



**The Kenyatta International
Convention Centre**

Africa's Premier Meeting Venue

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TENDER FOR

**MAINTENANCE SERVICE OF SECURITY SCREENING
EQUIPMENT
FRAMEWORK CONTRACT FOR TWO (2) YEARS**

FOR KICC

KENYATTA INTERNATIONAL CONVENTION CENTRE

KICC BUILDING

P. O. BOX 30476-00100

NAIROBI

TENDER NO. KICC/46/18-20

Receipt No:

CLOSING DATE: 29th May 2018

TIME: 10.30 A.M

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SECTION I INVITATION TO TENDER

**TENDER NO. KICC//01/2018-2020 – MAINTENANCE SERVICE OF SECURITY
SCREENING EQUIPMENT**

- 1.1 Kenyatta International Convention Centre (herein referred to as Company) invites sealed bids from eligible candidates for Maintenance Service of Security Screening Equipment.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at the office of the Procurement Manager located at Kenyatta International Convention Centre Lower Ground floor along Harambee Avenue or City Hall way during normal office working hours.
- 1.3 Bid documents can be downloaded from the company website www.kicc.co.ke or be obtained upon request sent to procurement manager or IFMIS free of charge.
- 1.4 Completed tender documents are to be enclosed in plain sealed envelopes marked as follows:

**TENDER NO. KICC/46/2018-2020 - MAINTENANCE SERVICE OF SECURITY
SCREENING EQUIPMENT**

“DO NOT OPEN BEFORE 1030 HOURS ON TUESDAY 29TH MAY 2018”

Addressed to:

**CHIEF EXECUTIVE OFFICER
KENYATTA INTERNATIONAL CONVENTION CENTRE,
P.O. BOX 30746 – 00100,
NAIROBI.**

The completed tenders shall be deposited in the Tender Box located at the Kenyatta international convention centre 4th floor by **1030HOURS ON TUESDAY 29TH MAY 2018.**

Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for 60 days from the closing date of the tender.

- 1.6 The original and all copies of the Proposal (bid) shall be placed in a sealed envelope clearly marked with tender name and submission address as indicated in the Appendix “ITC” and be clearly marked, **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.”**
- 1.7 Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at Kenyatta International Convention Centre boardroom located on first floor.
- 1.8 Before the deadline for submission ALL bidders who obtain the tender document **SHALL** register with Kenyatta International Convention Centre as candidates by sending an email to info@kicc.co.ke and submit information including name of the tenderer/bidder, tender number of the document obtained, valid email address, telephone number and contact person.

SECTION II – INSTRUCTIONS TO TENDERERS

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2.1 Eligible tenderers

2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to

tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.

2.1.2. Kenyatta International Convention Centre employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by Kenyatta International Convention Centre to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.

2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

2.4.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and Kenyatta International Convention Centre, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

3.4.1 The will be no price to be charged for the tender document.

4.4.1 Kenyatta International Convention Centre shall allow the tenderer to review the tender document free of charge.

2.3 Contents of tender documents

2.4.1 The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders

- i) Instructions to tenderers
- ii) General Conditions of Contract
- iii) Special Conditions of Contract
- iv) Schedule of Requirements
- v) Details of service
- vi) Form of tender
- vii) Price schedules
- viii) Contract form
- ix) Confidential business questionnaire form
- x) Tender security form

- xi) Performance security form
 - xii) Principal's or manufacturers authorization form
 - xiii) Declaration form
- 2.3.2. The tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.4 Clarification of Documents

- 2.4.1 A prospective candidate making inquiries of the tender document may notify Kenyatta International Convention Centre in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. Kenyatta International Convention Centre will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of Kenyatta International Convention Centre response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents”
- 2.4.2 Kenyatta International Convention Centre shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender

2.5 Amendment of documents

- 2.5.1 At any time prior to the deadline for submission of tenders, Kenyatta International Convention Centre, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.
- 2.5.2 All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.
- 2.5.3. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, Kenyatta International Convention Centre, at its discretion, may extend the deadline for the submission of tenders.

2.6 Language of tender

- 2.6.1. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and Kenyatta International Convention Centre, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an

accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.7 Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.
- (b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished is in accordance with Clause 2.12
- (d) Confidential business questionnaire

2.8 Form of Tender

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

2.9 Tender Prices

2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

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

2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.

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

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

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

2.10 Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers

2.11 Tenderers Eligibility and Qualifications.

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

2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to Kenyatta International Convention Centre' satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12 Tender Security

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

2.12.2 The tender security shall be 2% the tender sum.

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

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

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

2.12.4 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by Kenyatta International Convention Centre as non-responsive, pursuant to paragraph 2.20

1. 2.12.5 Unsuccessful tenderer's security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the procuring entity.

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

2.12.7 The tender security may be forfeited:

(a) If a tenderer withdraws its tender during the period of tender validity specified by Kenyatta International Convention Centre on the Tender Form; or

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

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

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

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

2.13 Validity of Tenders

2.13.1 Tenders shall remain valid for 90 days or as specified in the invitation to tender after date of tender opening prescribed by Kenyatta International Convention Centre, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

2.13.2 In exceptional circumstances, Kenyatta International Convention Centre may solicit the tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14 Format and Signing of Tender

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

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

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

2.15 Sealing and Marking of Tenders

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

The inner and outer envelopes shall:

(a) be addressed to Kenyatta International Convention Centre at the address given in the invitation to tender

(b) bear, tender number and name in the invitation to tender and the words: **“DO NOT OPEN BEFORE 1030 HOURS ON TUESDAY 29TH MAY 2018”**

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

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

2.16 Deadline for Submission of Tenders

2.16.1 Tenders must be received by Kenyatta International Convention Centre at the address specified under paragraph 2.15.2 no later than **1030 HOURS ON TUESDAY 29TH MAY 2018.**

2.16.2 Kenyatta International Convention Centre may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit in the tender box shall be received by Kenyatta International Convention Centre as provided for in the appendix.

2.17 Modification and withdrawal of tenders

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

2.17.2 The tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may

also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.17.5 Kenyatta International Convention Centre may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.17.6 Kenyatta International Convention Centre shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.18 Opening of Tenders

2.18.1 Kenyatta International Convention Centre will open all tenders in the presence of tenderers' representatives who choose to attend, at **1030 HOURS ON TUESDAY 29TH MAY 2018** and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

2.18.4 Kenyatta International Convention Centre will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of tenders

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

2.19.2 Any effort by the tenderer to influence Kenyatta International Convention Centre in the Kenyatta International Convention Centre' tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

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

2.20 Preliminary Examination and Responsiveness

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

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

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

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

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

2.19.1 Conversion to a single currency

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

2.22 Evaluation and comparison of tenders.

2.22.1 Kenyatta International Convention Centre will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

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

2.22.3 Kenyatta International Convention Centre' evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph

2.22.4 and in the technical specifications:

(a) operational plan proposed in the tender;

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

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

(a) *Operational Plan.*

Kenyatta International Convention Centre requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of requirements. Tenders offering to perform longer than Kenyatta International Convention Centre required delivery time will be treated as non-responsive and rejected.

(b) *Deviation in payment schedule.*

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

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

2.21.2 Where other currencies are used, Kenyatta International Convention Centre will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

2.23 Evaluation and comparison of tenders.

2.22.5 Kenyatta International Convention Centre will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

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

2.22.7 Kenyatta International Convention Centre' evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph

2.22.4 and in the technical specifications:

(a) operational plan proposed in the tender;

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

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

(a) *Operational Plan.*

Kenyatta International Convention Centre requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of requirements. Tenders offering to perform longer than Kenyatta International Convention Centre required delivery time will be treated as non-responsive and rejected.

(b) *Deviation in payment schedule.*

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

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

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

(a) Necessary qualifications, capability experience, services, equipment and

facilities to provide what is being procured.

- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- (d) Shall not be debarred from participating in public procurement.

2.23 Contacting Kenyatta International Convention Centre

2.23.1 Subject to paragraph 2.19, no tenderer shall contact Kenyatta International Convention Centre on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

Any effort by a tenderer to influence Kenyatta International Convention Centre in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

2.24 Award of Contract

a) Post qualification

2.24.1 In the absence of pre-qualification, Kenyatta International Convention Centre will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Procuring entity deems necessary and appropriate.

2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the tenderer's tender, in which event Kenyatta International Convention Centre will proceed to the next lowest evaluated tender to make a similar determination of that tenderer's capabilities to perform satisfactorily.

b) Award Criteria

- 2.24.3 Subject to paragraph 2.29 Kenyatta International Convention Centre will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.
- 2.24.4 Kenyatta International Convention Centre reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If Kenyatta International Convention Centre determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.
- 2.24.5 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.25 Notification of award

- 2.25.1 Prior to the expiration of the period of tender validity, Kenyatta International Convention Centre will notify the successful tenderer in writing that its tender has been accepted.
- 2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.
- 2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, Kenyatta International Convention Centre will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.26 Signing of Contract

- 2.26.1 At the same time as Kenyatta International Convention Centre notifies the successful tenderer that
Its tender has been accepted, Kenyatta International Convention Centre will simultaneously inform the other tenderers that their tenders have not been successful.
- 2.26.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return **it** to Kenyatta

International Convention Centre.

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

2.27 Performance Security

2.27.1 Within thirty (30) days of the receipt of notification of award from Kenyatta International Convention Centre, 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 Kenyatta International Convention Centre.

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

2.28 Corrupt or Fraudulent Practices

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

2.28.2 Kenyatta International Convention Centre will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

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

SECTION III APPENDIX TO INSTRUCTIONS TO THE TENDERERS

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

Instructions to tenderers	Particulars of appendix to instruction of tenders
2.1	Open to all eligible bides as per invitation to tender
2.11	Open to all duly registered and technically capable agents / firms for servicing security screening equipment.
2.12.1	Tender security shall be 2% of the tender sum in the form prescribed by PPRA
2.13	Tender validity period shall be 90 days
2.16	Deadline for submission shall be 29TH MAY 2018
2.24.1	This clause is replaced with the following “ Kenyatta International convention centre will determine to its satisfaction based on technical evaluation criteria provided herein in this document whether the tenderer or tenderers selected is qualified to perform the contract satisfactorily
2.24.3	Tender will be awarded in full
2.9	Based on the market and industry trends, bidders are required to submit proposal on modalities of carrying out assignment including formula for arriving at the cost of services
2.24.3	The words or “tenderers” are inserted after the word tenderer. Kenyatta international convention centre will award the contract for a period of one year renewable annually upon satisfactory performance

MANDATORY REQUIREMENTS

S/No	Description	Requirement	Remarks
1.1	Business Incorporation &	Certificate of Incorporation, and	Must meet requirement
1.2	Tax Payers Details	VAT/PIN Certificate	Must meet requirement
1.3	Business License	Valid Business License	Must meet requirement
1.4	Tender security bond	Bid Bond	Must meet requirement
1.5	Tax Compliance	Valid Tax Compliance Certificate	Must meet requirement
1.6	Financial Documents	2 years Audited Accounts/Cash flowStatements	Must meet requirement
1.7	Dealership	Valid Authorization letter or certificate from Astrophysics x ray baggage manufacturer	Must meet requirement

NB: Only Bidders who have complied with above Mandatory requirements will be evaluated further. Failure to comply will lead to disqualification.

The evaluation criteria described below shall be applied.

Area	Sub-area	% Scores
Technical	Tender rates	10%
	Detailed Technical	60%
	Evaluation	
Financial		30%
Total		100

A. Computation of Tender rates

In this section the information provided in Schedule of Unit Rates and Technical Schedule will be analyzed and points awarded as shown below:

Item	Description	Score	Max. Score
i	<p>Tender rates(The average of tender sums and the Estimate of the bidders shall be worked out .The deviation of bidders tender Sum from the average shall then be worked out as a negative or positive percentage of the average and score allocated as follow:-)</p> <p style="margin-left: 40px;">Deviation of between0%to5%-----10</p> <p style="margin-left: 40px;">Deviation of between5%to10%-----8</p> <p style="margin-left: 40px;">Deviation of between10%to15%----- -6</p> <p style="margin-left: 40px;">Deviation of between15%to20%-----4</p>		10
	Total		10

The bidders' tender sum whose deviation is above 25% shall not be evaluated further.

Technical evaluation shall be carried out on the basis of the following table;

B. Detailed Technical Evaluation

Items	Score	TOTAL
Core Business of the Vendor Screening Equipment.....10 Others..... 5		10
Past Experience Evidence of reasonable professional standing and capacity in security screening products and services for over 5 years with no table achievements (Accreditation, Awards, Commendations, etc)if any.....20		20
2.Scantyvidenceof the above.....5		
Running contracts for at least 5 key government and corporate bodies (each .. 2 points)		10
Government and Corporate Bodies Currently Using equipment supplied by the vendor of equal value(references/testimonials from atleast5,eachreference 1 point)		5
Commitment to turn-around time for any service call 1.Asstipulated above (at most 2hours,24/7round the clock).....10		10
Total		60

The total technical score for each qualified bidder shall be computed as follows:

$$\text{Technical Score} = \text{Tender rates core} + \text{Detailed Technical Evaluation}$$

Only bidders that have a technical score of more than 60 out of 70 points shall be evaluated further in the financials.

The Financial score shall be calculated according to the formula below:

$$\text{Financial Score} = \text{PW} \times \text{Lowest Price} / \text{Tenderers Price}$$

Where PW=Price weighting

SECTION IV GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

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

3.2 **Application**

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

3.3 **Standards**

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

3.4 **Patent Right’s**

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

3.5 **Performance Security**

- 3.5.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to Kenyatta International Convention Centre the performance security where applicable in the amount specified in Special Conditions of Contract.
- 3.5.2 The proceeds of the performance security shall be payable to Kenyatta International Convention Centre as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.5.3 The performance security shall be denominated in the currency of the Contract or in a freely convertible currency acceptable to Kenyatta International Convention Centre and shall be in the form of:
- a) Cash.
 - b) A bank guarantee.
 - c) Such insurance guarantee approved by the Authority.
 - d) Letter of credit.
- 3.5.4 The performance security will be discharged by Kenyatta International Convention Centre and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

3.6 Inspections and Tests

- 3.6.1 Kenyatta International Convention Centre or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. Kenyatta International Convention Centre shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 3.6.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to Kenyatta International Convention Centre.

Should any inspected or tested services fail to conform to the Specifications, Kenyatta International Convention Centre may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to Kenyatta International Convention Centre.

- 3.6.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other

obligations under this Contract.

3.7 Payment

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

3.8 Prices

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

3.9 Assignment

The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with Kenyatta International Convention Centre' prior written consent.

3.10 Termination for Default

Kenyatta International Convention Centre may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:

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

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

3.11 Termination of insolvency

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

3.12 Termination for convenience

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

3.12.2 For the remaining part of the contract after termination Kenyatta International Convention Centre may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.13 Resolution of disputes

Kenyatta International Convention Centre and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may proceed to file a case for determination in courts.

3.14 Governing Language

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

3.15 Force Majeure

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

3.16 Applicable Law.

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

3.17 Notices

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

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

later.

SECTION V SPECIAL CONDITIONS OF CONTRACT

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

4.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference 3.5 3.7	Special conditions of contract <i>Bankers cheque or bank guarantee Payment shall be done against an invoice but only after confirmed contract</i>
	<i>Performance</i>
3.8	<i>As contained in tender Document</i>
23.14	<i>As per contract agreement</i>
3.16	<i>The Kenyan law shall apply</i>
<i>Other's as necessary</i>	<i>Complete as necessary</i>

SPECIFICATIONS FOR MAINTENANCE SERVICE OF SECURITY SCREENING EQUIPMENT

1. SCHEDULE OF EQUIPMENT

DESCRIPTION	UNITS/QTY
Repairs and routine maintenance of Astrophysics X-Ray Luggage Scanner	2 units
Repairs and routine maintenance Meteor 6M Walk Through metal Detector	8 units

2. DESCRIPTION OF SERVICES

The following is a summary of description of services to be provided by the contractor

A. Main Service Package content:

The service package includes but not limited to the following;

- i) Routine integrity check of the security elements.
- ii) Preventive maintenance procedures.
- iii) Fault repairs / assemblies According to Service Level Agreement (SLA).
- iv) Assistance and training to technical team and operators in handling problems;
- v) Providing agreed stock and spare parts approved by the Company for immediate response and recovery.
- vi) All Software and updates releases at no additional cost.

In addition, the Contractor shall undertake regular preventive maintenance of the equipment as indicated in the schedules below:

i) Maintenance schedule for X-ray luggage scanners

S/NO	ACTION	DAILY	WEEKLY	MONTHLY
1.	Radiation safety checks			√
2.	Calibration check and adjustment			√
3.	Belt alignment check		√	

4.	Check conveyer belt and inspect motorized rollers		√	
5.	Check/repair control cables			√
6.	Check lead curtains / leakage levels	√		
7.	Check key board and all operator functions	√		
8.	Check unit is electrically safe	√		
9.	Check x ray generator unit performance and housing (make sure no oil leaks)		√	
10.	Check/reset monitors		√	
11.	Check all bulb/bulb cover and safety light fittings	√		
12.	Test penetration and resolution efficiency (milliAmp vs. Kilo-Volt adjustment)			
13.	Clean interior of unit and Printed Circuit boards		√	
14.	Clean all exterior including blowing off dust and other visible stains	√		
15.	Check all parameters of programs such as cfc file, image enhancement and configurations			√

ii) Preventive maintenance schedule for Walk-through metal detectors

The contractor shall carry out the following tests regularly and as indicated in the schedule:

- Keyboard test
- Light test
- Buzzer test
- Remote control test
- Detection test
- Counter test
- Random alarming
- Passenger counting or not
- Zone display working or not
- Keyboard working or not

S/NO	ACTION	DAILY	WEEKL Y	MONTHL Y
------	--------	-------	------------	-------------

1.	Detection testing	√		
2.	Visual inspection to check the condition of all parts			√
3.	Check that coil panels are parallel using the mounting jig or a tape measure			√
4.	Check the tightness of the cross piece mounting screws			√
5.	Clean electronics on possible dusts		√	
6.	Check on the operations of the display, status LEDs and zone display LEDs.	√		
7.	Check operation of the keyboard and buzzer	√		
8.	Check operation of passenger counter			√
9.	Check mains and power supply for possible wear and tear	√		
10.	Check standby batteries		√	
11.	Clean all outer parts of the units including blowing of dust and other visible stains	√		

B. SPARE PARTS AND STOCK

- i) The Contractor shall at all times when necessary, maintain stock of spare parts that will be approved by the Company to ensure high availability of service.
- ii) All agreed spare parts and stock including existing prior to signing of contract shall be property of the Company and will remain under custody of the Company.

C. ON-SITE SUPPORT/ON CALL RESTORATION OF SERVICES

- i) The firm shall commit a qualified team to provide onsite support when and if required.
- ii) Notwithstanding (i) above, the contractor shall ensure prompt restoration of service when required to do so by the client

3. SERVICE LEVEL PARAMETERS

The Contractor shall respond to service according to the term "mean time to repair" or "respond time" as proposed in the TECHNICAL DESCRIPTION in the schedule below and the succeeding individual Preventive Maintenance Schedules.

The 'respond time' shall be dictated by the Company rating allocated on each type of equipment failure. For the purpose of this SLA, the following shall apply;

TECHNICAL DESCRIPTION FOR SERVICING OF SECURITY EQUIPMENT

DESCRIPTION OF EQUIPMENT FAILURE	EQUIPMENT FAILURE RATING		
	CRITICAL	MAJOR	MINOR
LOT 1: XRAY BAGGAGE SCANNERS AND			
LOT 2: WALK TROUGH METAL DETECTORS			
Failure of one X-Ray luggage scanner		√	
Failure of more than 2 X-ray luggage scanners	√		
Failure of less than 4 units of walk-through metal Detectors			√
Failure of more than 4 but less than 10 units of metal detectors		√	
Failure of more than 8 metal detectors	√		

FAILURE RATING	RESPOND TIME
CRITICAL FAILURE	RESPONSE TIME IS 24 HRS
MAJOR FAILURE	RESPONSE WITHIN THREE (3) DAYS
MINOR FAILURE	WITHIN ONE (1) WEEK

NOTE: Bidders to bid for all not individual lots

SECTION VIII - STANDARD FORMS

Notes on the sample Forms

1. Form of TENDER - The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.

2. Confidential Business Questionnaire Form -This form must be completed by the tenderer and submitted with the tender documents.

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.

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.

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.

6. Bank Guarantee for Advance Payment Form - When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.

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.

8. Declaration form

8.1 **FORM OF TENDER TECHNICAL (MANDATORY) – (TO BE SUBMITTED IN ENVELOPE A**

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 manage and deliver(..... **(insert item description)**) in conformity with the said tender documents.

2. We undertake, if our Tender is accepted, to deliver manage and supply the item 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 _____

8.1.2 FORM OF TENDER FINANCIAL (MANDATORY) – (TO BE SUBMITTED IN ENVELOPE B)

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 manage and deliver (..... ***(insert item 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 the item 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

8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM (MANDATORY)

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 Na

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

.....

<u>Part 2 (a) – Sole Proprietor</u>			
Your name in full			Age
.....			
Nationality	Country	of	origin
.....			
	Citizenship		details

.....		
.....		
<u>Part 2 (b) Partnership</u>		
Given details of partners as follows:		
Name	Nationality	Citizenship Details
Shares		
1.		
.....		
.....		
2.		
.....		
.....		
3.		

.....
.....
4.
.....
.....

Part 2 (c) – Registered Company

Private or Public

.....
....

State the nominal and issued capital of company-

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Shares	Name	Nationality	Citizenship Details
--------	------	-------------	---------------------

1
...

2
...

3.

.....
.....

4

.....
.....

5

.....
.....

Date

Signature of Candidate

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

8.3 TENDER SECURITY FORM (MANDATORY)

Whereas [*name of the tenderer*]

(hereinafter called “the tenderer”) has submitted its tender dated [*date of submission of tender*] for the supply, installation and commissioning of [*name and/or description of the equipment*]

(hereinafter called “the Tender”) KNOW ALL PEOPLE by these presents that WE of having our registered office at

(hereinafter called “the Bank”), are bound unto [*name of Procuring entity*] (hereinafter called “the Procuring entity”) in the sum of for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this day of 20. _____

THE CONDITIONS of this obligation are:-

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

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

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

[signature of the bank]

8.4 CONTRACT FORM (for information only)

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
oftenderer*] 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 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

PERFORMANCE SECURITY FORM (for information only)

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 andfigure]** 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]

[address]

[date]

8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM (for information only)

To
[name of Procuring entity]

[name of tender]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment,

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

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

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

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

8.7 MANUFACTURER’S AUTHORIZATION FORM (for information only)

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.

8.8 DECLARATION FORM (MANDATORY)

Date _____

To _____

The tenderer i.e. (name and address) _____
_____ declare the following:

- a) Has not been debarred from participating in public procurement.
- b) Has not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

Title

Signature

Date

(To be signed by authorized representative and officially stamped)

8.9 LETTER OF NOTIFICATION OF AWARD (For information)

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