ORIGINAL

**KENYATTA NATIONAL HOSPITAL STAFF SUPERANNUATION SCHEME**



**THE SALE OF KENYATTA NATIONAL HOSPITAL STAFF**

**SUPERANNUATION LAMINATES AND SKIRTING**

**TENDER NO: KNHSSS/D/02/2023-2024**

**Closing & Opening Date : 17th October, 2023 1100Hrs.**

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## **TENDER DOCUMENTS FOR SALE OF LAMINATES AND SKIRTING**

1. **NAME AND CONTACT ADDRESSES OF PROCURING ENTITY**

Name……………….............……………………………………………………………………… Address……………..............………………………………………………………………………

Email address………………………………………………………………………………………

1. **Invitation to Tender (ITT) No.**…………………………………………………...……….…......
2. **Tenderer's Name**………......………………………………………………………………….…..

...................................………………………………………………………………………………

## **INVITATION TO TENDER**

PROCURING ENTITY: **KENYATTA NATIONAL HOSPITAL STAFF SUPERANNUATION SCHEME**, **P.O BOX 20723 - 00200 NAIROBI**

CONTRACT NAME AND DESCRIPTION – **SALE OF LAMINATES AND SKIRTING**

1. The **Kenyatta National Hospital Staff Superannuation Scheme** now invites sealed tenders from eligible candidates to **Sale of Laminates and Skirting.**
2. Interested eligible candidates may obtain further information at the address provided below.
3. Interested tenderers may inspect the laminates and skirting to be sold on weekdays from 09:00 hrs -16:00Hrs at KNH Hospital, Upper Hill.
4. A complete set of tender documents may be obtained by interested candidates free of charge from the procuring entity website ([www.knh.or.ke](http://www.knh.or.ke)) or from Public Procurement Information Portal (tenders.go.ke)
5. Completed tenders must be delivered to the address below on or before**17th October 2023 at 11.00 a.m**. Electronic Tenders will not be permitted.
6. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for the period to be determined by the Procuring Entity from the closing date of the tender.
7. Tenders will be opened immediately after the deadline date and time speciﬁed above or any deadline date and time speciﬁed later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
8. Late tenders will be rejected.
9. The addresses referred to above are:
   1. **Address for obtaining further information**

The Trust Secretary

KNH Staff Superannuation Scheme

Kenyatta National Hospital

Hospital Road, Upper Hill

P. O. Box 20723 – 00202

Nairobi

[pensions@knh.or.ke](mailto:pensions@knh.or.ke)

Pension Office

* 1. **Address for Submission of Tenders**

The Trust Secretary

KNH Staff Superannuation Scheme

Kenyatta National Hospital

Hospital Road, Upper Hill

P. O. Box 20723 – 00202

Nairobi

Completed Bids are to be dropped in the Tender Box at 1st Floor KNH Administration Block, Lobby on or before the CLOSING DATE on 17th October 2023 at 11:00hrs

* 1. **Address for Opening of Tenders**

The Trust Secretary

KNH Staff Superannuation Scheme

Kenyatta National Hospital

KNH Boardroom

Hospital Road, Upper Hill

P. O. Box 20723 – 00202

Nairobi

## **SECTION I – INSTRUCTIONS TO TENDERERS**

1. **Eligible Tenderers**
   1. This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.
   2. Tenderers shall be under a declaration of ineligibility for corrupt or fraudulent practices.
   3. A tenderer shall provide evidence of having fulﬁlled his/her tax obligations by producing a valid tax compliance certiﬁcate or tax exemption certiﬁcate issued by the Kenya Revenue Authority
2. **Cost of Tendering**
   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 and view at their own cost.
   2. The Procuring Entity shall allow the tenderer to review the tender document and view the items free of charge before tendering.
3. **The Tender Document**
   1. The tender document comprises the documents listed below, and any addenda issued in accordance with clause 5 of these instructions to tenderers.
      1. Invitation to tender,
      2. Instructions to tenderers,
      3. Schedule of items,
      4. Conditions of Tender,
      5. Form of tender,
      6. Conﬁdential Business Questionnaire Form,
      7. Tender Commitment Declaration Form.
   2. The tenderer is expected to examine all instructions, forms, terms and speciﬁcations in the tender documents. Failure to meet all the requirements of the tender will be at the tenderer's risk and may result in the rejection of its tender.
4. **Clariﬁcation of Documents**
   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 for tenders. The Procuring Entity will respond in writing to any request for clariﬁcation of the tender documents, which it receives not later than ten (10) 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. Clariﬁcation of tenders shall be requested by the tenderer to be received by the Procuring Entity not later than 10 days prior to the deadline for submission of tenders.
   3. The Procuring Entity shall reply to any clariﬁcations sought by the tenderer within 7 days of receiving the request to enable the tenderer to make timely submission of its tender.
5. **Amendment of Documents**
   1. At any time prior to the deadline for submission of tenders, the Procuring Entity, may for any reasons, whether at its own initiative or in response to a clariﬁcation requested by a prospective tenderer, modify the tender documents by amendment.
   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.
   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.
6. **Tender Prices and Currencies**
   1. The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the items it proposes to purchase under the contract.
   2. Prices quoted by the tenderer shall remain the same during the tender validity period where applicable.
   3. The Price quoted shall be in Kenya Shillings.
   4. The cost of purchase and transfer will be carried by the buyer.
7. **Validity of Tenders**
   1. Tenders shall remain valid for 120 days, after date of tender opening prescribed by the Procuring Entity. Tenders valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.
   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.
8. **Viewing of Items**
   1. Prospective tenderers are advised to view the Items to be sold before tendering. This will enable them to arrive at the most reasonable and competitive tenders. Tenders are based on “AS WHERE IT IS AND THE CONDITION IT IS IN”. The Items shall be viewed on weekdays from 09:00Hrs -16:00Hrs at KNH Hospital, Upper Hill with prior arrangements with the Pension Secretariat Office Contact person Lilian Gitau Tel: 0724 999 143 or by sending request on email to [pensions@knh.or.ke](mailto:pensions@knh.or.ke)
9. **Sealing and Marking of Tenders**
   1. The Tenderer shall deliver the Tender in a single, sealed envelope bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single outer envelope, the Tenderer shall place another sealed envelope containing the list of and prices of the items tendered for and addressed as follows.
      1. Bear the name and address(including telephone number and email) of the Tenderer;
      2. Bear the name and Reference number of the Tender;
      3. Bear the name and address of the Procuring Entity
   2. If all envelopes are not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender, or failure to contact the tenderer in case of advice on the status of the tender. Tenders that are misplaced or opened prematurely will not be accepted.
10. **Deadline for Submission of Tenders**
    1. Tenders must be received by the Procuring Entity at the address speciﬁed not later than 17th October 2023 at 1100hrs.
    2. The Procuring Entity may, at its discretion, extend this deadline for the submission of tender by amending the tender documents in accordance with section 5 of the tender in which case all rights and obligations of the Procuring Entity and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.
11. **Modiﬁcation of tenders**
    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 tender is received by the Procuring Entity prior to the deadline prescribed for submission of tenders.
    2. The Tenderer’s modiﬁcation or withdrawal notice shall be prepared, sealed, marked, and dispatched. A withdrawal notice may also be sent by email but followed by an assigned conﬁrmation copy, post marked not later than the deadline for submission of tenders.
    3. No tender maybe modiﬁed after the deadline for submission of tenders.
12. **Withdrawals of tenders**
    1. 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.
13. **Opening of Tenders**
    1. The Procuring Entity will open all tenders in the presence of tenderer’s 'representatives who choose to attend at 11:00am 17th October 2023 and in the location speciﬁed in the invitation to tender. The tenderer’s or representatives who are present shall sign a register evidencing their attendance.
    2. The tenderers' names, tender modiﬁcations or withdrawals, tender prices, and such other details as the Procuring Entity, at its discretion, may consider appropriate, will be announced at the opening.
    3. The Procuring Entity will prepare the minutes of the tender opening.
14. **Clariﬁcation of tenders**
    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.
    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.
15. **Evaluation and Comparison of Tenders**
    1. The Procuring Entity will examine the tenders to determine whether they are complete, whether the tenderer has fulﬁlled the eligibility criteria, whether any computation errors have been made, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially non- responsive, will be rejected by the Procuring Entity.
    2. Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:
       1. Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualiﬁcation of the tender as non-responsive.
       2. Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal, and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualiﬁcation of the tender as non-responsive. and
       3. If there is a **discrepancy between words and ﬁgures, the amount in words shall prevail**, unless the amount expressed in words is related to an arithmetic error, in which case the amounting ﬁgures shall prevail.
    3. The Procuring Entity will evaluate and compare the tenders, which have been determined to be substantially responsive.
    4. The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

|  |  |  |
| --- | --- | --- |
| **Responsive** | **No. Requirements** | **Responsive or**  **Non Responsive** |
| MR 1 | Valid Tax Compliance Certificate or exemption certificate |  |
| MR 2 | Must submit dully filled form of tender, signed and stamped as per the instructions provided in the Tender Document. |  |
| MR 3 | Attach power of attorney of the person duly authorized to sign the Tender on behalf of the Tenderer. |  |
| MR 4 | Must submit a dully filled up Eligibility Confidential Business Questionnaire, signed and stamped |  |
| MR 5 | Submission of valid CR12 form showing the list directors /shareholding (issued within the last 6 Months), a Certificate of Business Name Registration OR National Identity Card for Sole Proprietorship OR National Identity Card for Individuals |  |
| MR 6 | A duly signed statement or declaration that : -   1. The Firm / Individual has not been debarred from participating in any public procurement by PPRA. 2. The Firm / Individual has not been declared bankrupt, insolvent or under receivership. 3. Declaration that the firm will not engage in any corrupt or fraudulent practice. 4. Declaration of litigation and arbitration history over the last five (5) years. |  |
| MR 7 | Attach Item Viewing Form duly signed and stamped by the Procuring Entity Representative |  |
| MR 8 | Attach proof indicating financial capacity or any other relevant information that tenderer will pay the purchase price within 90days of the award (due diligence will be conducted to ascertain the information). |  |

* 1. **Preliminary examination to determine Tenderer eligibility:**

**At this stage, the tenderer’s submission will either be responsive or non-responsive.**

**The non-responsive submissions in any of the above mandatory requirements will be eliminated from the entire evaluation process and will not be considered further.**

1. **Award Criteria**
   1. 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 highest tendered price.
   2. The Procuring Entity will evaluate the capacity of the tenderer to pay the purchase price within 90days of the award and may request for financial capacity statements and any other relevant information.
   3. The Procuring Entity reserves the right to accept or reject any offer, and to annul the tender process and reject all offers at any time prior to award of contract, without incurring any liability to the affected bidders. Post qualification due diligence will be conducted.
   4. The Procuring Entity reserves the right to negotiate any terms of the contract with the successful bidder.
   5. The successful tenderer (s) if any shall enter into a sale agreement guided by the Laws of Kenya.
2. **Notiﬁcation of Intention to enter into a Contract/Notiﬁcation of Award**
   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. Simultaneously the other tenderers shall be notiﬁed that their tenders have been unsuccessful.
3. **Canvassing/Contacting the Procuring Entity**
   1. 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.
   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.

## **SECTION II - SCHEDULE OF ITEMS**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Size** | **Color**  No | **Cartons**  (No) | **Pcs/ Carton**  (No) | **Total Pcs**  (No) | **Area/Carton**  (Sq. M.) | **Unit of Issue** | **Reserve Price (Kshs)** | **Unit Price per carton** | **Total Price** |
| Laminates | 810 x 150 x 12mm | 9318 | 1,455 | 20 | 29,121 | 2.430 | Carton of 20 pieces | Highest Bidder |  |  |
| Skirting | 2,440 x 70 x 15mm | 318 | 58 | 10 | 582 | 1.708 | Carton of 10 pieces | Highest Bidder |  |  |

## **SECTION III - CONDITIONS OF TENDER**

* 1. A tenderer may tender for each item or both items as he/she wishes.
  2. Successful Tenderers will be required to pay for the Items as per the agreed payment plan.

## **SECTION IV - STANDARD FORMS**

**Note on Standard Forms**

The form of tender, the conﬁdential business questionnaire form, Self-Declaration Forms (SD1 &SD2) and Declaration and Commitment to the Code of Ethics must be completed by the tenderers and returned with the tender. Failure to complete any of these forms will lead to the disqualiﬁcation of the tenderer.

### **Form of Tender**

## 

To: ………………………………………. Date:………………………………

………………………………………. Tender No.:………………………..

[*Name and address of Procuring Entity*]

Gentlemen and/or ladies:

1. Having examined the tender documents including addenda and having examined the items on sale, we the undersigned, offer to purchase the items offered to us 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 Items and Prices attached here with and made part of this Tender.
2. We undertake, if our Tender is accepted, to pay for the items in accordance with the requirements of the tender.
3. We agree to adhere by the tender price for a period of 360 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.
4. We understand that you are not bound to accept the highest or any tender that you may receive.

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2023

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Signature*] [*In the capacity of*]

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

### **Tenderer's Eligibility - Confidential Business Questionnaire**

#### Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV.* Tenderer is further reminded that it is an offence to give false information on this Form.

#### Tenderer's details

|  |  |  |
| --- | --- | --- |
|  | **ITEM** | **DESCRIPTION** |
| 1 | Name of the Procuring Entity/Individual |  |
| 2 | Reference Number of the Tender |  |
| 3 | Date and Time of Tender Opening | **17th October 2023** |
| 4 | Name of the Tenderer |  |
| 5 | Full Address and Contact Details of the Tenderer. | 1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person. |
| 6 | Current Trade License Registration Number and Expiring date where applicable |  |
| 8 | Description of Nature of Business |  |
| 9 | Maximum value of business which the Tenderer handles. |  |
| 10 | State if Tenders Company is listed in stock exchange, give name and full address (*postal and physical addresses, email, and telephone number*) of  state which stock exchange where applicable |  |
| 11 | Bank Details  Bank Name:  Bank Account: |  |
| 12 | Source of Funds |  |

**General and Speciﬁc Details**

* 1. **Sole Proprietor,** provide the following details.

Name in Full \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country of Origin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Citizenship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. **Partnership,** provide the following details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Names of Partners** | **Nationality** | **Citizenship** | **% Shares owned** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

* 1. **Registered Company,** provide the following details
     1. Private or public Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     2. State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent) ……………………….....................................…....

Issued Kenya Shillings (Equivalent) …………………………….....................................…

* + 1. Give details of Directors as follows.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Names of Director** | **Nationality** | **Citizenship** | **% Shares owned** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

* 1. **DISCLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.**
  2. Are there any person/persons in…………….........……… (*Name of Procuring Entity)* who has/have an interest or relationship in this ﬁrm? Yes/No……..........…………………

If yes, provide details as follows.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Names of Person** | **Designation in the Procuring Entity** | **Interest or Relationship with Tenderer** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

* 1. Conﬂict of interest disclosure

|  | **Type of Conflict** | **Disclosure**  **YES OR NO** | **If YES provide details of the relationship with Tenderer** |
| --- | --- | --- | --- |
| 1 | Tenderer is directly or indirectly controlled by or is under common control with another tenderer. |  |  |
| 2 | Tenderer receives or has received any direct or indirect subsidy from another tenderer. |  |  |
| 3 | Tenderer has the same legal representative as another tenderer |  |  |
| 4 | Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process. |  |  |
| 5 | Any of the Tenderer’s affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender. |  |  |
| 6 | Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specifiedin this Tender Document. |  |  |
| 7 | Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract. |  |  |
| 8 | Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract. |  |  |
| 9 | Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract? |  |  |

* 1. **Certiﬁcation**

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title or Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Signature) (Date*

### **Self-Declaration Forms**

**FORM SD1**

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET SALE ACT 2015.**

I,………………………………… of Post Ofﬁce Box ……………...………………………. being a resident of

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

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

……………………………………. ……………………………………. ……………………….

(Title) (Signature) (Date)

Bidder's Ofﬁcial Stamp

**FORM SD2**

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

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

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

……………………………………. ……………………………………. ……………………….

(Title) (Signature) (Date)

Bidder's Ofﬁcial Stamp

### **Declaration and Commitment to the Code of Ethics**

I …………………………………........................................................ (person) on behalf of ***(Name of the Business/Company/Firm***)……………………………………………………..declare that I have read and fully understood the contents of the Public Procurement & Asset Sale Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Sale Activities in Kenya and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Sale.

Name of Authorized signatory…………............................................................………………………………….

Sign……………..................…………....................................................................………………………………

Position…………………………................................................................................................…………………

Ofﬁce address…………………………………………............…….Telephone………………………..……......

E-mail………………………………………………

Name of the Firm/Company………………………............................................ Date………...................………

**(Company Seal/ Rubber Stamp where applicable)**

Witness Name………………………….........................................................................................……………………

Sign………………………………..…......................................… Date……………………………………...

**LITIGATION HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year of** | | **Amount in** | | **Contract Identification** | **Total Contract Amount** |
| **dispute** | | **dispute (currency)** | | **(currency), K Shilling** |
|  | | **Equivalent (exchange rate)** |
|  |  | | | | |
|  | | | | | |
| *[insert* | |  | *[insert* | Contract Identification: [indicate  complete | *[insert amount]* |
| *year]* | |  | *percentage]* | contract name, number, and any other |
|  | |  |  | identification] |
|  | |  |  | Name of Procuring Entity: *[insert full* |
|  | |  |  | *name]* |
|  | |  |  | Address of Procuring Entity: *[insert City/* |
|  | |  |  | *street/building/floor number/room* |
|  | |  |  | *number/country]* |
|  | |  |  | Matter in dispute: *[indicate main issues*  *in* |
|  | |  |  | *dispute]* |
|  | |  |  | Party who initiated the dispute:  *[indicate* |
|  | |  |  | *“Procuring Entity” or “Contractor”]* |
|  | |  |  | Reason(s) for Litigation and award decision |
|  | |  |  | *[indicate main reason(s)]* |

## **LETTER OF NOTIFICATION OF AWARD**

*[Letter head paper of the Procuring Entity]*

*[Date]*

To: *[name and address of the Successful Bidder]*

This is to notify you that your Tender dated *[date]* for the purchase of the items and at prices listed on the table below is hereby accepted by…………..............................................….............*(Name of Procuring Entity)*.

Please acknowledge receipt of this letter of notiﬁcation by signing the attached copy and returning it to us within 14 days of the issue of the notiﬁcation to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

On signature of the copy of the letter of notiﬁcation, you are required to pay as per the payment plan.

In connection with this award, you may contact the Ofﬁcer(s)whose particulars appear below on the subject matter of this letter of notiﬁcation of award.

**OFFERED ITEMS AND PRICES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 4 | 5 | 6 |
| **Item No.** | **Description of Item** | **Total Quantity** | **Unit price** | **Offered Price** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| TOTAL PRICE OF ALL ITEMS | | | | xxxxx |

Authorized Signature:..............................................................................................................................................

Name and Title of Signatory:...................................................................................................................................

Name of Procuring Entity.........................................................................................................................................

## **COPY OF THE LETTER OF NOTIFICATION OF AWARD**

*[Letter head paper of the Procuring Entity]*

*[Date]*

To: *[name and address of the Successful Bidder]*

This is to notify you that your Tender dated *[date]* for the purchase of the items and at prices listed on the table below is hereby accepted by…………..............................................….............*(Name of Procuring Entity)*.

Please acknowledge receipt of this letter of notiﬁcation by signing the attached copy and returning it to us within 14 days of the issue of the notiﬁcation to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

On signature of the copy of the letter of notiﬁcation, you are required to pay as per the payment plan.

In connection with this award, you may contact the Ofﬁcer(s)whose particulars appear below on the subject matter of this letter of notiﬁcation of award.

**OFFERED ITEMS AND PRICES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 4 | 5 | 6 |
| **Item No.** | **Description of Item** | **Total Quantity** | **Unit price** | **Offered Price** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| TOTAL PRICE OF ALL ITEMS | | | | xxxxx |

Authorized Signature:..............................................................................................................................................

Name and Title of Signatory:...................................................................................................................................

Name of Procuring Entity.........................................................................................................................................

#### Ofﬁcer(s) to be contacted

Name of Ofﬁcer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address (City, Street, Building, Floor number and room number)

#### SIGNED BY THE PURCHASER

I/we, the undersigned accept the award and will execute the sale of the items as per conditions of the award. We understand that the award will remain cancelled if we do not:

1. Return this letter signed within 14 days; or
2. Pay the balance of the tender amount as per the payment plan.

Name of Purchaser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

*Name and Title of Signatory*

## **REQUEST FOR REVIEW**

#### FORM FOR REVIEW (r.203(1))

**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….. for .........(Tender description).

**REQUEST FOR REVIEW**

I/We……………………………,the above named Applicant(s), of address: Physical address…………….P. O. Box 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.

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

1.

2.

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**

## **VIEWING OF ITEMS CERTIFICATE**

**KENYTTA NATIONAL HOSPITAL STAFF SUPERANNUATION SCHEME**

**VIEWING OF ITEMS FORM**

**(TO BE RETURNED DULY SIGNED AND STAMPED AND BOUND WITH THE REQUEST PROPOSAL)**

THIS IS TO CONFIRM THAT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

­­­­­­(BIDDER’S NAME) HAS MADE A VISIT TO KNH HOSPITAL TO VIEW THE ITEMS FOR SALE OF LAMINATES AND SKIRTING.

**BIDDER’S DETAILS**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**KNH SSS REPRESENTATIVE**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESIGNATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICIAL STAMP