



**GEOHERMAL DEVELOPMENT
COMPANY LIMITED**

GDC/PM/OT/032/2018-2019

**TENDER FOR SUPPLY OF OFFICE
FURNITURE**

CLOSING DATE AND TIME: 30th April, 2019 at 2.00Pm

**Geothermal Development
Company Ltd
P.O. Box 100746-00101
NAIROBI
Website: www.gdc.co.ke**

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SECTION I: INVITATION TO TENDER

TENDER REF NO: GDC/PM/OT/032/2018:2019

TENDER DESCRIPTION: TENDER FOR SUPPLY POF OFFICE FURNITURE

Geothermal Development Company (GDC) invites sealed tenders from eligible candidates for “**Supply of Office Furniture**” whose specifications are detailed in the tender document.

Interested eligible candidates may obtain further information and inspect the tender document from the office of Manager, Supply Chain at Kawi House Office, located at South C Bellevue, Off Mombasa Road, Red Cross Road between 9.00am and 4.00pm during weekdays. An electronic copy of the tender document may be obtained by interested firms upon payment of a non-refundable fee of Kshs. 1000 payable to our accounts office in cash or bankers Cheque.

The document can also be viewed and downloaded from the website **www.gdc.co.ke** or **PPIP Portal www.tenders.go.ke** free of charge. Bidders who download the tender document from the website must forward their particulars immediately for records and any further tender clarifications and addenda issued

Tenders **MUST** be accompanied by an original bid security of **Kes. 200,000.00** In the form specified in the tender document.

Any additional information, addendums or clarifications in respect to this tender will be available in GDC website www.gdc.co.ke or PPIP Portal. All bidders are advised to regularly check the website during the bidding period.

The completed tenders in plain sealed envelopes clearly marked with **Tender No. and Tender reference name; shall be addressed to:**

The Managing Director& CEO
Geothermal Development Company Ltd (GDC)
P.O. Box 100746 – 00101
NAIROBI, KENYA

and deposited in the tender box at GDC Kawi House Office Ground Floor, located at South C Bellevue, Off Mombasa Road, Red Cross Road, not later than **30th April, 2019 at 2.00pm (1400Hrs).**

PRE-BID MEETING

NB: There will be a Pre-Bid Conference/Meeting to be held at GDC Office Boardroom on **17th April 2019 at 10.00am.** Bidders are required to assemble at GDC Kawi House Offices at 9.00am.

Tenders will be opened immediately thereafter in the presence of the tenderers' or their representatives who choose to attend at GDC Kawi House Board Room on Ground Floor.

MANAGER, SUPPLY CHAIN

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

2.2 Eligible Goods

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

2.3 Cost of Tendering

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.3.2 The price to be charged for the tender document shall not exceed Kshs.1,000/= or free of charge for bidders that download the tender document from GDC website or IFMIS portal.
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

2.4. The Tender Document

- 2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers
- (i) Invitation to Tender
 - (ii) Instructions to tenderers
 - (iii) General Conditions of Contract
 - (iv) Special Conditions of Contract
 - (v) Schedule of requirements
 - (vi) Technical Specifications
 - (vii) Tender Form and Price Schedules
 - (viii) Tender Securing Bid Declaration form
 - (ix) Contract Form
 - (x) Performance Security Form
 - (xi) Confidential Business Questionnaire
 - (xii) Declaration of Undertaking not to engage in fraudulent practice
- 2.4.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.5 Clarification of Documents

- 2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring

entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

2.5.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.6 Amendment of Documents

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

2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.

2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.7 Language of Tender

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

2.8 Documents Comprising of Tender

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

- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
- (b) documentary evidence established in accordance with paragraph 2.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) documentary evidence established in accordance with paragraph 2.2 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
- (d) tender security furnished in accordance with paragraph 2.14

2.9 Tender Forms

2.9.1 The tenderer shall complete the Tender Form and the appropriate Price Schedule furnished in the tender documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

2.10 Tender Prices

2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract

2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the entity.

2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22

2.10.4 The validity period of the tender shall be 60 days from the date of opening of the tender.

2.11 Tender Currencies

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

2.12 Tenderers Eligibility and Qualifications

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

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

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

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

2.13 Goods Eligibility and Conformity to Tender Documents

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

2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods

and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

2.13.3 The documentary evidence of conformity of the goods to the tender documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristic of the goods;
- (b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the Procuring entity; and
- (c) a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

2.13.4 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

2.14 Tender Security

2.14.1 The tenderer shall furnish, as part of its tender, **Ksh 200,000.00** tender security in the form specified in the Appendix to Invitation to Tenderers.

2.14.2 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

2.14.3 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee

or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to the Procuring entity and valid for thirty (30) days beyond the validity of the tender.

2.14.4 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

2.14.5 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.

2.14.6 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

2.14.7 The tender security may be forfeited:

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

2.15 **Validity of Tenders**

2.15.1 Tenders shall remain valid for **120 days** or as specified in the Invitation to tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non responsive.

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

2.16 Format and Signing of Tender

2.16.1 The Procuring entity shall prepare two copies of the tender, clearly marking each “ORIGINAL TENDER” and “COPY OF TENDER,” as appropriate. In the event of any discrepancy between them, the original shall govern.

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

2.16.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.17 Sealing and Marking of Tenders

2.17.1 The Tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.

2.17.2 The inner and outer envelopes shall:

(a) be addressed to the Procuring entity at the address given in the Invitation to Tender:

**The Managing Director
Geothermal Development Co. Ltd
P. O Box 100746-00101.
NAIROBI, KENYA**

(b) bear, tender number and name in the Invitation for Tenders and the words, “**DO NOT OPEN BEFORE, 2:00pm, 30th April, 2019**”

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

2.17.4 If the outer envelope is not sealed and marked as required by paragraph 2.17.2, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

2.18 Deadline for Submission of Tenders

2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later than **Tuesday 2:00pm, 30th April, 2019**.

2.18.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended

2.19 Modification and Withdrawal of Tenders

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

2.19.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.14.7

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

2.19.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.20 Opening of Tenders

2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, **on 30th April, 2019 at 2:00 p.m. and** in the location specified in the Invitation to Tender.

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

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

2.20.3 The Procuring entity will prepare minutes of the tender opening.

2.21 Clarification of Tenders

2.21.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.21.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.22 Preliminary Examination

2.22.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

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

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

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

2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.22.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the non conformity.

2.23 Conversion to Single Currency

2.23.1 Where other currencies are used, the procuring entity will convert these currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

2.24 Evaluation and Comparison of Tenders

2.24.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22

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

2.24.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.25 Preference

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

2.26 Contacting the Procuring entity

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

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

2.27 Award of Contract

(a) Post-qualification

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

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

2.27.3 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

2.27.4 The Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that

the tenderer is determined to be qualified to perform the contract satisfactorily.

(c) Procuring entity's Right to Vary quantities

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

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

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

2.28 Notification of Award

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

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

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

2.29 Signing of Contract

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

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

2.29.3 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.

2.30 Performance Security

2.30.1 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.

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

2.31 Corrupt or Fraudulent Practices

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

- (i) “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;

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

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

Appendix to Instructions to Tenderers

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1	The tender is eligible to all suppliers of Office Furniture
2.3.2	<p>An electronic copy of the tender document may be obtained by interested firms upon payment of a non-refundable fee of Kshs. 1000 payable to our accounts office in cash or bankers cheque.</p> <p>The document can also be viewed and downloaded from the website www.gdc.co.ke or www.tenders.co.ke free of charge or at no cost. Bidders who download the tender document from the website <u>MUST</u> forward their particulars immediately to procurement@gdc.co.ke for records and any further tender clarifications and addenda</p>
2.5.1	<p>A prospective tenderer requiring any clarification of the tender document may notify GDC in writing (email in PDF format or by facsimile) at the following address:</p> <p>One copy to: - Manager, Supply Chain Geothermal Development Company Limited, Kawi House, South C P.O. Box 100746 – 00101 NAIROBI, KENYA E-mail: procurement@gdc.co.ke dkyaka@gdc.co.ke & pkapto@gdc.co.ke</p> <p>And one copy to: - Deputy Manager, Property Management Geothermal Development Company Limited, P.O. Box 100746 – 00101 NAIROBI, KENYA E-mail: jkazungu@gdc.co.ke</p>

	<p>NB: Any request for clarification must be in the firm's letterhead and signed, and must be in reference to the specific parts of the tender document properly numbered.</p> <p>GDC will respond in writing (e-mail in PDF format) to any request for clarification received at least seven (7) days prior to the deadline for the submission of tenders.</p>
2.10.2	The prices should include all taxes and transport cost to the GDC Offices as stipulated below in the schedule of delivery.
2.10.4	The tender validity period is 120 days from the date of tender opening. A tender valid for a shorter period shall be considered as non-responsive and <u>shall be rejected.</u>
2.11.1	Prices quoted shall be in Kenya Shillings
2.14.1	The tenderer shall furnish, as part of its tender, a tender security in the amount of Ksh 200,000.00 . The tender security should be valid for a period of 30days beyond the tender validity period. .i.e. 150 days from the date of tender opening.
2.14.1	The tenderer should submit an Original and two (2) copies of the tender. <i>All pages of the tender, except for unamended printed literature, shall be page neted, serialized, well bound with table of content and initialled by the person or persons signing the tender.</i>
2.15.1	As in 2.10.4 above
2.20.1	The tender closing date is; on Tuesday 30th April, 2019 at 2.00Pm
2.22.1	<p>At the preliminary evaluation stage, the following mandatory requirements that determines a bidder's responsiveness will be assessed :-</p> <ol style="list-style-type: none"> a) Duly filled, Signed & Stamped Tender Form b) Duly filled, signed and stamped Price Schedules c) Original Tender Security in the amount of Ksh 200,000 in the form of bank or insurance guarantee valid for a period of 150 days from the date of tender opening. d) Certificate of Confirmation of Directors and Shareholding (CR12) (Evidence of identity to prove youth and women in the enterprise)/ID Card for Sole Proprietorship e) Certificate of Incorporation/ Registration in Kenya f) Attach a copy of a Valid Business Permit g) Attach a copy of PIN Certificate h) Tax compliance certificate valid at the time of opening, the certificate shall be verified from KRA tax checker.

	<p>i) Duly filled and signed “Mandatory Confidential Business Questionnaire”;</p> <p>j) Dully filled, signed & stamped declaration of undertaking not to engage in corrupt fraudulent practice</p> <p>k) Tenderers should be able to demonstrate ownership of a showroom with similar categories of furniture as tendered. GDC shall verify by visiting the facility.</p> <p>NB: Bidders who will not meet the above requirements will be declared non-responsive and will not proceed to technical evaluation stage.</p>
2.24.1	<p>In the technical evaluation stage, only bidders who have been found responsive at the preliminary stage will be evaluated on the following parameters:</p> <p>a) Compliance to the technical specifications as stipulated in <u>Section V</u> of this tender document by <u>filling the column provided</u> clearly indicating compliance to GDC requirements.</p> <p>b) Bidders MUST attach Brochures/Catalogues clearly indicating all the dimension and size measurements of the furniture showing compliance to GDC requirements to all the products they intend to supply.</p> <p>c) Delivery period offered in the tender. The delivery period should be as stipulated in the Special Conditions of Contract. Bidders should indicate their delivery period as provided for in the price schedule.</p> <p>d) Tenderers may quote to supply any or all the schedules, each schedule must be quoted for with completeness in order to qualify as responsive. <u>Each schedule shall be evaluated separately & awarded</u></p> <p>e) Deviation in payment schedule from that specified in the Special Conditions of Contract.</p> <p>Bids not meeting the technical specifications will be declared non-responsive and will not be evaluated further.</p> <p>Bids responsive at the technical evaluation stage will be evaluated at the financial stage. The bids will be checked for costing of all items.</p> <p>Award Criteria: The lowest evaluated tender per complete schedule will be recommended for award.</p>
2.27	<p>GDC at its own discretion <u>shall conduct due diligence</u> on the tenderers to establish their ability to perform the contract. The due diligence visit will entail to confirm & verify the</p>

	<p>qualifications of tenderers, quality and specifications conformity of the tendered item.</p> <p>Firms found to be capable of delivering the furniture as per the specifications after the due diligence will be considered for price evaluation/financial analysis.</p> <p>NB: Firms that will not be able to demonstrate capacity to deliver as per GDC requirement during the due diligence will be declared non-responsive and will not proceed for financial analysis.</p>
2.28.1	The unsuccessful tenderers will be notified on the outcome of the tender at the same time the successful tenderer is notified.
2.29.1	The performance security shall be 10% of the contract price in the form of a bank guarantee

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

3.3 Country of Origin

3.3.1 For purposes of this clause, “Origin” means the place where the Goods were mined, grown or produced.

3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer.

3.4 Standards

3.4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

3.5 Use of Contract Documents and Information

3.5.1 The tenderer shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.

3.5.2 The tenderer shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above

3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the Tenderer's performance under the Contract if so required by the Procuring entity

3.6 Patent Rights

3.6.1 The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring entity's country

3.7 Performance Security

3.7.1 Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security in the amount specified in Special Conditions of Contract.

3.7.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.7.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the Procuring entity, in the form provided in the tender documents.

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

3.8 Inspection and Tests

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

3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

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

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

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

3.9 Packing

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

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

3.10 Delivery and Documents

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

3.11 Insurance

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

3.12 Payment

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

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

3.13 Prices

3.13.1 Prices charged by the tenderer for goods delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

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

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

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

3.14. Assignment

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

3.15 Subcontracts

3.15.1 The tenderer shall notify the Procuring entity in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in the original tender or later, shall not relieve the tenderer from any liability or obligation under the Contract

3.16 Termination for default

3.16.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part

- (a) if the tenderer fails to deliver any or all of the goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity
- (b) if the tenderer fails to perform any other obligation(s) under the Contract
- (c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

3.16.2 In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, equipment similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar goods.

3.17 Liquidated Damages

3.17.1. If the tenderer fails to deliver any or all of the goods within the period(s) specified in the contract, the procuring entity shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the delivered price of the delayed items up to a maximum deduction of 10% of the delayed goods. After this the tenderer may consider termination of the contract.

3.18 Resolution of Disputes

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

3.18.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require adjudication in an agreed national or international forum, and/or international arbitration.

3.19 Language and Law

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

3.20 Force Majeure

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

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

- 4.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.
- 4.2 Special conditions of contract with reference to the general conditions of contract.

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
3.1 <i>definitions</i>	The Purchaser is The Geothermal Development Company Limited of Kawi House, South C Off Mombasa Road, Nairobi, Kenya. It includes the Purchaser's legal representative's successors or assigns
3.3	The bidders shall ensure the furniture's provided are new, unused and defects free
3.7.1 <i>Performance Security</i>	The Performance Security shall be in the amount of 10% of the Contract Price in the form of a bank guarantee. The performance security shall be cashed if the supplier shall not deliver the services as per the agreed timelines and if it does not conform to agreed standard.
3.10 Delivery	The delivery period for items shall be <u>two (2) weeks or less</u> . It is GDC's desire to have the Furniture's delivered within the shortest time possible. Any tenderer with a delivery period exceeding (2 weeks) will be disqualified.
3.12.1 <i>Payment Terms & Conditions</i>	<ul style="list-style-type: none"> i. The Purchaser shall upon execution of this Agreement issue a Contract for the supply of furniture. GDC shall issue LPO ii. The credit period shall be thirty (30) days upon receipt of certified invoices and delivery notes confirming that the invoiced services have been delivered and the service was in accordance with the contract. iii. Payment shall be made through Geothermal Development Company's cheque or telegraphic transfer of the contract. iv. Advance Payment shall not apply.
3.13	<p>Prices charged by the tenderer for the items delivered under the Contract shall not vary from the prices quoted by the tenderer in the tender.</p> <p><u>No correction of errors.</u></p> <p>The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or</p>

	entity.
3.18.1 Resolution of Disputes	If any dispute or difference of any kind arises between the Parties in connection with this Agreement or the breach, termination or validity hereof (a “Dispute”) it shall be referred to arbitration under the Arbitration Act, 1995.
Notices:	<p>Each party's address for the service of notice shall be the below mentioned address or such other address as it specifies by notice to the other;</p> <p>For the Procuring Entity:</p> <p style="text-align: center;">The Managing Director & CEO, Geothermal Development Company Ltd (GDC) Kawi House, South C Bellevue Off Mombasa Road, Tel: 0719037000, 0719036000 P.O. Box 100746 – 00101 NAIROBI, KENYA</p> <p>Any notice given under the Agreement shall be in writing and may be served:</p> <ul style="list-style-type: none"> i. personally; ii. by registered or recorded delivery mail; iii. by e-mail, telex or facsimile transmission (the latter confirmed by telex or post); or iv. by any other means which any party specifies by notice to the others. <p>Notice shall be deemed to have been served:</p> <ul style="list-style-type: none"> i. if it was served in person, at the time of service; ii. if it was served by post, 72 hours after it was posted; and iii. If it was served by e-mail, telex or facsimile transmission, at the time of transmission.

SECTION V - TECHNICAL SPECIFICATIONS

5.1 General




5.1.1 These specifications describe the requirements for goods. Tenderers are requested to submit with their **offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply clearly showing the size measurements of their products.**



5.1.2 Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.




5.1.3 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 procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.




5.1.4 The tenderers are requested to present information along with their offers as follows:



- (i) Shortest possible delivery period of each product

NO	ITEM	SPECIFICATIONS	IMAGE	BIDDERS RESPONSE COLUMN
1	Training Table	<p>Top board: Fire-proof board, scratch free with polyurethane rounded edging, Front board: Ribbed metallic and adjustable Footrest: Made of aluminum alloy and lockable twin castors measurement: 1800 x 600x 750mm Should have sturdy stand/base with adequate leg room. Should be stackable</p>		
2	Training Chair	<p>4 Legged Meeting Chair With Chrome Legs, Mesh Back with Fabric upholstery. Should have a plastic padded armrest</p> <p>Preferable Color Options:</p> <ol style="list-style-type: none"> 1) Black with GDC Green (80 Pieces) 2) All Black (20 pieces) <p>***Other color options may be admissible subject to them being within the GDC Corporate colors range</p>		
3	Mid-size Desk	<p>Wavy type office desk made of high pressure laminate top highly compacted with a posy formed polyurethane edge banding to protect the user from abrasions and minor injuries. The top of the desk has two capped grommet holes to facilitate cabling, the table stands on perforated metal legs and comes with fully integrated cable management system and horizontal</p>		



		ducts 4Attached to the metal legs. Each metal leg has two adjustable knobs to give the desk a uniform level standing in case of uneven floor. The desk comes with a three drawer mobile pedestal. Overall size		
4	Mid-Back Fabric Chairs	Mid back fabric orthopedic chair with breathable fabric and adjustable lumbar to support the lower back anchored on a "Shaped back rest to give the chair additional support and Comfort. The chair has urethane plastic adjustable arms, a waterfall edging seat with high quality foam cushion supported by an Underneath rubber protective cap. The chair has a synchronized tilt lock mechanism, pneumatic gas lift and a tension adjusting knob. The chair stands on a five star toughened nylon base with twin castors for ease of movement and support. Gas lift should have a 3 year warranty		
5	Executive wooden desk	Executive office desk in light mahogany finish overall size 1800*1050*780mm with desk extension size 1200*400*670mm and a three drawer mobile pedestal. The desk to Come with a comprehensive cable management system		

6	Executive wooden desk	<p>Executive office desk in light mahogany finish overall size 2000*1050*780mm with desk extension size 1200*400*670mm and a three drawer mobile pedestal. The desk to Come with a comprehensive cable management system</p>		
7	Boardroom chairs	<p>High back chair in leatherette on 5 star nylon swivel base. Has padded arms for added comfort. Tilt and height adjustment mechanism. Lean in size 360-degree swivel and adjustable height, Synchronized tilting mechanism Back rest: ergonomic with lumbar support. Should have a sturdy base. COLOR - BLACK. the gas lift should have a 3 year guarantee/ warranty</p>		
8	Conference chairs	<p>Medium back chair in leatherette on 5 star nylon swivel base. Has padded arms for added comfort. Tilt and height adjustment mechanism. Lean in size 360-degree swivel and adjustable height, Synchronized tilting mechanism Back rest: ergonomic with lumbar support. Should have a sturdy base. COLOR - BLACK. the gas lift should have a 3 year guarantee/ warranty</p>		

9	Conference Table	<p>Executive boat shaped table with 2 power and data sockets.</p> <p>The table top to be scratch free and pressure laminated board and made of wood veneer.</p> <p>To have a sturdy base and plastic glider for movement.</p> <p>Total measurement: L2400XW1200XH750MM</p> <p>To sit 8 – 10 people.</p>		
	Conference table	<p>Executive boat shaped table with 2 power and data sockets.</p> <p>The table top to be scratch free and pressure laminated board and made of wood veneer.</p> <p>To have a sturdy base and plastic glider for movement.</p> <p>Total measurement: L2600XW1200XH750MM</p> <p>To sit 12 people. (Measurement TBC)</p>		
10	6 Seater Field Office hot desk	<p>Measurement approx.:2400mmL x 1320mmD x 920mmH: sleek, kaldi oak finished scratch and heat resistant HDF board All edges post formed Worktop Mounted Grommet for routing Power and Telephone Communication Cables. Should have Integrated Cable Management Channels.</p>		

11	Low level storage cabinet	<p>Low level storage cabinet with three shelves (adjustable) to fit box files. The credenza should have three units which are lockable separately</p> <p>To have swinging doors</p> <p>Dimension: L800 x W400 x H800mm</p>		
13	Three way work station	<p>Three way work station with 3 x 3 mobile pedestals</p> <p>To come with three desk screens</p> <p>To have grommet holes for comprehensive cable management.</p> <p>Table top to be scratch free and pressure laminate.</p> <p>Color: light mahogany/ veneered beech</p> <p>Dimension : L1400XW1400XH750</p>		
14	Visitors chair	<p>Low back leatherette visitor office chair</p> <p>On nylon sleight base. To be cantilever with continuous chrome</p>		

15	Reception Counter 	<p>Curvilinear reception counter Dimension: L2200X W1045XH1050 Counter top: solid marble To come with a 3 drawer mobile pedestal</p>		
16	Office safe	<ul style="list-style-type: none"> • Fire resistant • Combination lock + key lock • Adjustable hanger files to accommodate fullscaps, letters & legal size documents • Selective locking system: permits locking of any of the 4 drawers • Each drawer capable of holding 100kgs of files • Wheels for easy movement • Dimension: H1573XW524XD680MM 		
17	Executive podium	<p>Wooden podium To have a cable management system, Laminate finishes Dimension - L700 x W550 x H1200mm</p>		

18	Round meeting table	<p>Executive round meeting table in dark mahogany finish with post foamed edges and highly compacted particle board finish in non Scratch finish with panel legs. The panel legs have fixed rubber Studs to protect from unnecessary movement. Overall size 1200 x 750mm(w x h) –</p>		
19	Round meeting table	<p>Executive round meeting table in dark mahogany finish with post foamed edges and highly compacted particle board finish in non Scratch finish with panel legs. The panel legs have fixed rubber Studs to protect from unnecessary movement. Overall size 1000 x 750mm(w x h) –</p>		

NB: Bidders are required to fill the above clearly indicating their technical compliance in regards to the brochures/catalogues to be provided.

SECTION VI-SCHEDULE OF REQUIREMENTS & DELIVERY

The schedule of requirements is as indicated below;

NO	ITEM	Quantity
1	Training Table	40
2	Training Chair	100
3	Mid-size Desk	20
4	Mid-Back Fabric Chairs	50
5	Executive wooden desk (1)	2
6	Executive wooden desk (2)	1
7	Boardroom chairs	3
8	Conference chairs	14
9	Conference Table	2
	Conference table 2	1
10	6 Seater Field Office hot desk	6
11	Low level storage cabinet	10
13	Three way work station	6
14	Visitors chair	6
15	Reception Counter	1
16	Office safe	2

17	Executive podium	2
18	Round meeting table	1
19	Round meeting table	2

DELIVERY SCHEDULE;

The above Furniture's will be distributed to GDC Offices as follows:

Item Description	Nairobi – Kawi House, South C	Nakuru – Kenyatta Avenue generations house	Total
Training Table	-	40	40
Training Chair	-	100	100
Mid-size Desk	10	10	20
Mid-Back Fabric Chairs	10	40	50
Executive wooden desk (1)	-	2	2
Executive wooden desk (2)	-	1	1
Boardroom chairs	-	3	3
Conference chairs	-	14	14
Conference Table	-	2	2
Conference table 2	-	1	1
6 Seater Field Office hot desk	-	6	6
Low level storage cabinet	-	10	10
Three way work station	-	6	6
Visitors chair	-	6	6
Reception Counter	-	1	1
Office safe	1	1	2
Executive podium	1	1	2
Round meeting table	1	-	1
Round meeting table	2	-	2

NB: Bidders should consider the above delivery schedule when quoting.

SECTION VII - PRICE SCHEDULE

SCHEDULE ONE - CHAIRS

No.	Description	UOM	Quantity	Unit Price	Total Price
1.	Training Chair as per specification	No.	100		
2.	Mid-Back Fabric Chairs as per specification	No.	50		
3.	Boardroom chairs as per specification	No.	3		
4.	Conference chairs as per specification	No.	14		
5.	Visitors chair as per specification	No.	6		
	Total Price				
	16% Vat				
	Grand Total Cost Incl of 16% Vat transferred to tender form				
	Delivery Period (Specify)				

NB: ALL Prices quoted must be inclusive of 16% VAT

Tenderer's Name (Company) _____

Signature & Rubber stamp: _____

Date: _____

Tenderer's name (Company) _____

Signature & Rubber-Stamp _____ Date _____

NOTES

- a) Documentary evidence to prove that the items offered comply with the Technical Specifications must be provided.
- b) The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

SCHEDULE TWO – TABLE/DESK

No.	Description	UOM	Quantity	Unit Price	Total Price
1.	Training Table as per specification	No.	40		
	Total Price				
	16% Vat				
	Grand Total Cost Incl of 16% Vat transferred to tender form				
	Delivery Period (Specify)				

NB: ALL Prices quoted must be inclusive of 16% VAT

Tenderer’s Name (Company) _____

Signature & Rubber stamp: _____

Date: _____

Tenderer’s name (Company) _____

Signature& Rubber-Stamp _____ Date_____

NOTES

- a) Documentary evidence to prove that the items offered comply with the Technical Specifications must be provided.
- b) The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

SCHEDULE THREE - DESK

No.	Description	UOM	Quantity	Unit Price	Total Price
1.	Midsize desk as per specifications	No.	20		
2.	Executive wooden desk as per specifications	No.	2		
3.	Executive wooden desk as per specifications	No.	1		
4.	Round meeting table as per specifications	No.	<u>1</u>		
5.	Round meeting table as per specifications	No.	<u>2</u>		
	Total Price				
	16% Vat				
	Grand Total Cost Incl of 16% Vat transferred to tender form				
	Delivery Period (Specify)				

NB: ALL Prices quoted must be inclusive of 16% VAT

Tenderer's Name (Company) _____

Signature & Rubber stamp: _____

Date: _____

Tenderer's name (Company) _____

Signature & Rubber-Stamp _____ Date _____

NOTES

- a) Documentary evidence to prove that the items offered comply with the Technical Specifications must be provided.
- b) The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

SCHEDULE FOUR – CONFERENCE TABLES

No.	Description	UOM	Quantity	Unit Price	Total Price
1.	Conference table as per specification	No.	2		
	Conference table as per specification	No.	1		
	Total Price				
	16% Vat				
	Grand Total Cost Incl of 16% Vat transferred to tender form				
	Delivery Period (Specify)				

NB: ALL Prices quoted must be inclusive of 16% VAT

Tenderer's Name (Company) _____

Signature & Rubber stamp: _____

Date: _____

Tenderer's name (Company) _____

Signature & Rubber-Stamp _____ Date _____

NOTES

- a) Documentary evidence to prove that the items offered comply with the Technical Specifications must be provided.
- b) The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

SCHEDULE FIVE – FIELD TABLES

No.	Description	UOM	Quantity	Unit Price	Total Price
1.	6 seater field office hot desk as per specifications	No.	6		
	Total Price				
	16% Vat				
	Grand Total Cost Incl of 16% Vat transferred to tender form				
	Delivery Period (Specify)				

NB: ALL Prices quoted must be inclusive of 16% VAT

Tenderer's Name (Company) _____

Signature & Rubber stamp: _____

Date: _____

Tenderer's name (Company) _____

Signature & Rubber-Stamp _____ Date _____

NOTES

- a) Documentary evidence to prove that the items offered comply with the Technical Specifications must be provided.
- b) The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

SCHEDULE SIX – STORAGE CABINET

No.	Description	UOM	Quantity	Unit Price	Total Price
1.	Low level storage cabinet as per specification	No.	10		
	Total Price				
	16% Vat				
	Grand Total Cost Incl of 16% Vat transferred to tender form				
	Delivery Period (Specify)				

NB: ALL Prices quoted must be inclusive of 16% VAT

Tenderer’s Name (Company) _____

Signature & Rubber stamp: _____

Date: _____

Tenderer’s name (Company) _____

Signature & Rubber-Stamp _____ Date _____

NOTES

- a) Documentary evidence to prove that the items offered comply with the Technical Specifications must be provided.
- b) The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

SCHEDULE SEVEN – WORKSTATION

No.	Description	UOM	Quantity	Unit Price	Total Price
1.	Three way workstation as per specification	No.	6		
	Total Price				
	16% Vat				
	Grand Total Cost Incl of 16% Vat transferred to tender form				
	Delivery Period (Specify)				

NB: ALL Prices quoted must be inclusive of 16% VAT

Tenderer's Name (Company) _____

Signature & Rubber stamp: _____

Date: _____

Tenderer's name (Company) _____

Signature & Rubber-Stamp _____ Date _____

NOTES

- a) Documentary evidence to prove that the items offered comply with the Technical Specifications must be provided.
- b) The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

SCHEDULE EIGHT – RECEPTION COUNTER

No.	Description	UOM	Quantity	Unit Price	Total Price
1.	Reception counter as per specification	No.	<u>1</u>		
	Total Price				
	16% Vat				
	Grand Total Cost Incl of 16% Vat transferred to tender form				
	Delivery Period (Specify)				

NB: ALL Prices quoted must be inclusive of 16% VAT

Tenderer’s Name (Company) _____

Signature & Rubber stamp: _____

Date: _____

Tenderer’s name (Company) _____

Signature& Rubber-Stamp _____ Date _____

NOTES

- a) Documentary evidence to prove that the items offered comply with the Technical Specifications must be provided.
- b) The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

SCHEDULE NINE – OFFICE SAFE

No.	Description	UOM	Quantity	Unit Price	Total Price
1.	Office safe as per specification	No.	<u>2</u>		
	Total Price				
	16% Vat				
	Grand Total Cost Incl of 16% Vat transferred to tender form				
	Delivery Period (Specify)				

NB: ALL Prices quoted must be inclusive of 16% VAT

Tenderer's Name (Company) _____

Signature & Rubber stamp: _____

Date: _____

Tenderer's name (Company) _____

Signature & Rubber-Stamp _____ Date _____

NOTES

- a) Documentary evidence to prove that the items offered comply with the Technical Specifications must be provided.
- b) The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

SCHEDULE TEN – EXECUTIVE PODIUM

No.	Description	UOM	Quantity	Unit Price	Total Price
1.	Executive podium as per specification	No.	<u>2</u>		
	Total Price				
	16% Vat				
	Grand Total Cost Incl of 16% Vat transferred to tender form				
	Delivery Period (Specify)				

NB: ALL Prices quoted must be inclusive of 16% VAT

Tenderer's Name (Company) _____

Signature & Rubber stamp: _____

Date: _____

Tenderer's name (Company) _____

Signature & Rubber-Stamp _____ Date _____

NOTES

- a) Documentary evidence to prove that the items offered comply with the Technical Specifications must be provided.
- b) The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

SECTION VII - STANDARD FORMS

Notes on standard forms

1. **Form of Tender** - The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. **Declaration of undertaking** not to engage in Corrupt Fraudulent Practice – Bidders MUST sign, Fill & Stamp the declaration form not to engage in corrupt practices
3. **Mandatory Confidential Business Questionnaire** - Bidder MUST Fill, Sign & Stamp the questionnaire
4. **Performance Security-** The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
5. **Tender Security Form** - When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
6. **Contract Form** - The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.

8.1 FORM OF TENDER

Date _____

Tender No. _____

To.....

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos.. *[insert numbers]*, the of which is hereby duly acknowledged, we, the undersigned, offer to provide. *[description of goods]* in conformity with the said tender documents for the sum of. *[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee 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 *[.....]* 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.

Dated this _____ day of _____ 20
[signature] *[In the capacity of]*
 Duly authorized to sign tender for and on behalf of _____

8.2 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 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]

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 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.

Signed, sealed, delivered by _____ the _____ (for the Procuring entity)

Signed, sealed, delivered by _____ the _____ (for the tenderer)

in the presence of _____.

8.3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

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.

<p>Part 1 General</p> <p>Business Name</p> <p>Location of Business Premises</p> <p>Plot No,Street/Road.....</p> <p>Postal addressTel No.Fax Email</p> <p>Nature of Business</p> <p>Registration Certificate No.</p> <p>Maximum value of business which you can handle at any one time – Kshs.....</p> <p>Name of your bankers.....</p> <p>Branch.....</p>

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details</p> <p>.....</p>																				
	<p>Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>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> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		
	<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>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> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		
	<p>Date.....Signature of Candidate.....</p>																				

8.4 TENDER SECURITY FORM

Whereas[name of the tenderer]

(hereinafter called “the tenderer”)has submitted its tender dated.....[date of submission of tender] for the provision of

[name and/or description of the services]

(hereinafter called “the Tenderer”).....

KNOW ALL PEOPLE by these presents that WE.....

Of.....having registered office at

[name of procuring entity](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 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)

8.5 PERFORMANCE SECURITY FORM

To:

[name of the 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 services](Hereinafter called “the contract”)

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

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of
[amount of the guarantee in words and figures],

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

This guarantee is valid until the _____ day of 20

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

(Amend accordingly if provided by Insurance Company)

8.6 DECLARATION OF UNDERTAKING

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the Public Procurement & Disposal Act 2015

We also underscore the importance of adhering to the law in the implementation of the project. We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country.

We also declare that our company/sub-contractors/ all members of the consortium has/have not been debarred to engage in procurement/ included in the list of sanctions.

We acknowledge that, the client is entitled to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Dated this _____ day of _____ 20 _____

(Name of company)

(Signature(s))