



**KIBWEZI-MAKINDU WATER AND SANITATION
COMPANY LTD (KIMAWASCO)**

**SUPPLY AND DELIVERY OF:
CLEANING MATERIALS & DISINFECTANTS**

TENDER NO. KIMAWASCO/12/2021-2023

Closing Date: 26th August 2021 AT 10:00 AM

BIDDING DOCUMENTS

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INTRODUCTION

1.1 This Standard Tender Document has been prepared for use by Central Government, County Governments, State Corporations and other Public Institutions in Kenya in the Procurement of goods.

1.2 The following general directions should be observed when using the document.

- (a) Specific details, such as the “name of the Procuring entity” and “address for tender submission,” should be furnished in the Invitation for Tenders, and in the Special Conditions of Contract. The final document should contain neither blank spaces nor options.
- (b) Amendments, if any, to the Instructions to Tenderers and to the General Conditions of Contract should be made through the Special Conditions of Contract, respectively.

1.3 Information contained in the invitation for tender shall conform to the data and Information in the tender documents to enable potential tenderers to decide whether to Participate and shall indicate any important tender requirements and shall be issued as:-

- (a) An advertisement in at least one national newspaper of wide circulation;
- (b) A letter of invitation addressed to interested tenderers who, following the advertisement have expressed interest in tendering for the materials and services for which the invitation is issued.

Section A .Tender Notice

Reference: **KIMAWASCO/12/2021-2023**

Tendername: **CLEANING MATERIALS & DISINFECTANTS.**

INVITATION TO TENDER

Kibwezi-Makindu Water & Sanitation Company Ltd (KIMAWASCO) is a private company limited by shares and incorporated on August 16, 2011 in a merger of the Kibwezi-Mtito Andei Water Company and the Makindu Water Company established under the Ministry of Water & Sanitation and Irrigation invites sealed tenders from eligible Suppliers for: **SUPPLY AND DELIVERY OF CLEANING MATERIALS & DISINFECTANTS.**

QUALIFICATION FOR TENDERING

- a) Certified copy of the incorporation certificate.
- b) KRA Pin registration
- c) Tax compliance certificate
- d) Financial capability.
- e) Similar previous experience.

Interested eligible tenderers may obtain further information from the Kibwezi-Makindu Water & Sanitation Company Ltd website and down load tender document free of charge from our website www.kimawas.com.

The Tenderer shall seal the copy of the tender in an envelope. The envelope shall then be sealed bearing no indication of the name of the bidding firm with the contract number and name clearly marked on top should be **deposited in the tender box located** at Offices' DCCs Compound, during the normal working hours or be posted to the Managing Director, P. O Box 104-90137 Kibwezi.

Interested eligible bidders must meet the requirements in the tender documents so as to reach not later **than 10.00 am 26th August 2021** at which time the bid documents will be publicly opened **at Kibwezi-Makindu Water and Sanitation Co. Ltd Office's, DCCs Compound** in the presence of bidders who choose to attend.

Section B. Invitation for Tenders

TENDER REF NO. : KIMAWASCO/12/2021-2023

TENDER NAM : Supply & Delivery of CLEANING MATERIALS & DISINFECTANTS.

Kibwezi-Makindu Water & Sanitation Company Ltd (KIMAWASCO) invites sealed bids from eligible candidates for Supply & Delivery of **CLEANING MATERIALS & DISINFECTANTS.**

Interested eligible candidates may obtain further information from and inspect the tender documents at **Kibwezi-Makindu Water and Sanitation Company located at DCCs Compound, Kibwezi** office from 8am-1pm and 2pm to 5pm from Monday to Friday excluding weekends and public holidays.

A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees (Kshs.1, 000.00) for tenders in category (A)

Or download the tender documents free of charge from the Kibwezi-Makindu Water and Sanitation Company Ltd Website www.kimawas.com. Bidders who download the documents from the website MUST also forward their particulars immediately for recording via email to kibwezi_mtito_waco@yahoo.com

Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at our offices near the Procurement office or if by post to be addressed to:

**Managing Director,
Kibwezi-Makindu Water and Sanitation Company Ltd,
P.O. BOX 104 - 90137 KIBWEZI**

So as to be received on or before: **Thursday, 26th August 2021 at 10.00am**

Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for (90) days from the closing date of the tender.

Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend Kibwezi-Makindu Water and Sanitation Company Ltd offices

Section C. General Information

Introduction

1. Eligible Tenderers

- 1.1 This Invitation is for Special groups as described in the tender documents. Successful tenderers shall provide the goods for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 1.2 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 services under this Invitation for Tenders.
- 1.3 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2. Eligible materials and spares

- 2.1 All consumable materials and spares used under the contract shall have their origin in eligible source countries.
- 2.2 For purposes of this clause, “origin” means the place where the materials are mined, grown, or produced. Materials 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.
- 2.3 The origin of materials is distinct from the nationality of the tenderer.

3. Cost of Tendering

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

The Tender Document

4 Contents

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

- (i) Invitation for Tenders
- (ii) General information
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of Requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Contract Form

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.

5. Clarification of Documents

5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by cable (hereinafter, the term *cable* is deemed to include telex and facsimile) 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 no 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 who have received the tender document.

6. Amendment of Documents

6.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.

6.2 All prospective candidates who have received the tender documents will be notified of the amendment in writing or by cable, and such amendment will be binding on them.

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.

Preparation of Tenders

7. Language of Tender

7.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged 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.

8. Documents Comprising the Tender

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

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.
- (b) Documentary evidence established in accordance with paragraph 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 13 that the materials and spares to be used by the tenderer for the services contract conform to the tender documents; and
- (d) Tender Security furnished is in accordance with paragraph 14

9. Tender Form

9.1 The tenderer shall complete the Tender Form and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed, a brief description of the materials and spares, their country of origin, quantity, and prices.

10. Tender Prices

10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the services it proposes to provide under the contract.

10.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:

10.3 Prices quoted by the tenderer shall be fixed during the Term of the contract and not Subject to variation on any account. A tender submitted with an adjustable price

quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 22.

11. Tender Currencies

11.1 Prices shall be quoted in the following currencies:

- (a) For services which involve materials and spares that the tenderer will supply from within Kenya, the prices shall be quoted in Kenya shillings; and
- (b) For services which involve materials and spares that the tenderer will supply from outside Kenya, the prices shall be quoted in US dollars or in another freely convertible currency.

12. Tenderers Eligibility and Qualifications.

12.1 Pursuant to paragraph 1 of section C, the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

13. Materials' Eligibility Conformity to Tender Document.

13.1 Pursuant paragraph 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 materials and spares which the tenderer proposes to use under the contract.

13.2 The documentary evidence of the eligibility of the materials and spares shall consist of a statement in the Price Schedule of the country of origin of the materials and spares offered which shall be confirmed by a certificate of origin issued at the time of shipment.

13.3 The documentary evidence of conformity of the materials and spares 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 characteristics of the materials and spares;
- (b) A clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the services to those specifications, or

a statement of deviations and exceptions to the provisions of the Technical Specifications.

13.4 For purposes of the commentary to be furnished pursuant to paragraph 13.3(b) 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.

14. Validity of Tenders

14.1 Tenders shall remain valid for **90 days** or as specified in the tender documents after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 17. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

14.2 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 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.

15. Format and Signing of Tender

15.1 The copy of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

15.2 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.

Submission of Tenders

16. Sealing and Marking of Tenders

16.1 The tenderer shall seal the tender in an envelope.

16.2 The envelope shall :

(a) be addressed to the Procuring entity at the following address:

**Managing Director,
Kibwezi-Makindu Water and Sanitation Company Ltd,
P.O. BOX 104 - 90137 KIBWEZI**

(b) **Supply and Delivery of: cleaning materials & disinfectants.**

(c) The Invitation for Tenders (IFT), and the words: **“DO NOT OPEN BEFORE
26th August 2021 at 10.00am**

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

16.4 If the outer envelope is not sealed and marked as required by paragraph 17.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

17. Deadline for Submission of Tenders

17.1 Tenders must be received by the Procuring entity at the address specified under paragraph 15.2 Not later than **26th August 2021, at 10:00am.**

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

18. Modification and Withdrawal of Tenders

18.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, Is received by the Procuring prior to the deadline prescribed for submission of tenders.

18.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 17. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked Not later than the deadline for submission of tenders.

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

18.4 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 14.7.

20 Preliminary Examination

20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed, whether there is statutory compliance and whether the tenders are generally in order.

20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If

The candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

20.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not Prejudice or affect the relative ranking of any tenderer.

21 Tenderer's Responsiveness

21.1 Prior to the detailed evaluation, pursuant to paragraph 21, 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.

Under Technical Evaluation, compliance to the offered technical specifications will be checked for conformity. Bidders must indicate a response for each technical requirement in the bid document as applicable. Failure to respond to any Mandatory Requirement will lead to Non-Responsiveness to the Technical Specification

21.2 Once 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.

22 Opening and Evaluation of Tenders

22.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 21.

22.2 In addition, the bidders will be evaluated on the following:-

- a) Valid tax compliance certificate

- b) Valid single business permit
- c) Evidence of dealership / letter of authorizations / manufactures letter
- d) Payment terms including credit period
- e) Copies of audited books of accounts showing profitability for duration of the immediate past two years / certified bank statements for the similar duration.
- f) Past performance evidences of a similar nature.
- g) For special groups a copy of the applicable certificate to be provided i.e. youth, women and disadvantaged groups

23 A copy of the bid document **MUST** be submitted clearly marked to be deposited in the tender box located at Kibwezi-Makindu Water and Sanitation Company offices the comparison shall be of the price to include all costs, as well as duties and taxes Payable on all the materials to be used in the provision of the services.

23.1 The Procuring entity's evaluation of a tender will take into account, in addition to the Tender price, the following factors, in the manner and to the extend indicated in Paragraph 22.2 and in the technical specifications:-

- a) Operational plan proposed in the tender;
- b) Payment schedule;

23.2 Pursuant to paragraph 23.1 the following evaluation methods will be applied:

a) Operational Plan

The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of requirements.

Tenders offering to perform longer than the procuring entity have required delivery time will be treated as non-responsive and rejected.

b) Payment Schedule

Tenderers shall state their tender price and terms for the payment. Tenderers will be evaluated on the basis of this base price.

4 Contacting the Procuring entity

24.1 Subject to paragraph 19, no tenderer shall contact the Procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

24.2 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 tender.

EVALUATION CRITERIA
Three stages will be considered

Stage 1: Mandatory

No.	Requirement	Yes/No or R/NR
MR 1	Must submit a certified copy of certificate of Incorporation/ Registration	
MR 2	Certified copy of CR 12/13 (valid for the last 6 months)	
MR 3	Must have KRA Pin certificate (confirmable)	
MR 4	Must submit a copy of valid tax compliance certificate (confirmable)	
MR 5	Certified copy of Valid business permit	
MR 6	Must fill the bill of quantities in the format provided (partial filled BOQ will be rejected)	
MR 7	Must fill the form of tender in the format provided and signed by the authorized person	
MR 8	Confidential business questionnaire should be duly filled and stamped	
MR 9	Attach a copy of litigation history of the company authored by commissioner of oaths	
MR10	Written confirmation on bidder's letter head that the bidder has not been debarred as a supplier, service provider or consultant for goods, services or works in Kenya; and that the bidder is eligible to participate in Procurement and also a statement declaring that if selected, the bidder shall not be Involved in corruption.	
MR 11	Bidders must serialize(paginate) and Stamp every Page of the Bid document submitted with Official company rubber Stamp For Ownership.	

NB: A bidder who fails to meet any of the above requirements shall be dropped at this stage and shall not be progressed to the Technical Evaluation stage

Stage 2: Technical Evaluation

No.	PARAMETER	MAXIMUM SCORE	Score
TR 1	Business Ownership: Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor	10	
TR 2 TR 3	Business licensing: Valid business license. Relevant Experience: Indicate proof of having undertaken similar assignment with the last 2 years (Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts, client testimonial	5 20	
TR 4	Supplier Availability: Postal Address Telephone Number	5	
	Contact person Website Email Address		
TR 5	Copy of Brochures and Literature and Drawings attached for the goods to be supplied under this contract and Must indicate the country of Origin of goods to be supplied (NB: no country is known as LOCAL)	5	
TR 6	Must attach Manufacturers Letter of Authorization to deal With the goods to be supplied under this contract.	10	
TR 7	Financial Capability: Audited Financial statements for the last 2 years	15	
TR 8	Financial Stability: Evidence of profit making in the attached 2 years audited reports	10	
TR 9	Supply Capacity: Maximum Volume of Business handled in the (last two years) 5 – 10 Million (20mrks) 0 – 5Million (10mrks)	20	

	Total	100	
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NOTE:

Only Those bidders who score 80% and above in technical evaluation and found to be responsive will then be subjected to price comparison, where award will be made to the lowest evaluated responsive bid.

NB:

The procuring entity will conduct due diligence to verify information submitted by the bidders. Any form of mis-information shall be interpreted as conjecture and will lead to automatic non responsiveness of the bid.

Stage 3: RECOMMENDATION

To consider for award the lowest responsive evaluated bidder shall be the one who satisfies section 86 sub section 1 item (a) of the Public Procurement and Assets Disposal Act 2015 which states:

86. (1) the successful tender shall be the one who meets any one of the following as specified in the tender document

(a) The tender with the lowest evaluated price;

This must be read in the full understanding of section 79 sub sections 1 which states:

79. (1) A tender is responsive if it conforms to all the eligibility and other mandatory requirements in the tender documents.

Award of Contract

25. Post-qualification

25.1 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.

25.2 The determination will take into account the tenderer financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 12.3, as well as such other information as the Procuring entity deems necessary and appropriate.

25.3 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.

26. Award Criteria

26.1 Subject to paragraph 10,23 and 28 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

27. Procuring entity's Right to Vary quantities

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

28. Procuring entity's Right to accept or Reject any or All Tenders

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

29. Notification of Award

29.1 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.

29.2 The notification of award will constitute the formation of the Contract.

29.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 14.

30. Signing of Contract

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

30.2 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

31. Corrupt Fraudulent Practices

31.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. In pursuance of this policy, the Procuring entity:-

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
- (i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;
- (b) 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;
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

31.2 Furthermore, tenderers shall be aware of the provision stated in the General Conditions of Contract.

SECTION D: GENERAL CONDITIONS OF CONTRACT

1. Definitions

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 services” means services to be provided by the tenderer including materials and spare parts which the tenderer is required to provide to the Procuring entity under the Contract.
- (d) “The Procuring entity” means the organization sourcing for the services under this Contract.
- (e) “The tenderer” means the individual or firm providing the services under this Contract.

2. Application

2.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement of services.

3. Country of Origin

- 3.1 For purposes of this Clause, “origin” means the place where the consumable materials and spares used for the provision of services were mined, grown, or produced.
- 3.2 The origin of Materials is distinct from the nationality of the tenderer.

4. Standards

4.1 The services provided under this Contract shall conform to the standards mentioned in the Technical Specifications.

5. Use of Contract Documents and Information

5.1 The Candidate shall not, without the Procuring entity’s prior written consent, disclose the Contract, or any provision thereof, 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.

- 5.2 The tenderer shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 5.1 above.
- 5.3 Any document, other than the Contract itself, enumerated in paragraph 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.

6. Patent Rights

- 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 services or any part thereof in the Procuring entity's country.

7. Inspection and Tests

- 7.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services 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.
- 7.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all Reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.
- 7.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.
- 8.5 Nothing in paragraph 8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

12. Payment

- 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.
- 12.2 Payments shall be made promptly by the Procuring entity as specified in the contract.

13. Prices

- 13.1 Prices charged by the tenderer for Services performed under the Contract shall not, with the

exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

14. Assignment

14.1 The tenderer shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring entity's prior written consent.

15. Subcontracts

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.

16. Termination for Default

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 provide any or all of the services 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.

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, services similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.

17. Liquidated Damages

17.1 If the tenderer fails to provide any or all of the services 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 price of the unperformed services up to a maximum deduction of 10% of the unperformed services. After this the procuring entity may consider termination of the contract.

18. Resolution of Disputes

18.1 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

18.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute the provisions of the Arbitration Act of the Laws of Kenya shall apply.

19. Language and Law

19.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise stated.

20. Force Majeure

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

Section E. Special Conditions of Contract

Special Conditions of Contract shall supplement the General Conditions of Contract.

Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

1. Prices quoted **must** be net, inclusive of all Government taxes.
2. The unit prices quoted **must** be in Kenya Shillings.
3. No tender document will be accepted after the official closing date/time as specified on the advertisement.
4. Tenderers are required to complete the form S33 and attach certificates of registration/incorporation, Tax compliance certificate/VAT to tender documents.
5. Form of Tender, Price Schedule and Schedule of Requirements should be duly filled, signed and stamped.
6. Successful tenderers will be required to give a performance security of 10% of the total contract price.
7. The department will carry out a market survey to the tenderers who have met all the stated conditions by visiting the premises/go downs to ascertain the accuracy of the information given in the tender documents, capacity and capability of the tenderers and confirm whether the tenderers are permanently situated.
8. The bidders **must** provide evidence of financial capability to execute the contract.
9. The department reserves the right to assess the bidder's capability on the same.
10. Bidders will be expected to deliver within **30 Days** on receipt of LPOs.
11. Bidders should specify the country of origin for quoted items.
12. The bidders **must** indicate their payment terms including the credit period.
13. Payments will be made after full delivery as per schedule of requirements and orders placed.
14. Tender Documents **MUST** be submitted in the tender box
15. Those bidders who score 80% and above in technical evaluation and found to be responsive will then be subjected to price comparison, where award will be made to the lowest evaluated responsive bid.

SECTION F: SCHEDULE OF REQUIREMENTS

SUPPLY AND DELIVERY OF: CLEANING MATERIALS & DISINFECTANTS.

All materials used in this contract shall comply with Kenya Bureau of Standards or equivalent and acceptable international standards. Where materials of a particular manufacturer are called for in the specifications, the procuring entity will have the Authority to reject any material which is not of the make specified. Where the words “ or other approved or equal” are used, they shall mean any make of equal quality but with written approval of Procuring Entity In the absence of such specification, the procuring Entity is entitled to confirm what materials are to be used.

Health and Safety

The tenderer shall observe all necessary health and safety standards and shall keep the Procuring Entity indemnified of any blame for any accidents arising during delivery to the site.

Delivery period

Due to the nature of this contract, the delivery period for the installation shall be 30 working days. This expedient period shall cover delivery to the site and receipt.

TECHNICAL SPECIFICATIONS

The tenderer shall provide an all-inclusive quote for delivery to site as indicated in the attached bill of quantity in this document.

Characteristics of product to be supplied

- Material used to make the plastic water tanks must not be of health risk/ hazardous.
- The goods should be within ISO standard.

S/NO.	ITEM DESCRIPTION	UNIT OF ISSUE	UNIT PRICE
1	Soap -liquid	Lts	
2	Jik	Bottle	
3	Omo	Pkt	
4	Mop	No	
5	Plastic cleaning bucket	No	
6	Mop handle	No	
7	Hand Washing soap	Bar	
8	Towel (Duster)	No	
9	Vim	Bottle	
10	Doom	Can	
11	Harpic	Bottle	
12	Toilet papers	Roll	

13	Serviettes paper	Pad	
14	Toilet balls	Pcs	
15	Brooms	No	
16	Sanitizers (500ml)	bottle	
17	Dettol/Savlon	bottle	
18	Masks (50 pcs)	pkt	

BILLS OF QUANTITIES

- The price must be inserted in INK (Blue color) and any price omitted from the items listed shall be deemed to have been included in another
- The price shall include the obligations of the tenderer including but not limited to the supply and delivery of pipes and fittings as indicated. This bill of quantities forms part of the contract documents and are to be read in conjunction with the conditions of contract and specifications.
- The quantities set forth in the bills of quantities are believed to represent the character of work to be carried out and are given for the purpose of enabling the procurement entity to compare tenders on equal basis. There is no guarantee to the tenderer that he will be required to carry out the quantities of work indicated under any one particular item or group of items in the bill of quantities.
- The prices and rates inserted in the Bills of Quantities will be used for valuing the work executed in accordance with the contract.

SECTION G: TECHNICAL SPECIFICATIONS GENERAL

[As per the list of requirements on page 23]

1. These specifications describe the basic requirements for materials supplied and delivered
2. Tenderers must indicate on the specifications sheets whether the materials delivered comply with each specified requirement.

4. The tenderers are requested to present information along with their offers as follows:
 - i) Shortest possible delivery period of each product.
 - ii) Must show Proof of Similar Assignments in nature within the last three years.
(Copies of Award Letters, Orders, Contracts and Testimonials from clients)
 - iii) Must attach Manufacturers Letter of Authorization to deal with pipes and fittings to be supplied under this contract.

SECTION H: TENDER FORM AND PRICE SCHEDULES

(i) Form of Tender

Date: _____

Tender N^o:

To:

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver..... *[description of materials and spares]* in conformity with the said tender documents for the sum of..... *[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to deliver the materials and spares in accordance with the delivery schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by..... (Procuring entity).
4. We agree to abide by this Tender for a period of..... *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
6. We understand that you are not bound to accept the lowest or any tender you may receive. Dated this _____ day of _____ 20_____.

[Signature]

[in the capacity of]

Duly authorized to sign tender for and on behalf of _____

[Insert Total Price of your bid *as per schedule of requirements page 23*

Kshs.....*] Amount in words*.....

.....

Signature of tenderer..... Company stamp

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

SECTION I: CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20____ between...[*name of Procurement entity*] of..... [country of Procurement entity] (hereinafter called “the Procuring entity”) of the one part and..... [Name of the tenderer/Contractor] of.....[city and country of tenderer] (Hereinafter called “the tenderer”) of the other part:

WHEREAS the Procuring entity invited tenders for certain materials and spares, viz.,..... [brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares 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:
 - 1) Tender Form and the Price Schedule submitted by the tenderer;
 - 2) Schedule of Requirements;
 - 3) Technical Specifications;
 - 4) General Conditions of Contract;
 - 5) Special Conditions of Contract; and
 - 6) 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 materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the materials and spares 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.

SUPPLY AND DELIVERY OF CLEANING MATERIALS & DISINFECTANTS

FOR AND ON BEHALF OF THE TENDERER

FULL NAME OF THE CONTRACTOR'S AUTHORIZED

REPRESENTATIVE

TITLE.....

NAME

BINDING SIGNATURE

ADDRESS

DATE

SIGNATURE.....

NAME OF THE FIRM STAMP

FOR AND ON BEHALF OF THE EMPLOYER

WITNESSED BY:

NAME.....

ADDRESS.....

TITLE

SIGNATURE.....

DATE

BINDING SIGNATURE

DATE.....

SECTION J: 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 materials

and *spares*

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 materials and spares manufactured by us.

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

[Signature for and on behalf of Manufacturer]

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

SECTION K: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS AND EVALUATION CRITERIA.

Weight

1. Certificate of Registration/Incorporation.....	(Must Attach copy)	15%
2. Past experience (not applicable to new businesses).....		15%
3. Valid local authority Trade License.....	(Attach copy)	15%
4. State VAT Registration No.....	(Attach copy)	15%
5. PIN No.....	(Attach copy)	10%
6. Tax Compliance Certificate.....	(Must Attach current copy)	30%
		100%

Pass mark 80%

7. State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law

.....

8. State whether you have any litigation against the Government

.....

9. State ant technological innovations or specific attributes which distinguishes you from your competitors.....

.....

10. Certificate of Good Conduct from Kenya Police (for Garages and Spare parts shops)

..... (Attach

Copy) 11. Other important certificates e.g. KEBS, Registration with MOPW, Professional bodies certification (IATA a must for Air Travel Agent).....(Attach copy)

Section L. Anti-Corruption Pledge Form

I/We.....

.....

..... Aware that the Government views corruption in the procurement process a serious matter and aware that it is against Anti-Corruption and Crimes Act to engage in corrupt and fraudulent practices do hereby pledge not to engage in such practices while bidding for the supply of Goods and service to the Procurement entity.

Tenderer's Name.....

Address.....

Authorized signature.....

Date.....

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part I – General:

Business Name.....

Location of business premises.....

Plot No.Street/Road.....

Postal Address.....Tel. No.

Nature of business.....

Current Trade Licence No.Expiring date.....

Maximum value of business which you can handle at any one time: K£.....

Name of your bankers.....Branch.....

Are you an agent of the Kenya National Trading Corporation? YES/NO.....

Part 2 (a) – Sole Proprietor:

Your name in full.....Age.....

Nationality.....Country of Origin.....

*Citizenship details.....

Part 2 (b) – Partnership:

Give details of partners as follows:

Table with 4 columns: Name, Nationality, Citizenship Details, Shares. Rows 1-5.

(c) – Registered Company:

Private or public.....

State the nominal and issued capital of the company –

Nominal Kshs..... Issued Kshs.....

Give the details of all directors as follows:

Table with 4 columns: Name, Nationality, Citizenship Details, Shares. Rows 1-5.

Date.....Signature of Tenderer.....

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