TENDER NAME: TENDER FOR COMPREHENSIVE MAINTENANCE OF UN-INTERRUPTED POWER SYSTEM (APC MGE GALAXY 5500)

REFERENCE NUMBER: SRC/OT/MUPC/AC/08/2019-2020

TENDER ADVERT DATE: 13th AUGUST, 2019
DEADLINE FOR SUBMISSION: ON OR BEFORE 26th AUGUST, 2019
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SECTION I - INVIATION TO TENDER
Date 13th August, 2019

TENDER NAME: TENDER FOR COMPREHENSIVE MAINTENANCE OF UN-INTERRUPTED POWER SYSTEM (APC MGE GALAXY 5500)

The Salaries and Remuneration Commission (SRC) was established under the Constitution of Kenya, 2010, with the mandate to set and regularly review the remuneration and benefits of all State Officers; and to advise the National and County Governments on the remuneration and benefits of all other Public Officers.

SRC invites sealed tenders from eligible bidders for the Tender for comprehensive maintenance of un-Interrupted power system (APC MGE GALAXY 5500).

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Interested eligible candidates may obtain bid document from SRC website www.src.go.ke or IFMIS tender portal http://www.tenders.go.ke at no cost. Bidders who download the tender document from the website may visit the Commission’s office during normal office working hours to have the tender registered or send an email to info@src.go.ke confirming participation. This is for the purpose of contacting the supplier in case of any clarifications.

The tender shall be valid for a period of 120 days from the day of opening.

Submission of Tender

Original and Copy of duly completed tender document shall be deposited in the tender box at Salaries & Remuneration Commission Offices, Williamson House, 6th Floor, along 4th Ngong Avenue, Nairobi or be addressed and posted to:

The Commission Secretary
Salaries and Remuneration Commission
P.O. Box 43126-00100
NAIROBI

So as to be received on or before 26th August, 2019 at 11:00 a.m. Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at the SRC’s meeting room.

Yours Sincerely
COMMISSION SECRETARY,
SALARIES AND REMUNERATION COMMISSION

Salaries & Remuneration Commission-SRC/OT/MUPC/AC/8/2019-2020
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 price to be charged for the tender document shall not exceed Kshs.1,000/=.

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 tenderer’s 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 non-responsive 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 tenderer’s eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.12.2 The documentary evidence of the tenderer’s 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 tenderer’s 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 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 as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Procuring entity.

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

2.14.8 The tender security may be forfeited:

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

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

(i) to sign the contract in accordance with paragraph 2.27 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 Procuring entity shall prepare two copies of the tender, clearly marking each “**ORIGINAL TENDER**” and “**COPY OF TENDER**,” as appropriate. In the event of any discrepancy between them, the original shall govern.

2.16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. 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 Procuring entity at the address given in the Invitation to Tender:

(b) Bear, tender number and name in the Invitation for Tenders and the words, “DO NOT OPEN BEFORE,” 26TH AUGUST, 2019 AT 11:00 A.M.

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”.

2.17.3 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 (26TH AUGUST, 2019 AT 11:00 A.M. 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 not later than the deadline for submission of tenders.

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

2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer’s forfeiture of its tender security, pursuant to paragraph 2.14.7.
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, at 26TH AUGUST, 2019 AT 11:00 A.M. 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 rate 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 15 days
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 2.30, 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 7 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

EVALUATION CRITERIA

The Commission will evaluate the tenders submitted before close date in four phases:

a. Mandatory Evaluation – Yes/No
b. Technical Capacity Evaluation – pass mark of 70 out of 100
c. Due Diligence
d. Firms scoring 70 marks out of addition of technical capacity and due Diligence will proceed to Financial Evaluation.
e. Financial Evaluation – Lowest cost evaluated bidder

A) Mandatory Evaluation Criteria

Bidders are required to ensure that they comply with the tender instructions on how to submit the bid document.

<table>
<thead>
<tr>
<th>No</th>
<th>Item Description</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A copy of certificate of incorporation or registration for the bidder.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>A copy of valid Trade License or Business Permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>A copy of PIN Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>A copy of a Valid Tax Compliance Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Copy of the CR12 for Limited Companies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Complete Declaration for Debarment. Dully filled, signed and stamped (see attached)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Complete Declaration for Corruption. Dully filled, signed and stamped (see attached)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Submit dully filled, signed and stamped Confidential Business Questionnaire form (see attached)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Must submit audited accounts for the three years (2015, 2016 &amp; 2017) with an annual turnover of Kes. 1,000,000.00 and above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>List any litigation history if any (see attached form to complete)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Submit two bid documents (Original and Copy) that must be serialized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Manufacturer’s authorization letter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Bidders must meet all the mandatory requirements to qualify for the technical stage.
### B) Technical Evaluation

<table>
<thead>
<tr>
<th>No</th>
<th>Item</th>
<th>Weight</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Give at least 3 customer references in respect to similar services offered; their contacts, attach copies of contracts or proof of contract. 0 Reference------0 Mark 1 Reference Letter----5 Marks 2 Reference Letter----10 Marks 3 Reference Letter----15 Marks</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Two (2) of trained engineers/technicians in the field of centralized uninterrupted power system (CUPS) maintenance support who are qualified technicians/engineers with proven knowledge on APC's models to repairs and maintain. 0 Trained Engineers/technician------0 Mark 1 Trained Engineers/Technicians----5 Marks 2 Trained Engineers/Technician------10 Marks</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Two (2) of technical staff available for service and support. 0 Technical Staff-------0 mark 1 Technical Staff------5 Marks 2 Technical Staff------10 Marks</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Attach copies of staff certification on service and support of the equipment. Attach their signed testimonials and relevant professional certificates 0 Signed Certificate---------0 mark 1 Signed Certificate---------5 Marks 2 Signed Certificate---------10 Marks 3 Signed Certificates --------15 Marks</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Must attached a comprehensive list of spare parts for 100KVA centralized UPS model (APC Galaxy 5500)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Propose the methodology to adopt in ensuring a minimal interruption of service target of 99.9% is achieved</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>90</td>
<td></td>
</tr>
</tbody>
</table>

Note: The pass mark to proceed to the next phase of evaluation will be 70%.
C) Financial Evaluation

This will include the following:-
  a) Confirmation and considering price schedule duly completed and signed
  b) Conducting a financial comparison
  c) Correction of arithmetical errors
  d) Lowest evaluated bidder shall be considered for award

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

<table>
<thead>
<tr>
<th>INSTRUCTIONS TO TENDERERS REFERENCE</th>
<th>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS</th>
</tr>
</thead>
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<tr>
<td>2.1.1</td>
<td>All eligible bidders invited through open tender.</td>
</tr>
<tr>
<td>2.3.2</td>
<td>Document can be downloaded free of charge.</td>
</tr>
<tr>
<td>2.5</td>
<td>For any clarification on this tender, please write to:</td>
</tr>
<tr>
<td></td>
<td><strong>The Commission Secretary</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Salaries and Remuneration Commission</strong></td>
</tr>
<tr>
<td></td>
<td><strong>P.O. Box 43126-00100</strong></td>
</tr>
<tr>
<td></td>
<td><strong>NAIROBI</strong></td>
</tr>
<tr>
<td></td>
<td><strong><a href="mailto:info@src.go.ke">info@src.go.ke</a></strong></td>
</tr>
<tr>
<td></td>
<td><strong>At least seven (7) days before the closing date</strong></td>
</tr>
<tr>
<td>2.11</td>
<td>Currency (Kenya Shillings Only)</td>
</tr>
<tr>
<td>2.14</td>
<td>N/A</td>
</tr>
<tr>
<td>2.18</td>
<td>26th August 2019, at 11:00 a.m.</td>
</tr>
<tr>
<td>2.30.1</td>
<td>N/A</td>
</tr>
<tr>
<td>2.15</td>
<td>The bid shall be valid for 120 days from the date of opening</td>
</tr>
<tr>
<td>2.18</td>
<td>Tender shall be closed on <strong>26th August, 2019 at 11.00 A.M.</strong></td>
</tr>
<tr>
<td></td>
<td>Bulky tenders which will not fit in the tender box shall be delivered and received at the Procurement Department and recorded in the Tender Receiving Register, which should be signed by both the tenderers’ representative and the Staff receiving the document.</td>
</tr>
<tr>
<td>2.20</td>
<td>Tender shall be opened on <strong>26th August, 2019 at 11.00 A.M</strong> at SRC’s meeting room on the 6th floor.</td>
</tr>
</tbody>
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### SECTION III: GENERAL CONDITIONS OF CONTRACT

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<td>Inspection and Tests</td>
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<td>3.10</td>
<td>Delivery and documents</td>
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<tr>
<td>3.11</td>
<td>Insurance</td>
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<td>3.12</td>
<td>Payment</td>
<td>27</td>
</tr>
<tr>
<td>3.13</td>
<td>Price</td>
<td>28</td>
</tr>
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<td>3.20</td>
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<td>29</td>
</tr>
</tbody>
</table>
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, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

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

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

3.13.4 Price variation 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

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

<table>
<thead>
<tr>
<th>GCC REFERENCE</th>
<th>SPECIAL CONDITIONS OF CONTRACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.13</td>
<td>No variation or modification to terms of the contract shall be made except by written amendments signed by both parties. No contract variation for contract not exceeding one year.</td>
</tr>
<tr>
<td>3.18</td>
<td>Any dispute shall be resolved through direct informal negotiation and incase that fail, then the dispute shall be referred to formal dispute mechanisms as specified in the contract agreement.</td>
</tr>
<tr>
<td>3.19</td>
<td>Laws of Kenya and language of contract shall be English</td>
</tr>
</tbody>
</table>

The Commission Secretary
Salaries and Remuneration Commission
P.O. Box 43126-00100
NAIROBI.
(Williamson House 6th Floor, along 4th Ngong Avenue)
Email: info@src.go.ke

3.7 N/A
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.
5.2 PARTICULARS

COMPREHENSIVE MAINTENANCE OF UN-INTERRUPTIBLE POWER SYSTEM (APC MGE GALAXY 5500) AT THE SALARIES AND REMUNERATION COMMISSION.

Background
The Commission is implementing the supportive services and therefore needs to engage a local firm to maintain centralised Uninterrupted power system equipment and a certified service partner for the provision of maintenance for APC Galaxy 5500 model of UPS equipment installed in SRC office at Williamson House with an output capacity of 100 kva.

Objective
The objective of engaging a Service Partner for centralised Uninterrupted power system equipment at the SRC office is to provide equipment curative and preventive maintenance support services to ensure equipment functionality and minimize downtime that would occur in the event of equipment failure. The service provider will provide necessary support services, to answer questions and to assist SRC in resolving problems related to the equipment installed at the SRC.

Description of Services
1. Scope of Work
The work involves quarterly inspection and comprehensive maintenance of the one (1) Un-interruptible Power Supply Units (UPS). This shall include replacement of parts at no additional cost to the Commission. All replacement parts shall be new and of the type and make of the UPS being serviced/repaired. For this matter, the tenderer shall confirm availability of spare parts for the variety of UPS he/she offers to provide maintenance service under this tender. Failure to provide spare parts after the award of the contract shall lead to termination of the contract with penalties. The scope of work shall therefore be comprehensive including but not limited to the following:
   a. Fault diagnosis
   b. Cleaning and removal of dust internally
   c. Check, rectify or replace all defective electronics cards and modules (to be charged at a prevailing market rate).
   d. Check, rectify or replace all defective cables and cable connections (to be charged at a prevailing market rate)
   e. Check, rectify or replace all deteriorated power components e.g. resistors capacitors, thyristors, diodes etc. defective
cables and cable connections (to be charged at a prevailing market rate)
f. Check, clean, adjust or replace as necessary all defective overload relays, control circuit boards, contactors and circuit breakers etc.
g. Check, rectify, lubricate or replace all defective cooling fans (to be charged at a prevailing market rate)
h. Calibrate output voltages and frequency to maintain them within recommended tolerances
i. Check battery voltages and provide specifications for replacement of defective batteries to be procured by the client and installation by the service provider.
j. Take delivery of new batteries procured by the client, check and install in the UPS to replace the old ones.
k. Prepare a comprehensive report on every quarterly service and keep an updated logbook. The logbook will be the property of the client.
l. Provide a guaranteed 3-hour emergency response time at Salaries and Remuneration commission

2. Commencement Date
The commencement date for the contract with the successful bidder shall be the specified at the time of signing the contract.

3. Contract Period
The Contract with the successful bidder shall be for a period of two (2) years.

4. The Site of Works
The sites of work shall be at the Salaries and Remuneration Commission office Williamson House Nairobi 5th floor.

5. Schedule of Equipment
The schedule of equipment for the contract to be entered into with the successful bidder shall be for centralised uninterruptible Power Supply System units at Salaries Commission.

6. Payment Procedures
Payment to the successful bidder shall be made quarterly for work done on the basis of an invoice and signed job card for the completed service. Job cards shall contain details of work done while invoices shall be for the value
of work done in accordance with the contract signed with the successful bidder. Job cards shall be signed by the SRC’s Head of ICT immediately after completion of each service before being forwarded for payment processing.

7. LIST OF THE UN-INTERRUPTIBLE POWER SUPPLY (UPS) SYSTEMS AT THE SRC Office

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CAPACITY KVA</th>
<th>MAKE AND SERIAL NUMBER</th>
<th>NO. OF PHASES (Output)</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAD OFFICE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5th Floor</td>
<td>100</td>
<td>APA Galaxy 5500</td>
<td>Three phase Nominal</td>
<td></td>
</tr>
</tbody>
</table>

Price Schedule for Services

<table>
<thead>
<tr>
<th>No.</th>
<th>Service Description</th>
<th>Unit of issue</th>
<th>Qty</th>
<th>Quarterly Unit Cost Inclusive of VAT</th>
<th>Annual Total Cost Inclusive of VAT</th>
<th>Total cost inclusive of VAT for the two years</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Provision of maintenance for APC Galaxy 5500 model</td>
<td>Pc</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of bidder................................................Signature of the tenderer........ Signature of tenderer ..........................................................

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: ____________________

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. ……………………………….
   the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and
   commission (………………………………………… (insert equipment description) in conformity with the said tender documents for the sum of
   ……………………………………………………………………………………………………………………………. (total tender amount in words and figures) or such other sums as may be ascertained in accordance with the
   Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and
   commission the equipment in accordance with the delivery schedule specified in
   the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a
   sum of equivalent to ______________ percent of the Contract Price for the
   due performance of the Contract, in the form prescribed by ……………….
   (Procuring entity).

4. We agree to abid 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 __________________________
8.2 SELF DECLARATION FORM (CORRUPTION)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

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

I/We .............................................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
8.3 **DECLARATION FORM**

Bidders are required to sign the declaration below:

The company is not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing. The company or its directors have not been debarred from participating in public procurements or ineligible on account of corruption or fraudulent practices. The Products being offered in this tender is not in breach of any laws whatsoever. Finally, the company has the necessary qualifications, capability, experience, resources, equipment and facilities to provide what is being procured in this invitation to tender”

Signed by: ______________________  Position: ________________

Stamped:

Date:____________________________
### CONFIDENTIAL BUSINESS QUESTIONNAIRE

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.

<table>
<thead>
<tr>
<th>Part 1 General</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Name</strong></td>
</tr>
<tr>
<td><strong>Location of Business Premises</strong></td>
</tr>
<tr>
<td><strong>Plot No,</strong></td>
</tr>
<tr>
<td><strong>Postal address</strong></td>
</tr>
<tr>
<td><strong>Nature of Business</strong></td>
</tr>
<tr>
<td><strong>Registration Certificate No.</strong></td>
</tr>
<tr>
<td><strong>Maximum value of business which you can handle at any one time – Kshs.</strong></td>
</tr>
<tr>
<td><strong>Name of your bankers</strong></td>
</tr>
<tr>
<td><strong>Branch</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 2 (a) – Sole Proprietor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Your name in full</strong></td>
</tr>
<tr>
<td><strong>Age</strong></td>
</tr>
<tr>
<td><strong>Nationality</strong></td>
</tr>
<tr>
<td><strong>Citizenship details</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 2 (b) – Partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Given details of partners as follows</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
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<tr>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 2 (c) – Registered Company</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Private or Public</strong></td>
</tr>
<tr>
<td><strong>State the nominal and issued capital of company</strong></td>
</tr>
<tr>
<td><strong>Nominal Kshs.</strong></td>
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<tr>
<td><strong>Issued Kshs.</strong></td>
</tr>
<tr>
<td><strong>Given details of all directors as follows</strong></td>
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<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
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<tr>
<td>4.</td>
</tr>
</tbody>
</table>

Date..........................Signature of Candidate..........................
## 8.5 LITIGATION HISTORY

### Name of Applicant or partner of a joint venture

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

<table>
<thead>
<tr>
<th>Year</th>
<th>Award FOR or AGAINST Applicant</th>
<th>Name of client, cause of litigation, and matter in dispute</th>
<th>Disputed amount (current value Ksz.)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
Whereas ........................................... [name of the tenderer] 
(hereinafter called “the tenderer”) has submitted its tender dated ...............
[date of submission of tender] for the supply, installation and
commissioning of ..................................[name and/or description of the equipment] 
(hereinafter called “the Tender”) ........................................... KNOW ALL
PEOPLE by these presents that WE ........................................... of ...........................................
having our registered office at ...................... (hereinafter called “the Bank”),
are bound unto ........................... [name of Procuring entity] (hereinafter called “the
Procuring entity”) in the sum of ............................. for which payment well
and truly to be made to the said Procuring entity, the Bank binds itself, its
successors, and assigns by these presents. Sealed with the Common Seal of
the said Bank this .............................. day of ............................. 20 .........

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

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

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

[signature of the bank] ...........................................
(Amend accordingly if provided by Insurance Company)
8.7 CONTRACT FORM

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings
as are respectively assigned to them in the Conditions of Contract referred to:

2. The following documents shall be deemed to form and be read and
construed as part of this Agreement viz:
(a) the Tender Form and the Price Schedule submitted by the tenderer
(b) the Schedule of Requirements
(c ) the Technical Specifications
(d) the General Conditions of Contract
(e) the Special Conditions of contract; and
(f) the Procuring entity’s Notification of Award

3. In consideration of the payments to be made by the Procuring entity to
the tenderer as hereinafter mentioned, the tender hereby covenants with the
Procuring entity to provide the goods and to remedy defects therein in
conformity in all respects with the provisions of the Contract

4. The Procuring entity hereby covenants to pay the tenderer in
consideration of the provisions of the goods and the remedying of defects
therein, the Contract Price or such other sum as may become payable under the
provisions of the Contract at the times and in the manner prescribed by the
contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be
executed in accordance with their respective laws the day and year first above
written.
Signed, sealed, delivered by __________ the ___________ (for the Procuring
entity

Signed, sealed, delivered by __________ the ___________ (for the tenderer in
the presence of __________________________

(Amend accordingly if provided by Insurance Company)
8.8 PERFORMANCE SECURITY FORM

To ………………………………………...

[name of Procuring entity]

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

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

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

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

This guarantee is valid until the ______ day of _______ 20 _______

Signed and seal of the Guarantors

_____________________________________________________________________

[name of bank or financial institution]

_____________________________________________________________________

[address]

_____________________________________________________________________

[date]
8.9 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]
9.0 LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To:____________________

____________________

____________________

____________________

RE: Tender No._______________

Tender Name_______________

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

________________________________________________________________________________________

1. Please acknowledge receipt of this letter of notification signifying your acceptance.

2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.

3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS)__________________________________________________________

________________________________________________________________________________________

SIGNED FOR ACCOUNTING OFFICER
9.1 FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN
........................................APPLICANT

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

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

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

1.

2.

etc.

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

1.

2.

etc

SIGNED .................(Applicant)
Dated on.............day of .............../...20...

FOR OFFICIAL USE ONLY
Lodged with the Secretary Public Procurement Administrative Review Board on ............ day of ............20............

SIGNED
Board Secretary