shall remain valid for one **Hundred and Twenty (120) days** from the closing/opening date of the tender
- 1.7 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at **Supplies Branch, Likoni Road, Industrial Area, Nairobi**

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OFFICER IN CHARGE

SUPPLIES BRANCH

FOR: PRINCIPAL SECRETARY

STATE DEPARTMENT OF PUBLIC WORKS

SECTION II - INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the Schedule of Requirements Section VI.
- 2.1.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.
- 2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2.2 Eligible Goods

- 2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.
- 2.2.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components
- 2.2.3 The origin of goods is distinct from the nationality of the tenderer.

2.3 Cost of Tendering

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.3.2 The price to be charged for the tender document shall not exceed Kshs.5,000/=
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance to the set

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prequalification criteria shall be pre-qualified.

2.4 Contents of Tender Documents

2.4.1 The tender document comprises the documents listed below and addendum issued in accordance with clause 2.6 of these instructions to Tenderers

- (i) Invitation to Tender
- (ii) Instructions to tenderers
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Tender Security Form
- (ix) Contract Form
- (x) Performance Security Form
- (xi) Bank Guarantee for Advance Payment Form
- (xii) Manufacturer's Authorization Form
- (xiii) Confidential Business Questionnaire (S.33)

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

2.5 Clarification of Documents

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the Procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the Source of inquiry) will be sent to all prospective tenderers that have received the tender document.

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

2.6 Amendment of Documents

2.6.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a

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prospective tenderer, may modify the tender documents by amendment.

- 2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.
- 2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

Preparation of Tenders

2.7 Language of Tender

- 2.7.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and the Procuring entity, shall be written in English language, provided that any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.8 Documents Comprising of Tender

- 2.8.1 The tender prepared by the tenderers shall comprise the following components: -
- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
 - (b) documentary evidence established in accordance with paragraph 2.1.2 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
 - (c) documentary evidence established in accordance with paragraph 2.2.1 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
 - (d) tender security furnished in accordance with paragraph 2.14

2.9 Tender Forms

- 2.9.1 The tenderer shall complete the Tender Form and the appropriate Price Schedule furnished in the tender documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

2.10 Tender Prices

- 2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract
- 2.10.2 Prices indicated on the Price Schedule shall be entered separately in the following manner;

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- (i) the price of the goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable:
- (ii) charges for inland transportation, insurance, and other local costs incidental to delivery of the goods to their final destination; and

2.10.1 Prices quoted by the tender shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22

2.10.2 The validity period of the tender shall be 120 days from the date of opening of the tender.

2.11 Tender Currencies

2.11.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the Appendix to Instructions to Tenderers.

2.12 Tenderers Eligibility and Qualifications

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

2.12.2 The documentary evidence of the tenderers eligibility to tender shall establish to the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1.

2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to the Procuring entity's satisfaction;

- (a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.
- (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;
- (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

2.13 Goods Eligibility and Conformity to Tender Documents

2.13.1 Pursuant to paragraph 2.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity to the tender documents of all goods which the tenderer proposes to supply under the contract

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- 2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
- 2.13.3 The documentary evidence of conformity of the goods to the tender documents may be in the form of literature, drawings, and data, and shall consist of:
- (a) a detailed description of the essential technical and performance characteristic of the goods;
 - (b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of Two (2) years , following commencement of the use of the goods by the Procuring entity; and
 - (c) a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- 2.13.4 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

2.14 Tender Security

- 2.14.1 The tenderer shall furnish, as part of its tender, a tender security Kshs. 100,000.00 for each Tender.
- 2.14.2 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7
- 2.14.3 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to the Procuring entity and valid for thirty (30) days beyond the validity of the tender.
- 2.14.4 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.22
- 2.14.5 Unsuccessful Tenderer's tender security will be discharged or returned as promptly

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as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Procuring entity.

- 2.14.6 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28
- 2.14.7 The tender security may be forfeited:
- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or
 - (b) in the case of a successful tenderer, if the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.27
 - or
 - (ii) to furnish performance security in accordance with paragraph 2.28

2.15 Validity of Tenders

- 2.15.1 Tenders shall remain valid for 120 days or as specified in the Invitation to Tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.
- 2.15.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.16 Format and Signing of Tender

- 2.16.1 The Procuring entity shall prepare two copies of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.
- 2.16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.
- 2.16.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

Submission of Tenders

2.17 Sealing and Marking of Tenders

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

2.17.2 The inner and outer envelopes shall:

(a) be addressed to the following address:

The Officer-in - Charge,
Supplies Branch,
State Department of Public Works,
P. O. Box 30071-00100,
LIKONI ROAD.

(b) Bear, tender number and name in the Invitation for Tenders and the words, “DO NOT OPEN BEFORE,” **11th October, 2016, 10.00 am East African Time (as per Tender Notice).**

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

2.17.4 If the outer envelope is not sealed and marked as required by paragraph 2.17.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

2.18 Deadline for Submission of Tenders

Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later than **11th October, 2016, 10.00 am East African Time (as per Tender Notice).**

2.18.1 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended

2.19 Modification and Withdrawal of Tenders

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

2.19.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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- 2.19.3 No tender may be modified after the deadline for submission of tenders.
- 2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.14.7
- 2.19.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.19.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

Opening and Evaluation of Tenders

2.20 Opening of Tenders

- 2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **10.00 am East African Time on 11th October, 2016 (as per Tender Notice)** and in the location specified in the Invitation to Tender.
- 2.20.2 The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 2.20.3 The tenderers' names, tender modifications or withdrawals, tender prices, discounts and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.
- 2.20.4 The Procuring entity will prepare minutes of the tender opening.

2.21 Clarification of Tenders

- 2.21.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
- 2.21.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.22 Preliminary Examination

- 2.22.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been

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furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

- 2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantify, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures the amount in words will prevail
- 2.22.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or effect the relative ranking of any tenderer.
- 2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.22.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

2.23 Conversion to Single Currency

- 2.23.1 Where other currencies are used, the procuring entity will convert these currencies to Kenya Shillings using the selling exchange rate on the rate of tender closing provided by the Central Bank of Kenya.

2.24 Evaluation and Comparison of Tenders

- 2.24.1 The Procuring entity will evaluate and compare the tenders, which have been determined to be substantially responsive, pursuant to paragraph 22.
- 2.24.2 The Procuring entity's evaluation of a tender will exclude and not take into account:
- (a) in the case of goods manufactured in Kenya or goods of foreign origin already located in Kenya, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the tenderer; and
 - (c) any allowance for price adjustment during the period of execution of the contract, if provided in the tender.

- 2.24.3 The comparison shall be of the ex-factory/ex-warehouse/off-the-shelf price of the goods

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offered from within Kenya, such price to include all costs, as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods.

2.24.4 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price and the price of incidental services, the following factors, in the manner and to the extent indicated in paragraph 23.5 and in the technical specifications:

- (a) delivery schedule offered in the tender;
- (b) deviations in payment schedule from that specified in the Special Conditions of Contract;
- (c) the cost of components, mandatory spare parts, and service;
- (d) the availability in Kenya of spare parts and after-sales services for the equipment offered in the tender;

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

(a) ***Delivery schedule.***

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

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

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

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

Tenderers must offer items with service and spares parts backup. Documentary evidence and locations of such back-up must be given.

(d) ***Bid Evaluation Criteria***

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The specifications of the item(s) offered by the bidder will be examined and compared with the requirement's specifications and check lists drawn up for all items showing the main requirements specified and whether or not each bid complies with the requirements.

Certain deviations from the required specification are critical to the performance (or capacity) or efficient operation of the equipment concerned. Deviations of this type are classified as major deviations. Bids with one or more major deviations from the requirements will in all cases be rejected as technically non-responsive. Deviation from any requirement listed as mandatory in the technical specifications is considered a major deviation. Deviations which are not critical to the performance or efficient operation of the equipment are considered minor and will not result in rejection of the bid but the bidder will lose points on such deviations.

(e) ***Technical Evaluation***

A point system will be used to rate all the technically responsive bidders with the maximum score being **60 points** distributed as below.

(i) Technical compliance

Determined by the information given by the tenderer. Minor deviation from the specification may be allowed. A maximum of **30 points** will be allotted to the tenderer whose equipment meet all the specifications.

(ii) Spare parts availability

This is to be determined by the information supplied by the tenderer as regards to local firms that deal with stocking of spare parts for the make of equipment and physical check on these dealers may be done to confirm availability of spares whose equipment spare parts dealership is proven that will earn **5 points**.

(iii) Workshop facilities and after sales service

This is to be determined from information supplied by the tenderer as well as physical checks and the procuring entities past experience. A maximum of **5 points** will be allotted for quantity and quality of servicing facilities as well as efficiency and reliability of the service rendered by the appointed local agent.

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(iv) Performance rating

A maximum of **5 points** will be allotted to tenderers on the basis of recorded past performance of equipment in the Country. Points covered will be reliability, life expectancy and suitability for local working conditions and tenderer's past record. A point will be awarded for each of the factors.

(v) Manufacturer's warranty

This is to be determined from information supplied by the tenderer. This will be on the duration of warranty with a maximum of **5 points** being allotted to the tenderer with a warranty, as indicated in that particular specification. This is important and mandatory as failure to provide warranty will mean automatic disqualification. Warranty has to be supported by equipment manufacturer.

(vi) Concurrence Equipment and plant standardisation

A maximum of **2 points** will be allotted to tenderers on the basis of standardisation with current Government fleet, with the most populous make scoring 2 points and all other tenderers by proportion to their numbers.

(vii) Dealership

To be determined by information supplied by the tenderer as well as past experience of the procuring entity. Proven dealership will be allotted **3 points** and equipment with no local dealer or agent will be disqualified.

(viii) Environmental compatibility will earn a maximum of **5 points** basing on NEEMA and other international standards.

(f) ***Commercial Evaluation***

Only bids scoring **45 points (75%)** or more in the technical evaluation will be considered for further commercial evaluation. For the purpose of determining the lowest evaluated bid, the procuring entity shall take factors other than the price into account in the following manner. The lowest financial bid will be allotted a maximum of 40 points and the other bids will be allotted points in proportion to their bid prices as shown here below:

$$\frac{\text{Lowest bid} \times 40}{\text{Bid price}}$$

Bids will be ranked according to their combined technical (St) and financial (sf) scores using weights.

T = Weight given to the technical evaluation, maximum 60%;

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P = the weight given to the financial evaluation, maximum point 40%.

$T+P = 100\%$.

Sf is determined by the following formula.

$$\mathbf{Sf} = \frac{\text{Lowest Bid}}{\text{Bid price}} \times 40$$

$$\mathbf{S} = \mathbf{S_t} + \mathbf{S_f}$$

S being the total combined weighted financial and technical score.

Firm will be ranked as per the combined financial and technical scores.

2.25 Preference

2.25.1 Preference will be 100% in the evaluation of the tender.

2.26 Contacting the Procuring entity

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

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

2.27 Award of Contract

(a) **Post-qualification**

2.27.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

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

2.27.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to

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make a similar determination of that Tenderer's capabilities to perform satisfactorily.

(b) Award Criteria

2.27.4 Subject to paragraph 10, 23 and 28 the Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

(c) Procuring entity's Right to Vary quantities

2.27.5 The Procuring entity reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions.

(d) Procuring entity's Right to Accept or Reject Any or All Tenders

2.27.6 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action.

2.28 Notification of Award

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

2.28.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties.

2.28.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.28, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.14

2.29 Signing of Contract

2.29.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

2.29.2 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

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2.29.3 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.30 Performance Security

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

2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new tenders.

2.31 Corrupt Fraudulent Practices

2.31.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. In pursuance of this policy, the Procuring entity:-

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (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;

(b) will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

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

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the contract in question.

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

2.31.4 Furthermore, tenderers shall be aware of the provision stated in the General Conditions of Contract.

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Section III -General Conditions of Contract

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Section III - General Conditions of Contract

3.1 Definitions

3.1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the Procuring entity under the Contract.
- (d) "The Procuring entity" means the organization purchasing the Goods under this Contract.
- (e) "The tenderer" means the individual or firm supplying the Goods under this Contract.

3.2 Application

3.2.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement of goods.

3.3 Country of Origin

3.3.1 For purposes of this Clause, "origin" means the place where the Goods were mined, grown, or produced.

3.2.2 The origin of Goods and Services is distinct from the nationality of the tenderer.

3.4 Standards

3.4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

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3.5 Use of Contract Documents and Information

- 3.5.1 The Candidate shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision thereof; or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.
- 3.5.2 The tenderer shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 5.1 above.
- 3.5.3 Any document, other than the Contract itself; enumerated in paragraph 5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the Tenderer's performance under the Contract if so required by the Procuring entity.

3.6 Patent Rights

- 3.5.1 The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring entity's country.

3.7 Performance Security

- 3.7.1 Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance Security in the amount specified in Special Conditions of Contract.
- 3.7.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.7.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the Procuring entity, in the form provided in the tender documents.
- 3.7.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Tenderer's performance obligations under the Contract, including any warranty obligations, under the Contract.

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3.8 Inspection and Tests

- 3.8.1 The Procuring entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 3.8.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.
- 3.8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring entity may reject the Goods, and the tenderer shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring entity.
- 3.8.4 The Procuring entity's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring entity or its representative prior to the Goods' delivery.
- 3.8.5 Nothing in paragraph 8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.9 Packing

- 3.9.1 The tenderer shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.
- 3.9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract.

3.10 Delivery and Documents

- 3.10.1 Delivery of the Goods shall be made by the tenderer in accordance with the terms

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specified by Procuring entity in its Schedule of Requirements and the Special Conditions of Contract.

3.11 Insurance

3.11.1 The Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery in the manner specified in the Special conditions of contract

3.12 Payment

3.12.1 Payments shall be made promptly by Government Ministries, Departments or Institutions upon delivery of items procured through purchase orders by the respective entities.

3.13 Prices

3.13.1 Prices shall be net inclusive of all taxes and no variation of prices; except in the case of variation of taxes or other charges payable to the Government.

3.13.2 Prices charged by the tenderer for goods delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

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

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

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

3.14 Assignment

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

3.15 Subcontracts

3.15.1 The tenderer shall notify the Procuring entity in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in the original tender or later, shall not relieve the tenderer from any liability or obligation under the Contract

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3.16 Termination for Default

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

- (a) if the tenderer fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- (b) if the tenderer fails to perform any other obligation(s) under the Contract.
- (c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

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

3.17 Liquidated Damages

3.17.1 If the tenderer fails to deliver any or all of the goods within the period(s) specified in the contract, the procuring entity shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the delivered price of the delayed goods up to a maximum deduction of 10% of the delayed goods. After this the tenderer may consider termination of the contract.

3.18 Resolution of Disputes

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

3.18.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require adjudication in an agreed national or international forum, and/or international arbitration.

3.19 Language and Law

3.19.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise stated.

3.20 Force Majeure

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

Section IV - Special Conditions of Contract

4.0 Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.

4.1 The participating tenderer is expected to furnish the Procuring Entity with the following documents / information **pursuant to clause 2.12 of the Instructions to Tenderers**: -

- (a) Valid Trade License/s, copies to be attached
- (b) Reliable communication services e.g. fixed line telephone, fax, P.O. Box etc.
- (c) Evidence of past performance – copies of local purchase orders (LPOs) from established organizations to be attached, if any.
- (d) The Tenderer **MUST** possess a Certificate of Incorporation or Certificate of Registration of Business Name, Copy **MUST** be attached.
- (e) The Tenderer **MUST** possess' valid Value Added Tax (VAT) Certificate and PIN N^o., Copies **MUST** be attached.
- (f) Valid Tax compliance certificate, Copy **MUST** be attached.
- (g) Copy of Registration Certificate from the Insurance Regulatory Authority for candidates using insurance guarantee as tender security.
- (h) Samples / Technical Brochure or Catalogue **MUST** be submitted for each item offered.

4.2 Form of Tender and confidential business questionnaire **MUST** be dully filled by the applicant / an authorized representative.

4.3 Tenderers **MUST** submit a set of two (2) Samples (if applicable) bearing KEBS diamond mark of quality or any other relevant recognized Standardization mark. Tenderers who does not qualify for contract award and may wish to collect their samples and shall do so within a period of thirty (30) days of Tender Notification.

4.4 Tenderers shall be required to furnish a Tender / Bid Security of **KShs. 100,000 (Kenya Shillings One Hundred Thousand Only)** payable in bankers' cheque or cash to The Principle Secretary, Ministry of Transport and Infrastructure, Housing and Urban Development or a bid bond from **a Commercial Bank / Eligible Insurance Company** in the format provided in the Tender Documents to remain in force for a period of **One Hundred and Fifty (150) days** from the closing date of the tender.

4.5 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for **One Hundred and Twenty (120) days** from the closing date of the tender.

4.6 Tenderers shall be required to provide **a manufacturer's authorization in the format prescribed in section VIII**. The said manufacturer's authorization should also be accompanied by relevant guarantees and warranty. **Franchise holders MUST provide authorization from principal Manufacturers in the format prescribed in Section VIII.**

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4.7 Original manufacturers' brochures containing technical data must accompany all equipment quoted. Web site download will not be acceptable unless they are original manufacturer's PDF format. Samples **MUST** be submitted to Supplies Branch's Procurement Office a day before the tender closing date.

4.8 Tenderers shall be required to provide evidence of financial stability for at least three years. These should be in form of Audited Financial Statements and / or Bank Statements. Failure to submit the evidence may render the tender non-responsive.

4.9 Tenderers shall be required to submit their offers in a set of two copies each one marked "ORIGINAL OFFER" and the other "COPY OF OFFER". The original and copy shall be sealed in separate envelopes duly marked as "ORIGINAL" and "COPY". In those Offers, the tenderer will also be required to park the **TECHNICAL DATA** and the **FINANCIAL DATA** separately from one another, so as to enable **Technical and Financial Evaluations** to be conducted independently. The envelopes shall then be sealed in one plain unmarked outer envelope bearing only the tender number pursuant to clause 2.16 of the Instructions to Tenderers.

4.10 Delivery

Delivery shall be on "as and when required" basis to Ministries / Departments & Institutions. (See clause 10 of the General Conditions of Contract)

4.11 Payment

This being a tender for the supply and delivery of computers, printers, scanners, ups and fax machines to the government / Departments & Institutions for **a period of Two (2) years commencing from the date of Contract Signing**, respective Ministries / Departments & Institutions shall pay directly to the contractor on receipt of goods ordered, which in any case shall be within 45 days of receipt. . (See clause 3.12 of the General Conditions of Contract)

4.12 Goods supplied against the contract proceeding from this procurement shall be fully insured against loss, damage incidental to manufacture or acquisition, transportation, storage and delivery to the tune of 110% of the contract value and the procuring entity will not be liable for any damage or loss prior to delivery (See clause 3.11 of the General Conditions of Contract).

4.13 Successful tenderers shall be required to submit a performance security of **KShs. 150,000 (Kenya Shillings One Hundred and fifty Thousands only)** on receipt of a letter of notification of award in accordance with **clause 3.7 of the General Conditions of Contract**.

4.14 Prices quoted **SHALL BE IN KENYA SHILLINGS** and should include all costs of shipment and handling until the goods are actually received at the respective Procuring Entity's premises.

4.15 TENDERERS ARE REQUIRED TO ENSURE THAT ALL PAGES OF THEIR TENDER DOCUMENTS ARE PROPERLY SERIALIZED AND STAMPED / SIGNED AND THE DOCUMENT SHOULD BE PROPERLY BOUND. LOOSE TENDER DOCUMENTS WILL BE DECLARED NON RESPONSIVE.

4.16 Blacklisted and suspended firms are not eligible for this procurement.

4.17 Each tenderer must attach to the tender document a copy of the official receipt issued from the cash office for the purchase of the tender document.

4.18 TENDERERS ARE ADVISED TO QUOTE THEIR BID PRICES IN THE ORIGINAL PRICE SCHEDULE PROVIDED IN THIS TENDER DOCUMENT. INTRODUCTION OF A PRICE SCHEDULE DIFFERENT FROM THE ONE PROVIDED IN THIS DOCUMENT IN SECTION (VI) WILL LEAD TO DISQUALIFICATION.

4.19 All items to be supplied must be properly marked, or imprinted **GOK**.

4.20 Tenderers shall not change the technical specifications specified in section (V) of this tender document.

4.21 Test Runs, Training of Procuring entity's staff

The successful bidder, or his local service organisation or Agent, will, after the delivery of the Bid items at the delivery point, assist the procuring entity and furnish the necessary instructions in relation to the test running and commissioning of the Bid items.

The successful tenderer will furnish assistance in the training of operator/driver and maintenance staff for the bid items. This shall be considered as after sales service.

4.22 The tenderers (applicants) shall be required to prepare and submit **TECHNICAL DATA SHEET FORM** for each item quoted showing how it has met the requirements outlined in this Tender Document. **FAILURE TO SUBMIT THIS IMPORTANT DOCUMENT TO THE PROCURING THE ENTITY WILL LEAD TO DISQUALIFICATION.**

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4.23 Special conditions of contract as relates to the GCC

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
3.7.1 Performance security	<i>This shall be KShs. 150,000.00 (Kenya Shillings One Hundred and Fifty only.</i>
3.10.1 Delivery of goods	<i>The delivery period for the goods shall be within a period of 30 days and not exceeding 45 days on placing an LPO unless specifically indicated by the respective procuring entity..</i>
3.12.1 Terms of payment	<i>Payment shall be made after full delivery of goods as prescribed in the LPO.</i>
3.13.1 Prices	<i>The prices offered shall be fixed for the period stated in the Tender Invitation.</i>
2.25.1 Preference	<i>Preference-: 100% preference will be given to tenders submitted by Business Enterprises owned by Youth, Women and Persons with Disabilities.</i>
2.24.5.E.(i) <u>Technical compliance</u>	Determined by the information given by the tenderer. Minor deviation from the specification may be allowed. A maximum of 30 points will be allotted to the tenderer whose equipment meet all the specifications.
(ii) <u>Spare parts availability</u>	This is to be determined by the information supplied by the tenderer as regards to local firms that deal with stocking of spare parts for the make of equipment and physical check on these dealers may be done to confirm availability of spares whose equipment spare parts dealership is proven that will earn 5 points .
(iii) <u>Workshop facilities and after sales service</u>	This is to be determined from information supplied by the tenderer as well as physical checks and the procuring entities past experience. A maximum of 5 points will be allotted for quantity and quality of servicing facilities as well as efficiency and reliability of the service rendered by the appointed local agent.
(iv) <u>Performance rating</u>	A maximum of 5 points will be allotted to tenderers on the basis of recorded past performance of equipment in the Country. Points covered will be reliability, life expectancy and suitability for local working conditions and tenderer's past record. A point will be awarded for each of the factors.

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(v) <u>Manufacturer's warranty</u>	This is to be determined from information supplied by the tenderer. This will be on the duration of warranty with a maximum of 5 points being allotted to the tenderer with a warranty, as indicated in that particular specification. This is important and mandatory as failure to provide warranty will mean automatic disqualification. Warranty has to be supported by equipment manufacturer.
(vi) <u>Concurrence with Local and international standardisation</u>	A maximum of 2 points will be allotted to tenderers on the basis of standardisation with current Government fleet, with the most populous make scoring 2 points and all other tenderers by proportion to their numbers.
(vii) <u>Dealership</u>	To be determined by information supplied by the tenderer as well as past experience of the procuring entity. Proven dealership will be allotted 3 points and equipment with no local dealer or agent will be disqualified.
(viii) Environmental compatibility	Environmental compatibility will earn a maximum of 5 points basing on

SECTION V - TECHNICAL SPECIFICATIONS

5.1 General

- 5.1.1 These specifications describe the requirements for goods. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply
- 5.1.2 Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.
- 5.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.
- 5.1.4 The tenderers are requested to present information along with their offers as follows:
- (i) Shortest possible delivery period of each product
 - (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

ITEM N°.	ITEM DESCRIPTION
1	Desktop Computer (Technical Departments)
2	Desktop Computer (Ordinary)
3	Network Printer
4	Multipurpose Fax Machine
5	Scanner (Medium Duty)
6	Scanner (Heavy Duty)
7	lap top
8	UPS

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SECTION V - PRICE SCHEDULE FOR GOODS

Name of tenderer _____ Tender Number _____

ITEM N°.	DESCRIPTION	UNIT OF ISSUE	QUANTITY	UNIT PRICE	BRAND /ORIGIN	REMARKS
1	Desktop Computer (Technical Departments)	No.	AWR			
2	Desktop Computer (Ordinary)	No.	AWR			
3	Network Printer	No.	AWR			
4	Multipurpose Fax Machine					
5	Scanner (Medium Duty)	No.	AWR			
6	Scanner (Heavy Duty)					
7	lap top	No.	AWR			
8	UPS					

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As per the specifications attached

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5.2 PARTICULARS



**MINISTRY OF TRANSPORT AND INFRASTRUCTURE, HOUSING AND URBAN
DEVELOPMENT, STATE DEPARTMENT OF PUBLIC WORKS
INFORMATION COMMUNICATION TECHNOLOGY UNIT**

RECOMMENDED MINIMUM TECHNICAL SPECIFICATIONS

ITEM	DESKTOP COMPUTER SPECIFICATION
Processor type	4th Generation Intel(R) Core(TM) i7-4790 processor quad-core
Processor speed	8MB shared Cache, 3.6GHz,
Memory	8GB DDR3 SDR- 1600MHz [2 DIMMs]
Hard drive	1 TB 7200 RPM SATA Hard Drive
Keyboard/Mouse	HP Standard Keyboard , optical mouse
Graphics/ display	21.5 inch WLED monitor, Intel HD Graphics [DVI-D]
Audio	Beats audio, TV tuner, internal USB ATSC-NTSC with PVR
Sound Card	Integrated Sound, Envy Audio; Beats Audio
Network /Wireless Technology	HP WLAN 802.11 b/g/n 1x1 MCard BT Bluetooth 4.0 Premium Wireless-N LAN card and Bluetooth(R)(2x2) HP WLAN 802.11 ac 2x2 DB MCard BT WIDI Integrated 10/100/1000BASE-T Gigabit Ethernet LAN
Ports	2 USB 3.0 (top); 2 USB 2.0 (front); 4 USB 2.0 and 2 USB 3.0 (rear); 2 USB 3.0; 1 headphone/microphone combo. PCIe x16; 3 mini PCIe x1, 15-in-1 memory card reader
Operating System pre-loaded	Genuine Windows® 8.1 pro 64 with restore CD
High Definition Multimedia Interface (HDMI)	HDMI Game Console [HDMI input]
Packaged Software	Office 2010 Professional with restore CD and license, Latest [1 year] antivirus installed
Webcam	HD Webcam
Warranty	3 year warranty support

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Indicate **Minimum** specifications only. Procurement must meet or exceed these specifications
NB: The detailed and highlighted Manufactures Brochures, Warranty Commitment and Support, and
 Dealers Authorization Letters **MUST** be submitted.

DESKTOP COMPUTER

ITEM	SPECIFICATION REQUIREMENTS
Processor and core logic	6 th gen Intel R CORE TM I5-6400 processor
System memory	8 GB systems memory for advance multitasking
storage	1TB hard drive Super Multi DVD/CD burner
Display /graphics	21.5” IPS LED HD monitor with power cable ,VGA cable
Power subsystem	220-240 VAC,280 Watts
Keyboard and pointing devices	Multimedia USB keyboard and USB mouse
Communication interfaces	Network port 10/100/1000 mbps Fast Ethernet, RJ45 jack 4 USB 3.0 ports and 2 USB 3.1 ports maximize the latest high speed devices 2 USB 2.0 ports to connect more accessories and peripherals
Ports and slots	Display Ports/Audio ports/DVILHDMI/VGA/MEDIA CARD READER/OPTICAL DRIVE/US3.0
Operating systems preloaded	Windows 10
Preloaded software	Ms. office 2013 or latest (Do not install),Kaspersky internet security fully licenced
warranty	At least one year and should include comprehensive preventive maintenance within this period

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UPSS, FAX MACHINES AND I.C.T ITEMS



**MINISTRY OF TRANSPORT AND INFRASTRUCTURE, HOUSING AND
URBAN DEVELOPMENT, STATE DEPARTMENT OF PUBLIC WORKS
INFORMATION AND COMMUNICATION TECHNOLOGY UNIT**

RECOMMENDED MINIMUM TECHNICAL SPECIFICATIONS

ITEM	HEAVY DUTY MULTIFUNCTION PRINTER (COPY,SCAN,EMAIL AND FAX)
Print Quality	Up to 600 dpi
Print Speed and throughput	Up to 19 ppm ¹
Memory (Standard)	256 MB
Hard disk	Standard, embedded HP High-Performance Secure Hard Disk (AES-128 encryption, Secure Erase)
Print Languages	<ul style="list-style-type: none"> • HP PCL 6 • HP PCL 5c • HP postscript level 3 emulation • PCLm • PDF • URF
Processor speed	800 MHz
Display	3.0-in touchscreen, LCD (color graphics)
Duplex Facility	Automatic standard
Paper handling Input, standard	150-sheet input tray
Output, standard	multipurpose tray
	100-sheet output tray
	Up to 100 sheets (10 mm stack height)
Media sizes	Letter, legal, executive, A4, A5, custom: 3 x 5 to 8.5 x 14 in
Media Types	Paper (bond, brochure, colored, glossy, heavy, letterhead, light, photo, plain, preprinted, prepunched, recycled, rough), transparencies, labels, envelopes, cardstock

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<p>Connectivity standard</p> <p>HP ePrint capability Mobile printing capability</p>	<p>HP ePrint capability Yes</p> <p>Mobile printing capability HP ePrint, Wireless Direct Printing, Apple AirPrint™, Mopria-certified, Mobile Apps</p> <p>Wireless capability</p> <ul style="list-style-type: none"> • Yes • Built-in 802.11 b/g/n • Authentication via WEP, WPA/WPA2, or 802.11x • Encryption via AES or TKIP • WPS • Wi-Fi Direct • NFC <p>Connectivity, standard</p> <ul style="list-style-type: none"> • Hi-Speed USB 2.0 port • built-in Fast Ethernet 10/100/1000 Base-TX network port • Host USB <p>Network ready Standard built-in Ethernet 802.11 b/g/n. WiFi operates as both an AP (with Wi-Fi Direct) and STA</p>
<p>Duty Cycle</p>	<p>Up to 30,000 pages</p>
<p>Compatibility</p>	<p>PostScript Level 3 emulation standard SmartSwitch printer language sensing Linux compatible via enhanced UNIX drivers PCL XL emulation standard</p>
<p>Compatible operating systems</p>	<p>Windows 8, Windows 7, Windows Vista, Windows XP (SP2 or higher), Windows Server 2008 and 2008 R2 Edition (64-bit only), Windows Server 2003 Mac OS X v 10.5 or higher</p>
<p>Scanner features Digital sending standard features</p> <p>File formats, supported</p>	<p>flatbed , ADF, Duplex ADF scanning Scan to E-mail; Save-to-Network Folder; Save-to-USB drive; Send to FTP; Send to LAN Fax; Send to Internet Fax</p> <p>PDF, JPEG, TIFF, MTIFF, XPS, PDF/A</p>
<p>Copier features Copy speed (normal)</p> <p>Copies, maximum</p>	<p>Black and colour :Up to 40 cpm</p>
<p>Warranty</p>	<p>One year</p>

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Indicative MINIMUM specifications only. Procurement must meet or exceed these specifications.

NB: The detailed and highlighted Manufactures Brochures, Warranty Commitment and Support, and Dealers Authorization Letters **MUST** be submitted.



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INFORMATION AND COMMUNICATION TECHNOLOGY UNIT**

RECOMMENDED MINIMUM TECHNICAL SPECIFICATIONS

ITEM	HEAVY DUTY MULTIFUNCTION COLOUR NETWORK PRINTER (COPY,SCAN,EMAIL AND FAX)
Print Quality	1200 X1200 dpi
Print Speed and throughput	Up to 40 ppm
Memory (Standard)	1 GB
Hard disk	Standard, embedded HP High-Performance Secure Hard Disk (AES-128 encryption, Secure Erase)
Print Languages	HP PCL 6 HP PCL 5c (HP PCL 5c driver available from the Web only) HP Postscript level 3 emulation native PDF printing (v 1.4)
Processor speed	800 MHz
Display	20.5 cm Touchscreen Color Graphic Display (CGD)
Duplex Facility	Automatic standard
Paper handling Input, standard	250 sheet input tray 2 100 sheet multipurpose tray 1
Output, standard	250-sheet output bin
Media sizes	Paper sizes A3-A4, legal, letter, executive

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Media Types	Plain paper, envelopes, Transparency, Labels, card stock and Postcards (60 to 163 gm/m ²)
Connectivity standard	Hi-Speed USB 2.0 Host port 1 Hi-Speed USB 2.0 Device port 1 Gigabit Ethernet 10/100/1000T network port 1 open EIO slot 1 Foreign Interface port 1 Hardware Integration Pocket 3 Internal USB Host ports
HP ePrint capability Mobile printing capability	Yes HP ePrint
Duty Cycle	Up to 200,000 pages
Compatibility	PostScript Level 3 emulation standard SmartSwitch printer language sensing Linux compatible via enhanced UNIX drivers PCL XL emulation standard
Compatible operating systems	Windows 8, Windows 7, Windows Vista, Windows XP (SP2 or higher), Windows Server 2008 and 2008 R2 Edition (64-bit only), Windows Server 2003 Mac OS X v 10.5 or higher
Scanner features Digital sending standard features	flatbed , ADF, Duplex ADF scanning Scan to E-mail; Save-to-Network Folder; Save-to-USB drive; Send to FTP; Send to LAN Fax; Send to Internet Fax
File formats, supported	PDF, JPEG, TIFF, MTIFF, XPS, PDF/A
Copier features Copy speed (normal)	Black and colour :Up to 40 cpm
Copies, maximum	
Warranty	One year

Indicative MINIMUM specifications only. Procurement must meet or exceed these specifications.

NB: The detailed and highlighted Manufactures Brochures, Warranty Commitment and Support, and Dealers Authorization Letters **MUST** be submitted

HEAVY DUTY PRINTER

ITEM	SPECIFICATION REQUIREMENTS
Key features	Speed A 4 :47 ppm in black and white Paper formats : A6- A4 and custom sizes Rich functionality and high integrity Flexible, compact and light weight devices that fit into various office environments
Print resolutions (dpi)	1200x1200 dpi,PCL5e/c Emulation, PCLX L

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	Ver.3.0 Emulation ,post script 3 Emulation
Operating systems	Windows 7 (32/64), Windows 8 (32/64). Macintosh Os x ver.10.x, Windows server 2012 R2
Print functions	Direct print of PCL;PS;TIFF;XPS;PDF;eccrypted PDF files and OOXML (DOCX,XLSX,PPTX); secure print;watermark
Other functionalities	USB print- Direct print of print files stored on a connected UBS stick
System memory standard (MB)	2 GB
Interfaces standard	Ethernet 10-Base-T/100-Base-TX/1000-Base-T; USB 1.1; USB 2.0
Paper size	A6-A4, customized paper sizes
Printable paper weight (g/m ²)	60-163 gsm
Paper input capacity (sheets)	Standard : 650 sheets
Tonner lifetime Black	20,000 pages
Warranty	At least one year and should include comprehensive preventive maintenance

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RECOMMEND MINIMUM TECHNICAL SPECIFICATIONS

HIGH CAPACITY SCANNER

ITEM	SPECIFICATION
Scanner type	High speed option
Resolution	Optical; 300 dpi
	Output; Black and White/Color/Gray scale: 100 to 600 dpi; Scaling range limited to 1/2x to 2x from optical camera dpi.
capacity	A4; 438 Pages per minute 8.5 x 11 Inch; 429 pages per minute Checks; 947 pages per minute
Max doc size	297 mm (11.7 in.) x 432 mm (17 in.)
Min doc size	64 mm (2.5 in.) x 85 mm (3.25 in.)
Paper thickness and Weight	Standard feeder 45 g/m ² to 200 g/m ² ; rice paper to card stock
Image Processing	Dynamic TIFF Thresholding; Speckle Removal; Auto crop; Auto-Deskew; Image Rotation; Multi-image Output; Color Dropout
Multi-feed detection	Single or multiple ultrasonic sensor technology and/or friction multi-feed detection
Feeder Capacity	1,500 sheets (20# bond paper)
Hardware	Barcode Reader, Patch Code Reader, Single Head Ink Jet Printer Pre and/or Post-Image, Multi-Head Ink Jet Printer Pre and/or Post-Image, MICR – E13B, MICR – CMC7
Software	Softtrac scan ,Docnetics suite
Illumination	Dual LED illumination patented technology
Color touch screen control	Operator control via 21.5” wide screen color LCD panel touch screen
Multi-feed detection	Single or multiple ultrasonic sensor technology and/or friction multi-feed detection
Image Output Type	JPEG (color/gray scale images); TIFF (black and white images)
Warranty	2 Years

- Manufacturer’s Brochure **MUST** be attached

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RECOMMENDEND MINIMUM TECHNICAL SPECIFICATIONS

LAPTOP (NOTEBOOK)

ITEM	SPECIFICATION
Processor type	Intel® Core™ i7-350M Processor
Processor speed	2.4 GHz AMD Athlon Neo Processor for Ultrathin Notebooks
Memory	8 GB DDR3 1066MHz memory
Storage Subsystem	500 GB Hard disk Optical Drive* DVD-SuperMulti drive (+/-R double layer)
Power	<ul style="list-style-type: none"> • 65W AC Adapter • 6-Cell Lithium-Ion battery
Keyboard/Mouse	keyboard, no hot keys, smart card key board and mouse, bluetooth two button scroll mouse
Display: size type	14. inches(min) LCD Display w/ Glossy Screen & LED Backlight
Audio	Stereo audio system
Network Interface	Integrated Broadcom BGM5787 Gigabit LOM 10/100/1000
I/O Interface	4 USB 2.0 (2 front 2 rear), 1 ETHERNET (RJ 45), 1 Serial (9 pin), (16559 compatible), 1 parallel (25-hole, bi-directional), 1 VGA out (15-hole), optional add-in PS2 card with second serial port, 1 Stereo line-in, 1 microphone-in, 1 speakers/line-out, 1 headphone front.
Software	Microsoft Office professional 2010, Latest Antivirus
Accompanying Accessories	carrying bag of the same brand, Optical Mouse
Operating system Preloaded	Windows latest installed
Warranty	2 years

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RECOMMENDED MINIMUM TECHNICAL SPECIFICATIONS

NETWORK PRINTER

ITEM	SPECIFICATION
Print Technology	Laser
Print Quality	1200 x1200 dpi
Print Speed ADF	45 ppm
Duplex Printing	Automatic
Print Language	PLC 6,HP PLC 5e,HP Post Script Level 3 emulation
Connectivity	Hi-speed USB port , 10/100/1000 network
Print Drivers	HP PLC 6,HP PLC 5e
Recommended Monthly Volume	3000 to 12,000 pages
Media Types	Paper, envepoles, labels, cardstock, transparencies.
Monthly duty cycle	175,000 pages
Minimum system requirements	PC: Microsoft® Windows® 7, Windows Vista®, Windows XP® (SP2 or higher), Windows® Server 2003 (SP1 or higher), Windows® Server 2008, Windows® Server 2008 R2; 200 MB available hard disk space; operating system compatible hardware system requirements, see http://www.microsoft.com Macintosh: Mac OS X v10.5, 10.6, 10.7; 150
Memory, standard	512 MB
Memory, maximum	1 GB
Processor speed	800 MHz
Accessories	USB Cable
Warranty	Two (2) years

- Manufacturer's Brochure **MUST** be attached.

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RECOMMENDEND MINIMUM TECHNICAL SPECIFICATIONS

HEAVY DUTY RACK MOUNTABLE SMART UPS

ITEM	SPECIFICATION
Rating	1500VA
Input Voltage Swing	Minimum 220V to 270 V
Output Voltage	220V to 240V
Output Frequency	47 - 53 Hz for 50 Hz nominal, 57 - 63 Hz for 60 Hz nominal
Design	Automatic Voltage Regulation Mains Isolation User replaceable batteries Data line surge protection Full time multi-pole noise filtering : 0.3% IEEE surge let-through : zero clamping response time : meets UL 1449
Battery Module	Typical Backup Time at Half Load 31.6 minutes (990 Watts) Typical Backup Time at Full Load 9.1 minutes (1980 Watts) Typical recharge time 3 hour(s) Battery Type Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leak proof Filtering Full time multi-pole noise filtering : 0.3% IEEE surge let- through : zero clamping response time : meets UL 1449 Surge energy rating 480 Joules
Management	LED status display with load and battery bar-graphs and On Line : On Battery : Replace Battery : and Overload Indicators Alarm when on battery : distinctive low battery alarm : configurable delays
Communication Interface	DB-9 RS-232, SmartSlot, USB
Operational environment	Room Temperature /humidity (i.e. minimum air conditioning)
Rack Height	2U
Warranty	Two (2) Years

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- Indicate **Minimum** specifications only. Procurement must meet or exceed these specifications
- Manufacturer's Brochure **MUST** for technical specifications be attached
- These specifications valid until **June 30 2017** or further notice, whichever comes first.



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ITEM	SPECIFICATION
Rating	750 VA
Input Voltage Swing	Minimum 220V to 270 V
Output Voltage	220V to 240V
Output Frequency	47 - 53 Hz for 50 Hz nominal, 57 - 63 Hz for 60 Hz nominal
Design	Automatic Voltage Regulation Mains Isolation User replaceable batteries Data line surge protection Full time multi-pole noise filtering : 0.3% IEEE surge let-through : zero clamping response time : meets UL 1449
Battery Module	Typical Backup Time at Half Load 26.5 minutes (490 Watts) Typical Backup Time at Full Load 7.4 minutes (980 Watts) Typical recharge time 3 hour(s) Battery Type Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leak proof Filtering Full time multi-pole noise filtering : 0.3% IEEE surge let-through : zero clamping response time : meets UL 1449 Surge energy rating 480 Joules
Management	LED status display with load and battery bar-graphs and On Line : On Battery : Replace Battery : and Overload Indicators Alarm when on battery : distinctive low battery alarm : configurable delays
Communication Interface	DB-9 RS-232, SmartSlot, USB
Operational environment	Room Temperature /humidity (i.e. minimum air conditioning)
Form factor	Standing

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Warranty	Two (2) Years
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UPS

- Indicate **Minimum** specifications only.
- Manufacturer's Brochure be attached
- These specifications valid until **2017**
- **UNINTERRUPTABLE POWER SUPPLY (UPS)**

ITEM	SPECIFICATION REQUIREMENTS
Form factor	External
UPS Technology	Line interactive
Voltage Provided	AC 220/230/240 V
Voltage Provided Margin	+ -5 %
Frequency provided	50/60 HZ
UPS Output waveform	Sine wave
Power capacity (VA)	750 VA
Input voltage Range(Adjustable)	AC 151-302 V
Input connector type	Power IEC 320 EN 60320 C 14
Input connector Qty	1
Output connector type	Power IEC 320 EN 60320 C 13
Output connector Qty	6
Power devices features	LED indicators, audible alarm
Warranty	At least one year and should include comprehensive preventive maintenance within this period.

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DIGITAL CAMERA

ITEM	SPECIFICATION
Camera type	Interchangeable lens digital camera
Image Sensor	APS-C type (23.5x15.6mm), "Exmor" APS HD CMOS sensor with RGB primary color filters
No of Pixels	16.1 megapixels
Recording format	JPEG (DCF Ver. 2.0, Exif Ver.2.3, MPF Baseline compliant), RAW (Sony ARW 2.3 format)
Image Quality Modes	RAW, RAW & JPEG, JPEG Fine, JPEG Standard
Optical Zoom	8X
Recording Format	AVCHD / MP4
Video Compression	MPEG-4 AVC (H.264)
Audio Recording Format	Dolby Digital (AC-3) / MPEG-4 AAC-LC
Recording Media	Memory Stick PRO Duo / Memory Stick PRO-HG Duo SD memory card / SDHC memory card / SDXC memory card
Focus System	Fast Hybrid AF (phase-detection AF/contrast-detection AF)
LCD Monitor Type	7.5cm (3.0-type) wide type TFT

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Dimensions (W x H x D)	110.8 x 58.8 x 38.9mm (without protrusions)
Warranty	1 year

- Indicative **Minimum** specifications only. Manufacturer's Brochure **MUST** be attached
- These specifications valid until **2017**



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DIGITAL STILL CAMERA

ITEM	SPECIFICATION
Image Sensor	24.6 mega pixel (effective) 35mm full frame (35.9 X 24.0 mm) Exmor™ CMOS image sensor; RGB primary color filter
Resolution	24.60 mega pixels
Min Resolution	1984x1320
Max Resolution	6048x4032
White Balance Settings	Daylight, Shade, Cloudy, Tungsten, Fluorescent, Flash, Custom
Media Slot	Memory Stick Duo/Compact Flash Dual slot
Flash System	External, Wireless control with HVL-F58AM, ADI flash / Pre-flash TTL metering
LCD	7.5cm (3.0") TFT Xtra Fine™ (921K dots) LCD
Recording media	Compact Flash Type I / II / Micro Drive slot. Memory Stick™ Duo / MS Pro Duo and MS-PRO HG Duo
Image format	JPEG, RAW (ARW2.1 Format), RAW+JPEG
HD Output	Video and HDMI: NTSC/PAL Selectable
USB Port(s)	USB 2.0 Hi-speed
Recoding Format	JPEG, RAW, RAW+JPEG, 16:9 selectable

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- Manufacturer’s Brochure **MUST** be attached
- These specifications valid until **2017** or further notice, whichever comes first.



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**RECOMMENDEND MINIMUM TECHNICAL SPECIFICATIONS
IPAD**

ITEM	SPECIFICATION
Size and weight¹	Height: 9.50 inches (241.2 mm)Width: 7.31 inches (185.7 mm mm) Depth: 0.37 inches (9.4 mm mm) Weight: 1.46 pounds (662 g) Wi-Fi model; 1.6 pounds (0.73 kg) Wi-Fi + 3G model
Display	<ul style="list-style-type: none"> • 9.7-inch (diagonal) LED-backlit glossy widescreen Multi-Touch display with IPS technology • 2048x1536 resolution at 264 pixels per inch • Fingerprint-resistant oleophobic coating • Support for display of multiple languages and characters simultaneously
Wireless and cellular Wi-Fi model Wi-Fi + 3G model	<ul style="list-style-type: none"> ▪ Wi-Fi (802.11a/b/g/n) ▪ Bluetooth 2.1 + EDR technology ▪ UMTS/HSDPA (850, 1900, 2100 MHz) ▪ GSM/EDGE (850, 900, 1800, 1900 MHz) ▪ Data only² ▪ Wi-Fi (802.11a/b/g/n) ▪ Bluetooth 2.1 + EDR technology
Capacity	64GB flash drive
Processor	1GHz Apple A4 custom-designed, high-performance, low-power system-on-a-chip
Mail attachment support	Viewable document types: .jpg, .tiff, .gif (images); .doc and .docx (Microsoft Word); .htm and .html (web pages); .key (Keynote); .numbers (Numbers); .pages (Pages); .pdf (Preview and Adobe Acrobat); .ppt and .pptx (Microsoft PowerPoint); .txt (text); .rtf (rich text format); .vcf (contact information); .xls and .xlsx (Microsoft Excel)
iPad Case	With a soft microfiber interior and reinforced panels to provide structure, the iPad Case is the perfect way to carry around your iPad. And it does double duty. It folds in just the right places to act as a stand that holds iPad at an ideal angle for watching videos and slideshows or for typing

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	on the onscreen keyboard.
Camera , photo & Video recording	FaceTime HD Camera; 1.2MP photos, 720p HD video, FaceTime video calling over Wi-Fi or a mobile network, Face detection, Backside illumination, Tap to control exposure for video or still images, Photo and video geotagging Sight Camera; 5MP photos, Autofocus, Face detection, Backside illumination, Five-element lens, Hybrid IR filter, f/2.4 aperture, Tap to focus video or still images, Tap to control exposure for video or still images, Photo and video geotagging Video Recording; 1080p HD video recording, Video stabilisation, Face detection, Tap to focus while recording, Backside illumination
Battery and power⁴	Built-in 25-watt-hour rechargeable lithium-polymer battery Up to 10 hours of surfing the web on Wi-Fi, watching video, or listening to music Up to 9 hours of surfing the web using 3G data network Charging via power adapter or USB to computer system
Warranty	1 year

- Manufacturer's Brochure **MUST** be attached
- These specifications valid until **2017**

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**RECOMMENDEND MINIMUM TECHNICAL SPECIFICATIONS
IPAD**

ITEM	SPECIFICATION
Size and weight¹	Height: 9.50 inches (241.2 mm)Width: 7.31 inches (185.7 mm mm) Depth: 0.37 inches (9.4 mm mm) Weight: 1.46 pounds (662 g) Wi-Fi model; 1.6 pounds (0.73 kg) Wi-Fi + 3G model
Display	<ul style="list-style-type: none"> • 9.7-inch (diagonal) LED-backlit glossy widescreen Multi-Touch display with IPS technology • 2048x1536 resolution at 264 pixels per inch • Fingerprint-resistant oleophobic coating • Support for display of multiple languages and characters simultaneously
Wireless and cellular Wi-Fi model	<ul style="list-style-type: none"> ▪ Wi-Fi (802.11a/b/g/n) ▪ Bluetooth 2.1 + EDR technology
Wi-Fi + 3G model	<ul style="list-style-type: none"> ▪ UMTS/HSDPA (850, 1900, 2100 MHz) ▪ GSM/EDGE (850, 900, 1800, 1900 MHz) ▪ Data only² ▪ Wi-Fi (802.11a/b/g/n) ▪ Bluetooth 2.1 + EDR technology
Capacity	64GB flash drive
Processor	1GHz Apple A4 custom-designed, high-performance, low-power system-on-a-chip
Mail attachment support	Viewable document types: .jpg, .tiff, .gif (images); .doc and .docx (Microsoft Word); .htm and .html (web pages); .key (Keynote); .numbers (Numbers); .pages (Pages); .pdf (Preview and Adobe Acrobat); .ppt and .pptx (Microsoft PowerPoint); .txt (text); .rtf (rich text format); .vcf (contact information); .xls and .xlsx (Microsoft Excel)
iPad Case	With a soft microfiber interior and reinforced panels to provide structure, the iPad Case is the perfect way to carry around your iPad. And it does double duty. It folds in just the right places to act as a stand that holds iPad at an ideal angle for watching videos and slideshows or for typing on the onscreen keyboard.

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Camera , photo & Video recording	FaceTime HD Camera; 1.2MP photos, 720p HD video, FaceTime video calling over Wi-Fi or a mobile network, Face detection, Backside illumination, Tap to control exposure for video or still images, Photo and video geotagging Sight Camera; 5MP photos, Autofocus, Face detection, Backside illumination, Five-element lens, Hybrid IR filter, f/2.4 aperture, Tap to focus video or still images, Tap to control exposure for video or still images, Photo and video geotagging Video Recording; 1080p HD video recording, Video stabilisation, Face detection, Tap to focus while recording, Backside illumination
Battery and power⁴	Built-in 25-watt-hour rechargeable lithium-polymer battery Up to 10 hours of surfing the web on Wi-Fi, watching video, or listening to music Up to 9 hours of surfing the web using 3G data network Charging via power adapter or USB to computer system
Warranty	1 year

- Manufacturer's Brochure **MUST** be attached
- These specifications valid until **2017**



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ICT UNIT

RECOMMENDED MINIMUM TECHNICAL SPECIFICATIONS

LCD PROJECTOR

ITEM	SPECIFICATION
Brightness	3,000 ANSI Lumens (min)
Optical Engine	Single Chip DPL LVDS technology
Contrast Ratio	2500:1 (Full on/Full off)
lamp	300-watt, User-Replicable P-UHP Lamp: 1700 hours(Typical)(up to 2200 hours in Eco-mode)
Resolution	Native SXGA+(1400x1050), with auto sync up to UXGA (1600 x 1200)
Display Color	16.7M true colors
Projection Lens	1.2X Manual Zoom
Projection screen size	24.4 – 292.5 diagonal (61.98 – 792.95 cm)
Projection Distance	1.5 – 10 m (4.9 – 32.8 feet)
Video Compatibility	NTSC, NTSC 4.43, PAL SECAM, HDTV, Composite Video and S-Video and S-Video capability
H. Frequency	Analog: 15kHz-100kHz
V. Frequency	Analog: 43Hz-120Hz,Digital: 43Hz – 85 Hz
Keystone Correction	+/-20 degrees
Power Supply	Universal 100-240V AC 50/60 Hz,400W
Operating System	Windows NT, 2000 XP, Vista
Noise output	37dBA (Eco-Mode)
I/O Connectors	Power: AC power input socket, Computer Input: ONE M1-DA connector for analog/digital/HDTV, Computer Output: One 15-pin D-sub, Video Input: one composite video cable, Audio Controls:RJ232, RJ-45
Screen Type	60 x 80 Tripod screen 4:3 matte
Weight	8.2 lbs (3.72kg)
Dimensions	13 x 10.3x4.5 (330x261x115mm)
Multimedia Audio	Internal 2x2W speaker
Warranty	Two (2) years

- Indicate **Minimum** specifications only.
- Manufacturer's Brochure **MUST** be attached

SB/41/2016/2017 SUPPLY AND DELIVERY OF COMPUTERS, PRINTERS, SCANNERS,
UPSS, FAX MACHINES AND I.C.T ITEMS

- These specifications valid until 2017.

TECHNICAL SPECIFICATIONS



**MINISTRY OF TRANSPORT AND INFRASTRUCTURE, HOUSING AND URBAN
DEVELOPMENT
STATE DEPARTMENT OF PUBLIC WORKS
ICT UNIT**

RECOMMENDEND MINIMUM TECHNICAL SPECIFICATIONS

TABLET

operating System	Android latest version
Internet and Communication	Browser: Support for Adobe Flash Player and HTML, Email: Microsoft Exchange email with Direct Push, Technology, POP3/IMAP (Yahoo!® Mail, Gmail™, AOL, Hotmail®, etc.), Video calling: Have a face-to-face conversation on a large, vibrant screen, Messaging (IM): See your messaging conversations with each person combined in the same view regardless of app used.
Display	Size: 9.7-inch diagonal LED backlit multitouch display (capacitive) Resolution: XGA (1024 x 768)
Camera	At least 5 MP camera and digital microphone for live video calling*
Audio	Internal stereo speakers and Beats Audio
Wireless	Wi-Fi:5 Dual-band Wi-Fi 802.11a/b/g/n with WPA, WPA2, WEP, 802.1X authentication, Bluetooth:5 Bluetooth wireless technology 2.1 + EDR with A2DP stereo Bluetooth support
Battery	6300mAh (typical) lithium-polymer battery
Supported Formats	Audio: DRM-free MP3, AAC, AAC+, eAAC+, AMR, QCELP, WAV Documents:., - .jpg, .gif (images), doc and .docx (Microsoft Word) htm and .html (web pages), - .pdf (Preview and Adobe Acrobat) .ppt and .pptx (Microsoft PowerPoint, - .txt (text), xls and .xlsx (Microsoft Excel, Video: MPEG-4, H.263, H.264
Technology	Processor: Qualcomm Snapdragon dual-core APQ8060

SB/41/2016/2017 SUPPLY AND DELIVERY OF COMPUTERS, PRINTERS, SCANNERS,
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	Processor speed: 1.2GHz, Graphics: Qualcomm Adreno core Storage: Choose 64GB, Memory: 2GB
Support and Warranty	1 Year Limited Hardware Warranty.

- Manufacturer's Brochure **MUST** be attached for technical specifications
- These specifications valid until **2017**.

SMART UPS

ITEM REQUIREMENTS: - Product Description 850VA UPS Power 850Va / 500W Input Voltage range 165-275 Vac Frequency 50 Hz Charging Time 12 hours (90%) Battery type (Ah) Air-tight, maintenance-free, lead battery with anti-leak seal

Autonomy 1.5 min (full load) - 7 min (medium load) Output voltage (Single Phrase) 230Vac + 10% - 15%50Hz 5% in-line Power (kVA/KW) 850 Va/500 W Output number Back: 2 IEC sockets + 2 sockets No backup: 2 sockets Switch time 10 ms Dimensions (W x D x H) 126 mm x 325 mm x 220 mm Weight 6 Kg Control Software UPSILON 2000 Communication Port USB Original detailed and highlighted Brochures MUST be submitted

SECTION VI SCHEDULE OF REQUIREMENTS AND PRICES

Item	Description	Quantity	Unit Price	Total(Kshs)
16% VAT (If applicable)				
Total Tender Price				

Signature of Tenderer -----

Note: In case of discrepancy between the unit price and total price, the unit price shall prevail.

SECTION VII - STANDARD FORMS

Notes on the standard Forms

- 7.1. Form of Tender - The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
- 7.2. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
- 7.3. Tender Security Form - When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
- 7.4. Contract Form - The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
- 7.5. Performance Security Form - The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
- 7.6. Anti-Corruption Declaration Form - This form must be completed and submitted with the Tender document pledging not to engage in corrupt malpractices during and after the tender.
- 7.7. Manufacturers Authorization Form - When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

7.1 FORM OF TENDER

Date _____
Tender No. _____

To: _____

[name and address of procuring entity]

Gentlemen and/or Ladies:

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

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

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

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

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

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

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

7.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business
 You are advised that it is a serious offence to give false information on this form

Part 1 – General:

Business Name

Location of business premises.

Plot No..... Street/Road

Postal Address Tel No. Fax E mail

Nature of Business

Registration Certificate No.

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

Name of your bankers Branch

	Part 2 (a) – Sole Proprietor																								
	Your name in full Age Nationality Country of origin • Citizenship details •																								
	Part 2 (b) Partnership																								
	Given details of partners as follows: <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship Details</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.				
Name	Nationality	Citizenship Details	Shares																						
1.																						
2.																						
3.																						
4.																						
	Part 2 (c) – Registered Company																								
	Private or Public State the nominal and issued capital of company- Nominal Kshs. Issued Kshs. Given details of all directors as follows <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship Details</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.....	2.....	3.....	4.....	5.....
Name	Nationality	Citizenship Details	Shares																						
1.....																						
2.....																						
3.....																						
4.....																						
5.....																						
	Date Signature of Candidate																								

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

7.3 TENDER SECURITY FORM

Whereas [name of the tenderer]
(hereinafter called "the tenderer") has submitted its tender dated
..... [date of submission of tender] for the supply, installation and
commissioning of[name and/or description of the
equipment] (hereinafter called "the Tender")
..... KNOW ALL PEOPLE by these
presents that WE of having our
registered office at (hereinafter called "the Bank"), are bound
unto [name of Procuring entity} (hereinafter called "the
Procuring entity") in the sum of for which
payment well and truly to be made to the said Procuring entity, the
Bank binds itself, its successors, and assigns by these presents.
Sealed with the Common Seal of the said Bank this _____
day of _____ 20 _____.

THE CONDITIONS of this obligation are:-

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

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

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

[signature of the bank] _____
(Amend accordingly if provided by Insurance Company)

7.4 CONTRACT FORM

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

WHEREAS the Procuring entity invited tenders for certain goods] and has accepted a tender by the tenderer for the supply of those goods in the sum of
..... [*contract price in words and figures*] (hereinafter called “the Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to:
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer
 - (b) the Schedule of Requirements
 - (c) the Technical Specifications
 - (d) the General Conditions of Contract
 - (e) the Special Conditions of contract; and
 - (f) the Procuring entity’s Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tender hereby covenants with the Procuring entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provisions of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.

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

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

Signed, sealed, delivered by _____ the _____ (for the tenderer in the presence of _____)

7.5 PERFORMANCE SECURITY FORM

To
[name of Procuring entity]

WHEREAS [name of tenderer] (hereinafter called "the tenderer") has undertaken , in pursuance of Contract No. _____ [reference number of the contract] dated _____ 20 _____ to supply [description of goods] (hereinafter called "the Contract").

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

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

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

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

Signed and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

7.6 MANUFACTURER’S AUTHORIZATION FORM

To *[name of the Procuring entity]*

WHEREAS*[name of the manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]* do hereby authorize *[name and address of Agent]* to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. *[reference of the Tender]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

[signature for and on behalf of manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.

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SCANNERS, UPSS AND FAX MACHINES

7.7 ANTI CORRUPTION DECLARATION PLEDGE

I/WE.....(Name of the firm) declare that I/WE recognize that Public Procurement is based on a free and fair competitive Tendering process which should not be opened to abuse

I/WE..... Declare that I/WE.....will not offer or facilitate directly or indirectly any inducement or reward to any public officer, their relations or business associates, in accordance with the tender No..... for or in the subsequent performance of the contract. If I/WE/am/are successful

Signed by..... Chief Executive Officer or Authorized representative.

7.8 LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER