

# **TANATHI WATER WORKS DEVELOPMENT AGENCY**



## **BIDDING DOCUMENT**

**Tender No. TAWWDA/ 003 /2019-2020**

**REPAIR AND MAINTENANCE OF ICT HARDWARE**

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**1. FORM OF TENDER**

**NOTE:** The Tenderer is required to fill in all blank spaces in the Tender forms.

To: **Chief Executive Officer**  
**Tanathi Water Works Development Agency**  
**Kalawa Road, KIDP Building**  
**Private Bag**  
**Kitui.**

Sir,

**REPAIR AND MAINTENANCE OF ICT HARDWARE**

- 1. We, having examined the following conditions of contract, Schedule of particulars and Bill of Quantities for the execution of the above named work, offer to undertake and compete the said works to your entire satisfaction, and in accordance with the terms of conditions mentioned for the sum of (amount in words)

Kshs.....  
 .....  
 .....

Or such other sum as may be ascertained by re-measurement in accordance with the said document.

- 2. We, undertake if our Tender is accepted to commence work within 7days from the date of receipt of your letter of notification of acceptance of our Tender.
- 3. We agree to be bound by this Tender for a period of ninety days from the date fixed for the opening of the Tender and it shall remain binding upon us and may be accepted by us at any time before the expiration of that period.
- 4. Unless and until a formal agreement is prepared and executed, this tender, together with your acceptance thereof, will constitute a binding contract between us.
- 5. We understand that you are not bound to accept the lowest or any tender you may receive, and that you will not defray any expense incurred by us in this tendering.

Dated this..... Day of .....2019

Signature:.....in capacity of.....

Duly authorized to sign Tender for and on behalf of.....

.....

Address.....

Signature of witness.....

Name of the witness.....

Address of witness.....

## 2. CONDITIONS OF TENDER AND INSTRUCTIONS TO TENDERERS.

1. The whole of work set in the schedule of prices will be on contract, subject to the conditions of Contract.
2. All service providers/contractors tendering shall do so entirely at their own expense.
3. The Tender shall comprise the duly completed form of tender, Bill of Quantities and total cost to undertake and complete the works. All insertions made shall be made clearly in **ink**.
4. No alteration shall be made to the form of tender.
5. The Tender, complete in all aspects, shall be delivered in a plain sealed envelope which shall not bear any name or mark indicating the Tenderer and shall only bear the following:-

TENDER NO.:TAWWDA/ 003/2019-2020

### **REPAIR AND MAINTENANCE OF ICT HARDWARE**

6. (i) Tenders shall be addressed to:-

**Chief Executive Officer  
Tanathi Water Works Development Agency  
Kalawa Road, KIDP Building  
Private Bag  
Kitui.**

**CLOSING DATE: 21/08/2019 AT 12.00 NOON**

- (ii) Any Tender delivered after the stipulated time from whatever cause will not be considered.
7. The tenderer shall obtain for himself and on his own responsibility all the information necessary for submitting his Tender and shall satisfy himself fully as to the accuracy of such information supplied in the contract Documents.
  - i. The Tenderer is advised to visit and examine the site and its surroundings and obtain for himself on his own responsibility, all the information that may be necessary for preparing the tender and entering into contract.
8. The total Tender sum entered in the Bill of Quantities and in the form of Tender shall be deemed to be the basis of the tender. In case of errors of addition or extension when the corrected Tender sum is LOWER than the above total tender sum, then the

corrected tender sum shall be deemed to be total tender sum upon which the contract document shall be based on.

If the corrected Tender sum is HIGHER than the above total tender sum, then the original tender sum shall be deemed to be total tender sum upon which the contract Agreement shall be based. 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.

9. The contract price shall not be subject to escalation up to the end of the contract period.
10. If there is a discrepancy in tender price between the figure and the letter, the tender price expressed in letter shall be deemed to be true Tender price.
11. Each Tenderer, shall have satisfied himself before tendering as to the correctness and sufficiency of his Tender and of the Prices quoted in the breakdown of the Tender which shall cover all his obligations under the contract and all matters necessary for proper execution of the work.
12. In no case will any Tenderer be paid for any expense incurred in preparation of this tender.
13. The Employer shall not be bound to accept the lowest or tender and reserves the right to accept a tender in whole or in part unless the Tenderer stipulated to the contrary.
14. The Tenderer shall check that the documents provided for tendering are complete and correct. Any doubts as to the meaning of any portion of the documents shall be resolved before submission of Tenders. No subsequent claims in respect of alleged errors or omissions, or any other reason will be submitted or recognized.
15. (i) The Tenderer shall insert the schedule of particulars the full details of his firm and any other information on its operation and policy.  
(ii) Failure to provide all or any of the information required in the schedule of particulars may preclude consideration of the tender by an Employer.

### 3. SCHEDULE OF PARTICULARS

Name of the

firm:.....

Postal

Address:.....

Full Name of

Directors:.....

.....

.....

.....

.....

.....

Previous Works of Similar Nature:

i. Name of

Works.....

ii. Client.....

iii. Value of Works at Tender

(Kshs.).....

iv. Commencement Date.....

Do you intend to use a sub – Contractor

YES/ No.

If YES, answer the following:-

i. Name of the

works:.....

ii. Postal

Address:.....

iii. Full Names of

Directors.....

iv. Registered office

situation.....

v. Name of Previous

Works.....

vi. Client:.....

vii. Value of Works

(Kshs.).....

#### 4. QUALIFICATION INFORMATION

1. Individual Tenderers or individual Members of Joint Ventures

1.1 Works performed as main Contractor on works of a similar nature and volume over the last five years.

Also list details of works under way or committed, including expected completion date.

Project Name	Name of Client and Contact Person	Type of Work and Value of Work performed	Contract year of completion



**5. CERTIFICATE OF TENDERERS VISIT TO THE SITE**

1. This is to certify that, .....  
*(Name of Tenderer or his/her Representative)*

Of the Firm of,.....  
*(Name of the Firm Tendering).*

Visited the sites in connection with the tender for **REPAIR AND MAINTENANCE OF  
ICT HARDWARE**

**Tender No TAWWDA/ 003 / 2019-2020**

- 2. Having previously studied the Contract documents, I carefully examined the sites.
- 3. I have made myself familiar with all the local conditions likely to influence the works and the cost thereof.
- 4. I further certify that I am satisfied with the description of the work and the explanations given by the said Engineer and that I understand perfectly the work to be done as specified and implied in the execution of the Contract.

Signed.....  
*(Tenderer or his Representative)*

Witnessed:.....  
*(Signature of the Tanathi WSB representative)*

## 6. LOCATION

Location: Tanathi Water Works Development Agency

## 7. SCOPE OF WORKS

The scope of works includes the following but not limited to:

TAWWDA is an institution with various working equipments. The equipments need to be put in service maintenance plans to make them efficient and reduce down times. The maintenance plans for hardware shall be a labor only plan. This type of contract is a labor only contract where servicing and repairing the machines is provided by the service provider. The Client (TAWWDA) provides spare parts when required. The machines are serviced quarterly and any problem calls in between services are taken at no extra charges. Annual schedule for preventive maintenance service and periodic technical reports for the hardware equipments will be provided by the contractor.

The equipment to be serviced and maintained is provided below;

<b>Item</b>	<b>Machine Type</b>	<b>Quantity</b>
1.	Desktop computers	20
2.	Laptops	29
3.	Servers	2
4.	Photocopiers	3
5.	Network cabinets	5
6.	Projectors	4
7.	Printers	14
8.	UPS	26
9.	Telephone network	Lot
10	Air Conditioner	1

## APPENDIX B SCHEDULE OF SERVICES

The services shall be carried out on a quarterly basis as follows;

<b>S/NO</b>	<b>QUARTER</b>	<b>SERVICE PERIOD</b>
1.	1 <sup>st</sup> quarter	
2.	2 <sup>nd</sup> quarter	
3.	3 <sup>rd</sup> Quarter	
4.	4 <sup>th</sup> Quarter	

Service shall be completed within the specified service period.