



KENYA ELECTRICITY GENERATING COMPANY PLC

KGN-GOGO-04-2018

**TENDER FOR SUPPLY, DELIVERY, INSTALLATION AND
COMMISSIONING OF 100kVA DIESEL GENERATOR FOR
GOGO POWER STATION.**

(RESERVED FOR WOMEN ENTERPRISE)

Kenya Electricity Generating Company PLC
Stima Plaza Phase III, Kolobot Road, Parklands
P.O. BOX 47936-00100
NAIROBI.

Website: www.kengen.co.ke

December, 2018

Tender for Supply, installation and commissioning of 100kVA diesel generator for Gogo Power station.

SECTION I INVITATION TO TENDER

The Company invites sealed tenders from eligible candidates for **Supply, Delivery, Installation and commissioning of 100kVA diesel generator for Gogo power station** whose specifications are detailed in the Tender Document.

Interested eligible candidates may obtain further information from and inspect the Tender Documents during official working hours starting at the date of advert at the office of:

Supply Chain Director

Tel: (254) (020) 3666000

Email: tenders@kengen.co.ke;

Cc: dkorir@kengen.co.ke; dgichobi@kengen.co.ke; pkngetich@kengen.co.ke

where the tender document may be collected upon payment of a non-refundable fee of **KShs.1,000.00** paid in cash or through a bankers cheque at any KenGen finance office. The document can also be viewed and downloaded from the website www.kengen.co.ke and www.suppliers.treasury.go.ke. Bidders who download the tender document from the website **are advised to forward their particulars to facilitate any subsequent tender clarifications and addenda.** Downloaded copies are free of charge.

Bidders are advised from time to time to be checking the website for any uploaded further information on this tender.

Unless otherwise stated, tenders **MUST** be accompanied by a Tender Securing Declaration Form in the format specified in the tender documents and must be submitted in a plain sealed envelope and marked “**KGN-GOGO-04-2018 “TENDER FOR SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF 100kVA DIESEL GENERATOR FOR GOGO POWER STATION”**” and addressed to:

**Company Secretary & Legal Affairs Director
Kenya Electricity Generating Company PLC
10th Floor, KenGen Pension Plaza 2,
Kolobot Road, Parklands
P O Box 47936 - 00100
NAIROBI, KENYA**

On or before: **29th January 2019 at 10.00 a.m.**

Tenders will be opened on **29th January 2019 at 10.30 a.m.** in the presence of the candidates' representatives who choose to attend at KenGen Pension Plaza 2, Tender Opening Room, Ground Floor.

*KenGen adheres to high standards of integrity in its business operations.
Report any unethical behavior immediately to any of the provided anonymous hotline service.*

- 1) Call Toll Free: 0800722626; 2) Free-Fax: 00800 007788;
3) Email: kengen@tip-offs.com 4) Website: www.tip-offs.com

SUPPLY CHAIN DIRECTOR

Tender for Supply, installation and commissioning of 100kVA diesel generator for Gogo Power station.

SECTION II

INSTRUCTIONS TO TENDERERS

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2.1 Eligible Tenderers

2.1.1 This Invitation for Tenders is restricted to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the Schedule of Requirements (Section VI).

2.1.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

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

2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2.2 Eligible Goods

2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.

2.2.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components

2.2.3 The origin of goods is distinct from the nationality of the tenderer.

2.3 Cost of Tendering

2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.3.2 The price to be charged for the tender document collected from the Procuring Entity shall not exceed Kshs.1,000/=. Downloaded copies are free of charge.

2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

2.4. 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) Manufacturer's Authorization Form
- (xii) 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 email 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 of Tender

2.8.1 The tender prepared by the tenderers shall comprise the following components:

- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
- (b) documentary evidence established in accordance with paragraph 2.1 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 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 tenderer 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

2.11 **Tender Currencies**

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

2.12 **Tenderers Eligibility and Qualifications**

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

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

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

(a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise

produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.

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

2.13 Goods Eligibility and Conformity to Tender Documents

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

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 (*if applicable*); and
- (c) a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

2.13.4 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its

Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

2.14 Tender Securing Declaration Form

2.14.1.1 The tenderer shall furnish, as part of its tender, a tender securing Declaration Form.

2.14.1.2 No tender securities shall be required from the enterprises participating in this tender.

2.14.1.3 However, bidders shall be required to complete and sign the Tender Securing Declaration Form furnished in this tender document.

2.14.5 Any tender not secured in accordance with paragraph 2.14 shall be rejected by Procuring Entity as non-responsive.

2.14.1 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7

2.14.2 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of an on-demand bank guarantee issued by a reputable bank located in Kenya or where the bank is located abroad, it must have a local correspondent bank.

The Tender Security may also be in the form of an on-demand guarantee issued by a reputable insurance company approved by the **Public Procurement Oversight Authority (PPOA)** and in the form provided in the tender documents or another form acceptable to the Procuring entity.

The tender security must be valid for at least **thirty (30) days** beyond the validity of the tender.

2.14.3 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 2.22

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

2.14.5 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28

2.14.6 The tender security may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or
- (b) in the case of a successful tenderer, if the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.27
or
 - (ii) to furnish performance security in accordance with paragraph 2.28

2.15 Validity of Tenders

2.15.1 Tenders shall remain valid for **90 days 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 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.

2.16.2 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 un-amended 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.

2.17 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 address given in the Invitation to Tender:
- (b) bear, tender number and name in the Invitation for Tenders and the words, “DO NOT OPEN BEFORE,” **the 29th January 2019 at 10.00 a.m.)**

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 **(29th January 2019 at 10.00 a.m.)**.

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 Entity 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 **(29th January 2019 at 10.30 a.m.)** and in the location specified in the Invitation to Tender.

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

2.24.3 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 Preference

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

2.26 Contacting the Procuring entity

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

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

2.27 Award of Contract

(a) **Post-qualification**

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

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

2.27.3 A positive 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**

2.27.4 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**

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

(d) **Procuring entity's Right to accept or Reject any or All Tenders**

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

2.28 Notification of Award

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

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

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

2.29 Signing of Contract

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

2.29.2 The parties to the contract shall have it signed within **fifteen (15) days** from the date of notification of contract award unless there is an administrative review request.

2.29.3 Within **fifteen (15) days** of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.30 Performance Security

2.30.1 Within **fifteen (15) days** of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

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

2.31 Corrupt or Fraudulent Practices

2.31.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts 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;

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

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

Appendix to Instructions to Tenderers

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision 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 REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1	This Invitation for Tender is RESTRICTED TO WOMEN ENTERPRISES . Only companies registered under the Women category are eligible to bid.
2.5.1	Bidders should send clarification request to tenders@kengen.co.ke and copy to dkorir@kengen.co.ke and must be received at least 5days prior to tender closure. The employer will upload all the clarifications/addendum on the website
3.6	The validity period of the tender shall be 120 days after the date of opening of the tender
3.6	Tender Security is not required. • Tender Security Declaration Form shall be duly filled and shall be valid for 30 days beyond tender validity period from the tender closing date.
2.10.1/2.10.2	Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the entity. Proof of Insurance shall be provided to KenGen on demand
2.16.1	The Tenderer shall prepare two copies of the tender , clearly marking each “ ORIGINAL TENDER ” and “ COPY OF TENDER ,” as appropriate. The Tenderer MUST ensure Sequential pagination/serialization of all pages in the tender document, Sec.74.1.i. of the PPADA, 2015 .
2.18.1	Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 not later than 29th January 2019 at 10.00 a.m. And will be opened on 29th January 2019 at 10.30 a.m.
2.22.2	No Correction of Errors. The tender sum as submitted and read out during the Tender Opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way or by any person or entity
EXECUTIVE ORDER NO.2	As per executive order no 2. Effective 1 st July 2018 all Public Procuring Entities shall maintain and continuously update and publicize through the website of the Public procuring Entity ,e-Citizen ,Public Procurement Regulatory Authority platforms, public notice boards and /official Government publications. In compliance to the above the following list shall be a mandatory requirement : a. Name of supplier

	<ul style="list-style-type: none"> b. Registration details (ID/Registration/Incorporation Number) c. PIN Number d. List of directors, shareholders and beneficial owners(in case of a company) e. Name of proprietor (for sole proprietor and business name) f. Name of partners (for partnerships) g. Business contact information (Telephone and Email Address) h. Postal Address i. Physical address j. Tax compliance status k. Business permit /License number l. County of operations
2.24.4	<p><i>The following shall be the evaluation Criteria</i></p> <p>A) Mandatory Requirements:</p> <ul style="list-style-type: none"> • <i>Duly completed tender form</i> • <i>Duly completed price schedule</i> • <i>Duly completed technical specifications schedule accompanied by supporting literature for all materials</i> • <i>Duly filled and signed confidential business questionnaire</i> • <i>Valid Tax Compliance Certificate</i> • <i>Certificate of incorporation</i> • <i>Tender securing declaration form shall be filled, signed and stamped and shall be 30 days beyond tender validity period.</i> • <i>Duly Signed and Stamped Manufacturer’s authorization</i> • <i>Warranty Period of at least 12 months</i> • <i>Tenderers shall incorporate all product brochures, clearly high-lightened on specific areas showing conformity to technical specifications specified in this tender document</i> • <i>Energy Regulation Commission (ERC) license, minimum class B. The holder of this license shall supervise the works.</i> • <i>Manufacturer’s Declaration of Conformity to reference standards and copies of quality management certifications</i> • <i>Quality assurance plan</i> <p>B) Technical Evaluation Criteria:</p> <ul style="list-style-type: none"> • <i>The Technical Evaluation will be based on compliance with the technical specifications set out in Section V & VI of this tender document.</i> <p>D) Financial Evaluation</p> <ul style="list-style-type: none"> • <i>This will take into account the bidder’s tender price after subjecting the bid to preliminary and technical evaluation.</i> • <i>The lowest evaluated price shall be recommended for award.</i>
2.27.7	<p><i>KenGen may at its own discretion conduct due diligence on the eligible bidders to establish their ability to perform the contract.</i></p>

SECTION III:

GENERAL CONDITIONS OF CONTRACT

Table of Clauses

- 3.1 Definitions
- 3.2 Application
- 3.3 Country of Origin
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- 3.5 Use of Contract documents and information
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- 3.19 Language and law
- 3.20 Force Majeure
- 3.21 Taxes

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 Performance Security

- 3.7.1 Within **fifteen (15) days** of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security in the amount specified in Special Conditions of Contract.
- 3.7.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.7.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the Procuring entity, in the form provided in the tender documents.

3.7.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Tenderer's performance obligations under the Contract, including any warranty obligations, under the Contract

3.8 Inspection and Tests

3.8.1 The Procuring entity or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.

3.8.2 The inspections and tests may be conducted 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.

3.8.3 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 alterations necessary to make specification requirements free of costs to the Procuring entity.

3.8.4 The Procuring entity's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the Procuring entity or its representative prior to the equipment delivery.

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

3.9 Packing

3.9.1 The tenderer shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

3.9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract

3.10 Delivery and Documents

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

3.11 Insurance

3.11.1 The Goods supplied under the Contract shall be fully insured against loss or damage incidental to 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 25% 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 its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

3.21 Taxes

3.21.1 "Taxes" means all present and future taxes, levies, duties, charges, assessments, deductions or withholdings whatsoever, including any interest thereon, and any penalties and fines with respect thereto, wherever imposed, levied, collected, or withheld pursuant to any regulation having the force of law and "Taxation" shall be construed accordingly.

3.21.2 Local Taxation

Nothing in the Contract shall relieve the Contractor and/or his Sub-Contractors from their responsibility to pay any taxes, statutory contributions and levies that may be levied on them in Kenya in respect of the Contract. The Contract Price shall include all applicable taxes and shall not be adjusted for any of these taxes.

3.21.3 The Contractor shall be deemed to be familiar with the tax laws in the Employer's Country and satisfied themselves with the

requirements for all taxes, statutory contributions and duties to which they may be subjected during the term of the Contract.

3.21.4 In instances where discussions are held between the Employer and the Contractor regarding tax matters, this shall not be deemed to constitute competent advice and hence does not absolve the Contractor of their responsibility in relation to due diligence on the tax issue as per 3.21.2 above.

Tax Deduction

3.21.5 If the Employer is required to make a tax deduction by Law, then the deduction shall be made from payments due to the Contractor and paid directly to the Kenya Revenue Authority. The Employer shall upon remitting the tax to Kenya Revenue Authority furnish the Contractor with the relevant tax deduction certificates.

3.21.6 Where the Contractor is paid directly by the Financiers and the Employer is not able to deduct tax, then the Contractor will be required to pay the tax deduction to Kenya Revenue Authority in the name of the Employer and furnish the Employer with an original receipt thereof as evidence of such payment. In absence of the said evidence, the Employer will not process any subsequent payments to the Contractor.

Tax Indemnity

3.21.7 The Contractor shall indemnify and hold the Employer harmless from and against any and all liabilities, which the Employer may incur for any reason of failure by the Contractor to comply with any tax laws arising from the execution of the Contract whether during the term of the Contract or after its expiry.

3.21.8 The Contractor warrants to pay the Employer (within fourteen (14) days of demand by the Employer), an amount equal to the loss, liability or cost which the Employer determines has been (directly or indirectly) suffered by the Employer for or on account of the Contractor's Tax liability arising from the Contract.

3.21.9 Where the amount in 3.21.8 above remains unpaid after the end of the fourteen (14) days moratorium, the Employer shall be entitled to compensation for financing charges

SECTION IV

SPECIAL CONDITIONS OF CONTRACT

- 4.1. Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.
42. Special conditions of contract as relates to the GCC

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
3.7.1	<i>Performance security shall be 1% of the contract price</i>
3.7.6	<i>The performance security shall be valid for thirty (30) days following the date of completion of the Tenderer's performance obligations under the Contract, including any warranty obligations, under the Contract.</i> <i>The supplier shall be required to expressly confirm that the goods supplied shall be under 12/24 months warranty.</i>
3.8.5	<i>Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.</i>
3.12 - 3.12.2	<i>Term of payment shall be 30 days credit period after inspection & acceptance.</i>
3.18.3	<i>Arbitration where necessary shall be by the Chartered Institute of Arbitrators Kenya Chapter</i>

SECTION V

TECHNICAL SPECIFICATIONS

100KVA DIESEL GENERATOR

5.1 Introduction

Gogo power station in Migori County has an installed capacity of 2MW and is located approximately 495km from Nairobi, and approximately 45km from Migori town. The road from Nairobi to Migori junction is all tarmac with the remaining distance being covered by an improved all weather road.

Gogo require a standby diesel to replace the existing one that has aged with time, dropped in reliability has and availability of spares is a problem leading to obsolescence.

5.2 Scope of work

- a) Supply one, 100kVA [80KW], 140Amps as approximate maximum load, 3 Phase, 4wire output, power factor 0.8, 50Hz diesel generator in a sound-proof enclosure.
- b) Supply one 200A 4-pole contactor automatic power source changeover panel
- c) Install and commission the diesel generator and changeover panel
- d) Supply and install a 70mm sq 4-core steel armoured copper cable from the generator to the power house. This shall include the cable support system and underground cabling
- e) Construction of and aerated shed for the generator with concrete foundation for generator mounting
- f) Supply all the spare parts of the diesel generator
- g) Supply 2 sets of binded all as built drawings for generator (including automatic change-over), engine including product brochures, 3-D assembly drawing showing all the parts, electrical schematic, all parts list
- h) One maintenance tool-box
- i) Training on operations and maintenance

5.3 Technical requirements

5.3.1 Standards

The latest editions of the following standards shall be adhered to during design, installation and commissioning of the diesel generator set and change-over panel

- a) IEC 60364: Electrical installation in buildings
- b) IEC 60034-1: Rotating Electrical Machine, Rating and performance
- c) IEC 60034-22: Rotating Electrical Machines, AC generators for reciprocating internal combustion (RIC) engine driven generating sets or
ISO8528-3: Reciprocating Internal Combustion Engine Driven Alternating Current Generating Sets
- d) IEC 60085/IEC 61858/UL 1446: Electrical insulation systems
- e) ISO 3046-1: Reciprocating internal combustion engines
- f) UL 2200: Safety standard for stationary engine-generator assemblies
- g) IEC 60947: Low voltage switchgear and control gear
- h) IEC 60439-1: Low Voltage switchgear and Control gear assemblies

The diesel generator set shall comply to appropriate standards, product brochure shall be used to verify compliance as means of evaluation

5.3.2 General technical requirements

The generator shall be a prime power rating generator for supplying continuous power. There should be no limitation to the annual operation hours. The generator should be able to supply 10% overload power for 1 hour in 12 hours.

The generator shall comply with IEC-60034-1 (BS 5000), rated to VDE 0530/0875 or BS2613, internal pole alternator with copper windings, brushless, self-excited by incorporated exciter, self regulated by electronic voltage regulator, rotating rectifiers, insulation class “H”, temperature rise “B”, tropical and moisture resistant insulation, interference suppression, damper winding, large terminal box, alternator with free shaft end, with feet and SAE housing flange.

The neutral shall be solidly earthed.

The generator shall be directly coupled to and share a common high bedplate with the prime mover. The degree of protection for the generator and the exciter shall be not less than IP23.

Generator bearings shall be of the ball or roller type, rated for long life and prepacked with sufficient grease for operating over long periods without replenishment.

The stator and field windings shall consist of electrolytic copper conductors insulated throughout with class H materials as defined in IEC 60085. Three

generator winding temperature detectors (Pt100) shall be installed for measuring and thermal protection.

During long periods of standstill, the windings shall be maintained in dry condition by thermostatically controlled tubular low-temperature heaters of sufficient rating. The heaters shall be fitted in the stator casing and wired out to a terminal box on the bed plate, which in turn shall be connected to the 240 volt single –phase supply.

The starter battery shall be maintenance free capable of at least 5 re-starts and ability to supply all the DC controls

The generator control philosophy shall be remote automatic operation from a changeover panel with a provision for local manual operation

The generator shall be of soundproof design, EC compliant and meets the regulations for Noise emission by equipment for outdoor use (2005/88/CE). The noise level must be ≤ 70 dB at a distance of 7 meters. A proof for this must be provided in the bid.

The sound-proof enclosure construction shall be as follows:

- i) Seamless welded, steel base frame, coated with a phosphate primer and paint
- ii) Durable sheet steel canopy with stainless steel bolting
- iii) Impact locks which ensure that the doors close in perfect adjustment with the canopy
- iv) Glass fibre, fireproof, sound insulation, 50 mm in thickness, protected by a waterproof coating and fixed to the metal edges on all top, sides and doors
- v) Diesel engine fitted with an outdoor filtering system and condensation separator in the fuel supply
- vi) Enough space for efficient maintenance

The generator shall have an additional shed erected on 50x50x6mm angle iron. The roofing structure shall comprise 50x50x6mm angle iron and gauge 28 pre-painted aluminium-zinc corrugated sheets well mounted with recommended bolts, nuts and rubber seals.

The generator platform with M10 compression type anchor bolts shall be of steel-reinforced concrete.

5.3.3 General parameters/features

- a) Efficiency: $\Rightarrow 95\%$
- b) Permissible overload: 1 hour in every 12 hours
- c) Rated speed: 1500 rpm
- d) Operation philosophy: Off – Manual – Auto
- e) Noise level must be $\leq 70\text{dB}$ at a distance of 7 meters
- f) Gen-set structure: The Gen-set to have an adoptive integrative structure for fixing the engine & alternator on high strength steel basic frame with anti vibration instrument between the gen-set and basic frame
- g) The controls and protection should include but not limited to the following:
 - i) Emergency stop button (lock-down type)
 - ii) Electronic digital control module with monitoring/control facility and warning indicators
 - iii) DC circuit control switch
 - iv) AC output circuit breaker with over-current protection
 - v) Automatic shutdown protection due to:
 - Low engine oil pressure
 - High engine water temperature
 - Overspeed/underspeed
 - Failure to start after three attempts
- i) Control module to display the following
 - Overspeed / underspeed
 - Emergency stop
 - Failure to start
 - Battery charger failure
 - High water temperature
 - Low oil pressure
 - Generator voltage
 - Output frequency
 - Engine speed
 - Engine run-time (Hours)
 - Battery voltage
- ii) The set must have a method of measuring the following
 - Generator current
 - The engine coolant temperature
 - The engine oil pressure

5.3.4 Alternator data

- a) Rating: Prime-100kVA (standby-110kVA), 50Hz, power factor ($\cos \Phi$): 0.8

- b) Connecting type: 3-phase 4-wire
- c) Voltage: 415V line, 240V phase to neutral
- d) Excitation mode: self excitation, brushless, 4-pole
- e) Voltage regulation: Digital Automatic voltage regulator (AVR)
- f) Total harmonic distortion at no load or linear load: $\leq \pm 5\%$
- g) Voltage regulation rate: $\leq \pm 1\%$
- h) Frequency regulation rate: $\leq \pm 5\%$
- i) Overspeed: 1.25% rated frequency
- j) Voltage accuracy: $\pm 1\%$ between no load and full load (steady). Voltage adjustment: $\pm 5\%$
- k) Insulation class: H
- l) Thermal protection: both stator winding and bearings
- m) Enclosure protection class: IP23
- n) Duty: Continuous
- o) Ambient temperature: 40 deg centigrade

5.3.5 Engine specifications

- a) Air intake system: Mounted air filter
- b) Aspiration: Turbocharged
- c) Fuel system: Rotary type pump
- d) Engine style: 4 stroke, 4/6 cylinder in line
- e) Cooling system: Thermostatically-controlled system with gear driven circulation pump for forced water cooling cycle
Radiator: mounted radiator and piping incorporating air-to-air charge cooler.
- f) Combustion system: Direct injection
- g) Cylinders: Should have replaceable liners
- h) Electric system: 12V Electric starting with a 12V dc starter motor & 65Amps alternator with DC output
- i) Battery capacity: At least 100AHr, 12Vdc
- j) Filter system: whole changer system for lubricating oil, fuel and air filters
Air cleaners cartridge type, contain both primary (with water separator) and secondary fuel filters, lubrication oil filters with tool
- k) Governor type: Electronic
- l) Flexible. Fuel connection pipes: Stainless steel and/or flexible pipes of acceptable pressure rating.
- m) Fuel type: Diesel fuel oil
- n) Lubrication system: Wet cast iron sump with filler and dip-stick. Total lubrication capacity: $\Rightarrow 8$ litres
- o) Exhaust System: Exhaust system fitted with industrial silencer and flexible hose
- p) Fuel consumption: Not exceeding the following

- i) 100% load with fan, 22 litres/hour
- ii) 75% load with fan, 17 litres/hour
- iii) Inbuilt tank capacity => 300 litres

5.3.6 Automatic change-over panel

- a) Two 4-pole moulded case circuit breakers (MCCB) for mains and generator supply. The circuit breakers shall have adjustable overload settings to at least $\pm 10\%$ of generator nominal current rating
- b) A 200A, AC-3 duty 4-pole contactor change-over with both electrical and mechanical interlocks. The change-over shall have all necessary timers and relays. The system shall be capable of automatically starting the generator and switching on the load when main supply is lost, and automatically switching off the generator supply and switching back the main supply upon resumption, and finally switching off the generator.
- c) Indicator light for mains supply available and in use; generator supply available and in use.
- d) One manual by-pass switch for by-passing the change-over when faulty
- e) One set of terminals for outgoing cable connections, both power and control

5.3.7 Power and control cables

- a) 70 mm sq 4-core steel armoured copper cable (insulated for 1000Vac) from generator to the automatic change over panel and main LV switchboard. Due to the current installation in place, there will be six sets of terminations
- b) 2.5 mm sq 4-core steel armoured copper cable

5.3.8 Spare parts

- a) One piece each of the following
 - i) Electronic cards including any programmable processor and special relays which are to be supplied during commissioning. The cards shall be tested on the live system before acceptance and should include the AVR module
 - ii) A set of seals and gaskets kit
 - iii) A Set of belts for the fan
 - iv) A set of spare for automatic changeover components , that is contactor, timers, relays, electronic module, one item each
- b) Two pieces of each of the following

- i) Primary oil filters
- j) Secondary oil filters
- k) Air cleaners
- l) Lube oil filters

5.3.9 Maintenance Tool-box

Brands to quote – Matador, Heyco, Knipex, Wurth, Kennedy, RS, Bahco, Britool, Facom or Stanley. Indicate brand name of tool quoted

One metallic pad-locked tool box with the following tools

- a) One set of electrical screw drivers (one piece each)
Shaft Manufactured from chrome vanadium steel with hardened & chemically blackened magnetic tips with insulation sleeve for 1000Vac securely bonded in an ergo metrically designed handle

Tip Size (mm)/No	Steel Shaft Length (Excluding Handle Length) in millimetres
4mm (flat)	100
5.5mm(flat)	125
6.5mm (flat)	150
No. 1 (star)	100
No. 2 (star)	100
No. 3 (star)	150

- b) One set of mechanical screw drivers
Hardened and tempered high grade chrome vanadium steel shaft.
Indestructible cellulose acetate handle with fluted design for good grip

Tip Size (mm)/No	Steel Shaft Length (Excluding Handle Length) in millimetres
5.5mm (flat)	125
6.5mm(flat)	150
8mm (flat)	200
No. 2 (star)	150
No. 3 (star)	150
No. 4 (star)	200

- c) One combination wrench-set
Manufactured from chrome vanadium steel with a shiny finish,
Individual ring-open combination each for the following numbers
6,7,8,9,10,11,12,13,14,15,17,18,19,20,21,22,23,24,27 millimetres (metric)
supplied in a PVC wallet

- d) One set of allen-key
Long arm L-shaped Hexagon set with Long reach arm ball ended.
Manufactured from hardened and tempered chrome-vanadium steel with a chemically blackened finish.
Set to be in a plastic holder with numbers 1.5, 2, 2.5, 3, 4, 5, 6, 8, 10 millimeters (metric)
- e) A set of allen keys for any special allen-head screw used in the generator and any other Special tooling required during disassembly/service of the gen-set.
- f) Combination pliers, 8 inch:
Bonded vinyl coated handle. Double polished head & joint with induction hardened cutting edges
- g) Pipe wrench, 12 Inches:
Heavy duty, forged Chrome Vanadium heat treated steel
- h) Adjustable spanner, 12 inch:
Made from chrome vanadium steel with graduated jaw opening

SECTION VI

PRICE SCHEDULE FOR GOODS

Name of tenderer _____ Tender Number _____ Page _____ of _____

PRICE SCHEDULE (DDP, GOGO)

Item	Description	Unit	Qty	Unit Price	Total
1	100kVA Diesel generator set in a sound-proof enclosure	pc	1		
2	Automatic change-over panel	pc	1		
3	70 mm sq 4 core SWA copper cable, including termination kit	metres	140		
4	2.5 mm sq 4-core SWA copper cable	metres	100		
5	Spares	lot	1		
6	Maintenance Tool box complete with tools	lot	2		
7	Generator protection shed	pc	1		
8	Installation, commissioning and site training	lot	1		
Total Cost					

Currency of Tender _____

Delivery period: _____

Generator/Engine country of origin _____

Tenderer's Name: _____

Tenderer's Signature and stamp: _____

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

SECTION VIII
STANDARD FORMS

8.1 FORM OF TENDER

Date _____ Tender No. _____

To: _____
[name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. *[insert numbers]*.the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission of **100kVA diesel generator for Gogo power station** in conformity with the said tender documents for the sum of *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

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

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

4. We agree to abide by this Tender for a period of **120 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 _____

Note: In accordance with **Clause 82** of the **Public Procurement and Asset Disposal Act 2015** “The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

8.2 **MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE**

(Must be filled by all applicants or Tenderers' who choose to participate in this tender)

Name of Applicant(s).....

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. Part 2 (d) to part 2 (i / j) must be filled. You are advised that giving wrong or false information on this Form will lead to automatic disqualification of your tender or termination of your contract or debarment of your firm at your cost.

Part 1 – General

Business Name:.....Certificate of
Incorporation / Registration No.Location of
business premises:
CountryPhysical address
TownBuilding.....
Floor.....Plot No.
Street / RoadPostal Address
Postal / Country Code.....Telephone No's.....
Fax No's.E-mail address
Website
Contact Person (*Full Names*) Direct / Mobile No's.....
Title Power of Attorney (**Yes / No**)
If **yes**, attach written document.
Nature of Business (*Indicate whether manufacturer, distributor, etc*)
.....

(Applicable to Local suppliers only)

Local Authority Trading License No. Expiry Date
KRA PIN No.....
Value of the largest single assignment you have undertaken to date (**US D/KShs**)
.....
Was this successfully undertaken? **Yes / No**.(If **Yes**, attach
reference)
Name (s) of your banker (s)
.....
Branches Tel. No's.

Part 2 (a) – Sole Proprietor (if applicable)

Full names
Nationality..... Country of Origin.....
.....
Company Profile (*Attach brochures or annual reports in case of
public company*)

Part 2 (b) – Partnerships (if applicable)

Give details of partners as follows:

Full Names Nationality Citizenship Details Shares

1.
2.

Company Profile

Part 2 (c) – Registered Company (if applicable - as per the CR12 form)

Private or public

Company Profile (Attach brochures or annual reports in case of public companies)

State the nominal and issued capital of the Company

Nominal KShs

Issued KShs

List of top ten (10) shareholders and distribution of shareholding in the company. Give details of all directors as follows:-

Full Names Nationality Citizenship Details Shares

1.....

2.....

Part 2 (d) – Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent, corrupt, coercive and obstructive acts with regard to this or any other tender by the KENGEN and any other public or private institutions.

Full Names

Signature

Dated this.....day of

.....2018.

In the capacity of

.....

Duly authorized to sign Tender for and on behalf of

.....

Part 2 (e) – Bankruptcy / Insolvency / receivership.

I/We declare that I/We have not been declared bankrupt or insolvent by the competent Authorities in Kenya and neither are we under receivership:

Full Names

Signature

Dated this.....day of2018.

In the capacity of

.....

Duly authorized to sign Tender for and on behalf of

.....

Part 2 (f) – Criminal Offence

I/We, (Name (s) of Director (s)):-

a)

b)

Have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s

.....

In the capacity of

.....
Dated this.....day of2018.

Suppliers' / Company's Official Rubber Stamp

Part 2 (g) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

- a)
- b)

For and on behalf of M/s

.....
In the capacity of

.....
Dated this.....day of2018

Suppliers' / Company's Official Rubber Stamp

Part 2 (h) – Interest in the Firm:

Is there any person/persons in KENGEN or any other public institution who has interest in the Firm? Yes/No (*Delete as necessary*)

Institution.....

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

Part 2(i) – Experience: NOTE: THIS SECTION IS MANDATORY ONLY IF IT FORMS PART OF TECHNICAL EVALUATION. IT'S ALSO NOT NECESSARY FOR ALREADY PRE-QUALIFIED OR DIRECT PROCUREMENT FIRMS. ITS ALSO NOT APPLICABLE FOR AGPO FIRMS TENDERS.

Please list here below similar projects accomplished or companies / clients you have supplied with similar items or materials in **the years prescribed.**

	Company Name	Country	Contract/Order No.	Value	Contact person (Full Names)	E-mail address	Cell phone No.
1							
2							

Part 2 (i or j) – Bank account details:

AGPO firms must provide evidence from their bank that the account to which KenGen shall make payment has a youth or a woman or a PWD listed in the **CR12 form/partnership deed/sole proprietor certificate** as a MANDATORY signatory of that account,- **Sec.157 (11) of PPADA:**

Account No:.....Name of the person(s) in the CR12 form OR in the partnership deed OR in the sole proprietor certificate...../.....

ID No(s):...../.....Signature and stamp of the authorized Banker Representative.....Date.....

Part 2(j or k) – Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give KENGEN authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names

.....

Signature.....

For and on behalf of M/s

.....

In the capacity of

.....

Dated thisday of

.....2018.

Suppliers' / Company's Official Rubber Stamp

.....

**8.3 TENDER SECURING DECLARATION FORM
(MANDATORY FOR THE SPECIAL GROUPS)**

Tender No: -----

To:-----

We, the undersigned, declare that:

We understand that, according to your conditions, Tenders must be supported by a Tender-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Tendering in any contract with the Procuring Entity for the period of time of [-----] starting on [date;], if we are in breach of our obligation(s) under the Tender conditions, because we;

- a) Have withdrawn our Tender during the period of Tender validity specified in the Form of Tender; or
- b) Having been notified of the acceptance of our Tender by the Procuring Entity during the period of Tender validity,
 - (i). Fail or refuse to execute the Contract, if required, or
 - (ii). Fail or refuse to furnish the Performance Security, in accordance with the ITT.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of;

- 1) Our receipt of your notification to us of the name of the successful Tenderer; or
- 2) Thirty (30) days after the expiration of our Tender.

Signed: [insert signature of person whose name and capacity are shown]

In the capacity of [insert legal capacity of person signing the Tender Securing Declaration]

-----Name:
[insert complete name of person signing the Tender Securing Declaration]

Duly authorized to sign the Tender for and on behalf of:

[insert complete name of Tenderer]-----

Dated on _____ day of _____, _____

[Insert date of signing] -----

Corporate Seal (where appropriate)

8.4 CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20 ____ between
..... [name of **the Employer**] of [country of **the Employer**] (hereinafter
called "**the Employer**") of the one part and [name of **the Supplier**] of
..... [city and country of **the Supplier**] (hereinafter called "**the Supplier**") of the other
part;

WHEREAS the Employer invited tenders for] and has accepted a tender by the
tenderer for the supply, installation and commissioning of *100kVA diesel generator for Gogo
power station* 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 and Tenderer's Acceptance
 - (g) Applicable addenda and clarifications
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
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 by _____ the _____ (for the Procuring entity

Signed by _____ the _____ (for the tenderer in the presence of _____

(Amend accordingly if provided by Insurance Company)

8.5 PERFORMANCE SECURITY FORM

(To be on the Banks Letterhead)

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] for dated _____ 20 ____ to supply, installation and commissioning of **100kVA diesel generator for Gogo power station** (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:

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

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

Signed and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

8.6 MANUFACTURER'S AUTHORIZATION FORM

To *[name of the Procuring entity]*

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

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

[signature for and on behalf of manufacturer]

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