COUNTY GOVERNMENT OF WEST POKOT
DEPARTMENT OF PASTORAL ECONOMY

**TENDER NAME:** SUPPLY AND DELIVERY OF TWO (2) REFRIGERATED TRUCKS/ VEHICLES FOR NASUKUTA ABATTOIR

**TENDER NO.** CGWP/EU/T/033/2020-2021

**CLOSING DATE:** 9th April, 2021

**CLOSING TIME:** 12:00 Noon

MARCH, 2021
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SECTION I  INVITATION TO TENDER

TENDER REF NO:  CGWP/EU/T/033/2020-2021

TENDER NAME:  SUPPLY AND DELIVERY OF TWO (2) REFRIGERATED TRUCKS/ VEHICLES FOR NASUKUTA ABATTOIR

1.1. The County Government of West Pokot, here referred to thereafter in subsequent sections as the procuring entity in partnership with European Union (EU) now invites sealed Tenders from eligible candidates for the Supply and Delivery of Two (2) Refrigerated Trucks for Nasukuta Abattoir. The tender is National Open Tender.

1.2. Interested eligible candidates may obtain further information and inspect Tender Documents and the Specifications at County Government of West Pokot Headquarters at the Procurement Office during normal working hours as from Wednesday 24\textsuperscript{th} March, 2021. They may also download the same from the county web-portal www.westpokot.go.ke and the national government tenders web-portal www.tenders.go.ke free of charge;

1.3. Prices quoted should be net inclusive of all taxes, must be in Kenya shillings and shall remain valid for 120 days from the deadline of submission of the tender.

1.4. Tenders must be accompanied by a security from a Bank or Financial Institution or a Bankers Cheque to the West Pokot County of KES 250,000, say Kenya Shillings Two Hundred and Fifty Thousands and in the format as described under Appendix to Instructions to Tenderers. The Tender security should be valid for 150 days from the deadline of submission of the tender.

1.5. Completed tender documents in plain sealed envelopes bearing no indication of the name of the firm tendering with the tender number and name clearly marked on top should be deposited in the Tender Box located at the entrance to County Treasury building or by post to be addressed to:

\begin{center}
Chief officer – Pastoral Economy  
P.O. Box 222-30600  
Kapenguria
\end{center}

so as to be received not later than 12.00 Noon on Friday 9\textsuperscript{th} April, 2021. Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend at County Treasury Lower Board Room, Ground Floor.

1.6. Tenderers may request for clarifications in line with clauses 3.16 and 3.17 of the Section II – Instructions to Tenderers. Clarifications can be sort from address in clause 1.5 above.

DIRECTOR, SUPPLY CHAIN MANAGEMENT SERVICES
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SECTION II - INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers
   This Invitation for Tenders is Open to eligible tenderers as described in the
   Invitation to Tender.
   Successful tenderers shall complete the supply of goods by the intended completion date
   Specified in the Schedule of Requirements Section VI.

2.1.2 The procuring entity’s employees, committee members, board members and their relative
   (spouse and children) are not eligible to participate in the tender.

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

2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent
   practices.

2.2 Eligible Goods

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

2.2.2 For purposes of this clause, “origin” means the place where the goods are mined, grown,
   or produced. Goods are produced when, through manufacturing, processing, or
   substantial and major assembly of components, a commercially-recognized product
   results that is substantially different in basic characteristics or in purpose or utility from
   its components.

2.2.3 The origin of goods is distinct from the nationality of the tenderer.

2.3 Cost of Tendering

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

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

2.4 The Tender Document

2.4.1 The tender document comprises the documents listed below and addenda issued in
   accordance with clause 2.6 of these instructions to Tenderers
   (i) Invitation to Tender
2.4.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.5 Clarification of Documents

2.5.1 The County Government of West Pokot will respond in hard copy or electronic format to any request for clarification of the tender documents which it receives not less than four (4) days prior to the dateline for tender submission.

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

2.6 Amendment of Documents

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

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

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

2.7 Language of Tender

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

2.8 Documents Comprising of Tender
2.8.1 The tender prepared by the tenderers shall comprise the following components
(a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
(b) documentary evidence established in accordance with paragraph 2.1.2 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 2.1.2 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
(d) tender security furnished in accordance with paragraph 2.14

2.9 Tender Forms

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

2.10 Tender Prices

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

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

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

2.10.4 The validity period of the tender shall be 90 days from the date of opening of the tender.

2.11 Tender Currencies

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

2.12 Tenderers Eligibility and Qualifications

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

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

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

2.13 Goods Eligibility and Conformity to Tender Documents

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

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

2.13.3 The documentary evidence of conformity of the goods to the tender documents may be in the form of literature, drawings, and data, and shall consist of:
(a) a detailed description of the essential technical and performance characteristic of the goods;
(b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the Procuring entity; and
(c) a clause-by-clause commentary on the Procuring entity’s Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

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

2.14 Tender Security

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

2.14.2 The tender security shall be in the amount of 0.5 – 2 per cent of the tender price.
2.14.3 The tender security is required to protect the Procuring entity against the risk of Tenderer’s conduct which would warrant the security’s forfeiture, pursuant to paragraph 2.14.7

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

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

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

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

2.14.8 The tender security may be forfeited:

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

(b) in the case of a successful tenderer, if the tenderer fails:
   (i) to sign the contract in accordance with paragraph 2.27
   or
   (ii) to furnish performance security in accordance with paragraph 2.28

2.15 Validity of Tenders

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

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

2.16 Format and Signing of Tender

2.16.1 The Procuring entity shall prepare two copies of the tender, clearly marking each “ORIGINAL TENDER” and “COPY OF TENDER,” as appropriate. In the event of any discrepancy between them, the original shall govern.
2.16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The letter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

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

2.17 Sealing and Marking of Tenders

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

2.17.2 The inner and outer envelopes shall:
(a) be addressed to the Procuring entity at the address given in the Invitation to Tender:

Chief Officer – Pastoral Economy
County Government of West Pokot,
P. O. Box 222 - 30600
KAPENGURIA.

(b) bear, tender number and name in the Invitation for Tenders and the words, “DO NOT OPEN BEFORE,” 9th April, 2021 at 12.00 noon.

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

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

2.18 Deadline for Submission of Tenders

2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later than 9th April, 2021 at 12.00 noon.

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

2.19 Modification and Withdrawal of Tenders

2.19.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring prior to the deadline prescribed for submission of tenders.
2.19.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

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

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

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

2.20 Opening of Tenders

2.20.1 The Procuring entity will open all tenders in the presence of tenderers’ representatives who choose to attend, at 9th April, 2021 at 12.00 noon. and in the location specified in the Invitation to Tender.

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

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

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

2.21 Clarification of Tenders

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

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

2.22 Preliminary Examination

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

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

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

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

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

2.23 Conversion to Single Currency

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

2.24 Evaluation and Comparison of Tenders

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

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

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

2.25 Preference

2.25.1 Preference where allowed in the evaluation of tenders shall not exceed 15%.
2.26 Contacting the Procuring entity

2.26.1 Subject to paragraph 2.21 no tenderer shall contact the Procuring entity on any matter related to its tender, from the time of the tender opening to the time the contract is awarded.
2.26.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender, evaluation, tender comparison, or contract award may result in the rejection of the Tenderer’s tender.

2.27 Award of Contract

(a) Post-qualification

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

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

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

(b) Award Criteria.

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

(c) Procuring entity’s Right to Vary quantities.

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

(d) Procuring entity’s Right to Accept or Reject Any or All Tenders.

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

2.28 Notification of Award.

2.28.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.
2.28.2 The notification of award will constitute the formation of the Contract but will have to
wait until the contract is finally signed by both parties

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

2.29 Signing of Contract

2.29.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has
been accepted, the Procuring entity will send the tenderer the Contract Form provided in the
tender documents, incorporating all agreements between the parties.
2.29.2 The parties to the contract shall have it signed within 30 days from the date of notification
of contract award unless there is an administrative review request.

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

2.30 Performance Security

2.30.1 Within Thirty (14) days of the receipt of notification of award from the Procuring entity,
the successful tenderer shall furnish the performance security in accordance with the Conditions
of Contract, in the Performance Security Form provided in the tender documents, or in another
form acceptable to the Procuring entity.

2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or
paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture
of the tender security, in which event the Procuring entity may make the award to the next lowest
evaluated Candidate or call for new tenders.

2.31 Corrupt or Fraudulent Practices

2.31.1 The Procuring entity requires that tenderers observe the highest standard of ethics during
the procurement process and execution of contracts when used in the present regulations, the
following terms are defined as follows;

(i) “corrupt practice” means the offering, giving, receiving, or soliciting of anything
of value to influence the action of a public official in the procurement process or
in contract execution; and

(ii) “fraudulent practice” means a misrepresentation of facts in order to influence a
procurement process or the execution of a contract to the detriment of the
Procuring entity, and includes collusive practice among tenderer (prior to or after
tender submission) designed to establish tender prices at artificial non-competitive
levels and to deprive the Procuring entity of the benefits of free and open
competition

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

2.31.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks
being debarred from participating in public procurement in Kenya.
APPENDIX TO INSTRUCTIONS TO TENDERERS

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

<table>
<thead>
<tr>
<th>INSTRUCTIONS TO TENDERERS REFERENCE</th>
<th>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.1</td>
<td>The invitation is open to ALL eligible interested tenderers</td>
</tr>
</tbody>
</table>
| 2.12.2                              | **Evaluation and Comparison of Tenders:**  
                                          The tenders will be evaluated in three stages as follows:  
                                          1. Preliminary Evaluation  
                                          2. Technical Evaluation  
                                          3. Financial Evaluation  
                                          4. Due diligence  
                                          As per detailed evaluation criteria attached to this tender document |
- Minimum of 60 days credit period is required after delivery, inspection and acceptance of the items.
- In case of discrepancy between unit price and total, the unit price shall prevail.
- If there is a tie on the lowest quoted price competitive negotiation shall be undertaken.
- Unrealistic low or high prices shall be rejected, depending on the prevailing market price of that brand tendered.

Determination of evaluated price for each bid will be based on the following:
- Application of any discount offered on the tender
- Comparison of prevailing actual market prices

### 2.14.1
Submission of original tender security **Kes. 250,000.00** in the format provided in the tender document

### 2.18.1
Tenders must be submitted on or before the closing date, not later that **9th April, 2021 at 12.00 noon.**

### 2.20.1
The County Government of West Pokot will open all tenders in the presence of tenderer’s representatives, who choose to attend on **9th April, 2021 at 12.00 noon. at Treasury, Lower Boardroom**

### 2.27.4
The County Government of West Pokot reserves the right to award the contract in whole or in part without any change in the unit price.

### 2.27.5
The County Government of West Pokot reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the schedule of requirement

### 2.30.1
Performance security of 10% of total contract sum will be required in form of a Bank guarantee shall be required. This shall be the amount specifically stipulated on the award Letter and must be submitted within 30 days after receipt of notification of award letter.

### 2.4.1 (xii), 2.12.3, 4.1
**Manufacture authorization**
Copies of authorization should be organized as follows where applicable:
- Authorization by the first manufacturer
- Authorization by second manufacturer
- Authorization by the third manufacturer

NOTE: Ensure that all your tender submission are bound, indexed and chronologically numbered
## SECTION III: GENERAL CONDITIONS OF CONTRACT

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SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

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

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

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

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

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

3.2 Application

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

3.3 Country of Origin

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

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

3.4 Standards

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

3.5 Use of Contract Documents and Information

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

3.5.2 The tenderer shall not, without the Procuring entity’s prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above.
3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the Tenderer’s performance under the Contract if so required by the Procuring entity.

3.6 Patent Rights

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

3.7 Performance Security

3.7.1 Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security in the amount specified in Special Conditions of Contract.

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

3.7.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the Procuring entity, in the form provided in the tender documents.

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

3.8 Inspection and Tests

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

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

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

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

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

3.9 Packing

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

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

3.10 Delivery and Documents

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

3.11 Insurance

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

3.12 Payment

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

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

3.13 Prices

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

3.13.2 This will be a framework contracting for two (2) financial years (2020-2021 and 2021-2022) which shall be subjected to mid-term performance review after 12 months to determine continuation or termination.

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

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

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

3.15 **Subcontracts**

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

3.16 **Termination for default**

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

- (a) if the tenderer fails to deliver any or all of the goods within the 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, equipment similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar goods.

3.17 **Liquidated Damages**

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

3.18 **Resolution of Disputes**

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

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

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

3.20  Force Majeure

3.20.1 The tenderer shall not be liable for forfeiture of its performance security or termination for default if and to the extent that it’s delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
The following Special Conditions of Contract shall supplement the General Conditions of contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

1. **Standards (GCC 3.4)**

GCC 3.4 (i) Tenderers are required to submit sample, brochures or literature for all the Items tendered for.
   (ii) The brochures/literature submitted must conform to the technical specifications (section v).
   (i) No tender document will be accepted after the official closing time as specified on the advertisement and tender documents.
   (ii) The brochures/literature will be evaluated by the Technical Evaluation Committee with reference to the tender specifications.

2. **Use of contract documents and information (GCC 3.5)**

GCC 3.5.3 (i) Tenderers should note that no substitution, alteration, change of format or modification to the standard tender documents is allowed. Tenderers are only allowed to add any other relevant additional to the documents. Any tender who doesn’t adhere to this condition will automatically be disqualified.

3. **Inspection and Tests (GCC 3.8)**

GCC 3.8.1 (i) The County Government of West Pokot may carryout inspection and tests by visiting the Premises/godowns to ascertain the accuracy of the information given in the tender documents, capacity and capability of the tenderers and confirm whether the items quoted for conform to the contract specification.

4. **Packing (GCC 3.9)**

GCC 3.9.1 The material must be packed in order to prevent their damage or deterioration during transit to the final destination County Government of West pokot

5. **Delivery and Documents (GCC 3.10)**

GCC 3.10.1 (i) The deliveries must be made within the stipulated contract period upon receiving the official order. Delivery must conform to the delivery schedule in the tender. Failure to deliver within the stipulated period will cause the order to be cancelled.
   (ii) The order is to be confirmed by official local Purchase Order (LPO) duly signed by an authorized Hospital Officer(s), sent as hard copy or as an electronic copy, through official Email addresses.
   (iii) The following documents shall be received by the procuring entity at the time of delivery. Delivery Note accompanied by duplicate copy of LPO.
   (iv) Inspection certificate issued by the nominated inspection agency or the suppliers’ factory inspection report if applicable.
   (v) Suppliers invoice showing Goods description, quantity, unit price and total amount.
   (vi) Quantities for each delivery be it full or partial must be invoiced.
6. Insurance (GCC 3.11)

GCC 3.11.1 The supplier will cover All Risks for any consignment expenses of the goods until they are accepted by the Hospital.

7. Payment (GCC 3.12)

GCC 3.12.1 (i) Payments shall be made to the tenderer in full within ninety (90) days for the satisfactory and accepted delivered quantity as provided in the order.
(ii) The payment shall be made to the tendered supplier/contractor and No any third parties/Agents shall be paid on behalf of supplier/contractor.

8. Prices (GCC 3.13)

GCC 3.13.1 (i) Prices must remain firm and fixed.
(ii) Prices must remain valid for a minimum of one year from the date of the contract.
(iii) Prices quoted must be inclusive of all government taxes and delivery charges to County Government of West Pokot – Nasukuta Abattoir.
(iv) Prices quoted must be as per our “Unit of issue”

9. Assignment (GCC 3.14)

GCC 3.14.1 (i) The tenderer shall not assign whole/or part of his/her obligations under this contract. The order and the payment will be done and issued to the tenderer and not any other third party.

10. Country of Origin

The items under the contract whose value exceeds USD. 100,000 shall have their origin in European Union (EU) countries

I/we hereby certify that I/we have read the special conditions of contract (Section IV), confirm that I/we have understood and I/we shall abide by them.

Tenderers Name…………………………………… Date…………………………

Signature………………………………………….. Official Rubber Stamp………..
SECTION V - TECHNICAL SPECIFICATIONS/ SCHEDULE OF PARTICULARS

5.1 General

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

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

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

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

(i) Shortest possible delivery period of each product.
(ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.
1. **1.5 TONNE REFRIGERATED TRUCK**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>TECHNICAL PARTICULARS</th>
<th>TENDERER’S SPECS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications</td>
<td>A refrigerated vehicle comprises of an insulated container body and a refrigeration unit to give the required temperature inside for the chamber transportation. The vehicle must be factory new, strongly built, suitable for perishable goods carrying, comply with and be supplied with all necessary documents for vehicle registration in Kenya.</td>
<td></td>
</tr>
<tr>
<td>Temperature range</td>
<td>Min -18°C</td>
<td></td>
</tr>
<tr>
<td>Body Parameters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structure</td>
<td>The Body comprises of outer and inner panels and an insulating material, the outer and inner panels should be of CR sheet/stainless steel. The insulated material should be Poly Urethane Foam (PUF) having minimum density of 30 Kg/cub. meter and minimum 100 mm thick. Load bearing column should be of HR steel as per IS 1079 having pressed formed sections. Proper lighting should be provided inside the cabin and thermal insulated container. No fluorescent tube should be used for lightening purpose.</td>
<td></td>
</tr>
<tr>
<td>Capacity of storage</td>
<td>As per manufacturer to accommodate upto 1.5 tonnes of beef/mutton halved carcasses</td>
<td></td>
</tr>
<tr>
<td>Outer panel – roof and side walls</td>
<td>Minimum 1 mm CR sheet bonded with insulation</td>
<td></td>
</tr>
<tr>
<td>Inner panel – side wall and ceiling</td>
<td>Minimum 0.3 mm stainless steel bonded with minimum 6mm marine grade ply wood. All joints should be sealed with a good quality sealant and fastened with SS screws.</td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td>Bottom most sheet should be minimum 0.6 mm GP sheet bonded with insulation. Upper layer should be of 12 mm (minimum) ply wood and top most layer of minimum 2 mm aluminum checkered plate.</td>
<td></td>
</tr>
<tr>
<td><strong>Door</strong></td>
<td>Two leaves with outer and inner panels and insulation matching with box. It should be completely air sealed with FRP section and suitable EPDM rubber profile.</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Door opening angle</strong></td>
<td>Minimum 270º</td>
<td></td>
</tr>
<tr>
<td><strong>Foam density</strong></td>
<td>Minimum PUF 30 Kg/m³</td>
<td></td>
</tr>
<tr>
<td><strong>Thickness of insulation</strong></td>
<td>Minimum 100 mm for side walls and 120 mm for roof and floor</td>
<td></td>
</tr>
<tr>
<td><strong>Insulation thermal conductivity</strong></td>
<td>Maximum 0.02 5w/mºK</td>
<td></td>
</tr>
<tr>
<td><strong>Hold Over Time</strong></td>
<td>The container should hold the inside temperature at least for ten hrs at the ambient temperature of 43°C when it is not opened.</td>
<td></td>
</tr>
<tr>
<td><strong>Refrigeration unit</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Unit installation</strong></td>
<td>The refrigeration unit is installed on the body above the cabin of the vehicle and gives a range of temperatures. The unit should be powered by self-propelled truck engine. It should have suitable sized compressor, evaporator and control switches along with voltage stabilizer.</td>
<td></td>
</tr>
<tr>
<td><strong>Temperature</strong></td>
<td>The temperature variation is from -18 degrees celsius</td>
<td></td>
</tr>
<tr>
<td><strong>Temperature recording</strong></td>
<td>The temperature is digitally displayed and recorded by the use of data-logger with an accuracy of +/- 0.5°C. The sensor should be placed inside the storage chamber and the recording should be displayed in the cabin.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>It should be an electronic device placed in closed camber of vaccine truck, which records the temperature after loading, during traveling till it is unloaded. The minimum capacity of storing the data in data logger should be of 7 days. It should be an alarm system and as soon as the temperature crosses the safe range alarm alerts the handlers.</td>
<td></td>
</tr>
</tbody>
</table>
Stand by motor

A single-phase stand by motor with an extension lead of 20 meters should be provided which should be powered by an external electricity source; this electric motor will drive the compressor to maintain internal temperature at the desired level during extended stops and for pre-cooling the chamber.

Vehicle specifications

<table>
<thead>
<tr>
<th>Engine</th>
<th>Diesel Engine</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Cylinder</td>
<td>4 cylinders or more</td>
</tr>
<tr>
<td>Capacity</td>
<td>3000 – 4200 cc</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minimum KW/RPM</th>
<th>Minimum 60 KW @ 2400 rpm</th>
</tr>
</thead>
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<tr>
<td>Transmission</td>
<td>5 speed manual</td>
</tr>
<tr>
<td>Clutch</td>
<td>Specify</td>
</tr>
<tr>
<td>Brakes</td>
<td>Disc Trailing Drum</td>
</tr>
<tr>
<td>Frame Section</td>
<td>Rectangular</td>
</tr>
<tr>
<td>Cooling</td>
<td>Water Cooled</td>
</tr>
<tr>
<td>Voltage</td>
<td>Suitable</td>
</tr>
<tr>
<td>Battery</td>
<td>Warranty minimum 36 months, 100,000km</td>
</tr>
<tr>
<td>Fuel Tank</td>
<td>Minimum 80 litres and above</td>
</tr>
<tr>
<td>Suspension</td>
<td>Front – Coil Springs / Rear - Semi Elliptical Leaf Spring</td>
</tr>
<tr>
<td>Shock Absorbers Telescopic</td>
<td>Hydraulic Double Acting Telescopic</td>
</tr>
<tr>
<td>Tyres</td>
<td>Radial/Nylon, All-Terrain tyres, incl. spare tyre with 6 months warranty</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Wheel Base</td>
<td>Minimum 3500 – 5000</td>
</tr>
<tr>
<td>Weight carrying capacity</td>
<td>1500 Kgs or more</td>
</tr>
<tr>
<td>Ground Clearance</td>
<td>Specify</td>
</tr>
<tr>
<td>Wheel Drive</td>
<td>4 Wheel Drive</td>
</tr>
<tr>
<td>Gross vehicle weight</td>
<td>Specify</td>
</tr>
<tr>
<td>Turning radius</td>
<td>Specify</td>
</tr>
<tr>
<td>Emission norms</td>
<td>As per prevailing norms of Government of Kenya.</td>
</tr>
<tr>
<td>Standard tool Kit</td>
<td>Standard tool kit including Hydraulic jack; wheel spanner, fire extinguisher, 2 warning reflector triangles, tow-bar, first aid kit, 2 x 25litre metal fuel jerry-cans</td>
</tr>
<tr>
<td>Testing requirement</td>
<td></td>
</tr>
<tr>
<td>Air tightness test</td>
<td>This test should be carried out after all the structural tests have been completed and prior to the heat leakage test. The temperatures inside and outside the thermal container shall be stabilized within 3K of each other and shall be both be within the range 288 K to 298K.</td>
</tr>
</tbody>
</table>
| Heat Leakage test             | Heat leakage test should be determining the heat leakage of the thermal container shall be taken for a continuous period of not less than 8hrs, during which the following conditions shall be satisfied:  
  a) The test shall be performed with a mean wall temperature chosen between 288 K and 298 K.  
  b) A thermal mapping should be conducted for the storage chamber and the max. Temp. difference between the warmest and the coldest inside points at any one time should not be more than 1deg.C |
| **Transverse tracking Test** | Transverse tracking test should be conducted by placing thermal container on four level support, one under each bottom corner fitting, and should be restrained against lateral and vertical movement by means of anchor devices acting through the bottom apertures of the bottom corner fittings. Lateral restraint shall be provided only at a bottom corner fitting diagonally opposite to and in the same end frame as a top corner fitting to which force is applied. When testing the two end frames separately, vertical restraint should be applied only at the end frame under test. The minimum test load should be 1.5 ton. |
| **Certificates of testing** | All above mentioned test should be conducted through an approved laboratory by the Government of Kenya and the equipment should be supplied along with the test certificates. |
| **Radio** | Radio CD (Front Loader) with MP3 functionality |
| **Windows** | Electric Adjustable Windows and Side Mirrors |
| **Airbags** | Driver and Passenger airbags |
| **Manual** | Owner’s Manual & Service Book |
2. 5 TONNE REFRIGERATED TRUCK

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>TECHNICAL PARTICULARS</th>
<th>TENDERER’S SPECS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications</td>
<td>A refrigerated vehicle comprises of an insulated container body and a refrigeration unit to give the required temperature inside for the chamber transportation. The vehicle must be factory new, strongly built, suitable for perishable goods carrying, comply with and be supplied with all necessary documents for vehicle registration in Kenya.</td>
<td></td>
</tr>
<tr>
<td>Temperature range</td>
<td>Min -18°C</td>
<td></td>
</tr>
<tr>
<td>Body Parameters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structure</td>
<td>The Body comprises of outer and inner panels and an insulating material, the outer and inner panels should be of CR sheet/stainless steel. The insulated material should be Poly Urethane Foam (PUF) having minimum density of 30 Kg/cub. meter and minimum 100 mm thick. Load bearing column should be of HR steel as per IS 1079 having pressed formed sections. Proper lighting should be provided inside the cabin and thermal insulated container. No fluorescent tube should be used for lightening purpose.</td>
<td></td>
</tr>
<tr>
<td>Capacity of storage</td>
<td>As per manufacturer to accommodate upto 5 tonnes of beef/mutton halved carcasses</td>
<td></td>
</tr>
<tr>
<td>Outer panel – roof and side walls</td>
<td>Minimum 1 mm CR sheet bonded with insulation</td>
<td></td>
</tr>
<tr>
<td>Inner panel – side wall and ceiling</td>
<td>Minimum 0.3 mm stainless steel bonded with minimum 6mm marine grade ply wood. All joints should be sealed with a good quality sealant and fastened with SS screws.</td>
<td></td>
</tr>
<tr>
<td><strong>Floor</strong></td>
<td>Bottom most sheet should be minimum 0.6 mm GP sheet bonded with insulation. Upper layer should be of 12 mm (minimum) ply wood and top most layer of minimum 2 mm aluminum checkered plate.</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Door</strong></td>
<td>Two leaves with outer and inner panels and insulation matching with box. It should be completely air sealed with FRP section and suitable EPDM rubber profile.</td>
<td></td>
</tr>
<tr>
<td><strong>Door opening angle</strong></td>
<td>Minimum 270°</td>
<td></td>
</tr>
<tr>
<td><strong>Foam density</strong></td>
<td>Minimum PUF 30 Kg/m3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Thickness of insulation</strong></th>
<th>Minimum 100 mm for side walls and 120 mm for roof and floor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Insulation thermal conductivity</strong></td>
<td>Maximum 0.025 w/m°K</td>
</tr>
<tr>
<td><strong>Hold Over Time</strong></td>
<td>The container should hold the inside temperature at least for ten hrs at the ambient temperature of 43°C when it is not opened.</td>
</tr>
<tr>
<td><strong>Refrigeration unit</strong></td>
<td>The refrigeration unit is installed on the body above the cabin of the vehicle and gives a range of temperatures. The unit should be powered by self-propelled truck engine. It should have suitable sized compressor, evaporator and control switches along with voltage stabilizer.</td>
</tr>
<tr>
<td><strong>Temperature</strong></td>
<td>The temperature variation is from -18 degrees celsius</td>
</tr>
<tr>
<td>Temperature recording</td>
<td>The temperature is digitally displayed and recorded by the use of <strong>data-logger</strong> with an accuracy of +/- 0.5°C. The sensor should be placed inside the storage chamber and the recording should be displayed in the cabin. It should be an electronic device placed in closed camber of vaccine truck, which records the temperature after loading, during traveling till it is unloaded. The minimum capacity of storing the data in data logger should be of 7 days. It should be an alarm system and as soon as the temperature crosses the safe range alarm alerts the handlers.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Stand by motor</td>
<td>A single-phase stand by motor with a extension lead of 20 meters should be provided which should be powered by external electricity source; this electric motor will drive the compressor to maintain internal temperature at the desired level during extended stops and for pre-cooling the chamber.</td>
</tr>
<tr>
<td>Vehicle specifications</td>
<td></td>
</tr>
<tr>
<td>Engine</td>
<td>Diesel Engine Direct Injection, turbo charged and inter-cooled.</td>
</tr>
<tr>
<td>No. of Cylinder</td>
<td>6 cylinders or more</td>
</tr>
<tr>
<td>Capacity</td>
<td>5000 – 6000 cc</td>
</tr>
<tr>
<td>Minimum KW/RPM</td>
<td>Minimum 60 KW @ 2400 rpm</td>
</tr>
<tr>
<td>Transmission</td>
<td>5 speed manual</td>
</tr>
<tr>
<td>Clutch</td>
<td>Specify</td>
</tr>
<tr>
<td>Brakes</td>
<td>Disc Trailing Drum</td>
</tr>
<tr>
<td>Frame Section</td>
<td>Rectangular</td>
</tr>
<tr>
<td>Cooling</td>
<td>Water Cooled</td>
</tr>
<tr>
<td>Voltage</td>
<td>Suitable</td>
</tr>
<tr>
<td><strong>Battery</strong></td>
<td>Warranty minimum 36 months, 100,000km</td>
</tr>
<tr>
<td><strong>Fuel Tank</strong></td>
<td>Minimum 90 litres and above</td>
</tr>
<tr>
<td><strong>Suspension</strong></td>
<td>Front – Coil Springs / Rear - Semi Elliptical Leaf Spring</td>
</tr>
<tr>
<td><strong>Shock Absorbers</strong></td>
<td>Hydraulic Double Acting Telescopic</td>
</tr>
<tr>
<td><strong>Tyres</strong></td>
<td>Radial/Nylon, All-Terrain tyres, incl. spare tyre with 6 months warranty</td>
</tr>
<tr>
<td><strong>Wheel Base</strong></td>
<td>Minimum 3500 – 5000</td>
</tr>
<tr>
<td><strong>Weight carrying capacity</strong></td>
<td>3,200 Kgs or more</td>
</tr>
<tr>
<td><strong>Ground Clearance</strong></td>
<td>Specify</td>
</tr>
<tr>
<td><strong>Wheel Drive</strong></td>
<td>4 Wheel Drive</td>
</tr>
<tr>
<td><strong>Gross vehicle weight</strong></td>
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<td><strong>Turning radius</strong></td>
<td>Specify</td>
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  b) A thermal mapping should be conducted for the storage chamber and the max. Temp. difference between the warmest and the coldest inside points at any one time should not be more than 1deg.C |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transverse Tracking Test</strong></td>
<td>Transverse tracking test should be conducted by placing thermal container on four level support, one under each bottom corner fitting, and should be restrained against lateral and vertical movement by means of anchor devices acting through the bottom apertures of the bottom corner fittings. Lateral restraint shall be provided only at a bottom corner fitting diagonally opposite to and in the same end frame as a top corner fitting to which force is applied. When testing the two end frames separately, vertical restraint should be applied only at the end frame under test. The minimum test load should be 5 ton.</td>
</tr>
<tr>
<td><strong>Certificates of Testing</strong></td>
<td>All above mentioned test should be conducted through an approved laboratory by the Government of Kenya and the equipment should be supplied along with the test certificates.</td>
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<td><strong>Radio</strong></td>
<td>Radio CD (Front Loader) with MP3 functionality</td>
</tr>
<tr>
<td><strong>Windows</strong></td>
<td>Electric Adjustable Windows and Side Mirrors</td>
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<td><strong>Airbags</strong></td>
<td>Driver and Passenger airbags</td>
</tr>
<tr>
<td><strong>Manual</strong></td>
<td>Owner’s Manual &amp; Service Book</td>
</tr>
</tbody>
</table>
## SECTION VI - SCHEDULE OF REQUIREMENTS

### LOT I – INTENSIVE CARE UNIT EQUIPMENTS

<table>
<thead>
<tr>
<th>S/NO</th>
<th>DESCRIPTION</th>
<th>Unit of Issue</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.5 Tonne Refrigerated Truck</td>
<td>Piece</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>5 Tonne Refrigerated Truck</td>
<td>Piece</td>
<td>1</td>
</tr>
</tbody>
</table>
5.2.5 See Price Schedule for Goods

SECTION VII – PRICE SCHEDULE FOR GOODS

SUPPLY AND DELIVERY OF TWO (2) REFRIGERATED TRUCKS/ VEHICLES FOR NASUKUTA ABATTOIR

<table>
<thead>
<tr>
<th>S/NO</th>
<th>DESCRIPTION</th>
<th>Unit of Issue</th>
<th>Quantity</th>
<th>Model/Brand</th>
<th>Country Of Origin</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.5 Tonne Refrigerated Truck</td>
<td>No</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>5 Tonne Refrigerated Truck</td>
<td>No</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total cost for the two refrigerated trucks inclusive All Applicable taxes

Signature of tenderer __________________________
8.1 **FORM OF TENDER**

Date

Tender No.

To: ____________________________

[name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. ………………………. [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver, the refrigerated trucks in conformity with the said tender documents for the sum of ………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

(total tender amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

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

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to ____________ percent of the Contract Price for the due performance of the Contract, in the form prescribed by County Government of West Pokot.

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

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

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

Dated this ____________ day of ________________ 20 __________

[signature] [in the capacity of]

Duly authorized to sign tender for on behalf of ____________________________

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

**Part 1 – General:**

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Location of business premises.</th>
<th>Plot No.</th>
<th>Street/Road</th>
<th>Postal Address</th>
<th>Tel No.</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Nature of Business</th>
<th>Registration Certificate No.</th>
<th>VAT Reg. No.</th>
<th>Maximum value of business which you can handle at any one time – Kshs.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of your bankers</th>
<th>Branch</th>
<th>Bank Account</th>
</tr>
</thead>
</table>

**Part 2 (a) – Sole Proprietor**

<table>
<thead>
<tr>
<th>Your name in full</th>
<th>Age</th>
<th>Nationality</th>
<th>Country of origin</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No. of employees</th>
<th>ID/Passport No.</th>
</tr>
</thead>
</table>

- 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>
<th>ID/Passport No.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No. of employees</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Private or Public</th>
<th>Nominal and issued capital of company-</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Nominal Kshs.</th>
<th>Issued Kshs.</th>
</tr>
</thead>
</table>

Given details of all Chief Executive Officers as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship Details</th>
<th>Shares%</th>
<th>ID/Passport No.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No. of employees</th>
</tr>
</thead>
</table>

Date Signature of Candidate Official Rubber Stamp

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.
8.3 **TENDER QUESTIONNAIRE**

Please fill in block letters

1. Full names of tenderer

..............................................................................................................................
..............................................................................................................................

2. Full address of tenderer to which tender correspondence is to be sent (unless an agent has been appointed below)

..............................................................................................................................
..............................................................................................................................

3. Telephone numbers of tenderer

..............................................................................................................................
..............................................................................................................................

4. Official Email Address

..............................................................................................................................
..............................................................................................................................

5. Name of tenderers representative to be contacted on matters of the tender during the tender period.

..............................................................................................................................
..............................................................................................................................

6. Details of tenderers nominated agent (if any) to receive tender notices. This is essential if the tenderer does not have his registered address in Kenya (name, address, telephone and fax)

..............................................................................................................................
..............................................................................................................................
..............................................................................................................................

**Signature and stamp/seal of tenderer**
8.4  TENDER SECURITY FORM

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

THE CONDITIONS of this obligation are:-

1.  If the tenderer withdraws its Tender during the period of tender validity specified by the
tenderer on the Tender Form; or

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

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

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

\[signature of the bank\]

(Amend accordingly if provided by Insurance Company)
8.5. TENDER-SECURING DECLARATION FORM

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: ………………………………………………………………………………………………………
[insert date (as day, month and year) of Bid Submission]

Tender No.: ……………………………………..
[insert number of bidding process]

To: …………………………………………………………………….
[insert complete name of Purchaser]

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 automatically be suspended from being eligible for tendering in
any public procurement tenders with any public entity for the period of time determined by
the Public Procurement Oversight Authority, if we are in breach of our obligation(s) under
the tendering conditions, because we:
   a) have withdrawn our tender during the period of tender validity specified in the Tender
      Data Sheet; or
   b) having been notified of the acceptance of our Tender by the Procuring Entity during the period
      of tender validity fail or refuse to execute the contract; or fail or refuse to furnish the
      performance security, if so required.

3. We understand that this Tender Securing Declaration shall expire if we are not the successful
Tenderer, upon our receipt of your notification or regret of the tender award letter; or thirty-
eight days after the expiration of our Tender, whichever is earlier.

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 if the Joint Venture has not been legally
constituted at the time of tendering, the Tender Securing Declaration shall be in the names of
all envisaged partners as named in the letter of intent.

Signed: ……………………………………………………..
[insert signature of person whose name and capacity are shown]

In the capacity of ………………………………………………………
[insert legal capacity of person signing the Tender Securing Declaration]

Name: ………………………………………………………..
[insert complete name of person signing the Tender Securing Declaration]

Duly authorized to sign the bid for and on behalf of: ………………………………
[insert complete name of Bidder]

Dated on ____________ day of __________________, _______
[insert date of signing]
8.6 CONTRACT FORM

THIS AGREEMENT made the ____ day of ________ 20____ between 

_________________ [name of Procurement entity) of .......... [country of Procurement entity] (hereinafter called “the Procuring entity) of the one part and __________________________ [name of tenderer] of .......... [city and country of tenderer] (hereinafter called “the tenderer”) of the other part;

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

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

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

Signed, sealed, delivered by ______ the _____________ (for the Procuring entity

Signed, sealed, delivered by ______ the _____________ (for the tenderer in the presence of __

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

To …………………………………………
[name of Procuring entity]

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

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

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

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

This guarantee is valid until the …………… day of …………… 20 …………

Signed and seal of the Guarantors

________________________________________
[name of bank or financial institution]

________________________________________
(address)

________________________________________
[date]
8.8 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 thereunder 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

[bank or financial institution]

[address]

[date]
8.9 MANUFACTURER’S AUTHORIZATION FORM

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

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

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

[Signature for and on behalf of manufacturer]

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

COMMITMENT TO THE CODE OF ETHICS

PART I - Title - DECLARATION FOR CODE OF ETHICS

This code may be cited as the Code of Ethics for Suppliers in Public Procurement & Disposal

1. Interpretation
   In this code, unless the context otherwise requires-
   “The Act” MEANS The Public Procurement and Disposal Act, 2005 or any amendment or modification thereof
   “Candidate” means a person who has obtained the tender documents from a public entity pursuant to an invitation notice by a procuring entity
   “Code of Ethics” means a statement encompassing the set of rules based on values and the standards of conduct to which suppliers are expected to conform
   “Consultant” is a person who provides services of predominantly intellectual, technical or advisory nature
   “Contractor” means a person who enters into a procurement contract with a procuring entity to supply goods, works or services, and includes the main contractor
   “Ethics” means values, customs, rules or principles, which govern right conduct
   “Gift” has meaning assigned to it in the Leadership and Integrity Regulations, 2015
   “Integrity” means the quality of being honest and having strong moral and ethical principles
   “Persons” has meaning assigned to it in Article 260 of the Constitution and includes sole proprietorship
   “Procuring Entity” means a public entity making a procurement to which the Public Procurement and Disposal Act, 2005 or any amendment or modification thereof applies
   “Public Officer” has the meaning assigned to it in Article 260 of the Constitution
   “Regulations” means regulations made under the Public Procurement and Disposal Act, 2005 or any amendment or modification thereof
   “State Officer” has the meaning assigned to it in Article 260 of the Constitution.
   “Supplier” means a candidate, bidder, and tenderer, Contractor, service provider or a consultant.
   “Tenderer” means a person who submitted a tender pursuant to an invitation by a public entity
   For purposes of this Code, all terms used, unless expressly defined herein, have the meaning assigned to them in the Act.

2. Application of the Code
   (i) This Code of Ethics is applicable to suppliers participating in public procurement or disposal of public assets.
   (ii) The objective of the Code is to set minimum standards of ethical behavior for Suppliers to ensure compliance with the Act and the Regulations and the adoption of good business practices.

PART II – REQUIREMENTS/OBLIGATIONS OF THE SUPPLIERS

3. Laws and Regulations
   (i) All public procurement & disposal shall be undertaken in accordance with the values and principles of the Constitution of Kenya, 2010 (Article 10)
   (ii) All Suppliers shall comply with the rule of Law.
   (iii) Suppliers shall observe other laws, regulations, rules and practices relating to taxation, labour, health and safety standards as well as environmental protection.

4. Professionalism
   (i) Suppliers are required to comply with professional standards of their industry or of any professional body of which they are members. Where a supplier is a member of a professional body, the Supplier shall uphold the code of ethics of the respective profession and be of good standing.
   (ii) Suppliers shall maintain the highest standards of integrity and professionalism in their operations.
   (iii) Suppliers in public procurement shall accord mutual respect and courtesy to the public officer(s) and other suppliers without compromising their independent and distinct roles.
   (iv) Public procurement & disposal activities shall be undertaken with the objective of meeting the closest public scrutiny.

5. Impartiality
A supplier shall not engage in acts aimed at encouraging patronage, tribalism, cronyism and nepotism.

6. **Gifts, Favors and Corrupt practices**
   (i) A supplier shall not offer or give gifts of any kind to public entities and/or the employees.
   (ii) No supplier shall contact, unduly influence or exert pressure on any member of a committee or any other employee of a procuring entity to take a particular action which favours or tends to favour them.
   (iii) A supplier shall not engage in fraudulent, collusive, or corrupt practices, or inappropriate influences.
   (iv) A supplier shall not act inappropriately by attempting to interfere with the procurement process.

7. **Conflict of Interest**
   (i) A supplier shall not accept contracts which would constitute a conflict of interest with any prior or current contract. Suppliers shall disclose to all concerned parties those conflicts of interest that cannot be reasonably avoided.
   (ii) A supplier shall not enter into a contract with a procuring entity if the supplier is:
       - An employee of the procuring entity or a member of a board or committee of the procuring entity;
       - A State Officer, public Officer or a member of a board or committee of the Government or any department of the Government or a person appointed to any position by the President or a Cabinet Secretary;
       - A person, including a corporation, who is related to a person described in paragraph (i) or (ii). A relative has meaning assigned to it in section 33(2) of the Public Procurement and Asset Disposal Act, 2015 or any amendment or modification thereof applies;
       - Debarred from participating in procurement proceedings.

8. **Performance of Duties**
   8.1. A supplier shall:
       (i) Duly sign this code of ethics and include it in a tender, proposal or quotation submitted.
       (ii) Obtain and submit bid documents in the manner prescribed in the tender notice and tender documents.
       (iii) Supply the right quantity and quality of the contracted item and deliver at the stipulated time(s) and shall not abandon the work that they have been contracted to do.
       (iv) Perform the obligations of the contracts efficiently and effectively.
   8.2. Suppliers shall not participate in procurement proceedings without invitation to tender and understanding the instructions to tenderers.
   8.3. While responding to tenders, quotations or request for proposals, bidders should not include unfair, discriminatory or unreasonable conditions in their bids.
   8.4. Suppliers should:
       (i) Ensure that their deliverables provide value for money in terms of cost, quality, quantity and timeliness of the delivered works, goods or services.
       (ii) Ensure that competent persons carry out the contractual obligations of the supplier.
       (iii) Accept full responsibility for all works, services or supplies provided.
   8.5. A supplier shall not:
       (i) Obstruct or hinder an officer of the Authority or any other authorized person from carrying out a duty or function or exercising a power relating to procurement and disposal.
       (ii) Knowingly or in collusion with others lie to or mislead a person carrying out a duty or function or exercising a power relating to procurement and disposal.

9. **Communication and Accuracy of Information**
   A supplier shall:
   (i) Observe strict communication limitations during the bidding process and as provided for in the Act.
   (ii) Respond promptly and courteously to all proper requests for information, clarifications, complaints or enquiries from procuring entities, the Authority or any law enforcement agency.
   (iii) Ensure that all information provided to procuring entities is given in writing by Authorized Officers.
   (iv) Ensure that certified copies of all mandatory certificates are availed.
Ensure that information given while participating in public procurement or disposal is true, accurate and fair, and not designed to mislead.

10. **Confidentiality**

Information obtained in the course of performance of a procurement contract in shall not be disclosed to unauthorized persons and shall not be used for the Supplier’s advantage or material gain or for furtherance of private interest. The obligation to preserve the confidential information continues even after the business/contractual relationship with the Procuring Entity ends.

11. **Duty to report impropriety/corruption**

A supplier shall reject and report to the PPOA and/or the relevant agency any procurement practice which might be deemed improper.

12. **PART III - OVERSIGHT BY THE PPOA**

12.1. PPOA shall assist in undertaking continuous training of the suppliers to eliminate malpractices which might arise due to ignorance of the public procurement system.

12.2. PPOA will exercise oversight in the enforcement of this Code of Ethics, including taking remedial measures where the Code of Ethics is breached

12.3. PPOA shall revise the code of ethics as appropriate in consultation with the relevant stakeholders

13. **PART IV - COMPLIANCE & MONITORING**

13.1. A Procuring Entity may conduct due diligence, on-site evaluations and inspections of suppliers’ facilities and/or project site, including those of their subcontractors and Joint Venture partners to review their compliance to this Code during execution of the Contract.

13.2. PPOA shall, on its own motion or upon receipt of a complaint, inquire into the allegation of the violation of the Code of Ethics and institute debarment proceedings in line with Regulation 90 of the Public Procurement And Disposal Regulations, 2006

13.3. PPOA shall establish a complaints management system for reporting and receipt of complaints on alleged violations of the Code of Ethics

13.4. PPOA may collaborate and partner with other agencies, organizations and professional bodies in enforcement of this Code of Ethics.

13.5. All Procuring Entities shall submit a report to PPOA, annually or upon request, of any breaches by suppliers, and any action taken against the breach, in such format as is provided by PPOA.

14. **PART V - ENFORCEMENT OF THE CODE**

14.1. Any person may lodge a complaint alleging a breach of this code by a supplier to the Authority or a Procuring entity.

14.2. Upon receipt of the complaint, the Authority or the Procuring entity shall register and carry out investigations into the complaint, and may take action against the supplier in accordance with the Act and any Regulations

14.3. A breach of this Code shall be subject to a debarment process as stipulated in the Act which may attract a debarment for a period not less than five years. The breach may further be subjected to a Court process that may lead to the imposition of other penalties as stipulated in the Act and other Laws.

14.4. A Procuring Entity may disqualify a supplier from further participation in a procurement or disposal proceeding or terminate a contract if it establishes a breach of this Code

14.5. A breach of this Code shall lead to termination of registration of a supplier

14.6. A supplier who violate the law or engage in unethical business dealings may be subject to disciplinary proceedings.

15. **Declaration and Signature**

15.1. I ………………………………………………………………………………………………………. (Supplier) Confirm that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act 2015 and the Code of Ethics for Suppliers and my responsibilities under the Code.

15.2. I also certify that I am duly authorized to sign this Code on my own behalf and on behalf of my organization, and agree to comply with the Code of Ethics.

Name…………………………………………………Sign ………………………………………
Position......................................................................................................................................................
Office address........................................................... Telephone........................................................................
E-mail...........................................................................................................................................................
Name of the Firm..........................................................................................................................................  
(Company Seal/ Rubber Stamp where applicable)
Sworn at...........................................................................................................................................................
By the said......................................................................................................................................................
Deponent
This.............................................................day of.................................................................20.............
Before Me.......................................................... .................................................................  
Commissioner for Oaths/Magistrate


FORM OF WRITTEN POWER-OF-ATTORNEY

The Tenderer consisting of a joint venture shall state here below the name and address of his representative who is authorised to receive on his behalf correspondence in connection with the Tender.

........................................................................................................
(Name of Tenderer’s Representative in block letters)

........................................................................................................
(Address of Tenderer’s Representative)

........................................................................................................
(Signature of Tenderer’s Representative)
SCHEDULE OF CLIENTS AND REFERENCES THE COMPANY HAS DELIVERED SIMILAR GOODS

<table>
<thead>
<tr>
<th>DESCRIPTION OF GOODS AND CLIENT</th>
<th>TOTAL VALUE OF WORKS (KSHS)</th>
<th>CONTRACT PERIOD (YEARS)</th>
<th>YEAR OF DELIVERY</th>
</tr>
</thead>
</table>

I certify that the above goods were successfully delivered by ourselves.

……………………………

(Title) (Signature) (Date)
# TENDER EVALUATION CRITERIA

## PART A) PRELIMINARY EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>/No.</th>
<th>Completeness and Responsiveness Criteria</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a) Statutory and General Mandatory Requirements</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Certificate of Incorporation</td>
<td>- Copy of certificate <strong>Certified by Commissioner of Oaths</strong></td>
</tr>
<tr>
<td>2</td>
<td>Valid Tax Compliance Certificate</td>
<td>- Copy of Valid certificate <strong>Certified by Commissioner of Oaths</strong></td>
</tr>
</tbody>
</table>
| 3    | Eligibility                               | - **Certified** copy of Form CR12 (**Certified by Commissioner of Oaths**)  
      |                                          | - Copies of National ID or passport for all directors |
| 4    | Single Business Permit                     | - **Certified** copy of current single business permit (**Certified by Commissioner of Oaths**) |
| 5    | Form of Bid                               | 1. Amount must be indicated  
      |                                          | 2. Properly fill and sign  
      |                                          | 3. Tender validity period indicated |
| 6    | Bid Security                              | - Provide a valid bid security as prescribed **Kes 2500,000.00** as in the prescribed format in the tender document |
| 7    | Confidential Business Questionnaire        | - Properly fill and sign  
      |                                          | - Provide all required information |
| 8    | Form of Power of Attorney                 | - Properly fill and sign  
<pre><code>  |                                          | - Provide copies of National Identification card or Passport |
</code></pre>
<p>| 9    | Code of ethics form                       | - Properly fill and sign |
| 10   | Schedule of clients and references to which the company has delivered similar goods | - Properly fill and sign |</p>
<table>
<thead>
<tr>
<th>S/No</th>
<th>Evaluation Attribute</th>
<th>Weighting score</th>
<th>Max score (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Orders of similar magnitude Attach LPOs and Contracts for previous orders</td>
<td>5 One off supply above 10 for the last five years</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Others prorated at Value of the supply x 5/10 Million</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Show adequacy of working capital for this contract (access to lines of credit other financial resources). Enclose copies of current Bank statements and other proof of financial status for the last three current years.</td>
<td>Full compliance 25%</td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>Provide a list of clients and references to which the company has done similar deliveries</td>
<td>4 Clients with copies of LPO/LSO/Contracts – 20 marks</td>
<td>20</td>
</tr>
<tr>
<td>4</td>
<td>Delivery time upon issuance with Local Purchase Order.</td>
<td>Within 60 days - 25 pnts Others prorated at Delivery days x 60 / 25 (supplier to issue a commitment letter)</td>
<td>20</td>
</tr>
<tr>
<td>5</td>
<td>Audited accounts</td>
<td>Signed and stamped audited accounts for the last 3 years (2018, 2019 &amp; 2020)</td>
<td>15</td>
</tr>
</tbody>
</table>

**Total** 100

Only bidders who score 70 Marks and above will be subjected to financial evaluation. Those who score below 70 Marks will be eliminated at this stage from the entire evaluation process and will not be considered further.
Verification of the capability of the Supplier/ Due diligence

This will be conducted by either visiting the show room of the supplier or his manufacturer or visiting places where he has supplied similar Generator. The supplier shall make necessary arrangements to ensure that the visit is smooth and all queries by the client are addressed.

Award criteria

The County Government shall award the tender to the bidder that has passed the minimum score under technical evaluation and quoted the lowest price.