

REPUBLIC OF KENYA



**COUNTY GOVERNMENT OF KILIFI
OFFICE OF THE GOVERNOR**

**SUPPLY AND DELIVERY OF FOODSTUFF (HARD CEREALS
, FRUITS AND
VEGETABLES, MEAT, CHICKEN, FISH, MILK AND
MINERAL WATER AND OTHER SPECIAL COMMODITIES
THROUGH FRAMEWORK AGREEMENT FOR FY 2020/2021-
2021/2022-2022/2023 FINANCIAL YEARS
TENDER NO. KCG/EXEC/859823-3/2020/2021**

MAY

**KILIFI COUNTY
P.O. BOX 519-80108
KILIFI**

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Introduction

- 1.1 This Standard Tender Document has been prepared for use by public entities in Kenya
- 1.2 The following general directions should be observed when using the document.
 - (a) Specific details should be furnished in the Invitation to Tender and in the special conditions of contract. The final documents to be provided to the tenderers should not have blank spaces or give options
 - (b) The Instructions to Tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and the appendix to instructions to tenderers.
- 1.3
 - (a) Information contained in the Invitation to Tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate and shall indicate any important tender requirements.
 - (b) The Invitation to tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following the invitation for expression of interest for which the invitation is issued.

SECTION I INVITATION TO TENDER
DATE _____

TENDER REF NO. TENDER NO. KCG/EXEC/859823-3/2020/2021

TENDER NAME:
SUPPLY AND DELIVERY OF FOODSTUFF (HARD CEREALS, FRUITS AND VEGETABLES, MEAT, CHICKEN, FISH, MILK AND MINERAL WATER AND OTHER SPECIAL COMMODITIES THROUGH FRAMEWORK AGREEMENT FOR FY 2020/2021-2021/2022-2022/2023 FINANCIAL YEARS)

M/S

- 1.1 The County Government of Kilifi invites sealed bids from eligible candidates for the supply and delivery of foodstuff (hard cereals, fruits and vegetables, meat, chicken, fish, milk and mineral water and other special commodities through framework agreement for 2020/2021-2021/2022-2022/2023 financial years
 - 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at the County Government offices during normal working hours.
 - 1.3 A complete set of Tender document may be obtained ONLINE by interested candidates FREE OF CHARGE via the website www.kilifi.go.ke or the PPIP Portal
 - 1.4 Completed tender documents are to be scanned and uploaded in the GOK IFMIS TENDER PORTAL.
- So as to be received on or before **7th June 2021 at 11: 30 am.**
- 1.5 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for the entire period of the tender validity.
 - 1.6 Tenders will be opened immediately thereafter in the GOK IFMIS TENDER PORTAL.

FOR ACCOUNTING OFFICER
KILIFI COUNTY

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SECTION III - INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the Schedule of Requirements Section VI.
- 2.1.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in this tender.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.
- 2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2.2 Eligible Goods

- 2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.
- 2.2.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components
- 2.2.3 The origin of goods is distinct from the nationality of the tenderer.

2.3 Cost of Tendering

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.3.2 The price to be charged for the tender document shall be FREE OF CHARGE.
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be pre-qualified.

2.4. The Tender Document

- 2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers
 - (i) Invitation to Tender
 - (ii) Instructions to tenderers

- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of requirements
- (vi) Price schedule
- (vii) Technical Specifications
- (viii) Tender Form and Price Schedules
- (ix) Tender Security Form
- (x) Contract Form
- (xi) Performance Security Form
- (xii) Bank Guarantee for Advance Payment Form
- (xiii) Manufacturer's Authorization Form
- (xiv) Confidential Business Questionnaire

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

2.5 Clarification of Documents

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

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

2.6 Amendment of Documents

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

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

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

2.7 Language of Tender

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

2.8 Documents Comprising of Tender

- 2.8.1 The tender prepared by the tenderers shall comprise the following components
- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
 - (b) Documentary evidence established in accordance with paragraph 2.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
 - (c) Documentary evidence established in accordance with paragraph 2.2 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
 - (d) Tender security furnished in accordance with paragraph 2.14

2.9 Tender Forms

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

2.10 Tender Prices

- 2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract
- 2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the entity.
- 2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22
- 2.10.4 The validity period of the tender shall be 120 days from the date of opening of the tender.

2.11 Tender Currencies

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

2.12 Tenderers Eligibility and Qualifications

- 2.12.1 Pursuant to paragraph 2.1. The tenderer shall furnish, as part of its Tender, documents establishing the 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 NIL 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 invites Scanned copies of the tender, clearly serialized.
- 2.16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for un-amended 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.

2.18 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 not later than **7th June 2021**

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 Entity prior to the deadline prescribed for submission of tenders.

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

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

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

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

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

2.20 Opening of Tenders

2.20.1 The Procuring entity will open all tenders in the IFMIS TENDER PORTAL, at 10:30 Am **on 7th June 2021** and in the location specified in the Invitation to Tender.

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 30%

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

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

2.31 Corrupt or Fraudulent Practices

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

(i) "corrupt practice" means the offering, giving, receiving, or soliciting of 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.

Interested Bidders must attach the following

(a) Preliminary Evaluation.

1. Certificate of registration/incorporation
2. Copy of VAT/PIN certificate from KRA
3. Valid Tax compliance certificate
4. Dully filled, signed and stamped form of tender,
5. Dully filled, signed and stamped Confidential business questionnaire.
7. Current Single Business Permit from Kilifi County Government.
8. Dully filled, signed and stamped Price schedule Form
9. Sequential serialization of the tender
9. A letter indicating that the bidder shall agree to supply the items at the prevailing market prices as shall be provided by the County Government.

The above shall form mandatory requirements. A bid must meet all those requirements in order to proceed to financial evaluation.

(b) Technical

S/n	Requirements	Marks
1	Experience in Supply of Commodities of similar or related nature evidenced by 2 No. LPOs and Corresponding Delivery Notes.	20
2.	Cv of at least one Personnel	10
3.	Proof of financial Capacity. Attach audited financial accounts for 2019 or Certified bank statement for the year 2019 or a letter of credit from an established and reputable financial institution	30
4.	Evidence of hire/lease/ownership of a transport van/pickup or any means of transportation of food. i.e. attach lease agreement, or hire agreement or logbook.	20
	Total	80
NB: Pass mark is 50 Marks		

Financial Evaluation

1. Financial evaluation shall be based on the reasonability of quoted prices to the Prevailing Market prices of the items.

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

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<i>2.1.1 Money Applicable</i>	<i>Money Applicable is KSH.</i>
<i>2.14.1 Bid bond</i>	<i>NA</i>
<i>2.18.1 Closing of tender</i>	<i>As per the Tender Notice</i>
<i>2.25.1 Preference</i>	<i>30% preference will be given to tenders submitted by Business Enterprises owned by Youth, Women and Persons with Disabilities.</i>
<i>2.29.1 Withdrawal</i>	<i>A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy</i>

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 alterations necessary to make specification requirements free of costs to the Procuring entity.

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

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

3.9 Packing

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

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

3.10 Delivery and Documents

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

3.11 Insurance

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

3.12 Payment

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

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

3.13 Prices

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

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

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

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

3.14. Assignment

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

3.15 Subcontracts

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

3.16 Termination for default

- 3.16.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part
- (a) if the tenderer fails to deliver any or all of the goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity
 - (b) if the tenderer fails to perform any other obligation(s) under the Contract
 - (c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract
- 3.16.2 In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, equipment similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar goods.

3.17 Liquidated Damages

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

3.18 Resolution of Disputes

- 3.18.1 The procuring entity and the tenderer shall make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract
- 3.18.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require adjudication in an agreed national or international forum, and/or international arbitration.

3.19 Language and Law

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

3.20 Force Majeure

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

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

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

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

- (a) Information that complement provisions of Section III must be incorporated and
- (b) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the goods being procured must also be incorporated.

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

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

42. Special conditions of contract as relates to the GCC

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
<i>3.7.1 Performance Bond,</i>	<i>NILL</i>
<i>3.10 Delivery of services</i>	<i>The delivery period for the goods shall be within a period of 30 days and not exceeding 45 days on placing an LPO unless specifically indicated by the respective procuring entity</i>
<i>3.12.1 Terms of payment</i>	<i>Payment shall be made after full delivery of the goods as prescribed in the LPO and contract agreement.</i>
<i>3.13.1 Prices</i>	<i>The prices offered shall be fixed for the period stated in the Tender Invitation</i>
<i>3.18.1 Dispute resolution</i>	<i>Disputes to be resolved Through direct informal negotiation.</i>

SECTION V - TECHNICAL SPECIFICATIONS

5.1 General

- 5.1.1 These specifications describe the requirements for goods. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply
- 5.1.2 Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.
- 5.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.
- 5.1.4 The tenderers are requested to present information along with their offers as follows:
- (i) Shortest possible delivery period of each product
 - (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

SECTIONVI-SCHEDULEOFREQUIREMENT**A. FRUITSANDVEGETABLES**

N O	ITEMDESCRIPTION	UNITOFISSUE
1	Apple	Kg.
2	ArrowRoots	Kg.
3	Avocado	Pc.
4	BabyMarrow(courgette)	Kg.
5	Banana-halfripe,firm	Pc.
6	Banana(Kasukari-halfripe,firm)	Pc.
7	Beans(French)	Kg.
8	Beetroot	Kg.
9	Bokoboko	Pcs.
10	Butternuts	No.

NO.	ITEMDESCRIPTION	UNITOFISSUE
11	Broccoli	Kg
12	Cabbages(Whitecabbage)	Kg.
13	Cabbage(Redcabbage)	Kg
14	Carrots–Fresh	Kg.
15	Cassava	Kg.
16	Coconuts	Pcs
17	Cauliflower	Kg.
18	Canned tomatoes	Tin
19	Celery	Kg.
20	Chillies(Green)	Kg.
21	Coconut	Pc.
22	Cowpealeaves(Mkunde)	Kg.
23	Cucumber	Kg.
24	Dania(Coriander)	Bunch
25	EggPlant(brinjals)	Kg.
26	Garlic	Kg.
27	Ginger	Kg.
28	Grapes	Kg.
29	GreenMaize(Shelled)	Kg.
30	GreenPeas/Gardenpeas(Shelled)	Kg.
31	Lady’sfinger(okra)	Kg.
32	Leeks	Kg.
33	Lemons	Kg
34	Lettuce	Kg.
35	Limes	Pc.
36	Madafu	Pc.
37	MaizeCobs(green)	Pc.
38	Mangoes(ripe)	Pc.
39	Matoke	Pc.
40	Mchicha	Kg.
41	Mushroom(Fresh)	Kg.
42	Onions	Kg.
43	Oranges	Kg.
44	Parsley	Bunch.
45	Passionfruits	Kg.

NO.	ITEMDESCRIPTION	UNITOFISSUE
46	Pawpaw's(Raw)	Kg.
47	Pawpaw's(Ripe)	Kg.
48	Pears	Pc.
49	Pineapples	Kg.
50	Potatoes(Irish)	Kg.
51	Potatoes(sweet)	Kg
52	Pumpkin	Kg
53	PumpkinLeaves	Kg.
54	Snowpeas	Kg.
55	Spinach	Kg.
56	SpringOnions	Kg.
57	Strawberries	Pkt.
58	Sukumawiki(kales)	Kg.
59	Sweetmelon	Kg.
60	SweetPepper(capsicum)	Kg
61	SweetPotatoes	Kg
62	Tomatoes	Kg.
63	Tunguja	Kg
64	Ukwaju(Tamarind)	Kg
65	Watermelon	Kg.
66	Kiwi fruits	Kg

B.HARDCEREALS,DRYFOODSTUFF&COOKINGOIL

N O.	ITEMDESCRIPTION	UNITOFISSUE
1	Beans(SuraMbaya)90kg	Bag
2	Beans(Soya)50kg	Bag
3	BlueBand1kg	Tin
4	Bread	Pc
5	CookingFat(DeepFryingFat)1x17kg	Bucket
6	CookingOil20ltr	Gallon
7	DryMaize(90kg)	Bag
8	FamilaSourPorridge1kg	Pkt
9	GramFlour1kg	Pkt
10	Jam1kg	Tin
11	MaizeFlour12x2kg	Bale
12	Maizemealposho90kgbag	Bag
13	MargarineBlueBand24x1kg	Carton

NO.	ITEMDESCRIPTION	UNITOFISSUE
14	MaizeWholeDried90kgbag	Bag
15	MargarinePrestige/Onja10kg	Bucket
16	Milletflour	Kg
17	Marmalade1Kg	Tin
18	Ngano	Pkt
19	Pojo(Polished)2kgPearl	Pkt
20	Pojo(Polished)90kg	Bag
21	Pojo(Polished)1kg	Pkt
22	Potatoes	Kg
23	Purewimbiflour1kgpacket	Pkt
24	Rice-FiveStar25kg	Bag
25	Rice(Basmatti)25kg	Bag
26	Rice-Pearl-25kg	Bag
27	RicePishori25kgbag	Bag
28	Spaghetti400gSantaLucia	Carton
29	Sugar(White)50kg	Bag
30	SugarInSachet	Pkt
31	Sunrise5kgWithOrangePark	Bale
32	Sweet corn	Kg
33	TeaBagEnvelopedwithTag10 X100PktsKetepa	Box
34	TeaLeaves20x500gKetepa	Carton
35	TomatoPaste24x400gSafa	Carton
36	TomatoSauce5Liter(Peptang)	Jar
37	Tomato	Kg
38	Cod liver oil	Ltr
39	Ham burger	Kg
40	Burger bread	Pc
41	Biscuits	Box
42	Mbaazi	Kg
43	Crips(jacker)	Kg
44	Nuts	Kg
45	Cushewnuts	Kg
46	Dengu	Kg
47	Njahe	Kg
48	Elianto	Ltr
49	Canola oil	Ltr
50	Coconut oil	Ltr

51	Olive oil	Ltr
52	Mangrove oil	Ltr
53	Brochets	Kg
54	Ham sandwich	Kg
55	Kericho gold	Pkt

B. ADDITIVES AND FOOD INGREDIENTS		
1	Baking Powder 100g	Pkt
2	Baking Powder 200g	Pkt
3	Baking Powder 250g	Pkt
4	Cadbury Drinking Chocolate 450g	Tin
5	Chilli Sauce 5 litre	Tin
6	Cocoa 320g	Tin
7	Curry Powder	Tin
8	Drinking Chocolate 400g	Tin
9	Food Colour (Egg Yellow)	Tin
10	Hot Pepper Powder (Red)	Kg
11	Marmalade 1 Kg	Tin
12	Masala Red 1 Kg	Pkt
13	Nescafe Sachet 6g	Sachets
14	Gouda cheese	bottle

15	PilauMasala1kg	Tin
16	Pilaumix1kg	Pkt
17	Royco24X200g	Carton
18	Royco6X2kg	Carton
19	Salt10X2Kg	Pkt
20	Teabagsboxof50pcs	Pkt
21	Tea masala	Pkt
22	TomatoSauce5Liter(Peptang)	Jar
23	TurmericPowder	Kg
24	VanillaEssence200ml	Bottle
25	VanillaEssence500ml	Bottle
26	Vinegar5ltrs	Jars
27	Kitkat, snickers chocolate	Pkt

C. MEAT&OTHERFRESHANIMALPRODUCTS

1	Bacon	Kg
2	Beefspecialcut(20%bones)	Kg
3	Beefordinarymince	Kg
4	Beefwithbones	Kg
5	BeefSteak	Kg
6	BeefFillet	Kg
7	Beefoxheart/liver/kidney	Kg
8	Beefoxtailsoup	Kg
9	BeefSausages	Kg
10	BeefSmookies	Kg
11	BeefMatumbo	Kg
12	BeefRedbonessoup	Kg
13	Beef hotdog	Kg
14	BeefWhitebonessoup	Kg
15	Chickencoupon	Kg
16	Chicken Kienyeji	Kg
17	Dogfood	Kg
18	DogMeat	Kg
19	DryskimmedmilkLowfat	25kg
20	GoatLegs	Kg
21	GoatLiver/Kidney	Kg
22	GoatMatumbo	Kg
23	Eggs1x30tray	Tray
24	Fish	Kg
25	FishFillet	Kg
26	FreshMilk	Ltr
27	Liver	Kg
28	Meatonbones(goatmeat)	Kg
29	MilkPowderfullfat	25Kg
30	Mutton	Kg
31	Mutton(legs)	Kg
32	Octopus	Kg

31	LambChops	Kg
32	PacketlonglifiMilk500ml	Pkt
33	Octopus	Kg
34	Prawns	Kg
35	Pweza	Kg
36	Kalama	Kg
37	Tilapia	Kg
38	Pork hotdog	Kg
39	T. bone steak	Kg
40	Shan Chicken	Kg
41	Meat Chopping	Kg

E. JUICES AND DRINKING WATER

1	Dispenser Mineral Water 20litrs bottle	bottle
2	Delemare 500ml	Tin
3	Fresh packed juice (Delmonte) 1 litre	packet
4	Fresh milk	bottle
5	Mala 1-litertin	tin
6	Mineral water 500ml carton	carton
7	Ribena	Tin
8	Sodas 24 bottles crate (assorted flavor)	Crate
9	Ice cream	Tin
10	Yoghurt 1-litertin (assorted flavor)	Tin
11	Red bull	Tin
12	Tropical undiluted	Ltr
13	Lucozade	Ltr
14	Weetabix	Ltr

F. DOG FOOD

1	Cod liver oil	Kg
2	Bone soup	Kg
3	Reflex dog food	Kg
4	Oats	Kg

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SECTIONVII:PRICESCHEDULEOFGOODS**A. FRUITSANDVEGETABLES**

No.	ItemDescription	UnitofIssue	UnitPrice	Remarks
1	Apple	Kg.		
2	ArrowRoots	Kg.		
3	Avocado	Pc.		
4	BabyMarrow(Courgette)	Kg.		
5	Banana-HalfRipe,Firm	Pc.		
6	Banana(Kasukari-HalfRipe,Firm)	Pc.		
7	Beans(French)	Kg.		
8	Beetroot	Kg.		
9	Bokoboko	Pcs.		
10	Butternuts	No.		
11	Broccoli	Kg		
12	Cabbages(WhiteCabbage)	Kg.		
13	Cabbage(RedCabbage)	Kg		
14	Carrots–Fresh	Kg.		
15	Cassava	Kg.		
16	Canned tomatoes	Tin		
17	Coconuts	Pcs		
18	Cauliflower	Kg.		
19	Celery	Kg.		
20	Chillies(Green)	Kg.		
21	Coconut	Pc.		
22	CowpeaLeaves(Mkunde)	Kg.		
23	Cucumber	Kg.		
24	Dania(Coriander)	Bunch		
25	EggPlant(Brinjals)	Kg.		
26	Garlic	Kg.		
27	Ginger	Kg.		
28	Grapes	Kg.		
29	GreenMaize(Shelled)	Kg.		
30	GreenPeas/GardenPeas(Shelled)	Kg.		
31	Lady’sFinger(Okra)	Kg.		

No.	ItemDescription	UnitofIssue	UnitPrice	Remarks
32	Leeks	Kg.		
33	Lemons	Kg		
34	Lettuce	Kg.		
35	Limes	Pc.		
36	Madafu	Pc.		
37	MaizeCobs(Green)	Pc.		
38	Mangoes(Ripe)	Pc.		
39	Matoke	Pc.		
40	Mchicha	Kg.		
41	Mushroom(Fresh)	Kg.		
42	Onions	Kg.		
43	Oranges	Kg.		
44	Parsley	Bunch.		
45	PassionFruits	Kg.		
46	Pawpaw's(Raw)	Kg.		
47	Pawpaw's(Ripe)	Kg.		
48	Pears	Pc.		
49	Pineapples	Kg.		
50	Potatoes(Irish)	Kg.		
51	Potatoes(Sweet)	Kg		
52	Pumpkin	Kg		
53	PumpkinLeaves	Kg.		
54	SnowPeas	Kg.		
55	Spinach	Kg.		
56	SpringOnions	Kg.		
57	Strawberries	Pkt.		
58	SukumaWiki(Kales)	Kg.		
59	SweetMelon	Kg.		
60	SweetPepper(Capsicum)	Kg		
61	SweetPotatoes	Kg		
62	Tomatoes	Kg.		
63	Tunguja	Kg		
64	Ukwaju(Tamarind)	Kg		
65	Watermelon	Kg.		
66	Kiwi fruits	Kg		

B. HARDCEREALS, DRYFOODSTUFF & COOKING OIL

No.	Item Description	Unit of pack	Unit Price	Remarks
1	Beans(Sura Mbaya)90kg	Bag		
2	Beans(Soya)50kg	Bag		
3	Blue Band 1kg	Tin		
4	Bread	Pc		
5	Cooking Fat(Deep Frying Fat)1x17kg	Bucket		
6	Cooking Oil 20ltr	Gallon		
7	Dry Maize(90kg)	Bag		
8	Familia Sour Porridge 1kg	Pkt		
9	Gram Flour 1kg	Pkt		
10	Jam 1kg	Tin		
11	Maize Flour 12x2kg	Bale		
12	Maize Meal Posho 90kg Bag	Bag		
13	Margarine Blue Band 24x1kg	Carton		
14	Maize Whole Dried 90Kg Bag	Bag		
15	Margarine Prestige/Onja 10kg	Bucket		
16	Millet Flour	Kg		
17	Marmalade 1Kg	Tin		
18	Ngano	Pkt		
19	Pojo(Polished)2kg Pearl	Pkt		
20	Pojo(Polished)90kg	Bag		
21	Pojo(Polished)1kg	Pkt		
22	Pure Wimbi Flour 1kg Packet	Pkt		
23	Rice-Five Star 25kg	Bag		
24	Rice(Basmatti)25kg	Bag		
25	Rice-Pearl-25Kg	Bag		
26	Rice Pishori 25kg Bag	Bag		
27	Spaghetti 400g Santa Lucia	Carton		
28	Sugar(White)50kg	Bag		
29	Sugar in Sachet	Pkt		
30	Sunrise 5kg With Orange Park	Bale		
31	Sweet corn	Kg		
31	Tea Bag Enveloped with Tag 10 X100Pkts Ketepa	Box		
32	Tea Leaves 20x500g Ketepa	Carton		
33	Tomato Paste 24x400g Safa	Carton		
34	Tomato	Kg		
35	Cod liver oil	Ltr		

36	Ham burger	Kg		
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No.	ItemDescription	Unitofpack	UnitPrice	Remarks
37	TomatoSauce5Liter(Peptang)	Jar		
38	Burger bread	Pc		
39	Biscuits	Box		
40	Mbaazi	Kg		
41	Crips(jacher)	Kg		
42	Nuts	Kg		
43	Cushewnuts	Kg		
44	Dengu	Kg		
45	Njahe	Kg		
46	Elianto	Ltr		
47	Canola oil	Ltr		
48	Coconut oil	Ltr		
49	Olive oil(canola)	Ltr		
50	Mangrove oil	Ltr		
51	Brochets	Kg		
52	Ham sandwich	Kg		
53	Kericho gold	Pkt		

C. ADDITIVESANDFOODINGREDIENTS

S/No	ItemDescription	UnitofPack	UnitPrice	Remarks
1	BakingPowder100g	Pkt		
2	BakingPowder200g	Pkt		
3	BakingPowder250g	Pkt		
4	CadburyDrinkingChocolate450g	Tin		
5	ChilliSauce5Litre	Tin		
6	Cocoa320g	Tin		
7	CurryPowder	Tin		
8	DrinkingChocolate400g	Tin		
9	FoodColour(EggYellow)	Tin		
10	HotPepperPowder(Red)	Kg		
11	Jam	Tin		
12	Marmalade1Kg	Tin		
13	MasalaRed1kg	Pkt		
14	NescafeSachet6g	Sachets		
15	PilauMasala1kg	Tin		
16	PilauMix1kg	Pkt		
17	Royco24X200g	Carton		
18	Royco6X2kg	Carton		
19	Salt10X2Kg	Pkt		
20	TeaBagsBoxOf50pcs	Pkt		
21	TomatoSauce5Liter(Peptang)	Jar		
22	TurmericPowder	Kg		
23	VanillaEssence200ml	Bottle		

24	VanillaEssence500ml	Bottle		
25	Vinegar5ltrs	Jars		
26	Gouda cheese	Tin		
27	Kitkat, snickers chocolate	Pkt		
D. MEAT&OTHERFRESHANIMALPRODUCTS				
S/No.	ItemDescription	UnitofPack	UnitPrice	Remark
1	Bacon	Kg		
2	BeefSpecialCut(20%Bones)	Kg		
3	BeefOrdinaryMince	Kg		
4	BeefwithBones	Kg		
5	BeefSteak	Kg		
6	BeefFillet	Kg		
7	BeefOxHeart/Liver/Kidney	Kg		
8	BeefOxTailSoup	Kg		
9	BeefSausages	Kg		
10	BeefSmookies	Kg		

11	BeefMatumbo	Kg		
12	BeefRedBonesSoup	Kg		
13	BeefWhiteBonesSoup	Kg		
14	Beef hotdog	Kg		
15	ChickenCoupon	Kg		
16	Chicken Kienyeji	Kg		
17	DogFood	Kg		
18	DogMeat	Kg		
19	DrySkimmedMilkLowFat	25kg		
20	GoatLegs	Kg		
21	GoatLiver/Kidney	Kg		
22	GoatMatumbo	Kg		
23	Eggs1X30Tray	Tray		
24	Fish	Kg		
25	FishFillet	Kg		
26	FreshMilk	Ltr		
27	Liver	Kg		
28	MeatonBones(GoatMeat)	Kg		
29	MilkPowderFullFat	25Kg		
30	Mutton	Kg		
31	Mutton(Legs)	Kg		
32	LambChops	Kg		
33	PacketLongLifiMilk500ml	Pkt		
34	Octopus	Kg		
35	Prawns	Kg		
36	Pweza	Kg		
37	Kalama	Kg		
38	Tilapia	Kg		
39	Pork hotdog	Kg		
40	T.bone steak	Kg		
41	Shan chicken	Kg		
42	Meat chopping	Kg		
E.JuicesandDrinkingWater				
1	DispenserMineralWater20litrsBottle	Bottle		
2	Delemare 500ml	Pkt		
3	FreshPackedJuice(Delmonte)1litre	Packet		
4	Fresh milk	Ltr		
5	Mala1-LiterTin	Tin		
6	MineralWater500mlCarton	Carton		
7	Rebina	Tin		
8	Redbull	Tin		
9	Sodas24BottlesCrate(Assorted	Crate		

10	Tropical undiluted	Ltr		
11	Ice cream	Ltrs		
12	Yoghurt 1-liter tin (assorted flavor)	Tin		
13	Lucozade	Ltr		
14	Weetabix	Ltr		

F. DOG FOOD

1	Cod liver oil	Ltr		
2	Bone soup	Kg		
3	Reflex dog food	Kg		
4	Oats	Kg		

Note: Bidders should quote only unit prices and must be inclusive of VAT and all delivery cost.

SECTION VIII - STANDARD FORMS

Notes on the sample Forms

1. Form of Tender -The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.

2. Confidential Business Questionnaire Form -This form must be completed by the tenderer and submitted with the tender documents.

3. Tender Security Form -When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.

4. Contract Form -The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.

5. Performance Security Form -The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.

6. Bank Guarantee for Advance Payment Form -When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.

7. Manufacturers Authorization Form -When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

8.1 **FORM OF TENDER**

Tender No. _____

To: _____

[name and address of procuring entity]

Gentlemen and/or Ladies:

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

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

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

4. We agree to 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 an on behalf of _____

8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

<p><i>Part 1 – General:</i> Business Name Location of business premises Plot No..... Street/Road Postal Address Tel No. Fax E mail Nature of Business Registration Certificate No. Maximum value of business which you can handle at any one time – Kshs. Name of your bankers Branch</p>
--

	<p align="center">Part 2 (a) – Sole Proprietor</p> Your name in full Age Nationality Country of origin • Citizenship details																
	<p align="center">Part 2 (b) Partnership</p> Given details of partners as follows: <table border="0"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.
Name	Nationality	Citizenship Details	Shares														
1.														
2.														
3.														
	<p align="center">Part 2 (c) – Registered Company</p> Private or Public State the nominal and issued capital of company- Nominal Kshs. Issued Kshs. Given details of all directors as follows <table border="0"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.....	2.....	3.....
Name	Nationality	Citizenship Details	Shares														
1.....														
2.....														
3.....														
Date	Signature of Candidate																

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or

registration.

8.3 TENDER SECURITY FORM

Whereas [name of the tenderer]

(hereinafter called “the tenderer”) has submitted its tender dated [date of submission of tender] for the supply, installation and commissioning of [name and/or description of the equipment] (hereinafter called “the

Tender”) KNOW ALL PEOPLE by these presents

that WE of having our registered office at

..... (hereinafter called “the Bank”), are bound unto [name of

Procuring entity} (hereinafter called “the Procuring entity”) in the sum of

..... for which payment well and truly to be made to the said Procuring entity,

the Bank binds itself, its successors, and assigns by these presents. Sealed with

the Common Seal of the said Bank this _____ day of _____ 20 ____

THE CONDITIONS of this obligation are:-

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

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

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

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

8.4 FRAMEWORK CONTRACT FORM

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to:
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer
 - (b) the Schedule of Requirements
 - (c) the Technical Specifications
 - (d) the General Conditions of Contract
 - (e) the Special Conditions of contract; and
 - (f) the Procuring entity’s Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tender hereby covenants with the Procuring entity to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provisions of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.

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

SIGNED FOR AND ON BEHALF OF THE COUNTY GOVERNMENT

NAME.....

DESIGNATION.....

ADDRESS.....

SIGNATURE.....

WITNESSED BY:

NAME.....SIGNATURE.....

DESIGNATION.....

ADDRESS.....

OFFICIAL RUBBER STAMP/ SEAL

SIGNED FOR AND ON BEHALF OF THE TENDERER

NAME.....

DESIGNATION.....

ADDRESS.....

SIGNATURE.....

WITNESSED BY:

NAME.....SIGNATURE.....

DESIGNATION.....

ADDRESS.....

OFFICIAL RUBBER STAMP/ SEAL

8.5 PERFORMANCE SECURITY FORM

To
[*name of Procuring entity*]

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

..... [*description of goods*] (hereinafter called “the Contract”).

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

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

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

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

Signed and seal of the Guarantors

[*name of bank or financial institution*]

[*address*]

[*date*]

8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM

To
[*name of Procuring entity*]

[*name of tenderer*]

Gentlemen and/or Ladies:

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

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

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

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

Yours truly,

Signature and seal of the Guarantors

[*name of bank or financial institution*]

[*address*]

[*date*]

8.7 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.

8.8 LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER
KILIFI COUNTY

ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE

(Sections 39, 40, 41, 42, 43 & of the PPD Act, 2005)

I/We/.....

of Street, Building, P O Box.....

.....

Contact/Phone/E mail.....

Declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We.....

Declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with Tender/Tender No

.....

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized Signature.....

Name and Title of Signatory.....

8.9 FORM RB 1

**REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT

(Procuring Entity)

Request for review of the decision of the..... *(Name of the Procuring Entity)* of
.....dated

The day of20.....in the matter of Tender No.....of20.....

REQUEST FOR REVIEW

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

- 1.
- 2.

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

- 1.
- 2.

SIGNED(Applicant)

Datedday of/.....20.....

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of
.....20.....

SIGNED

Board Secretary