KENYATTA NATIONAL HOSPITAL

NATIONAL OPEN TENDER

SUPPLY AND DELIVERY OF STAFF UNIFORM
(Reserved for Youth, Women and Persons with Disability)

TENDER NO: KNH/T/42/2020-2021

THE CHIEF EXECUTIVE OFFICER
KENYATTA NATIONAL HOSPITAL
P.O BOX 20723- 00202,
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Kenya National Hospital wishes to invite sealed tenders for the following items:

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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) or www.tenders.go.ke, Public Procurement Information 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 9:00a.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 and immediately email their name and contact details (cellphone number, email, and company name) to: 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, ground floor entrance lobby before 7th July 2020 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 7th July 2020 at 10.00am.

CHIEF EXECUTIVE OFFICER
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SECTION II – INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall complete the supply, install and commissioning of the goods by the intended completion date specified in the tender documents.

2.1.2 The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.

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

2.2 Eligible Goods

2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.

2.2.2 For purposes of this clause, “origin” means the place where the goods(s) are produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
2.2.3 The origin of goods is distinct from the nationality of the tenderer and shall be treated thus in the evaluation of the tender.

2.3 Cost of Tendering

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

2.3.2 The price to be charged for the tender document shall not exceed Ksh 1000.00

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

2.4. Contents of Tender Document

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

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

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

2.5 Clarification of Tender Documents

2.5.1 A prospective tenderer making inquiries of the tender documents 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 seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

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

2.6 Language of Tender

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

2.7 Documents Comprising the Tender

2.7.1 The tender prepared by the tenderers shall comprise the following components.

(a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below

(b) documentary evidence established in accordance with paragraph 2.12 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;

(c) documentary evidence established in accordance with paragraph 2.13 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and

(d) tender security furnished in accordance with paragraph 2.14

(e) Confidential Business Questionnaire

2.8 Tender Form

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

2.9 Tender Prices

2.9.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices where applicable and total tender price of the goods and installation it proposes to supply under the contract.

2.9.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:

(i) the price of the goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable;

(ii) charges for inland transportation, insurance, and other local costs incidental to delivery of the goods to their final destination; and

(iii) installation charges shall also be indicated separately for each goods.

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

2.10 Tender Currencies

2.10.1 Prices shall be quoted in the following currencies:

(a) For goods that the tenderer will supply from within Kenya, the prices shall be quoted in Kenya Shillings; and

(b) For goods that the tenderer will supply from outside Kenya, the prices may be quoted in US Dollars or in another freely convertible currency.

(c) Cost of installation and commissioning will be in Kenya Shillings.

2.11 Tenderers Eligibility and Qualifications

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

2.12.1 The documentary evidence of the tenderers eligibility to tender shall establish to the Procuring entity’s satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1.
2.12.2 The documentary evidence of the tenderer’s qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity’s satisfaction;

(a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods’ manufacturer or producer to supply the goods;

(b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;

(c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an agent in Kenya equipped, and able to carry out the tenderer’s maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

2.13 Goods Eligibility and Conformity to Tender Document

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

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

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

a) a detailed description of the essential technical and performance characteristic of the goods;

b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the Procuring entity; and

c) a clause-by-clause commentary on the Procuring entity’s Technical Specifications demonstrating substantial
responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

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

2.14 TenderSecurity

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

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

2.14.3 The tender security shall be denominated in 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 Authority
   c) Letter of credit.

2.14.4 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 2.22.
2.14.5 Unsuccessful Tenderer’s tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Procuring entity.

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

2.14.7 The tender security may be forfeited:
   a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or
   b) in the case of a successful tenderer, if the tenderer fails:
      i) to sign the contract in accordance with paragraph 2.27, or
      ii) to furnish performance security in accordance with paragraph 2.28.
   c) if the tenderer rejects correction of an arithmetic error in the tender.

2.15 Validity of Tenders

2.15.1 Tenderers shall remain valid for 120 days or as specified in the tender documents after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.20. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

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

2.16 Format and Signing of Tender

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

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

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

2.17 Sealing and Marking of Tenders

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

2.17.2 The inner and outer envelopes shall:

(a) be addressed to the Procuring entity at the address given on the Invitation to Tender.

(b) bear the tender number and name in the Invitation to Tender and the words “DO NOT OPEN BEFORE 7th July 2020 at 10.00am”

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

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

2.18 Deadline for Submission of Tenders

Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 not later than 7th July 2020 at 10.00am

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

2.18.2 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the Appendix.
2.19  **Modification and Withdrawal of Tenders**
2.19.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.

2.19.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

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

2.20  **Opening of Tenders**

The Procuring entity will open all tenders in the presence of tenderers’ representatives who choose to attend, on 7th July 2020 at 10.00am. The tenderers’ representatives who are present shall sign a tender opening register evidencing their attendance.

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

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

2.21  **Clarification of Tenders**

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

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

2.22 Preliminary Examination and Responsiveness

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

2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and 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.

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

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

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

2.23 Conversion to Single Currency

2.23.1 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.

2.24 Evaluation and Comparison of Tenders

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

2.24.2 The Procuring entity’s evaluation of a tender will exclude and not take into account
(a) in the case of goods manufactured in Kenya or goods of foreign origin already located in Kenya, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the tenderer and any allowance for price adjustment during the period of execution of the contract, if provided in the tender.

2.24.3 The comparison shall be of the ex-factory/ex-warehouse/off-the-shelf price of the goods offered from within Kenya, such price to include all costs, as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods.

2.24.4 The Procuring entity’s evaluation of a tender will take into account, in addition to the tender price and the price of incidental services, the following factors, in the manner and to the extent indicated in paragraph 2.23.5 and in the technical specifications:

(a) delivery and installation schedule offered in the tender;
(b) deviations in payment schedule from the specifications in the Special Conditions of Contract;
(c) the cost of components, mandatory spare parts and service;
(d) the availability in Kenya of spare parts and after-sales service for the goods offered in the tender;

2.24.5 Pursuant to paragraph 2.24.4 the following evaluation methods will be applied

(a) Delivery schedule
   (i) The Procuring entity requires that the goods under the Invitation for Tenders shall be delivered at the time specified in the Schedule of Requirements. Tenders offering deliveries 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 of 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.

(c) Spare parts and after sales service facilities
   Tenderers must offer items with service and spare parts back-up. Documentary
evidence and locations of such back-up must be given. Where a tenderer offers items without such back-up in the country, he must give a documentary evidence and assurance that he will establish adequate back-up for items supplied.

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

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

2.25 Contacting the Procuring Entity

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

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

2.26 Award of Contract

(a) Post-Qualification

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

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

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

(b) Award Criteria

2.26.4 The Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender within prevailing market rates, provided further that the tenderer is determined to be qualified to perform the contracts satisfactorily.
2.26.5 To qualify for contract awards, the tenderer shall have the following:

a) Necessary qualifications, capability experience, services, goods 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.

(c) Procuring Entity’s Right to Accept or Reject Any or All Tenders

2.26.6 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderer of the grounds for the procuring entity’s action.

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

2.26.8 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.

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

2.27 Notification of Award

2.27.1 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.

2.27.2 The notification of award will signify the formation of the Contract but will have to wait until the contract is finally signed by both parties. Simultaneous other tenderers shall be notified that their tenders have not been successful.

2.27.3 Upon the successful Tenderer’s furnishing of the performance security pursuant to paragraph 2.29, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.
2.28 Signing of Contract

2.28.1 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.

2.28.2 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.

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

2.29 Performance Security

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

2.29.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.28 or paragraph 2.29 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new tenders.

2.30 Corrupt or Fraudulent Practices

2.30.1 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 and will not be involved in corrupt or fraudulent practices.

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

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

Appendix to Instructions to Tenderers

Notes on the Appendix to the Instructions to Tenderers

1. The Appendix to instructions to the tenderers is intended to assist the procuring entity in providing specific information in relation to corresponding clause in the
instructions to Tenderers including in Section II and has to be prepared for each specific procurement.

2. The procuring entity should specify in the appendix information and requirement specific to the circumstances of the procuring entity, the goods to be procured and the tender evaluation criteria that will apply to the tenders.

3. In preparing the Appendix the following aspects should be taken into consideration;

4. The information that specifies and complements provisions of Section II to be incorporated

5. Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the goods to be procured to be also incorporated

6. Section II should remain unchanged and can only be amended through the Appendix.

7. Clauses to be included in this part must be consistent with the public procurement law and theregulations.
APPENDIX TO INSTRUCTIONS TO TENDERERS

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

<table>
<thead>
<tr>
<th>INSTRUCTION TO TENDERERS</th>
<th>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.1</td>
<td>Tender is open to all bidders eligible for Supply and Delivery of Staff uniform in the category of Youth, Women and Persons with Disability</td>
</tr>
<tr>
<td>2.3.2</td>
<td>Tender documents with detailed Specifications and Conditions can be downloaded free of charge from the KNH Website (<a href="http://www.knh.or.ke">www.knh.or.ke</a>) or <a href="http://www.tenders.go.ke">www.tenders.go.ke</a> Public Procurement Information 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.1000.00 per tender document via Mpesa pay bill No.626088, Account Number –Name of Supplier and obtain an official receipt from Cash Office (Administration Block). Bidders who choose to download the tender documents from the website free of charge and immediately email their name and contact details (cell phone number, email, and company name) to: <a href="mailto:procurementknh@gmail.com">procurementknh@gmail.com</a> for records and communication of any tender clarifications and addenda.</td>
</tr>
<tr>
<td>2.5.1</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 2.12                     | The Documentary evidence of the tenderers qualifications to perform the contractifistenderisacceptedshallbeestablishedtotheProcuringentity’s satisfaction;  
1. Registeredofficesand evidence ofbusinesspremises.  
2. ValidTaxcompliancecertificatewhich will be verified by KRA TCC checker  
3. Evidencethat tenderer has the legal capacity to enter into a contract for the procurement;  
4. Evidencethat 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;  
5. The person is not debarred from participating in procurement proceedings |
<p>| 2.14.1                   | Tender Security shall not be required, bidders will be required to fill Tender Securing Declaration Form attached |</p>
<table>
<thead>
<tr>
<th></th>
<th>The Tender Securing Declaration Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.14.2</td>
<td>Tenders shall remain valid for 120 days from the deadline date of submission of tender.</td>
</tr>
<tr>
<td>2.18.1</td>
<td>The day, date and time of closing the tender will be <strong>7th July 2020 at 10.00am</strong> East African Time</td>
</tr>
<tr>
<td>2.19.2</td>
<td>Any withdrawal notices shall NOT be sent by cable or telex but may be sent by email</td>
</tr>
<tr>
<td>2.20.1</td>
<td>Tender will be opened on <strong>7th July 2020 at 10.00am</strong> East African Time</td>
</tr>
<tr>
<td>2.21.1</td>
<td>The request for clarification and the responses shall be in writing through the: - Chief Executive Officer - Kenyatta National Hospital - P. O Box 20723 – 00202 Nairobi</td>
</tr>
<tr>
<td>2.24.7</td>
<td>Preference is not applicable in this tender</td>
</tr>
</tbody>
</table>
2.24 Evaluation and Comparison of Tenders

A. Preliminary Evaluation

<table>
<thead>
<tr>
<th>Responsive</th>
<th>No. Requirements</th>
<th>Responsive or Not Responsive</th>
</tr>
</thead>
<tbody>
<tr>
<td>MR 1</td>
<td>Must submit a dully filled up Tender Securing Declaration Form, signed and stamped</td>
<td></td>
</tr>
<tr>
<td>MR 2</td>
<td>Must Submit a copy of the Certificate of incorporation or Registration Certificate</td>
<td></td>
</tr>
<tr>
<td>MR 3</td>
<td>Must Submit a copy of Valid Tax Compliance certificate</td>
<td></td>
</tr>
<tr>
<td>MR 4</td>
<td>Must submit valid AGPO certificate</td>
<td></td>
</tr>
<tr>
<td>MR 5</td>
<td>Must submit a dully filled up Confidential Business Questionnaire, signed and stamped</td>
<td></td>
</tr>
<tr>
<td>MR 6</td>
<td>Must submit dully filled form of tender, signed and stamped</td>
<td></td>
</tr>
<tr>
<td>MR 7</td>
<td>Attach Trade License from County Government</td>
<td></td>
</tr>
<tr>
<td>MR 8</td>
<td>Submitted bid documents MUST be sequentially serialized (paginated) on every page</td>
<td></td>
</tr>
</tbody>
</table>

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.

B. Technical Evaluation

2. Technical Evaluation – Firm Capability

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity to deliver within schedule</td>
<td>50</td>
</tr>
<tr>
<td>Must demonstrate capacity to deliver similar volumes in not less than 30 days from the date of award (attach at least two (2) copies of LPOs and delivery note). Twenty(50) marks – 25 for each proof</td>
<td></td>
</tr>
<tr>
<td>Experience</td>
<td>25</td>
</tr>
<tr>
<td>Proof at least two(2) years’ experience of similar business-recommendation letters/contract/inspection certificate 25 marks – 12.5 marks for each proof</td>
<td></td>
</tr>
<tr>
<td>Capacity to handle business volumes</td>
<td>25</td>
</tr>
<tr>
<td>Attach letter of good standing from your bankers to demonstrate financial ability to undertake a task of this magnitude. 25 marks</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>
Tenderers who score 80 out of the maximum 100 marks will proceed to the financial evaluation. Those who score below 80 out of maximum 100 marks will be eliminated at this stage from the entire evaluation process and will not be

C. Financial Evaluation

| 2.26.4 Award Criteria | The Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily. The criteria to be used will be comparison for all technically responsive tenders, and the tender will be awarded to the lowest evaluated bidder. |
SECTION III: GENERAL CONDITIONS OF CONTRACT

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<td>3.4 Standards</td>
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<td>3.14 Assignments</td>
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<td>3.20 Force Majeure</td>
<td>30</td>
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<tr>
<td>3.21 Notices</td>
<td>30</td>
</tr>
</tbody>
</table>
SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

(a) “The Contract” means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

(b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.

(c) “The Goods” means all of the goods, machinery, and/or other materials, which the tenderer is required to supply to the Procuring entity under the Contract.

(d) “The Procuring entity” means the organization purchasing the Goods under this Contract.

(e) “The Tenderer” means the individual or firm supplying the Goods under this Contract.

3.2 Application

3.2.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement installation and commissioning of goods to the extent that they are not superseded by provisions of other part of contract.

3.3 Country of Origin

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

3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer and will be treated thus in the evaluation of the tender.

3.4 Standards

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

3.5 Use of Contract Documents and Information

3.5.1 The Candidate shall not, without the Procuring entity’s prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.
3.5.2 The tenderer shall not, without the Procuring entity’s prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above.

3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the Tenderer’s performance under the Contract if so required by the Procuring entity.

3.6 Patent Rights

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

3.7 Performance Security

3.7.1 Within 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.

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

3.7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the procuring entity and shall be in the form of:
   a) Cash
   b) Bank guarantee
   c) Such insurance guarantee approved by the Authority
   d) Letter of credit

3.7.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Tenderer’s performance obligations under the Contract, including any warranty obligations, under the Contract.

3.8 Inspection and Tests

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

3.8.2 The inspections and tests may be conducted in the premises of the tenderer. All
reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

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

3.8.4 The Procuring entity’s right to inspect test and where necessary, reject the goods after the goods arrival and delivery shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by the Procuring entity or its representative prior to the goods delivery.

3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.9 Packing

3.9.1 The tenderer shall provide such packing and packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

3.9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract.

3.10 Delivery and Documents

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

3.11 Insurance

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

3.12 Payment

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

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

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

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

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

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

3.14 Assignment

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

3.15 Subcontracts

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

3.16 Termination for Default

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

(a) if the tenderer fails to deliver any or all of the goods within the periods specified in the Contract, or within any extension thereof granted by the Procuring entity.

(b) if the tenderer fails to perform any other obligation(s) under the Contract.

(c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
3.16.2 In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similargoods.

3.17. Termination for convenience

3.18. Liquidated Damages

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

3.19. Resolution of Disputes

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

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

3.20. Language and Law

3.20.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise specified in the SCC

3.21. Force Majeure

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

3.22. Notices

3.22.1 Any notice given by one party to the other pursuant to this contract shall be sent to other party by post or by fax or Email and confirmed in writing to the other party’s address specified.

3.22.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.
Notes on Special Conditions of Contract

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

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

(a) Information that complement provisions of Section III must be incorporated.

(b) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the goods being procured must also be incorporated.
SECTIONIV - SPECIAL CONDITIONS OF CONTRACT

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

4.2 Special conditions of contract as relates to the GCC

<table>
<thead>
<tr>
<th>REFERENCE OF GCC</th>
<th>SPECIAL CONDITIONS OF CONTRACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.4.1</td>
<td>Goodwill besuppliedas per the provided technical specifications.</td>
</tr>
<tr>
<td>3.7.1</td>
<td>The performance security shall be 1% of the contract price and shall be in form of bank guarantee ONLY</td>
</tr>
</tbody>
</table>
| 3.8.1 | • Inspection and testshallbe conductedby after delivery atthe Kenyatta National Hospital (KNH)premises  
  • The tenderer shall provide allnecessary assistance, goods, humanresource and anyothercologization costswires... |  
| 3.10.1 | • The delivery ofthe goodsshallbe at the point of use within the hospital premises.  
  • Delivery of the goodsshall be made by the tenderer in accordance with the terms specified by Procuring entity in its Schedule of Requirements and the Special Conditions of Contract. |
| 3.11.1 | • The Goods under the Contract shall be fully insured by the tenderer against loss or damage incidental to manufacturer or acquisition, transportation and delivery as indicated under clause 3.10.1. |
| 3.12.1 | Payment will be made through electronic fund transfer within 30 days upon receipt of invoice after supply, delivery, inspection and acceptance of the goods. |
| 3.13.2 | Contract price variations shall not be allowed within the first twelve months. Any variation thereafter shall not exceed 10% of the original contract price. |
| 3.15.1 | The Tender shall not be subcontracted |
| 3.18.1 | Any dispute arising from the interpretation or performance of his contract shall be resolved through arbitration. The arbitrator shall be appointed by the Chairperson of the Chartered Institute Arbitrators – Kenya Chapter |
SECTION-V- SCHEDULE OF REQUIREMENTS AND PRICES

Notes on Schedule of Requirements and Prices

5.1 The Procuring entity must state whether the contract is for procurement, installation and commissioning OR whether it is for installation and commissioning only, in which case, the goods will have been procured separately.

5.2 The tenderers may use additional paper as will be necessary to indicate the details of their costing.
SECTION VI - TECHNICAL SPECIFICATIONS

6.1 GENERAL

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

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

6.1.3 All the dimensions and capacities of the goods 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.

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

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

Note: The technical specifications sample will be provided
STAFF UNIFORM

- Please provide ½ (half) metre of the specified material for technical evaluation.
- Final product must be approved before mass production for all items.
- Information on sizes will be communicated to the supplier awarded by the department.

A. SPECIFICATION FOR PUBLIC HEALTH STAFF UNIFORM

SUPPORT STAFF UNIFORM
The Fabric for support staff uniform should be beige in colour.

a) Men’s trouser (109 x 2 pairs)
   - Should have a waist band of width one and half an inch (1&1/2”).
   - Should have a zip fly and hook
   - Should have six loops
   - Should have two front cross pockets
   - Should have a double getting pocket at the right back (hip)
   - Trouser should have a turn-up
   - Should be made to measure

b) Men’s shirts (109 x 2 pairs)
   - The Fabric should be same material as that of the trouser
   - The shirt should be a short sleeve shirt
   - Front opening with buttons
   - Should have a tennis collar
   - Should have patch pocket at the left
   - Should have a Yoke
   - Should have two side opening (cut) of five inches above the hem
   - Should have an embroidered KNH logo at the pocket
   - Should be made to measure

c) Ladies Trouser (78 x 2 pair + 24 x 1 pair)
   - The Fabric to be the same as that of men’s uniform
   - Should be a fitted long trouser
   - The trouser should have two front cross pockets
   - The trouser should have no turn-up
   - The trouser should have elastic at the back and front zip opening and closing hook
- No hip pocket at the back
- Should be made to measure

d) Ladies Skirts (50 x 2 pairs + 24 x 1 pair)
- The Fabric should remain the same material as shown above
- The skirt should have a waist band on one and half an inch
- The skirt should have both sides elastic at the waist band
- Should have Zip opening and Zip guard at the back
- Should have a slit at the bottom back
- Should have four darts (two front & two at the back)
- Should be made to measure

e) Ladies Blouse (152 x 2 pairs)
- The color and Fabric should remain the same as above
- The blouse should be a short sleeved blouse
- Should have four princess darts from arm hole line to hem, two front and two at the back
- Should have a single patch pocket with an embroidered KNH logo
- Should have two openings at the sides of five inches above the hem
- Should be round collar blouse (collarless)
- Should have interfacing for stiffening in from along fastening line and at the round neck
- The front should have button fastening types
- Should have machine made button holes
- Should be made to measure

B. DOMESTIC SUPERVISORS – GREEN DUST COAT (24 *2 pairs)
The Fabric should be Termelyne green in colour. The material should be polyester viscose suiting material.
- The dust coat should be plain green
- One upper patch pocket at its position with an embroidered KNH logo.
- Two lower pockets of size eight inches length and seven inches width and twenty inches length and seven inches width and twenty inches down from shoulder line.
- Two side darts from armhole to lower pockets.
- Should have a convertible (coat) color of 3 pieces.
- Should have front opening of four buttons and button holes.
- Should have a vent at the back of ten inches above the hem, vent left overlap right.
- Should have interfacing from neck to hem line.
• Should have neat machine made button holes.
• Buttons should be of quality and match the material.
• Bias used in finishing sleeve should match with the main material.
• Should have a loop at the neck for hanging.
• Should have overall top stitch.
• Hemming should be one inch.
• Workmanship should be neat and clean.
• Upper pocket to have KNH printed or embroidery logo.
• Should have a top stitch of a quarter an inch.

C. CATERING

1. CATERESSES UNIFORM

**FEMALE (15 Sets*2 )**
A set of (Skirt/Trouser Suit, Blouse & Scarf)

(i) (ii) **Coat**
- Should be white in color.
- Should have a round neck without a collar.
- Coat should have ¾” sleeves.
- Should reach above the hips.
- Should have a breast pocket and two other pockets on the side.
- Shoulders should have epaulettes
- Should have pockets binded in black.
- Should have the word HOSPITALITY imprinted above the breast pocket.
- Should have a waistband behind
- Should be bespoke.
- Should have a good workmanship.

**CATERER’S UNIFORM (2 sets*2)**
A set of (Coat, Trouser, Shirt)

I. **Coat**
- Should be white in color.
- Should have a round neck without a collar.
- Coat should have \( \frac{3}{4}'' \) sleeves.
- Should reach above the hips.
- Should have a breast pocket and two other pockets on the side.
- Shoulders should have epaulettes
- Should have pockets binded in black.
- Should have the word HOSPITALITY imprinted above the breast pocket.
- Should have a waistband behind
- Should be bespoke.
- Should have a good workmanship.

(ii) **Trouser**

The material should be the same as of the coat.
- The trouser should have a waist band of \( 1\frac{1}{2}'' \) and 6 loops round the waist.
- Should have two crossed pockets.
- Should have 1 hip pocket at the right side with double jetting and a loop for the button.
- Should have a zip fly of 8” and closing hooks.
- Should have a turn up of \( 1\frac{1}{2}'' \).
- Should have good workmanship.

(iii) **Shirt**

The material should be brilliant – gold in color 80% cotton and 20% polyster(light duty material).
- Should be long sleeved shirt.
- Should have a patch pocket at the left.
- Should have a standing tennis collar.
- Should have a York at the back.
- Should have 7 buttons.
- Button spacing of 3”.
- Should be round button.
- Should be made to measure.
- Should have turn up blue in color

**COOKS UNIFORM**

**FEMALE (50sets*2)**
A set of (Skirt/Trouser, Chefs Jacket)

**Skirts/Trouser**
Should be black. (Polyester viscose 35% cotton 65% polyester)

(i) **Skirt**
- Should be non-fading material.
- The skirt should be a three piece skirt with zip of 7” at the back.
- Should be non-flare.
- The waist band should be 1½”
- Should have a button fastening on top of the zip.
- Should have zip facing (zip guard).
- Should have two straight pockets at the sides.
- Should have 4 darts.
- Should have side elastic of 1½”
- Should have cotton lining of the same color as for the skirt material.
- Should be made to measure.

(ii) **Trouser**
The material should be the same as that of the skirt.
- The trouser should have a waist band of 1½”
- Should have 6 loops.
- Should have two closed pockets.
- Should have due double jetting pocket at the hip (for men).
- Should have a fly of 8”
- Should have two pleats both sides (front).
- Should have two darts at the back.
- For ladies should have elastic at the side.
iii) **Chefs Jacket**
- Should be white in colour (polyester Viscose material, 35% cotton, 65% polyester)
- Overlapping double breast Jacket
- Sleeved should be ¾” length.

- Black buttons at the front opening, the 11th button to be inside at the front top.
- Standing collar and black in color
- Back part to have one piece
- Should have a piped pen pocket on the left.
- Should have a black binding on the front edges

MALE (32sets*2)

(i) **Trouser**
The material should be the same as that of the skirt.
- The trouser should have a waist band of 1½”
- Should have 6 loops.
- Should have two closed pockets.
- Should have due double jetting pocket at the hip (for men).
- Should have a fly of 8”
- Should have two pleats both sides (front).
- Should have two darts at the back.
- For men should have a turn up of 1½”.

(ii) **Chefs Jacket**
- Should be white in colour (polyester Viscose material, 35% cotton, 65% polyester)
- overlapping double breast Jacket
- Sleeved should be ¾” length.
- Black buttons at the front opening, the 11th button to be inside at the front top.
Standing collar with black binding.
- Back part to have one piece
- Should have a black binding on the edges front
- Should have a piped pen pocket on the left.

**CHEFS HAT**
- The material should be brilliant white.
- The material should be a polyester viscose of polyester 65% and cotton 35% polyester.
- Should be none creasing material.
- Should be easy to wash.

The cap should be as follows:-
- Should have a length of 7” long.
- Should have a circle cover of diameter 6” when complete.
- Stand the length should have a seam of parallel stitches of ½” apart that makes a circle.
- At the bottom should have a double extended folded material of length 3½”
- Should be top stitched.
- Should have ½” wide elastic to cover a length of 6” when stretched, inserted inside the fold.
- Bottom circumference should be 24” and a top stitch at the seam.
  - The extension to have a fold at a length of 1½” when finished.

**NB:** Catering to avail the Sample.

**FOOD PORTERS UNIFORM**

**Female 90sets*2**

**Male 40sets*2**

A set of (Skirt/Trousers, Shirt/Blouse, Waist Coat, Cap, scarf checked light blue white)
**Skirt**
The material should be soft polyester viscose (35% polyester and 65% cotton).
- Should be black in colour.
- Should be non-fading material.
- The skirt should be a three piece skirt with zip of 7” at the back.
- Should be non-flare.
- The waist band should be 1½”
- Should have a button fastening on top of the zip.
- Should have zip facing (zip guard).
- Should have two straight pockets at the sides.
- Should have 4 darts.
- Should have side elastic of 1½”
- Should have cotton lining of the same colour as for the skirt material.
- Should be made to measure.

*Sample of ½ meter fabric must be provided*

**Trouser**
The material should be the same as that of the skirt.
- The trouser should have a waist band of 1½”
- Should have 6 loops.
- Should have two closed pockets.
- Should have double jetting pocket at the hip (for men).
- Should have a fly of 8”
- Should have two plaints both sides (front).
- Should have two darts at the back.
- For ladies should have elastic at the side.
- For men should have a turn up of 1½”.

**Shirt/Blouse**
- Should be short sleeved shirt/blouse.
- No turn up.
- Patch pocket at the left.
- Standing collar with tennis.
- A York at the back.
- Should have 7 buttons.
- Button spacing should be 3”
- Should be round buttons.
- Should be made to measure.
- For the shirts left to overlap right.
- Blouses right to overlap left.
- **Sample of ½ meter fabric must be provided**

**Porter’s Waist Coat**
- Should have V shaped neck
- Three buttons at front opening to match the main material
- Back part to have black lining with belt and a buckle to match the main material
- To have two pockets with single jet
- Front opening to have a slight V shape ending
  - **Sample of ½ meter fabric must be provided**

**Scarf**
The material should be cotton checked light blue and white in color.
Deep Red in color
- The length should be 36” by 24” with a hook for attachment.
- Should be absorbent.
- **Sample of ½ meter fabric must be provided**

**CAP (PORTERS)**
- Should be royal blue in color (65% cotton and 35% polyester)
- Should be royal blue caps
- The top cover should have a length of 10” and width of 6”
- The sides should be four inches long.
- Front and back should be 3” length.
- Side extension should be 3” length.
- Both make an overlap of 3” at the front and back.
The overlapping should have a sharp ending to the seam.
The back should have elastic of ½” inserted 4” wide.

NB: Sample available at the supplies department.

**Sample of ½ meter fabric must be provided**

**KITCHEN ATTENDANTS UNIFORM KAUNDA SUIT**

**MALE 6 sets*2**

**Top**
- The material should be beige in colour polyester viscose 35% cotton 65% polyester.
- Short sleeves
- One chest pocket
- Tennis collar (Convertible collar)
- Should have side opening of 5”
- Should have a york at the back
- Should have 4 buttons.

**Trouser**
- Should have a waist band of 1½”
- Should have six loops
- Should have zip opening of 8” with button fastening.
- Fly length 8”
- Should have two close pockets
- Should have one back pocket double jetting with a loop and button.
- Should have two darts.
- Should have two knife pleats on both sides.
- Should have a turn-up of 1½”
- Should have classic fashion waist band lining.
- Pockets should match with the material

**SHOES**
cateresses/caterers/porters/waiters/diet kitchen & bakery/ cooks at the outlets] Sample must be provided

FEMALE 90 pairs

- Low heeled black leather shoes
- Closed shoes

MALE 39 pairs

- Low heeled black leather shoes
- Closed shoes

WHITE HEAVY DUTY GUMBOOTS (MALE 150 NO.)

- Upper: Nitrile PVC Upper
- Sole: Nitrile PVC Sole
- Colours: White upper / White sole
- Information on sizes will be communicated to the supplier by the department
- Sample must be provided

WHITE CROCKS NO.50

- Should have rubber sole
- Designed with slip resistant allow you walk around polished floor safely
- Enclosed design with extra-dense EVA toe cap to offer extra protection
- Should have thick metatarsal area to protect foot from hurts and spills
- Should be light weight & comfortable
- Should have Breathable insole, non-slip & breathable foot bed.
- Should be multifunctional clogs i.e. can be used on wet surfaces & dry surfaces
- Sample must be provided

D TSSU AND CSSD UNIFORMS (SSA SPECIFICATION)

KAUNDA SUIT (85 SETS*2)

The Fabric should be polyester viscose suiting material Olive green 135 in colour.

Men’s Trousers

- Should have a waist band of width one and half an inch (1 & ½ “)
- Should have a zip fly and hook
- Should have six loops
- Should have two front cross pockets
- Should have a double getting pocket at the right back (hip)
- Trouser should have a turn-up
- Should be made to measure

**Men’s shirts**
- The fabric to remain the same as of the trouser.
- The shirt should have a tennis collar
- The shirt should have front stiffen interfacing.
- Should have a yoke, back and front.
- The shirt should have two patch pockets of inverted pleats and a flap with an embroidery
  KNH LOGO on the left pocket.
- Should have short sleeved turn-up.
- Should have front button openings.
- Should have side cut 5” above the hem.
- Should be made to measure.

**Ladies trouser**
- The fabric to be the same as that of men’s uniform.
- Should be a fitted long trouser.
- Trouser should have two front cross pockets
- The trouser should have no turn-up.
- The trouser should have elastic at the back and front zip opening and closing hook

**Ladies Skirts**
- The fabric should remain the same material as shown above.
- The skirt should have a waist band of one and half an inch
- The skirt should have both sides elastic at the waist band
- Should have zip opening and zip guard at the back
- Should have a slit at the bottom back.
- Should have four darts (two front & two at the back).
- Should be made to measure.

**Ladies blouse**
The colour and fabric should remain the same as above
The blouse should be a short sleeved blouse.
Should have four princess darts from arm hole line to hem, two front and two at the back.
Should have a single patch pocket with an embroidered KNH logo.
Should have two openings at the sides of five inches above the hem.
Should have interfacing for stiffening in front along fastening line and at the round neck.
The front should have button openings.
Should have machine made button holes.
Should be made to measure.

Note
Ladies will wear either a trouser or a skirt per set.

E. LAUNDRY & TAILORING
SCRUBS LAUNDRY & TAILORING SUPERVISORS NO 20*2
SHIRT (TOP)
- The material should be brilliant white in colour
- Should be a short sleeved
- Sleeves should have a Timlyn blue piping
- One upper patch pocket at the left side.
- Two lower patch pocket (7” W x 8” L)
- Should be of a V shape collar
- The collar should be Timlyn blue
- Collar should measure 1\(\frac{1}{4}\) width
- Front collar runs from shoulder to chest (Length of 10”)
- Back collar to be of (binding)
- Back part plain No York
- Should have cut of 5” above the hem.
- All pockets should have a Timlynblue pipe
- Sleeve no turn up
- Should be unisex
- Good workmanship
- The upper patch pocket to have embroidery KNH LOGO.

**TROUSER**
- The material should be Timlyn Blue in colour
- Should be a suiting material of 65% & cotton 35%
- Easy to iron
- Trouser should be one piece
- Elastic waist band of $1\frac{1}{4}$
- Inside waist band should have straps from sides and opening in front for adjustment,
- One patch back pocket
- 2 Knee patch pocket with a flat of (2”) at 13 “ from waist #band, pocket to measure length 8” wide 7”
- No turn up
- No fly
- Should be made to measure.
- Trouser should have a white lining
- Sample of $\frac{1}{2}$ meter fabric must be provided.

**BLACK CROCKS FOR (SUPERVISORS) NO. 20 Pairs**
- Should have rubber sole
- Designed with slip resistant allow you walk around polished floor safely
- Enclosed design with extra-dense EVA toe cap to offer extra protection
- Should have thick metatarsal area to protect foot from hurts and spills
- Should be light weight & comfortable
- Should have Breathable insole, non-slip & breathable foot bed.
- Should be multifunctional clogs i.e. can be used on wet surfaces & dry surfaces

**SCRUBS LAUNDRY & TAILORING STAFF (220 sets)**
**SHIRT (TOP)**

- Should be a short sleeved
- Sleeves should have a Bermuda blue piping
- One upper patch pocket at the left side.
- Two lower patch pocket (7” W x 8” L)
- Should be of a V shape collar
- The collar should be Bermuda blue
- Collar should measure 1\(\frac{1}{4}\) width
- Front collar runs from shoulder to chest (Length of 10”)
- Back collar to be of (binding)
- Back part plain No York
- Should have cut of 5” above the hem.
- All pockets should have a Bermuda blue pipe
- Sleeve no turn up
- Should be unisex
- Good workmanship
- The upper patch pocket to have embroidery KNH LOGO.

**TROUSER**

- The material should be brilliant white in colour
- Should be a suiting material of 65% & cotton 35%
- Easy to iron
- Trouser should be one piece
- Elastic waist band of 1\(\frac{1}{4}\)
- Inside waist band should have straps from sides and opening in front for adjustment,
- One patch back pocket
- 2 Knee patch pocket with a flat of (2”) at 13 “ from waist #band, pocket to measure length 8” wide 7”
- No turn up
- No fly
- Should be made to measure.
- Trouser should have a white lining
- Sample of ½ meter fabric must be provided.

**WHITE CROCKS FOR LAUNDRY LADIES NO.30**
- Should have rubber sole
- Designed with slip resistant allow you walk around polished floor safely
- Enclosed design with extra-dense EVA toe cap to offer extra protection
- Should have thick metatarsal area to protect foot from hurts and spills
- Should be light weight & comfortable
- Should have Breathable insole, non-slip & breathable foot bed.
- Should be multifunctional clogs i.e. can be used on wet surfaces & dry surfaces

**BLACK CROCKS FOR (TAILORING STAFF) NO. 45**
- Should have rubber sole
- Designed with slip resistant allow you walk around polished floor safely
- Enclosed design with extra-dense EVA toe cap to offer extra protection
- Should have thick metatarsal area to protect foot from hurts and spills
- Should be light weight & comfortable
- Should have Breathable insole, non-slip & breathable foot bed.
- Should be multifunctional clogs i.e. can be used on wet surfaces & dry surfaces

**WHITE HEAVY DUTY GUMBOOTS (MALE 60 NO.)**
- Upper: Nitrile PVC Upper
- Sole: Nitrile PVC Sole
- Colours: White upper / White sole
- Information on sizes will be communicated to the supplier by the department
- Sample must be provided

**HEAT RESISTANCE GLOVES – 100 PAIRS**

Should have a contact temperature resistance of around 100ºc pairs for upto 15


**F. SPECIFICATIONS DRIVER’S UNIFORMS**

**Male drivers - 32sets*2**

**Female drivers 7sets*2**

**Men’s Coat**
- The material should be navy blue in colour- cotton viscose suiting material.
- Should have a coat collar.
- Single breast of three buttons
- Double cut at the back
- Lower pockets to have double jetting
- The inner pockets, one to have zip opening.
- The lining should match with the material.
- The button hole should be key-button hole type.
- Should have a ticket pocket.
- Should be made to measure.

**Men’s Trouser**
- The material should be the same as of the coat/skirt.
- It should be a standard long trouser with a zip opening and hooks.
- Should have a waist band of 1 ½ ” and 6 loops.
- Should have two front cross pockets.
- Should have two front knife pleats both sides.
- Should have 1 hip pockets of double jetting with a loop and button.
- Should have a turn up of 1 ½ ”
- Should have 2 darts at the back.
- Pockets lining should match with colour of the material.
- Waist band facing to match with the material.
- Should be made to measure.
**Socks**

i. Heavy duty cotton material

ii. Be Navy blue in colour

iii. Sample must be provided

**Belt**

i. Be black in colour

ii. Be pure leather

iii. Be 1” wide

iv. Sample must be provided

**Neck tie**

i. Black in colour

ii. Be 100% polyester

iii. 2½” wide – lower side

iv. Sample must be provided

**Ladies Coat**

- The Fabric should be exactly the same material as that of men’s suit.
- Single breast with three buttons
- Round at the back no cut.
- Should have a coat’s collar.
- Should have a ticket pocket.
- Should have two lower double jetting pockets.
- Should have two inner breast pockets.
- Should be made to measure.

**Skirt**

- Should have a waist band of 1½.
- Should have a hidden zip at the back of 7” and hook for closing.
- Should have an overlapping slit at the back.
- Should have 4 darts two front, two at the back.
• Should two cross front pocket.
• Should have a lining.
• None flare.
• Should be made to measure

**Female Trouser**
• The Fabric should be the same as that of the coat.
• Should have a waist band of 1 ½”
• Should be fitting waist no elastic
• Should have zip opening and hook.
• Should have not turn ups.
• No hip pocket.
• Should have darts at the back and 2 knife pleats in front.
• Should be made to measure

**Men’s Shirt**
• The fabric should be sky blue, light cotton shirting material.
• Long sleeves with standard curves.
• One breast patch pocket with KNH embroidery logo.
• Should have a standard collar.
• Should have a yoke.
• Should have button openings at the front and sleeves.
• Should be made to measure
• Sample of ½ meter fabric must be provided

**Blouse**
• The Fabric should be sky blue in colour light cotton shirting.
• The blouse should have a Tennis collar.
• The blouse should be a short sleeved blouse.
• Should have four princess darts from arm hole line to hem, two front and two at the back.
• Should have a single patch pocket with an embroidered KNH logo.
• Should have two openings at the sides of five inches above the hem.
• Should have interfacing for stiffening in front along fastening line and at the round neck.
• The front should have button opening.
• Should have machine made button holes.
• Sample of ½ meter fabric must be provided

j) **Socks**
   • Heavy duty cotton material
   • Be Navy blue in colour
   • Sample must be provided

k) **Belts**
   • Be black in colour
   • Be pure leather
   • Be 1” wide
   • Sample must be provided

**Scarf**
   • The material should be
   • Be the same as of the blouse
   • Be black in colour
   • Be triangle in shape, 36”*26”*26”
   • Have good workmanship
   • Sample must be provided

**Half coat (female & male drivers)**
The material should;
   • Be the same as of the coat
   • Three piece with a lining of a 100% viscose lining that matches the material
   • Three buttons and button holes that are machine made

a) **Male Shoes – 32 pairs**
• Black pure leather
• Low healed
• No Shoe laces

i) **Ladies Shoes – 7 pairs**
• Black pure leather
• Flat healed
• No shoe laces

**G.WHITE DUST COATS - NO. 1500**

The material should be brilliant white to polyester mix with cotton none frying material. The dust coat to appear as follows:

- Should be long dust coat below the knee line.
- Should have two pieced long sleeve
- Coat color of three pieces and should be convertible
- Front upper patch pocket at the length of nine and half inch from shoulder line and three inches away from buttons with an embroidered KNH logo.
- Should have front opening of four buttons
- Should have two lower pocket of size 8” x 7” and twenty inches away from shoulder line.
- Should have a back opening or vent stitch to the left side
- Should have two darts from arm hole to inside lower pocket.
- Should have interfacing from neck to hem.
- Should have machine made button holes.
- Buttons should be of quality and match the dust coat.
- The thread used in sewing, button, holes, buttons should match
- Bias used in finishing sleeve should match with the material.
- Should have a loop at the neck for hanging.
- Should have overall top stitch
- Hemming to be done of one inch.
- Crowned sleeve
H. PATIENT PORTERS DUST COATS-NO. 500

- The fabric should be brilliant white to polyester mix with cotton none frying material. The dust coat to appear as follows:
- Should bear two piece long sleeves
- Have epaulet green at the should with buttons
- Should have 3 positioned patch pockets and bearing scarf green n top of the white
- Should have a green belt
- Should have four white buttons in front and four machine made button holes
- Should have a back (vent) opening of ten inches above the hem
- Should have interfacing from neck to hem
- Should have two darts from armhole to inside the lower pocket
- Should have machine made button holes
- Buttons to be of quality and match the main material
- Thread used should match the decorations and main cloth body
- Bias used should match sleeve and material
- Should have a loop at the neck for hanging
- Should have a top stitch all over the stitched areas
- Humming should be one inche
- Workmanship should be neat and clean
- Upper pocket should have patched KNH logo embroidery
- Should have a top stitch of an quarter inch
I. TECHNICAL SERVICES
BROKEN OVERALL (SHIRT & PANT) - 150 NO.
Must be 100% cotton
Weight should be 235 gsm
Should be sanforized, Mercerized & Pre-shrunk
Colour must be navy blue/orange

**Shirt**
- Collar with button for adjustment
- One pocket with flap and Velcro on the left side of sleeve cuffs with button
- Front closure with zipper and button
- Two pockets at the bottom with flap and Velcro with contrast colour
- Reflective tape in each shoulder, sleeve and back.
- Sample must be provide for both men & women shoes

**Pant**
- Plastic zipper closure
- Two lateral front pockets
- Mobile phone pocket wit flap and Velcro on the left leg
- Two knee pockets with flap and velcro with colour contrast
- One tool pocket with flap and Velcro on the back leg
- One reflective tape on each leg
- Sample must be provided for both men & women shoes

**Black Gumboots (150 pairs)**
- Upper: Nitrile PVC Upper
- Sole: Nitrile PVC Sole
- Colours: White upper / White sole
- Information on sizes will be communicated to the supplier by the department
- Sample must be provided
SAFETY BOOTS (150 Pairs)
Professional safety boots with steel toe cap and midsole, water and oil resistant protection, antistatic and upper leather (piers protected sole). Heat resistant 300°C.

BERMUDA BLUE DUST COAT NO 1500
(Laundry & Tailoring, Supplies department, Office Messengers & ICT Department)
The Fabric should be polyester viscose suiting material and be Bermuda Blue colour.

- Should have a coat collar.
- Should have two piece long sleeves.
- Should have a coat shoulder type with crown.
- Should have upper patch pocket at the length of nine and half inch from shoulder line and three inches away from button line with an embroidered KNH logo.
- Should have front opening with four buttons
- Should have, two lower pockets of size length eight inches and width seven inches.
- The lower pocket should be twenty inches away from shoulder line
- Should have a vent (slit) of ten inches at the back.
- Should have two darts from armhole to inside lower pockets.
- Should have machine made button holes
- Buttons to match the material.
- Bias used in finishing sleeve should match with the main material
- Should have a loop at the neck for hanging
- Should have overall top stitch.
- Hemming to be done at one inch.
- Half meter sample should be provided for evaluation

Should be made to measure
<table>
<thead>
<tr>
<th>NO.</th>
<th>ITEM DESCRIPTION</th>
<th>ITEM SPECIFICATIONS</th>
<th>SIZES</th>
<th>TOTAL QTY RQD</th>
</tr>
</thead>
</table>
| 1)  | Rain Coats       | - a standard rain coat  
- Black in colour  
- Long sleeve  
- Teniscolor  
- Behind the Teniscolor water proof cap fixed  
- A cap must have a zip opening to hide the cap.  
- Have one inner single jetting pocket  
- Have five black buttons  
- Black lining stitched with ¼ piece of mattress (middle of lining & material)  
- Have two outer lower welt pocket  
- Have neck loop for hanging  
- Have a yak of 12”  
- A water proof texture. | Sizes: M – 10  
L – 30  
XL – 60  
XXL – 150  
XXXL – 40 | 316 pcs |
| 2)  | Military Boots (Men)  
Black | - Black in colour  
- Low sole  
- A full grain cow leather  
- Quality rubber sole  
- Lining of cotton fabric  
- Rubber inner and outer sole  
- Upper material should be of genuine leather  
- Eyelet opening and upper four pair of metal hooks  
- Weather friendly  
- Standard shoe lace | Sizes: 5 – 5 pairs  
6 – 20 pairs  
7 – 25 pairs  
8 – 80 pairs  
9 – 60 pairs  
10 – 16 pairs  
11 – 10 pairs | 228 pairs |
| 3)  | Military Boots (Ladies)  
Black | - Black in colour  
- Low sole  
- A full grain cow leather  
- Quality rubber sole  
- Lining of cotton fabric  
- Rubber inner and outer sole  
- Upper material should be of genuine leather  
- Eyelet opening  
- Weather friendly  
- Patched overlap two buckle at | Military Ladies' Boots Sizes: 4 – 4 pairs  
5 – 20 pairs  
6 – 20 pairs  
7 – 15 pairs  
8 – 15 pairs | 88 pairs |
<table>
<thead>
<tr>
<th>NO.</th>
<th>ITEM DESCRIPTION</th>
<th>ITEM SPECIFICATIONS</th>
<th>SIZES</th>
<th>TOTAL QTY RQD</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>the top</td>
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<tr>
<td></td>
<td></td>
<td>- Standard shoe lace</td>
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<tr>
<td>4)</td>
<td>Military Ladies' Shoes Black</td>
<td>Black in colour</td>
<td>Sizes:</td>
<td>88 pairs</td>
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<tr>
<td></td>
<td></td>
<td>- Low sole</td>
<td>4 – 4 pairs</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>- A full grain cow leather</td>
<td>5 – 20 pairs</td>
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<tr>
<td></td>
<td></td>
<td>- Quality rubber sole</td>
<td>6 – 20 pairs</td>
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<tr>
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<td></td>
<td>- Lining of cotton fabric</td>
<td>7 – 15 pairs</td>
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<td>- Rubber inner and outer sole</td>
<td>8 – 15 pairs</td>
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<td></td>
<td></td>
<td>- Upper material should be of genuine leather</td>
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<td></td>
<td></td>
<td>- Eyelet opening</td>
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<td></td>
<td></td>
<td>- Weather friendly</td>
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<td></td>
<td></td>
<td>- Patched overlap two buckle at the top</td>
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<tr>
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<td>- Standard shoe lace</td>
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<tr>
<td>5)</td>
<td>Cane Stick</td>
<td>Should be a standard military cane stick</td>
<td>Military Standard</td>
<td>116 Pcs</td>
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<tr>
<td></td>
<td></td>
<td>- Made of hard wood</td>
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<tr>
<td></td>
<td></td>
<td>- Have a length of 27”</td>
<td></td>
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<td></td>
<td></td>
<td>- Have a crown fixed at the head of 2 ½”</td>
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<td></td>
<td></td>
<td>- Crown to be KNH logo</td>
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<tr>
<td></td>
<td></td>
<td>- Top head and bottom to be a brass cover</td>
<td></td>
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</tr>
<tr>
<td>6)</td>
<td>Bar Soap</td>
<td>Beige in colour</td>
<td>2 bars Monthly</td>
<td>3720 Pcs</td>
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<tr>
<td></td>
<td></td>
<td>- Menengai brand</td>
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<tr>
<td></td>
<td></td>
<td>- Weighing 1kg</td>
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<td></td>
<td></td>
<td>- Perfumed</td>
<td></td>
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<tr>
<td>7)</td>
<td>Trousers (Male)</td>
<td>Grey in colour</td>
<td>218 Pcs</td>
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<tr>
<td></td>
<td></td>
<td>- Material should be polyester viscose suiting</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- Be a standard long trouser</td>
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<tr>
<td></td>
<td></td>
<td>- Have fly buttons</td>
<td></td>
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<td></td>
<td></td>
<td>- Have double jetting heap hopedat with a loop and a button</td>
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<td></td>
<td></td>
<td>- Have five loops of length 5”size</td>
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<td></td>
<td></td>
<td>2&quot;x 1 ½ (should have arrow sharp)</td>
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<td></td>
<td></td>
<td>- Have a firm waist band of width 2&quot;</td>
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<td></td>
<td>- Have standard waist band lining (facing)</td>
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<tr>
<td></td>
<td></td>
<td>- Two front cross pockets</td>
<td></td>
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<td></td>
<td></td>
<td>- No turn ups</td>
<td></td>
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<td></td>
<td></td>
<td>- Pocket lining to match material</td>
<td></td>
<td></td>
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<tr>
<td>8)</td>
<td>Trousers (Female)</td>
<td>- Material should be polyester viscose suiting</td>
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<td></td>
<td></td>
<td>- Grey in colour</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- Have four darts</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>- Have five loops</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- Two front cross pockets</td>
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<td></td>
<td></td>
<td>- No turn ups</td>
<td></td>
<td></td>
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<tr>
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<td></td>
<td>- Have a waist band of 2&quot;</td>
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<tr>
<td></td>
<td>Trousers (Female)</td>
<td>Blue Grey made to fit Zipped</td>
<td></td>
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<tr>
<td>9)</td>
<td>Female Skirts</td>
<td>- Material same as trouser</td>
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<tr>
<td></td>
<td></td>
<td>- Two cross pockets</td>
<td></td>
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<td></td>
<td></td>
<td>- Have four darts</td>
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<td></td>
<td></td>
<td>- Be three piece skirt</td>
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<td></td>
<td></td>
<td>- Have a slit</td>
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<td></td>
<td></td>
<td>- Lining matching the material</td>
<td></td>
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<td></td>
<td></td>
<td>- Blind hemming</td>
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<td></td>
<td></td>
<td>- Have a zip and a hook at the back</td>
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<tr>
<td></td>
<td>Female Skirts</td>
<td>Blue Grey made to fit Zipped</td>
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<tr>
<td>10)</td>
<td>Jackets (Unisex)</td>
<td>- Colour and texture to remain the same as the long trouser.</td>
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<tr>
<td></td>
<td></td>
<td>- Have a coat collar</td>
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<tr>
<td></td>
<td></td>
<td>- Have two shoulder epaulet and machine made button hole and button size of epaulet (shoulder flap) length 5&quot; width 2&quot; pointed head.</td>
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<tr>
<td></td>
<td></td>
<td>- Should have a long sleeve with a standard scarf of 2 ½ pointed end at the button hole</td>
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<tr>
<td></td>
<td></td>
<td>- Two chest box pleat patch pocket with a flap and button plus button hole.</td>
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<td></td>
<td></td>
<td>- Pocket flap to measure 2&quot; at the edge and centre 2 ½&quot;</td>
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<td></td>
<td></td>
<td>- Should have two lower welt</td>
<td></td>
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<tr>
<td></td>
<td>Jackets (Unisex)</td>
<td>Blue Grey made to fit as per sample</td>
<td></td>
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<tr>
<td></td>
<td>Jackets (Unisex)</td>
<td>312 Pcs</td>
<td></td>
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<td></td>
<td></td>
<td>pocket</td>
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<td></td>
<td></td>
<td>- Have a york</td>
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<td></td>
<td></td>
<td>- On top of the left pocket should have KNH embroidery logo on the body</td>
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<td></td>
<td></td>
<td>- Should have grey lining and inner pocket</td>
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<tr>
<td></td>
<td></td>
<td>- Have button round scarf of 2 ½&quot; and extension of pointed 3&quot; for closing (button with metal shank and round open ring)</td>
<td></td>
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<td></td>
<td></td>
<td>- Have ten buttons</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- Have centre front 5 Lion crowned button (Kenya Government)</td>
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<tr>
<td></td>
<td></td>
<td>- Men left overlap right – Military button</td>
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<tr>
<td></td>
<td></td>
<td>- Ladies right overlap left</td>
<td></td>
<td></td>
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<tr>
<td>11)</td>
<td>Shirts/blouses</td>
<td>- Sky blue in colour</td>
<td>Blue long sleeved with KNH emblem</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- Shirting material of high quality</td>
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<td></td>
<td></td>
<td>- Have neck tie standard collar</td>
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<td></td>
<td></td>
<td>- Have a KNH embroidery logo on top of the pocket</td>
<td></td>
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<td></td>
<td></td>
<td>- Have two patch pocket with flaps</td>
<td></td>
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<td></td>
<td></td>
<td>- Left pocket flap should have 1” opening for pen</td>
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<td></td>
<td></td>
<td>- Standard long sleeve with a scarf of 2 ½”</td>
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<td></td>
<td></td>
<td>- Sleeve having two buttons and one button hole</td>
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<td></td>
<td></td>
<td>- Have York at the back</td>
<td></td>
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<tr>
<td>12)</td>
<td>Sweaters</td>
<td>- Made of acrylic fibre</td>
<td>Medium: 200 pcs</td>
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<tr>
<td></td>
<td></td>
<td>- Grey in colour</td>
<td>Large: 50 pcs</td>
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<td></td>
<td></td>
<td>- Long sleeved</td>
<td>X-large: 50 pcs</td>
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<td></td>
<td></td>
<td>- Have black fibre material epaulet (shoulder flap)</td>
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<td></td>
<td></td>
<td>- V Shaped collar</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- Have a KNH embroidery logo on the left of the chest</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- Have a patch of black material to overlap back to front measurement 9&quot;x 5&quot;</td>
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<tr>
<td></td>
<td></td>
<td>- Have elbow patch of black material measurement 8”x 4”</td>
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Total QTY: 312 Pcs
<table>
<thead>
<tr>
<th>NO.</th>
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<th>ITEM SPECIFICATIONS</th>
<th>SIZES</th>
<th>TOTAL QTY RQD</th>
</tr>
</thead>
</table>
|     |                  | - Have buttons to close the shoulder flaps  
    |                  | - Should be strong durable and firmly weaved  
    |                  | - Should be stripped design  
    |                  | - Inside firm sling to be over locked  |       |              |
| 13) | Web belt         | - Be web belt  
    |                  | - Should be blue and dark blue stripped in colour  
    |                  | - Have a length of standard size width to be 2 ½”  
    |                  | - Should have brass buckles  
    |                  | - Have metallic adjustments/fasteners  
    |                  | - Have 4 light metal loose loops  
    |                  | - Be of high grade nylon  |       | 312 pcs      |
| 14) | Socks(Unisex)    | - Should be of military standards  
    |                  | - Be jungle green in colour  
    |                  | - Should have long thick strips  
    |                  | - Long lasting standard elastic  |       | 306 pairs    |
| 15) | Shoe Polish      | - Black in colour  
    |                  | - 100% Kiwi brand  
    |                  | - 100ml/80g  |       | 3720 Pcs     |
| 16) | Berets           | - Should be standard military cap  
    |                  | - To be in woollen texture  
    |                  | - Black in colour  
    |                  | - Should be sun resistant(non fading)  
    |                  | - Should have a diameter of 15”  
    |                  | - Have a circumference of 22”  
    |                  | - Should be of leather binding  
    |                  | - Should have cotton lining  
    |                  | - Fixed crown Badge holder  
    |                  | - Two openings to release air  |       | 312 pcs      |
| 17) | Whistles         | - Should be brass metal  
    |                  | - Should be coated with silver  
    |                  | - Have mouth opening  
    |                  | - Have two side opening  
    |                  | - Have a shank of Diameter ½” circle  |       | 312 pcs      |
| 18) | Reflective jackets (Orange) | - Should be standard size finette materials  
<pre><code>|                  | - Orange in colour  |       | 316 pcs      |
</code></pre>
<table>
<thead>
<tr>
<th>NO.</th>
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<th>ITEM SPECIFICATIONS</th>
<th>SIZES</th>
<th>TOTAL QTY RQD</th>
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<tr>
<td></td>
<td></td>
<td>- Should have a binding of no button</td>
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<td></td>
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<td>- Should have two cross parallel reflective patch at the waist length.</td>
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<td></td>
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<td>- Both side from waist length through shoulder to front</td>
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<td></td>
<td></td>
<td>- Should have KNH SECURITY mark on the back</td>
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<tr>
<td></td>
<td></td>
<td>- Sleeve to be bound</td>
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<tr>
<td>19)</td>
<td>Cap Badges</td>
<td>- Should be brass metal</td>
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<tr>
<td></td>
<td></td>
<td>- Should be KNH logo</td>
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<td></td>
<td></td>
<td>- Should have hook pins</td>
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<td></td>
<td></td>
<td></td>
<td>312 pcs</td>
<td></td>
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<tr>
<td>20)</td>
<td>Lanyard</td>
<td>- Should be Navy Blue in colour</td>
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<td></td>
<td></td>
<td>- Should be double strand twisted</td>
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<td></td>
<td>- Should have a metal hook to hold whistle</td>
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<td></td>
<td>170 Pcs</td>
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<td>21)</td>
<td>Ties</td>
<td>- The material should be polyester viscose (suiting)</td>
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<tr>
<td></td>
<td></td>
<td>- Standard neck tie of length 62&quot;, bottom 4&quot; top 1 ½&quot;</td>
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<td></td>
<td></td>
<td>- Pointed at both ends</td>
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<td></td>
<td></td>
<td>- Have inside cross loop</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- Have KNH embroidery logo</td>
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<td></td>
<td></td>
<td></td>
<td>312 Pcs</td>
<td></td>
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<tr>
<td>22)</td>
<td>Badges of Ranks</td>
<td>- Material should be terevival suitin material</td>
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<td></td>
<td></td>
<td>- Should be navy blue in colour</td>
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<td></td>
<td></td>
<td>- Measures 5&quot; x 2 ½ x 2</td>
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<td></td>
<td></td>
<td>- Top should have embroidery of KNH, middle should have stars</td>
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<td></td>
<td></td>
<td>(One Star, Two Stars and Three Stars) to show ranks and</td>
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<td></td>
<td></td>
<td>Bottom should have SECURITY (all to be silvery in clour)</td>
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<td></td>
<td></td>
<td>- Should be stiffened by gum canvas</td>
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<td>- Inside should be over locked</td>
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<td></td>
<td></td>
<td></td>
<td>3 Stars – 56</td>
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<td></td>
<td>2 Stars – 6</td>
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<td>1 Stars - 56</td>
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<td>138 Pairs</td>
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<td>Wind breaker</td>
<td>- Grey in colour</td>
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<td>- Firmly weaved</td>
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<td>- V shaped neck</td>
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<td>- Should be unisex</td>
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<td>T- shirt</td>
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<td>M – 10</td>
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<td>- 100% cotton</td>
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## SECTION VI: SCHEDULE OF REQUIREMENTS

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3. CATERER’S UNIFORM

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<td>xiv</td>
<td>Rain Coats</td>
<td>Pcs</td>
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<tr>
<td>xv</td>
<td>Military Boots (men) black</td>
<td>Pairs</td>
<td>228</td>
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<td>88</td>
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<td>Military Ladies Shoes Black</td>
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<td>Wind Breaker</td>
<td>Pcs</td>
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<td>Pcs</td>
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8. TECHNICAL SERVICES
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<th>QUANTITY REQUIRED</th>
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<th>UNIT COST</th>
<th>TOTAL COST</th>
<th>DELIVERY PERIOD</th>
<th>REMARKS</th>
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<td>150</td>
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<td></td>
<td>Men’s suit</td>
<td>NO</td>
<td>NO.50</td>
<td>50</td>
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<tr>
<td></td>
<td>Men's coat</td>
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<tr>
<td></td>
<td><strong>DRIVER’S UNIFORM</strong></td>
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<tr>
<td>i)</td>
<td>Men’s Coat (Drivers)</td>
<td>PAIRS</td>
<td>32 Pairs * 2</td>
<td>64</td>
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<td></td>
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<tr>
<td>ii)</td>
<td>Men's Trouser (Drivers)</td>
<td>pairs</td>
<td>32 Pairs * 2</td>
<td>64</td>
<td></td>
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<td>iii)</td>
<td>Male Shoes</td>
<td>pairs</td>
<td>32</td>
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<td>Ladies Coat (Drivers)</td>
<td>pairs</td>
<td>7 pairs * 2</td>
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<td>v)</td>
<td>Skirt (Drivers)</td>
<td>pairs</td>
<td>7 pairs * 2</td>
<td>14</td>
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<tr>
<td>vi)</td>
<td>Female Trouser (Drivers)</td>
<td>Pairs</td>
<td>7 pairs * 2</td>
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<td>vii)</td>
<td>Men's Shirt (Drivers)</td>
<td>pairs</td>
<td>32 Pairs * 2</td>
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<tr>
<td>viii)</td>
<td>Blouse (Drivers)</td>
<td>pairs</td>
<td>7 pairs * 2</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>ix)</td>
<td>Ladies Shoes</td>
<td>Pairs</td>
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<td>7</td>
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<td></td>
<td></td>
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<tr>
<td>x)</td>
<td>Socks men</td>
<td>Pairs</td>
<td>32 Pairs * 2</td>
<td>64</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>NO</td>
<td>DESCRIPTION</td>
<td>UNIT OF ISSUE</td>
<td>QUANTITY REQUIRED</td>
<td>TOTAL QTYREQ</td>
<td>UNIT COST</td>
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<tr>
<td>xi)</td>
<td>Belt men</td>
<td>Pcs</td>
<td>32</td>
<td>32</td>
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<td>xii)</td>
<td>Blouse</td>
<td>Pcs</td>
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<td>xiii)</td>
<td>Socks ladies</td>
<td>Pairs</td>
<td>7 pairs * 2</td>
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<td>xiv)</td>
<td>Belt ladies</td>
<td>Pcs</td>
<td>7</td>
<td>7</td>
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<tr>
<td>11.</td>
<td>White dust coats -</td>
<td>No.</td>
<td>1500</td>
<td>1500</td>
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<tr>
<td>12.</td>
<td>Patient porters dust coats</td>
<td>No.</td>
<td>500</td>
<td>500</td>
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<tr>
<td>13.</td>
<td>Bermuda Blue Dust Coat (Laundry &amp; Tailoring, Supplies Department, Office Messengers &amp; ICT Department)</td>
<td>No.</td>
<td>1500</td>
<td>1500</td>
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</tbody>
</table>

**TOTAL AMOUNT (KSHS)**

---

Tenderer Name………………………………………………Tenderer Signature …………………Company Stamp………………

NB: Successful bidders will be offered a one (1) year indefinite quantity framework contract. The quantities provided in the above price schedule are indicative Hospital requirements. Orders will be placed as and when required (AWR). The prices shall remain fixed for one (1) year period.
SECTION IX: EVALUATION CRITERIA

Evaluation on bids will be conducted at three stages

STAGE 1: Preliminary Examination of Tender

Proof of supply of the following documents.

1. Submission of two Tender documents securely bound (spiral or book bound) and clearly marked (original and copy)
2. All pages of both (Original & Copy) documents Must be Sequential Serialized by the tenderer in numerical order
3. Tender form duly completed and signed
4. Tender Security Declaration form duly completed and signed
5. 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
6. Copy of Valid Tax Compliance Certificate/exemption certificate
7. Certificate of Incorporation/Registration/evidence of registration whichever is applicable
8. Certificate of registration from the treasury for the disadvantaged groups youth, women & persons living with disabilities

Documentary evidence inform of copies and originals where applicable 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

(i) These specifications describe the requirements for goods. Tenderers to submit samples and literature for evaluation, at least one day before tender closing date.

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

(iii) All the dimensions and capacities of the goods 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 Hospital reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products. Products will be taken for testing in an approved laboratory.

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

(a) Shortest possible delivery period of each product

STAGE 3: Financial Evaluation

i) Check for any arithmetic errors in the Tender
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) Comparison with prevailing market rates
Date______________

Tender No. KNH/T/42/2020-2021

To:____Kenyatta National Hospital
     P. O. Box 20723 – 00202Nairobi

[signature and address of Hospital]

Gentlemen and/or Ladies:

1. Having examined the tender documents including all addendum the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply delivery (insert item 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 the item 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 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 you may receive.

Dated this ________________ day of ___________________ 2020

[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)

<table>
<thead>
<tr>
<th><strong>Part 2 (a) – Sole Proprietor</strong></th>
</tr>
</thead>
</table>
| **Your name in full** …………………………………………………………………………………… **Age** ………………………………………
| **Nationality** ……………………………………… **Country of origin** ……………………………………… |
| *Citizenship details* |
| …………………………………………………………………………………………………………………………………………………

| **Part 2 (b) Partnership** |
Given details of partners as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship Details</th>
<th>Shares</th>
</tr>
</thead>
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Part 2 (c) – Registered Company Private or Public

State the nominal and issued capital of company: Nominal Ksh. ................................

Issued Ksh................................

Given details of all directors as follows

<table>
<thead>
<tr>
<th>Name</th>
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<td>5</td>
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</table>

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

Mandatory

Part 3 (a) – Pursuant to section 59(1)(a), (2) and (3) of the public procurement and Asset Disposal Act and section 26 of the Regulations 2006. This must be signed by all Directors Partner(s) /Sole Proprietor of the Company (or any other applicable legislation in the Country of registration)

1 /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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship Details</th>
<th>Signature</th>
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<td>5………………………………………………………………………………………………………</td>
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</table>

**Mandatory**

Part 3(b) Public Procurement & Assets Disposal Act and section 26 of the Regulations 2006 (or any other applicable legislation in the Country of registration).

Pursuant to section 41 of the Public Procurement and Assets Disposal Act 2015, I/ we the Directors/Partners/Sole Proprietor of this Company/Firm

……………………………………………………...confirm that we have not been debarred in Kenya not to Participate in any Tender/Bidding in Kenya.

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship Details</th>
<th>Signature</th>
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Sign ……………………… Date ……………………… Stamp …………………
SECTION XI A - TENDER SECURING DECLARATION FORM (YOUTH, WOMEN AND PEOPLE LIVING WITH DISABILITIES)

To:
The Chief Executive officer,
Kenyatta National Hospital
P.O Box 20723 – 00202,
Nairobi, Kenya.

WHEREAS .............................................................................................................. (Hereinafter called “the Tenderer”) has submitted its Tender dated ..................... for the supply and delivery to KNH through tender no. KNH/T/42/2020-2021 Supply and Delivery of Staff Uniforms - FOR YOUTH, WOMEN AND PEOPLE LIVING WITH DISABILITIES:-

WE THE UNDERSIGNED, DECLARE THAT:-

1. We understand that, according to your conditions, bids must be supported by a Tender Securing Declaration.

2. We accept that we will be automatically suspended from being eligible for bidding in any contract with you for a period of 5 years and 3 months starting from 7th July 2020 if we are in breach of our obligations under the tender conditions, because we–

   a) Have withdrawn our bid during the period of tender validity, or,

   b) Having been notified of the acceptance of our bid by you during the period of tender validity–

      i. Fail or refuse to sign the contract when required, or

      ii. Fail or refuse to furnish the Performance Security in accordance with the Instructions to Tenderers.

3. We understand that this Tender Securing Declaration shall expire if we are not the successful bidder, upon the earlier of either of the following:-

   a) Our receipt of a copy of your notification of the name of the successful bidder,

   b) Twenty eight (28) days after the expiry of our Tender.

4. We understand that if we are a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.
DATED AT ------------------ THIS ------------------- DAY OF -------------------------- 2020.

Yours sincerely,

Name of Tenderer

______________________________
Signature of duly authorized person signing the Tender

Name and Capacity of duly authorized person signing the Tender

______________________________
Stamp or Seal of Tenderer
10.4 CONTRACTFORM

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

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

NOW THIS AGREEMENT WITNESSETH AS follows:

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

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

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

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

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

Signed, sealed, delivered by __________ the ____________ (for the Procuring entity)

Signed, sealed, delivered by __________ the ____________ (for the tenderer in the presence of
__________________
10.5 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]
10.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM

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

[name of tender] .........................

Gentlemen and/or Ladies:

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

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

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

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

Yours truly,

Signature and seal of the Guarantors

..................................................
[name of bank or financial institution]

..................................................
[address]

..................................................
[date]
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 byus.

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 a person competent.
10.8 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

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<table>
<thead>
<tr>
<th>TENDER NO</th>
<th>DESCRIPTION OF GOODS, EQUIPMENT</th>
<th>CLOSING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>KNH/T/42/2020-2021</td>
<td>SUPPLY &amp; DELIVERY OF STAFF UNIFORMS</td>
<td>7th July 2020</td>
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<table>
<thead>
<tr>
<th>Sample Registration No</th>
<th>Date of Receipt of Sample</th>
<th>Catalogue, Part or Reference No</th>
<th>Description of Sample</th>
<th>Quantity</th>
<th>Name of Candidate</th>
<th>Received by (name/signature)</th>
<th>Date Returned to Candidate</th>
<th>Name, signature &amp; ID No of Candidate</th>
</tr>
</thead>
</table>