



**KENYA ELECTRICITY GENERATING COMPANY PLC**

**KGN-PROC-02-2019**

**TENDER FOR SUPPLY OF BRANDED COMPUTER/PRINTER  
CONSUMMABLES.**

**(FRAMEWORK CONTRACT).**

**(RESERVED TO YOUTH FIRMS ONLY)**

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

Website: [www.kengen.co.ke](http://www.kengen.co.ke)

January, 2019

## Following the Executive Order No.2 of 2018 issued by The Presidency

1. **THAT** effective the 1<sup>st</sup> of July 2018, all Public Procuring Entities shall maintain and continuously **update and publicize** (through the websites of the Public Procuring Entity, e-Citizen, Public Procurement Regulatory Authority platforms, public notice boards and/or official government publications):
  - Full Particulars of the awarded Bidder (Supplier, Contractor or Consultant);
  - Specification of goods and services, scope and schedule of works and contract value;
  - Technical and financial capacity of the awarded bidder (Supplier, Contractor or Consultant) and summary of reasons for the award;
  - Award Date and Contract Period;
  - Current market price of the specific goods, works or service, as well as price guidelines as published by the Public Procurement Regulatory Authority with regard to that specific item (*where applicable*);

2. In furtherance to above, the list of the awarded suppliers/contracts/consultants shall include the following information:

- Name of Supplier
- Registration Details (ID/Registration/Incorporation Number
- PIN Number
- List of Directors, Shareholders and Beneficial Owners (in case of a company)
- Name of Proprietor (for sole Proprietor and Business name)
- Name of Partners (for Partnerships)
- Business Contacts Information (telephone and email address)
- Postal address
- Physical address
- Tax Compliance Status
- Business Permit/License Number
- County of operation

**In compliance to the executive order, the above details shall form part of mandatory requirement in the tender documents submitted.**

# SECTION I

## INVITATION TO TENDER

The Kenya Electricity Generating Company PLC (“hereinafter referred to as KenGen”) invites sealed applications from eligible candidates for the *Supply of Branded Computer/Printer Consumables* whose specifications are detailed in this Tender Document.

Interested firms may obtain further information from the office of the **Supply Chain Director**,  
Tel: (254) (020) 3666230, Email: [tenders@kengen.co.ke](mailto:tenders@kengen.co.ke); [nhussein@kengen.co.ke](mailto:nhussein@kengen.co.ke); [tnjau@kengen.co.ke](mailto:tnjau@kengen.co.ke)  
on the **date of advertisement**.

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](http://www.kengen.co.ke) and [www.suppliers.treasury.go.ke](http://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** in the format specified in the tender documents and must be submitted in a plain sealed envelope and marked “**KGN-PROC-02-2019- TENDER FOR SUPPLY OF BRANDED COMPUTER/PRINTER CONSUMABLES.**” 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.**

On or before: **(19<sup>th</sup> February 2019 at 10.00 a.m.)**

Tenders will be opened on **(19<sup>th</sup> February 2019 at 10.30 a.m.)** In the presence of tenderers' representatives who choose to attend in the KenGen Pension Plaza 2, Tender Opening Room, Ground Floor. The company reserves the right to vary the quantities.

*N/B: KenGen adheres to high standards of integrity in its business operations.*

*Report any unethical behavior immediately to the provided anonymous hotline service.*

- 1) Call Toll Free: 0800722626
- 2) Free Fax: 00800 007788
- 3) Email: [kengen@tip-offs.com](mailto:kengen@tip-offs.com)
- 4) Website: [www.tip-offs.com](http://www.tip-offs.com)

**SUPPLY CHAIN DIRECTOR**

## SECTION II

### INSTRUCTIONS TO TENDERERS

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## **2.1 Eligible Tenderers**

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

## **2.2 Eligible Goods**

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

## **2.3 Cost of Tendering**

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

(IN THE CASE OF OPEN INTERNATIONAL TENDER **10 DAYS**)

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.

(IN THE CASE OF OPEN INTERNATIONAL TENDER **5 DAYS PRIOR TO TENDER CLOSURE**)

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

## 2.11 **Tender Currencies**

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

## 2.12 **Tenderers Eligibility and Qualifications**

- 2.12.1 Pursuant to paragraph 2.1. the tenderer shall furnish, as part of its Tender, documents establishing the tenderers eligibility to tender and Its qualifications to perform the contract if its tender is accepted.
- 2.12.2 The documentary evidence of the tenderers eligibility to tender shall establish to the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1
- 2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to the Procuring entity's satisfaction;
- (a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.
  - (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;
  - (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.



## **2.13 Goods Eligibility and Conformity to Tender Documents**

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

- 2.14.1 The tenderer shall furnish, as part of its tender, a tender security for the amount specified in the Appendix to Invitation to Tenderers.
- 2.14.2 The tender security shall be in the amount Specified in the Appendix.
- 2.14.3 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

2.14.4 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 Authority 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.

2.14.5 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

2.14.6 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.

2.14.7 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

2.14.8 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 **19<sup>th</sup> February 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 **(19<sup>th</sup> February 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 **(19<sup>th</sup> February 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 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 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
Eligibility	This tender is reserved for <b>Youth firms</b> registered under AGPO scheme
Clarification Request	Bidders with clarification issues must sent to <a href="mailto:tenders@kengen.co.ke">tenders@kengen.co.ke</a> and copy to <a href="mailto:tnjau@kengen.co.ke">tnjau@kengen.co.ke</a> and <a href="mailto:nhussein@kengen.co.ke">nhussein@kengen.co.ke</a> and must be received not less than 5days to tender closure.
Tender Security	Tender security is not required for this tender. Tender Securing Declaration Form shall be duly filled and shall be valid for 30 days beyond tender validity period from the tender closing
Tender validity	Tender validity is <b>120 days</b> from the date of tender closure.
Number of copies	The Tenderer shall prepare <b>two copies of the tender</b> , clearly marking each “ <b>ORIGINAL TENDER</b> ” and “ <b>COPY OF TENDER</b> ,” as appropriate. The Tenderer MUST ensure Sequential pagination/serialization of all pages in the tender document, <b>Sec.74.1.i. of the PPADA, 2015.</b>
currency	Bidders must quote in USD but payment will be done in Kenya shillings at the prevailing CBK exchange rate at the prevailing time of order.
Tender Closure	Tender closing date will be on <b>19<sup>th</sup> February 2019 at 10.00 a.m.</b> Tenders will be opened on <b>19<sup>th</sup> February 2019 at 10.30 a.m.</b>
Evaluation Requirements	<p><b><u>Tender Evaluation Criteria</u></b></p> <p><b>A) Mandatory Requirements</b></p> <ul style="list-style-type: none"> <li>➤ A copy of certificate of Registration /Incorporation</li> <li>➤ Dully filled and Signed Form of tender.</li> <li>➤ A copy of registration in the Target group by National Treasury or Respective County Government.</li> <li>➤ Evidence of Physical address – must include contact person, building ,email address and contacts</li> <li>➤ Valid Tax Compliant certificate copy</li> <li>➤ Duly filled, signed and stamped Tender Securing Declaration Form.</li> <li>➤ Duly filled, signed and stamped Mandatory confidential business questionnaire.</li> <li>➤ Manufacturers Authorization</li> <li>➤ Completeness of tender as required – Required number of copies, currency of quotation.</li> </ul>

	<p><i>N/B The Executive order shall form part of the mandatory requirements.</i></p> <p><b>B) Technical Evaluation Requirements</b></p> <ul style="list-style-type: none"><li>➤ <i>Only bidders who fulfil the above Requirements will be considered for financial evaluation</i></li></ul> <p><b>C) Financial Evaluation</b></p> <ul style="list-style-type: none"><li>➤ <i>The lowest evaluated price shall be recommended for award.</i></li></ul>
	<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
- 3.4 Standards
- 3.5 Use of Contract documents and information
- 3.6 Patent Rights
- 3.7 Performance security
- 3.8 Inspection and Tests
- 3.9 Packing
- 3.10 Delivery and documents
- 3.11 Insurance
- 3.12 Payment
- 3.13 Price
- 3.14 Assignments
- 3.15 Sub contracts
- 3.16 Termination for default
- 3.17 Liquidated damages
- 3.18 Resolution of Disputes
- 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 it's 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
Performance Security	<i>Performance security shall be 1% of the contract price</i>
Payment terms	<i>Payments shall be made 30 days after presentation of invoice and signed delivery note by KenGen confirming the goods have been delivered and received by KenGen</i>
	<i>The suppliers shall bear the risk for damage, deterioration or any other adverse effect on the items until they are inspected and accepted by KenGen at the above stated stores.</i>
Inspection and Test	<i>All supplied goods must meet all the market requirements and technical specification (QUALITY )</i>
Payment Terms	<p><b>Payment terms and conditions:</b>  <input type="checkbox"/> KenGen' s payment terms are 30 days upon receipt of certified invoices and delivery notes confirming that the invoiced materials has been delivered, inspected and accepted in accordance with the contract.</p> <p><b>Advance Payment:</b>  <input type="checkbox"/> Advance or interim payments shall not apply.</p>
	<p>. Conditions of this contract</p> <p>i. The contract period shall be One year renewable but not more than two years</p> <p>ii. The contract is subject to Framework contracting</p> <p>iii. Orders will be placed from time to time by the client depending on the needs and upon sample approval</p>
	<i>Prices should remain valid for one (1) year (2 YEARS) from the contract date and potential for renewal upon mutual agreement for another one year.</i>

## SECTION V

### TECHNICAL SPECIFICATIONS

N0	DESCRIPTION		UOM
1	INK FILM KX FA 136A – FAX M/C NO.KX131		
2	TONER CARTRIDGE KYOCERA KM - 2020		
3	TONER CARTRIDGE HP Q7553A BLACK		
4	TONER, LASER JET CARTRIDGE BLACK C7115A		
5	TONER, CARTRIDGE 1320 Q5949A BLACK		
6	TONER BLACK CARTRIDGE Q5942A		
7	TONER CARTRIDGE BLACK Q6000A	To awarded at a set	
8	TONER CARTRIDGE CYAN Q6001A		
9	TONER CARTRIDGE YELLOW Q6002A		
10	TONER CARTRIDGE MAGENTA Q6003A		
11	TONER, KYOCERA MITA 5035 COPIER		
12	TONER, HP LASERJET BLACK Q7551A		
13	INK FILM FOR PANASONIC KX-FM 386 CX		
14	SUPER DLT TAPE II 0.5" DATA CARTRIDGE		
15	SUPER DLT, CLEANING TAPE		
16	CARTRIDGE, HP DESIGNJET T1120 C9401A		
17	CARTRIDGE, HP DESIGNJET T1120 C9397A		
18	CARTRIDGE, HP DESIGNJET MK-CD 889S-BLACK		
19	CARTRIDGE, HP DESIGNJET T1120 C9400A		
20	CARTRIDGE, HP DESIGNJET T1120 C9399A		
21	CARTRIDGE, HP DESIGNJET T1120 C9398A		
22	TONER-HP LASERJET 4015X PRINTER CC364A		
23	TONER-HP LASERJETCP2025DN PRINTER CC530A	To awarded at a set	
24	TONER-HP LASERJETCP2025DN PRINTER CC531A		
25	TONER-HP LASERJETCP2025DN PRINTER CC532A		
26	TONER-HP LASERJETCP2025DN PRINTER CC533A		
27	TONER-HP LASERJET M4345XM PRINTER Q5945A		
28	TONER, CARTRIDGE BLACK CC653A HP 901		
29	TONER, CARTRIDGE COOLOR CC656 HP 901		
30	INK CARTRIDGE – CL1 – 8M MAGENTA	To awarded at a set	
31	INK CARTRIDGE – CL1 – 8C CYAN		
32	INK CARTRIDGE – CL1 – 8Y YELLOW		
33	INK CARTRIDGE – PG1 – 5BK BLACK		
34	HP LASERJET COLOR BLACK CARTRIDGE CF210A	To awarded at a set	
35	HP LASERJET COLOR CYAN CARTRIDGE CF211A		

36	HP LASER COLOR MAGENTA CARTRIDGE CF213A		
37	HP LASER COLOR YELLOW CARTRIDGE CF212A		
38	HP COLOUR LASER PRO M277DW BLACK P/N	To awarded at a set	
39	HP COLOUR LASER PRO M277DW CYAN		
40	HP COLOUR LASER PRO M277DW YELLOW P/N		
41	HP COLOUR LASER PRO M277DW MAGENTA P/N		
42	HP LASERJET COLOR BLACK CARTRIDGE CF210A	To awarded at a set	
43	HP LASER COLOR MAGENTA CARTRIDGE CF213A		
44	HP LASER COLOR YELLOW CARTRIDGE CF212A		
45	HP LASERJET COLOR CYAN CARTRIDGE CF211A		

34	INK CARTRIDGE – CL1 – 8BK BLACK		
35	FLASH DISK 8 GB		
36	EPSON RIBBON BLACK CARTRIDGE LQ680 7762L		
37	EPSON CARTRIDGE BLACK, LQ680		
38	COMPACT DISK READ ONLY (CD-R)		
39	COMPACT DISK REWRITABLE (CD-RW)		
40	DIGITAL VERSATILE DISC REWRITABLE (RW)		
41	DIGITAL VERSATILE DISC RECORDABLE ®		
42	HP 1100DTN DESKJETCARTS.c4836g/7a/7g/8g/40a		
43	TONER TK675 KYOCERA KM 2560		
44	TONER CARTRIDGE Q7516A HPLASRT JET 5200		
45	CARTRIDGE ( PHOTO BLACK) CODE S1A		
46	TONNER CARTRIDGE CB540 A	To awarded at a set	
47	TONNER CARTRIDGE CB541 A		
48	TONNER CARTRIDGE CB542 A		
49	TONNER CARTRIDGE CB543 A		
50	LAPTOP BATTERIES P/N HP PROBOOK 6460B		
51	LAPTOP BATTERIES P/N HP ELITEBOOK 8540W		
52	LAPTOP BATTERIES P/N HP ELITEBOOK 8440P		
53	LAPTOP BATTERIES 18.5V COMPLETE WITH A FLOWER		
54	LAPTOP BATTERIES 19.5V COMPLETE WITH A FLOWER		
55	EXTENSION CABLE 3PIN, 4 WAY WITH SURGE PROTECTOR		
56	MOUSE, USB		

## SECTION VI

### TECHNICAL SPECIFICATIONS AND SCHEDULE OF REQUIREMENTS

**COMPUTER/PRINTER CONSUMABLES**

N0	DESCRIPTION		UOM	UNIT PRICE (USD)	TOTAL PRICE INC. OF VAT(USD)
1	INK FILM KX FA 136A – FAX M/C NO.KX131				
2	TONER CARTRIDGE KYOCERA KM - 2020				
3	TONER CARTRIDGE HP Q7553A BLACK				
4	TONER, LASER JET CARTRIDGE BLACK C7115A				
5	TONER, CARTRIDGE 1320 Q5949A BLACK				
6	TONER BLACK CARTRIDGE Q5942A				
7	TONER CARTRIDGE BLACK Q6000A	To awarded at a set			
8	TONER CARTRIDGE CYAN Q6001A				
9	TONER CARTRIDGE GEE YELLOW Q6002A				
10	TONER CARTRIDGE MAGENTA Q6003A				
11	TONER, KYOCERA MITA 5035 COPIER				
12	TONER, HP LASERJET BLACK Q7551A				
13	INK FILM FOR PANASONIC KX-FM 386 CX				
14	SUPER DLT TAPE II 0.5" DATA CARTRIDGE				
15	SUPER DLT, CLEANING TAPE				
16	CARTRIDGE, HP DESIGNJET T1120 C9401A				
17	CARTRIDGE, HP DESIGNJET T1120 C9397A				
18	CARTRIDGE, HP DESIGNJET MK-CD 889S-BLACK				
19	CARTRIDGE, HP DESIGNJET T1120 C9400A				
20	CARTRIDGE, HP DESIGNJET T1120 C9399A				
21	CARTRIDGE, HP DESIGNJET T1120 C9398A				
22	TONER-HP LASERJET 4015X PRINTER CC364A				
23	TONER-HP LASERJETCP2025DN PRINTER CC530A	To awarded at a set			
24	TONER-HP LASERJETCP2025DN PRINTER CC531A				
25	TONER-HP LASERJETCP2025DN PRINTER CC532A				
26	TONER-HP LASERJETCP2025DN PRINTER CC533A				
27	TONER-HP LASERJET M4345XM PRINTER Q5945A				
28	TONER, CARTRIDGE BLACK CC653A HP 901				
29	TONER, CARTRIDGE COOLOR CC656 HP 901				
30	INK CARTRIDGE – CL1 – 8M MAGENTA	To awarded at a set			
31	INK CARTRIDGE – CL1 – 8C CYAN				
32	INK CARTRIDGE – CL1 – 8Y YELLOW				

33	INK CARTRIDGE – PG1 – 5BK BLACK			
34	HP LASERJET COLOR BLACK CARTRIDGE CF210A	To awarded at a set		
35	HP LASERJET COLOR CYAN CARTRIDGE CF211A			
36	HP LASER COLOR MAGENTA CARTRIDGE CF213A			
37	HP LASER COLOR YELLOW CARTRIDGE CF212A			
38	HP COLOUR LASER PRO M277DW BLACK P/N	To awarded at a set		
39	HP COLOUR LASER PRO M277DW CYAN			
40	HP COLOUR LASER PRO M277DW YELLOW P/N			
41	HP COLOUR LASER PRO M277DW MAGENTA P/N			
42	HP LASERJET COLOR BLACK CARTRIDGE CF210A	To awarded at a set		
43	HP LASER COLOR MAGENTA CARTRIDGE CF213A			
44	HP LASER COLOR YELLOW CARTRIDGE CF212A			
45	HP LASERJET COLOR CYAN CARTRIDGE CF211A			

46	INK CARTRIDGE – CL1 – 8BK BLACK			
47	FLASH DISK 8 GB			
48	EPSON RIBBON BLACK CARTRIDGE LQ680 7762L			
49	EPSON CARTRIDGE BLACK, LQ680			
50	COMPACT DISK READ ONLY (CD-R)			
51	COMPACT DISK REWRITABLE (CD-RW)			
52	DIGITAL VERSATILE DISC REWRITABLE (RW)			
53	DIGITAL VERSATILE DISC RECORDABLE ®			
54	HP 1100DTN DESKJETCARTS.c4836g/7a/7g/8g/40a			
55	TONER TK675 KYOCERA KM 2560			
56	TONER CARTRIDGE Q7516A HPLASRT JET 5200			
57	CARTRIDGE ( PHOTO BLACK) CODE S1A			
58	TONNER CARTRIDGE CB540 A	To awarded at a set		
59	TONNER CARTRIDGE CB541 A			
60	TONNER CARTRIDGE CB542 A			
61	TONNER CARTRIDGE CB543 A			
62	LAPTOP BATTERIES P/N HP PROBOOK 6460B			
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64	LAPTOP BATTERIES P/N HP ELITEBOOK 8440P			
65	LAPTOP BATTERIES 18.5V COMPLETE WITH A FLOWER			
66	LAPTOP BATTERIES 19.5V COMPLETE WITH A FLOWER			
67	EXTENSION CABLE 3PIN, 4 WAY WITH SURGE PROTECTOR			
68	MOUSE, USB			



## SECTION VII

### PRICE SCHEDULE FOR GOODS

#### COMPUTER/PRINTER CONSUMABLES

N0	DESCRIPTION		UOM	UNIT PRICE (USD)	TOTAL PRICE INC. OF VAT(USD)
1	INK FILM KX FA 136A – FAX M/C NO.KX131				
2	TONER CARTRIDGE KYOCERA KM - 2020				
3	TONER CARTRIDGE HP Q7553A BLACK				
4	TONER, LASER JET CARTRIDGE BLACK C7115A				
5	TONER, CARTRIDGE 1320 Q5949A BLACK				
6	TONER BLACK CARTRIDGE Q5942A				
7	TONER CARTRIDGE BLACK Q6000A	To be awarded at a set			
8	TONER CARTRIDGE CYAN Q6001A				
9	TONER CARTRIDGE GEE YELLOW Q6002A				
10	TONER CARTRIDGE MAGENTA Q6003A				
11	TONER, KYOCERA MITA 5035 COPIER				
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13	INK FILM FOR PANASONIC KX-FM 386 CX				
14	SUPER DLT TAPE II 0.5" DATA CARTRIDGE				
15	SUPER DLT, CLEANING TAPE				
16	CARTRIDGE, HP DESIGNJET T1120 C9401A				
17	CARTRIDGE, HP DESIGNJET T1120 C9397A				
18	CARTRIDGE, HP DESIGNJET MK-CD 889S-BLACK				
19	CARTRIDGE, HP DESIGNJET T1120 C9400A				
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22	TONER-HP LASERJET 4015X PRINTER CC364A				
23	TONER-HP LASERJET CP2025DN PRINTER CC530A	To Be awarded at a set			
24	TONER-HP LASERJET CP2025DN PRINTER CC531A				
25	TONER-HP LASERJET CP2025DN PRINTER CC532A				
26	TONER-HP LASERJET CP2025DN PRINTER CC533A				
27	TONER-HP LASERJET M4345XM PRINTER Q5945A				
28	TONER, CARTRIDGE BLACK CC653A HP 901				
29	TONER, CARTRIDGE COOLOR CC656 HP 901				
30	INK CARTRIDGE – CL1 – 8M MAGENTA	To be awarded at a set			
31	INK CARTRIDGE – CL1 – 8C CYAN				
32	INK CARTRIDGE – CL1 – 8Y YELLOW				
33	INK CARTRIDGE – PG1 – 5BK BLACK				

34	HP LASERJET COLOR BLACK CARTRIDGE CF210A	To be awarded at a set			
35	HP LASERJET COLOR CYAN CARTRIDGE CF211A				
36	HP LASER COLOR MAGENTA CARTRIDGE CF213A				
37	HP LASER COLOR YELLOW CARTRIDGE CF212A				
38	HP COLOUR LASER PRO M277DW BLACK P/N	To be awarded at a set			
39	HP COLOUR LASER PRO M277DW CYAN				
40	HP COLOUR LASER PRO M277DW YELLOW P/N				
41	HP COLOUR LASER PRO M277DW MAGENTA P/N				
42	HP LASERJET COLOR BLACK CARTRIDGE CF210A	To be awarded at a set			
43	HP LASER COLOR MAGENTA CARTRIDGE CF213A				
44	HP LASER COLOR YELLOW CARTRIDGE CF212A				
45	HP LASERJET COLOR CYAN CARTRIDGE CF211A				

46	INK CARTRIDGE – CL1 – 8BK BLACK				
47	FLASH DISK 8 GB				
48	EPSON RIBBON BLACK CARTRIDGE LQ680 7762L				
49	EPSON CARTRIDGE BLACK, LQ680				
50	COMPACT DISK READ ONLY (CD-R)				
51	COMPACT DISK REWRITABLE (CD-RW)				
52	DIGITAL VERSATILE DISC REWRITABLE (RW)				
53	DIGITAL VERSATILE DISC RECORDABLE ®				
54	HP 1100DTN DESKJETCARTS.c4836g/7a/7g/8g/40a				
55	TONER TK675 KYOCERA KM 2560				
56	TONER CARTRIDGE Q7516A HPLASRT JET 5200				
57	CARTRIDGE ( PHOTO BLACK) CODE S1A				
58	TONNER CARTRIDGE CB540 A	To be awarded at a set			
59	TONNER CARTRIDGE CB541 A				
60	TONNER CARTRIDGE CB542 A				
61	TONNER CARTRIDGE CB543 A				
62	LAPTOP BATTERIES P/N HP PROBOOK 6460B				
63	LAPTOP BATTERIES P/N HP ELITEBOOK 8540W				
64	LAPTOP BATTERIES P/N HP ELITEBOOK 8440P				
65	LAPTOP BATTERIES 18.5V COMPLETE WITH A FLOWER				
66	LAPTOP BATTERIES 19.5V COMPLETE WITH A FLOWER				
67	EXTENSION CABLE 3PIN, 4 WAY WITH SURGE PROTECTOR				
68	MOUSE, USB				

**NB:**

- **Due to frequent changes in the prices, you are advised to quote in USD; however, your payment will be made in Kshs. and will be based on the prevailing CBK mean exchange rate at the time of order placement.**
  - **Samples from successful suppliers will be required whenever an Order for the items are required**
  - **The lowest evaluated bidder per item will be considered for framework contracting. Award shall be per line item EXCEPT those awarded at a set to the lowest bidder as indicated in the Price schedule.**
- 
- **Unsustainable prices will not be considered**
  - **Items to be supplied must be branded**

Signature of tenderer \_\_\_\_\_

*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 ( ..... *(insert equipment description)*) in conformity with the said tender documents for the sum of ..... *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

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

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

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

Country .....Physical address .....

Town .....Building.....

Floor.....Plot No. ....

Street / Road .....Postal 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 (**USD/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 .....2019.  
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 of .....2019.  
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 of .....2019.  
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 of .....2019

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 this .....day of .....2019.

Suppliers' / Company's Official Rubber Stamp

.....

**8.3 TENDER SECURITY DECLARATION FORM**

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

Date: ..... of Bid Submission] Tender No. .... of bidding process] To: ..... [Insert complete name of Purchaser]

We, the undersigned, declare that:

- 1. We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.
- 2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of THREE YEARS upon approval by the PPRB, if we are in breach of our obligation(s) under the bid conditions, because we –
  - (a) Have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or
  - (b) Having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,
- (i) Fail or refuse to execute the Contract, if required, or
- (ii) Fail or refuse to furnish the Performance Security, in accordance with the ITT.
- 3. We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of
  - (i) our receipt of a copy of your notification of the name of the successful Bidder; or
  - (i) Twenty-eight days after the expiration of our Tender.
- 4. We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed: [insert signature of person whose name and capacity are shown] in the Capacity of [insert legal capacity of person signing the Bid Securing Declaration] Name: [insert complete name of person signing the Bid Securing Declaration]

.....  
Duly authorized to sign the bid for and on behalf of: ..... [Insert complete name of Bidder]

Dated on ..... day of ....., ..... [Insert date of signing]



## 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 of ..... 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 ..... [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:

**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.