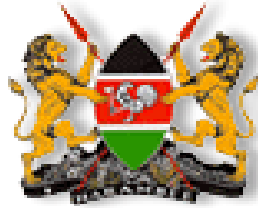


REPUBLIC OF KENYA



**KIAMBU COUNTY GOVERNMENT
P.O. BOX 2344-00900
KIAMBU-KENYA**

**THE STANDARD TENDER DOCUMENT
AND LIST OF REQUIREMENTS**

TENDER NO. KCG/T/003/2017/2019

**SUPPLY AND DELIVERY OF
CLEANING MATERIALS**

(SPECIAL)

**CLOSING DATE & TIME:
19 FEBRUARY 2018 AT
10:00A.M**

TABLE OF CONTENTS		PAGE
	INTRODUCTION	2
Section A	TENDER NOTICE	3
Section B	INVITATION FOR TENDERS	4
Section C	GENERAL INFORMATION	5
Section D	GENERAL CONDITIONS OF CONTRACT	15
Section E	SPECIAL CONDITIONS OF CONTRACT	19
Section F	SCHEDULE OF REQUIREMENTS	20
Section G	TECHNICAL SPECIFICATIONS	22
Section H	TENDER FORMS AND PRICE SCHEDULES	23
Section I	TENDER SECURITY FORM	24
Section J	CONTRACT FORM	25
Section K	PERFORMANCE SECURITY FORM	26
Section L	BANK GUARANTEE FOR ADVANCE PAYMENT	27
Section M	MANUFACTURERS AUTHORIZATION FORM	28
Section N	COMPLIANCE WITH STATUTORY REQUIREMENTS	29
Section O	ANTI-CORRUPTION PLEDGE FORM	30

Introduction

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

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

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

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

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

Section A .Tender Notice

Date: 26th May, 2014

Reference: KCG/T/003/2017-2019 Tender name: SUPPLY AND DELIVERY OF CLEANING MATERIALS

1. The *Kiambu County Government* now invites sealed tenders from eligible candidates for the **SUPPLY AND DELIVERY OF CLEANING MATERIALS**

Interested eligible candidates may obtain further information from and inspect the tender documents at the office of

Director Supply Chain

Kiambu County Government

Thika Sub-County Room

15B.

2 A complete set of tender documents may be obtained by interested candidates from the County Website www.kiambu.go.ke and submitted on or before 15 February 2018.

3. Tenders will be opened immediately thereafter in the presence of candidates' Representatives who choose to attend in the **Thika Sub-County Chamber**.

Section B. Invitation for Tenders

Date _____

To: _____ (name of tenderer)

_____/address

_____/building/floor

_____/street

Dear Sir/Madam:

Reference: **KCG/T/003/2017-2019** for **SUPPLY AND DELIVERY OF CLEANING MATERIALS**

We hereby invite you and other prequalified tenderers to submit sealed tenders for the execution and completion of the above tender.

And be deposited in the tender box located at ground Floor, Thika Sub-County so as to reach on or before **15 February 2018 at 11:00a.m.** and will be opened immediately thereafter, in the presence of tenderers 'representatives who choose to attend.

Section C. General Information

Introduction

1. Eligible Tenderers

- 1.1 This Invitation for Tenders is open to all tenderers eligible as described in the tender documents. Successful tenderers shall provide the **services** for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 1.2 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for Tenders.
- 1.3 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2. Eligible materials and spares

- 2.1 All consumable materials and spares used under the contract shall have their origin in eligible source countries.
- 2.2 For purposes of this clause, “origin” means the place where the materials are mined, grown, or produced. Materials are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 2.3 The origin of materials is distinct from the nationality of the tenderer.

3. Cost of Tendering

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

The Tender Document

4 Contents

- 4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders.
 - (i) Invitation for Tenders
 - (ii) General information
 - (iii) General Conditions of Contract

- (iv) Special Conditions of Contract
- (v) Schedule of Requirements
- (vi) Technical Specifications
- (vi) Tender Form and Price Schedules
- (vii) Contract Form
- (viii) Performance Security Form

4.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

5. Clarification of Documents

5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by cable (hereinafter, the term *cable* is deemed to include telex and facsimile) at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender document.

6. Amendment of Documents

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

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

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

Preparation of Tenders

7. Language of Tender

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

8. Documents Comprising the Tender

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

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.
- (b) documentary evidence established in accordance with paragraph 12 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) documentary evidence established in accordance with paragraph 13 that the materials and spares to be used by the tenderer for the services contract conform to the tender documents; and

9. Tender Form

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

10. Tender Prices

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

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

10.3 Prices quoted by the tenderer shall be fixed during the Term of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 22.

11. Tender Currencies

11.1 Prices shall be quoted in the following currencies:

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

12. Tenderers Eligibility and Qualifications

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

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

13. Materials' Eligibility Conformity to Tender Document.

13.1 Pursuant paragraph 2 of this section, the tenderer shall furnish, as part of its tender, documents establishing the eligibility and conformity to the tender documents of all materials and spares which the tenderer proposes to use under the contract.

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

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

- (a) a detailed description of the essential technical and performance characteristics of the materials and spares;
- (b) a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

13.4 For purposes of the commentary to be furnished pursuant to paragraph 13.3(b) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive.

The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

15. Validity of Tenders

15.1 Tenders shall remain valid for **120 days** or as specified in the tender documents after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

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 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.

16. Format and Signing of Tender

16.1 The tenderer shall prepare two copies of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy

between them, the original shall govern.

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

Submission of Tenders

17. Sealing and Marking of Tenders

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.

17.2 The inner and outer envelopes shall :

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

County Secretary Kiambu

County Government P.O Box

2340-00900

Kiambu

Bear “**SUPPLY AND DELIVERY OF CLEANING MATERIALS**” the Invitation for tenders (IFT) ,and the words: “**DO NOT OPEN BEFORE 15th FEBRUARY 2018 at 11:00 a.m**”

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

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

18. Deadline for Submission of Tenders

18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 15.2 no later **15th February 2018 at 11:00a.m**

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 6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

19. Modification and Withdrawal of Tenders

- 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 prior to the deadline prescribed for submission of tenders.
- 19.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 17. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.
- 19.3 No tender may be modified after the deadline for submission of tenders.
- 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.

20 Preliminary Examination

- 20.1 The Procuring entity will examine the tenders to determine whether they are complete, Whether required sureties have been furnished, whether the documents have been properly Signed, whether there is statutory compliance and whether the tenders are generally in order.
- 20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 20.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

21 Tenderer's Responsiveness

- 21.1 Prior to the detailed evaluation, pursuant to paragraph 21, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 21.2 I a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

22 Opening and Evaluation of Tenders

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

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

- a) Valid tax compliance certificate
- b) Past performance evidences of a similar nature.
- c) Copy of the applicable certificate to be provided i.e. youth, women and disadvantaged groups
- d) Two copies of the bid document Clearly marked **ORIGINAL** and **COPY**.
- e) Certificate of incorporation
- f) Valid single business permit

23 The comparison shall be of the price to include all costs, as well as duties and taxes Payable on all the materials to be used in the provision of the services.

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

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

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

a) Operational Plan

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

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

b) Payment Schedule

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

4 Contacting the Procuring entity

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

24.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender

evaluation, tender comparison, or contract award may result in the rejection of the Tenderer's tender.

Award of Contract

25. Post-qualification

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

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

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

26. Award Criteria

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

27. Procuring entity's Right to Vary quantities

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

28. Procuring entity's Right to Accept or Reject Any or All Tenders

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

29. Notification of Award

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

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

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

30. Signing of Contract

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

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

32. Corrupt Fraudulent Practices

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

(a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) "corrupt practice" means the offering, giving, receiving or soliciting of 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;

(b) will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

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

Section D-General Conditions of Contract

1. Definitions

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

- (a) “The Contract” means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- (c) “The services” means services to be provided by the tenderer including materials and spare parts which the tenderer is required to provide to the Procuring entity under the Contract.
- (d) “The Procuring entity” means the organization sourcing for the services under this Contract.
- (e) “The tenderer” means the individual or firm providing the services under this Contract.

2. Application

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

3. Country of Origin

3.1 For purposes of this Clause, “origin” means the place where the consumable materials and spares used for the provision of services were mined, grown, or produced.

3.2 The origin of Materials is distinct from the nationality of the tenderer.

4. Standards

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

5. Use of Contract Documents and Information

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

- 5.2 The tenderer shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 5.1 above.
- 5.3 Any document, other than the Contract itself, enumerated in paragraph 5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the Tenderer's performance under the Contract if so required by the Procuring entity.

6. Patent Rights

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

7. Performance Security

- 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.
- 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.
- 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.
- 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.

8. Inspection and Tests

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

obligations under this Contract.

12. Payment

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

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

13.Prices

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

14.Assignment

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

15.Subcontracts

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

16.Termination for Default

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

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

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

17. Liquidated Damages

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

18. Resolution of Disputes

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

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

19. Language and Law

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

20. Force Majeure

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

Section E. Special Conditions of Contract

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

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

1. Prices quoted **must** be net, inclusive of all Government taxes.
2. The unit prices quoted **must** be in Kenya Shillings.
3. Tenderers are required to complete the form S33 and attach certificates of registration/incorporation, Tax compliance certificate/VAT to tender documents.
4. Form of Tender, Price Schedule and Schedule of Requirements should be duly filled, signed and stamped.
5. The department will carry out a market survey to the tenderers who have met all the stated conditions by visiting the premises/go downs to ascertain the accuracy of the information given in the tender documents, capacity and capability of the tenderers and confirm whether the tenderers are permanently situated.
6. The bidders **Must** provide evidence of financial capability to execute the contract.
7. The department reserves the right to assess the bidder's capability on the same.
8. **Bidders** will be expected to deliver within **7 Days** on receipt of LPOs.
9. Bidders should specify the country of origin for quoted items.
10. The bidders **Must** indicate their payment terms including the credit period.
11. Payments will be made after full delivery as per schedule of requirements and orders placed.
12. Tender Documents **MUST** be submitted in duplicate clearly marked "ORIGINAL" & "COPY"
13. Those bidders who score 85% and above will be subjected to price comparison, where award will be made to the lowest evaluated responsive bid.

KCG/T/003/2017-2019 SUPPLY AND DELIVERY OF CLEANING MATERIALS

Price schedule of cleaning materials

NO.	ITEM DESCRIPTIO	UNI T OF	PRICE PER UNIT
1.	Paper toilet 2 ply white 200 sheets	Roll	
2.	Mop head extra large	NO.	
3.	Mop head with wooden handle	NO.	
4.	Soap washing medicated 90gm	NO.	
5.	Bar soap assorted std 1x24 pieces	Box	
6.	Steel wool 250 gm	Pkt	
7.	Standard stainless steel soap dispenser	no	
8.	Brooms sweeping head	NO.	
9.	Brushes scrubbing hard	NO.	
10.	Brushes cleaning W.C	NO.	
11.	Battery size AAA	PAIRS	
12.	Watering can 20 litres	NO.	
13.	Jelican water plastic 20 litres	NO.	
14.	Mop buckets G.I/Heavy gauge	Tin	
15.	Soap washing Powder 500gm	pkt	
16.	Soap alkaline for laundry washing white powder	Kgs.	
17.	Towel, hand cotton 50cmx60cm	NO.	
18.	Brooms, sweeping – with long handle	NO.	
19.	Bucket laundry 20 litres, plastic with lid	NO.	
20.	Disinfectant (Lysol)	Ltrs.	
21.	Dust masks	pcs	
22.	Disposable shoe covers	pr	
23.	Disposable water proof apron	no	
24.	Gloves hand care industrial	Pairs	
25.	Gloves fire chemical/hazardous	Pairs	
26.	Shovels C.W. Handle	No.	
27.	Rakes	No.	
28.	Slashers	No.	
29.	Torch cells size C	Pair	
30.	Torch cells size D	Pair	
31.	Torch cells size A'A'	pair	
32.	Insecticide spray 400ml.	Tin	
33.	Insecticide fluids 5 litres tin	Tin	
34.	W/C cleaner, medium (vim) powder 500gm	No	
35.	W/C Cleaner, medium (Harpic liquid 500gm)	No	
36.	Air freshener, spray medium 300 ml	No.	
37.	Liquid soap 20 litres ordinary	No.	
38.	Liquid soap 20 litres high perfumed	No.	
39.	Liquid hand soap	Its	

40.	Ordinary jembes English 4''	NO	
41.	Ordinary jembes English 6''	NO.	
42.	Ordinary jembes English 8''	NO.	
43.	Overall (White)/Blue	NO	
44.	Pangas ordinary English	NO	
45.	Plastic Standard dust bins	NO	
46.	Plastic 30lts waste bins with pedal	no	
47.	Gas mask(special)	NO	
48.	Gum boots (Black)	NO	
49.	Filing Standard	NO	
50.	Helmet fire resistant	NO	
51.	Hose pipes ½'' 30m rubber	NO	
52.	Hose pipes ½'' 30m PVC	NO	
53.	Hose pipes ¾'' 30m rubber	NO	
54.	Hose pipes ¾'' 30m PVC	NO	
55.	Hose pipes 1'' 30m rubber	NO.	
56.	Hose pipes 1'' 30m PVC	NO.	
57.	Squeezers	No.	
58.	Cobweb remover (brush)	No.	
59.	Batteries AA Eveready	pairs	
60.	Batteries AA Energizer	pairs	
61.	10 LT plastic Buckets with lid	No	
62.	Plastic Basin 60lts	No	
63.	Stain Remover Ltrs	LTS	
64.	Battery 9 Volts (energizer)	No	
65.	Serviettes	pkt	
66.	Soap dish	No	
67.	Sanitary Disposal Bins with Foot	No.	
68.	Toilet soap standard 90gms (Medicated Dettol)	pcs	
69.	Henkel washing powder (For Soiled clothes)	kgs	
70.	Plastic 50lts waste bins	No	
71.	Supa Brite Large Size	dz	
72.	Secateurs for prowling	prs	
73.	Pledge	No	
74.	Window line	No	
75.	Mop Handles	No	
76.	Hard Scrub Brush	No	
77.	Dust Pans with stick	Pcs	
78.	Dust bins (outside 20lts pedals)	No	
79.	Sanitary towel (pads)	Packs	
80.	Colour Coded Bins (black) pedals	No	
81.	Colour Coded Bins (Red) pedals	No	
82.	Colour Coded Bins (Yellow) pedals	No	

83	Colour Coded Bin liners (Black) 25 pcs 36'x30"x150 gauge	Pkts	
84	Colour Coded Bin liners (Red) 25pcs 36'x30"x150 gauge	Pkts	
85	Colour Coded Bin liners (yellow) 25Pcs 36'x30"x150 gauge	Pkts	
86	Wall clock with battery (large) Quartz	No	
87	Soft brooms	Pcs	
88	Hard brooms	Pcs	
89	Brush Cutters	No	
90	Wheelbarrow	No	
91	Toilet brush	Pcs	
92	Secateurs Scissors (fence)	No	
93	Hand washing Detergents 500ml	Bottles	
94	Heavy Duty Gloves	Pcs	
95	Hosepipe reinforced ¾ width 30 (rubber)	No	
96	Hand sanitizer 500ml	Bottles	
97	Union Lock	No	
98	Padlock (Viro)	No	
99	Gumboots (Black & White) Sizes 7,8,9,10	Pairs	
100	Toilet Block	Pcs	

TENDERER'S NAME:

SIGNATURE:

DATE:

COMPANY SEAL:

..... **END**.....

Section G. Technical Specifications

GENERAL

[As per the list of requirements o]

1. These specifications describe the basic requirements for materials.

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

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.

4. The tenderers are requested to present information along with their offers as follows:
 - i) Shortest possible delivery period of each product.
 - ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

Section H. Tender Form and Price Schedules

(i) Form of Tender

Date: _____

Tender N^o: _____

To:

.....

[name and address of Procuring entity]

Gentlemen and/or Ladies:

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

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

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

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

5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

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

Dated this _____ day of _____ 20_____.

[Signature]

[in the capacity of]

Duly authorized to sign tender for and on behalf of _____

(ii) Price Schedule for Provision of Cleaning Services

[Insert Total Price of your bid as per schedule of requirements Section F page 20 ff]

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

.....

Signature of tendererCompany stamp

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

Section I. Tender Security Form

Whereas..... *[name of the tenderer]*

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

[name and/or description of the materials and spares]

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

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

of..... having our registered office at (hereinafter called “the Bank”), are bound unto.....

[name of Procuring entity] (hereinafter called “the Procuring entity”) in the sum of

for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____20____.

THE CONDITIONS of this obligation are:

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

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

This 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.

[Seal & signature of the bank]

Section J. Contract Form

THIS AGREEMENT made the ____day of _____20____between.....[name of Procurement entity] of.....[country of Procurement entity] (hereinafter called "the Procuring entity") of the one part and..... [name of the tenderer/Contractor] of..... [city and country of tenderer] (hereinafter called "the tenderer") of the other part:

WHEREAS the Procuring entity invited tenders for certain materials and spares, viz.,..... [brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of..... [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, 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.

PROVISION OF CLEANING SERVICES TO THE KIAMBU COUNTY GOVERNMENT FOR AND ON BEHALF OF THE TENDERER/CONTRACTOR

FULL NAME OF THE
CONTRACTOR'S
AUTHORIZED
REPRESENTATIVE _____

TITLE _____ NAME _____

BINDING SIGNATURE _____ ADDRESS _____

DATE _____ SIGNATURE _____ DATE _____

NAME OF THE FIRM STAMP

FOR AND ON BEHALF OF THE EMPLOYER

WITNESSED BY:

NAME _____ NAME _____

ADDRESS _____

TITLE _____

SIGNATURE _____ DATE _____

BINDING SIGNATURE _____

DATE _____

Section K. 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 materials and spares] (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]

Section L. Bank Guarantee for Advance Payment

To:
[name of Procuring entity]

[name of tender]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment,.....

[name and address of tenderer] (hereinafter called "the tenderer") shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of.....

[amount of guarantee in figures and words].

We, the.....

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

[amount of guarantee in figures and words].

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

Section M. Manufacturer's Authorization Form

To: *[name of the Procuring entity]*

WHEREAS

[name of the Manufacturer]

who are established and reputable manufacturers of.....

[name and/or description of the materials and

spares]

having factories at.....

[address of factory]

do hereby authorize.....

[name and address of Agent]

to submit a tender, and subsequently negotiate and sign the Contract with you against tender

No.....

[reference of the Tender]

for the above materials and spares manufactured by us.

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

[signature for and on behalf of Manufacturer]

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

Section N. Status Of Compliance With Statutory Requirements And Evaluation Criteria.

	<u>Weight</u>
1. Certificate of Registration/Incorporation..... (Must Attach copy)	15%
2. Past experience (not applicable to new businesses).....	15%
3. Valid local authority Trade License..... (Attach copy)	15%
4. State VAT Registration No..... (Attach copy)	15%
5. PIN No..... (Attach copy)	10%
6. Tax Compliance Certificate..... (Must Attach current copy)	<u>30%</u>
Pass mark 85%	100%
7. State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law	
8. State whether you have any litigation against the Government	
9. State any technological innovations or specific attributes which distinguishes you from your competitors.....	
10. Certificate of Good Conduct from Kenya Police (for Garages and Spare parts shops)(Attach copy)	
11. Other important certificates e.g. KEBS, Registration with MOPW, Professional bodies certification(IATA a must for Air Travel Agent).....(Attach copy)	

Section O. Anti-Corruption Pledge Form

I/We.....

.....

.....aware

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

Tenderer's Name.....

Address.....

Authorized signature.....

Date.....

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part I – General:

Business Name.....
 Location of business premises.....
 Plot No.Street/Road.....
 Postal Address.....Tel. No.
 Nature of business.....
 Current Trade Licence No.Expiring date.....
 Maximum value of business which you can handle at any one time: K£.....
 Name of your bankers.....Branch.....
 Are you an agent of the Kenya National Trading Corporation? YES/NO.....

Part 2 (a) – Sole Proprietor:

Your name in full.....Age.....
 Nationality.....Country of Origin.....
 *Citizenship details.....

Part 2 (b) – Partnership:

Give details of partners as follows:

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Part 2 (c) – Registered Company:

Private or public.....

State the nominal and issued capital of the company –

Nominal K£.....

Issued K£.....

Give the details of all directors as follows:

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

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

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