



COUNCIL

Tender for Development of E- Board System for NACC Board

TENDER NO. NACC/RFP/035/2017/2018

CLOSING DATE: JUNE 04, 2018

ISSUED BY:

(NACC)

Landmark Plaza, 9th Floor  
Argwings Kodhek Road

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## INTRODUCTION

- 1.1 This standard tender document for supply, installation and commissioning of plant and equipment has been prepared for use by public entities in Kenya.
- 1.2 The following general conditions should be observed when using the document.
  - a) Specific details should be furnished in the tender notice and in the special conditions of contract. The final document to be provided to the tenderers should not have blank spaces or give options.
  - b) The instructions to the tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contracts and the appendix to instructions to the tenderers.
- 1.3 Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements.
- 1.4 The invitation to tender shall be issued as an advertisement in accordance with the regulations as a letter of invitation addressed to tenderers who have expressed interest following an advertisement of a prequalification tender.

1.5 The cover of the tender document shall be modified to include:

- i.Tender number.
- ii.Tender name.
- iii.Name of procuring entity.

## SECTION I

## INVITATION TO TENDER

**Date:** May 10, 2018

**Tender No.** NACC/RFP/035/2017/2018

### **TENDER NAME:** *TENDER FOR DEVELOPMENT OF E-BOARD*

- 1.1 The National AIDS Control Council (NACC) invites sealed tenders from eligible candidates for the development of E- Board System for NACC Board
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents from the Procurement Division - National AIDS Control Council P.O.BOX 61307-00200 Nairobi, Kenya and download the documents from the NACC Website: [www.nacc.or.ke](http://www.nacc.or.ke) at no fee or upon payment of a non- refundable fee of Kshs. 1000/= in cash or bankers cheque payable to Chief Executive Officer, National AIDS Control Council for the printed documents.
- 1.3 Prices quoted shall be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for period of (120) days from the closing date of the tender.
- 1.4 All Tenders must be accompanied by duly completed Bid Securing Declaration for Special Groups registered under AGPO or a **Bid Bond of Kshs. 20,000 for non AGPO firms** in the form of bankers cheque and must be addressed to the **Chief Executive Officer**, National AIDS Control Council

1.5 Completed tender documents are to be enclosed in plain sealed envelopes marked with the **tender reference name and number** and addressed to;

**The Chief Executive Officer, National AIDS Control Council, P.o. Box 61307 00200 Nairobi, Landmark Plaza, ArgwingsKodhek Road Opp. Nairobi Hospital** and be deposited in the tender box provided on 9th Floor of Landmark Plaza on or before **June 04, 2018 at 10.00am.**

1.6 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at NACC Headquarters, Landmark Plaza situated on Argwings Kodhek Rd Opposite Nairobi Hospital

Head Procurement  
For: **Chief Executive Officer**

SECTION II - INSTRUCTIONS TO TENDERERS

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## SECTION II – INSTRUCTIONS TO TENDERERS

### 2.1 Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall complete the supply, install and commissioning of the equipment by the intended completion date specified in the tender documents.

2.1.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under the Act.

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

2.1.4 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

## **2.2 Eligible Equipment**

2.2.1 All equipment to be supplied and installed under the contract shall have their origin in eligible source countries.

2.2.2 For purposes of this clause, “origin” means the place where the equipment(s) are produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components

2.2.3 The origin of equipment is distinct from the nationality of the tenderer and shall be treated thus in the evaluation of the tender.

## **2.3 Cost of Tendering**

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

2.3.2 The price to be charged for the tender document shall not exceed Kshs 1,000.00

2.3.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

## **2.4. Contents of Tender Document**

2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to tenderers

- (i) Invitation to Tender
- (ii) Instructions to Tenderers
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Tender 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 Form
- (xiv) Self Declaration on Debarment
- (xv) Anti Corruption Declaration
- (xvi) Bank Details Form

- (xvii) Request for Review Form
- (xviii) Bid/Tender Declaration Form

2.4.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender

not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

## **2.5 Clarification of Tender Documents**

2.5.1 A prospective tenderer making inquiries of the tender documents may notify the Procuring entity in writing or by post 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 not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

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

## **2.6 Amendment of Tender Documents**

2.6.1 At any time prior to the deadline for submission of tender, 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 issuing an addendum.

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

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

## **2.7 Language of Tender**

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

## **2.8 Documents Comprising the Tender**

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



- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
- (b) documentary evidence established in accordance with paragraph 2.12 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 2.13 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
- (e) Confidential Business Questionnaire

## **2.9 Tender Form**

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

## **2.10 Tender Prices**

2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices where applicable and total tender price of the equipment and installation it proposes to supply under the contract.

2.10.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:

- (i) the price of the equipment quoted EXW (ex works, ex-factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable:
- (ii) charges for inland transportation, insurance, and other local costs incidental to delivery of the goods to their final destination; and
- (iii) installation charges shall also be indicated separately for each equipment

2.10.3 Prices quoted by the tender shall remain fixed during the Tender's performance of the contract. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22 unless otherwise agreed by the parties.

## **2.11 Tender Currencies**

2.11.1 Prices shall be quoted in the following currencies:

- (a) For equipment that the tenderer will supply from within Kenya, the prices shall be quoted in Kenya Shillings; and

- (b) For equipment that the tenderer will supply from outside Kenya, the prices may be quoted in US Dollars or in another freely convertible currency.
- (c) Cost of installation and commissioning will be in Kenya Shillings.

## **2.12 Tenderers Eligibility and Qualifications**

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

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

2.12.2 The documentary evidence of the tenderes qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction;

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

## **2.13 Goods Eligibility and Conformity to Tender Document**

2.13.1 Pursuant paragraph 2.13.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity to the tender documents of all equipment which the tenderer proposes to supply under the contract

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

2.13.3 The documentary evidence of conformity of the equipment 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 equipment
- 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 equipment for a period of two (2) years, following commencement of the use of the equipment by the Procuring entity; and

- c) a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

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

## **2.14 Tender Security**

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

2.14.2 The tender security shall be in the amount not exceeding 2 percent of the tender price.

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

2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of

- a) Cash
- b) A bank guarantee
- c) Such insurance guarantee approved by the Authority
- d) Letter of credit.

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

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

2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28

2.14.8 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 2.27.1 or ii) to furnish performance security in accordance with paragraph

2.28

c) If the tenderer rejects correction of an arithmetic error in the tender.

## **2.15 Validity of Tenders**

2.15.1 Tenderers 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 2.20. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

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

## **2.16 Format and Signing of Tender**

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

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

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

## **2.17 Sealing and Marking of Tenders**

### **2.17.1**

The original proposal (Technical Proposal and, if required, Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.

### 2.17.2

For each proposal, the consultants shall prepare the number of copies indicated in Appendix "A". Each Technical Proposal and Financial Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.

### 2.17.3

The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "FINANCIAL PROPOSAL" and warning: "DO NOT OPEN WITH THE TECHNICAL PROPOSAL". Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Appendix "ITC" and is clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE".

### 2.17.4

The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix "ITC". Any proposal received after the closing time for submission of proposals shall be returned to the respective bidder unopened.

### 2.17.5

After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department up to the time for public opening of financial proposals.

### 2.17.6 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 to tender and the words, "DO NOT OPEN BEFORE **June 04, 2018 at 10.00 AM**". The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late".

### 2.17.7

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

## 2.18. Deadline for Submission of Tenders

2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.20.1 not later than **June 04, 2018 at 10.00 AM**

### 2.18.2

The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.2 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.

### 2.18.3

Bulky tenders which will not fit the tender box shall be received by the procuring entity as provided for in the appendix.

## 2.19 Modification and Withdrawal of Tenders

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

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

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

2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.14.8

## 2.20 Opening of Tenders

2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **June 04 2018** at 10.00AM and in the following location.

**National AIDS Control Council (NACC) Landmark Plaza, 9<sup>th</sup> Floor ArgwingsKodhek Road  
P. O. Box 61307 – 00200 NAIROBI  
(KENYA)**

**Email:** [procurement@nacc.ro.ke](mailto:procurement@nacc.ro.ke)

**TEL: +254-020-2715109/2711261/2715144, 2896000**

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

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

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

## **2.21 Clarification of Tenders**

- 2.21.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
- 2.21.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.22 Preliminary Examination and Responsiveness**

- 2.22.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and 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
- 2.22.3 The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or effect the relative ranking of any tenderer.
- 2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.24 the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.22.5 If a tender is not substantially responsive; it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the non conformity.

## **2.23 Conversion to Single Currency**

- 2.23.1 **Where** other currencies are used, the Procuring Entity will convert those currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

## 2.24 Evaluation and Comparison of Tenders

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

2.24.2 The Procuring entity's evaluation of a tender will exclude and not take into account

- (a) in the case of equipment manufactured in Kenya or equipment of foreign origin already located in Kenya, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the tenderer; and
- (b) any allowance for price adjustment during the period of execution of the contract, if provided in the tender.

2.24.3 The comparison shall be of the ex-factory/ex-warehouse/off-the-shelf price of the goods offered from within Kenya, such price to include all costs, as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods.

2.24.4 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price and the price of incidental services, the following factors, in the manner and to the extent indicated in paragraph 2.24.5 and in the technical specifications:

- (a) delivery and installation schedule offered in the tender;
- (b) deviations in payment schedule from the specifications in the Special Conditions of Contract;
- (c) the cost of components, mandatory spare parts and service;
- (d) the availability in Kenya of spare parts and after-sales service for the equipment offered in the tender;

2.24.5 Pursuant to paragraph 2.24.4 the following evaluation methods will be applied

(a) *Delivery schedule*

(i) The Procuring entity requires that the equipment under the Invitation for Tenders shall be delivered at the time specified in the Schedule of Requirements. Tenders offering deliveries longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

(b) *Deviation in payment schedule*

Tenderers shall state their tender price for the payment of schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.



(c) *Spare parts and after sales service facilities*

Tenderers must offer items with service and spare parts back-up. Documentary evidence and locations of such back-up must be given. Where a tenderer offers items without such back-up in the country, he must give a documentary evidence and assurance that he will establish adequate back-up for items supplied.

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

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

**2.25 Contacting the Procuring Entity**

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

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

**2.26 Award of Contract**

(a) **Post-Qualification**

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

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

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

(b) **Award Criteria**

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

2.26.5 To qualify for contract awards, the tenderer shall have the following:

- a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- b) Legal capacity to enter into a contract for procurement
- c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- d) Shall not be debarred from participating in public procurement.

(c) **Procuring Entity's Right to Accept or Reject Any or All Tenders**

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

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

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

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

**2.27 Notification of Award**

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

2.27.2 The notification of award will signify the formation of the Contract but will have to wait until the contract is finally signed by both parties. Simultaneous other tenderers shall be notified that their tenders have not been successful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful

**2.28 Signing of Contract**

2.28.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

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

## **2.29 Performance Security**

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

2.29.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.28 or paragraph 2.29 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new tenders.

## **2.30 Corrupt or Fraudulent Practices**

2.30.1 The procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has and will not be involved in corrupt or fraudulent practices.

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

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

## Notes on the Appendix to the Instructions to Tenderers

1. The Appendix to instructions to the tenderers is intended to assist the procuring entity in providing specific information in relation to corresponding clause in the instructions to Tenderers including in Section II and has to be prepared for each specific procurement.
2. The procuring entity should specify in the appendix information and requirement specific to the circumstances of the procuring entity, the goods to be procured and the tender evaluation criteria that will apply to the tenders.
3. In preparing the Appendix the following aspects should be taken into consideration;
  - (a) The information that specifies and complements provisions of Section II to be incorporated
  - (b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the goods to be procured to be also incorporated
4. Section II should remain unchanged and can only be amended through the Appendix.
5. Clauses to be included in this part must be consistent with the public procurement law and the regulations.

## 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.

INSTRUC TIONS	PARTICULARS OFAPPENDIXTO INSTRUCTIONS TO TENDERS
Paragraph2.1.1	<i>All tenderers who meet requirements as Indicated in the tender document</i>

Paragraph 2.1.4	Bidders must sign and submit an Anti-Corruption Declaration Form
Paragraph 2.3.2	The cost of purchasing the tender is Kshs 1,000 for printed document
Paragraph 2.8.1	The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed to be enclosed in the <b>Financial Proposal Envelope</b> .
Paragraph 2.10	The <b>Total Price</b> for development of the E-Board System for NACC Board should be inclusive of taxes, the price of the equipment/ software, all charges, insurance, delivery, installation, testing, transportation, commissioning, maintenance
Paragraph 2.10.1	All documents shall be submitted with the Kenya Standard Line.
Paragraph 2.13.3 (c)	Clause by clause commentary on the Technical specifications demonstrating Substantive responsiveness
Paragraph 2.14	The tender security shall be <b>Kshs 20,000.00</b> for Non Agpo firms and Bid Securing Declaration for <b>no registered firm</b>
Paragraph 2.15	The tender validity is 120 days from the date of submission of the tenders
2.17.2	Bidders shall provide 1 ORIGINAL, 1 COPY and a CD of the TECHNICAL PROPOSAL and 1 ORIGINAL, 1 COPY and a CD of FINANCIAL PROPOSAL. The Technical and Financial proposals shall be in separate envelopes
Paragraph 2.5 and 2.6	All bidders should download the Telegram Application and search the <b>NACC Bot</b> through <b><a href="https://t.me/TheNACC_Bot">https://t.me/TheNACC_Bot</a></b> and fill the registration details for the tender for ease of communication in the tender document.
Paragraph 2.16.2	Bidders must submit a letter for a power of attorney authoring their designated person in the to sign and commit the bidder to the tender

	<ul style="list-style-type: none"> <li>• The original technical proposal and the Financial Proposal; shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder themselves. The person who signed the proposal must initial such corrections.</li> <li>• An authorized representative of the bidder shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign.</li> <li>• The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL” Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the Tender Number and the item description and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and tender, and be clearly marked “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE, <b>June 04, 2018</b> at 10.00 AM]”. The NACC shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.</li> </ul>
	<p>□ The Proposals must be sent to the address/addresses indicated in the Appendix to instructions to Tenderers and received by the NACC no later than June04, <b>2018</b> at <b>10.00 AM</b>. Any proposal received by the Client after the deadline for submission shall be returned unopened.</p> <p>□ The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored. No Financial Proposal shall be included in the Technical Proposal. Failure to comply with this requirement will lead to automatic disqualification.</p>
	<p>□ From the time the tender is opened to the time the Contract is awarded, the bidders should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by bidders to influence the Client in the examination, evaluation, ranking of tenders, and recommendation for award of Contract may result in the rejection of the bids tender.</p>

The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the preliminary evaluation, mandatory requirements, manufacturer authorization, required client reference sites with similar assignments undertaken, verification of reference sites and responsiveness to the technical specification applying the evaluation criteria, sub criteria, and point system specified in the bidding document. Each responsive tender will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the tender and mandatory requirements, or if it fails to achieve the minimum technical score of 70%.

FORMULA; TECHNICAL AND FINANCIAL

□ The formulae for determining the Financial Score (Sf) shall, unless an alternative formulae is indicated in the Appendix "ITC", be as follows:-

$Sf = 100 \times \frac{Fm}{F}$  where Sf is the financial score; Fm is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T=the weight given to the Technical Proposal; P= the weight given to the Financial Proposal;  $T + p = 1$ ) indicated in the Appendix. The combined technical and financial score, S, is calculated as follows:  $S = St \times T \% + So \times P \%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.

Technical Score will constitute 80% of the overall score  
Financial Score will constitute 20% of the overall score

- The Financial proposals opened are for bidders who meet the tender requirements only. The name of the bidder who meet tender requirements and mandatory requirements shall be read aloud. The Financial Proposal of the bidders who meet the tender and mandatory requirements will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.
- The Evaluation Committee will NOT correct any computational errors.
- The bidder meeting the tender requirements and mandatory requirements and with highest combined score (technical and financial evaluation) will be considered for award of tender

Paragraph2.17.3	<p>The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “<b>TECHNICALPROPOSAL, HARD COPY and CD Copy</b>” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “<b>FINANCIAL PROPOSAL</b>” and warning: “<b>DO NOT OPEN WITH THE TECHNICAL PROPOSAL</b>”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Appendix “ITC” and is clearly marked, “<b>DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE</b>”.</p>
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*The original and copy of the proposal shall be sealed in separate envelopes. The*

Paragraph2.20.1	<p>The address of submission of tenders is:  Chief Executive Officer,  National AIDS Control,  P.O Box 61307 -00200,  Nairobi 9<sup>th floor</sup> Landmark Plaza,  Argwings Kodhek Rd, Opp. Nairobi Hospital  <a href="tel:+254202896000">Tel:+254202896000</a>,  Email: <a href="mailto:procurement@nacc.ro.ke">procurement@nacc.ro.ke</a></p>
Paragraph2.18.3	<p>Bulky tenders which will not fit in the tender Box shall be delivered and deposited in the Chief Executive Officer’s Office where the deliverer shall signing a register.</p>
Paragraph2.20.2	<p>The tender sum submitted and read out during Opening shall be absolute and final and shall Not be subject of correction, adjustment or amendment in any way by any person or entity.</p>
Paragraph2.29	<p>2% of the awarded sum as performance security</p>
Paragraph 2.5	<p>All tenderers are required to send email to;  <a href="mailto:procurement@nacc.or.ke">procurement@nacc.or.ke</a>  As a confirmation that they have downloaded the tender document and that they will participate in the tender for ease of issuance of clarification if need be. The request for clarifications shall be received at <b>least seven (7)</b> days prior to the deadline for closing of the tender.</p>





SECTION III:

GENERAL CONDITIONS OF CONTRACT

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### 3.1 Definitions

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

- (a) “The Contract” means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations
- (c) “The Goods” means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the Procuring entity under the Contract.
- (d) “The Procuring entity” means the organization purchasing the Goods under this Contract.
- (e) “The Tenderer” means the individual or firm supplying the Goods under this Contract.

### 3.2 Application

3.2.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement installation and commissioning of equipment to the extent that they are not superceded by provisions of other part of contract.

### 3.3 Country of Origin

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

3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer and will be treated thus in the evaluation of the tender.

### 3.4 Standards

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

### 3.5 Use of Contract Documents and Information

3.5.1 The 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.

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

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

### 3.6 Patent Rights

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

### 3.7 Performance Security

3.7.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.

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

3.7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the procuring entity and shall be in the form of

- a) Cash
- b) Bank guarantee
- c) Such insurance guarantee approved by the Authority
- d) Letter of credit

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

### 3.8 Inspection and Tests

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

3.8.2 The inspections and tests may be conducted in the premises of the tenderer. All reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

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

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

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

### **3.9 Packing**

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

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

### **3.10 Delivery and Documents**

3.10.1 Delivery of the equipment, documents and installation of the same shall be made by the tenderer in accordance with the terms specified by Procuring entity in its Schedule of Requirements and the Special Conditions of Contract

### **3.11 Insurance**

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

### **3.12 Payment**

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

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

### **3.13 Prices**

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

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

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

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

### **3.14. 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

### **3.15. Subcontracts**

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

### **3.16. Termination for Default**

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

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

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

### **3.17. Termination for convenience**

### **3.18. Liquidated Damages**

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

### **3.19. Resolution of Disputes**

3.19.1 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

3.19.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

### **3.20. Language and Law**

3.20.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise specified in the SCC

### **3.21. Force Majeure**

3.21.1 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.

### **3.22 Notices**

3.22.1 Any notice given by one party to the other pursuant to this contract shall be sent to other party by post or by fax or Email and confirmed in writing to the other party's address specified.

3.22.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

**Notes on Special Conditions of Contract**

- 4.1 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
- 4.2 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.

- 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.
- 4.2 Special conditions of contract as relates to the GCC



REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT	REQUIREMENT
3.7.3	<i>Indicate particulars of performance security required</i>	<i>Bank guarantee</i>
3.12.1	<i>Indicate terms of payment</i>	<i>30 after submission of invoice for verified milestone</i>
3.18.1	<i>Indicate resolutions of disputes</i>	<i>Mediation, Negotiation or Arbitration</i>

## SECTION - V-

## SCHEDULE OF REQUIREMENTS AND PRICES

### Notes on Schedule of Requirements and Prices

- 5.1 The Procuring entity must state whether the contract is for procurement, installation and commissioning OR whether it is for installation and commissioning only, in which case, the equipment will have been procured separately.
- 5.2 The tenderers may use additional paper as will be necessary to indicate the details of their costing.

**Stage 1- Preliminary Evaluation Criteria- Mandatory**

1. PIN and VAT Certificate
2. Certificate of incorporation/registration
3. Valid Tax Compliance Certificate
4. Bid Bond of Kshs 20,000 for non AGPO Firm or Bid/Tender Declaration Form
5. Company profile and organization structure and names of directors
6. Form of Tender duly executed (In the Financial Proposal)
7. Anti-Corruption Declaration duly executed
8. Self-Declaration on Debarment duly executed
9. Numbering/pagination and initialing of tender documents in a flow and sequential manner and the same indicated in the table of content
10. Confidential Business Questionnaire
11. Power of Attorney (Letter authorizing the person to sign and commit the organization to the tender)

**Stage 2- Conformity to specifications**

This will be done to check the bidder's level of conformity to specifications.

- The bidder must provide a solution illustrating their technical proposal that must include the underlying physical and database infrastructure, the Application modules, the data flows and solution structure.
- Bidders who do not conform to specifications shall be considered to be non-responsive and shall be rejected at this stage.

The bidder must provide relevant evidence of deployment of the requisite software engineers/technical staff with the necessary qualifications with the attendant CVs, employment contracts as commitment to the resultant contract.

Nb: Involvement of women, youth and persons with disabilities in the project and indication of their role and remuneration will be an added advantage

**Stage 3- Client Reference sites**

Bidders who conform to specifications shall be assessed on the client's reference sites.

*Bidders must have the required operational client sites employing a similar solution as per specifications provided in the tender documents. The sites must be from different clients and tenderers must submit **client reference sites** duly filled and signed by the client(s) plus other supporting documents namely; Local Service Order/Contract/Service Level Agreement (SLAs) and Completion Certificates. The NACC will conduct physical verification of the client sites indicated by the tenderer before opening of the financial proposals. Bidders who do not meet this requirement shall be considered non responsive and their proposals shall be rejected at this point. - Proof of the bidder's capability to offer seamless the systems in the tender.*

## Stage 4- Financial Evaluation

Only bidders that attain 70% and above in technical evaluation shall qualify to the final stage of the financial evaluation

The tenderers shall complete Price Schedule furnished separate Financial Proposal Envelop as required indicating the services to be performed and the costing per module.

The financial evaluation will involve:

- a Checking whether the quotation is as per requirements in the tender documents
- b Checking whether all Taxes have been included
- c Check that the bidder has costed all items as per specifications
- d Check unit cost and total cost e Check the validity of the tender f Check Terms of payment
- g Check sample of Service Level Agreement and the attendant costing submitted by the bidder

### SCHEDULE OF EVALUATION CRITERIA

Description of Criteria	Mandatory Requirements
<b>MANDATORY REQUIREMENTS- PRELIMINARY</b>	
a) Confidential Business Questionnaire	M
b) Certificate of Incorporation	M
c) KRA PIN Certificate	M
d) Valid Tax compliance certificate	M
e) Power of Attorney (duly executed authorizing the person signing and committing the firm to the tender)	M
f) Duly Anti-Corruption Declaration	M
g) Duly Self-Declaration on debarment	M
h) Numbering/Pagination and initialing of the Tender Document in a sequential order and referenced in table of content	M
i) Bid Securing Declaration Form duly signed for AGPO registered firms or tender security of Kshs 20,000 for non AGPO firms	
<b>1. The Firm years of experience</b>	Max 4 Marks
(a) Age =>5 years= 4 points,	
(b) Less than 5-3years= 3 points,	
(c)Less than 3-1 years= 2 point,	
(d)Less than 1 year = 0 points)	
<b>2. Staff Establishment (3 Points)</b>	Max 3 Marks
(a) Size (staff compliment of more than 10 = 3 Points,	
(b) Less than 10- 6= 2 points,	
(c)Less than 6= 0	
<b>3. Management (3 point)</b>	Max 3 Marks

(a) Directors (More than 50% Kenyan owned (3 points)	
(b) Less than 50% (2 point)	
<b>4. Insurance</b>	Max 3 Marks
(a) Insurances (indemnity cover, equipment covers) (3 points)	
<b>Evidence of technical professionals with relevant certifications proposed as the project team structure to deliver the project</b>	
CV's of key staff (30Marks)	
<b>5. CEO (5 Point)</b>	5 Marks
i. Post graduate qualification in IT/Computer Science (1 Mark)	
ii. Professional qualifications (1 Mark)	
iii. Experience in E-board installation of at least 6yrs (2 Marks)	
iv. Specific experience of at least 5yrs in installation of E-board or related field (1 Mark)	
<b>6. Programmers/Developers (3 Experts) 4 Points each</b>	12 Marks
i) Bachelor's degree in Computer Science /IT or related field (1 Mark)	
ii) Other Professional qualifications in programming (1 Mark)	
iii) Experience in of at least 5 years in software development/E-board installation (1 Mark)	
iv) Specific experience in Governance Risk and Compliance Management System(1 Mark)	
<b>7. Project Manager</b>	5 Marks
i) Bachelor's degree in Computer Science, Computer Programming or IT related courses (2 Mark)	
ii) Professional qualification in Project Management related courses eg ITIL, COBIT, Prince2 or any other related courses (1 Marks)	
iii) Experience in of at least 5 years as project manager for both (a) the designs/ installation of E-board Systems (2 Marks)	
<b>8. Quality Assurance Specialist</b>	5 Marks
iv) Bachelor's degree in Computer Science /IT or related field (1 Mark)	
v) Professional qualifications in programming (2 Marks)	
vi) Specific experience in monitoring and evaluation systems (2 Marks)	
<b>9. Business Analyst/System Analyst</b>	3 Marks
i) Bachelor's degree in Computer Science , Computer Programming or IT or related field (1 Mark)	
ii) Experience in of at least 5 yrs in system analysis and design Governance Risk and Compliance Management System (2Marks)	

<b>10. Supply, installation, configuration, testing and commissioning lead time</b>	
<input type="checkbox"/> Upto 60 days (3 Marks)	3 Marks
<input type="checkbox"/> beyond 60 days (1 Mark)	
<b>11. Firms after sales maintenance support</b>	5 Marks
(i) Trained local support personnel (engineers, technicians etc) (1 Marks)	
(ii) Warranty terms and conditions	
(a) $\geq$ 2 year (2 Marks)	
(b) $<$ 1 year (1.5 Mark)	
(iv) Evidence of two (2) SLA and Annual Technical Support Service Contract currently under implementation or implemented in at least one the last one year (0.5 Mark)	
<b>12. REFERENCE SITES (18 Marks )</b>	18 Marks
Evidence of projects implemented with completion certificates	
At least 3 similar projects/implemented with reference letters from the agencies of Not more than five years. The references should demonstrate similar experience in installing and deploying Governance Risk and Compliance Management System. Bidder must list three clients in the last three years and attach the following;	
i. Letters of recommendations (1 Mark for each of the 3 sites)	
ii. Recognition and Awards (Max 2 Marks)	
<b>Site visit to confirm the following:</b>	
- Existence of the site (1 Mark per site)	
- Is it an active site (0.5 Mark per site )	
- Systems Security (2 Marks)	
- Modern Software Development Lifecycle Technologies) (1.5 Mark)	
- User alerts (1 Mark)	
- Ease of use (2 Mark)	
- Reporting capability (2 Marks)	
<b>13. Methodology And Work Plan</b>	9 Marks
<b>Methodology And Work Plan</b>	
Adequate demonstration of the Implementation methodology	
i. Work plan (1 point)	
ii. Functional Requirement Gathering (2 point)	
iii. Development of the Application (1 point)	
iv. Coding (1 point)	
v. UAT (1 point)	
vi. Quality Assurance (1 point)	
viii. Knowledge Transfer (1 point)	
ix. Process discovery and documentation (1 point)	

<b>14. Solution technology and Framework as per the systems</b>	22 Marks
Adequate provision of the General Systems Requirements (Operating Environment, Systems Architecture, Interface and security) (10 Marks)	
<ul style="list-style-type: none"> <li>Provision of a clear technical design of the solution including Application and Infrastructure architecture. (12 Marks)</li> </ul>	
Total Marks	100

**FINANCIAL PROPOSAL TO BE INCLUDED IN A SEPARATE ENVELOPE**

No.	System	Quantity	Unit Cost (Kshs)	Installation Price (Kshs)	Incidentals charges (if any)	Total Price Kshs. Inclusive of all taxes (Kshs)
1.	Development of NACC e-Board System					

Authorized Official: .....

Name.....

Signature .....

Date .....



PAST EXPERIENCE/REFERENCE CLIENTS DETAILS FOR  
TENDER NO. NACC/RFP/035/2017/2018 DEVELOPMENT OF E- BOARD SYSTEM FOR  
NACC BOARD

Please provide at least THREE SIMILAR ASSIGNMENTS you have undertaken in the last three years. The referees MUST sign and stamp below;

Client name (Organization) .....

Address.....

Tel.No. (Office) .....Mobile No.....

Contact person.....

Position in the organization.....

Value of the Contract: Kshs .....

Type of System Developed and Deployed

(i) .....

(ii) .....

(iii) .....

(iv) .....

(v) .....

(vi) .....

(vii) .....

(viii) ..... Commencement Date of Project; .....

Date project completed.....

Completion Certificate issue date; .....

Signature and stamp of client.....

Date; .....

**6.1 GENERAL**

6.1.1. These specifications describe the basic requirements for equipment. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply.

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

6.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any, shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products

6.1.4 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 VI – TECHNICAL SPECIFICATIONS

### 6.2 PARTICULARS

*[Text of Technical Specifications to be inserted in the tender documents by the Procuring entity, as applicable]*

#### TERMS OF REFERENCE FOR THE IMPLEMENTATION OF GOVERNANCE RISK AND COMPLIANCE MANAGEMENT SYSTEM IN NACC (EBOARD SYSTEM)

#### TERMS OF REFERENCE FOR THE IMPLEMENTATION OF GOVERNANCE RISK AND COMPLIANCE MANAGEMENT SYSTEM IN NACC (EBOARD SYSTEM)

##### **Introduction**

The National AIDS Control Council has implemented various solutions that have automated most of its business processes. However, the business processes on board meetings are largely handled manually with a lot of bulk hardcopy printouts. The Council intends to leverage on the advancement in technology to deploy the state of the art solutions to automate the Board business processes. The Council will be seeking bids from competent bidders to supply and install a Governance Risk and Compliance Management System (GRCMS).

##### **PROBLEM STATEMENT**

- i. There is lack of Governance Risk and Compliance Management System that can be used to effectively manage and administer the board meeting business processes. Each Head of Department develops board papers and submit them to Board Secretary for compilation and distribution to Council members.
- ii. The board papers are delivered to council member's offices or place of resident.
- iii. There is a lot of printing works in preparation of the board papers causing printer breakdowns and unnecessary cost overheads.
- iv. There is no central repository of board related documents, version control and archiving. The board minutes and resolutions are kept in files and no soft copies exist.
- v. Occasionally, council members show up for board meetings without the board papers sent to them and request for a new set of papers. This forces the Board Secretary to prepare another board pack for the member.

vi. There is lack of audit trail on accessibility and distribution of board meeting papers.

## OBJECTIVE OF THE ASSIGNMENT

In view of the business processes and problem statement, the NACC desires to:

- i. Implement a Governance Risk and Compliance Management System (GRCMS) that will address the computerization of the entire Board, Board Committees and Management Meetings. It is envisaged that the GRCMS will be available to both internal users and the council members on Premise (within NACC Premises) and through a web portal (Internet based access).
- ii. Facilitate the dissemination/distribution of board papers in soft copies;
- iii. Improve efficiency and minimize costs by providing flexible, alert notification to council members and senior staff whenever the board papers have been posted in the system. The notifications shall be in the form of emails or short message service (SMS) ;
- iv. Ensure that the NACC users and IT administrators are suitably trained and equipped in the usage of the Governance Risk and Compliance Management System.

## SCOPE OF WORK

The scope of work includes:-

- i. The supply, installation and Commissioning of Governance Risk and Compliance Management System with a web interface.
- ii. Supply and set up of a centralized database (Relational Database Management System).
- iii. Setup of necessary IT security measures for the Governance Risk and Compliance Management System.
- iv. Supply and installation/setup of the appropriate software, licenses and kits.
- v. Migration of data from manual systems.
- vi. Training of users: End users (14 council members) and Eleven (11) Senior Management Staff.
- vii. Provision of Service Level Agreement after successful commissioning (go-live) of system.
- viii. Provision of support after go live
- ix. Preparation and timely submission of project reports.

## **BIDDER QUALIFICATION REQUIREMENTS**

The bidder should have been in operation as a supplier and installer of the proposed Governance Risk and Compliance Management Systems for a minimum period of Five (5) years.

The bidder must demonstrate thorough knowledge on the business processes i.e. the bidder has developed, implemented and supported a Governance Risk and Compliance Management System in any institution with similar business processes as National Aids Control Council.

The bidder must provide a copy of certification/authorization from the manufacturer or distributor to do business as an authorized vendor for the proposed Governance Risk and Compliance Management System.

The bidder must submit at least ten (10) sites where the proposed Governance Risk and Compliance Management System has been implemented locally. Five (5) of the ten (10) sites must be Government/State Corporations.

Demonstrate experience and capability in data storage management.

Technical specialists with at least five (5) years' experience installing and configuring Governance Risk and Compliance Management Systems. The specialists should have the relevant certificates that indicate skills and training in installing, configuring and commissioning Governance Risk and Compliance Management Systems of the nature proposed.

The bidder must provide a written statement on security of the system, declaring any past or existing vulnerability experienced in the system and any known breaches to date.

#### **DURATION FOR THE ASSIGNMENT**

It is envisaged that the entire implementation duration will be a maximum of **2 months**. However, bidders are encouraged to propose a lesser duration as may be practically possible while meeting all the requirements of the Terms of Reference.

#### **ADMINISTRATIVE AND REPORTING FRAMEWORK**

The approved vendor will be responsible to the NACC Director, through the appointed Project Manager on all matters of the project. The vendor will work closely with the NACC technical and IT staff.

Responsibilities of the NACC

The NACC will provide the following inputs:

- i. Relevant reference material
- ii. Facilitate access to the NACC regulations and other necessary documents.
- iii. Facilitate access to appropriate NACC and

stakeholder officers. iv. Meetings with relevant institutions as and when required.

v. Working area for project consultants

### DELIVERABLES

- i. Project initiation Stage
- ii. System Configuration Stage
- iii. Training Stage
- iv. User Testing and Go Live Stage

### TERMS OF PAYMENT

The terms of payments to the bidder will be as follows:

- i. The payment will be made in Kenya Shillings or currency of tender.
- ii. Payments shall be tied to deliverables as per below schedule. iii. Be made according to the conditions of contract.

	ption	ent Amount
	Submission of an inception report.	
	Completion of installation and setup of the Governance Risk and Compliance Management System.	
	Training of council members and NACC senior staff on the GRCMS.	
	Commissioning of the Governance Risk and Compliance Management System and Administrator Training.	

## **METHODOLOGY**

The bidder should clearly provide information regarding the implementation methodology, which the bidder utilizes. This should be framed in terms of the various stages associated with the implementation. In addition, the bidder should identify the tools utilized for maintaining the project schedule and required resources.

## **TECHNOLOGY TRANSFER**

As part of the implementation process, it is the requirement of NACC that its existing information systems personnel be given significant expertise in both the technology used by the application as well as the inner workings of the application itself. It is our requirement that you identify the steps involved in getting our IT personnel familiar with all aspects of the application.

## **TECHNOLOGY**

The bidder must define the technology platform(s) to be used to fully deliver their proposed solution.

This should include:

- The proposed components of the system (Names and versions)
- The application development environment.
- The database proposed.
- Operating system proposed.
- Client or end-user operating systems supported
- Network environment(s) supported.

## **TRAINING**

NACC attaches great importance to the training of its staff at different levels including system support, database administration, operational personnel and end users.

The successful supplier of the solution will be required to provide training as an essential part of the contract. The supplier will conduct training using the most efficient and effective techniques and use qualified personnel.

Training for the system administrators must be instructor-led.

Training for end users will be on-site and scheduled according to the user roles.

The bidder should include the training program and cost in detail for NACC to assess its adequacy. The bidder must demonstrate training ability through personnel certificates and NITA accredited training institution.

### **SERVICE LEVEL AGREEMENT**

Demonstrate capability to offer post commissioning support services on Service Level Agreement within Kenya, for entire contract period after date of commissioning of the system.

Documentation or a clear statement of undertaking, committing the bidder to provide the Service Level Agreement, must be included in the proposal.

Bidders must include a sample Service Level Agreement that describes the Service Level Agreement terms and conditions. During Service Level Agreement period, the contractor will be required to work after hours to fix problems that would negatively impact normal operations of the NACC Council.



# TECHNICAL SPECIFICATIONS OF THE GOVERNANCE RISK AND COMPLIANCE MANAGEMENT SYSTEM

## Governance Risk and Compliance Management System **Requirements**

- i. Web based (Internet Browser) system access to GRCMS modules.
- ii. Compatible to most Handheld devices such as iPad Air or Equivalent
- iii. Compatible Operating Systems (iOS, Android, windows)
- iv. Relational Database Management System
- v. Ability for system to be backed up
- vi. Report Generation Software
- vii. On-site training of end users (between 14 to 25 staff in different roles)
- viii. Audit trail mechanisms for the system.

### **Technical Responsiveness Checklist**

Note to Bidders: The following Checklist is provided to help the Bidder organize and consistently present its Technical Bid. For each of the following Technical Requirements, the Bidder must describe how its Technical Bid responds to the requirements.

In addition, the Bidder must provide cross references to the relevant supporting information, if any, included in the bid. The cross reference should identify the relevant document(s) and page number(s). The cross reference should be indicated in the column "DETAILED DESCRIPTION".

The Technical Responsiveness Checklist does not supersede the rest of the Technical Requirements (or any other part of the Bidding Documents). If a requirement is not mentioned in the Checklist that does not relieve the Bidder from the responsibility of including supporting evidence of compliance with the other requirement in its Technical Bid. Yes, "No," "Will comply," etc. are normally not sufficient to confirm technical responsiveness with Technical Requirements.

Bidders shall use the following options to indicate the "DEGREE OF SUPPORT OF COMPLIANCE" their solution provides for each of items listed in this section:

1. FS - (Fully Supported) the application fully supports the requirement without any modifications.
2. PS - (Partially Supported) the application supports the requirement with use of a workaround.
3. CR (Customization required) the application will be customized to meet the requirement(s).
4. NS - (Not Supported) the system is not capable of supporting the requirement and cannot be modified to accommodate the requirement.

Where customizations are required, clearly and comprehensively indicate the plan, design and/or approach to be undertaken to achieve the requirements.

A clause-by-clause commentary on the Technical Specifications demonstrating substantial responsiveness of the service to specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications is required.

For each SPECIFICATION, bidders are requested to provide a clear and concise explanation in the DETAILED DESCRIPTION section or provide a cross-reference to where that explanation or supporting information can be found in other part of the technical proposal.

Please fill in the COMPLIANCE column as appropriate to indicate one of the responses listed above for each item and add as many comments, diagrams, maps and/or screenshots in the DETAILED DESCRIPTION column.

## Detailed Technical Specifications

No	Specification	Requirement	Compliance (FS/PS/CR/NS)	Supplier Response
1	<b>Bidder Qualifications</b>			
	Number of Years in IT Business in Kenya	5 Years		
	Number of IT personnel & support staff in Kenya	At least 20		
	Support	Availability of Local support in Kenya		
	Customization	Ability to customize solution to specific requirements		
	Site References - General	Provide list of minimum of 10 reference sites in Kenya where the Board system has been implemented		
2	<b>Security &amp; Infrastructure</b>			
	Password encryption	All passwords must be encrypted using a minimum of 128 Bit encryption.		
	Controlled Access	User roles & privileges to control what users can view/modify/delete		
		Must be a Web Based service accessible over the internet		
	Cloud Based	The system must be hosted and allow access over the internet on 24x 7 basis from anywhere in the world.		

	Redundancy & Backup	The system should be hosted in at least 2 separate locations which are being backed up daily. In the event of the failure of one of the		
--	---------------------	---	--	--

		data centres, all requests should be automatically directed to the backup data centre.		
	Security Protocols	System must provide secure protocols such as HTTPS/SSL to access the site		
		Solution must be "SASS70 Type II security certified"		
	Availability	<p>The solution provider must be willing to provide a Service Level Agreement committing to the following:-</p> <ul style="list-style-type: none"> <li>• Give 99% and above availability assurance.</li> <li>• Data backup is the responsibility of supplier as the solution will on cloud</li> <li>• The provider must have support matrix for the system and assure less than 3 hours call to fix times</li> </ul>		

	Accessibility	Users should be able to access all modules of the system using a PC, Laptop, iPad, Android Tablet, Smart phone with a browser and an internet connection.		
	Administration	Provide an administration module so the		

		administrator of the system can add/suspend users, give access rights and privileges to different users and setup basic system setups i.e. The system should have an Admin portal and user portal.		
		The system must run with multiple users logged in.		
		User training available and takes at least 3 days		
3	<b>Board Pack &amp; Meeting Management</b>			
	Upload Board Packs	The system must have a Document Management System and have controlled upload capabilities by certain users of Board documents in various formats including .pdf, .doc, .docx, .xls, .xlsx, .ppt, .pptxetc		

	Update Users	Inform users once document relevant to them have been uploaded by email/sms		
	Committee Meetings	Handle all document and users for Board committees in a manner similar to the main Board		
	Calendar	Maintain Board & Committee Calendars and send reminders to users		

		before the meeting dates.		
	Polling	Allow users to vote on polls/questions online		
	Online Approval	Provide a facility for users to approve/reject requests online and maintain a history of the request including supporting documents		
	Search	Allow user to search through board & committee documents of current and previous meetings		
	Communication	The users should have the ability to send messages to each other within the system when logged in		
4	<b>Board Evaluation</b>			

	Set up Evaluations	The system should be flexible enough to allow for different types of evaluation (top down, 360 degree etc.) and allow the user responsible to define their own questions for each evaluation		
	Evaluation completion	Users should be able to evaluate themselves and their colleagues through the system.		
	Evaluation Reporting	The system should generate evaluation reports; provide average sources, graphs so users can see a more graphic representation of the		

		performance of the Board, Committees & Individuals.		
		The system must have a reporting module based on flexible user requirements (attendance register and records for meetings)		
5	<b>Corporate Compliance</b>			
	Compliance Setup	Allow the organisation to setup multiple types of compliance with various regulatory bodies.		



	Track & Update Compliance Status	Users should be able to update compliance status at various times. Compliance documents should be uploaded on the system.		
	Compliance Reporting	The system should generate graphical reports of compliance status for Board members - providing a Macro level view of the organizations compliance.		
	Audit of Compliance	Allow the organisation to provide an external Council member with temporary and restricted access only to compliance documents for the purpose of Audit		
6	<b>Minutes Module</b>			
	Minutes Capture	Provide an interface for the Council Secretary & Committee		

		Secretaries to capture the Agenda, Reports & Minutes of meetings directly into the system, capture actions to be taken and by whom and by what date		
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	Automatic Reminders	Based on the Council Secretary's action items, the system will automatically send out reminders to users to complete their respective tasks by the due dates		
	Features	System should be able to show Council members names and profiles including (date of appointment and length of term), institutional profiles, organizational charts etc.		
7.	<b>Database Features</b>	System should have a search engine that allows for searching of board and committee documentations		
		System should have capability to store corporate plans such as strategic plans, financial forecasts and board committee calendars.		
8.	<b>Audit Trail</b>	Provide Audit Trail Mechanism and view download and audit logs		
9.	<b>iPad App/ Android App</b>	Provide an App to be used on the iPad or Android device that can be accessed offline.		

10.	<b>Multi-lingual</b>	The System should be able to have two languages i.e. English and Kiswahili		
11.	<b>Video Conferencing</b>	The System should have ability to allow members to video conference within the system		
12	<b>Contract Management</b>	The system should have a contract module that manages contract life cycles within the Council		

a) **Firms Experience**

	Capability Requirements	Response
1.	The bidder should have been in operation as a supplier and installer of the proposed Governance Risk and Compliance Management System for a minimum period of three (3) years. System Demo to be required.	
2.	The bidder must demonstrate thorough knowledge on the business processes i.e. the bidder has developed, implemented and supported a Governance Risk and Compliance Management System in any institution with similar business processes.	
3.	The bidder must provide a written statement on security of the system, declaring any past or existing vulnerability experienced in the system and any known breaches to date.	
4.	The bidder must submit at least ten (10) sites where the proposed GRCMS has been implemented locally. Three (3) of the Ten (10) sites must be Government/ State Corporations. Site Visits to be conducted	
5.	Technical specialists with at least three (3) years' experience installing and Configuring GRMCS. The specialists should have the relevant certificates that indicate skills and training in installing, configuring and commissioning Board Management Systems of the nature proposed.	

6.	Must provide a sample copy of an elaborate SLA that guarantee accessibility, Availability and security of the application Including penalties on failures on the provider side.	
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SECTION VII - STANDARD FORMS

*Notes on the Standard Forms:*

**7.1 Form of Tender**

This form must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representative of the tenderer.

**7.2 Confidential Business Questionnaire Form**

This form must be completed by the tenderer and submitted with tender documents

**7.3 Tender Security Form**

When required by the tender document the tenderer shall provide the tender security either in the form included therein after or in another format acceptable to the procuring entity.

**7.4 Contract Form**

The Contract form shall not be completed by the tenderer at the time of submitting the tenderer at the time of submitting the tender. The contract form shall be completed after contract award.

**7.5 Performance Security form**

The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the sum provided herein or in another form acceptable to the procuring entity.

**7.6 Bank Guarantee for Advance Payment.**

When there is an agreement to have Advance payment, this form must be duly completed.

**7.7 Manufacturer's Authorization Form**

When required by the tender document, this form must be completed and submitted with the tender document. This form will be completed by the manufacturer of the goods where the tender is an agent.

7.8 Letter of Notification

7.9 Form RB1

7.10 Self-Declaration Form on Debarment

7.11 Anti-Corruption Declaration

7.12 Bank Details Form

7.1 **FORM OF TENDER**

Date \_\_\_\_\_

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

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

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. .... *[insert numbers]*.the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission ( ..... *(insert equipment description)* in conformity with the said tender documents for the sum of ..... *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract , in the form prescribed by ..... *( Procuring entity)*.
4. We agree to abide by this Tender for a period of ..... *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period. 5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.
6. We understand that you are not bound to accept the lowest or any tender that you may receive.

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

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

[in the capacity of]

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

7.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c ) whichever applied to your type of business

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

*Part 1 – General:*

Business Name .....

Location of business premises. ....

Plot No..... Street/Road .....

Postal Address ..... Tel No. .... Fax ..... E mail ..... Nature of Business,..... Registration Certificate No. ....

Maximum value of business which you can handle at any one time – Kshs...

Name of your bankers ..... Branch .....

Part 2 (a) – Sole Proprietor

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



Date.....Seal/Signature of Candidate .....

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7.3 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]

7.4 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).

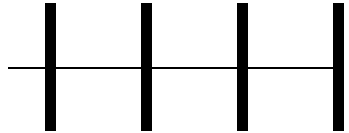
NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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 tenderer hereby covenants with the Procuring entity to provide the goods and to remedy the defects therein in conformity in all respects with the provisions of this 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



7.5 PERFORMANCE SECURITY FORM

To .....

[name of Procuring entity]

WHEREAS ..... [name of tenderer]

(hereinafter called "the tenderer") has undertaken , in pursuance of Contract

No. \_\_\_\_\_  
contract] \_\_\_\_\_ 20 \_\_\_\_\_ dated \_\_\_\_\_

[reference number of the

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]

(Amend accordingly if provided by Insurance Company)

### 7.6 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 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]

**7.7 MANUFACTURER’S AUTHORIZATION FORM MANDATORY**

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 an authorized person.

### 7.8. 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

7.9

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20..... BETWEEN

.....APPLICANT AND .....RESPONDENT  
(Procuring Entity)

Request for review of the decision of the..... (Name of the Procuring Entity) of  
.....dated the...day of .....20.....in the matter of Tender No.....of  
.....20...

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address:

Physical address.....Fax No.....Tel. No.....Email ....., hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:-

- 1.
- 2. etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2. etc

SIGNED .....(Applicant)

Dated on.....day of ...../ ...20...

---

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of  
.....20.....

SIGNED  
Board Secretary

**7.10 SELF DECLARATION FORMS (r 62) MANDATORY REPUBLIC OF KENYA  
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) FORM SD1**

**SELF-DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED  
IN THE MATTER OF THE PUBLIC**



PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, .....of P. O. Box ..... being a resident of  
..... in the Republic of ----- do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing  
Director/Principal Officer/Director of .....  
..... (insert name of the Company) who is a Bidder in respect of **Tender No.**  
..... for .....(insert tender title/description) for  
.....( insert name of the Procuring entity) and duly authorized and competent  
to make this statement.
  
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from  
participating in procurement proceeding under Part IV of the Act.
  
3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and  
belief.

.....  
(Title) (Signature) (Date)

Bidder Official Stamp

7.11 FORM SD2- MANDATORY  
SELF DECLARATION FORMS (r 62)

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

**SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.**

I, .....of P. O. Box ..... being a resident of

..... in the Republic of ---- do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of **Tender No.** ..... for .....(insert tender title/description) for .....( insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....( insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(name of the procuring entity)
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....  
(Title) (Signature) (Date) Bidder's Official Stamp

**7.12 BANK DETAILS FORM- MANDATORY**

Provide the following bank details for electronic transfer purposes

Name of the Bidder:.....

Bank Name :.....

Bank branch name .....

Bank code :.....

Bank account :.....

PIN Number :.....

VAT Number :.....

Bank signatory(s) :.....

.....

**7.13 Tender-Securing Declaration Form- Mandatory (r.22)**

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

Date: ~~~~~ of Bid Submission] Tender No. ~~~~~ To: Name of  
Procuring Entity~~~~~

We, the undersigned, declare that:

1. We understand that, according to your conditions, a Bid-Securing Declaration must support bids.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of 12 months - starting date of notification of award if we are in breach of our obligation(s) under the bid conditions, because we -
  - (a) Have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or
  - (b) Having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,
    - (i) Fail or refuse to execute the Contract, if required, or
    - (ii) Fail or refuse to furnish the Performance Security, in accordance with the ITT.
3. We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of
  - (i) Our receipt of a copy of your notification of the name of the successful Bidder; or
  - (ii) twenty-eight days after the expiration of our Tender.
4. We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed by : \_\_\_\_\_ Signature \_\_\_\_\_

Position \_\_\_\_\_ Duly authorized to sign the bid for and on behalf of:

Dated: \_\_\_\_\_]

