



**ORIGINAL**

**KENYATTA NATIONAL HOSPITAL**

**TENDER**

**FOR**

**PROCUREMENT OF SERVICES TO CARRY OUT ENERGY ON  
INVESTMENT GRADE AUDIT**

**TENDER NO: KNH/T/80/2018-2019**



**COPY**

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**SECTION I INVITATION TO TENDER**

**TENDER REF NO: KNH/T/80/2018-2019**

**TENDER NAME: Procurement of Services to Carry Out Energy on Investment Grade Audit**

Kenyatta National Hospital invites sealed tenders from eligible candidates for **Procurement of services to carry out energy on investment grade audit**

Interested eligible candidates may obtain further information and inspect the Tender Documents at the Supply Chain Management Department Room No.6, Administration Block from **Monday to Friday** between **9:00am to 4:00pm**. Tender documents with detailed Specifications and Conditions can be downloaded free of charge from the KNH Website ([www.knh.or.ke](http://www.knh.or.ke)), Public Procurement Information Portal (<http://tenders.go.ke>) or <https://supplier.treasury.go.ke>, IFMIS Portal. hard copies can be obtained from the office of the **Deputy Director, Supply Chain Management** located at the Hospital's Main Administration Block Room 6 from **Monday to Friday** between **9.00 a.m. to 4.00 p.m.** upon payment of a non-refundable fee of **Kshs.1,000.00** per tender document via **Mpesa paybill No.626088, Account Number –Name of Supplier** and obtain an official receipt from Cash Office ( Administration Block) or bankers Cheque made payable to Kenyatta National Hospital.

Bidders who choose to download the tender documents from the website free of charge should immediately email their name and contact details (cellphone number, email, and company name) to: [procurementknh@gmail.com](mailto:procurementknh@gmail.com) for records and communication of any tender clarifications and addenda.

Completed tender documents must be returned as specified in the tender document and deposited in the Tender Box situated at the **Kenyatta National Hospital Administration Block, Supply Chain Department entrance on or before at 14/11/2018 at 10.00am** and be addressed to:

**The Chief Executive Officer  
Kenyatta National Hospital  
P.O Box 20723-00202  
Nairobi.**

**So as to be received on or before 14/11/2018 at 10.00am.**

**FOR: CHIEF EXECUTIVE OFFICER**

## SECTION II - INSTRUCTIONS TO TENDERERS

### Eligible tenderers

This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.

The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 59 of the 2015 Act.

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 services under this Invitation for tenders.

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

### Cost of tendering

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

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

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

### Contents of tender documents

The tender document comprises of the documents listed below and addenda issued in accordance with clause 5 of these instructions to tenders

- i) Instructions to tenderers
- ii) General Conditions of Contract
- iii) Special Conditions of Contract
- iv) Schedule of Requirements
- v) Technical Specifications
- vi) Form of tender
- vii) Price schedules
- viii) Contract form
- ix) Confidential business questionnaire form
- x) Tender security form
- xi) Integrity Declaration

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

#### Clarification of Documents

A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no 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 who have received the tender documents"

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

#### Amendment of documents

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

All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

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

#### Language of tender

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

#### Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

- (a) A Tender Form and a Price Schedule completed in accordance with 2.8,2. 9, 2.10 below.
- (b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished is in accordance with Clause 2.12
- (d) Confidential business questionnaire

## Form of Tender

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

## Tender Prices

The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:

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

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

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

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

## 2.10 Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers

### Tenderers Eligibility and Qualifications.

Pursuant to Clause 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.

The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

## Tender Security

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

The tender security shall be in the amount of **Kshs.150,000/=**.

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 2.12.8

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

- a) A bank guarantee.
- b) Such insurance guarantee approved by the Public Procurement Oversight Authority.
- c) Letter of credit

Any tender not secured in accordance with paragraph 2.12.1 and 2.12.4 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20

Unsuccessful tenderer's 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.

The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.26, and furnishing the performance security, pursuant to paragraph 2.27.

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 2.26

or

- (ii) to furnish performance security in accordance with paragraph 2.27

- (c) If the tenderer rejects, correction of an error in the tender.

#### Validity of Tenders

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

In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.



### Format and Signing of Tender

The 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.

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

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

### Sealing and Marking of Tenders

The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as “ORIGINAL“ and “COPY“ The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall:

- (a) be addressed to the Procuring entity at the address given in the invitation to tender
- (b) bear, tender number and name in the invitation to tender and the words: “DO NOT OPEN BEFORE 14<sup>TH</sup> NOVEMBER,2018.

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

If the outer envelope is not sealed and marked as required by paragraph 2.15.1, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

### Deadline for Submission of Tenders

Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.1 no later than 14<sup>th</sup> November , 2018 AT 10.00 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 2.5, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

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

## Modification and withdrawal of tenders

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

The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.8.

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

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

## 2.18 Opening of Tenders

The Hospital will open all tenders in the presence of tenderers' representatives who choose to attend, on **14/11/2018 at 10.00am** at entrance of Main Administration Block ground floor.

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

The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

## Clarification of tenders

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

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

## Preliminary Examination and Responsiveness

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

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

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

Prior to the detailed evaluation, pursuant to paragraph 22, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

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

### 2.21 Conversion to a single currency

2.21.1 Where other currencies are used, the procuring entity will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

Evaluation and comparison of tenders.

The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

- (a) operational plan proposed in the tender;
- (b) deviations in payment schedule from that specified in the Special Conditions of Contract;

Pursuant to paragraph 22.3 the following evaluation methods will be applied:

*(a) Operational Plan.*

The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

*(b) Deviation in payment schedule.*

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

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

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

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

Contacting the procuring entity

Subject to paragraph 2.19, no tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

Any effort by a tenderer to influence the procuring entity in its decisions on tender evaluation, tender comparison or contract award may result in the rejection of the tenderers tender.

2.24 Award of Contract

a) Post qualification

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

The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications

submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Procuring entity deems necessary and appropriate.

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

b) Award Criteria

Subject to paragraph 2.22 the Procuring entity will award the contract to the successful tenderer 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.

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. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

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

Notification of award

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

The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.26. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 27, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

Signing of Contract

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

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

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.

## Performance Security

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

Failure of the successful tenderer to comply with the requirement of paragraph 2.26 or paragraph 2.27.1 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 or call for new tenders.

## Corrupt or Fraudulent Practices

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

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

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

APPENDIX TO INSTRUCTIONS TO THE TENDERERS

**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.

<b>INSTRUCTIONS TO TENDERERS REFERENCE</b>	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
2.1.1	Tender is open to all bidders eligible for Procurement of consultancy services to carry out Energy on investment Grade Audit
2.1.4	Tenderer to provide a declaration on oath that neither the company nor the directors are subject to investigation or litigation on corruption and/or fraudulent practices. The Declaration must be signed by Commissioner of Oaths / Magistrate
2.3.2	A complete set of tender document can be obtained from the office of the <b>DD, Supply Chain Management</b> located at the Hospital's Main Administration <b>Block Room 6</b> from <b>Monday to Friday</b> between <b>9.00 a.m. to 4.00 p.m.</b> upon payment of a non-refundable fee of <b>Kshs. 1,000.00</b> per document in the form of Bankers Cheque, Money order payable to Kenyatta National Hospital or <b>Mpesa paybill No.626088, Account Number –Name of Supplier</b> and obtain an official receipt from Cash Office. Alternatively tender documents with detailed specifications and all conditions are obtainable from the KNH Website , ( <a href="http://www.knh.or.ke">www.knh.or.ke</a> ) , Public Procurement Information Portal ( <a href="http://tenders.go.ke">http://tenders.go.ke</a> ) or <a href="https://supplier.treasury.go.ke">https://supplier.treasury.go.ke</a> , IFMIS portal free of charge. Bidders are required to download the tender documents from the said websites and immediately email their names and contact details ( cell phone number, email address and company name to <a href="mailto:procurement@knh.or.ke">procurement@knh.or.ke</a> or <a href="mailto:procurementknh@gmail.com">procurementknh@gmail.com</a> for records and communication of any tender clarifications and addenda.
2.5.1	Kenyatta National Hospital shall only send to all prospective tenderers that have received the tender document, written copies of responses to the queries relevant to the bid document or specifications that necessitate additional information for the clarification of the documents.

2.12	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; <ol style="list-style-type: none"> <li>1. Registered offices and evidence of business premises.</li> <li>2. A valid Tax compliance certificate which will be verified by KRA TCC checker</li> <li>3. Evidence that tenderer has the legal capacity to enter into a contract for the procurement;</li> <li>4. Evidence that the tenderer 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;</li> <li>5. The person is not debarred from participating in procurement t proceedings</li> </ol>
2.13.3	Details required as per this clause shall form part of the technical mandatory evaluation criteria. Bidders must fully satisfy this clause
2.14.1	Tender Security shall be denominated in Kenya Shillings and Shall be in: <ol style="list-style-type: none"> <li>a) A bank guarantee</li> <li>b) Such insurance guarantee approved by the Authority</li> </ol>
2.14.2	The tender security to be provided will be Kenya Shillings One Hundred and fifty Thousand (KES. 150,000) and shall be in forms prescribed in 2.14.1
2.15	Tenders shall remain valid for 120 days from the deadline date of submission of tender.
2.18.1	The day, date and time of closing the tender will be <b>14/11/2018</b> at 10.00am East African Time
2.19.2	Any withdrawal notice shall NOT be sent by cable or telex but may be sent by email
2.20.1	Tender will be opened on <b>14/11/2018</b> at 10.00am East African Time
2.21.1	The request for clarification and the response shall be in writing though the:- Chief Executive Officer Kenyatta National Hospital P. O Box 20723 – 00202 Nairobi
2.24.7	Preference is not applicable in this tender



## 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

<b>INSTRUCTIONS TO TENDERERS REFERENCE</b>	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
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- |        |  |
|--------|--|
| 2.18.3 | <b>Bulky Tenders</b><br>Bulky tenders, which will not fit in the tender box, shall be received by the Hospital on the closing day between 8.30 and 9.45 and put in the cartons placed next to the tender box.  |
| 2.14.1 | <b>Tender Security</b><br>Tender security shall be in the amount of Kshs.50,000/=<br>The security shall be in form of a bank draft or bank guarantee issued by a reputable bank located in Kenya or Insurance Company approved by PPOA as provided in the format in the tender document and shall be in Kenya shillings. |
| 2.25.1 | <b>Preference</b><br>The Hospital shall not allow preference in the evaluation of tenders  |

## SECTION VII EVALUATION CRITERIA

### STAGE 1: Preliminary Examination of Tender

Proof of supply of the following documents.

- (1) Submission of two Tender documents securely bound (Spiral or book) and clearly marked (original and (copy) by the tenderer. No loose documents will be accepted.
- (2) All pages of both (Original & Copy) documents **Must** be **Sequentially Serialized** by the tenderer.
- (3) Tender form duly completed, signed and stamped.
- (4) Confidential Business questionnaire duly completed, signed and stamped including declaration of conflict of interest and declaration that tenderer is not debarred from participating in procurement proceedings
- (5) Copy of Valid Tax Compliance Certificate/exemption certificate
- (6) Certificate of Incorporation/evidence of registration whichever is applicable
- (7) Original Bid bond of at least Kshs.50, 000/= valid for a period of 150 days from date of tender opening.
- (8) True copies of valid certified energy Auditor/Manager Certificate or equivalent certifications.
- (9) Valid Energy Regulatory Commission (ERC) license to conduct Investment Grade Audits.
- (10) Curriculum Vitae for the Lead Energy Auditor.

**Documentary evidence in form of copies must be provided for the requirements stated above. 100% compliance will be required to proceed to next evaluation stage. Failure to provide ANY of the requirements leads to disqualification**

### Stage 2: Technical Evaluation

Item No	Description	criteria	Maximum Score
1	Experience in provision of consultancy services for successful Energy Audit in facilities with a minimum connected load of 2MVA in last 5 years.	At least 3 assignments: <b>15 points</b> 2 assignments: <b>10 points</b> 1 assignment: <b>5 points</b>	15
2	Approach, strategies and methodology to ensure Operationalization of the Energy Management System.	<ul style="list-style-type: none"> <li>• Appropriateness of Approach and Methodology in responding to the TOR: <b>20 points</b></li> <li>• Understanding of and conformity to the terms of reference provided in the tender document and the Energy Management Regulations, 2012: <b>10 points</b></li> <li>• Work Plan: <b>10 points</b></li> <li>• Additional suggestions and proposals on the TOR and the</li> </ul>	45

Item No	Description	criteria	Maximum Score
		assignment: <b>5 points</b>	
3	Qualifications and experience of the key staff for the assignment	<ul style="list-style-type: none"> <li>• LEAD Auditor - Professional Energy Auditor,</li> <li>• Registered as a Professional Engineer (EBK) with at least 5 years' experience: <b>15 points</b></li> </ul> <p>Project Electrical Engineer – Registered electrical engineer (EBK) ERC class A license with at least 5 years post registration experience: <b>10 points</b></p> <p>Project Mechanical Engineer – Registered mechanical engineer (EBK) with at least 5 years post registration experience: <b>10 points</b></p> <p>Electrical Engineering Technician ERC Licensed 5 points</p>	
<b>Total(s)</b>			<b>100</b>

### **Stage 3 - Financial Evaluation will**

#### **involve the following**

#### **(a). Determination of evaluated price for each bid using the Following**

- i) There will be no corrections of arithmetic errors as per Public Procurement & Assets Disposal Act 2015 Section 82.
- ii) Conversion of all tender to same currency using a uniform exchange rate prevailing at the closing date of the Tender
- iii) Application of any discount offered on the tender
- iv) Establish if items quoted for are within prevailing market rates from the known retail outlets & Public Procurement Regulatory t Authority price index. A written undertaking that the prices shall remain valid for 12 months from date of contract in line with the Public Procurement and Asset Disposal Act 2015 section 139(3)

#### **(b) Ranking of Tenders according to their evaluated prices**

All documents indicated above and all other technical documents required to qualify for the tender participation should be submitted together with the bid on or before the closing date. Any bid not accompanied by the documents shall be rejected as non responsive

## SECTION VIII

### **SCHEDULE OF REQUIREMENTS**

Service delivery under this contract will commence on the signing of the contract

## **SECTION V - TECHNICAL SPECIFICATIONS**

### **General**

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

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

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

The tenderers are requested to present information along with their offers as follows:

- (i) Shortest possible delivery period of each product
- (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

### **5.2 PARTICULARS**

The specifications for the items are as indicated in the price schedule

## SECTION III – GENERAL CONDITIONS OF CONTRACT

### Definitions

In this contract the following terms shall be interpreted as indicated:

- a) “The contract” means the agreement entered into between the Procuring entity and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) “The services” means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Procuring entity under the Contract.
- d) “The Procuring entity” means the organization sourcing for the services under this Contract.
- e) “The contractor means the individual or firm providing the services under this Contract.
- f) “GCC” means general conditions of contract contained in this section
- g) “SCC” means the special conditions of contract
- h) “Day” means calendar day

### Application

- 3.2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other part of contract.
- 3.3 Standards
  - 3.3.1 The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements
- 3.4 Patent Right’s
  - 3.4.1 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 services under the contract or any part thereof.

## Performance Security

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

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

The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of:

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

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 of obligations under the contract, including any warranty obligations under the contract.

## Inspections and Tests

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

The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

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

Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.



### 3.7 Payment

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

### 3.8 Prices

3.8.1 Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC, vary from the prices by the tenderer in its tender or in the procuring entity's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

### 3.9 Assignment

3.9.1 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.

### Termination for Default

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

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

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

### 3.11 Termination of insolvency

3.11.1 The procuring entity may at any time terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

### 3.12 Termination for convenience

The procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

#### Resolution of disputes

The procuring entity's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

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

#### 3.14 Governing Language

3.14.1 The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

#### 3.15 Force Majeure

3.15.1 The contractor shall not be liable *for* forfeiture of its performance security, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

#### 3.16 Applicable Law.

3.16.1 The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC

#### 3.17 Notices

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC

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

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

### **1.0 Performance Security:**

The amount of the performance security as a percentage of the Contract price shall be **5%**. The performance security shall be denominated in Kenya Shillings and shall be in the form of a bank guarantee or irrevocable letter of credit issued by a reputable bank located in Kenya.

### **3.0. Prices**

Prices quoted by the tendered shall be fixed during the tenderer's performance of the Contract and not subject to variation on any account for the period of contract except due to statutory or legislative requirements. Unit price quoted shall be inclusive of all other charges incidental to the delivery of the goods to our stores.

5.0 The Hospital reserves the right to award the contract in whole or in part without any change in the Unit price or other terms and conditions.

6.0 The tenderer shall obtain for himself on his own responsibility, all information that may be necessary for preparing the tender and entering into a contract.

7.0 Tenderers who have breached the previous year 2017/2018 Hospital performance contracts shall not be considered for particular products/services they defaulted on.

8.0 Contract renewal.

The contract can be considered for renewal after the contract period if the Hospital is satisfied with the contacts performance.

## **SECTION V – SCHEDULE OF REQUIREMENTS**

# **PROVISION OF SERVICES TO CARRY OUT AN INVESTMENT GRADE ENERGY AUDIT FOR KENYATTA NATIONAL HOSPITAL**

**OCTOBER 2018**

## **1) EXECUTIVE SUMMARY**

We would appreciate receiving a written proposal from you, comprising both technical and financial components for the following assignment.

## **2) BACKGROUND AND PURPOSE OF THE ASSIGNMENT**

Kenyatta National Hospital (KNH) was established in 1901 with a capacity of 40 beds. The Hospital operated as a department of the Ministry of Health until 1987 when its status changed to a State Corporation through Legal Notice No. 109 of 6th April 1987. Over the years KNH has grown to its present capacity of 2,000 beds and attends to an annual average of 70,000 Inpatients and 500,000 outpatients.

KNH is the public hospital of choice in Kenya and beyond. It offers quality specialised health care to patients from the Great Lakes Region, Southern and Central Africa. These services include open heart surgery, neurosurgery, orthopaedic surgery, reconstructive surgery, burns management, critical care services, newborn services, ophthalmology (cornea transplant), oncology, palliative care and renal services (including kidney transplantation), among others.

The Hospital provides training facilities for the University of Nairobi (College of Health Sciences) and the Kenya Medical Training College (KEMTC). The institution also works closely with the Kenya Medical Research Institute (KEMRI), Government Chemist, National Radiation Protection Board, National Public Health Laboratories Services (NPHLS), National AIDS and STIs Control Programme (NASCOP), National AIDS Control Council (NACC), National Blood Transfusion Services (NBTS) and African Medical and Research Foundation (AMREF), among others.

### **Objective**

As part of the strategy to strengthen the organization's capabilities,

KNH wishes to invite qualified firms and request them to submit a proposal for an investment grade audit covering Electrical and mechanical systems in the hospital complex. Your proposal could form the basis of a contract between your firm and the Hospital.

The objective of this assignment is to assist the Hospital identify Energy saving and energy efficiency measures resulting in demonstrable economic and environmental benefits.

The specific objectives include:-

- Increased energy savings in industry;
- Adoption of renewable energy sources.
- Environmental benefits in terms of carbon dioxide emission reductions;
- Compliance with the Energy Act 2006 and the Energy management regulations of 2012

## **ANNEX I**

Manner of submission

1. Your proposal shall be prepared in the English Language
2. Your proposal shall comprise the following separately bound documents in one envelope:
  - a) Technical component and
  - b) Financial ( price component)
3. Your proposal shall be prepared in one copy, please insert dates and address as necessary Content of Proposal

## **ANNEX II**

Terms of Reference For Investment grade energy audit

### **Introduction**

The Government of Kenya through the Ministry of Energy & Petroleum (MOEP) Under the provisions of the energy Act 2006, and in view of vision 2030 is keen to support efforts towards implementation of energy efficiency in industry. The energy audits will assist manufacturers and facility Owners reduce energy costs through increased energy efficiency, thereby increasing profits, increasing employment opportunities, creating more wealth and alleviating poverty. In addition, this exercise will help reduce greenhouse gas emissions and thus contribute to mitigation to climate change.

### **What is Investment grade energy audit?**

The investment grade audit (IGA) is more detailed energy audit. It expands on a general energy audit through the inclusion of an energy balance; a life cycle analysis of savings and costs of each recommended energy saving measure; specification of the method of performance verification based on the International performance measurement and verification protocol (IPMVP). Utility bills are collected for a 12 to 36 month period to allow the auditor evaluate the facility's energy/demand rate structures, and energy usage profiles.

In-depth interviews with facility operating personnel are conducted to provide a better understanding of major energy consuming systems as well as insight into variations in daily and annual energy consumption and demand. Additional metering of specific energy consuming systems is often performed to supplement utility data. Sufficient details are provided to justify project implementation.

### **Objective**

The objective of this assignment is to assist Kenyatta National Hospital identify Energy saving and energy efficiency measures resulting in demonstrable economic and environmental benefits.

The specific objectives include:

- Increased energy savings in the facility;
- Compliance with Energy ACT 2006 and its regulations
- Environmental benefits in terms of carbon dioxide emission reductions;

## **Activities**

The activities will include:

1. Establishing a working relationship with the selected facilities and collection of requisite data from them;
2. Desk study of the energy consumption and billing profiles of the Hospital
3. Establishment of baseline conditions in terms of energy consumption and production;
4. Identification of energy saving measures, including justification for further pursuit of such measures.
5. Thorough spot measurements and monitoring of parameters to generate bankable data for detailed engineering design
6. Detailed financial engineering with comprehensive financial analysis statement.
7. Presentation of results to KNH management;
8. Justification for each measure recommended.

## **Deliverables to KNH**

1. A work Schedule for the activities, in the form of a Gantt chart in MS project;
2. Desk study report of the energy consumption and billing profiles of the selected enterprise
3. Hold in-depth consultations with relevant personnel of the participating enterprise
4. Conduct field-testing, measurements and operational trials as necessary
5. Energy consumption vs. production baseline conditions established based on historical data;
6. Carry out detailed technical and financial analysis on the identified energy efficiency measures to determine energy saving potential and investment requirement for each measure based on detailed implementation cost estimate and advise on viability. A complete Life cycle assessment to be carried out indicating projected savings and expenses for each recommended measure. Note that the financial justification must be according to the clients own criteria for accepting projects, e.g. if a client only accepts projects with an IRR of 15%, only measures meeting that criterion will be considered
7. Sufficient detail is provided on opportunities for identified Energy Efficiency measures so as to justify project implementation,
8. An energy balance for the hospital
9. Specification on measurement of performance improvement based on IPMVP Criteria.
10. Power point presentation of findings to KNH management.
11. Submission: The results of findings and recommendations are summarized in a final report with detailed descriptions of each identified energy saving measure.

## **SECTION VII- STANDARD FORMS**

1. Form of tender
2. Contract form
3. Confidential Questionnaire form
4. Tender security form
5. Performance security form
6. Bank guarantee for advance payment
7. Declaration form
8. Notification of award

**FORM OF TENDER**

Date \_\_\_\_\_

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

To: \_\_\_\_\_

\_\_\_\_\_

*[name and address of procuring entity]*

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. .... *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission ..... *(insert equipment description)* in conformity with the said tender documents for the sum of .....(total tender amount in words and figures).

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 5% percent of the Contract Price for the due performance of the Contract , in the form prescribed by Kenyatta National Hospital.

4. We agree to abide by this Tender for a period of 120 days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

6. We understand that you are not bound to accept the lowest or any tender that you may receive.

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

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[in the capacity of]

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



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) and part 3(a) & 3(b) that is mandatory. You are advised that it is a serious offence to give false information on this form

**Mandatory**

*Part 1 – General:*

Business Name .....

Location of business premises.  
 ..... Plot  
 No..... Street/Road  
 .....

Postal Address ..... Tel No. ....company Mobile .....

E mail address.....Contact Person .....Mobile.....

Nature of  
 Business.....

Registration Certificate No. ....

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

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

Complete part 2(a), 2(b) or 2(c)

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <ul style="list-style-type: none"> <li>• Citizenship details              .....</li> </ul>																									
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....
	Name	Nationality	Citizenship Details	Shares																						
1.	.....	.....	.....	.....																						
2.	.....	.....	.....	.....																						
3.	.....	.....	.....	.....																						
4.	.....	.....	.....	.....																						

5.....

**Part 2 (c) – Registered Company**

Private or Public  
.....

State the nominal and issued capital of company: Nominal Kshs. ....  
Issued Kshs. ....

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

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

**Mandatory**

Part 3 (a) – Pursuant to section 33(1) and 33(2) of the public procurement Assets and Disposal Act 2015 and section 26 of the Regulations 2006. This must be signed by all Directors Partner (s) /Sole Proprietor of the Company

I /we the Director(s) of Company/Firm.....hereby declare that I /we are not a board member , employee or even a relative to any employee of Kenyatta National Hospital.

Given details of partners /Directors /Sole proprietor as follows:

Name	Nationality	Citizenship Details	Signature
1.....			
2.....			
3.....			
4.....			

5.....

**Mandatory**

Part 3(b) Public Procurement & Assets Disposal Act 2015 and section 26 of the Regulations 2006. Pursuant to section 115 of the Public Procurement and Disposal Act 2005, I/ we the Directors/Partners/Sole Proprietor of this Company/Firm ..... confirm that

company /Firm .....has not been debarred in Kenya not to

Participate in any Tender/Bidding in Kenya.

Name	Nationality	Citizenship Details	Signature
------	-------------	---------------------	-----------

1.....

2.....

3.....

4.....

5.....

Sign .....Date .....Stamp.....

Telegram: "MEDSUP," Nairobi  
**HOSPITAL**  
Tel.: 2726300-9  
Fax: 2725272



**KENYATTA NATIONAL**  
P.O. Box 20723- 00202-KNH  
NAIROBI

**BANK**  
**DETAILS**  
**FORM**

**INSTITUTION/COMPANY NAME:**

--

**ADDRESS**

**OFFICIAL STAMP**

--	--

(1)

(2)

**AUTHORIZED PERSONS NAME**

**POSITION**

**TELEPHONE NO.**

**SIGNATURE**

**DATE**

	(1)	(2)
<b>AUTHORIZED PERSONS NAME</b>		
<b>POSITION</b>		
<b>TELEPHONE NO.</b>		
<b>SIGNATURE</b>		
<b>DATE</b>		

**ACCOUNT NO.:**

--

**BANK NAME:**

	<b>BANK CODE</b>
--	------------------

**BRANCH NAME:**

	<b>BRANCH CODE</b>
--	--------------------

**BANKERS CONFIRMATION THAT ACCOUNT DETAILS ARE AS STATED ABOVE**

**AUTHORISED SIGNATORY:**

<b>1)</b>	<b>2)</b>
-----------	-----------

**BANKERS STAMP:**


**TENDER SECURITY FORM**

Whereas ..... [name of the tenderer]  
(hereinafter called “the tenderer”) has submitted its tender dated ..... [date of submission of tender] for the  
supply, installation and commissioning of .....[name and/or description of the  
equipment]  
(hereinafter called “the Tender”) ..... KNOW ALL PEOPLE by these  
presents that WE ..... of ..... having our  
registered office at ..... (hereinafter called “the Bank”), are bound unto ..... [name of  
Procuring entity} (hereinafter called “the Procuring entity”) in the sum of ..... for  
which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and  
assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ 20 \_\_\_\_\_.

THE CONDITIONS of this obligation are:-

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

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

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

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

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

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

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

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

**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]

(Amend accordingly if provided by Insurance Company)

**BANK GUARANTEE FOR ADVANCE PAYMENT**

To .....  
[name of Procuring entity]

[name of tender] .....

Gentlemen and/or Ladies:

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

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

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

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

Yours truly,

Signature and seal of the Guarantors

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

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

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



**MANUFACTURER’S AUTHORIZATION FORM**

To *[name of the Procuring entity]* .....

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

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

---

*[signature for and on behalf of manufacturer]*

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

**8.8. LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_

\_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

*(FULL PARTICULARS)* \_\_\_\_\_

\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER