



NATIONAL AIDS CONTROL COUNCIL

RFP NO. NACC/RFP/21/2020/2021

**CONSULTANCY SERVICE FOR DESIGN AND DEVELOPMENT OF
INTRANET FOR NACC**

CLOSING DATE: APRIL 30, 2021 at 10.00AM

National AIDS Control Council (NACC)

Landmark Plaza, 9th Floor

Argwings Kodhek Road

P. O. Box 61307 – 00200

NAIROBI (KENYA)

TEL: +254-020-2715109/2711261/2715144

FAX: +254-20- 2711072

E-mail: communication@nacc.or.ke

Website: www.nacc.or.ke .go.ke

TABLE OF CONTENTS

| | Page |
|---|------|
| INTRODUCTION | 1 |
| SECTION I. Letter of Invitation | |
| SECTION II. Information to consultants..... | 4 |
| Appendix to information to Consu | 13 |
| SECTION III Technical Proposal | 16 |
| SECTION IV. Financial Proposal | 26 |
| SECTION V Terms of Reference | 34 |
| SECTION VI. Standard Forms of Contract | 35 |
| ANNEXES: | |
| Annex I. Large Assignments: Lump-Sum Payments | |
| Annex II. Large or Small Assignments: Time-Based Payments | |
| Annex III. Small Assignments: Lump-Sum Payments | |

INTRODUCTION

1. This Standard Request for Proposals (SRFP) has been prepared for use by public entities in Kenya in the procurement of consultancy services and selection of consultants.
2. The SRFP includes Standard form of Contract for Large Assignments and small assignment which are for lump sum or time based payments.
3. A separate SRFP has been provided for selection of individual professional consultants.
4. The General Conditions of Contract should not be modified and instead the Special Conditions of Contract should be used to reflect the unique circumstances of the particular assignment. Similarly the information to consultants should only be clarified or amended through the Appendix to information to Consultants.
5. This SRFP document shall be used where a shortlist of consultancy firms already exist or has been obtained through a shortlist after an advertisement of Expression of Interest for Consultancy required.

SECTION I - LETTER OF INVITATION

TO: Date April 14, 2021_____

Dear Sir/Madam,

RE: Consultancy for Selection of Consultant for Design and Development of Intranet for NACC

1.1 The **National AIDS Control Council** invites proposals for the following consultancy services **Consultancy for Selection of Consultant for Design and Development of Intranet for NACC.**

1.2 The request for proposals (RFP) includes the following documents:

- | | | |
|-------------|---|---|
| Section I | - | Letter of invitation |
| Section II | - | Information to consultants Appendix to Consultants information |
| Section III | - | Terms of Reference |
| Section IV | - | Technical proposals |
| Section V | - | Financial proposal |
| Section VI | - | Standard Contract Form |

- 1.3 Upon receipt, please inform us
- (a) that you have received the letter of invitation
 - (b) whether or not you will submit a proposal for the assignment

Yours sincerely
Chief Executive Officer
National AIDS Control Council

SECTION II – INFORMATION TO CONSULTANTS (ITC)

Table of Contents

| | Page |
|---|------|
| 2.1 Introduction | |
| 2.2 Clarification and amendment of RFP document | |
| 2.3 Preparation of Technical Proposal | |
| 2.4 Financial proposal | |
| 2.5 Submission, Receipt and opening of proposals | |
| 2.6 Proposal evaluation general | |
| 2.7 Evaluation of Technical proposal | |
| 2.8 Public opening and Evaluation of financial proposal | |
| 2.9 Negotiations | |
| 2.10 Award of Contract | |
| 2.11 Confidentiality | |
| 2.12 Corrupt or fraudulent practices | |

SECTION II: - INFORMATION TO CONSULTANTS (ITC)

2.1 Introduction

2.1.1 The Client named the Appendix to “ITC” will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the procuring entity in the Appendix.

2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Appendix “ITC” for consulting services required for the assignment named in the said Appendix. A Technical Proposal only may be submitted in assignments where the Client intends to apply standard conditions of engagement and scales of fees for professional services which are regulated as is the case with Building and Civil Engineering Consulting services. In such a case the highest ranked firm of the technical proposal shall be invited to negotiate a contract on the basis of scale fees. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.

2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain firsthand information on the assignment and on the local conditions, consultants are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal and to attend a pre-proposal conference where applicable. Consultants should contact the officials named in the Appendix “ITC” to arrange for any visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.

2.1.4 The Procuring entity will provide the inputs specified in the Appendix “ITC”, assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.

2.1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

2.1.6 The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate.

2.1.7 The price to be charged for the tender document shall not exceed Kshs.1,000/=

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

2.2 Clarification and Amendment of RFP Documents

2.2.1 Consultants may request a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile or electronic mail to the Client’s address

indicated in the Appendix "ITC". The Client will respond by cable, telex, facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.

2.2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all invited consultants and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

2.3 Preparation of Technical Proposal

2.3.1 The Consultants proposal shall be written in English language

2.3.2 In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

- (i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Consultants shall not associate with the other consultants invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.
- (ii) For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iv) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.
- (v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

2.3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

- (i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should

indicate inter alia, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.

- (ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.
- (vi) Estimates of the total staff input (professional and support staff staff time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.
- (vii) A detailed description of the proposed methodology, staffing and monitoring of training, if Appendix "A" specifies training as a major component of the assignment.
- (viii) Any additional information requested in Appendix "A".

2.3.5 The Technical Proposal shall not include any financial information.

2.4 Preparation of Financial Proposal

2.4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms. It lists all costs associated with the assignment.

2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel, unless Appendix "A" specifies otherwise.

2.4.3 Consultants shall express the price of their services in Kenya Shillings.

2.4.4 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission Form.

2.4.5 The Proposal must remain for 120 days after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants shall agree to the extension.

2.5 Submission, Receipt, and Opening of Proposals

2.5.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall be prepared in indelible ink. It shall contain no interlineation 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.

2.5.2 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.

2.5.3 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 be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE."

2.5.4 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 consultant unopened.

2.5.5 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.

2.6 Proposal Evaluation General

2.6.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix "ITC". Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant's proposal.

2.6.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

2.7 Evaluation of Technical Proposal

2.7.1 The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows

| | Points |
|---|---------|
| (i) Specific experience of the consultant related to the assignment | (5-10) |
| (ii) Adequacy of the proposed work plan and methodology in responding to the terms of reference | (20-40) |

| | | | |
|---|---------|---|------------|
| (iii) Qualifications and competence of the key staff for the assignment | (30-40) | (iv) Suitability to the transfer of Technology Programme (Training) | (0-10) |
| Total Points | | | <u>100</u> |

Each responsive proposal 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 Terms of Reference or if it fails to achieve the minimum technical score indicated in the Appendix "ITC".

2.8 Public Opening and Evaluation of Financial Proposal

- 2.8.1 After Technical Proposal evaluation, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process. The Client shall simultaneously notify the consultants who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those consultants who choose to attend. The opening date shall not be sooner than seven (7) days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.
- 2.8.2 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical. Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 2.8.3 The evaluation committee will determine whether the financial proposals are complete (i.e. Whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.
- 2.8.4 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this subclause are applied. Details of such proof shall be attached by the Consultant in the financial proposal.
- 2.8.5 The formulae for determining the Financial Score (Sf) shall, unless an alternative formulae is indicated in the Appendix "ITC", be as follows:-

$S_f = 100 \times \frac{F_M}{F}$ where S_f is the financial score; F_m 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 (S_t) and financial (S_f) 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:- $S = S_t \times T \% + S_f \times P \%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

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

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

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

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

2.9 Negotiations

2.9.1 Negotiations will be held at the same address as “address to send information to the Client” indicated in the Appendix “ITC”. The aim is to reach agreement on all points and sign a contract.

2.9.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).

2.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

2.9.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations.

2.10 Award of Contract

2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation.

2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix "A".

2.10.3 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.

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

2.10.5 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.

2.10.6 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.

2.11 Confidentiality

2.11.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

2.12 Corrupt or fraudulent practices

2.12.1 The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

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

2.12.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

Appendix to information to consultants

Note on the Appendix to Information to Consultants

1. The Appendix to information to consultant is intended to assist the procuring entity in providing specific information in relation to corresponding claims in the information to consultants included in Section II and the appendix has to be prepared for each specific consultancy.
2. The Procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the assignment of the consultancy and the proposals evaluation criteria that will apply to the RFP Consultancy.
3. In preparing the appendix the following aspects should be taken into consideration.
 - (a) The information that specifies or complements provisions of Section II to be incorporated.
 - (b) Amendments of Section II as necessitated by the circumstances of the specific consultancy to be also incorporated
 - (c) Section II should remain unchanged and any changes or amendments should be introduced through the appendix.

Appendix to Information to Consultants

The following information for procurement of consultancy services and selection of consultants shall complement or amend the provisions of the information to consultants, wherever there is a conflict between the provisions of the information and to consultants and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the information to consultants.

Clause Reference

- 2.1 The name of the Client is: _____

- 2.1.1 The method of selection is: _____
- 2.1.2 Technical and Financial Proposals are requested: Yes ___ No ___
The name, objectives, and description of the assignment are:____

- 2.1.3 A pre-proposal conference will be held: Yes _____ No ___[if Yes, indicate date, time and venue] _____

- The name(s), address(es) and telephone numbers of the Client's official(s) are: _____

- 2.1.4 The Client will provide the following inputs: _____

- 2.1.5 (ii) The estimated number of professional staff months required for the assignment is; _____
- (iv) The minimum required experience of proposed professional staff is:[Insert title, number of years of professional experience, specific expertise]

- 2.1.6 (vii) Training is a specific component of this assignment:
Yes___ No _____[If yes, provide appropriate information)
- (viii) Additional information in the Technical Proposal includes:

2.1.7 Taxes: [Specify firm's liability: nature, sources of information]:____

2.5.2 Consultants must submit an original and_____ [Insert number] additional copies of each proposal.

2.5.3 The proposal submission address is: _____ Information on the outer envelope should also include:_____

2.5.4 Proposals must be submitted no later than the following date and time:_____

2.6.1 The address to send information to the Client is:_____

2.6.3 The minimum technical score required to pass[Insert number of points]:_____

2.7.1 Alternative formulae for determining the financial scores is the following:_____

The weights given to the Technical and Financial Proposals are:

T=_____ (0.80 to 0.90)

P=_____ (0.10 to 0.20)

2.9.2 The assignment is expected to commence on_____ [Insert date] at [Insert location] _____

(Amend as necessary)

SECTION III: - TECHNICAL PROPOSAL

Notes on the preparation of the Technical Proposals

- 3.1 In preparing the technical proposals the consultant is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the consultants own risk and may result in rejection of the consultant's proposal.
- 3.2 The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this Section.
- 3.3 The Technical proposal shall not include any financial information unless it is allowed in the Appendix to information to the consultants or the Special Conditions of contract.

SECTION III - TECHNICAL PROPOSAL

Table of Contents

| | Page |
|--|------|
| 1. Technical proposal submission form | |
| 2. Firms references | |
| 3. Comments and suggestions of consultants on the Terms of reference and on data, services and facilities to be provided by the procuring entity | |
| 4. Description of the methodology and work plan for performing the assignment | |
| 5. Team composition and Task assignments | |
| 6. Format of curriculum vitae (CV) for proposed Professional staff | |
| 7. Time schedule for professional personnel | |
| 8. Activity (work schedule) | |

1. TECHNICAL PROPOSAL SUBMISSION FORM

[_____ Date]

To:_____ [Name and address of Client)

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for _____
_____ [Title of consulting services] in accordance with your
Request for Proposal dated _____ [Date] and our Proposal. We are hereby
submitting our Proposal, which includes this Technical Proposal, [and a Financial Proposal
sealed under a separate envelope-where applicable].

We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

_____ [Authorized Signature]:

_____ [Name and Title of Signatory]

:

_____ [Name of Firm]

:

_____ [Address:]

2. FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

| | |
|--|--|
| Assignment Name: | Country |
| Location within Country: | Professional Staff provided by Your Firm/Entity(profiles): |
| Name of Client: | Clients contact person for the assignment. |
| Address: | No of Staff-Months; Duration of Assignment: |
| Start Date (Month/Year): | Completion Date (Month/Year): |
| Name of Associated Consultants. If any: | Approx. Value of Services (Kshs) |
| | No of Months of Professional Staff provided by Associated Consultants: |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: | |
| Narrative Description of project: | |
| Description of Actual Services Provided by Your Staff: | |

Firm's Name: _____

Name and title of signatory; _____

(May be amended as necessary)

3. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF

| Name | Position | Task |
|------|----------|------|
| | | |
| | | |
| | | |
| | | |
| | | |

REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY

| Name | Position | Task |
|------|----------|------|
| | | |
| | | |
| | | |
| | | |

THE CLIENT.

TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff
2. Support Staff

SECTION IV: - FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal

- 4.1 The Financial proposal prepared by the consultant should list the costs associated with the assignment. The costs should be broken down for clear understanding by the procuring entity.
- 4.2 The financial proposal shall be in Kenya Shillings and shall take into account the tax liability and cost of insurances specified in the request for proposal.
- 4.3 The financial proposal should be prepared using the Standard forms provided in this part

SECTION IV - FINANCIAL PROPOSAL STANDARD FORMS

Table of Contents

| | Page |
|--|------|
| 1. Financial proposal submission Form | |
| 2. Breakdown of Consultancy fees per grade | |

1. FINANCIAL PROPOSAL SUBMISSION FORM (TO BE INSERTED
IN FINANCIAL ENVELOPE)

_____ [Date]

To: _____

_____ [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for
(_____) [Title of consulting services] in accordance with your
Request for Proposal dated
(_____) [Date] and our Proposal. Our attached Financial Proposal is for the
sum of

(_____) [Amount in
words and figures] inclusive of the taxes.

We remain Yours sincerely,

_____ [Authorized Signature]

:

_____ [Name and Title of Signatory]:

_____ [Name of Firm]

_____ [Address]



5.1 Design and Development of Intranet for the NACC

BACKGROUND

The National AIDS Control Council (NACC) was established under Section 3 of the State Corporations Act Cap 446 through the National AIDS Control Council Order, 1999 published vide Legal Notice No. 170 of 1999. NACC is a non-commercial organization whose mission is “To provide policy and a Strategic framework for mobilizing and coordinating resources for the prevention of HIV transmission and provision of care and support to the infected and affected people in Kenya.” The overriding mandate of the National AIDS Control Council (NACC) is to coordinate stakeholders in the multi-sectoral response to HIV and AIDS in Kenya. To realize this mandate, the NACC is committed to timely, relevant and consistent communication with her stakeholders at both national and county level, while using various communication channels including the existing NACC website, www.nacc.or.ke. The website not only provides information to online audiences, but also enhances NACC’s visibility and footprint in the digital space.

The environment of the HIV response is changing with increasing demand for impactful programmes implementation/delivery in the dynamic environment thus calling for innovations to listen, engage and communicate with various stakeholders and partners with platforms that are able to support the execution of programs while taking into consideration qualitative and quantitative data.

It is on this premise that the NACC needs a functional, user-friendly, and easy to navigate website that will enhance the attainment of its communication goals at organizational level.

Introduction

The NACC intranet will be the place where staff share information and collaborate with one another.

i. Organizational Context

The National AIDS Control Council has 18 regional offices spread across the country with about 120 staff. Whilst the NACC has other institutional systems for communication e.g. emails, challenges come up when there is a need to pass information that is only intended for the NACC Staff as well as retrieving recurrent information or data that was sent sometime back on email. NACC has several systems not limited to the list below:

- NACC ERP
- NACC ERP Web client
- NACC Emails (SMTP)
- NACC Staff Portal
- NACC Helpdesk System
- NACC Maisha Certification
- NACC E-procurement Service
- NACC E-recruitment System
- Maisha Maarifa Research Hub

The collective work of the NACC staff and Regional offices is facilitated through several policies, guidelines, and memos. The NACC aims to develop an Intranet to provide a forum for information sharing and exchange to facilitate the work of the organization’s teams. The NACC also intends to store data that has been produced over time. Due to having various documents and materials which provide a crucial appraisal of the work undertaken in HIV programs in Kenya. These documents and other materials are

in various formats including print, digital audio and audio visual. The Intranet will help in hosting all those documents as well as enable staff to retrieve them with ease.

ii. Functions / Key Results Expected

The vendor will be required to design and develop web-based information repository that will contain programme generated information products (past and present). The hired company / Vendor / Agency will be required to create a web platform ensuring the completion of the following tasks within the timeline:

- **Interactive and appealing web design:** Web Designs are very subjective, we expect the hired company to show-case their best elements in delivering the best-suited intranet design options.
- **Secured & Authenticated Web Access:** Intranet should be secured through SSL Certificate. Access to Intranet to be authenticated.
- **Document Management System (DMS):** Document upload (any file format) with Description - Who uploaded - Date of upload - File Format etc., creation of new relevant page (if required), Mouse Over description on File Name (compatible to major OS and Browser) image uploaded should be uploaded with mandatory keywords/tags/fields (will be decided later) – for internal Search Indexing.
- **Photo & Video Bank:**
 - ❖ Generating auto thumbnail for quick view in the photo gallery;
 - ❖ With features such as caption, Date uploaded, copyright info for video and audio;
 - ❖ Download large size / medium / Small size of photographs as option for user;
 - ❖ Create Folders and Sub Folder;
 - ❖ Share / send via email link and photograph(optional) ;
 - ❖ Give Star Ratings & Comments on Photograph & Video;
(*Video could be uploaded on other websites, with streaming option on Intranet*)
- **Blog:** Intranet should be capable of having Blog(s), with different themes/designs (at-least 3 themes/designs to choose from).
- **Discussion Forum:** Intranet should be capable of hosting a quick and basic level of discussion with and w/o moderation of comments.
- **Survey & Poll:** Intranet should be able to conduct a survey of around 10 to 20 questions and a Polling/voting system should also be available.
- **Wiki:** A draft policy or a report could be uploaded with an option of inviting few members to share their comments (example, Google Docs, Wikipedia).
- **Level of Access Rights:**
 - ❖ Users with Read permission;
 - ❖ Users with Read and write permission;
 - ❖ Users with Read, Write and Delete permission;
 - ❖ Administrator;
- **Search:** Basic and Advance Search
- **Member Profile** with their snapshot
- **Analysis:** Intranet Usage analysis monthly report.
 - ❖ Who accessed it; What document is uploaded; Frequency of Intranet, pages accessed;
(*With other standard Usage Analysis features*)
- **Archive:** Customized and automated Archival of documents, articles, data, video, discussions, polls, survey, etc.,
- **Alerts:** Email alerts for members (fortnightly, monthly, customized based on their

preference of info/frequency).

- **Allow for a large number of people to contribute to and share stored data**
- **Control access to data, based on user roles. User roles define what information each User can view or edit.**
- **Aid in easy storage and retrieval of data.**
- **Reduce repetitive duplicate inputs.**
- **Improve the ease of report writing.**
- **Improve communication between users.**
-

iii. IT Acceptance Criteria

The vendor is expected to fulfill the below **IT acceptance criteria**:

- All the web design, development, and deployment will be done by the vendor in consultation with NACC Team. The deployment includes the setting up of the environment and installation of the software to be done by the vendor on the NACC approved/provided server (including configuring SSL).
- The vendor will provide Configuration Documentation and Installation Guide/Standard Operating Procedures (SOP) which should clearly state how to manage the website, details of the database, environment, and its configuration.
- The services would be considered to have been delivered when:
 - ❖ The application Source code is given by the vendor to the NACC Office in a USB Drive or any secondary device, as advised by the NACC.
 - ❖ The application is installed and all requirements and conditions are met as stated in the IT acceptance criteria and TOR.
 - ❖ The application with all its features listed as per this TOR is up and running and available on the web.
 - ❖ The End User training is complete and all the users of the application can operate the system and the MIS division overall acceptance of the Intranet.
- To provide a roadmap for the design and development of a web-based information repository for the NACC
- Share and obtain sign-off for the design of the NACC Intranet
- Liaise with NACC core team to obtain and refine requirements on interface, functionality and access.
- Gather information content from NACC core team
- Development of web-based Intranet with search engine capability; universal accessible document/media formats views and download.
- Provision of documentation and training for user-end administrator.
- Convert documents and other materials into appropriate digital formats where applicable/possible.
- Provide options for hosting and maintenance of repository with technical and financial assessment.

The **website design** has to follow an **iterative development** process with the involvement of the NACC Team and **changes have to be accommodated as the website concept and design evolves**. The company should provide alternate home page and sub-page design mocks for final approval by NACC Team.

iv. Deliverables

The Assignment will be considered complete on:

- Training of NACC staff on CMS and maintenance of Intranet;
- Installation of the final application which fulfills the IT acceptance criteria;
- Complete handover of installation to NACC;
- Transfer of all user rights to NACC;
- Submission of required documentation is complete, approved, and signed along with the complete Source Code Successful functioning of the application for 90 days (3 months warranty) with no functionality and data issues reported;
- Vendor to run the completed website through a simple penetration testing with the MIS division for a security check;
- Vendor must submit the Sample Website Design, Wireframe and Software Requirement Specification (SRS) before final programming stage;
- Vendor to follow Agile Method of development of Intranet.

v. Project Timeline and Warranty

Proposed timeline: The vendor should provide a complete detailed timesheet of individuals involved and time of task delivery. The expected timeline is four months from the signing of the contract.

Warranty: Expect hired company to provide 3 months as warranty/handholding support, after the development of Intranet.

vi. Technology

Preference is to develop the NACC Intranet either on Dot Net or PHP. NACC Intranet will not be driven by any pre-defined NACC Templates.

VII. Training, Maintenance / Support Period

- The vendor will host the website during the development process.
- The vendor will transfer the website to a specified web server after completion of development.
- The vendor will provide **one-year maintenance (after 3 months warranty)** and technical support for the website, as per the details below:
 - ❖ During one year of AMC, the following is expected:
 - ❖ **Troubleshooting:** In case the site is down, any link is broken, any functionality not working properly, etc.
 - ❖ **Technical Assistance:** In case the Website needs to be moved from one server to another, any patch up-gradation on the server, etc.
 - ❖ **Remote support** for assistance in changing/editing/modifying modules, webpage via call or emails (if at all required).
 - ❖ **Bug fixes** for any existing functionality.
 - ❖ During AMC, the hired company is **not expected to upload any content.**
- **Training for User and Administrator**, on using the Intranet with specific Manuals for 3 to 4 Users and '1 to 2 Administrators'.
- Technical training will be provided with a technical Administrator manual (with screenshots) which will include a detailed **Data Table Structure** as well.

VIII.

Cons

ultant Qualifications

i) The Firm

The consultant is expected to be a firm/company registered in Kenya. The firm should have extensive experience in website development and development of similar interactive and analytic data hubs using the ASP.NET Core programming language and SQL of at least seven (7) years. The Consultancy firm will provide a team of experts with the following skillsets who shall be adequately qualified and experienced in Web Development projects, use of ASP.NET Core programming language, and SQL.

List of Key Professional Positions Required

| Name of Position | Key qualification | Experience | Roles |
|------------------|---|---|--|
| Team Leader | Post Graduate Degree in IT/Computer Science or related field from a recognized University | Minimum of seven (7) years experience in systems and web development, including experience in the development of Information Management Systems, and demonstrated experience in the application of ASP.NET programming language and SQL in systems development. | Overall leadership to the Consultancy Team and taking responsibility for all deliverables. |

| | | | |
|---------------------------------------|---|--|--|
| Atleast two (2) Programmer/Developers | Graduate Degree in Computer Science/Information Technology or related field from recognized Universities, with relevant professional qualifications in programming/web development. | Minimum five (5) years experience in software/web development, including experience in the development of Information Management Systems, and demonstrated experience in the application of ASP.NET programming language and SQL in systems development. | Programming/Web development, documentation, development of manuals and training. |
|---------------------------------------|---|--|--|

IX. Payment Schedule

The payment schedule will be based on approved deliverables as follows;

1. Report on Key gaps and Recommended Architecture-5% of Total Contract Price
2. Redesigning, installation, and piloting-60% of Total Contract Price
3. Training and after installation support-35% of Total Contract Price

SHORT LISTING CRITERIA FOR FIRMS- MANDATORY CRITERIA

STATUTORY REQUIREMENTS- MANDATORY CRITERIA

| No | Requirements | PASS /FAIL |
|-----------|---|-------------------|
| 1. | Certificate of Registration / Incorporation | |
| 2. | Duly Filled Confidential Business Questionnaire | |
| 3. | Valid Tax Compliance Certificate | |
| 4. | Duly executed Self Declaration on Debarment | |
| 5. | Duly executed Anti-Corruption f Declaration | |

The bidder must meet the requirements under preliminary evaluation to proceed to detailed technical evaluation

TECHNICAL EVALUATION CRITERIA

1. *Specific experience of the consultant related to the assignment*(20Marks)
 - (a) Years of experience
 - (i) 3 and above Years (10 Marks)
 - (ii) Below 3 years (5 Marks)
 - (b) Number of similar assignment done
 - (i) 5 and above similar assignments (10 Marks)
 - (ii) Below 5 similar assignments (5 Marks)
2. *Adequacy of the proposed work plan and methodology in responding to the terms of reference* (40Marks)
 - (i) Adequacy of the Methodology in understanding the terms of reference (20 Marks)
 - (ii) Comments on improvement of terms of reference (10 Marks)
 - (iii) Work plan and log frame of activities for the assignment (10 Marks)
3. *Qualifications and competence of the key staff for the assignment* (30 Marks)
 - a. Educational Qualification and technical experience of lead consultant
 - i. Post Graduate Degree in IT/Computer Science or related field (4 Marks)
 - ii. Minimum of seven (7) years' experience in systems and web development, including experience in the development of Information Management Systems, and demonstrated experience in the application of ASP.NET programming language and SQL in systems development. (7 Marks)
 - iii. Graduate Degree in Computer Science/Information Technology or related field from recognized Universities, with relevant professional qualifications in programming/web development (2 Marks each for the two consultants)
 - iv. Minimum five (5) years' experience in software/web development, including experience in the development of Information Management Systems, and demonstrated experience in the application of ASP.NET programming language and SQL in systems development. (1.5 Marks each consultant Max Marks 15)
4. Detailed proposal for suitability to the transfer of Technology Programme (Training)
(10 Marks)

Total Points

100

SECTION VI:

STANDARD FORMS OF CONTRACT

- a. ANNEX I – LARGE ASSIGNMENTS (LUMP-SUM PAYMENTS)

- b. ANNEX II – LARGE AND SMALL ASSIGNMENTS (TIME BASED PAYMENTS)

- c. ANNEX III – SMALL ASSIGNMENTS (LUMP-SUM PAYMENTS)

NOTES

- 1. LARGE ASSIGNMENT ____ Exceeding Ksh 5,000,000

- 2. SMALL ASSIGNMENT ____ Not exceeding Ksh. 5,000,000

- 3. TIME BASED PAYMENT ___ Time based fixed fee Exact duration of contract not fixed

- 4. LUMP-SUM PAYMENT ____ Stated fixed contract sum.

REPUBLIC OF KENYA

STANDARD FORM OF CONTRACT

FOR

CONSULTING SERVICES

Large Assignments
(Lump- Sum payment)

CONTENTS

| | | |
|---|----------|----------|
| Special notes..... | | iii |
| Contract for Consultant’s Services..... | | iv |
| I Form of Contract..... | v-vi | |
| II General Conditions of Contract..... | vii | |
| 1. General Provisions..... | vii-viii | |
| 1.1 Definitions..... | viii | |
| 1.2 Law Governing the Contract..... | viii | |
| 1.3 Language..... | viii | |
| 1.4 1.4 Notices..... | viii | |
| 1.5 Location..... | viii | |
| 1.6 Authorized Representatives..... | viii | |
| 1.7 Taxes and Duties..... | ix | |
| 2. Commencement, Completion, Modification and Termination of Contract..... | | ix |
| 2.1 Effectiveness of Contract..... | ix | |
| 2.2 Commencement of Services..... | ix | |
| 2.3 Expiration of Contract..... | ix | |
| 2.4 Modification..... | ix | |
| 2.5 Force Majeure..... | ix | |
| 2.5.1 Definition..... | ix | |
| 2.5.2 No Breach of Contract..... | ix | |
| 2.5.3 Extension of Time..... | x | |
| 2.5.4 Payments..... | x | |
| 2.6 Termination..... | | x |
| 2.6.1 By the Client..... | x | |
| 2.6.2 By the Consultant..... | xi | |
| 2.6.3 2.6.3 Payment upon Termination..... | xi | |
| 3. Obligations of the Consultant..... | | xii |
| 3.1 General..... | xii | |
| 3.2 Conflict of Interests..... | xiii | |
| 3.2.1 Consultant Not to Benefit from Commissions, Discounts, etc..... | | xii-xiii |
| 3.2.2 Consultant and Affiliates Not to Be Otherwise Interested in Project..... | | xiii |
| 3.2.3 Prohibition of Conflicting Activities..... | xiii | |

| | | |
|-----|----------------------|------|
| 3.3 | Confidentiality..... | xiii |
|-----|----------------------|------|

(i)

| | | |
|-----|--|----|
| 3.4 | Insurance to be Taken Out by the Consultant... xiv | |
| 3.5 | Consultant’s Actions Requiring Client’s Prior Approval..... | xv |
| 3.6 | Reporting Obligations..... | xv |
| 3.7 | Documents Prepared by the Consultant to Be the Property of the Client..... | xv |

| | | |
|-----|--|----|
| 4 | Consultant’s Personnel..... | xv |
| 4.1 | Description of Personnel..... | xv |
| 4.2 | Removal and/or Replacement of Personnel..... | xv |

| | | |
|-----|-----------------------------------|-----|
| 5 | Obligations of the Client..... | xvi |
| 5.1 | Assistance and Exemptions..... | xvi |
| 5.2 | Change in the Applicable Law..... | xvi |
| 5.3 | Services and Facilities..... | xvi |

| | | |
|-----|--------------------------------------|------|
| 6 | Payments to the Consultant..... | xvi |
| 6.1 | Lump-Sum Remuneration..... | xvi |
| 6.2 | Contract Price..... | xvii |
| 6.3 | Payment for Additional Services..... | xvii |
| 6.4 | Terms and Conditions of Payment..... | xvii |
| 6.5 | Interest on Delayed Payments..... | xvii |

| | | |
|-----|-----------------------------|-------|
| 7 | Settlement of Disputes..... | xvii |
| 7.1 | Amicable Settlement..... | xvii |
| 7.2 | Dispute Settlement..... | xviii |

| | | |
|-----|-------------------------------------|-----|
| III | Special Conditions of Contract..... | xix |
|-----|-------------------------------------|-----|

| | | |
|----|---|-----|
| IV | Appendices..... | xxi |
| | Appendix A – Description of the Services..... | xxi |
| | Appendix B – Reporting Requirements..... | xxi |
| | Appendix C – Key Personnel and Subconsultants..... | xxi |
| | Appendix D – Breakdown of Contract Price in Foreign Currency..... | xxi |
| | Appendix E – Breakdown of Contract Price in Local Currency..... | xxi |

Special Notes

1. The Lump-Sum price is arrived at on the basis of inputs – including rates – provided by the Consultant. The Client agrees to pay the Consultant according to a schedule of payments linked to the delivery of certain outputs, usually reports. Lump-sum contracts have the simplicity of administration, the Client having only to be satisfied with the outputs without monitoring the staff inputs and should be used for large Assignments in for example Design; Engineering; Supervision and Management Services; Master plans; Economic and Feasibility studies; and Surveys.

2. The Contract includes four parts: Form of Contract, the General Conditions of Contract, the Special Conditions of Contract and the Appendices. The Client using this standard contract should not alter the General Conditions. Any adjustment to meet any specific project features should be made only in the Special Conditions.

(iii)

CONTRACT FOR CONSULTANT'S SERVICES

Large Assignments (Lump-Sum Payments)

between

[name of the Client]

AND

[name of the Consultant]

Dated: _____[date]

I. FORM OF CONTRACT

Large Assignments (Lump-Sum Payments)

This Agreement (hereinafter called the "Contract") is made the _____day of the month of _____[month], [year], between _____, [name of client] of [or whose registered office is situated at] _____[location of office] (hereinafter called the "Client") of the one part AND

_____ [name of consultant] of [or whose registered office is situated at] _____ [location of office] (hereinafter called the "Consultant") of the other part.

WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services");
- (b) the Consultant, having presented to the Client that he has the required professional skills and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the Parties hereto hereby agree as follows:

- 1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The General Conditions of Contract;
 - (b) The Special Conditions of Contract;
 - (c) The following Appendices: [Note: If any of these Appendices are not used, they should be deleted from the list]
 - Appendix A: Description of the Services
 - Appendix B: Reporting Requirements
 - Appendix C: Key Personnel and Sub consultants
 - Appendix D: Breakdown of Contract Price in Foreign Currency
 - Appendix E: Breakdown of Contract Price in Local Currency

Appendix F: Services and Facilities Provided
by the Client

(v)

2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract; in particular:

- (a) The Consultant shall carry out the Services in accordance with the provisions of the Contract; and
- (b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of _____ [name of client]

[full name of _____ of _____ Client's
authorised representative _____

[title] _____

[signature] _____

[date] _____

For and on behalf of _____ [name of consultant]

[full name of Consultant's authorized
representative] _____

[title] _____

[signature] _____

[date] _____

(vi)

II. GENERAL CONDITIONS OF CONTRACT

1. GENERAL PROVISIONS

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract shall have the following meanings:

- (a) “Applicable Law” means the laws and any other instruments having the force of law in the Republic of Kenya as they may be issued and in force from time to time;
- (b) “Contract” means the Contract signed by the Parties, to which these General Conditions of Contract (GC) are attached together with all the documents listed in Clause 1 of such signed Contract;
- (c) “Contract Price” means the price to be paid for the performance of the Services in accordance with Clause 6 herebelow;
- (d) “Foreign Currency” means any currency other than the Kenya Shilling;
- (e) “GC” means these General Conditions of Contract;
- (f) “Government” means the Government of the Republic of Kenya;
- (g) “Local Currency” means the Kenya Shilling;

- (h) “Member”, in case the Consultant consists of a joint venture of more than one entity, means any of these entities; “Members” means all these entities, and “Member in Charge” means the entity specified in the SC to act on their behalf in exercising all the Consultant’s rights and obligations towards the Client under this Contract;
- (i) “Party” means the Client or the Consultant, as the case may be and “Parties” means both of them;

(vii)

- (j) “Personnel” means persons hired by the Consultant or by any Subconsultant as employees and assigned to the performance of the Services or any part thereof;
- (k) “SC” means the Special Conditions of Contract by which the GC may be amended or supplemented;
- (l) “Services” means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A; and
- (m) “Sub consultant” means any entity to which the Consultant subcontracts any part of the Services in accordance with the provisions of Clauses 3 and 4.

1.2 Law Governing the Contract

This Contract, its meaning and interpretation and the relationship between the Parties shall be governed by the Laws of Kenya.

1.3 Language

This Contract has been executed in English language which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed or when sent by registered mail, telex, telegram or facsimile to such Party at the address specified in the SC.

1.5 Location The Services shall be performed at such locations as are specified in Appendix A and, where the location of a particular task is not so specified, at such locations, whether in the Republic of Kenya or elsewhere, as the Client may approve.

1.6 Authorized Representatives Any action required or permitted to be taken and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the SC.

(viii)

1.7 Taxes and Duties The Consultant, Sub consultant[s] and their personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Laws of Kenya, the amount of which is deemed to have been included in the Contract Price.

2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

2.1 Effectiveness of Contract This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the SC.

2.2 Commencement of Services The Consultant shall begin carrying out the Services thirty (30) days after the date the Contract becomes effective or at such other date as may be specified in the SC.

2.3 Expiration of Contract Unless terminated earlier pursuant to Clause 2.6, this Contract shall terminate at the end of such time period, after the Effective Date, as is specified in the SC.

2.4 Modification Modification of the terms and Conditions of this Contract, including any modification of the scope of the Services or the Contract Price, may only be made by written agreement between the Parties.

2.5 Force Majeure

2.5.1 Definition For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.5.2 No Breach The failure of a Party to fulfill any of its obligations under of Contract the Contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

(ix)

2.5.3 Extension Any period within which a Party shall, pursuant to this Of Time Contract complete any action or task shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.5.4 Payments During the period of his inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by him during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.6 Termination

2.6.1 By the Client The Client may terminate this Contract by not less than thirty (30) days’ written notice of termination to the Consultant, to be given after the occurrence of any of the events specified in this Clause;

- (a) if the Consultant does not remedy a failure in the performance of his obligations under the Contract within thirty (30) days after being notified or within any further period as the Client may have subsequently approved in writing;
- (b) if the Consultant becomes insolvent or bankrupt;
- (c) if, as a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) if the Consultant, in the judgement of the Client, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause;

“corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the selection process or in Contract execution.

(x)

“fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of Contract to the detriment of the Client, and includes collusive practice among consultants (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive the Client of the benefits of free and open competition.

- (e) if the Client in his sole discretion decides to terminate this Contract.

2.6.2 By the Consultant. The consultant may terminate this Contract by not less than thirty (30) days’ written notice to the Client, such notice to be given after the occurrence of any of the following events;

- (a) if the Client fails to pay any monies due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause 7 within sixty (60) days after receiving written notice from the Consultant that such payment is overdue; or

- (b) if, as a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

2.6.3 Payment Upon termination of this Contract pursuant to Clauses upon 2.6.1 or 2.6.2, the Client shall make the following Termination payments to the Consultant:

- (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) and (b) of Clause 2.6.1, reimbursement of any reasonable costs incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

(xi)

3. OBLIGATIONS OF THE CONSULTANT

3.1 General The Consultant shall perform the Services and carry out his obligations with all due diligence, efficiency and economy in accordance with generally accepted professional techniques and practices and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Client and shall at all times support and safeguard the Client's legitimate interests in any dealing with Sub consultants or third parties.

1.2 Conflict of Interests

- | | |
|--|---|
| 3.2.1 Consultant (i) Not to Benefit from Commissions, Discounts, Etc. | The remuneration of the Consultant pursuant to Clause 6 shall constitute the Consultant's sole remuneration in connection with this Contract or the Services and the Consultant shall not accept for his own benefit any trade commission, discount or similar payment in connection with |
|--|---|

activities pursuant to this Contract or to the Services or in the discharge of his obligations under the Contract and the Consultant shall use his best efforts to ensure that his personnel, any sub consultant[s] and agents of either of them similarly shall not receive any such additional remuneration.

- (ii) For a period of two years after the expiration of this Contract, the Consultant shall not engage and shall cause his personnel as well as his sub consultant[s] and his/their personnel not to engage in the activity of a purchaser (directly or indirectly) of the assets on which he advised the Client on this Contract nor shall he engage in the activity of an adviser (directly or indirectly) of potential purchasers of such assets.
- (iii) Where the Consultant as part of the Services has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant will comply with any applicable

(xii)

procurement guidelines and shall at all times exercise such responsibility in the best interest of the Client.

Any discounts or commissions obtained by the Consultant in the exercise of such procurement shall be for the account of the Client.

3.2.2 Consultant
and
Affiliates
Not to be
Otherwise
Interested in
Project

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and his affiliates, as well as any Subconsultant and any of his affiliates, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

3.2.3 Prohibition
of

Neither the Consultant nor his subconsultant[s] nor their personnel shall engage, either directly or

Conflicting
Activities

indirectly in any of the following activities:

- (a) during the term of this Contract, any business or professional activities in the Republic of Kenya which would conflict with the activities assigned to them under this Contract; or
- (b) after the termination of this Contract, such other activities as may be specified in the SC.

3.3 Confidentiality

The Consultant, his subconsultant[s] and the personnel of either of them shall not, either during the term of this Contract or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

3.4 Insurance to be

Taken Out by the Consultant and shall cause any subconsultant[s] to take out and maintain, at his (or the subconsultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks and for the coverage, as shall be specified in the SC; and (b) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums have been paid.

(xiii)

3.5 Consultant's
Actions Requiring approval in writing before taking any of the
Client's Prior
Approval

The Consultant shall obtain the Client's prior approval in writing before taking any of the following actions;

- (a) entering into a subcontract for the performance of any part of the Services,
- (b) appointing such members of the personnel not listed by name in Appendix C ("Key Personnel and Subconsultants").

3.6 Reporting Obligations and documents specified in Appendix A in the form, in the numbers, and within the periods set forth in the said Appendix. The Consultants shall submit to the Client the reports

3.7 Documents All plans, drawings, specifications, designs, reports and prepared by other documents and software submitted by the Consultant the Consultant in accordance with Clause 3.6 shall become and remain the property of the Client and the Consultant the Property shall, not later than upon termination or expiration of this of the Client Contract, deliver all such documents and software to the

Client together with a detailed inventory thereof. The Consultant may retain a copy of such documents and software. Neither Party shall use these documents for purposes unrelated to this Contract without the prior approval of the other Party.

4. CONSULTANT'S PERSONNEL

4.1 Description The titles, agreed job descriptions, minimum qualifications and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub consultants listed by title as well as by name in Appendix C are hereby approved by the Client.

4.2 Removal (a) Except as the Client may otherwise agree, no changes and/or shall be made in the Key Personnel. If for any reason Replacement beyond the reasonable control of the Consultant, it Of Personnel becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.

(xiv)

(b) If the Client finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) the Client has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the Client's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Client.

(c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. OBLIGATIONS OF THE CLIENT

5.1 Assistance and Exemptions

The Client shall use his best efforts to ensure that he provides the Consultant such assistance and exemptions as may be necessary for due performance of this Contract.

5.2 Change in the Applicable Law

If after the date of this Contract, there is any change in the Laws of Kenya with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Consultant, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties and corresponding adjustments shall be made to the amounts referred to in Clause 6.2 (a) or (b), as the case may be.

5.3 Services and Facilities

The Client shall make available to the Consultant the Services and Facilities listed under Appendix F.

6. PAYMENTS TO THE CONSULTANT

6.1 Lump-Sum Remuneration

The Consultant's total remuneration shall not exceed the Contract Price and shall be a fixed lumpsum including all staff costs, Subconsultants' costs, printing, communications, travel, accommodation and the like and all other costs incurred by the Consultant in carrying out the

(xv)

Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.

6.2 Contract Price (a)

The price payable in foreign currency is set forth in the SC.

(b) The price payable in local currency is set forth in the SC.

| | |
|-------------------------------------|---|
| 6.3 Payment for Additional Services | For the purposes of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E. |
| 6.4 Terms and Conditions of Payment | Payments will be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of a bank guarantee for the same amount and shall be valid for the period stated in the SC. Any other payment shall be made after the conditions listed in the SC for such payment have been met and the Consultant has submitted an invoice to the Client specifying the amount due. |
| 6.5 Interest on Delayed Payment | Payment shall be made within thirty (30) days of receipt of invoice and the relevant documents specified in Clause 6.4. If the Client has delayed payments beyond thirty (30) days after the due date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three percentage points above the prevailing Central Bank of Kenya's average rate for base lending . |

7. SETTLEMENT OF DISPUTES

7.1 Amicable Settlement The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

(xvi)

7.2 Dispute Settlement Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be referred by either Party to the arbitration and final decision of a person to be agreed between the Parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the Chairman of the Chartered Institute of Arbitrators, Kenya Branch, on the request of the applying party.

(xvii)

III. SPECIAL CONDITIONS OF CONTRACT

Number of GC Clause Amendments of and Supplements to Clauses in the General Conditions of Contract

1.1(i) The Member in Charge is _____ [name of Member]

1.4 The addresses are:

Client: _____
Attention: _____
Telephone: _____
Telex; _____ Facsimile: _____

Consultant: _____
Attention: _____
Telephone; _____
Telex: _____
Facsimile: _____

1.6 The Authorized Representatives are:

For the Client: _____

For the Consultant: _____

2.1 The date on which this Contract shall come into effect is(_____) [date].

Note: The date may be specified by reference to conditions of effectiveness of the Contract, such as receipt by Consultants of advance payment and by Client of bank guarantee

2.2 The date for the commencement of Services is _____ [date]

2.3 The period shall be _____ [length of time].

Note: Fill in the period, eg, twenty-four (24) months or such other period as the Parties may agree in writing.

(xviii)

3.4 The risks and coverage shall be:

(i) Professional Liability _____

(ii) Loss of or damage to equipment and property _____

6.2(a) The amount in foreign currency or currencies is _____
[Insert amount].

6.2(b) The amount in local Currency is _____ [Insert amount]

6.4 Payments shall be made according to the following schedule:

Note: (a) This sample Clause should be specifically drafted for each Contract and the following installments are indicative only; (b) if the payment of foreign currency and of local currency does not follow the same schedule, add a separate schedule for payment in local currency; and (c) if applicable, detail further the nature of the report evidencing performance, as may be required, e.g., submission of study or specific phase of study, survey, drawings, draft bidding documents, etc., as listed in Appendix B, Reporting Requirements. In the example provided, the bank guarantee for the repayment is released when the payments have reached 50 percent of the lumpsum price, because it is assumed that at that point, the advance has been entirely set off against the performance of services.

- Twenty (20) percent of the Contract Price shall be paid on the commencement date against the submission of a bank guarantee for the same.
- Ten (10) percent of the lump-sum amount shall be paid upon submission of the inception report.
- Twenty-five (25) percent of the lump-sum amount shall be paid upon submission of the interim report.
- Twenty-five (25) percent of the lump-sum amount shall be paid upon submission of the draft final report.

- Twenty (20) percent of the lump-sum amount shall be paid upon approval of the final report.
- The bank guarantee shall be released when the total payments reach fifty (50) percent of the lump-sum amount.

(xix)

IV. Appendices

APPENDIX A – DESCRIPTION OF THE SERVICES

Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Client, etc.

APPENDIX B – REPORTING REQUIREMENTS

List format, frequency, and contents of reports; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here “Not applicable.”

APPENDIX C– KEY PERSONNEL AND SUBCONSULTANTS

List under: C-1 Titles [and names, if already available], detailed job descriptions and minimum qualifications of Personnel and staff-months for each.

C-2 List of approved Sub consultants (if already available); same information with respect to their Personnel as in C-1.

APPENDIX D – BREAKDOWN OF CONTRACT PRICE IN FOREIGN CURRENCY

List here the elements of cost used to arrive at the breakdown of the lump-sum price – foreign currency portion:

1. Monthly rates for Personnel (Key Personnel and other Personnel).
2. Reimbursable expenditures.

This appendix will exclusively be used for determining remuneration for additional services.

APPENDIX E – BREAKDOWN OF CONTRACT PRICE IN LOCAL CURRENCY

List here the elements of cost used to arrive at the breakdown of the lump-sum price – local currency portion.

1. Monthly rates for Personnel (Key Personnel and other Personnel).
2. Reimbursable expenditures.

(xx)

This appendix will exclusively be used for determining remuneration for additional services.

APPENDIX F – SERVICES AND FACILITIES PROVIDED BY THE CLIENT

(xxi)

ANNEX II

SAMPLE CONTRACT FOR CONSULTING
SERVICES

LARGE ASSIGNMENTS
AND
Small Assignments

Time-Based Payments

SAMPLE CONTRACT FOR CONSULTING SEVICES SMALL ASSIGNMENTS
TIME-BASED PAYMENTS

CONTRACT

This Agreement [hereinafter called "the Contract"] is entered into this _____
[Insert starting date of assignment], by and between

[Insert Client's name] of [or whose registered office is situated at]
_____[insert Client's address](hereinafter
called "the Client") of the one part AND

_____ [Insert Consultant's name] of [or whose registered office is situated at] _____ [insert Consultant's address] (hereinafter called "the Consultant") of the other part.

WHEREAS, the Client wishes to have the Consultant perform the Services [hereinafter referred to as "the Services"], and

WHEREAS, the Consultant is willing to perform the said Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services (i) The Consultant shall perform the Services specified in Appendix A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract.

(ii) The Consultant shall provide the reports listed in Appendix B, "Consultant's Reporting Obligations," within the time periods listed in such Appendix and the personnel listed in Appendix C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.

2. Term The Consultant shall perform the Services during the period commencing _____ [Insert start date] and continuing through to _____ [Insert completion date] or any other period(s) as may be subsequently agreed by the parties in writing.

3. Payment A. Ceiling

For Services rendered pursuant to Appendix A, the Client shall pay the Consultant an amount not to exceed a ceiling of _____ [Insert ceiling amount]. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as

(i)

well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's remuneration as defined in subparagraph (B) below and of the reimbursable expenditures as defined in sub-paragraph (C) below.

B. Remuneration

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent (or per day spent or per hour spent, subject to a maximum of eight hours per day) in accordance with the rates agreed and specified in Appendix C, "Cost Estimate of Services, List of Personnel and Schedule of Rates".

C. Reimbursables

The Client shall pay the Consultant for reimbursable expenses which shall consist of and be limited to:

- (i) normal and customary expenditures for official road and air travel, accommodation, printing and telephone charges; air travel will be reimbursed at the cost of less than first class travel and will need to be authorized by the Client's coordinator;
- (ii) such other expenses as approved in advance by the Client's coordinator.

D. Payment Conditions.

Payment shall be made in Kenya shillings unless otherwise specified not later than thirty {30} days following submission of invoices in duplicate to the Coordinator designated in Clause 4 herebelow. If the Client has delayed payments beyond thirty (30) days after the date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three percentage points above the prevailing Central Bank of Kenya's average rate for base lending.

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

4. Project Administration

A. Coordinator

The Client designates _____
[Insert name] as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices

- (ii) for payment and for acceptance of the deliverables by the Client.

B. Timesheets.

During the course of their work under this Contract, including field work, the Consultant's employees

providing services under this Contract may be required to complete timesheets or any other document used to identify time spent as well as expenses incurred, as instructed by the Project Coordinator.

C. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services which will clearly identify all charges and expenses. The Client reserves the right to audit or to nominate a reputable accounting firm to audit the Consultant's records relating to amounts claimed under this Contract during its term and any extension and for a period of three months thereafter.

5. Performance Standard

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality

The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of Material

Any studies, reports or other material, graphic, software or otherwise prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

8. Consultant Not to be Engaged in Certain Activities

The Consultant agrees that during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

(iv)
LIST OF APPENDICES

Appendix A: Terms of Reference and Scope of Services

Appendix B: Consultant's Reporting Obligation

Appendix C: Cost Estimate of Services, List of Personnel and Schedule of Rates

(v)

APPENDIX C

Cost Estimate of Services, List of Personnel and Schedule of Rates.

(vi)

ANNEX III

SAMPLE CONTRACT FOR CONSULTING SERVICES

Small Assignments
Lump-sum payments

LIST OF APPENDICES

Appendix A: Terms of Reference and Scope of Services

Appendix B: Consultant's Personnel

Appendix C: Consultant's Reporting Obligations

(v)

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) _____

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) ofdated the...day of20.....in the matter of Tender No.....of20...

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

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM (MANDATORY)

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:

| Name | Nationality | Citizenship Details | Shares |
|---------|-------------|---------------------|--------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company-

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

| Name | Nationality | Citizenship Details | Shares |
|---------|-------------|---------------------|--------|
| 1..... | | | |
| 2. | | | |

| |
|---|
| 3 |
| Date Signature of Candidate |

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

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

SELF DECLARATION FORMS (r 62) (MANDATORY)

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

5. BANK DETAILS FORM

Provide the following bank details for electronic transfer purposes

Name of the Bidder.....

Bank Name

Bank Branch Name

Bank Code

Bank Account

Bank Signatory(s)

.....

PIN Number

VAT Number

VALID KRA TCC No.....

Signed/ date.....

PERFORMANCE SECURITY FORM

To
[name of Procuring entity]

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

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

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

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

This guarantee is valid until the _____ day of _____ 20 _____

Signed and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

BANK GUARANTEE FOR ADVANCE PAYMENT FORM

To
[name of Procuring entity]

[name of tender]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, [name and address of tenderer](hereinafter called “the tenderer”) shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of [amount of guarantee in figures and words].

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

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

FORM OF TENDER **(To be inserted in FINANCIAL ENVELOPE)**

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

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____