

**REPUBLIC OF KENYA**



**MINISTRY OF INTERIOR AND CO-ORDINATION  
OF  
NATIONAL GOVERNMENT**

**State Department for Correctional Services  
P.O BOX 30478-00100  
NAIROBI**

**TENDER NO. SDC/36/2019-2020**

**FOR**

**SUPPLY, DELIVERY, TESTING AND  
COMMISSIONING OF TRUCK MOUNTED  
BOREHOLE DRILLING RIG EQUIPMENT**

**NOVEMBER 2019**

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## **INTRODUCTION**

- 1.1 This standard tender document for supply, installation and commissioning of plant and equipment has been prepared for use by public entities in Kenya.
- 1.2 The following general conditions should be observed when using the document.
  - a) Specific details should be furnished in the tender notice and in the special conditions of contract. The final document to be provided to the tenderers should not have blank spaces or give options.
  - b) The instructions to the tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contracts and the appendix to instructions to the tenderers.
- 1.3 Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements.
- 1.4 The invitation to tender shall be issued as an advertisement in accordance with the regulations as a letter of invitation addressed to tenderers who have expressed interest following an advertisement of a prequalification tender.

**SECTION I INVITATION TO TENDER**

**TENDER REF NO: SDC/36/2019-2020**

**TENDER NAME: SUPPLY, DELIVERY, TESTING AND COMMISSIONING OF TRUCK MOUNTED BOREHOLE DRILLING RIG EQUIPMENT**

- 1.1 The State Department for Correctional Services invites sealed tenders from eligible candidate for Supply, Delivery, Testing and Commissioning of Truck Mounted Borehole Drilling Rig Equipment.
- 1.2 Interested eligible candidates should download the document free of charge from our website [www.coordination.go.ke/www.mygov.go.ke](http://www.coordination.go.ke/www.mygov.go.ke) or from IFMIS suppliers portal: [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke). OR may obtain further information from and inspect the tender documents at Head, Supply Chain Management services, State Department for Correctional Services, 13<sup>th</sup> floor, Teleposta. P.O Box 30478-00100, NAIROBI, during normal working hours.
- 1.3 A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of Kshs 1,000/= in cash or Bankers cheque payable to **The Principal Secretary, State Department for Correctional Services, at Accounts Sections 3<sup>rd</sup> Floor, Teleposta Building.**
- 1.4 Prices quoted should be net inclusive of all taxes, must be in Kenya Shillings and shall remain valid for 120 days from the closing date of the tender.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box provided at **STATE DEPARTMENT FOR CORRECTIONAL SERVICES HQS 13<sup>TH</sup> FLOOR**, or be addressed to:

**The Principal Secretary  
State Department for Correctional Services,  
P.O BOX 30478-00100,  
NAIROBI.**

So as to be received on or before **Wednesday 20<sup>th</sup> November, 2019, at 10.00AM.**

- 1.6 Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend the Opening at **THE STATE DEPARTMENT FOR CORRECTIONAL SERVICES, 13<sup>TH</sup> FLOOR ON WEDNESDAY 20<sup>TH</sup> NOVEMBER, 2019 AT 10.00AM.**

**HEAD OF SUPPLY CHAIN MANAGEMENT  
For: PRINCIPAL SECRETARY  
STATE DEPARTMENT FOR CORRECTIONAL SERVICES.**

## SECTION II - INSTRUCTIONS TO TENDERERS

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## **SECTION II – INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible Tenderers**

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall complete the supply, install and commissioning of the equipment by the intended completion date specified in the tender documents.
- 2.1.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by 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 involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### **2.2 Eligible Equipment**

- 2.2.1 All equipment to be supplied and installed 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 equipment(s) are 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 equipment is distinct from the nationality of the tenderer and shall be treated thus in the evaluation of the tender.

### **2.3 Cost of Tendering**

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.3.2 The price to be charged for the tender document shall not exceed Ksh 5,000.00
- 2.3.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

## **2.4. Contents of Tender Document**

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

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

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 Tender Documents**

2.5.1 A prospective tenderer making inquiries of the tender Documents may notify the Procuring entity in writing or by post at the Entity's address indicated in the invitation for tenders. 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 Tender Documents**

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

## **2.7 Language of Tender**

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

## **2.8 Documents Comprising the Tender**

- 2.8.1 The tender prepared by the tenderers shall comprise the following components.
- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
  - (b) documentary evidence established in accordance with paragraph 2.12 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 2.13 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
  - (e) Confidential Business Questionnaire

## **2.9 Tender Form**

- 2.9.1 The tenderer shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the equipment to be supplied, installed, and commissioned and a brief description of the equipment, 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 where applicable and total tender price of the equipment and installation it proposes to supply under the contract.



2.10.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:

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

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

## **2.11 Tender Currencies**

2.11.1 Prices shall be quoted in the following currencies:

- (a) For equipment that the tenderer will supply from within Kenya, the prices shall be quoted in Kenya Shillings; and
- (b) For equipment that the tenderer will supply from outside Kenya, the prices may be quoted in US Dollars or in another freely convertible currency.
- (c) Cost of installation and commissioning will be in Kenya Shillings.

## **2.12 Tenderers Eligibility and Qualifications**

2.12.1 Pursuant to paragraph 2.1. the tenderers 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.

2.12.1 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

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

- (a) that, in the case of a tenderer offering to supply equipment under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the equipment, Manufacturer or producer to supply the equipment
- (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 Document**

- 2.13.1 Pursuant 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 equipment which the tenderer proposes to supply under the contract
- 2.13.2 The documentary evidence of the eligibility of the goods shall consist of 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 equipment 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 equipment
  - 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 equipment for a period of two (2) years, following commencement of the use of the equipment by the Procuring entity; and
  - c) a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- 2.13.4 For purposes of the commentary 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 and form specified in the Appendix to Instructions to Tenderers.
- 2.14.2 The tender security shall be in the amount not exceeding 2 percent of the tender price.
- 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

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

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 as 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
    - 1. or
  - ii) to furnish performance security in accordance with paragraph 2.28
- c) If the tenderer rejects correction of an arithmetic error in the tender.

## **2.15 Validity of Tenders**

2.15.1 Tenderers shall remain valid for 120 days or as specified in the tender documents after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.20. A tender valid for a shorter period shall be rejected by the Procuring entity as non responsive.

2.15.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

## **2.16 Format and Signing of Tender**

2.16.1 The Procuring entity shall prepare three 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. All pages of the tender, except for an 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 on her Invitation to Tender.

(b) bear the tender number and name in the Invitation to Tender and the words “DO NOT OPEN BEFORE **20<sup>th</sup> November, 2019** at 10:00am.

2.17.2.1 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”.

2.17.2.2 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 not later than **20<sup>th</sup> November, 2019** by 10:00am.

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

2.18.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the Appendix.

## **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

## **2.20 Opening of Tenders**

- 2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **20<sup>th</sup> November, 2019** at 10:00am at THE STATE DEPARTMENT FOR CORRECTIONAL SERVICES, 13<sup>TH</sup> FLOOR.

The tenderers' representatives who are present shall sign a tender opening 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 and Responsiveness**

- 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 may be forfeited. If there is a discrepancy between words and figures the amount in words will prevail
- 2.22.2.1 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or effect the relative ranking of any tenderer.
- 2.22.2.2 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.
- 2.22.3 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 those 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 Procuring entity's evaluation of a tender will exclude and not take into account
- (a) in the case of equipment manufactured in Kenya or equipment of foreign origin already located in Kenya, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the tenderer; and
  - (b) any allowance for price adjustment during the period of execution of the contract, if provided in the tender.

2.24.3 The comparison shall be of the ex-factory/ex-warehouse/off-the-shelf price of the goods offered from within Kenya, such price to include all costs, as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods.

2.24.4 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price and the price of incidental services, the following factors, in the manner and to the extent indicated in paragraph 2.23.5 and in the technical specifications:

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

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

(a) *Delivery schedule*

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

(b) *Deviation in payment schedule*

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

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

Tenderers must offer items with service and spare parts back-up. Documentary evidence and locations of such back-up must be given. Where a tenderer offers items without such back-up in the country, he must give a documentary evidence and assurance that he will establish adequate back-up for items supplied.

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

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

## **2.25 Contacting the Procuring Entity**

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

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

## **2.26 Award of Contract**

### **(a) Post-Qualification**

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

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

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

### **(b) Award Criteria**

2.26.4 The State Department For Correctional Services 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 accept or Reject any or All Tenders**

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

2.26.7 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination

2.26.8 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.



2.26.9 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.

## **2.27 Notification of Award**

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

2.27.2 The notification of award will signify the formation of the Contract but will have to wait until the contract is finally signed by both parties. Simultaneous other tenderers shall be notified that their tenders have not been successful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

## **2.28 Signing of Contract**

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

2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

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

## **Performance Security**

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

2.28.5 Failure of the successful tenderer to comply with the requirements of paragraph 2.28 or paragraph 2.29 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.

## **2.29 Corrupt or Fraudulent Practices**

2.29.1 The procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has and will not be involved in corrupt or fraudulent practices.

3.30.2 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.

3.30.3 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**

### **Notes on the Appendix to the Instructions to Tenderers**

1. The Appendix to instructions to the tenderers is intended to assist the procuring entity in providing specific information in relation to corresponding clause in the instructions to Tenderers including in Section II and has to be prepared for each specific procurement.
2. The procuring entity should specify in the appendix information and requirement specific to the circumstances of the procuring entity, the goods to be procured and the tender evaluation criteria that will apply to the tenders.
3. In preparing the Appendix the following aspects should be taken into consideration;
  - (a) The information that specifies and complements provisions of Section II to be incorporated
  - (b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the goods to be procured to be also incorporated
4. Section II should remain unchanged and can only be amended through the Appendix.
5. Clauses to be included in this part must be consistent with the public procurement law and the regulations.

## **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.

<b>INSTRUCTIONS TO TENDERERS REFERENCE</b>	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
--	---

2.1.1	STATE DEPARTMENT FOR CORRECTIONAL SERVICES employees, Committee Members, members of the county assembly Or their relatives (Spouse and children) are not eligible
2.12.2	<b><u>The Tenderer shall submit a manufacturers authority in the form prescribed, Certificate of incorporation, KRA VAT and PIN Registration Certificates</u></b>
2.13.3	<ul style="list-style-type: none"> <li>• The Tenderer shall attach catalogues for <b><u>all the equipment</u></b> offered and a list of parts (including their prices) necessary for two (2) years' service</li> <li>• The price schedule of spare part shall only be attached and shall not be part of the final tender price.</li> <li>• The spare parts prices shall however be the parts prices after the two years warranty period</li> </ul>
2.14.1	Tender Security of Ksh. 1,000,000 shall be submitted with this Tender in form of a Bank Guarantee or Insurance Company Approved by PPRA and valid for 150 days from the Tender closing date
2.18.1	Tender closing date as notified by The State Department For Correctional Services.
2.24.4	<ul style="list-style-type: none"> <li>▪ Supplier to attached anticipated Delivery schedule</li> <li>▪ Indicate Payment schedule. Note that Any advance payment must be secured through a guarantee from approved financial institution. Advance payment is at the discretion of the Employer.</li> <li>▪ The tenderer to propose the payment schedule which will be subject to Employers approval.</li> </ul>
2.24.5	Documentary evidence of spare parts back up for the equipment offered shall be given. <b><u>Supplier must be locally represented</u></b>
2.29.1	The amount of Performance Security to be furnished shall be 10% of the Tender amount
Evaluation criteria	<ul style="list-style-type: none"> <li>▪ All the above are mandatory and failure to fulfill any may lead to outright disqualification.</li> <li>▪ The Tenderer must give a list of at least 5 customers using similar equipment who have had the equipment for the last five years.</li> <li>▪ The Tenderer must also have the legal capacity to enter into a contract for procurement</li> </ul>

**Note** Evaluation committee will visit the candidate’s premises to ascertain the documents and facilities for qualifications.

## EVALUATION CRITERIA

### 1. PRELIMINARY EVALUATION - MANDATORY REQUIREMENTS

No	Requirements
MR1	Must submit a copy of certificate of registration/incorporation
MR2	Copy of VAT and PIN Certificate
MR3	Valid Tax Compliance Certificate
MR4	Details of company directors (CR12)
MR5	Must submit a fully filled up confidential business questionnaire <b>in the format provided</b>
MR6	Attach a copy of valid Business Permit
MR7	Attach a detailed company profile
MR8	Must fill, sign and stamp the form of tender <b>in the format provided</b>
MR9	The tender document must be paginated
MR10	Must submit one original and two copies of the tender document (the document must not be spiral bound or in file format)
MR11	Must fill the standard tender document in the format provided and not any other format
MR12	Must provide Manufacturers authorization certificate/ dealership license
MR13	Must provide Manufacturer’s certificate of conformity
MR14	Must fill the anti-corruption declaration commitment/ pledge <b>in the format provided</b>
MR15	Must provide a Tender security of Kshs. 1,000,000 valid for 150 days after the tender closing date

### 2. TECHNICAL EVALUATION

No.	Evaluation Criteria	Maximum score
1	Past experience (detailed similar previous works/list of assignments done including the contact person) of at least 5 similar contracts within Kenya, attach copies of LPO, and award letters etc. Technical support (personnel training)	30
2	Proof of service center with spares and tools of similar equipment.	15

3	Recommendation letters from at least 5 clients using similar equipment for at least 5 years.	15
4	Financial position - Audited Final Accounts for the last three years	10
5	Authorization letter from relevant bank including certified bank statements for the last 6 months	10
	<b>Total Scores</b>	<b>80</b>
	<b>Pass Mark</b>	<b>60</b>

### SECTION III: GENERAL CONDITIONS OF CONTRACT

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## **SECTION III- GENERAL CONDITIONS OF CONTRACT**

### **3.1 Definitions**

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

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

### **3.2 Application**

3.2.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement installation and commissioning of equipment to the extent that they are not super ceded by provisions of other part of contract.

### **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 and will be treated thus in the evaluation of the tender.

### **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 Candidate 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 twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable 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) Cash
- b) Bank guarantee
- c) Such insurance guarantee approved by the Authority
- d) Letter of credit

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 equipment 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. 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 equipment 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 equipment after the equipment arrival and installation 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 and packaging of the equipment 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 equipment, documents and installation of the same 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 equipment 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 equipment delivered and installation performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

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

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

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

### **3.14. Assignment**

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 equipment 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 equipment.

### **3.17. Termination for convenience**

### **3.18. Liquidated Damages**

3.18.1 If the tenderer fails to deliver and/or install any or all of the items 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.

### **3.19. Resolution of Disputes**

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

3.19.2 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 that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

### **3.20. Language and Law**

3.20.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise specified in the SCC

### **3.21. Force Majeure**

3.21.1 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.

### **3.22 Notices**

3.22.1 Any notice given by one party to the other pursuant to this contract shall be sent to other party by post or by fax or Email and confirmed in writing to the other party's address specified.

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

**SPECIAL IV - SPECIAL CONDITIONS OF CONTRACT**

**Notes on Special Conditions of Contract**

- 4.1 The clauses in this section are intended to assist the procuring entity in Providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract
- 4.2 The provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the goods being procured. In preparing Section IV, the following aspects should be taken into consideration.
  - (a) Information that complement provisions of Section III must be incorporated and
  - (b) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the goods being procured must also be incorporated.

**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.
- 4.2 Special conditions of contract as relates to the GCC

<b>REFERENCE OFGCC</b>	<b>SPECIAL CONDITIONS OF CONTRACT</b>
3.12 Payment	Payment shall be made in installments.

**SECTION - V- SCHEDULE OF REQUIREMENTS AND PRICES**

**Notes on Schedule of Requirements and Prices**

- 5.1 The Procuring entity must state whether the contract is for procurement, installation and commissioning OR whether it is for installation and commissioning only, in which case, the equipment will have been procured separately.
- 5.2 The tenderers may use additional paper as will be necessary to indicate the details of their costing.

**SECTION V - SCHEDULE OF REQUIREMENTS AND PRICES**

1	2	3	4	5	6	7
	Item Description	Country of Origin	Quantity	Unit Price	Total Price per item (cols. 4x5)	Unit Price of other incidental services payable
1.	MTD -2202-040-19 TRUCK MOUNTED WATER DRILLING RIG					
2.	MTD-2203-014-19 SUPPORT TRUCK FOR DRILLING RIG					
3	MTD-2204-040-19 TEST PUMPING UNIT PER BOREHOLE					

PSUM the work Items shall be authorized and approved by the Project Engineer, it shall only be carried out by the under his instruction. The project manager will be Chief Mechanical Engineer- State Department for Infrastructure.

The Employer/Procurement entity to provide main power from KPLC to the installation sites.

Remarks:

Warranty period and extend .....

Authorised Official (Name) ..... Signature  
 .....

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

## SECTION VI – TECHNICAL SPECIFICATIONS

### 6.2 Technical Specifications

#### 6.2 GENERAL

- 6.2.1. These specifications describe the basic requirements for equipment. Tenderers are requested to submit with their offers the **detailed specifications, drawings, catalogues**, etc for the products they intend to supply.
- 6.2.2 Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specific requirement.
- 6.2.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any, shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The State Department for Correctional Services reserves the right to reject the equipment, if such deviations shall be found critical to the use and operation of the equipment.
- 6.2.4 The tenderers are requested to present information along with their offers as follows;-
- a. Shortest possible delivery period of the equipment.
  - b. Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses
  - c. Country of origin
  - d. Types or model offered

**SPECIFICATION NO. MTD-2202-040-19**

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**TENDERER'S NAME \_\_\_\_\_**

**NO: \_\_\_\_\_**

**TENDER NO: \_\_\_\_\_ ITEM NO: \_\_\_\_\_**

**QTY: \_\_\_\_\_**

**DESCRIPTION: TRUCK MOUNTED WATER DRILLING RIG**

**TENDERER'S Column to be completed by ALL TENDERER'S**

<b>A. CAB-CHASSIS.</b>		
<b>SPECIFICATION</b>	<b>REQUIREMENT</b>	<b>TENDERER'S</b>
MAKE	-	
MODEL	-	
COUNTRY OF ORIGIN	-	
Manufacturer's literature and specifications supplied	Yes (Mandatory)	_____ (Y/N)
<b>1. GENERAL</b>		
a) A Standard production, truck mounted water drilling rig, able to cope with various borehole drilling from shallow to deep drilling, through tough soil conditions and rock conditions.	Yes	_____ (Y/N)
b) Supplied new.	Yes	_____ (Y/N)
<b>2. DIMENSIONS AND WEIGHTS (BUILT BUS)</b>		
a) Overall length.	9,000-10,500 mm	----- mm
b) Overall width.	2,100-2,600 mm	----- mm
c) Ground clearance, min.	260 mm	mm
d) Max. G.V.W., min.	25,000Kg	----- kg
e) Kerb weight (without rig), max..	10,000 Kg	-----kg
f) Payload, min.	15,000 Kg	-----kg
<b>3. ENGINE</b>		
a) Make	-	
b) Model	-	

c)	Engine type, Diesel, 4 Stroke, water cooled.	Yes	_____ (Y/N)
d)	Maximum power output, min.	210 Kw	----- (KW /rpm)
e)	Maximum torque developed, min.	1,100 Nm	----- Nm rpm
f)	Fuel tank capacity, min.	300 Lt	Lt

#### 4. TRANSMISSION, BRAKES AND TYRES

a)	All synchromesh gearbox with hydraulic operated clutch	Yes	_____ (Y/N)
b)	Gear speeds, min	8F,1R	_____ _____
c)	Drive configuration.	6x4	_____ _____
d)	Hydraulic actuation Brakes	Yes, Yes	_____ (Y/N)
e)	Locally available All Terrain tires	Yes	_____ (Y/N)
f)	Optimum tire size	specify	_____ _____

#### 5. SUSPENSION, STEERING & ELECTRICAL SYSTEM

a)	Heavy duty leaf springs both front and rear, with shock absorbers at the front.	Yes (Mandatory)	_____ (Y/N)
b)	Assisted steering	Yes (Mandatory)	_____ (Y/N)
c)	FM radio with MP3 player fitted.	Yes	_____ (Y/N)

#### B. REAR CONSTRUCTION

##### 1. GENERAL

	RIG MANUFACTURER		
	MODEL		
	COUNTRY OF ORIGIN		
a)	The water drilling rig is to be mounted on the 6x4 truck.	Yes (Mandatory)	_____ (Y/N)



	All body construction and fittings must comply with CAP 403- Kenya Traffic Act guidelines.		
b)	Drill to be capable of Rotary Mud Drilling and air drilling (DTH method), depending on different soil and rock textures.	Yes (Mandatory)	_____ (Y/N)
c)	Drilling Rig is to be fully hydraulic control for operation of the mast, hoist cylinders etc.	Yes	_____ (Y/N)
<b>2.</b>	<b>DTH DRILLING</b>		
a)	Max. DTH drilling Depth, min.	600 m	----- m
b)	Hole Diameter for DTH drilling	6 ½ - 14”	----- “
	<b>i. Feed System</b>		
d)	Feed and Hoist operation to be achieved by use of hydraulic cylinders, Pulley and wire rope.	Yes	_____ (Y/N)
e)	Pull Back, min.	18,000 Kg	----- Kg
f)	Pull Down, min	11,000 Kg	----- Kg
g)	Hoisting Speed, min	50 m/min	----- m/min
g)	Pull Down Speed, min.	70 m/min	----- m/min
h)	Rotary Speed.	0-100 rpn	----- rpm
i)	Max. Rotary Head Torque, min.	6,500 Nm	----- Nm
	<b>ii. Air Compressor</b>		
a)	To have an air compressor mounted on rig carrier. Compressor to be driven by an on board diesel engine.	Yes	_____ (Y/N)
b)	Make & model	Specify	_____ _____
	Max. working pressure, min.	20 Bar	----- Bar
d)	Air delivery, min.	30 m <sup>3</sup> /min	----- m <sup>3</sup> /min
	<b>iii. Mast (Derric)</b>		
a)	Made of welded steel tubes/channels, to be raised/lowered hydraulically	Yes	_____ (Y/N)
	Mast overall length	9,000 mm	

b)			----- mm
c)	Rod handling capacity, min.	5,000 mm	----- mm
d)	Rotary Head Travel, min	7,500 mm	----- mm
e)	Control console with levers for mast operation, pneumatic control, operation of leaving jacks, telescopic guides.	Yes	_____ (Y/N)
f)	Fitted with a manual single-rod changer	Yes	_____ (Y/N)
g)	Fitted with night lights	Yes	_____ (Y/N)
<b>3.</b>	<b>MUD ROTARY DRILLING</b>		
a)	Mud pump mounted on board and driven through a hydraulic pump or a deck mounted engine.	Specify	----- ----
b)	Make & Model	Specify	_____ _____
c)	Displacement (normal operation), min.	1,000 ltr/min	----- ltr/min
d)	Maximum working pressure, min.	14 Bar	----- Bar
e)	Type of pump (centrifugal, single or double-acting etc)	specify	----- ----
<b>4.</b>	<b>HYDRAULIC SYSTEM</b>		
a)	Hydraulic system to have hydraulic reservoir, pumps, motors, valves, cylinders, jacks, filters, hoses, gauges and hydraulic oil cooler. System is to operate the mast, operating the mud pump, operating the breakout wrench and the 4 leveling jacks.	Yes	_____ (Y/N)
b)	System to be driven by vehicle PTO	Yes	_____ (Y/N)
<b>5.</b>	<b>WINCH &amp; INJECTION PUMP</b>		
a)	Main winch for tools and casing handling.	Yes	_____ (Y/N)
b)	Winch capacity, min.	1,000 kg	----- Kg
c)	Water injection pump capacity, min	80 L/min	----- ltr/min
d)	Water injection pump pressure, min	35 Bar	----- Bar

<b>6.</b>	<b>WELDING MACHINE</b>		
a)	A single phase welding machine to be fitted for welding the casing pipes	Yes	_____ (Y/N)
b)	Power, min.	6 KVA	----- KVA
c)	Welding rod size	2.5-5.0 mm	----- mm
d)	Welding current	300 A	----- A
<b>7. TOOLS.</b>			
	To be supplied with complete tooling package as below.	Yes	_____ (Y/N)
i	drilling rods of 5mtr length and 4 ½" OD 2 7/8 API IF	60No.	----- ----
ii	D6 6 ½" OD DTH Hammer	1. No.	----- ----
iii	S82 8"OD DTH Hammer	2. No.	----- ----
	Drilling Bits for DTH Hammers and Rotary	Yes	_____ (Y/N)
v	6 ½" Button Bits for D6 Hammer	2. No.	----- ----
vi	8 ½" Button Bits For S82 Hammer	2. No.	----- ----
vii	10" Button Bits for S82 Hammer	1. No.	----- ----
viii	10" Tricone Bit	1. No.	----- ----
Ix	8 ½" Tricone Bit	1. No.	----- ----
x	10" Clay/Drag Bit	1. No.	----- ----
Xi	8 ½" Clay/Drag Bit	1. No.	----- ----
<b>8.</b>	<b>DRILLING ACCESSORIES</b>		
i.	1 Rod Guide Bush	1 No.	
ii.	2 8" Hammer guide	1 No.	
iii.	3 8" Hammer Gripper	1 No.	
iv.	4 8½" , and 10" Bit Spanner	1 No.	
v.	5 8" Back Head Spanner	1 No.	

vi.	6	Long Rod Spanner	1 No.	
vii.	7	Short Rod Spanner	2 No	
viii.	8	Rod Carrier	2 No	
ix.	9	Bend Spanner	1 No.	
x.	10	Casing Clamp 6",	1 No.	
xi.	11	Casing Carrier 6"	1 No.	
xii.	12	Mud Pipe	1 No.	
xiii.	13	8" Sub with lifting hook	1 No.	
<b>9.</b>		<b>GENERAL TOOLS</b>		
i.	14	One set of Driller hand tools	1 No.	
ii.	15	Sledge hammer (3 sizes - One Each)	3 No	
iii.	16	Hand pump for fuel	1 No.	
iv.	17	Chain Wrench	1 No.	
v.	18	Shawel small	1 No.	
vi.	19	Crow Bar	2 No	
vii.	20	Grease Dispenser	1 No.	
viii.	21	Safety Glass	5 No	
ix.	22	Safety Helmet	5 No	
x.	23	Bit Grinder	1 No.	
<b>10.</b>		<b>OTHER REQUIREMENTS</b>		
a)	Supplied with a spare wheel and manufacturer standard tool kit.		Yes	_____ (Y/N)
b)	1 No. suitably positioned fire extinguisher supplied.		Yes	_____ (Y/N)
c)	1 No. First aid kit fitted.		Yes	_____ (Y/N)
<b>11.</b>		<b>WARRANTY</b>		
a)	Both vehicle and rig to have warranty.		Yes	_____ (Y/N)
b)	Warranty duration, min.		12 Months or 100,000 Km whichever occurs first.	_____ (Y/N)
d)	All literature in English language.		Yes (Mandatory)	_____ (Y/N)
e)	Repair manuals, Parts catalogue and drivers handbook with service schedule supplied		Yes	_____ (Y/N)

**12. OTHER REQUIREMENTS**

a)	Bus to be registered by the Registrar of Motor Vehicles.	Yes (Mandatory)	_____ (Y/N)
----	--	-----------------	-------------

b)	Vehicle/Rig will be inspected by the Chief Engineer - Mechanical, during construction and prior to delivery to the user.	Yes <b>(Mandatory)</b>	_____ (Y/N)
c)	Supplier to conduct training on drilling operation during delivery.	Yes <b>(Mandatory)</b>	_____ (Y/N)
d)	Franchise holder (representative in Kenya).  If not, specify relationship with franchise holder.	Yes  Specify whether agent/dealer	_____(Y/N)  -----
e)	Availability of spares.	Indicate motor vehicle dealers who stock spare parts.	----- ----- -----
f)	Names and addresses of dealers/agents where back-up service can be obtained indicating the location of the workshops facilities.	Specify	----- ----- ----- -----

<b>SPECIFICATION NO.MTD-2203-014-19</b>	<b>SHEET 37 of 5</b>
<b>TENDER'S NAME:</b> _____	<b>NO:</b> _____
<b>TENDER NO:</b> _____	<b>ITEM NO:</b> _____
<b>QTY:</b> ____	
<b>DESCRIPTION: SUPPORT TRUCK FOR DRILLING RIG.</b>	
<b>TENDERER'S Column to be completed by ALL TENDERERS</b>	

<b>A. CAB-CHASSIS.</b>		
MAKE	-	----- -----
MODEL	-	----- -----
COUNTRY OF ORIGIN	-	----- -----
Manufacturer's literature , authority and specifications supplied	Yes Mandatory	----- (Yes/No)

1. GENERAL			
a)	A 6x4 truck, with a fully enclosed body built on it, which is to be used as a support truck in water drilling sites. The truck will be used to ferry casings, drilling roads, bits, water, diesel and personal effects of personnel.	Yes	----- (Yes/No)
b)	Supplied new.	Yes	----- (Yes/No)

2. DIMENSIONS AND WEIGHTS			
a)	Overall length.	9,000-10,500 mm	----- mm
b)	Overall width.	2,100-2,600 mm	----- mm
c)	Ground clearance, min.	260 mm	mm
d)	Max. G.V.W., min.	25,000Kg	----- kg
e)	Kerb weight (without rig), max..	10,000 Kg	-----kg
f)	Payload, min.	15,000 Kg	-----kg

3. ENGINE			
a)	Make	-	
b)	Model	-	
c)	Engine type, Diesel, 4 Stroke, water cooled.	Yes	_____ (Y/N)
d)	Maximum power output, min.	210 Kw	----- (KW /rpm)
e)	Maximum torque developed, min.	1,100 Nm	----- Nm rpm
f)	Fuel tank capacity, min.	300 Lt	_____ __Lt

<b>4. CLUTCH AND TRANSMISSION</b>			
a)	Manual transmission, all synchromesh gearbox with hydraulic, clutch actuation	Yes (Mandatory)	_____(Y/N)
b)	Speeds, min	8F/1R	_____(Y/N)
c)	Drive configuration to be 6x4,	Yes (Mandatory)	_____(Y/N)

<b>5. BRAKES, TYRES AND SUSPENSION.</b>			
a)	Brakes, hydraulic or pneumatic assisted.	Yes	----- (Yes/No)
b)	Optimum tire size (size to be locally available).	Specify size	----- ----
c)	Heavy duty leaf springs both front and rear, with telescopic shock absorbers at front.	Yes	----- (Yes/No)

<b>6. CABIN, STEERING AND EQUIPMENT.</b>			
a)	Control Forward cabin type	Yes	----- (Yes/No)
b)	Steering to be power assisted.	Yes Mandatory	----- (Yes/No)
c)	Hydraulic jack, wheel brace and manufacturer's standard tools supplied.	Yes	----- (Yes/No)

**B. BODY CONSTRUCTION.**

<b>1. GENERAL.</b>			
a)	The rear of the truck is to have a fully enclosed body mounted on the chassis. The vehicle is planned to be used in extreme off-road environment, with heat and dust conditions.	Yes	.....Y/ N
d)	NAME OF BODY BUILDER	-	..... ..... ..... ..... ...
e)	CONTACTS (physical location, telephone and website)	-	..... ..... .....

			..... ...
f)	Body manufacturer's profile, literature on previous similar works, literature on the workshop facilities and any other literature proving capability to do the work to be attached when tendering.	Yes Mandatory	.....( Y/N)
g)	Detailed engineering drawings with dimensions (Showing all elevations) of body to be fabricated to be attached.	Yes Mandatory	(Y/N)
h)	Body construction and fitments to comply with CAP 403- Kenya Traffic Act.	Yes Mandatory	(Y/N)
<b>2.</b>	<b>DETAILED BODY CONSTRUCTION.</b>		
a)	Overall length, min.	7,300 mm	-----mm
b)	Overall interior height.	1,900-2,200 mm	-----mm
c)	Overall width.	2,500-2,650 mm	-----mm
	Overall load deck length, min.	6,000 mm	-----mm
a)	Under-structure to consist of longitudinal beams of 75*40*4 mm, C-channel mounted on the chassis, with transverse members of C-channel welded above them.	Yes	----- (Y/N)
b)	For wall mounting, a 40*40*2 mm SHS to be welded on the floor base all round.	Yes	----- (Y/N)
c)	4 SHS corner pillars welded on the floor under-structure, which are to support the side walls and the roof.	Yes	.....Y/ N
d)	Corner pillars dimensions	Specify	.....m m
e)	A steel plate floor to be welded on top of the under structure. Fabricated from 4 mm thick mild steel plate, reinforced at equal distances with box/channel sections.	Yes	----- (Y/N)
f)	Roof to be supported by 2 rows of SHS welded to the floor	Yes	.....Y/ N
g)	All walls to be made of corrugated galvanized sheet min. 3 mm thickness, and welded to the 4 corners pillars	Yes	.....Y/ N



h)	Front of the enclosed body to have 2 no. tanks fabricated, each of min. 200 ltr, for water and diesel respectively. Tanks to have filling ports on top and dispensing taps, and to be clearly marked of the contents to avoid operator mistake.	Yes	.....Y/ N
i)	Interior to have a shelf of suitable size and positioned at a suitable place, which can hold smaller but sensitive tools, or personal effects.	Yes	.....Y/ N
j)	Interior to have lights for working at night.	Yes	.....Y/ N
k)	Constructed body to have a door at the side (front LHD) and another at the rear.	Yes	.....Y/ N
l)	All doors to be outside opening to create more interior space.	Yes	.....Y/ N
m)	All doors to have a mechanism to lock after closing, and a mechanism of holding the door in open position.	Yes	.....Y/ N
n)	Opening dimensions for side door, approx.	1,000×1,800 mm	.....m m
o)	Opening dimensions for rear door to be the whole width of body, height approx. 1, 800 mm.	Yes	.....Y/ N
p)	Suitable size rear stone guards and tail-light guards fitted.	Yes	.....Y/ N
q)	Suitable size tool box to be fitted under body on the left side.	Yes	----- (Y/N)
r)	Body to be properly painted, with anti-rust coat applied before painting with high grade base, both on the outside and inside.	Yes	.....Y/ N
<b>7.</b>	<b>ACCESSORIES</b>		
a)	Powder fire extinguishers in driver cabin and at the rear, all secured in a manufacturer bracket and located in full view and in accessible place.	Yes	.....Y/ N
b)	Capacity, min.	2 kg each	.....K g
c)	First aid kit to be provided.	Yes	.....Y/ N
<b>8.</b>	<b>OTHER REQUIREMENTS</b>		
a)	Body construction to be supervised by the Chief Mechanical and Transport Engineer throughout	Yes (Mandatory)	

	the construction stages with final inspection prior to delivery to the user.		.....( Y/N)
b)	Supplier to register the completed vehicle with registrar of motor vehicle.	Yes (Mandatory)	.....( Y/N)
c)	Vehicle and body construction to carry warranty.	Min. 100,000 km or 12 months, whichever comes first	.....( Y/N)
d)	Indicate names and physical addresses of dealers/agents where back-up service can be obtained for the vehicle.	Specify	..... ..... ..... ..... ..... ..... ..... ..... ..... .....

<b>SPECIFICATION NO.MTD-2204-040-19</b>	<b>SHEET 42 of 6</b>
<b>TENDER'S NAME:</b> _____	<b>NO:</b> _____
<b>TENDER NO:</b> _____	<b>ITEM NO:</b> _____
<b>QTY:</b> ____	
<b>DESCRIPTION: TEST PUMPING UNIT FOR BOREHOLE.</b>	
<b>TENDERER'S Column to be completed by ALL TENDERERS</b>	

<b>A. CAB-CHASSIS.</b>		
MAKE	-	----- ----
MODEL	-	----- ----
COUNTRY OF ORIGIN	-	

			----- ---
	Manufacturer's literature , authority and specifications supplied	Yes Mandatory	----- (Yes/No)

1. GENERAL

a)	A 4x2 truck, with equipment for test-pumping of boreholes.	Yes	----- (Yes/No)
b)	Supplied new.	Yes	----- (Yes/No)

2. DIMENSIONS AND WEIGHTS

a)	Overall length.	6,000-7,000 mm	-----mm
b)	Overall width.	2,000-2,500 mm	-----mm
c)	Overall height.	3,000-3,500 mm	-----mm
d)	Wheelbase.	3,000- 4,700mm	-----mm
e)	Length of chassis aft of cab, min.	4,300 mm	-----mm
f)	Kerb weight (excluding body), max.	5,000 Kg	-----kg
g)	Max. G.V.W, min.	9,000 Kg	-----kg
h)	Payload, min.	4,000 kg	-----Kg
i)	ground clearance, min.	250 mm	-----mm

3. ENGINE

a)	Make	-	-----
b)	Model	-	-----
c)	Diesel Engine, water cooled, 4 Stroke.	Yes Mandatory	----- (Yes/No)
d)	Piston displacement.	4,500-6,500 cc	-----cc

e)	Maximum power output / rpm, min.	150 HP	-----HP/rpm
f)	Maximum torque developed /rpm, min.	550 Nm	----- Nm/rpm
g)	Fuel tank capacity, min.	200 Lt	-----Lt

4. CLUTCH AND TRANSMISSION

a)	Manual transmission, all synchromesh gearbox with hydraulic, clutch actuation	Yes (Mandatory)	_____(Y/N)
b)	Speeds, min	5F/1R	_____(Y/N)
c)	Drive configuration to be 4X2.	Yes (Mandatory)	_____(Y/N)

5. BRAKES, TYRES AND SUSPENSION.

a)	Brakes, hydraulic or pneumatic assisted.	Yes	----- (Yes/No)
b)	Optimum tire size (size to be locally available).	Specify size	----- ---
c)	Heavy duty leaf springs both front and rear, with telescopic shock absorbers at front.	Yes	----- (Yes/No)

6. CABIN, STEERING AND EQUIPMENT.

a)	Control Forward cabin type	Yes	----- (Yes/No)
b)	Steering to be power assisted.	Yes Mandatory	----- (Yes/No)
c)	Hydraulic jack, wheel brace and manufacturer's standard tools supplied.	Yes	----- (Yes/No)

**B. EQUIPMENT.**

**1. GENERAL.**

a)	The rear of the truck is to have test pumping equipment capable of pumping the borehole water under a fixed set of variables, like a given time at a given rate, and then assessing the test's impact on the water level in the borehole.	Yes	.....Y/N
d)	NAME OF MANUFACTURER	-	

			..... ..... ..... .....
e)	CONTACTS (physical location, telephone and website)	-	----- ----- ----- -----
f)	Body manufacturer's profile, literature on previous similar works, literature on the workshop facilities and any other literature proving capability to do the work to be attached when tendering.	Yes Mandatory	.....(Y/ N)
g)	Body construction and fitments to comply with CAP 403- Kenya Traffic Act.	Yes Mandatory	(Y/N)
<b>2. DETAILED CONSTRUCTION.</b>			
a)	Max. water borehole test pumping unit testing depth, min.	400 m	
b)	Testing unit to be able to perform constant-discharge test, Step-draw-down test and well Recovery tests, installation and service of boreholes.	Yes	----- (Y/N)
c)	Overall deck length, min.	4,000 mm	-----mm
d)	Overall deck width, min.	2,500 mm	-----mm
e)	Vehicle fitted with 4 no. hydraulic jacks	Yes	----- (Y/N)
<b>3. GENERATOR</b>			
		Yes	----- (Y/N)
a)	Vehicle equipped with a silent power generator for powering the pumps and lights, securely fitted on the deck.	Yes	.....Y/N
b)	Make	-	
c)	Model.	-	
d)	Output power (Prime), min	40 KVA	.....KV A.
e)	Output voltage	240&415V, 50 Hz	.....
f)	Fuel type	Diesel	..... .
	Running time at full tank, min	6 Hrs	

g)			.....Hrs .
h)	Electric starting mechanism using a battery	Yes	.....Y/N
i)	Noise level, max.	75dB @7 m	..... .
j)	Generator to have a control panel	Yes	.....Y/N
<b>4.</b>	<b>SUBMERSIBLE PUMPS</b>		
a)	Pumps to be corrosion Resistant construction. With integral non-return valve with controlled leak down.	Yes	.....Y/N
b)	Supplied with appropriate power cables	Yes	.....Y/N
	<b>Pump 1.</b>		
a)	Max. pump capacity, min.	3.5 m <sup>3</sup> /hr	..... m3/hr.
b)	Max. pump head, min.	350 m	.....m.
c)	Pump power, approx.	2 Kw	.....Kw .
	<b>Pump 2.</b>		
a)	Max. pump capacity, min.	6.0 m <sup>3</sup> /hr	..... m3/hr.
b)	Max. pump head, min.	450 m	.....m.
c)	Pump power, approx.	2 Kw	.....Kw .
<b>5.</b>	<b>WINCH &amp; MAST</b>		
a)	Feed and hoist operation to be achieved by use of a mast for lowering and raising the testing equipment, which works in tandem with a hydraulic winch and wire rope. Mast and winch operated by PTO.	Yes (Mandatory)	.....Y/N
b)	Boom capacity, min.	14,000 Kg	..... Kg
c)	Winch capacity, min	6,500 Kg	..... Kg.
<b>6.</b>	<b>TESTING ACCESSORIES</b>		
1	Electrical Submersible Cable 2.5 Mm	200 m	.....
2	Electrical Submersible Cable 4Mm	200 m	.....

3	G.I. Pipes 1 1/2" Class D	30 Pcs	.....
4	Stainless Steel Sockets 1 1/2"	45 Pcs	.....
5	Cable Ties 380mm by 4.8mm pack of 100	20 Pkts	.....
6	Insulating tape	10 Pkts	.....
7	Electric Angle Grinder 115mm, 900 W/230V; WITH 3- Meter power cable and BS type plug	1 No	.....
8	Cutting disc O 115mm by 3mm with 22mm bore	50 Pcs	.....
9	Pipe wrench 24"	2 Pcs	.....
10	Pipe wrench 36"	1 Pcs	.....
11	Vice clamp 48"	1 Pcs	.....
12	Chain wrench – medium	1 Pcs	.....
13	Lifters 1 1/2 (Fabrication as directed by the mech. Engineer)	3 Pcs	.....
14	Lifters 1 1/4" (Fabrication as directed by the Mech. Engineer)	3 Pcs	.....
15	Lifters 2" (Fabrication as directed by the Mech. Engineer)	3 Pcs	.....
16	Electrical bulb 60watt	10 No	.....
17	Extension cable with reel 15m	1 No	.....
18	G.I. Bent 1 1/2"	1 No	.....
19	G.I. Pipe 1 1/2"	1 No	.....
20	Gate valve 1 1/2" –Pegler UK make	1 No	.....
21	Hack saw –frame	1 No	.....
22	Hack saw –blade	50	.....
23	Hammer 20Lbs	1 No	.....
24	Buckets 20Litres	1 No	.....
25	Wire Brush	1 No	.....
26	Splicing Kit	3 No	.....
27	10sq mm armored cable (connection btwn genset and panel)	1 No	.....
28	1 1/2" Pipe clamp (heavy duty)	1 No	.....
29	Welding machine	1 Unit	.....
<b>7.</b>	<b>VEHICLE ACCESSORIES</b>		

a)	Powder fire extinguishers in driver cabin and at the rear, all secured in a manufacturer bracket and located in full view and in accessible place.	Yes	.....Y/N
b)	Capacity, min.	2 kg each	.....Kg
c)	First aid kit to be provided.	Yes	.....Y/N
<b>8.</b>	<b>OTHER REQUIREMENTS</b>		
a)	Body construction to be supervised by the Chief Mechanical and Transport Engineer throughout the construction stages with final inspection prior to delivery to the user.	Yes (Mandatory)	.....(Y/ N)
b)	Supplier to register the completed vehicle with registrar of motor vehicle.	Yes (Mandatory)	.....(Y/ N)
c)	Vehicle and body construction to carry warranty.	Min. 100,000 km or 12 months, whichever comes first	.....(Y/ N)
d)	Indicate names and physical addresses of dealers/agents where back-up service can be obtained for the vehicle.	Specify	..... ..... ..... ..... ..... .....



**SPECIAL CONDITIONS:**

- 1- Suppliers, affiliate or agent must show prove of having installed similar plants in Kenya in the last two years.
- 2- The Items installed in 1 above must have been tested for not less than five years.
- 3- Provide all design drawings, catalogues/manuals in English language- must be submitted during the inspection visit.
- 4- The supplier must provide Manufacturer's certificate of conformity
- 5- Supplier must provide manufacturer's Authorization certificate.

The above special conditions will form part of mandatory requirements during tender evaluation.

**Offer includes installation and commissioning charges****Sufficiency of Specifications**

These Specifications may not be exhaustive and the Tenderer should include other items that may be deemed necessary for the efficient operation of the plant.

## **SECTION VII - STANDARD FORMS**

*Notes on the Standard Forms:*

### **7.1 Form of Tender**

This form must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representative of the tenderer.

### **7.2 Confidential Business Questionnaire Form**

This form must be completed by the tenderer and submitted with tender documents

### **7.3 Tender Security Form**

When required by the tender document the tenderer shall provide the tender security either in the form included therein after or in another format acceptable to the procuring entity.

### **7.4 Contract Form**

The Contract form shall not be completed by the tenderer at the time of submitting the tenderer at the time of submitting the tender. The contract form shall be completed after contract award.

### **7.5 Performance Security form**

The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the sum provided herein or in another form acceptable to the procuring entity.

### **7.6 Bank Guarantee for Advance Payment.**

When there is an agreement to have Advance payment, this form must be duly completed.

### **7.7 Manufacturer's Authorization Form**

When required by the tender document, this form must be completed and submitted with the tender document. This form will be completed by the manufacturer of the goods where the tender is an agent

7.1 **FORM OF TENDER**

Date \_\_\_\_\_  
Tender No. \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_  
*[name and address of procuring entity]*

Gentlemen and/or Ladies:

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

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

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

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

**7.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c ) whichever applied to your type of business

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

*Part 1 – General:*

Business Name .....  
 Location of business premises. ....  
 Plot No..... Street/Road .....  
 Postal Address ..... Tel No. .... Fax ..... E mail .....  
 Nature of Business ,.....  
 Registration Certificate No. ....  
 Maximum value of business which you can handle at any one time – Kshs.  
 .....  
 Name of your bankers ..... Branch .....

	<p><b>Part 2 (a) – Sole Proprietor</b></p> Your name in full ..... Age ..... Nationality ..... Country of origin ..... • Citizenship details ..... •																								
	<p><b>Part 2 (b) Partnership</b></p> Given details of partners as follows: <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">Name</th> <th style="width:35%;">Nationality</th> <th style="width:35%;">Citizenship Details</th> <th style="width:15%;">Shares</th> </tr> </thead> <tbody> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>6. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	3. ....	.....	.....	.....	4. ....	.....	.....	.....	5. ....	.....	.....	.....	6. ....	.....	.....	.....				
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3. ....	.....	.....	.....																						
4. ....	.....	.....	.....																						
5. ....	.....	.....	.....																						
6. ....	.....	.....	.....																						
	<p><b>Part 2 (c) – Registered Company</b></p> Private or Public ..... State the nominal and issued capital of company- Nominal Kshs. .... Issued Kshs. .... Given details of all directors as follows <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">Name</th> <th style="width:35%;">Nationality</th> <th style="width:35%;">Citizenship Details</th> <th style="width:15%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.....	.....	.....	.....	2.....	.....	.....	.....	3.....	.....	.....	.....	4.....	.....	.....	.....	5.....	.....	.....	.....
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1.....	.....	.....	.....																						
2.....	.....	.....	.....																						
3.....	.....	.....	.....																						
4.....	.....	.....	.....																						
5.....	.....	.....	.....																						
Date ..... Seal/Signature of Candidate .....																									

### 7.3 TENDER SECURITY FORM

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

THE CONDITIONS of this obligation are:-

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

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

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

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

## 7.4 CONTRACT FORM

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring entity)

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

**7.5 PERFORMANCE SECURITY FORM**

To .....  
[name of Procuring entity]

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

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

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

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

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]

(Amend accordingly if provided by Insurance Company)

7.6 **BANK GUARANTEE FOR ADVANCE PAYMENT**

To .....  
[*name of Procuring entity*]

[*name of tender*] .....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, ..... [*name and address of tenderer*](hereinafter called “the tenderer”) shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract an amount of ..... [*amount of guarantee in figures and words*].

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

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

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

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_  
[*name of bank or financial institution*]

\_\_\_\_\_  
[*address*]

\_\_\_\_\_  
[*date*]



**7.7 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 an authorized person.

**ANTI-CORRUPTION DECLARATION COMITMENT/ PLEDGE**

***(Section 62, of the Public Procurement and Asset Disposal (PPAD) Act, 2015***

I/We/Messrs.....

of Street, Building,

P O Box.....

Contact/Phone/Email.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We.....declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with Tender/Tender No

.....

for or in the subsequent performance of the contract if I/We am/are successful.

Further we are not debarred from participating in Public Procurement.

Authorized Signature.....

Name and Title of Signatory.....

**7.8. LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER

**7.9 FORM RB 1  
REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of  
.....dated the...day of .....20.....in the matter of Tender No.....of  
.....20...

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical  
address.....Fax No.....Tel. No.....Email ....., hereby request the Public  
Procurement Administrative Review Board to review the whole/part of the above  
mentioned decision on the following grounds , namely:-

- 1.
  - 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
  - 2.
- etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

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**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on .....  
day of .....20.....

SIGNED  
Board Secretary