

REPUBLIC OF KENYA



TANATHI WATER WORKS DEVELOPMENT AGENCY

**SUPPLY AND DELIVERY OF PLASTIC
WATER TANKS OF 10,000 LITRES**

TENDER NO. TAWWDA/ 001 /2019-2020

TENDER DOCUMENT

INVITATION TO TENDER NOTICE

The Board has received funds from the Government of Kenya, to undertake the projects mentioned below, these is therefore to invite qualified contractors/suppliers to submit sealed Bids for the tenders as shown below.

Tender no.	Project name	Project scope	County	Category and class of registration
TAWWD/TANKS/001/2019-2020	Plastic Water Tanks	Supply and delivery of Plastic Water Tanks of 10M ³	KITUI KAJIADO MAKUENI	N/A

Obtaining Bidding documents

Interested bidders may freely download bids from the Board's website info@tanathi.go.ke or at <http://tenders.go.ke>. PPIP portal, the bidders who choose to download the documents can send their details to tanathiwsb@gmail.com

Submission of bids

Completed tender documents enclosed in plain envelopes must be delivered to the address below at or before **20th of August 2019**, at **12.00 noon**. Tenders will be opened in the presence of Bidders' representatives, who choose to attend at **12.05p.m**, on **20th of August 2019** at the Board's conference room.

The Tenders should be clearly marked with tender number and the project name.

The address referred to above is:

Chief Executive Officer
Tanathi Water Work Development Agency
Kalawa Road
Private Bag Kitui, Kenya
MOBILE NO: 0712-351104, Fax (044) 44221080,
E-mail: tanathiwsb@gmail.com

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SECTION II - INSTRUCTIONS TO TENDERERS

Eligible Tenderers

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.

The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.

Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

Eligible Goods

All goods to be supplied under the contract shall have their origin in eligible source countries.

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

The origin of goods is distinct from the nationality of the tenderer.

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 price to be charged for the tender document shall not exceed Kshs.1,000/= or free when document is downloaded

All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

The Tender Document

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 Security Form
- (ix) Contract Form
- (x) Performance Security Form
- (xi) Bank Guarantee for Advance Payment Form
- (xii) Manufacturer's Authorization Form
- (xiii) Confidential Business Questionnaire

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.

Clarification of Documents

A prospective tenderer requiring any clarification of the tender Document may notify the Procuring entity in writing or by post at the Entity's address indicated in the Invitation to Tender. The Procuring Entity will respond in writing to any request for clarification of the

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

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

Amendment of Documents

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.

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.

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.

Language of Tender

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

Documents Comprising of Tender

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

Tender Forms

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.

Tender Prices

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

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

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

The validity period of the tender shall be 120 days from the date of opening of the tender.

Tender Currencies

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

Tenderers Eligibility and Qualifications

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 it's tender are accepted.

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

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

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

Goods Eligibility and Conformity to Tender Documents

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

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.

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

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

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.

Tender Security

The tenderer shall furnish, as part of its tender, a tender security for the amount specified in the Appendix to Invitation to Tenderers.

The tender security shall be in the amount of **2% of the tender sum in form of Bank Guarantee.**

The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7

The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad and valid for **thirty (30) days beyond the validity** of the tender.

Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 2.22

Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Procuring entity.

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

The tender security may be forfeited:

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

Validity of Tenders

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

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

Format and Signing of Tender

The Procuring entity shall prepare two copies of the tender, clearly marking each “ORIGINAL TENDER” and “COPY OF TENDER,” as

appropriate. In the event of any discrepancy between them, the original shall govern.

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.

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.

Sealing and Marking of Tenders

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.

The inner and outer envelopes shall:

- (a) be addressed to the Procuring entity 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,” **20th August, 2019 at 12:00 PM.**

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”.

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.

Deadline for Submission of Tenders

Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later **20th August, 2019 at 12:00 noon.**

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

Modification and Withdrawal of Tenders

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.

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.

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

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

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

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

Opening of Tenders

The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at RVWSB Conference room on **20th August, 2019 at 12.05 pm** and in the location specified in the Invitation to Tender.

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

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

The Procuring entity will prepare minutes of the tender opening.

Clarification of Tenders

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

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

Preliminary Examination

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

Arithmetical **errors will not 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

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.

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

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

Conversion to Single Currency

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

Evaluation and Comparison of Tenders

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

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

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.

Preference

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

Contacting the Procuring entity

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

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

(a) Post-qualification

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.

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

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

(b) Award Criteria

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

(c) Procuring entity's Right to Vary quantities

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

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

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

Notification of Award

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.

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

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

Signing of Contract

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.

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.

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.

Performance Security

Within Thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

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

Corrupt or Fraudulent Practices

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

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

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

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	Particulars of appendix to instructions to tenderers
2.1	Tender is open to all interested registered firms in Kenya
2.10	Quotation should be in Kenya shillings or any other easily convertible foreign currency.
2.12	Tender security required of 2% of the contract sum in form of a bank guarantee
2.13.1	Tender validity shall be 120 days from the date of opening
2.14	Bidders shall provide 1 ORIGINAL copy of the tender document clearly marked Original and 2 other copy marked COPY and all paginated/serialized and placed in one envelope. Tender reference and closing date must be quoted on the envelope. All pages of submitted documents must be serialized/paginated
2.15	This tender is based on one-envelope bid system. The bidder must submit a bid which has a technical proposal and financial proposal (Original & Copy) and all placed in one envelope.
2.16.1	Deadline for Submission of Tenders Closing Date: 20th August, 2019 at 12.00 pm
2.16.3	Bulky tenders which will not fit in the tender box shall be received and recorded at the Procurement Office, on ground floor.
2.22	Evaluation of the tenders shall be done using the criteria set out in the document.

EVALUATION CRITERIA

Board will consider the following three categories of criteria to evaluate the tenders and tenderers.

- a) Mandatory tender requirements
- b) Technical capability assessment including due diligence where applicable
- c) Financial Evaluation

a) **Mandatory requirements**

The submission of the following mandatory items will be required in the determination of the completeness of the bid and responsiveness of bidders. Bids that do not contain all the information required will be declared non responsive and shall not be evaluated further.

No.	Documents to be submitted	Response
1.	Tender security of 2% of the contract sum with required validity	
2.	Duly filled, signed and stamped Form of Tender (Should be signed by the authorized signatory. If not director should have power of attorney.	
3.	Certificate of Incorporation/Registration	
4.	Copy of CR12 certificate for limited company	
6.	Valid Tax Compliance certificate	
7.	Duly filled confidential questionnaire (Indicate all the directors and respective shares)	
8.	Attach Manufacturers Authorization (provide authentic and current letter / certificate from the manufacturer)	
9.	Attach evidence of similar works (Minimum KES 8 Million in value) in at least three institutions one of which MUST be a public institution.	
10.	Audited Financial statements for the last three (3) years (2016 & 2017 or 2018)	
11	Tender Document must be fully serialized- All the pages	

b. Technical Evaluation Criteria/Requires Specifications

Only bidders who meet all the technical specifications outlined will proceed to Financial Evaluation. Bidders MUST respond in writing against each requirement in the tenderers' response column. Writing 'Complied', 'Yes' 'Meets the Specifications 'or simply ticking (√) will not be accepted alone, Bidders MUST provide evidence (brochures) to support the required specification

TENDERER'S COLUMN TO BE COMPLETED BY TENDERER		
SPECIFICATIONS	REQUIREMENT	TENDERER'S SPECIFICATIONS
1. <u>DESCRIPTION</u>		
(a) Make	Specify	
(b) Model	Specify	
(c) Country of origin	Specify	
(d) Manufacturer's specifications and Literature supplied	Yes (Mandatory)	Yes
2. <u>GENERAL</u>		
(a) A standard production, Heavy gauge >10mm thick.	Yes, mandatory, Specify	Yes/No,..... mm
(b) Stabilized polyethylene tank with $\geq 2.3\%$ carbon black.	Yes (Mandatory, Specify)	Yes,..... %
(c) Safe for storage of potable drinking water for human consumption.	Yes (Mandatory)	Yes
(d) Able to withstand exposure to sunny and wet conditions of temperatures up to 40°C.	Yes(Mandatory)	Yes
(e) Single access opening at the top with lockable lid	Yes (mandatory)	Yes
(f) Any items not included in this specification but which are deemed necessary for efficient or improved operation of the tank shall be included in the tender.	Specify	
3. <u>TANK DIMENSION</u>		
Cylindrical Vertical Tank		
(a) Overall diameter,	2,300mm (specify)mm
(b) Overall height, (Maximum)	2,600mm (specify)mm

(c) Overall access opening at the top, approximately	600mm (specify)mm
<u>13. WARRANTY</u> a) Each plastic tank supplied should carry a statement of warranty of not less than 2 years under exposed conditions.	Yes (Mandatory)	Yes
<u>14. MANUALS</u> (a) All literature in the English language	Yes, (Mandatory)	Yes
(b) Operation and maintenance manual, supplied	Yes	Yes/No
<u>15. OTHER REQUIREMENTS</u> (a) Finished Color: Black external	Yes	Yes/No
(b) Build to Kenyan Standards for plastic water tanks or equivalent International Standards (c)	Yes (Mandatory, Specify)	Yes/No
(d) Certified by KEBS or equivalent International Certification body. (e) Each Tank will be marked with indelible ink , Logo and letters – Tanathi Water Works Development Agency	Yes (Specify)	Yes/No

Signature of Bidder's Authorized Signatory:-.....

Company Stamp.....

Date this..... Day of2019

SECTION III: GENERAL CONDITIONS OF CONTRACT

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SECTION III - GENERAL CONDITIONS OF CONTRACT

Definitions

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.

Application

These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement installation and commissioning of equipment

Country of Origin

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

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

Standards

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

Use of Contract Documents and Information

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.

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

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

Patent Rights

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

Performance Security

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.

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.

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.

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

Inspection and Tests

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.

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.

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.

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.

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

Packing

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.

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

Delivery and Documents

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

Insurance

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.

Payment

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

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

Prices

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.

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

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

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

Assignment

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

Subcontracts

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

Termination for default

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

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.

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.

Resolution of Disputes

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

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.

Language and Law

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

Force Majeure

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 IV - SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

The clauses in this section are intended to assist the procuring entity in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract.

The provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the goods being procured. In preparing Section IV, the following aspects should be taken into consideration.

- (a) Information that complement provisions of Section III must be incorporated and
- (b) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the goods being procured must also be incorporated.

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 OF GCC	SPECIAL CONDITIONS OF CONTRACT
3.7.1	Performance Security - 10% of Contract amount
3.12.1	Terms of Payment - 100% After supply delivery and inspecting
3.18.1	Indicate resolutions of disputes Arbitration will take place at Kitui, Kenya in accordance with rules and regulations published by “ Chartered Institute of Arbitrators (Kenya Chapter) Arbitration Rules as at present in force ”

SECTION V - TECHNICAL SPECIFICATIONS

General

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

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

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.

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.

TENDERER'S COLUMN TO BE COMPLETED BY TENDERER		
SPECIFICATIONS	REQUIREMENT	TENDERER'S SPECIFICATIONS
<u>1. DESCRIPTION</u>		
(e) Make	Specify	
(f) Model	Specify	
(g) Country of origin	Specify	
(h) Manufacturer's specifications and Literature supplied	Yes (Mandatory)	Yes
<u>2. GENERAL</u>		
(g) A standard production, Heavy gauge >10mm thick.	Yes, mandatory, Specify	Yes/No,..... mm
(h) Stabilized polyethylene tank with $\geq 2.5\%$ carbon black.	Yes (Mandatory, Specify)	Yes,..... %
(i) Safe for storage of potable drinking water for human consumption.	Yes (Mandatory)	Yes
(j) Able to withstand exposure to sunny and wet conditions of temperatures up to 40°C.	Yes(Mandatory)	Yes
(k) Single access opening at the top with lockable lid	Yes (mandatory)	Yes
(l) Any items not included in this specification but which are deemed necessary for efficient or improved operation of the tank shall be included in the tender.	Specify	
<u>3. TANK DIMENSION</u>		
Cylindrical Vertical Tank		
(d) Overall diameter,	2,300mm (specify)mm
(e) Overall height, (Maximum)	2,600mm (specify)mm
(f) Overall access opening at the top, approximately	600mm (specify)mm
<u>13. WARRANTY</u>		
b) Each plastic tank supplied should carry a statement of warranty of not less than 2 years under exposed conditions.	Yes (Mandatory)	Yes

<p><u>14. MANUALS</u> (c) All literature in the English language</p>	Yes, (Mandatory)	Yes
<p>(d) Operation and maintenance manual, supplied</p>	Yes	Yes/No
<p><u>15. OTHER REQUIREMENTS</u> (f) Finished Color: Black external</p>	Yes	Yes/No
<p>(g) Build to Kenyan Standards for plastic water tanks or equivalent International Standards (h)</p>	Yes (Mandatory, Specify)	Yes/No
<p>(i) Certified by KEBS or equivalent International Certification body. (j) Each Tank will be marked with indelible ink , Logo and letters – Tanathi Water Works Development Agency</p>	Yes (Specify) Mandatory	Yes/No

**TANATHI WATER WORKS
DEVELOPMENT AGENCY
DROUGHT MITIGATION PROGRAMME
LIST OF TANKS FOR SCHOOL IN THE
AREA**

KAJIADO COUNTY LIST OF SCHOOLS/ INSTITUTIONS TO GET TANKS (42)

S/No	County	Name of School	Ward/Location	Sub-County
1	Kajiado	Ongata Rongai primary school, 0721577632	Nkaimurunya Ward	Kajiado North
2	Kajiado	Ongata Rongai ECD, 0722798658	Nkaimurunya Ward	Kajiado North
3	Kajiado	Nkaimurunya primary school, 0712135437 Charity Maninja	Nkaimurunya Ward	Kajiado North
4	Kajiado	Usalama children home 0722802198 Board Member Stephen Matheka or Director Mary Muthoni 0726102234	Nkaimurunya Ward	Kajiado North
5	Kajiado	Enoomatasiani Girls Principal Tabitha Mbabu 0721626440	Olkeri Ward	Kajiado North
6	Kajiado	Matasia Mixed Sec. Sch. Principal Ngethe 0706081267	Olkeri Ward	Kajiado North
7	Kajiado	Kaputie Primary School, H/T Susan Odongo 0724394690	Kaputie North	Kajiado East
8	Kajiado	Kikayaya Primary School, Elizabeth Nderitu 0722672366	Kaputie North/ Isinya Sub Ward	Kajiado East
9	Kajiado	Ereteti Primary School, H/T Mr. Wanjie Julius 0723659350	Kitengela/Isinya Sub Ward	Kajiado East
10	Kajiado	Methodist Girls Rescue Centre, Loise Oldukunyi 0720433274	Kaputie North/ Isinya Sub Ward	Kajiado East
11	Kajiado	Musa Primary School, H/T Mukenka Daniel 0722735176	Kaputie North	Kajiado East
12	Kajiado	Victory Celebration Centre Ilmasin Dominion Chapel, Samuel Sanoina Parsokoyo 0725583816 or 0781801355	Ilmasin	Kajiado West
13	Kajiado	Singiraine Primary School, H/T Mr. Peter Swakei 0723656892	Ilodokilani	Kajiado West
14	Kajiado	Singiraine Health Centre, Madam Rose Melita 0721312202	Ilodokilani	Kajiado West
15	Kajiado	Naudot Primary School, H/T Oltiti Moronka 0701705606	Ilodokilani	Kajiado West

16	Kajiado	Oltepesi Dispensary, MOH Eliud Parken 0722127813	Keekonyokie	Kajiado West
17	Kajiado	Pakase Dispensary, Mr. Kimani 0724311460	Ilodokilani	Kajiado West
18	Kajiado	Oloikum Nasera Primary School, Moses Punyua 0721882116	Ewaso Onkidongi	Kajiado West
19	Kajiado	Enkoireroi Dispensary, Mr. Ondiek Innocent 0722732012	Ewaso Onkidongi	Kajiado West
20	Kajiado	Olentoko Primary School, H/T Mr. Daniel Teeka 0707937709	Ewaso Onkidongi	Kajiado West
21	Kajiado	Oloika Secondary School, Rebecca Pateli 0727234245	Magadi	Kajiado West
22	Kajiado	Embarbal Primary School, H/T Mr. Reuben Ombasa 0727747380	Mosiro	Kajiado West
23	Kajiado	Oldorko Mixed Primary School, H/T Osodo 0722912630	Mosiro	Kajiado West
24	Kajiado	Eiti Primary School, Chief Jacob Salao 0722536697	Mosiro	Kajiado West
25	Kajiado	Oldepe Primary School, H/T Daniel Kuyo 0727999169	Mosiro	Kajiado West
26	Kajiado	Olokeri Primary School, H/T Mr. Daniel Teiyia 0723940060	Mosiro	Kajiado West
27	Kajiado	Imariani ECDE, H/T Monicah Teiyaa 0758061317	Mosiro	Kajiado West
28	Kajiado	Enkorika Primary School, H/T Julius Karkures 0719145191	Dalalekutuk Enkorika	- Kajiado Centr
29	Kajiado	Oloomunyi Primary School, H/T Daniel Panato 0722230659 or 0787282231	Dalalekutuk Enkorika	- Kajiado Centr
30	Kajiado	Olenarau Primary School, H/T Theophilus Ngundi 0753100753	Dalalekutuk Enkorika	- Kajiado Centr
31	Kajiado	Olekimaki Primary School, H/T Daniel Kironua 0727709439	Matapato South	Kajiado Centr
32	Kajiado	Enkuseroni Primary School, Philip 0720821850	Dalalekutuk Enkorika	- Kajiado Centr
33	Kajiado	Emurrua Dikirr Dispensary, Mr. Kila Orumoi 07282262271	Matapato North	Kajiado Centr
34	Kajiado	Olbili Primary School, H/T Mr. John Selengia 0717652414	Kimana/Amboseli Zone, Mbirikani Ward	Kajiado South
35	Kajiado	Lemongó Primary School/ Cultural Centre, Jessica Censotti 0792067057	Kimana	Kajiado South
36	Kajiado	Engata Enigma Primary School, Mr. Mumo 0722390218	Kimana	Kajiado South

37	Kajiado	Emukutani Primary School, Mr. James Mbaa 0723328353	Mbirikani/Amboseli	Kajiado South
38	Kajiado	Entotet Primary School, H/T Francis Njau 0727812005	Entonet/Lenkisim	Kajiado South
39	Kajiado	Eluai Nalepo Primary School, Paul Mulolo 0716262948	Entonet/Lenkisim	Kajiado South
40	Kajiado	Iltlal Primary School, H/T Ranald Mogusu 0720004147	Kuku	Kajiado South
41	Kajiado	Oltiasika Primary School, H/t Mr. Stephen Saidimu 0725751479	Kimana	Kajiado South
42	Kajiado	Esukuta Primary School, H/T John Mayiana 0724108508	Rombo	Kajiado South

KITUI COUNTY LIST OF SCHOOLS/ INSTITUTIONS TO BE GIVEN 42 TANKS

S/No	County	Name of School	Ward/Location	Sub-County
1	Kitui	Mitamisiy Centre, Joseph Ndambu 0726911642	Ngomeni/ Mitamisiy	Mwingi North
2	Kitui	Kasiluni Dispensary, Jackson Mathenge 0728004949	Ngomeni/ Kasiluni	Mwingi North
3	Kitui	Kikumini Primary, Peter Mutambuki 0726291036	Mumoni/ Mukong'a	Mwingi North
4	Kitui	Kandimu Primary, Japheth Mukuru: 0721576149	Tharaka/ Cacikongo	Mwingi North
5	Kitui	Tseikuru Vocational Training, Maureen Mwaniki 0716916944	Tseikuru/ Nziitu	Mwingi North
6	Kitui	Kariokoh Primary, Mrs. Nzamba 0717088289	Mui/ Kitise	Mwingi Central
7	Kitui	Kaluilaa Primary, Mr. Mathoka 0717748426	Mui/ Nguuni	Mwingi Central
8	Kitui	Mwambuni Primary, Mr. Kyere 0706617801	Mui/ Ngoo	Mwingi Central
9	Kitui	Musovo Market, Makau Kavya 0726686366	Nguni/ Ukasi	Mwingi Central
10	Kitui	Kiwanza Market, Mwanduka Mumbo 0725774668	Nguni/ Ukasi	Mwingi Central
11	Kitui	Mwalili Market, Patricia Muthui 0714604381	Nuu/ Wingemi	Mwingi Central
12	Kitui	Nzaiku Water Point, Mulyungi Kimwele 0735235278	Kiomo/Kyethani - Karura/ Wikithuki	Mwingi West
13	Kitui	Ngongu Water Point, Kikombo Kilenga 0725814796	Nguutani - Ngongoni/ Mathunzini/Kavoloi	Mwingi West
14	Kitui	Makutano Mixed Secondary, Mr. Maingi 0723290895	Migwani - Katalwa/ Mumbuni	Mwingi West
15	Kitui	Thokoa Secondary, Mr. Thinga 0729898286	Kyome/Thaana - Thokoa	Mwingi West
16	Kitui	Family Helper Vocational, Redepter 0724965567	Migwani - Migwani/Itoloni	Mwingi West
17	Kitui	Kwa Ndonga Primary, Mrs. Mwongela 0717431059	Matinyani - Kalimani	Kitui West
18	Kitui	Kivani Water Point, Peter: 0700707147	Kithumula/Kwa Mutonga -Kasaini/Makolo	Kitui West
19	Kitui	Kabati Borehole, Douglas 0722907325	Kauwi - Kauwi	Kitui West

20	Kitui	Miambani ECDE, Patricia Muusya 0726020422	Mutonguni - Mithini	Kitui West
21	Kitui	Mithikwani Water Project, Linny Kimeta 0700914268	Kithumula/Kwa Mutonga - Mithikwani	Kitui West
22	Kitui	Kyalilini primary school, Mr. Mukuyu 0722935290	Mulango/ Katulani	Kitui Central
23	Kitui	Mithongo Primary, Mr. Martin Maingi 0724847454	Mulango/ Kathungi	Kitui Central
24	Kitui	Kalikuvu Primary, Mr. Mwanzui 0717431123	Kyangwithya West/ Itoleka	Kitui Central
25	Kitui	Kangalu Secondary school, Mrs Evalyn Mutua 0721554306	Mulango/ Katulani	Kitui Central
26	Kitui	Museve Primary, Mr. Felix Mutisya 0722161765	Kyangwithya East/ Museve	Kitui Central
27	Kitui	Kathukini (Kathukuni) Primary School, Mr. Solomn Musee 0722455347	Mulango	Kitui Central
28	Kitui	Makolongo Primary, Marieta 0713573455	Mbitini - Kivuuni	Kitui Rural
29	Kitui	Kamulu Centre, Bernard Mulatya 0714544247	Mbitini - Kitungati	Kitui Rural
30	Kitui	Mukameni Primary, Mrs. Mutinda 0727030383	Kisasi - Nguuni/ Mukameni/ Ung'atu	Kitui Rural
31	Kitui	Kiseuni Secondary, Mr. Paul Muthiani 0713096989	Kyangangi - Kiseuni	Kitui Rural
32	Kitui	Kiliko Primary School, Mr. Mbithi 0720001369	Yatta/Kwa Vonza - Ndunguni /Nyanyaa	Kitui Rural
33	Kitui	Kathemboni Primary, Mr. Nzaku 0727524665	Yatta/Kwa Vonza - Nthongoni /Kawongo	Kitui Rural
34	Kitui	Kanguu Mixed Secondary, Mr. Nthiwa 0712094282	Chuluni - Inyuu	Kitui East
35	Kitui	Hon. Kiema Primary School, Mrs. Elizabeth Muchiri 0716183583	Chuluni - Inyuu	Kitui East
36	Kitui	Mbukoni Primary School, Mr. Koki Solomon 0723696945	Mutitu/Kaliku - Kawala/Kavutei	Kitui East
37	Kitui	Makueni Primary, Simon Munyeke 0720457627	Athi - Upper Kituti	Kitui East
38	Machakos	St. Peter the Apostle Church, Josephine Kyalo 0728989725	Kangundo West	Kangundo
39	Kitui	Kaatene Secondary, Maua Phillip 0717605732	Mutha - Kalambani/ Kaatene	Kitui South
40	Kitui	Administrators office, Ward Administrator Mary Musingi	Kanziko ward - Keundunda/Kyanyaa	Kitui South

		0727561682		
41	Kitui	Mutomo Township, Kadzo 0703686752	Mutomo - Kawelu	Kitui South
42	Kitui	Kikwa Primary, Ngangi : 0701077818	Ikanga/Kyatune -Makele	Kitui South

MAKUENI COUNTY LIST OF SCHOOLS/ INSTITUTIONS TO GET TANKS (33)

S/No	County	Name of School	Ward/Location	Sub-County
1	Makueni	Mutulani Secondary School, Julius Mutwii 0722424460	Kee - Watema	Kaiti
2	Makueni	Kilolo Primary School, Boniface Ndunda 0722367393	Kee - Kivani	Kaiti
3	Makueni	Mawani Primary School, Lucy M. Mutwii 0722401730	Kiima Kiu/Kalanzoni - Ngaamba	Kilome
4	Makueni	Ngaamba Community Project, Tito Malua 0723951735	Kiima Kiu/Kalanzoni	Kilome
5	Makueni	Mbitwani Primary School, Julius Komu 0720376599	Mtito Andei - Mtito	Kibwezi East
6	Makueni	Makutano Primary School, Mrs. Kithandi 0722501761	Mtito Andei - Kambu	Kibwezi East
7	Makueni	Kalulu Primary School, Raphael Mwanza 0717634544	Thange - Utithi	Kibwezi East
8	Makueni	Kinyambu Primary School, Mr. Mutune 0724495155	Thange - Kinyambu	Kibwezi East
9	Makueni	Muthingiini Girls, Pascalina Ndiku 0724212225	Ivingoni Nzambani - Nzambani	Kibwezi East
10	Makueni	Muliluni Primary School, Mrs. Rhodah Mutua 0721554381	Masongaleni - Mukaange	Kibwezi East
11	Makueni	Kithito Primary School, Mr. Paul Kaunga 0728774458	Masongaleni - Kyumani	Kibwezi East
12	Makueni	Mtito Andei Water Kiosk, Fridah Mbaluka 0700805343	Mtito Andei	Kibwezi East
13	Makueni	Kisayani Water Kiosk, Rose Makau 0725878678	Kisayani	Kibwezi West
14	Makueni	St. Simon Mbui Nzau Sec. Sch. Madam Roselyn Ndunge John 0722666700	Kikumbulyu South - Mikuyuni/Mbui Nzau	Kibwezi West
15	Makueni	Kalungu Primary School, David Kavoi Muloma 0707441536	Kikumbulyu South - Kalungu Ngandani	Kibwezi West
16	Makueni	Ndeini Primary School, Madam Kitavi 0712820328	Nguumo - Kaunguni Muuni	Kibwezi West
17	Makueni	Kilongoni Primary School, Simon Kilili 0722994428	Nguumo - Syumile Ndovoini	Kibwezi West
18	Makueni	Milu Primary School, Malik Kimeu 0733978648	Kikumbulyu North - Kathyaka Ndetani	Kibwezi West

19	Makueni	Nyayo Primary School, Joyce Ndunge 0700579797	Kikumbulyu North - Ngulu	Kibwezi West
20	Makueni	Yindalani Primary School, Mr. Simon Makuu 0722283755	Makindu - Makindu	Kibwezi West
21	Makueni	Nthia Secondary School, Mr. Maithya 0729288109	Makindu - Kiboko Twaandu	Kibwezi West
22	Makueni	Kitende Primary School, Mr. Joel Kavundi 0710897478	Nguu Masumba - Masumba	Kibwezi West
23	Makueni	ACK Uthasyo Primary School, Mrs. Jane Kiio 0716530849	Nguu Masumba - Nguu	Kibwezi West
24	Makueni	Kailo ECDE, Florence Mutune 0716943639	Kalawa	Mbooni
25	Makueni	Mwaani Primary School, Timothy Kisau 0727847555	Kalawa	Mbooni
26	Makueni	Kitongu Primary School, Mr. Nzioka 0708789974	Kako/Waia	Mbooni
27	Makueni	King'athuni Primary School, Mr. Ndavi 0728003652	Kako/Waia	Mbooni
28	Makueni	Kiambani Primary School, Mr. Mueke 0725919090	Kitise Kithuki - Kithuki	Makueni
29	Makueni	Kwa Nzula Primary School, Mr. Muli 0710779723	Kitise Kithuki - Kitise	Makueni
30	Makueni	Yekanga Primary School, Veronicah Mutunga 0714936798	Mavindini - Kanthuni	Makueni
31	Makueni	Mavindini Girls Day Secondary School, Ann Wambua 0727308137	Mavindini - Mavindini	Makueni
32	Makueni	Iani ECDE, Mbithi Levu 0724686829	Kathonzweni - Mbuvo	Makueni
33	Makueni	Kathonzweni HGM Primary School, Mr. Mutua 0720331301	Kathonzweni - Kathonzweni	Makueni

Delivery Period: immediately after signing the contract

Bidders Delivery period: _____

Signature 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 Security Form - When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
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.
6. Bank Guarantee for Advance Payment Form - When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.
7. Manufacturers Authorization Form - When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

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 _____

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

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

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full Age</p> <p>Nationality Country of origin</p> <ul style="list-style-type: none"> • Citizenship details • 																														
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.					
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2.																											
3.																											
4.																											
	<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal Kshs.</p> <p style="padding-left: 40px;">Issued Kshs.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.	5.
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4.																											
5.																											
<p>Date Signature of Candidate</p>																															

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

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, installation and commissioning of [name and/or description of the equipment] (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 tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank] _____

(Amend accordingly if provided by Insurance Company)

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)

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]

BANK GUARANTEE FOR ADVANCE PAYMENT FORM

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 institutions], 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 there-under 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 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]

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 goods]* 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 goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods 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.

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER