

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KIAMBU  
HEALTH SERVICES DEPARTMENT  
P.O BOX 2344-00900,  
KIAMBU.

FRAMEWORK CONTRACT FOR  
SUPPLY AND DELIVERY OF  
NON-PHARMACEUTICALS

**TENDER NO.CGK/CHS/FWA/006/2021/2023**

CLOSING DATE & TIME: THURSDAY

**18<sup>TH</sup> FEBRUARY 2021 AT 10.00 AM**

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## **INTRODUCTION**

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

**SECTION I INVITATION TO TENDER**

**DATE 26<sup>TH</sup> -JANUARY 2021**

**TENDER REF NO. TENDER NO.CGK/CHS/FWA/006/2021/2023**

**TENDER NAME: FRAMEWORK CONTRACT FOR SUPPLY AND DELIVERY  
OF NON-PHARMACEUTICALS**

The County Government of Kiambu invites sealed bids from eligible candidates for  
**FRAMEWORK CONTRACT FOR SUPPLY AND DELIVERY OF NON-  
PHARMACEUTICALS**

- 1.1 Interested eligible candidates may obtain further information from and inspect the tender documents at County Government Kiambu, Thika town hall office No.15B during normal working hours.
- 1.2 A complete set of tender documents may be obtained by interested candidates free of charge from the Kiambu County Government website [www.kiambu.go.ke](http://www.kiambu.go.ke), and or [www.tenders.go.ke](http://www.tenders.go.ke)
- 1.3 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at County Government of Kiambu, Thika town hall office no.15B. Bulk tenders shall be received and recorded in the procurement office room 15B. All tenders shall be addressed to the

**THE CHIEF OFFICER  
HEALTH SERVICES DEPARTMENT  
KIAMBU COUNTY GOVERNMENT  
P.O. BOX 2344 -00900  
KIAMBU**

so as to be received on or before **18<sup>th</sup> FEBRUARY 2021** at 10.00 AM

- 1.4 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for (120) days from the closing date of the tender.
- 1.5 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at thika town hall chambers on **18<sup>th</sup> FEBRUARY 2021** at 10.00 AM

## SECTION II - INSTRUCTIONS TO TENDERERS

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## **SECTION II - INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible Tenderers**

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the Schedule of Requirements Section VI.
- 2.1.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.
- 2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

### **2.2 Eligible Goods**

- 2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.
- 2.2.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components
- 2.2.3 The origin of goods is distinct from the nationality of the tenderer.

### **2.3 Cost of Tendering**

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.3.2 The tender document shall not be charged as will instead be downloaded free of charge from <http://www.kiambu.go.ke>

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

## 2.4. **The Tender Document**

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

- (i) Invitation to Tender
- (ii) Instructions to tenderers
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Tender Security Form
- (ix) Contract Form
- (x) Performance Security Form
- (xi) Bank Guarantee for Advance Payment Form
- (xii) Manufacturer's Authorization Form
- (xiii) Confidential Business Questionnaire

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

## 2.5 **Clarification of Documents**

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

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

## **2.6 Amendment of Documents**

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

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

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

## **2.7 Language of Tender**

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

## **2.8 Documents Comprising of Tender**

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

- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
- (b) documentary evidence established in accordance with paragraph 2.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) documentary evidence established in accordance with paragraph 2.2 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
- (d) tender security furnished in accordance with paragraph 2.14



## **2.9 Tender Forms**

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

## **2.10 Tender Prices**

2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract

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

2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected, pursuant to paragraph 2.22

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

## **2.11 Tender Currencies**

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

## **2.12 Tenderers Eligibility and Qualifications**

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

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

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

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

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

2.13.1 Pursuant to paragraph 2.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity to the tender documents of all goods which the tenderer proposes to supply under the contract

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

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

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

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

Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

## **2.14 Tender Security**

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

2.14.2 The tender security shall be in the amount of 0.5 – 2 per cent of the tender price.

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

2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to the Procuring entity and valid for thirty (30) days beyond the validity of the tender.

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

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

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

2.14.8 The tender security may be forfeited:

(a) If a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or

(b) in the case of a successful tenderer if the tenderer fails:

(i) to sign the contract in accordance with paragraph 2.27 or

(ii) to furnish performance security in accordance with paragraph

2.28

## 2.15 **Validity of Tenders**

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

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

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

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

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

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

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

2.17.1 The Tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as **"ORIGINAL"** and **"COPY."** The envelopes shall then be sealed in an outer envelope.

2.17.2 The inner and outer envelopes shall:

(a) be addressed to the address given in the Invitation to Tender:

(b) bear, tender number and name in the Invitation for Tenders and the words, **"DO NOT OPEN BEFORE," 18<sup>th</sup> FEBRUARY 2021 .**

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

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

## **2.18 Deadline for Submission of Tenders**

2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later than ***18<sup>th</sup> FEBRUARY 2021***

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

## **2.19 Modification and Withdrawal of Tenders**

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

2.19.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tenders.

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

2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer’s forfeiture of its tender security, pursuant to paragraph 2.14.7

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

2.19.6 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.

## **2.20 Opening of Tenders**

2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **18<sup>th</sup> FEBRUARY 2021** and in the location specified in the Invitation to Tender.

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

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

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

## **2.21 Clarification of Tenders**

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

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

## **2.22 Preliminary Examination**

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

2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantify, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures the amount in words will prevail

2.22.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or effect the relative ranking of any tenderer.

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

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

### **2.23 Conversion to Single Currency**

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

### **2.24 Evaluation and Comparison of Tenders**

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

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

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

## **2.25 Preference**

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

## **2.26 Contacting the Procuring entity**

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

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

## **2.27 Award of Contract**

### **(a) Post-qualification**

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

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

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

### **(b) Award Criteria**

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



(c) **Procuring entity's Right to Vary quantities**

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

(d) **Procuring entity's Right to Accept or Reject Any or All Tenders**

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

**2.28 Notification of Award**

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

2.28.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties

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

**2.29 Signing of Contract**

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

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

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

## **2.30 Performance Security**

- 2.30.1 Within Thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.
- 2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new tenders.

## **2.31 Corrupt or Fraudulent Practices**

- 2.31.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;
- (i) “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;
- 2.31.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 2.31.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

## **Appendix to Instructions to Tenderers**

### **Notes on the Appendix to the Instruction to Tenderers**

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

## Appendix to Instructions to Tenderers

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS TO ATTACH THE FOLLOWING DOCUMENTS
2.12 Tenderers Eligibility and Qualifications	<p><i>Tenderers to submit the following documents</i></p> <ul style="list-style-type: none"> <li>a. <i>Valid Tax Compliance Certificate</i></li> <li>b. <i>Company Registration/incorporation certificate</i></li> <li>c. <i>Physical Address for the company (attach copies of tenancy agreements or utility bills)</i></li> <li>d. <i>Valid Single Business Permit for FY 2021</i></li> <li>e. <i>Current CR 12/CR13 detailing Particulars of company /enterprise Directors/Owners</i></li> <li>f. <i>A properly filled signed and stamped Confidential Business Questionnaire</i></li> </ul>
2.14 Tender Security	- <i>Not applicable</i>
2.15 Validity of Tenders	- <i>120 days</i>
2.17 Sealing and Marking of Tenders	<p>All tenders should be marked “original” and “copy” addressed to</p> <p>The chief officer – health service County government of kiambu P.O. BOX 2344 KIAMBU</p> <p>Do not open before 18<sup>th</sup> <b>FEBRUARY 2021</b> at 10.00 AM</p>
2.18 Deadline for Submission of Tenders	<i>18<sup>th</sup> FEBRUARY 2021 at the before 10.00am</i>
2.20 Opening of Tenders	<i>18<sup>th</sup> FEBRUARY 2021 at 10.00am at the thika chambers.</i>
2.30 Performance Security	<i>Not applicable</i>
<p><i>Note: Both documents (Original &amp; Copy) shall be serialized and bear all the attachments required.</i></p>	

## SECTION III: GENERAL CONDITIONS OF CONTRACT

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## **SECTION III - GENERAL CONDITIONS OF CONTRACT**

### **3.1 Definitions**

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

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

### **3.2 Application**

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

### **3.3 Country of Origin**

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

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

### **3.4 Standards**

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

### **3.5 Use of Contract Documents and Information**

- 3.5.1 The tenderer shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.
- 3.5.2 The tenderer shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above
- 3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the Tenderer's performance under the Contract if so required by the Procuring entity

### **3.6 Patent Rights**

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

### **3.7 Performance Security**

- 3.7.1 Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security in the amount specified in Special Conditions of Contract.
- 3.7.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.7.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the Procuring entity, in the form provided in the tender documents.
- 3.7.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the

Tenderer's performance obligations under the Contract, including any warranty obligations, under the Contract

### **3.8 Inspection and Tests**

- 3.8.1 The Procuring entity or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.
- 3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.
- 3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the Procuring entity.
- 3.8.4 The Procuring entity's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the Procuring entity or its representative prior to the equipment delivery.
- 3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

### **3.9 Packing**

- 3.9.1 The tenderer shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.
- 3.9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract



### **3.10 Delivery and Documents**

3.10.1 Delivery of the Goods shall be made by the tenderer in accordance with the terms specified by Procuring entity in its Schedule of Requirements and the Special Conditions of Contract

### **3.11 Insurance**

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

### **3.12 Payment**

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

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

### **3.13 Prices**

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

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

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

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

### **3.14. Assignment**

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

### **3.15 Subcontracts**

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

### **3.16 Termination for default**

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

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

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

### **3.17 Liquidated Damages**

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

### **3.18 Resolution of Disputes**

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

3.18.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require adjudication in an agreed national or international forum, and/or international arbitration.

### **3.19 Language and Law**

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

### **3.20 Force Majeure**

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

## **SECTION IV - SPECIAL CONDITIONS OF CONTRACT**

### **Notes on Special Conditions of Contract**

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

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

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

## SECTION IV - SPECIAL CONDITIONS OF CONTRACT

4.1. Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.

42. Special conditions of contract as relates to the GCC

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
3.9	<b>Packaging</b> The tenderer shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. All packages must be clearly labeled with description of contents and quantities.
3.10	<b>Delivery</b> The Stationery must be delivered at the times indicated in the delivery schedule by the successful bidder(s) from the date of receiving the Purchase Order (LPO). The requirements may be adjusted by giving a short notice.
3.19	<b>Correspondence</b> The language of all correspondence and documents related to the bid is: English. Unless explicitly specified in the Technical Requirements section, the key passages of all accompanying printed literature in any other language must be translated into the above language.

*(Complete as necessary)*

## **SECTION V - TECHNICAL SPECIFICATIONS**

### **5.1 General**

- 5.1.1 These specifications describe the requirements for goods. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply
- 5.1.2 Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.
- 5.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.
- 5.1.4 The tenderers are requested to present information along with their offers as follows:
- (i) Shortest possible delivery period of each product
  - (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

**SECTION VI - SCHEDULE OF REQUIREMENTS**

**SUPPLY AND DELIVERY OF NON PHARMACEUTICAL ITEMS**

<b>No</b>	<b>Product name</b>	<b>Unit of issue</b>	<b>Quantity</b>	<b>Delivery schedule (shipment)</b>
1	Blood Giving set	Pcs	200000	Quarterly
2	Abdominal gauze swabs	pcs	200000	Quarterly
3	Alcohol pre-injection swabs (pack of 100 or 200pcs)	pkt	200000	Quarterly
4	Alcohol disinfectant hand rub 500mls	btl	200000	Quarterly
5	Autoclave Tape 19mm x 50m	Rolls	200000	Quarterly
6	Autoclaving paper	PCS	200000	Quarterly
7	Air ways size 0	PCS	200000	Quarterly
8	Air ways size 00	PCS	200000	Quarterly
9	Air ways size 1	PCS	200000	Quarterly
10	Air ways size 2	PCS	200000	Quarterly
11	Air ways size 3	PCS	200000	Quarterly
12	Air ways size 4	PCS	200000	Quarterly
13	Ambubag with mask neonate	No	200000	Quarterly
14	Ambubag with mask adult	No	200000	Quarterly
15	Ambubag with mask child	no	200000	Quarterly
16	Cotton Bandages 10cm x 4.5 m	Doz	200000	Quarterly
17	Cotton Bandages 15 cm x 4.5 m	Doz	200000	Quarterly
18	Cotton bandages 7.5cm x 4.5 m	Doz	200000	Quarterly
19	Cotton gauze plain white 36' 100 yards 1.5 kg	Rolls	200000	Quarterly
20	Cotton wool absorbent 400 gms	Roll	200,000	Quarterly
21	Cotton wool 200gms.	Roll	200,000	Quarterly
22	Cotton Raytec gauze white 1.5 kgs	Roll	200,000	Quarterly
23	Crepe Bandages 10cm x 5m	Roll	200,000	Quarterly
24	Crepe Bandages 5cm x 5m	Roll	200,000	Quarterly
25	Crepe Bandages 15cm x 5m	Roll	200,000	Quarterly
26	Elastic Adhesive Porous 7.5cm x 45 m	Roll	200,000	Quarterly
27	Elastic Adhesive Porous 5cm x 4.5m	Roll	200,000	Quarterly

28	Elastic skin Adhesive Porous 7.5cm x 4.5m(Elastoplast)	Roll	200,000	Quarterly
29	Elastoplast antiseptic strips	Pkt	200,000	Quarterly
30	Endotracheal Tubes –Un Cuffed 5.0 mm	PCS	200,000	Quarterly
31	Endozymatic solution	lts	200,000	Quarterly

32	Endotracheal Tubes –UnCuffed 2.5	pcs	200,000	Quarterly
33	Endotracheal Tubes -UnCuffed 5.5 mm	PCS	200,000	Quarterly
34	Endotracheal Tubes -UnCuffed 3.5 mm	PCS	200,000	Quarterly
35	Endotracheal Tubes -UnCuffed 4.0 mm	PCS	200,000	Quarterly
36	Endotracheal Tubes -UnCuffed 4.5 mm	PCS	200,000	Quarterly
37	Endotracheal Tubes -Cuffed 6.0 mm	Pcs	200,000	Quarterly
38	Endotracheal Tubes- Cuffed 6.5 mm	Pcs	200,000	Quarterly
39	Endotracheal Tubes -Cuffed 5.0 mm	Pcs	200,000	Quarterly
40	Endotracheal Tubes-Cuffed 7.0 mm	Pcs	200,000	Quarterly
41	Endotracheal Tubes -Cuffed 75 mm	Pcs	200,000	Quarterly
42	Endotracheal Tubes -Cuffed 8.0mm	Pcs	200,000	Quarterly
43	Feeding tube size 5FG	NO.	200,000	Quarterly
44	Feeding Tube Size 4FG	NO.	200,000	Quarterly
45	Feeding Tube Size 6FG	NO.	200,000	Quarterly
46	Feeding Tube Size 8FG	NO.	200,000	Quarterly
47	Feeding Tube Size10 FG	NO.	200,000	Quarterly
48	Feeding Tube Size12 FG	NO.	200,000	Quarterly
49	Feeding Tube Size14 FG	NO.	200,000	Quarterly
50	Feeding Tube Size18 FG	Pcs	200,000	Quarterly
51	Foley Catheters 30ml 6FR	Pcs	200,000	Quarterly
52	Foley Catheters 30ml 8FR	Pcs	200,000	Quarterly



53	Foley Catheters 30ml 10FR	Pcs	200,000	Quarterly
54	Foley catheters 30ml 12FR	Pcs	200,000	Quarterly
55	Foley catheters 30ml 14 FR	Pcs.	200,000	Quarterly
56	Foley catheters 30ml 16 FR	PCS	200,000	Quarterly
57	Foley catheters 30ml 18 FR	Pcs	200,000	Quarterly
58	Foley catheters 30ml 20 FR	PCS	200,000	Quarterly
59	Foley catheters 30ml 22 FR	PCS	200,000	Quarterly
60	Gloves latex examination - Medium	Pairs	200,000	Quarterly
61	Gloves latex examination - small	Pairs	200,000	Quarterly
62	Gloves latex examination - large	Pairs	200,000	Quarterly
63	Gloves surgical, latex size 6.5	Pairs	200,000	Quarterly
64	Gloves surgical, latex size 7.5	Pairs	200,000	Quarterly

65	Gloves surgical latex size 8	pairs	200,000	Quarterly
66	Sterile surgical gloves size 8.5	Pairs	200,000	Quarterly
67	Gloves gynecological latex size 7.5	pairs	200,000	Quarterly
68	Cotton gauze swabs 3"x 3" sterile 8 ply -	pkt	200,000	Quarterly
69	Cotton gauze swabs 3"x 3" non sterile-	pkt	200,000	Quarterly
70	IV Cannular 18 G	Pcs	200,000	Quarterly
71	IV Cannular 20 G	Pcs	200,000	Quarterly
72	IV Cannular 22 G	Pcs	200,000	Quarterly
73	IV Cannular 24 G	Pcs	200,000	Quarterly
74	IV Cannular 16 G	Pcs	200,000	Quarterly
75	Infusion Sets with air inlet	Pcs	200,000	Quarterly
76	Insulin Syringes 29 G	Pcs	200,000	Quarterly
77	Maternity Pads	Pkts of 10	200,000	Quarterly
78	Non -woven adhesive tape	doz	200,000	Quarterly
79	Non -woven adhesive plaster	doz	200,000	Quarterly
80	Nylon 2/0 cutting Needle 40mm	Doz	200,000	Quarterly
81	Nylon 4/0 cutting Needle 40mm	Doz	200,000	Quarterly
82	Nylon No.1 RBN-63mm	Doz	200,000	Quarterly
83	Nylon 3/0 cutting Needle 30mm	Doz	200,000	Quarterly
84	Paraffin Gauze Dressings 10 cm*10cm	Pcks of 10	200,000	Quarterly

85	Orange sticks (applicator sticks)	Pack of 500	200,000	Quarterly
86	diapersAdult (absorbent material)	Pack of 10	200,000	Quarterly
87	diapers Child (absorbent material)	Pack of 10	200,000	Quarterly
88	Paraffin gauze 15x20cm	pkt	200,000	Quarterly
89	Plaster of Paris 10cm x 2.75 m Gypsona	Roll	200,000	Quarterly
90	Plaster of Paris 15cm x 2.75 m Gypsona	Roll	200,000	Quarterly
91	Plaster of Paris 20cm x 2.75M “	Roll	200,000	Quarterly
92	Polyglycolic Acid 2/0½ c,RBN35 mm	Doz	200,000	Quarterly
93	Polyglycolic Acid 2/0½ c,RBN40 mm	DOz	200,000	Quarterly
94	Polyglycolic Acid 2/0 ½C, CN 35 mm 1/3 circle	Doz	200,000	Quarterly
95	Polyglycolic Acid 2/01/2c,CN40mm 1/3 circle	Doz	200,000	Quarterly
96	Polyglycolic Acid 2 RBN ½C, 40 mm	DOZ	200,000	Quarterly

97	Polyglycolic Acid 2CN ½C, 40 mm	DOZ	200,000	Quarterly
98	Polyglycolic Acid 3/0 ½ C, RBN 40mm	Doz	200,000	Quarterly
99	Polyglycolic Acid No. 2 1/2c,CTN 45 MM	Doz	200,000	Quarterly
100	Polyglycolic Acid No 1 40mm RBN ½ c	dOZ	200,000	Quarterly
101	Polyglycolic Acid No. 2 1/2c,RBN 45 MM	DOZ	200,000	Quarterly
102	Polyglycolic Acid 3/0CTN 17 MM	DOZ	200,000	Quarterly
103	Polyglycolic Acid 3/0 RBN 17 MM	DOZ	200,000	Quarterly
104	Polyglycolic Acid 3/0CTN 20MM	DOZ	200,000	Quarterly
105	Polyglycolic Acid 3/0RBN 20 MM	DOZ	200,000	Quarterly

106	K – Y Jelly	Tube	200,000	Quarterly
107	Theatre head caps	Nos	200,000	Quarterly
108	Surgical Masks 3PLY	Nos	200,000	Quarterly
109	Silk No. 2RBN	doz	200,000	Quarterly
110	Stain remover (medical instrument)	lts	200,000	Quarterly
111	Airways Guedel	Nos	200,000	Quarterly
112	Infant o2 catheter	no	200,000	Quarterly
113	O2 Nasal Catheter	Nos	200,000	Quarterly
114	O2 Nasal Prongs peads	Nos	200,000	Quarterly
	O2 Nasal Prongs adult	Nos	200,000	Quarterly
115	Disposable needle G22	Pkt of 100	200,000	Quarterly
116	Disposable needle G18 landwell	Pcs	200,000	Quarterly
117	Disposable needle G23	Pkt of 100	200,000	Quarterly
118	Disposable needle G18 blunt needle with polythene catheter	Pcs	200,000	Quarterly
119	Disposable Needle G21	Pkt of 100	200,000	Quarterly
120	Disposable needle G19	Pcs	200,000	Quarterly
121	Solusets for blood(Haemaset)	Pcs	200,000	Quarterly
122	Solussets for fluid	Pcs	200,000	Quarterly
123	Suction catheter Size 8F G	NO	200,000	Quarterly
124	Suction Catheter Size 10FG	NO.	200,000	Quarterly
125	Suction catheter Size 12	NO.	200,000	Quarterly
126	Suction catheter Size 14	NO.	200,000	Quarterly
127	Suction catheter Size 16	NO.	200,000	Quarterly
128	Suction catheter Size 18	NO.	200,000	Quarterly

129	Surgical Blades carbon steel Size 23(pkt.of 100)	pkt	200,000	Quarterly
130	Surgical blades carbon steel size 15(pkt of 100)	pkts	200,000	Quarterly
131	Syringe 2ml23G Reuse Prevention (AD)Autodissable	Pcs	200,000	Quarterly
132	Syringe 5ml 21 G Reuse Prevention(AD) Auto dissable	Pcs	200,000	Quarterly
133	Syringe 10ml 21 G Reuse Prevention(AD) Auto dissable	Pcs	200,000	Quarterly
134	Syringe 10ml 21G -Standard	pcs	200,000	Quarterly

135	Syringe 60ml without needle with big nozzle	No	200,000	Quarterly
136	Syringe 20ml without Needle Disposable	Pcs	200,000	Quarterly
137	Zinc Oxide Strapping 7.5*4.5m.BPC roll	Roll	200,000	Quarterly
138	Zinc Oxide Strapping 10 cm*4.5m	Roll	200,000	Quarterly
139	Zinc Oxide Strapping 2.5cm x4.5m roll	Roll	200,000	Quarterly
140	Zinc Oxide Strapping 5cmx4.5m roll	Roll	200,000	Quarterly
141	Traction Kits, Adult	No's	200,000	Quarterly
142	Traction Kits, Child	No's	200,000	Quarterly
143	Urine Bags 2000mls with outlet	Pcs	200,000	Quarterly
144	Wooden Tongue Depressors	Pkts of 100	200,000	Quarterly
145	Safety Boxes	Pc	200,000	Quarterly
146	Colostomy Bags soft textured PVC material size 250mmx140mm	Pcs	200,000	Quarterly
147	Skin Grafting Blades	No.	200,000	Quarterly
148	Surgicell 5cmx7.5 cms	Doz	200,000	Quarterly
149	Bone Wax	Doz	200,000	Quarterly
150	Laryngoscope Bulbs	No.	200,000	Quarterly
151	Cutgut NO. 0 ½ RBN	Doz	200,000	Quarterly
152	Cutgut NO.2/0 RBN 40mm	Doz	200,000	Quarterly
153	Cutgut 2RBN 40mm	Doz	200,000	Quarterly
154	Cutgut 1RBN 40mm	Doz	200,000	Quarterly
155	Cutgut 2 CN 40mm	Doz	200,000	Quarterly
156	Cutgut 3/0RBN	Doz	200,000	Quarterly
157	Cord Clamps (Angel Touch)	No.	200,000	Quarterly
158	Baby Identity Bracelets	PKT of 100.	200,000	Quarterly
159	Bracelet identity adult	PKT of	200,000	Quarterly

		100		
160	Chest tube size 28	pcs	200,000	Quarterly
161	Chest tube size 24	Pcs	200,000	Quarterly

162	Chest tube size 10	Pcs	200,000	Quarterly
163	Chest tube size 32	pcs	200,000	Quarterly
164	Under water seal bottle with tubings (Plastic)	No	200,000	Quarterly
165	Scalp vein needles Size 23,24,25	Pcs	200,000	Quarterly
166	Lubricants (Johnsons + Johnson)	Ltrs	200,000	Quarterly
167	Clinical thermometers	Pcs	200,000	Quarterly
168	Suction tube silicon	Mtrs.	200,000	Quarterly
169	Condom Catheters	No	200,000	Quarterly
170	Orthopads (Gypsona Type) 4''	Roll	200,000	Quarterly
171	Orthopads (Gypsona Type) 6''	Roll	200,000	Quarterly
172	Orthopads (Gypsona Type) 8''	ROLL	200,000	Quarterly
173	Oxygen masks Adult	No	200,000	Quarterly
174	Oxygen masks paed	No	200,000	Quarterly
175	Stainman pin-20cm	No	200,000	Quarterly
176	Spinal needles G25 x89mm (0.5mm)	No	200,000	Quarterly
177	Spinal needle G 22 x89mm(0.70mm)	No	200,000	Quarterly
178	Portovac(Wound Drainage Btl)	No	200,000	Quarterly
179	Protective Eye Wear (orthopaedic)	Prs	200,000	Quarterly
180	Silicon oil 15 cc	Bottles	200,000	Quarterly
181	ECG Electrodes Adult	Pcs	200,000	Quarterly
182	ECG Electrodes Child	Pcs	200,000	Quarterly
183	Actiswabs	pkt	200,000	Quarterly
184	Propylene 4/0 CTN 22MM	DOZ	200,000	Quarterly
185	N95 Respiratory mask	Pcs.	200,000	Quarterly
186	Propylene 3/0 CTN 26MM	DOZ	200,000	Quarterly
187	Nelaton catheter	No	200,000	Quarterly
188	Alcohol disinfectant hand rub 120mls	bottles	200,000	Quarterly
189	Eye pads	Pack of 10	200,000	Quarterly
190	Silicon paed .O2 Masks	No	200,000	Quarterly
191	Silicon adult O2 Masks	no	200,000	Quarterly
192	Sterilizing plain closure bags	No	200,000	Quarterly
193	silicon suction tube	mtr	200,000	Quarterly
194	Sterilizing closure bags size 110mmx30mmx196mm	pkts of 50	200,000	Quarterly

195	Sterilizing closure bags size 125mmx50mmx257mm	pkts of 50	200,000	Quarterly
196	Sterilizing closure bags size 160mmx70x38mm	pkts of 50	200,000	Quarterly
197	Sterilizing closure bags size 200mmx60mmx335mm	pkts of 50	200,000	Quarterly
198	Tracheostomy tubes size 7.0	No	200,000	Quarterly
199	Tracheostomy tubes size 6.5	No	200,000	Quarterly
200	Tracheostomy tubes size 6.0	No	200,000	Quarterly
201	Tracheostomy tubes size 5.5	No	200,000	Quarterly
202	Tracheostomy tubes size 5.0	No	200,000	Quarterly
203	Tracheostomy tubes size 4.5	No	200,000	Quarterly
204	Tracheostomy tubes size 4.0	No	200,000	Quarterly
205	Tracheostomy tubes size 3.5	No	200,000	Quarterly
206	Micropore tape size 2.5cmx9.144m	Roll	200,000	Quarterly
207	Maternity cottonwool 200gm	rolls	200,000	Quarterly
208	Maternity pads heavy duty	pkts	200,000	Quarterly
213	Lugols iodine	500mls	200,000	Quarterly
214	0.05ml syringes solo-shot	pcs	200,000	Quarterly
215	0.5 syringes	pcs	200,000	Quarterly
216	Disposable speculums large	pcs	200,000	Quarterly
217	Disposable speculums medium	pcs	200,000	Quarterly
218	Surgical spirit	5litres	200,000	Quarterly
219	Rebreathing bags peads	pcs	200,000	Quarterly
220	Rebreathing bags adult	pcs	200,000	Quarterly
221	Elastoplast antiseptic strips water proof	pcs	200,000	Quarterly
222	KN95 MASKS	pcs	200,000	Quarterly
223	PPE Kits	pcs	200,000	Quarterly
224	Shoe covers	pcs	200,000	Quarterly
225	Gun Thermometres	pcs	200,000	Quarterly
226	Face shield	pcs	200,000	Quarterly
227	Theatre Gowns	pcs	200,000	Quarterly
228	Googles	pcs	200,000	Quarterly
229	Head covers	pcs	200,000	Quarterly
230	Surgical Facemasks	pcs	200,000	Quarterly

240	Clean Gloves	pcs	200,000	Quarterly
250	Sterile Gloves	pcs	200,000	Quarterly
251	Body Bags	pcs	200,000	Quarterly
252	Sodium hypochlorite jik 5l	jars	200,000	Quarterly

## Evaluation Criteria

### A. Mandatory requirements

- a) *Valid Tax Compliance Certificate*
- b) *Company Registration/incorporation certificate*
- c) *Physical Address for the company (attach copies of tenancy agreements or utility bills)*
- d) *Valid Single Business Permit for 2021*
- e) *Current CR 12/CR13 detailing Particulars of company /enterprise Directors/Owners*
- f) *A properly filled signed and stamped Confidential Business Questionnaire*

### **NB:**

1. All alterations if any must be countersigned by the bidder.
2. Failure to submit any of the above mandatory documents will lead to automatic disqualification and bidder shall not progress to technical evaluation stage

**B. Technical Requirements**

<b>No.</b>	<b>Technical Specifications/Requirements</b>	<b>Max Score</b>
1.	<b>EXPERIENCE</b> Proof of having undertaken jobs of a similar nature Attach 4 copies of relevant contracts/LPO.( 1lpo/contract 10marks)	40
2.	<b>PROOF OF FINANCIAL CAPABILITY</b> Certified by Bank statement (for the last six months) or Audited Account for (2017/2018 &2018/2019)	10
3.	Provide an undertake to provide items over the two-year period on a need basis and to replace any item(s) which have defects	15
4.	Delivery of genuine relevant product pictorials from the tenderer's firm	15
5.	<b>QUALIFICATION OF MANAGEMENT</b> Supervisor's years of experience in industry (attach copies of CV) – i. 5years - 20 marks ii. 4 years – 15 marks iii. 3years – 10 marks iv. less than 3 years – 0 marks	20
<i>Total</i>		100

**NB:**

**1-ONLY BIDDERS WHO ATTAIN A PASSMARK OF 70 MARKS WILL PROCEED TO THE FINANCIAL EVALUATION STAGE**



### **C. Financial evaluation**

FORMULA TO BE USED FOR FINANCIAL EVALUATION

$$E = \frac{A+C}{D}$$

The award shall be the lowest evaluated bidder at price E.

The market price of the procuring entity will be used to determine the price. The procuring unit shall consider the prices quoted +10% or -10% of the market price. The award shall be based within the range by taking the sum of the quotes and eventually the average.

Where ;

- A. =RANGE OF PRICES NOT EXCEEDING 10% ABOVE B**
- B. =IS THE MARKET PRICE**
- C. = RANGE OF PRICES NOT EXCEEDING 10% BELOW B**
- D. THE NUMBER OF BIDDERS BETWEEN A AND C**
- E. THE LOWEST EVALUATED PRICE**

## PRICE SCHEDULE FOR GOODS

**TENDER No.** TENDER NO.CGK/CHS/FWA/006/2021/2023

**TENDERER'S NAME ; FRAMEWORK CONTRACT FOR SUPPLY AND DELIVERY OF NON-PHARMACEUTICALS**

No	Product name	Unit issue	of	Price per Unit	Remarks
1	Blood Giving set	Pcs			
2	Abdominal gauze swabs	pcs			
3	Alcohol pre-injection swabs (pack of 100 or 200pcs)	pkt			
4	Alcohol disinfectant hand rub 500mls	btl			
5	Autoclave Tape 19mm x 50m	Rolls			
6	Autoclaving paper	PCS			
7	Air ways size 0	PCS			
8	Air ways size 00	PCS			
9	Air ways size 1	PCS			
10	Air ways size 2	PCS			
11	Air ways size 3	PCS			
12	Air ways size 4	PCS			
13	Ambubag with mask neonate	No			
14	Ambubag with mask adult	No			
15	Ambubag with mask child	no			
16	Cotton Bandages 10cm x 4.5 m	Doz			
17	Cotton Bandages 15 cm x 4.5 m	Doz			
18	Cotton bandages 7.5cm x 4.5 m	Doz			
19	Cotton gauze plain white 36' 100 yards 1.5 kg	Rolls			
20	Cotton wool absorbent 400 gms	Roll			
21	Cotton wool 200gms.	Roll			
22	Cotton Raytec gauze white 1.5 kgs	Roll			
23	Crepe Bandages 10cm x 5m	Roll			
24	Crepe Bandages 5cm x 5m	Roll			

25	Crepe Bandages 15cm x 5m	Roll		
26	Elastic Adhesive Porous 7.5cm x 45 m	Roll		
27	Elastic Adhesive Porous 5cm x 4.5m	Roll		
28	Elastic skin Adhesive Porous 7.5cm x 4.5m(Elastoplast)	Roll		
29	Elastoplast antiseptic strips	Pkt		
30	Endotracheal Tubes –Un Cuffed 5.0 mm	PCS		
31	Endozymatic solution	lts		
32	Endotracheal Tubes –UnCuffed 2.5	pcs		
33	Endotracheal Tubes -UnCuffed 5.5 mm	PCS		
34	Endotracheal Tubes -UnCuffed 3.5 mm	PCS		
35	Endotracheal Tubes -UnCuffed 4.0 mm	PCS		
36	Endotracheal Tubes -UnCuffed 4.5 mm	PCS		
37	Endotracheal Tubes -Cuffed 6.0 mm	Pcs		
38	Endotracheal Tubes- Cuffed 6.5 mm	Pcs		
39	Endotracheal Tubes -Cuffed 5.0 mm	Pcs		
40	Endotracheal Tubes-Cuffed 7.0 mm	Pcs		
41	Endotracheal Tubes -Cuffed 75 mm	Pcs		
42	Endotracheal Tubes -Cuffed 8.0mm	Pcs		
43	Feeding tube size 5FG	NO.		
44	Feeding Tube Size 4FG	NO.		
45	Feeding Tube Size 6FG	NO.		
46	Feeding Tube Size 8FG	NO.		
47	Feeding Tube Size10 FG	NO.		
48	Feeding Tube Size12 FG	NO.		

49	Feeding Tube Size14 FG	NO.		
50	Feeding Tube Size18 FG	Pcs		
51	Foley Catheters 30ml 6FR	Pcs		
52	Foley Catheters 30ml 8FR	Pcs		
53	Foley Catheters 30ml 10FR	Pcs		
54	Foley catheters 30ml 12FR	Pcs		

55	Foley catheters 30ml 14 FR	Pcs.		
56	Foley catheters 30ml 16 FR	PCS		
57	Foley catheters 30ml 18 FR	Pcs		
58	Foley catheters 30ml 20 FR	PCS		
59	Foley catheters 30ml 22 FR	PCS		
60	Gloves latex examination - Medium	Pairs		
61	Gloves latex examination - small	Pairs		
62	Gloves latex examination - large	Pairs		
63	Gloves surgical, latex size 6.5	Pairs		
64	Gloves surgical, latex size 7.5	Pairs		
65	Gloves surgical latex size 8	pairs		
66	Sterile surgical gloves size 8.5	Pairs		
67	Gloves gynecological latex size 7.5	pairs		
68	Cotton gauze swabs 3"x 3" sterile 8 ply -	pkt		
69	Cotton gauze swabs 3"x 3" non sterile-	pkt		
70	IV Cannular 18 G	Pcs		
71	IV Cannular 20 G	Pcs		
72	IV Cannular 22 G	Pcs		
73	IV Cannular 24 G	Pcs		
74	IV Cannular 16 G	Pcs		
75	Infusion Sets with air inlet	Pcs		
76	Insulin Syringes 29 G	Pcs		
77	Maternity Pads	Pkts of 10		
78	Non -woven adhesive tape	doz		
79	Non -woven adhesive plaster	doz		
80	Nylon 2/0 cutting Needle 40mm	Doz		
81	Nylon 4/0 cutting Needle 40mm	Doz		
82	Nylon No.1 RBN-63mm	Doz		

83	Nylon 3/0 cutting Needle 30mm	Doz		
84	Paraffin Gauze Dressings 10 cm*10cm	Pcks of 10		
85	Orange sticks (applicator sticks)	Pack of 500		
86	diapersAdult (absorbent material)	Pack of 10		
87	diapers Child (absorbent material)	Pack of 10		
88	Paraffin gauze 15x20cm	pkt		
89	Plaster of Paris 10cm x 2.75 m Gypsona	Roll		
90	Plaster of Paris 15cm x 2.75 m Gypsona	Roll		

91	Plaster of Paris 20cm x 2.75M “	Roll		
92	Polyglycolic Acid 2/0½ c,RBN35 mm	Doz		
93	Polyglycolic Acid 2/0½ c,RBN40 mm	DOz		
94	Polyglycolic Acid 2/0 ½C, CN 35 mm 1/3 circle	Doz		
95	Polyglycolic Acid 2/01/2c,CN40mm 1/3 circle	Doz		
96	Polyglycolic Acid 2 RBN ½C, 40 mm	DOZ		
97	Polyglycolic Acid 2CN ½C, 40 mm	DOZ		
98	Polyglycolic Acid 3/0 ½ C, RBN 40mm	Doz		
99	Polyglycolic Acid No. 2 1/2c,CTN 45 MM	Doz		
100	Polyglycolic Acid No 1 40mm RBN ½ c	dOZ		
101	Polyglycolic Acid No. 2 1/2c,RBN 45 MM	DOZ		
102	Polyglycolic Acid 3/0CTN 17 MM	DOZ		
103	Polyglycolic Acid 3/0 RBN 17 MM	DOZ		

104	Polyglycolic Acid 3/0CTN 20MM	DOZ		
105	Polyglycolic Acid 3/0RBN 20 MM	DOZ		
106	K – Y Jelly	Tube		
107	Theatre head caps	Nos		
108	Surgical Masks 3PLY	Nos		
109	Silk No. 2RBN	doz		
110	Stain remover (medical instrument)	Its		
111	Airways Guedel	Nos		
112	Infant o2 catheter	no		
113	O2 Nasal Catheter	Nos		
114	O2 Nasal Prongs peads	Nos		
	O2 Nasal Prongs adult	Nos		
115	Disposable needle G22	Pkt of 100		
116	Disposable needle G18 landwell	Pcs		
117	Disposable needle G23	Pkt of 100		
118	Disposable needle G18 blunt needle with polythene catheter	Pcs		

119	Disposable Needle G21	Pkt of 100		
120	Disposable needle G19	Pcs		
121	Solusets for blood(Haemaset)	Pcs		
122	Solussets for fluid	Pcs		
123	Suction catheter Size 8F G	NO		
124	Suction Catheter Size 10FG	NO.		
125	Suction catheter Size 12	NO.		
126	Suction catheter Size 14	NO.		
127	Suction catheter Size 16	NO.		
128	Suction catheter Size 18	NO.		
129	Surgical Blades carbon steel Size 23(pkt.of 100)	pkt		
130	Surgical blades carbon steel size 15(pkt of 100)	pkts		
131	Syringe 2ml23G Reuse Prevention (AD)Autodissable	Pcs		
132	Syringe 5ml 21 G Reuse Prevention(AD) Auto dissable	Pcs		

133	Syringe 10ml 21 G Reuse Prevention(AD) Auto dissable	Pcs		
134	Syringe 10ml 21G -Standard	pcs		
135	Syringe 60ml without needle with big nozzle	No		
136	Syringe 20ml without Needle Disposable	Pcs		
137	Zinc Oxide Strapping 7.5*4.5m.BPC roll	Roll		
138	Zinc Oxide Strapping10 cm*4.5m	Roll		
139	Zinc Oxide Strapping 2.5cm x4.5m roll	Roll		
140	Zinc Oxide Strapping 5cmx4.5m roll	Roll		
141	Traction Kits, Adult	No's		
142	Traction Kits, Child	No's		
143	Urine Bags 2000mls with outlet	Pcs		
144	Wooden Tongue Depressors	Pkts of 100		
145	Safety Boxes	Pc		
146	Colostomy Bags soft textured PVC material size 250mmx140mm	Pcs		
147	Skin Grafting Blades	No.		
148	Surgicell 5cmx7.5 cms	Doz		
149	Bone Wax	Doz		
150	Laryngoscope Bulbs	No.		

151	Cutgut NO. O ½ RBN	Doz		
152	Cutgut NO.2/0 RBN 40mm	Doz		
153	Cutgut 2RBN 40mm	Doz		
154	Cutgut 1RBN 40mm	Doz		
155	Cutgut 2 CN 40mm	Doz		
156	Cutgut 3/0RBN	Doz		
157	Cord Clamps (Angel Touch)	No.		
158	Baby Identity Bracelets	PKT of 100.		
159	Bracelet identity adult	PKT of 100		

160	Chest tube size 28	pcs		
161	Chest tube size 24	Pcs		
162	Chest tube size 10	Pcs		
163	Chest tube size 32	pcs		
164	Under water seal bottle with tubings (Plastic)	No		
165	Scalp vein needles Size 23,24,25	Pcs		
166	Lubricants (Johnsons + Johnson)	Ltrs		
167	Clinical thermometers	Pcs		
168	Suction tube silicon	Mtrs.		
169	Condom Catheters	No		
170	Orthopads (Gypsona Type) 4"	Roll		
171	Orthopads (Gypsona Type) 6"	Roll		
172	Orthopads (Gypsona Type) 8"	ROLL		
173	Oxygen masks Adult	No		
174	Oxygen masks paed	No		
175	Stainman pin-20cm	No		
176	Spinal needles G25 x89mm (0.5mm)	No		
177	Spinal needle G 22 x89mm(0.70mm)	No		
178	Portovac(Wound Drainage Btl)	No		
179	Protective Eye Wear (orthopaedic)	Prs		
180	Silicon oil 15 cc	Bottles		
181	ECG Electrodes Adult	Pcs		
182	ECG Electrodes Child	Pcs		
183	Actiswabs	pkt		
184	Propylene 4/0 CTN 22MM	DOZ		
185	N95 Respiratory mask	Pcs.		
186	Propylene 3/0 CTN 26MM	DOZ		
187	Nelaton catheter	No		
188	Alcohol disinfectant hand rub 120mls	bottles		
189	Eye pads	Pack of 10		
190	Silicon paed .O2 Masks	No		
191	Silicon adult O2 Masks	no		



192	Sterilizing plain closure bags	No		
193	silicon suction tube	mtr		
194	Sterilizing closure bags size 110mmx30mmx196mm	pkts of 50		
195	Sterilizing closure bags size 125mmx50mmx257mm	pkts of 50		
196	Sterilizing closure bags size 160mmx70x38mm	pkts of 50		
197	Sterilizing closure bags size 200mmx60mmx335mm	pkts of 50		
198	Tracheostomy tubes size 7.0	No		
199	Tracheostomy tubes size 6.5	No		
200	Tracheostomy tubes size 6.0	No		
201	Tracheostomy tubes size 5.5	No		
202	Tracheostomy tubes size 5.0	No		
203	Tracheostomy tubes size 4.5	No		
204	Tracheostomy tubes size 4.0	No		
205	Tracheostomy tubes size 3.5	No		
206	Micropore tape size 2.5cmx9.144m	Roll		
207	Maternity cottonwool 200gm	rolls		
208	Maternity pads heavy duty	pkts		
213	Lugols iodine	500mls		
214	0.05ml syringes solo-shot	pcs		
215	0.5 syringes	pcs		
216	Disposable speculums large	pcs		
217	Disposable speculums medium	pcs		
218	Surgical spirit	5litres		
219	Rebreathing bags peads	pcs		
220	Rebreathing bags adult	pcs		
221	Elastoplast antiseptic strips water proof	pcs		
222	KN95 MASKS	pcs		
223	PPE KIT	pcs		
224	Shoe covers	pcs		
225	Gun Thermometres	pcs		
226	Face shield	pcs		
227	Theatre Gowns	pcs		

228	Googles	pcs		
229	Head covers	pcs		
230	Surgical Facemasks	pcs		
240	Clean Gloves	pcs		
241	Sterile Gloves	pcs		
242	Body Bags	Pcs		

Signature of tenderer: \_\_\_\_\_

Address of tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

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

## SECTION VIII - STANDARD FORMS

### Notes on the sample Forms

1. Form of Tender - The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
3. Tender Security Form - When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
4. Contract Form - The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
5. Performance Security Form - The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
6. Bank Guarantee for Advance Payment Form - When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.
7. Manufacturers Authorization Form - When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

**8.1 FORM OF TENDER**

Date \_\_\_\_\_

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

To: Kiambu County Government

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda

Nos. .... *[insert numbers]*.the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and delivery of non-pharmaceuticals 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 supply and delivery of non-pharmaceuticals 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 County Government.

4. We agree to abide by this Tender for a period of Twenty Four (24) months 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 \_\_\_\_\_

## 8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business You are advised that it is a serious offence to give false information on this form

*Part 1 – General:*

Business Name

.....  
.....

Location of business premises.

.....

Plot No..... Street/Road

.....

Postal Address ..... Tel No. .... Fax

..... E mail .....

Nature of Business

.....  
.....

Registration Certificate No.

.....

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

.....

Name of your bankers ..... Branch

.....

**Part 2 (a) – Sole Proprietor**

Your name in full ..... Age

.....

Nationality ..... Country of origin

.....

Citizenship details

.....

.....

□

**Part 2 (b) Partnership**

Given details of partners as follows:

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
Shares		Citizenship Details
1.....		
2.....		
3.....		
4.....		
5.....		
Date .....		Signature of Candidate

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

**8.3 TENDER SECURITY FORM**

Whereas .....  
 (hereinafter called “the tenderer”) has submitted its tender dated ..... [*date of submission of tender*] for the supply, installation and commissioning of ..... [*name and/or description of the equipment*] (hereinafter called “the Tender”) ..... KNOW ALL PEOPLE by these presents that WE ..... of ..... having our registered office at ..... (hereinafter called “the Bank”), are bound unto ..... [*name of Procuring entity*] (hereinafter called “the Procuring entity”) in the sum of ..... for which

payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ .

THE CONDITIONS of this obligation are:-

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

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

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

*[signature of the bank]* \_\_\_\_\_  
(Amend accordingly if provided by Insurance Company)

#### 8.4 CONTRACT FORM

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ between ..... [*name of Procurement entity*] of ..... [*country of Procurement entity*] (hereinafter called “the Procuring entity) of the one part and ..... [*name of tenderer*] of ..... [*city and country of tenderer*] (hereinafter called “the tenderer”) of the other part;

WHEREAS the Procuring entity invited tenders for certain goods ] and has accepted a tender by the tenderer for the supply of those goods in the sum of ..... [*contract price in words and figures*] (hereinafter called “the Contract Price).



NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to:
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:
  - (a) the Tender Form and the Price Schedule submitted by the tenderer
  - (b) the Schedule of Requirements
  - (c) the Technical Specifications
  - (d) the General Conditions of Contract
  - (e) the Special Conditions of contract; and
  - (f) the Procuring entity's Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tender hereby covenants with the Procuring entity to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provisions of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_ the \_ (for the Procuring entity

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer in the presence of \_\_\_\_\_

**8.5 PERFORMANCE SECURITY FORM**

To: Kiambu County Government

WHEREAS ..... [*Name of tenderer*] (Hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. \_\_\_\_\_  
\_ [*Reference number of the contract*] dated \_\_\_ 20 \_\_\_\_\_ to supply  
..... [*Description of goods*]  
(Hereinafter called "the Contract").

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

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

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

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

**8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM**

To Kiambu County Government

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

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*[Name of bank or financial institution]*

---

*[Address]*

---

*[Date]*

**8.7 MANUFACTURER’S AUTHORIZATION FORM**

To Kiambu County Government

WHEREAS ..... [*name of the manufacturer*] who are established and reputable manufacturers of ..... [*Name and/or description of the goods*] having factories at ..... [*Address of factory*] do hereby authorize ..... [*Name and address of Agent*] to submit a tender, and subsequently negotiate and sign the Contract with you against tender No.

..... [*Reference of the Tender*] for the above goods manufactured by us.

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

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*[signature for and on behalf of manufacturer]*

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

## **8.8 LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

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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)*

\_\_\_\_\_

OFFICER

**8.9 FORM RB 1**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

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

**REQUEST FOR REVIEW**

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

- 1.
2. etc.

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

- 1.
2. etc

SIGNED .....(Applicant)

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

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**FOR OFFICIAL USE ONLY**

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

SIGNED  
Board Secretary