



**LOCAL ORGANIZING COMMITTEE FOR IAAF WORLD UNDER 18
CHAMPIONSHIPS NAIROBI 2017.**

**SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF
OUTDOOR LED STADIUM SCREEN (QUANTITY 2)**

TENDER NUMBER: TENDER NO. WU18-2017/020/2016-2017

APRIL 2017

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SECTION A: INVITATION TO TENDER

DATE: 24TH APRIL 2017

Reference: **WU18-2017/020/2016-2017**

TENDER NAME: **SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF OUTDOOR LED STADIUM SCREEN (QUANTITY 2)**

The **Ministry of Sports, Culture and the Arts in collaboration with the Local Organizing Committee for IAAF World Under 18 Championships 2017 (WU18-2017)** invites sealed tenders from eligible candidates for the **SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF OUTDOOR LED STADIUM SCREEN (QUANTITY 2)**

- 1.1 The eligible prequalified candidates may obtain further information from and inspect the tender documents at the office of the
**The Event Liaison Office,
Moi Sports Complex-Kasarani (sports Kenya HQS-Ground floor)
IAAF WORLD YOUTH UNDER 18 CHAMPIONSHIPS 2017
P.O. Box Private Bag Kasarani**
during normal working hours.
- 1.2 A complete tender document may be obtained by the candidates from the same office as indicated above
- 1.3 The document should be addressed to:-
**THE CHIEF EXECUTIVE OFFICER
IAAF WORLD YOUTH UNDER 18 CHAMPIONSHIPS 2017
P.O BOX PRIVATE BAG KASARANI
Email: procurement@wu18nairob2017.com
Website: www.wu18nairob2017.com**
- And placed in the Tender Box **Sports Kenya HQS-Ground floor at the event liaison office** on or before **Monday 8th May , 2017 at 11.00am.**
- 1.4 Tender documents will be opened on **8th May ,2017 at 11.00 am (East African Time)** in the presence of the bidders or duly authorized representatives of Bidders wishing to attend.
Late and email submission of tender documents will be rejected.
- 1.5 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for **(90)** days from the closing date of the tender.
- 1.6 The Government of the Republic of Kenya reserves the right to accept or reject any tender without assigning reasons for its decision thereof.

Chief Executive Officer

SECTION B - INSTRUCTIONS TO TENDERERS

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GENERAL INFORMATION

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is restricted to prequalified bidders as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the tender documents.
- 2.1.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 59 of the Public Procurement and Disposal Act,2015.
- 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.

2.4. Contents of the Tender Document

2.4.1 The tender document comprises the documents listed below and addenda 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

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 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.

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 the 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 include all costs including taxes, insurances and delivery to the premises of the entity.

2.10.3 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

2.10.4 The validity period of the tender shall be **90 days** from the date of opening of the tender.

2.11 **Tender Currencies**

2.11.1 Prices shall be quoted in the following currencies:

(a) For goods that the tenderer will supply from within Kenya, the prices shall be quoted in Kenya shillings; and

(b) For goods that the tenderer will supply from outside Kenya, the prices shall be quoted in US dollars or in another freely convertible currency.

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

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.

2.15 **Validity of Tenders**

2.15.1 Tenders shall remain valid for **90 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 one copy of the tender, clearly marking it as "ORIGINAL TENDER".

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.

2.16.4 All pages of the proposal documents submitted must be properly serialized/paginated. During the opening of the technical proposals, the number of pages received for each submission shall be recorded.

2.17 **Sealing and Marking of Tenders**

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 Procuring entity at the following address:

**THE CHIEF EXECUTIVE OFFICER
IAAF WORLD YOUTH UNDER 18 CHAMPIONSHIPS 2017**

P.O BOX PRIVATE BAG KASARANI

Bearing, TENDER NUMBER: TENDER NO. WU18-2017/020/2016-2017

SUPPLY, DELIVERY AND COMMISSIONING OF FURNITURE AND EQUIPMENT

(b) and the words “DO NOT OPEN BEFORE,” 8th May, 2017 at 11.00 am (East African Time)

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

2.18.1 Tenders must be received by the procuring entity at the address specified under paragraph 2.17.2 no later than 8th May, 2017 at 11.00 am (East African Time)

2.18.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 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.

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.

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 **8th May, 2016 at 11.00 am** in the **LOC Conference Room, Sports Kenya, 1st Floor**

The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

2.20.3 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 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 2.22

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
- (b) 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 the ex-factory/ex-warehouse/off-the-shelf price of the goods 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 23.4 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 back-up. Documentary evidence and locations of such back-up must be given. Where a tenderer offers items without such back-up in the country, he must give documentary evidence and assurance that he will establish adequate back-up for items supplied.

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

2.24.7 Preference where allowed in the evaluation of tenders shall not exceed 15%

2.25 Contacting the Procuring entity

2.25.1 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.

2.25.2 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.

2.26 Award of Contract

(a) Post-qualification

2.26.1 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.

2.26.2 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.

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

(b) Award Criteria

2.26.4 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

2.26.5 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

2.26.6 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.

2.27 Notification of Award

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

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

2.27.3 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

2.28 Signing of Contract

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

2.28.2 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.

2.28.3 Within seven (7) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.29 Corrupt or Fraudulent Practices

2.29.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;

- (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything 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;

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

2.29.3 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 C: GENERAL CONDITIONS OF CONTRACT

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SECTION C- 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 installation and commissioning of equipment

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.

3.3.2 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.

3.5 Use of Contract Documents and Information

3.5.1 The tenderer shall not, without the Procuring entity’s prior written consent, disclose the Contract, or any provision therefore, 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 3.5.1 above

3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 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**

3.6.1 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 **Inspection and Tests**

3.7.1 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.

3.7.2 The inspections and tests may be conducted in 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.

3.7.3 Should any inspected or tested goods fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alternations necessary to make specification requirements free of costs to the Procuring entity.

3.7.4 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 equipment having previously been inspected, tested and passed by the Procuring entity or its representative prior to the equipment delivery.

3.7.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.8 Packing

3.8.1 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.

3.8.2 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

3.9 Delivery and Documents

3.9.1 Delivery of the Goods shall be made by the tenderer in accordance with the terms specified by Procuring entity in its Schedule of Requirements and the Special Conditions of Contract

3.10 Insurance

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

3.12 Payment

3.12.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in Special Conditions of Contract

3.12.2 Payments shall be made promptly by the Procuring entity as specified in the contract

3.13 Prices

3.13.1 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.

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

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

3.13.4 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

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, equipment 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 items 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 and 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

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 it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

SECTION D- SPECIAL CONDITIONS OF TENDER

4.1 Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the General conditions and the Special conditions of the contract, the provisions of the Special conditions of contract herein shall prevail over those in the General conditions of the contract.

1. Prices quoted must be Net and in Kenya shillings and be inclusive of all Government taxes and delivery charges to **LOCAL ORGANISING COMMITTEE IAAF WU18-2017 NAIROBI** and must remain valid for Ninety days (90) days from the tender closing date and time.
2. The Government reserves the right to change the quantities without giving reasons or notice to the supplier.
3. No Tender document will be accepted after the official closing time as specified on the advertisement.
4. Candidates are required to submit copies of the following documents;
 - a. Business name registration certificate or certificate of incorporation.
 - b. PIN Certificate.
 - c. Value added Tax (VAT) certificate.
 - d. Valid KRA Tax Compliance certificate.

NB: Failure to submit any one of the above mentioned documents shall lead to automatic disqualification
5. Tenderers must quote only one price per item.
6. **All goods shall be delivered to the Local Organising Committee IAAF wu18-2017 Nairobi**
7. The items will be procured on as and when required basis, upon issuance of an approved purchase order.
8. Index mechanism to adjust prices will be based on relevant public information.(CPI, Inflation, exchange rate and prevailing market prices)
9. Tender will be valid **90 Days** effective from the date of award.
10. Tenderers must complete the following:

a. Form of tender- filled, signed and stamped

b. Confidential business questionnaire form-filled, signed and stamped

- 11. Tenderers must submit both original and copy of the standard tender documents, failure to submit the two documents (i.e the original and copy) will result to disqualification of the tenderer.
- 12. Relevant forms (as stipulated in section VII, standard forms) must be completed.
- 13. Tenderers should note that no substitution, alteration, change of format or modification to standard tender document is allowed. Tenderers are only allowed to add other relevant additional information to the tender documents. Any tenderer who does not adhere to this condition will automatically be disqualified.
- 14. Products must conform to relevant KBS standards.

I/We hereby certify that I/We have read the special conditions of the contract (Section D) and confirm that I/We have understood and I/We shall abide by them.

Tenderers Name.

Signature.

Date.

Official Stamp.

TECHNICAL SPECIFICATION

LOC Secretariat of the IAAF World Under 18 Nairobi 2017 Athletics championship requires the Supply Installation and Commissioning of Full Color Outdoor Stadium LED Video Display Board with Ultra Bright Red Green and Blue LEDs at Moi International Sports Complex Kasarani Stadium.

The following are terms of reference for the scope of works required

General

- 1 These specifications describe the requirements for each of the item as per required specifications. Bidders are requested to submit with their offers the detailed specifications, brochures, catalogues, etc. for the products they intend to supply
- 2 Bidders must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.
- 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 Secretariat reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.
- 4 Bidders are requested to present the following information along with their offers as follows:
 - (i) Shortest possible delivery period of each product
 - (ii) Information on warranty as required

Note: Product Brochures **MUST** be provided for each of the product quoted for.

PARTICULARS

The scope of works includes:

SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF OUT-DOOR LED STADIUM VIDEO DISPLAY SCREEN (Quantity -2)

A **site survey** is **required** by bidders in order to assess the stadium's present infrastructure and any gaps that may exist that may hamper the successful implementation of this project. The site survey report **MUST** be part of the documentation submitted by bidders.

For this product, **ALL** equipment should have a Warranty Period of **AT LEAST** 3 years. Other items like cabling and consumables should be factored in the overall cost of the solution. Brochures **MUST** be provided for evaluation purposes (this should cover Cabling, Controllers, Fabrication of Installation Frames,) and Post Implementation training of the solution will be carried out.

The technical requirements are detailed below and bidders are expected to respond on a clause by clause basis **stating clearly** how they meet the requirements. *Total score will be 100%*. Responses to compliance to technical specifications in any other way other than **clause by clause** will be treated as **NON-RESPONSIVE**.

SECTION II: EVALUATION CRITERIA

The following evaluation criterion shall be applicable for this tender.

i) Mandatory Requirements

- i. Statutory documents duly certified by a Commissioner of oaths/magistrate or the issuing body.
 - Valid Tax Compliance Certificate (TCC).
 - Registration certificate/ Certificate of incorporation and Articles of association.
 - Valid trade license.
- ii. Audited financial accounts for the **past** 2 years.
- iii. Manufacturer's Authorization.
- iv. Proof of Site survey.
- v. A work plan must be provided indicating the (activities or tasks, resources, and timelines)
- vi. NCA 1 certification

Bidders **MUST** comply with all **mandatory requirements** to be considered for Technical evaluation.

ii) Technical Evaluation Criteria

The technical evaluation will be carried out in two stages. The total score for this section is **100 %** of which bidders **MUST** score a minimum cut off of **90 % Marks** to proceed to the next stage of **Financial Evaluation; Bidders must score At least 55% Under Compliance to Technical specifications and At least 35% under Bidder evaluation and Due Diligence**

1. Compliance to technical Specifications (60%)
2. Vendor Evaluation and Due diligence (40%)

A. Compliance to Technical Specifications

Response to compliance to all Technical Specifications is **MANDATORY**. **Bidders MUST score a minimum of 55% out of a possible 60%** . Bidders **MUST** respond to **ALL** the requirements on a clause-by-clause basis **stating clearly** how their solution meets the requirements

ITEM	DESCRIPTION	BIDDERS RESPONSE	BIDDERS SCORE
LED Chip	EPISTAR		10
Pixel Configuration	SMD3535		5
Pixel Composition	1R1G1B		5
Pixel Pitch (mm)	16		10
Display Screen	Coding – $2^{16} \times 2^{16} = 281.47$ Trillion Colors 256(R)x256(B)x256(G), 16.7 Million Colors		10
Pixel Density (dots/m ²)	3906		5
Module Size (WXH) (mm)	256 x 256		5
Cabinet Size (WXH) (mm)	1024 x 1024		10
Material	Iron		5
Cabinet Weight (kg)	55		5
Cabinet Quantity (pcs)	16 x 9		5

Actual Size (W*H) (m ²)	16.384 x 9.216=150.995		5
Brightness (nits)	8000		10
Driving Method (Scan)	Static		5
Max. Consumption (W/m ²)	900		5
Avg. Consumption (W/m ²)	270		5
Protective Grade	IP65		5
Fresh speed (HZ)	1920		5
View Angle	H. 140° / V. 140°		5
Input Voltage	AC110 / 220V / 50-60HZ		5
Life span	100,000 hours		5
Certification	CE RoHS		5
Gray Scale	16bits Input		5
Maintenance	Front		5
Working Temperature	-20°C to +60°C		5
Data Transmission	Panel Input Cat 5 /6 Cable ,Remote RS232/Ethernet		5
Operating System	Windows XP/Vista/7/8/10		5
TOTAL SCORE			160

B. Vendor Evaluation and Due Diligence

The following criteria will be used in the evaluation of all potential suppliers. The documents submitted will be evaluated for suitability and **A site visit Shall be carried out to ascertain the authenticity of the Vendor and reference sites provided.** Bidders **MUST Score at least 35 Marks** under Vendor evaluation and Due diligence. Responses to compliance to technical specifications in any other way other than clause-by-clause will be treated as NON-RESPONSIVE

No.	Description of Criteria	Maximum Score
2.	Organization structure of the implementation team together with their CVs inclusive of relevant technical certifications. <ul style="list-style-type: none"> - Project team organization structure (3 marks) - For each team member relevant CV (1 mark). Minimum 3 expected (3 marks) - For each team member relevant certification (0.5 marks). Minimum expected 4 (2 marks) - At least one of the team member MUST be drawn from the disadvantaged group (Youth, Women or Persons with disabilities) 2Marks 	10
3.	Reference Sites relevant to this project (at least three and include a brief of work done or services rendered, value of contracts, and contact person with both reachable phone number and email) <ul style="list-style-type: none"> - For each confirmed site 10 Marks at least 2 sites (20 marks) - Proof of satisfactory completion and Letters of reference. At least 2 letters (10 mark). - Successful Candidates shall be required to cater for a pre-delivery site visit of 4 officers . 	30
	Total	40

C. Financial Evaluation

The lowest evaluated bidder who has met all Mandatory requirements and with a score of at least 90% under technical evaluation shall be awarded this Tender

Overall Evaluation Criteria

The evaluation criterion is weighted as follows: -

No.	Criteria	Maximum Score	Cut off
1.	Preliminary	Mandatory	Mandatory
2.	Technical Evaluation	100	90
3.	Financial	Lowest Evaluated Responsive	Lowest Evaluated Responsive
	Totals	100	90

SECTION G: TENDER FORMS AND PRICE SCHEDULES

(i) 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 and deliver..... *[description of goods]*

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 goods 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 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.

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

2. 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]

SECTION H: 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 of..... *[name and/or description of the goods]*

(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 offor 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 Tender rejects the correction of an error upon prompt notice by the procuring entity; and
- 3. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to tenderers;

we undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

SECTION I: 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, viz.,.....[brief description of 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 tenderer 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 provision 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 _____

SECTION J: 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 figures], and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of.....
[amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

SECTION K: BANK GUARANTEE FOR ADVANCE PAYMENT

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

We further agree that no change or addition to or other modification of the terms of the Contract to be performed 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 and in full effect from the date of the advance payment received by the tenderer under the Contract until*[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

SECTION L: 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.

SECTION M: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

PUBLIC PROCUREMENT REGULATIONS

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

<p>Part I- General :</p> <p>Business NameLocation of business premises.....</p> <p>Plot No.</p> <p>Street/Road.....Postal</p> <p>Address.....Tel. No.....</p> <p>Nature of business.....Current Trade</p> <p>Licence No.....Expiring date.....</p> <p>Maximum value of business which you can handle at any one time :</p> <p>K£.....Name of your</p> <p>bankers.....Branch</p>

<input type="checkbox"/>	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>
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<input type="checkbox"/>	<p><i>Part 2 (b) Partnership</i></p> <p>Given details of partners as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Name</i></th> <th style="text-align: left;"><i>Nationality</i></th> <th style="text-align: left;"><i>Citizenship Details</i></th> <th style="text-align: left;"><i>Shares</i></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> <p>(Continue next page)</p>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.				2.				3.				4.			
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<input type="checkbox"/>	<p>Part 2 (c) – Registered Company:</p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal K£.....</p> <p style="padding-left: 40px;">Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Name</i></th> <th style="text-align: left;"><i>Nationality</i></th> <th style="text-align: left;"><i>Citizenship Details</i></th> <th style="text-align: left;"><i>Shares</i></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>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.				2.				3.				4.				5.			
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Date	Signature	of
Candidate.....		

*If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.