



**GEOHERMAL DEVELOPMENT  
COMPANY LIMITED**

**TENDER FOR THE SUPPLY AND  
DELIVERY OF OFFICE STATIONERY  
THROUGH FRAMEWORK CONTRACT  
FOR A PERIOD OF ONE (1) YEAR  
(RESERVED FOR THE YOUTH, WOMEN  
& PERSON WITH DISABILITIES (PWD's))**

**GDC/SC/OT/009/2016:2017**

**CLOSING DATE AND TIME: 16<sup>TH</sup> SEPTEMBER, 2016 AT  
2.00PM**

**Geothermal Development  
Company Ltd  
P.O. Box 100746-00101  
NAIROBI  
Website: [www.gdc.co.ke](http://www.gdc.co.ke)**

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## **SECTION I INVITATION TO TENDER**

**TENDER REF NO.** (GDC/SC/OT/009/2016-2017)

**TENDER NAME** (TENDER FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY)

- 1.1 The Geothermal Development Company Limited invites sealed bids from eligible candidates for the **supply of Stationary Items through Framework Contract.**
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents 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.
- 1.3 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](http://www.gdc.co.ke) or <http://supplier.treasury.go.ke> free **of charge or at no cost.** Bidders who download the tender document from the website **MUST** forward their particulars immediately for records and any further tender clarifications and addenda.
- 1.4 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender name and tender reference number and be deposited in the Tender Box at GDC Kawi House Office Ground Floor, located at South C Bellevue ,Off Mombasa Road, Red Cross Road, or be addressed to;  
**THE MANAGING DIRECTOR,  
GEOTHERMAL DEVELOPMENT COMPANY LTD (GDC)  
P.O. BOX 100746 – 00101  
NAIROBI, KENYA**  
so as to be received on or before **Friday 16<sup>th</sup> September 2016 at 2.00pm (1400Hrs)**
- 1.5 Prices quoted should be inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for 12 months from the closing date of the tender.
- 1.6 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at GDC Kawi House Office Ground Floor boardroom.

**Manager, Supply Chain**

*Tender for the Supply and delivery of Office Stationery through framework contracting  
GDC/SC/OT/004/2016-2017*

## **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 GDC 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 GDC 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 GDC, 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/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 Declaration Form
- (ix) Contract Form
- (x) Performance Security Form
- (xi) Confidential Business Questionnaire
- (xii) Declaration of Undertaking

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 GDC in writing or by post at the

entity's address indicated in the Invitation to Tender. GDC 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 GDC 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, GDC 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, GDC, 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 GDC, 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 120 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 GDC 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 GDC 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 clause-by-clause commentary on the GDC Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

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

## **2.14 Tender Security**

**2.14.1** The tenderer shall furnish, as part of its tender, **a tender securing declaration form specified in the Appendix to Invitation to Tenderers.**

2.14.2 The Tender securing declaration form shall be duly signed and stamped.

2.14.3 The tender security is required to protect GDC against the risk of Tenderer's conduct.

2.14.4 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by GDC 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 but not later than thirty (30) days

after the expiration of the period of tender validity prescribed by GDC.

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 GDC 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 GDC, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by GDC as non responsive.

2.15.2 In exceptional circumstances, GDC 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 Bidders shall prepare **three copies** of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. 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 GDC at the address given in the Invitation to Tender:

(b) bear, tender number and name in the Invitation for Tenders and the words, “DO NOT OPEN BEFORE,” **Friday 16<sup>th</sup> September 2016 at 2.00pm (1400Hrs)**

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 **Friday 16<sup>th</sup> September 2016 at 2.00pm (1400Hrs)**.

2.18.2 GDC 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 GDC may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.19.6 GDC 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 GDC will open all tenders in the presence of tenderers' representatives who choose to attend on **Friday 16<sup>th</sup> September 2016 at 2.00pm (1400Hrs)** 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 GDC, at its discretion, may consider appropriate, will be announced at the opening.

2.20.3 GDC 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 GDC 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 GDC in their tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.22 Preliminary Examination**

2.22.1 GDC 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 GDC 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 GDC 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. GDC 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 GDC 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, GDC 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 GDC 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 GDC 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 GDC 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, GDC 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 GDC 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 GDC 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 GDC 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 GDC 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 GDC 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 GDC action

**2.28 Notification of Award**

2.28.1 Prior to the expiration of the period of tender validity, GDC 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, GDC 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 GDC notifies the successful tenderer that its tender has been accepted, GDC 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 GDC.

**2.30 Performance Security**

2.30.1 Within Thirty (30) days of the receipt of notification of award from GDC, 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 GDC.



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 GDC may make the award to the next lowest evaluated Candidate or call for new tenders.

### **2.31 Corrupt or Fraudulent Practices**

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

- (i) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  
- (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of GDC, 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 GDC of the benefits of free and open competition;

2.31.2 GDC 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	<b>The tender is eligible to Registered Youth, Women &amp; Person's with disability under the ministry of treasury.</b>
2.3.2	<p>A complete set of the tender document may be obtained by interested firms upon payment of a non-refundable fee of <b>Kshs.1000</b> each payable to our accounts office in cash or by banker's cheque.</p> <p>The document can also be viewed and downloaded from the website <a href="http://www.gdc.co.ke">www.gdc.co.ke</a> or <a href="http://supplier.treasury.go.ke">http://supplier.treasury.go.ke</a> free <b>of charge or at no cost</b>. Bidders who download the tender document from the website <b>MUST</b> forward their particulars immediately 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: -</p> <p style="padding-left: 40px;">Manager, Supply Chain Geothermal Development Company Limited, Kawi House, South C Bellevue ,Off Mombasa Road, Red Cross Road P.O. Box 100746 – 00101 NAIROBI, KENYA E-mail: <a href="mailto:procurement@gdc.co.ke">procurement@gdc.co.ke</a> Copy to: <a href="mailto:dkyaka@gdc.co.ke">dkyaka@gdc.co.ke</a> &amp; <a href="mailto:pkapto@gdc.co.ke">pkapto@gdc.co.ke</a></p> <p>NB: Any request for clarification must be in the firm's letterhead, signed and must be in reference to the specific parts of the tender document properly numbered specific parts of the tender document properly numbered.</p>
2.5.4	GDC will respond in writing (e-mail in PDF format) to any request for clarification received at least five (5) days prior to the deadline for the submission of tenders.

2.10.2	The prices should include all taxes and delivery to <b>GDC Kawi house, South C Nairobi</b>
2.11.1	<b>Prices quoted shall be in Kenya Shillings or an easily convertible foreign currency and shall remain fixed during contract period from date of contract signing.</b>
2.14.1	The tenderer shall furnish, as part of its tender, a tender securing bid declaration form dully signed, filled and stamped.
2.18.1	The tender Closing date is on; <b>Friday 16<sup>th</sup> September 2016 at 2.00pm (1400hrs)</b>
2.22.1	At the preliminary evaluation stage, the following mandatory requirements that determines a bidder's responsiveness will be assessed :- As provided below (A): Tender Evaluation Criteria Mandatory requirement <b>NB:</b> Bidders who will not meet the below requirements will be declared non-responsive and their bids will not be evaluated further
2.24.1	In the technical evaluation stage, only bidders who have been found responsive at the preliminary stage will be evaluated on the following below parameters: As provided below (B): Tender Evaluation Criteria in the tender document. Bids responsive at the technical evaluation stage will be evaluated at the financial stage. The bids will be checked for costing of all items and payment terms. The lowest evaluated tender per complete schedule will be recommended for award.
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 1% of the contract sum in the form of a bank guarantee from a local bank.

## EVALUATION CRITERIA

### 1. PRELIMINARY REQUIREMENTS (MANDATORY)

No.	Documents to be submitted	Yes/No
1.	A duly filled, signed and stamped tender securing declaration form.	
2.	Dully filled, Signed & Stamped Tender Form & Price Schedules.	
3.	Attach a copy of Certificate of Incorporation/Registration	
4.	Certificate of registration from treasury (Agpo/WAGPO for the youth & women).	
5.	Copy of Membership ID from National Council for persons with disabilities (NCPWD) for the schedule reserved for PWD's (For schedule B)	
5.	Submit Tax Compliance Certificate valid at the time of opening-This will be verified through the TCC checker.	
6.	Duly filled, signed and stamped Confidential Business Questionnaire	
7.	Dully filled, signed and stamped declaration of undertaking not to engage in corrupt fraudulent practice	

NB: Bidders who will not meet the above requirements will be declared non-responsive and their bids will not be evaluated further

### 2. TENDER TECHNICAL EVALUATION CRITERIA

No	Requirements
1.	A dully signed & stamped written confirmation letter that the prices shall Remain valid for a period of <b>twelve (12) months (1 year)</b> from the date contract is signed and there shall be no price variations/adjustments within the one (1) year contract period.
2.	A letter of commitment dully signed & stamped confirming time schedule for deliveries from notification by the client i.e LPO issue in line with GDC Delivery time line specified & Tenderer's Response to Rush and Emergency Orders (Lead Time Schedule/letter).
3.	The bidder must provide least three (3) recommendation letters from clients served in the last two years. i.e 2014 & 2015
4.	Tenderers must quote the full schedules with completeness in order to qualify as responsive. Each schedule shall be evaluated & awarded separately. <b><u>Incomplete schedule shall not be considered and shall be declared non responsive.</u></b> <b>The lowest evaluated bid shall be the lowest summation of the unit price inclusive of VAT and transport cost to GDC kawi house per schedule.</b>

NB: Bidders who will not meet the above technical evaluation requirements will be declared non-responsive and their bids will not be evaluated further for further financial evaluation.

### **3. Financial Evaluation**

The bids will be checked for costing of all items and payment terms. The lowest total summation of Evaluated unit tender summation per schedule will be recommended for award.

## **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. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.

42. Special conditions of contract as relates to the GCC

REFERENCE GCC	OF	SPECIAL CONDITIONS OF CONTRACT
3.1		The Purchaser is The Geothermal Development Company Limited Kawi House, South C P. O Box 100746-00101, Nairobi, Kenya. It includes the Purchaser's legal representative's successors or assigns.
3.7.1	Performance Security	The performance security shall be 1% of the contract sum issued by a Kenya Bank and valid for 30 days beyond the contract period.
3.10.1	Delivery	The delivery period for items shall be <b>7days</b> or less after issue of LPO. It is GDC's desire to have the items delivered within the shortest time possible. Any tenderer with a delivery period exceeding <b>7 days</b> will be disqualified. Partial delivery shall not be accepted. For rush/urgent orders delivery period, GDC shall require the deliveries to be done within <b>3 days</b> after issue of LPO. <b>Note</b> i) Delivery shall be to <b><u>Nairobi, Kawi House</u></b> store as and when required for a period of one year. ii) Order will be placed with the supplier by way of an official Local Purchase Order (LPO) iii) Orders shall be executed by the supplier as specified on the LPO.
3.12.1	<i>Payment Terms &amp; Conditions</i>	Payment shall be thirty (30) days after receipt of certified invoice and delivery notes at GDC offices
3.13	Prices	i) <b>Prices quoted should be inclusive of all taxes and delivery costs. The prices must be in Kenya Shillings and shall remain valid for twelve (12) months from the date the contract is signed.</b> <b><u>No correction of arithmetic errors.</u></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.
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. The arbitration shall be by one arbitrator mutually chosen by both parties and his decision shall be final and binding on the parties.
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 &amp; 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> <ol style="list-style-type: none"> <li>i. personally;</li> <li>ii. by registered or recorded delivery mail;</li> <li>iii. by e-mail, telex or facsimile transmission (the latter confirmed by telex or post); or</li> <li>iv. by any other means which any party specifies by notice to the others.</li> </ol> <p>Notice shall be deemed to have been served:</p> <ol style="list-style-type: none"> <li>i. if it was served in person, at the time of service;</li> <li>ii. if it was served by post, 72 hours after it was posted; and</li> <li>iii. If it was served by e-mail, telex or facsimile transmission, at the time of transmission.</li> </ol>

## **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
- 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

## 5.2 PARTICULARS

### SECTION VI – SCOPE OF WORK

GDC intends to carry out Framework contracts for the supply of Office stationery in an effort to improve quality, reduce cost and improve services. GDC desires timely delivery throughout the contract period and by the agreed delivery dates or lead times. This flexibility would allow GDC to reduce inventories and maintain a high level of service.

It is GDC intent to establish a **One (1)** year contract with the supplier based on a periodic review of quantity, quality and service.

Prospective Suppliers shall note that the following:

1. Highly competitive pricing-

GDC expects that by eliminating the costs associated with annual tendering and evaluation and by eliminating the Supplier's costs associated with both the preparation of annual tenders and the review of technical requirements, significant savings can be realized resulting in highly competitive pricing

2. Timely Delivery to avoid stock-outs-

An exchange of information would allow the Supplier to plan production to meet GDC requirements and GDC would receive the Item(s) when needed, resulting in decreased inventory and higher service levels

3. Quality products and service-

GDC expects that quality problems would be virtually eliminated by working with the Supplier.

**NB: The quantities indicated are estimates only based on historical and Forecasted requirements. These quantities may be altered and are to be Used for estimation purposes only.**

## SECTION VI - SCHEDULE OF REQUIREMENTS

**Table 1 – Brief Schedule of Goods Required for the contract period.**  
Bidders are required to note that they are eligible to quote for any of the schedules. Each schedule must be quoted in completeness.

### SCHEDULE 1 - PRINTING PAPERS – (YOUTH ONLY)

No.	Description of goods	Unit	Minimum Quantity	Maximum Quantity
1.	Photocopy paper A3 white (80G)	Ream	100	200
2.	Photocopy paper A4 colored (80G)	Ream	100	200
3.	Photocopy paper A4 white(80G)	Ream	2000	5000
4.	Conqueror paper A4 cream (100 or 80gm)	Ream	100	200
5.	Conqueror paper A4 cream (80gm)	Ream	100	200
5.	Envelopes brown –A3 Khaki smooth	Pkt	100	200
6.	Envelopes brown –A4 Khaki smooth	Pkt	500	600
7.	Envelopes brown –A5 Khaki smooth	Pkt	600	700
8.	Envelopes white –DL smooth	Ctn	30	40

### SCHEDULE 2 – PENS & OTHER OFFICE SUPPLIES (PWD ONLY)

No.	Description of Goods	Unit	Minimum Quantity	Maximum Quantity
1.	Fine point biro pens	Pkt	600	900
2.	Marker pen steadler	pkt	150	300
3.	Highlighter steadler	pkt	700	850
4.	Felt pen-Blue	pkt	100	200
5.	Pencils HB 110 Steadler	pkt	100	200
6.	Shaeffer Pen Code Number 373-OB Fountain Pen	Pcs	4	60
7.	Shaeffer Pen Code Number 9442 Fountain Pen	Pcs	2	30
8.	Shaeffer Pen Code Number AT 0315-19 (RB)	Pcs	3	30
9.	Shaeffer Pen Code Number	Pcs	2	30



	ATO706-4MD Fountain Pen			
10.	Black inkput for Shaeffer Pen	Pcs	4	60
11.	A5 Notebooks 100 Pages (spiral)	Each	1000	1500
12.	A4 Notebooks 100 pages (spiral)	Each	1000	1500
13.	Ruler 30cm transparent	pcs	200	500
14.	Scissors office 152 MMS	Each	100	200
15.	White Out 20ml	Each	1000	1500

### **SCHEDULE 3 – OTHER OFFICE STATIONARY (WOMEN ONLY)**

No.	Description of Goods	Unit	Minimum Quantity	Maximum Quantity
1.	Office Pin 50 GMS	Pkt	50	100
2.	Paper clip Vista 28 MM	Pkt	200	300
3.	Paper clip Vista 33 MM			
4.	Paper clip Vista 50 MM	Pkt	200	300
5.	Paper clip Vista 75 MM	Pkt	100	200
6.	Stapling Machine 24 /6-8 metallic	Each	100	200
7.	Stapling Pin 24/6 in 1000PAC	Pkt	100	200
8.	Glue Paste 90 GM	Each	200	300
9.	Cello tape 1 inch x 22 YDS Roll	Each	100	200
10.	Cello tape 3/4 inch x 72 YDS	Each	100	200
11.	Self-adhesive note 3’’*3’’ 1x100	Each	200	300
12.	Self-adhesive note 3’’*5’’ 1x100	Each	200	300
13.	Urgent self-adhesive stickers RED	Carton	20	50
14.	Rubber band assorted 100Gms	Pkt	50	100
15.	Scissors office 152 MMS	Each	100	200
16.	Staple pin remover- Black	Each	400	500
17.	USB Flash disk 4GB	Each	500	100
18.	CDs Blank ( Rewritable)	Each	500	1000
19.	Transparent binding Covers A4	Ream	500	1000
20.	Presentation /project Folder A4 Size • Top PVC cover. • Ideal for filing reports or project presentations. • LW320 has an inner side pocket	Each	1000	2000
21.	Hard Cover Binding Covers A4	Ream	500	1000
22.	Binding of Spirals of 6mm size (Packing: 100 pcs/packet ) Colour: Black	Pkt	50	100
23.	Binding of Spirals of 8mm size (Packing: 100 pcs/packet ) Colour: Black	Pkt	100	200

24.	Binding of Spirals of 10mm size (Packing: 100 pcs/packet ) Colour: Black	Pkt	100	200
25.	Binding of Spirals of 12mm size (Packing: 100 pcs/packet ) Colour: Black	Pkt	50	100
26.	Binding of Spirals of 14mm size (Packing: 100 pcs/packet )-Black	Pkt	50	100
27.	Binding of Spirals of 16mm size (Packing: 100 pcs/packet )-Black	Pkt	50	100
28.	Binding of Spirals of 18mm size (Packing: 100 pcs/packet )-Black	Pkt	50	100
29.	Sign Here sticky notes of assorted colors-45mm*12mm of 30 sheets/pads	Each	200	500
30.	Box file full PVC- A4 size, 3” wide. • Lever clip for easy opening, closing & rotating of documents. MODEL: 9400E-Blue	Each	1000	3000
31.	Box file full PVC (Narrow)- Full PVC files. • Inner lever clip. • A4 size, 2” wide MODEL: 9408E- Blue	Each	1000	3000
32.	PVC Suspension File-Made of PVC material. • For separating cabinet file folders. • Set of 5 with alphabetical labels for easy, organized cabinet filing- Blue	Each	1000	3000
33.	Hard disk 500GB	Each	300	500
34.	2 HOLE (DP520) Paper Punch – Kangaroo that can punch up to 30 sheets	Each	100	200
35.	Heavy duty stapler rapid or equivalent	Each	100	200
36.	Masking tape 1 inch	Each	50	100
37.	Masking tape 2 inch	Each	50	100
38.	Masking tape 3inch	Each	50	100
39.	Clear cellotape 1 inch	Each	50	100
40.	Clear cellotape 2 inch	Each	50	100
41.	Counter book 3 quire	Each	500	1000
42.	Counter book 4 quire	each	1000	2000
43.	Delivery book	each	1000	2000
44.	Carbon paperA4	Ream	20	50
45.	Ink for stamp pad violet	pcs	100	200

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46.	Ink stamp pad red	pcs	100	200
47.	Paper punch medium	pcs	500	1000
48.	3 button PS/2 computer mouse	Pcs	500	1000
49.	Bathing Soap (100mg)	Pcs	1000	20,000

**SECTION VII - PRICE SCHEDULE FOR GOODS  
SCHEDULE ONE PRINTING PAPERS - RESERVED FOR THE  
YOUTH ONLY**

No.	Description of goods	Unit	Minimum Quantity	Maximum Quantity	Unit Cost inclusive of VAT & transportation cost
1.	Photocopy paper A3 white (80G)	Ream	100	200	
2.	Photocopy paper A4 colored (80G)	Ream	100	200	
3.	Photocopy paper A4 white(80G)	Ream	2000	5000	
4.	Conqueror paper A4 cream (100 or 80gm)	Ream	100	200	
5.	Conqueror paper A4 cream (80gm)	Ream	100	200	
5.	Envelopes brown –A3 Khaki smooth	Pkt	100	200	
6.	Envelopes brown –A4 Khaki smooth	Pkt	500	600	
7.	Envelopes brown –A5 Khaki smooth	Pkt	600	700	
8.	Envelopes white –DL smooth	Ctn	30	40	
	<b>Total Summation of Unit Price for the full schedule Inclusive of Transportation to Kawi house, South C &amp; 16% VAT</b>				

Prices charged by the tenderer for the delivered goods performed under the Contract shall not vary from the prices quoted by the tenderer in the tender **(quoted prices should remain valid for 12 months from the date of contract effectiveness).**

**No correction of errors.**

The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity

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

**SCHEDULE TWO - RESERVED FOR PERSONS WITH  
DISABILITIES (PWD's) ONLY.**

**PENS & OTHER OFFICE SUPPLIES (PWD ONLY)**

No.	Description of Goods	Unit	Minimum Quantity	Maximum Quantity	Unit Cost inclusive of VAT & transportation cost
1.	Fine point biro pens	Pkt	600	900	
2.	Marker pen steadler	Pkt	150	300	
3.	Highlighter steadler	Pkt	700	850	
4.	Felt pen-Blue	Pkt	100	200	
5.	Pencils HB 110 Steadler	Pkt	100	200	
6.	Shaeffer Pen Code Number 373-OB Fountain Pen	Pcs	4	60	
7.	Shaeffer Pen Code Number 9442 Fountain Pen	Pcs	2	30	
8.	Shaeffer Pen Code Number AT 0315-19 (RB)	Pcs	3	30	
9	Shaeffer Pen Code Number ATO706-4MD Fountain Pen	Pcs	2	30	
10	Black inkput for Shaeffer Pen	Pcs	4	60	
11.	A5 Notebooks 100 Pages (spiral)	Each	1000	1500	
12.	A4 Notebooks 100 pages (spiral)	Each	1000	1500	
13.	Ruler 30cm transparent	Pcs	200	500	
14.	Scissors office 152 MMS	Each	100	200	
15.	White Out 20ml	Each	1000	1500	
	<b>Total Summation of Unit Price for the full schedule Inclusive of Transportation to Kawi house, South C &amp; 16% VAT</b>				

Prices charged by the tenderer for the delivered goods performed under the Contract shall not vary from the prices quoted by the tenderer in the tender **(quoted prices should remain valid for 12 months from the date of contract effectiveness).**

**No correction of errors.**

The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

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

Stamp of tenderer \_\_\_\_\_

**SCHEDULE THREE - OTHER OFFICE STATIONERY - RESERVED FOR WOMEN ONLY**

No.	Description of Goods	Unit	Minimum Quantity	Maximum Quantity	Unit Cost inclusive of VAT & transportation cost
1.	Office Pin 50 GMS	Pkt	50	100	
2.	Paper clip Vista 28 MM	Pkt	200	300	
3.	Paper clip Vista 33 MM				
4.	Paper clip Vista 50 MM	Pkt	200	300	
5.	Paper clip Vista 75 MM	Pkt	100	200	
6.	Stapling Machine 24 /6-8 metallic	Each	100	200	
7.	Stapling Pin 24/6 in 1000PAC	Pkt	100	200	
8.	Glue Paste 90 GM	Each	200	300	
9.	Cello tape 1 inch x 22 YDS Roll	Each	100	200	
10.	Cello tape 3/4 inch x 72 YDS	Each	100	200	
11.	Self-adhesive note 3''*3'' 1x100	Each	200	300	
12.	Self-adhesive note 3''*5'' 1x100	Each	200	300	
13.	Urgent self-adhesive stickers RED	Carton	20	50	
14.	Rubber band assorted 100Gms	Pkt	50	100	
15.	Scissors office 152 MMS	Each	100	200	
16.	Staple pin remover- Black	Each	400	500	
17.	USB Flash disk 4GB	Each	500	100	
18.	CDs Blank ( Rewritable)	Each	500	1000	
19.	Transparent binding Covers A4	Ream	500	1000	
20.	Presentation /project Folder A4 Size • Top PVC cover. • Ideal for filing reports or project presentations. • LW320 has an inner side pocket	Each	1000	2000	
21.	Hard Cover Binding Covers A4	Ream	500	1000	
22.	Binding of Spirals of 6mm size (Packing: 100 pcs/packet )	Pkt	50	100	

	Colour: Black				
23.	Binding of Spirals of 8mm size (Packing: 100 pcs/packet ) Colour: Black	Pkt	100	200	
24.	Binding of Spirals of 10mm size (Packing: 100 pcs/packet ) Colour: Black	Pkt	100	200	
25.	Binding of Spirals of 12mm size (Packing: 100 pcs/packet ) Colour: Black	Pkt	50	100	
26.	Binding of Spirals of 14mm size (Packing: 100 pcs/packet )-Black	Pkt	50	100	
27.	Binding of Spirals of 16mm size (Packing: 100 pcs/packet )-Black	Pkt	50	100	
28.	Binding of Spirals of 18mm size (Packing: 100 pcs/packet )-Black	Pkt	50	100	
29.	Sign Here sticky notes of assorted colors-45mm*12mm of 30 sheets/pads	Each	200	500	
30.	Box file full PVC- A4 size, 3" wide. • Lever clip for easy opening, closing & rotating of documents. MODEL: 9400E-Blue	Each	1000	3000	
31.	Box file full PVC (Narrow)-Full PVC files. • Inner lever clip. • A4 size, 2" wide MODEL: 9408E-Blue	Each	1000	3000	
32.	PVC Suspension File-Made of PVC material. • For separating cabinet file folders. • Set of 5 with alphabetical labels for easy, organized cabinet filing-Blue	Each	1000	3000	
33.	Hard disk 500GB	Each	300	500	
34.	2 HOLE (DP520) Paper Punch – Kangaroo that can punch up to 30 sheets	Each	100	200	
35.	Heavy duty stapler rapid or	Each	100	200	



	equivalent				
36.	Masking tape 1 inch	Each	50	100	
37.	Masking tape 2 inch	Each	50	100	
38.	Masking tape 3inch	Each	50	100	
39.	Clear cello tape 1 inch	Each	50	100	
40.	Clear cello tape 2 inch	Each	50	100	
41.	Counter book 3 quire	Each	500	1000	
42.	Counter book 4 quire	each	1000	2000	
43.	Delivery book	each	1000	2000	
44.	Carbon paper A4	Ream	20	50	
45.	Ink for stamp pad violet	pcs	100	200	
46.	Ink stamp pad red	pcs	100	200	
47.	Paper punch medium	pcs	500	1000	
48.	3 button PS/2 computer mouse	Pcs	500	1000	
49.	Bathing Soap (100mg)	Pcs	1000	20,000	
	<b>Total Summation of Unit Price for the full schedule Inclusive of Transportation to Kawi house, South C &amp; 16% VAT</b>				

Prices charged by the tenderer for the delivered goods performed under the Contract shall not vary from the prices quoted by the tenderer in the tender **(quoted prices should remain valid for 12 months from the date of contract effectiveness).**

**No correction of errors.**

The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

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

Stamp of tenderer \_\_\_\_\_

## **SECTION VIII - STANDARD FORMS**

### **Notes on the sample 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. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
3. Tender Securing Bid Declaration Form - When required by the tender documents the tender shall provide the tender securing in the form included herein
4. 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.
5. Performance Security Form - 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.

8.1 **FORM OF TENDER**

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

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

Gentlemen and/or Ladies:

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

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

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

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

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

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

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

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

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

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

## 8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c ) whichever applied to your type of business  
 You are advised that it is a serious offence to give false information on this form

<i>Part 1 – General:</i>	
Business Name .....	.....
Location of business premises. ....	.....
Plot No.....	Street/Road .....
Postal Address .....	Tel No. .... Fax .....
Nature of Business .....	E mail .....
Registration Certificate No. ....	.....
Maximum value of business which you can handle at any one time – Kshs. ....	.....
Name of your bankers .....	Branch .....

	Part 2 (a) – Sole Proprietor			
Your name in full .....	.....			Age .....
Nationality .....	Country of origin .....			
	<ul style="list-style-type: none"> <li>• Citizenship details</li> <li>.....</li> <li>.....</li> <li>•</li> </ul>			
	Part 2 (b) Partnership			
Given details of partners as follows:				
Name	Nationality	Citizenship Details	Shares	
1. ....	.....	.....	.....	
2. ....	.....	.....	.....	
3. ....	.....	.....	.....	
4. ....	.....	.....	.....	
	Part 2 (c) – Registered Company			
Private or Public .....				
State the nominal and issued capital of company-				
Nominal Kshs. ....				
Issued Kshs. ....				
Given details of all directors as follows				
Name	Nationality	Citizenship Details	Shares	
1.....	.....	.....	.....	
2.....	.....	.....	.....	
3.....	.....	.....	.....	
4.....	.....	.....	.....	
5.....	.....	.....	.....	
Date .....	Signature of Candidate .....			

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

### 8.3 CONTRACT FORM

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

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

*(Amend accordingly if provided by Insurance Company)*

#### 8.4 PERFORMANCE SECURITY FORM

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

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

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

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

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

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

Signed and seal of the Guarantors

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

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

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

**8.5 TENDER SECURING BID DECLARATION FORM**

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

Date: ..... of Bid Submission] Tender No. .... of bidding process]

To: ..... [insert complete name of Purchaser]

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

2. We accept that we will automatically be suspended from being eligible for bidding in

Any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation(s) under the bid conditions, because we –

a) Have withdrawn our Bid during the period of bid validity specified by us in the

Bidding Data Sheet; or

b) Having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,

(i) Fail or refuse to execute the Contract, if required, or

(ii) Fail or refuse to furnish the Performance Security, in accordance with the ITT

3. We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of

(i) Our receipt of a copy of your notification of the name of the successful Bidder;

Or

ii) Twenty-eight days after the expiration of our Tender  
4. We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the **Joint Venture** that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent

Signed..... [insert signature of person whose name and capacity are shown] in the

Capacity of..... [insert legal capacity of person signing the Bid Securing Declaration]

Name:..... [insert complete name of person signing the Bid Securing Declaration]

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

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

## 8.6 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))