

REPUBLIC OF KENYA



KILIFI COUNTY GOVERNMENT

**REGISTRATION OF SUPPLIERS FOR
GOODS, WORKS, AND SERVICES FOR THE
FINANCIAL YEARS 2021-2022 AND 2022-
2023**

KCG/FIN/RG/01//2021/2022/2023

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

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INTRODUCTION

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS, AND SERVICES FOR THE FINANCIAL YEARS 2021-2022 ,2022-2023.

The County Government Kilifi in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act, 2015 invites applications for updating/Registration of suppliers from interested candidates for supply of the Goods, Works and Services listed below; -

A. SUPPLY OF GOODS

CATEGORY	REGISTRATION CATEGORY DESCRIPTION	ELIGIBLE CATEGORY
KCG/01/2021/2022/2023	SUPPLY AND DELIVERY OF OFFICE STATIONERY	Reserved for PWDs owned Enterprises
KCG/02/2021/2022/2023	SUPPLY AND DELIVERY OF TYRES, TUBES AND BATTERIES	Reserved for Youth, Women and PWDs owned enterprises
KCG/03/2021/2022/2023	SUPPLY AND DELIVERY OF FUEL, GREASE AND OIL	Open to all
KCG/04/2021/2022/2023	SUPPLY AND DELIVERY OF BUILDING MATERIALS	Reserved for Youth, Women and PWDs owned enterprises
KCG/05/2021/2022/2023	SUPPLY AND DELIVERY OF STAFF UNIFORMS AND PROMOTIONAL MATERIALS	Reserved for Youth, Women and PWDs owned enterprises
KCG/06/2021/2022/2023	SUPPLY AND DELIVERY OF OFFICE FURNITURE, FITTINGS AND EQUIPMENT	Reserved for Youth, Women and PWDs owned enterprises
KCG/07/2021/2022/2023	SUPPLY AND DELIVERY OF VACCINES	Reserved for Youth, Women and PWDs owned enterprises
KCG/08/2021/2022/2023	SUPPLY AND DELIVERY OF COMPUTERS, LAPTOPS AND COMPUTER ACCESSORIES	Reserved for Youth, Women and PWDs owned enterprises
KCG/09/2021/2022/2023	SUPPLY AND DELIVERY OF SUPPLY, DELIVERY AND MAINTENANCE OF COMMUNICATIONS EQUIPMENT	Reserved for Youth, Women and PWD's owned enterprises
KCG/10/2021/2022/2023	SUPPLY AN DELIVERY OF CLEANING MATERIALS	Reserved for PWDs owned Enterprises
KCG/11/2021/2022/2023	SUPPLY AND DELIVERY OF COLD CHAIN EQUIPMENT, SPARE PARTS AND MAINTENANCE	Open to all
KCG/12/2021/2022/2023	SUPPLY AND DELIVERY OF SUPPLY AND DELIVERY OF FOODSTUFF (HARD CEREALS, FRUITS AND VEGETABLES AND OTHER SPECIAL NUTRITIONCOMMODITIES	Reserved for women owned Enterprises

KCG/13/2021/2022/2023	SUPPLY AND DELIVERY OF AUDIO AND VIDEOGRAPHY EQUIPMENT AND OTHER ACCESSORIES	Open to all
KCG/14/2021/2022/2023	SUPPLY AND DELIVERY OF FIREPROOF CABINETS AND PAPER SHREDDERS	Open to all
KCG/15/2021/2022/2023	SUPPLY AND DELIVERY OF HOUSEHOLD SANITARY ITEMS (INCLUDING KITCHEN ITEMS)	Reserved for Youth, Women and PWD's owned enterprises
KCG/16/2021/2022/2023	SUPPLY AND DELIVERY OF FIREFIGHTING EQUIPMENT	Open to all
KCG/17/2021/2022/2023	SUPPLY AND DELIVERY OF TREE SEEDLINGS	Open to all
KCG/18/2021/2022/2023	SUPPLY AND DELIVERY OF SCRATCH AND CALLING CARDS	Reserved for Youth, Women and PWD's owned enterprises
KCG/19/2021/2022/2023	SUPPLY AND DELIVERY AND INSTALLATION OF POWER GENERATORS	Open to all
KCG/20/2021/2022/2023	SUPPLY AND DELIVERY OF MEDICAL PLANTS, EQUIPMENT AND ACCESSORIES	Open to all
KCG/21/2021/2022/2023	SUPPLY AND DELIVERY OF BEDDING AND LINEN	Open to all
KCG/22/2021/2022/2023	SUPPLY AND DELIVERY OF WOOD FUEL AND COOKING GAS	Open to all
KCG/23/2021/2022/2023	SUPPLY AND DELIVERY FARM INPUT, HERBICIDES AND INSECTICIDES	Open to all
KCG/24/2021/2022/2023	SUPPLY AND DELIVERY OF NEWSPAPERS AND PERIODICALS	Reserved for Youth, Women and PWD's owned enterprises
KCG/25/2021/2022/2023	SUPPLY AND DELIVERY OF TONERS, RIBBONS AND CATRIDGES	Reserved for Youth, Women and PWD's owned enterprises
KCG/26/2021/2022/2023	SUPPLY, DELIVERY AND MAINTENANCE OF AIR-CONDITIONS	Open to all
KCG/27/2021/2022/2023	SUPPLY AND DELIVERY MEAT, CHICKEN, FISH AND FRESH MILK	Reserved for Youth, Women and PWD's owned enterprises
KCG/28/2021/2022/2023	SUPPLY AND DELIVERY OF NON-PHARMACITICALS AND DRESSING MATERIALS	Open to all
KCG/29/2021/2022/2023	SUPPLY AND DELIVERY OF LAB REAGENTS PLUS GLASSWARES AND CHEMICALS	Open to all
KCG/30/2021/2022/2023	SUPPLY AND DELIVERY OF LABORATORY, DENTAL, X-RAY AND MEDICAL RELATED EQUIPMENT	Open to all

KCG/31/2021/2022/2023	SUPPLY AND DELIVERY PHARMACEUTICALS	Open to all
KCG/32/2021/2022/2023	SUPPLY AND DELIVERY MEDICAL, CHEMICALS AND INDUSTRIAL GASES	Open to all
KCG/33/2021/2022/2023	INSTALLATION AND SUPPORT FOR CCTV SECURITY SYSTEM	Open to all

B) WORKS

CATEGORY	REGISTRATION DESCRIPTION	ELIGIBLE CATEGORY
KCG/34/2021/2022/2023	CONTRACTORS FOR ROAD WORKS	Open to all
KCG/35/2021/2022/2023	CONTRACTORS FOR BUILDING WORKS	Open to all
KCG/36/2021/2022/2023	CONTRACTORS FOR REFURBISHMENT AND REPAIR OF GOVERNMENT HOUSES	Reserved for Youth, Women and PWD's owned enterprises
KCG/37/2021/2022/2023	CONTRACTORS FOR DRILLING OF BOREHOLES	Open to all
KCG/38/2021/2022/2023	CONTRACTORS FOR WATER WORKS	Open to all
KCG/39/2021/2022/2023	CONTRACTORS FOR ELECTRICAL INSTALLATION WORKS	Open to all

C) SERVICES

CATEGORY	REGISTRATION DESCRIPTION	ELIGIBLE CATEGORY
KCG/40/2021/2022/2023	PROVISION OF LEGAL SERVICES	Open to all
KCG/41/2021/2022/2023	PROVISION OF INSURANCE SERVICES	Open to all
KCG/42/2021/2022/2023	SERVICING OF MOTOR VEHICLE, MOTORCYCLES AND PLANTS	Open to all
KCG/43/2021/2022/2023	MAINTENANCE OF SEWERAGE AND STORM WATER SYSTEM, EMPTYING AND CLEANING OF SOAK PITS, SEPTIC TANKS AND PIT LATRINES	Reserved for Youth, Women and PWD's owned enterprises
KCG/44/2021/2022/2023	PROVISION OF ESTATE AGENCY	Open to all
KCG/45/2021/2022/2023	PROVISION OF VARIOUS CONSULTANCY SERVICES	Open to all
KCG/46/2021/2022/2023	MAINTENANCE AND SERVICING OF COMPUTERS, LAPTOPS, PHOTOCOPIERS AND FAX MACHINE	Reserved for Youth, Women and PWD's owned enterprises
KCG/47/2021/2022/2023	PROVISION OF PUBLICITY, PHOTOGRAPH AND VIDEO SERVICES	Reserved for Youth, Women and PWD's owned enterprises
KCG/48/2021/2022/2023	PROVISION OF PRINTING AND PUBLISHING SERVICES	Reserved for Youth, Women and PWD's owned enterprises
KCG/49/2021/2022/2023	PROVISION OF CAR HIRE AND GENERAL TRANSPORT SERVICES	Open to all
KCG/50/2021/2022/2023	PROVISION OF AIR-TICKETING AND AIR TRAVEL SERVICES	Open to all
KCG/51/2021/2022/2023	PROVISION OF FUMIGATION AND PEST CONTROL	Reserved for Youth, Women and PWD's owned enterprises
KCG/52/2021/2022/2023	PROVISION OF OUTSIDE CATERING AND HOTEL ACCOMODATION SERVICES	Reserved for Youth, Women and PWD's owned enterprises
KCG/53/2021/2022/2023	HIRE OF HEAVY MACHINERY (GRADERS AND WHEEL LOADERS)	Open to all
KCG/54/2021/2022/2023	PROVISION OF GARBAGE COLLECTION SERVICES	Reserved for Youth, Women and PWD's owned enterprises
KCG/55/2021/2022/2023	PROVISION OF ENVIRONMENTAL IMPACT ASSESSMENT AND AUDIT SERVICES	Open to all
KCG/56/2021/2022/2023	PROVISION OF LAND SURVEYING AND OTHER RELATED SERVICES	Open to all

KCG/57/2021/2022/2023	PROVISION OF OFFICE AND COMPOUND CLEANING MATERIALS	Reserved for Youth, Women and PWD's owned enterprises
KCG/58/2021/2022/2023	SECURITY SERVICES	Open to all
KCG/59/2021/2022/2023	MAINTENANCE AND REPAIR OF OFFICE FURNITURE	Reserved for Youth, Women and PWD's owned enterprises
KCG/60/2021/2022/2023	SERVICING AND MAINTENANCE OF HOSPITAL EQUIPMENT AND PLANTS	Open to all
KCG/61/2021/2022/2023	EVENT MANAGEMENT	Reserved for Youth, Women and PWD's owned enterprises
KCG/63/2021/2022/2023	SERVICING OF AIR CONDITIONS	Reserved for Youth, Women and PWD's owned enterprises
KCG/64/2021/2022/2023	PROVISION OF PRINTING, PHOTOCOPYING, TYPESETTING, EDITING AND BIDDING SERVICES	Reserved for Youth, Women and PWD's owned enterprises

Applicants are required to fill the registration document. Complete registration documents in plain sealed envelopes clearly marked with the appropriate Registration category reference i.e., **CATEGORY.../...FOR SUPPLY OR PROVISION OF...** and addressed to:

**THE COUNTY EXECUTIVE MEMBER
FINANCE AND ECONOMIC PLANNING
COUNTY GOVERNMENT OF KILIFI**

Completed documents should be deposited in our tender box located at the County Treasury building, to reach on or before **5th March 2021 at 10.30 a.m.**

REGISTRATION INSTRUCTIONS

1.2 Registration Objective

The main objective of this part is to short-list firms for supply and delivery of assorted items and provide services under relevant Tenders/Quotations as and when required in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act, 2018.

1.3 Invitation for Registration

Firms registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their **registration** documents to **The head of procurement** so that they may be registered for submission of Tenders/Quotations. The Authority requires prospective suppliers to provide mandatory information for registration.

1.4 Experience

Experience in the supply and deliver of similar items/services is Mandatory (Documentary evidence to be submitted). However, for the youth, women and other disadvantaged groups is exempted for the youth, women, and other disadvantaged groups.

1.5 Registration Document

This document includes questionnaire forms and documents required from prospective suppliers. To be considered for registration, prospective supplier/provider **MUST** submit all the information herein requested.

1.6. Distribution of Registration Documents

Completed registration documents shall be downloaded from the County website www.kilificounty.go.ke or Public Procurement Information Portal PPIP, and submitted on or before **5th MARCH 2021 at 10.30 a.m.**

1.7 Questions Arising from Documents

Questions that may arise from the Registrations documents should be directed to Head of procurement during official working hours.

1.8 Additional Information

The COUNTY GOVERNMENT OF KILIFI reserves the right to request submission of additional information from prospective bidders.

1.9 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the Authority after evaluating of the documents presented and after the completion of the registration process.

BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes

The supplier will have to pay VAT as applicable for all goods to be supplied.

2.2 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand.

2.3 Payments

All local purchase order shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the Contract Agreement.

REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, RQ-6, RQ-7 are to be completed by prospective supplier who wish to be registered to participate in Tender/Quotations for Supply of Goods and Services to Kilifi County Government.

3.1.1 The Registration application forms which are not filled out completely and submitted in the prescribed manner shall be considered non-responsive. All the documents that form part of the proposal must be written in English Language and in ink

3.2 Qualification

3.2.1 It is understood and agreed that the Registration Data on prospective bidders is to be used by the Authority in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Category as described by the client.

3.2.2 Prospective bidders may not be considered qualified unless in the judgment of the Authority they possess capability, experience, qualified personnel available and suitability of equipment sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Registration

3.3.1 Experience: Prospective bidder shall not be required to have experience in the supply of goods/services, in the categories reserved to the Women, Youth or PWD's owned enterprises. However, experience of at least 2 years shall be required for other categories (**C2, C3, and C4**) OPEN to all. In case of potential supplier should show competence, willingness and capacity to service the contract. However, the youth, women and other disadvantaged groups may be exempted from this requirement.

3.3.2 Personnel: The name, telephone number and email of the directors, key personnel and contact person must be indicated in Form RQ.3.

3.3.3 Past Performance: Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers **MUST** be included in Form RQ-4.

Quotations shall be invited for a minimum of three suppliers and the Authority shall award based on the lowest quote.

3.4 Statement

Application must include a sworn statement Form RQ-5 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/The Authority Could substantially change the Performance and Qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Authority reserves the right to reject the tender from such a bidder even though he was initially registered.

3.6 Registration Criteria

Required Information	Form Type
1. Registration Documentation	RQ-1
2. Registration Data	RQ-2
3. Supervisory Personnel	RQ-3
4. Past Experience for category (C2, C3, C4,)	RQ-4
5. Sworn Statement	RQ-5
6. Confidential Questionnaire	RQ-6
7. Litigation History	RQ-7

FORM RQ 1 MANDATORY REGISTRATION DOCUMENTATION

- (a) Copy of Certificate of Registration/Incorporation
- (b) Valid Tax Compliance Certificate from Kenya Revenue Authority (**failure to Produce this certificate to prove compliance will lead to automatic Disqualification thus no further evaluation of your application**).
- (c) KRA pin certificate
- (d) Valid AGPO Certificate for reserved categories
- (e) Company Profile
- (f) Duly filled, signed, and stamped Confidential business questionnaire in the format provided.
- (g) Duly filled, signed, and stamped anti-corruption declaration commitment/ pledge.
- (h) Dully filled, signed, and stamped SWORN STATEMENT
- (i) Must attach CR12 showing the shareholding of the firm for limited companies.
- (j) Registered with “National Construction Authority (NCA)- Category 7 and above in building/civil /water works/roads/refurbishment and repair of government houses, drilling of boreholes, electrical works for those in building industry.
- (k) Certification from Kenya Bureau of standards for the Registration of mineral drinking water
- (l) For provision of legal services MUST attached current membership license from Law society of Kenya (LSK)
- (m) Provision of insurance services-Broker must attach valid registration certificate with insurance regulatory authority (IRA) and underwriter must attach certified copy of current membership certificate.
- (n) Evidence of Air Travel and Ticketing Provider's IATA Registration for provision of Air ticketing and air travel services

FORM RQ-2 REGISTRATION DATA

1. Category to be Registered

2. Legal name of firm.....

Post Office address.....

Street and Address

City

Country.....

Telephone No.....

Email address

Person to contact.....

Title.....

3. Full name(s) of Director(s).....
.....
.....
.....
.....

3. Disadvantaged Group (e.g. Youth, PWD, Women etc.).....

4. YAGPO Certificate No.....

5. Incorporation or Registration Certificate No.....

FORM RQ-3 SUPERVISORY PERSONNEL

Provide a list of your directors, key supervisory personnel and contact person in the format below:-

No.	Name	Position	Telephone No	Email Address
1.				
2.				
3.				
4.				

FORM RQ-4: PAST EXPERIENCE

NAME OF APPLICANTS OTHER CLIENTS AND VALUES TWO YEARS NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. i) Name of client (Organization).....
 ii) Address of Client (Organization).....
 iii) Name of contact person at the client (Organization).....
 iv) Telephone No. of Client.....
 v) Value of contract.....
 vi) Duration of contract (date).....

2. Name of 2nd Client (Organization).....
 i) Name of client (Organization).....
 ii) Address of Client (Organization).....
 iii) Name of contact person at the client (Organization)
 iv) Telephone No. of Client.....
 v) Value of contract.....
 vi) Duration of contract (date).....

3. Name of 3rd Client (Organization)
 i) Name of client (Organization):.....
 ii) Address of Client (Organization)... ..
 iii) Name of contact person at the client (Organization):
 iv) Telephone No. of Client.....
 v) Value of contract... ..
 vi) Duration of contract (date).....

4. Others... ..

NB: This information should be accompanied by references from the Organization that you have listed showing the value of the Contracts/orders awarded and executed by your firm. Copies of LPO/LSO or contracts can be presented as evidence.

FORM RQ-5: SWORN STATEMENT

Having studied the registration information for the above project I/we hereby state:

- a) That the information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being registered I/we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d) I/We enclose all the required documents and information required for the Registration.
- e) I/We also accept liability/penalty arising from misleading or incorrect information/documentation submitted and on the basis of which the Authority relies on it to registration of our Firm/Company. I/We are aware that the Authority is at liberty to Institute legal proceedings as Stipulated in the Public Procurement and Asset Disposal Act 2015, Regulations, 2020 and subsequent regulations.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal)

FORM RQ-6: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2(a) 2 (b) or 2(c) whichever applies in your type of business.

You are advised that it is a serious offence to give false information on this Form.

PART 1 GENERAL

Business
 Name.....
 Location of Business
 premises.....
 Plot No.....
 Street/Road.....
 Postal Address..... Tel. No.....
 Nature of business.....

 Current Trade License
 No.....
 Maximum value of business which you can handle at any one time
 Kshs.....
 Name of your bankers..... Branch.....

PART 2(A) - Sole Proprietor

Your Name in full.....N/A.....
 Age.....
 Nationality..... Country of origin.....
 Citizenship
 details.....

PART 2(B) - Partnership:

Name	Nationality citizenship details	Shares
.....
1.
.....
2.
.....
3.
.....
4.
.....
5.

PART 2(C) - Registered Company/Private

State the nominal and issue of the company

Nominal

Kshs.....

Issued

Kshs.....

Give details of all directors as follows:

Name	Nationality	Sex	Age	Shares
1.
.....
.....
2.
.....
3.

Date Signature & Stamp of

Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration

RQ - 7 LITIGATION HISTORY

Name of Contractor/Supplier... ..

Contractor/Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for against	Name of client cause of litigation and matter in dispute	Disputer amount (current value Kshs. Equivalent)

Applicants are required to fill the registration document. Complete registration documents

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.

1.1 **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 _____

1.2 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 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)

1.3 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]

1.4 **BANK GUARANTEE FOR ADVANCE PAYMENT FORM**

To
[name of Procuring entity]

[name of tender]

Gentlemen and/or Ladies:

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

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

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

1.5 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.

1.6 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 COUNTY SECRETARY
KILIFI COUNTY

1.7 ANTI-CORRUPTION DECLARATION COMITMENT/ 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.....

1.8 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*) ofdated

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 of20.....

SIGNED

Board Secretary