



COUNTY GOVERNMENT OF NAKURU

TEL: 0722590098

FAX: (051) 2216473

Email: info@nakurucountyassembly.or.ke

Website: www.nakuru.assembly.go.ke

NAKURU

COUNTY GOVERNMENT OF

P O BOX 2870-20100

NAKURU

PROVISION OF FUND ADMINISTRATION SERVICE - CAR LOAN AND MORTGAGE SCHEME FOR COUNTY GOVERNMENT OF NAKURU STAFF.

TENDER NO: NCG/T/014/2017-2018

CLOSING DATE: 13TH MARCH 2018 AT 10.00 A.M

TABLE OF CONTENTS

		Pag
	e INTRODUCTION	3
SECTION I	INVITATION TO TENDER.....	4
SECTION II	INSTRUCTIONS TO TENDERERS.....	5
	APPENDIX TO INSTITUTIONS TO TENDER	19
SECTION III	GENERAL CONDITIONS OF CONTRACT.....	21
SECTION IV	TERMS OF REFERENCE.....	27
SECTION V	SCHEDULE OF REQUIREMENTS.....	30
SECTION VI	STANDARD FORMS.....	33

SECTION I – INVITATION TO TENDER

Tender No: CAN/T/3/2017/2018

Tender name: PROVISION OF FUND ADMINISTRATION SERVICE - Car Loan and Mortgage Scheme for County Government of Nakuru Staff.

- 1.1 The County Government of Nakuru invites sealed tenders from eligible candidates for PROVISION OF FUND ADMINISTRATION SERVICE - Car Loan and Mortgage Scheme for County Government of Nakuru Staff.
- 1.2 A complete tender document shall be downloaded from the County Government of Nakuru website www.nakuru.go.ke or The Integrated Financial Management System (IFMIS) GOK Tenders portal, free of charge.
- 1.3 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of (90) days from the closing date of the tender.
- 1.1 Completed tender documents are to be submitted through the **IFMIS** System so as to be received on or before **13th March 2018 at 10.00am.**
- 1.4 Tenders will be opened immediately thereafter.

SECTION II – INSTRUCTIONS TO TENDERERS

	Page
2.1 Eligible Tenderers	
2.2 Cost of tendering	
2.3 Contents of tender documents	
2.4 Clarification of Tender documents	
2.5 Amendment of tender documents	
2.6 Language of tenders	
2.7 Documents comprising the tender	
2.8 Form of tender	
2.9 Tender prices	
2.10 Tender currencies	
2.11 Tenderers eligibility and qualifications	
2.12 Tender security	
2.13 Validity of tenders	
2.14 Format and signing of tenders	
2.15 Sealing and marking of tenders	
2.16 Deadline for submission of tenders	
2.17 Modification and withdrawal of tenders	
2.18 Opening of tenders	
2.19 Clarification of tenders	
2.20 Preliminary Examination	
2.21 Conversion to other currencies	
2.22 Evaluation and comparison of tenders	
2.23 Contacting the procuring entity	
2.24 Post-qualification	
2.25 Award criteria	
2.26 Procuring entities right to vary quantities	
2.27 Procuring entities right to accept or reject any or all tenders	
2.28 Notification of award	
2.29 Signing of Contract	
2.30 Performance security	
2.31 Corrupt or fraudulent practices	

SECTION II INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

- 2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

- 2.2.1 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.
- 2.2.2 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of tender documents

- 2.3.1. The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders
 - i) Instructions to tenderers
 - ii) General Conditions of Contract

- iii) Special Conditions of Contract
- iv) Schedule of Requirements
- v) Details of service
- vi) Form of tender
- vii) Price schedules
- viii) Contract form
- ix) Confidential business questionnaire form
- x) Tender security form
- xi) Performance security form
- xii) Principal's or manufacturers authorization form
- xiii) Declaration form

2.3.2. 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.

2.4 Clarification of Documents

2.4.1. A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no 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 who have received the tender documents"

2.4.2. 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

2.5 Amendment of documents

2.5.1. 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 issuing an addendum.

2.5.2. All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

2.5.3. 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.

2.6 Language of tender

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

2.7 Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

(a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.

(b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;

(c) Tender security furnished is in accordance with Clause 2.12

(d) Confidential business questionnaire

2.8 Form of Tender

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

2.9 Tender Prices

2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable

- 2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:
- 2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.
- 2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.
- 2.9.6 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.
- 2.10 Tender Currencies**
- 2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers
- 2.11 Tenderers Eligibility and Qualifications.**
- 2.11.1 Pursuant to Clause 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.
- 2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.
- 2.12 Tender Security**
- 2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.
- 2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.

2.12.2 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.3 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:

- a) A bank guarantee.
- b) Such insurance guarantee issued by a company approved by **IRA**.
- c) Letter of credit

2.12.4 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20

2.12.5 Unsuccessful tenderer's security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the procuring entity.

2.12.6 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.

2.12.7 The tender security may be forfeited:

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

(b) In the case of a successful tenderer, *if* the tenderer fails:

(i) to sign the contract in accordance with paragraph 30

or

(ii) to furnish performance security in accordance with paragraph 31.

(c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

2.13.1 Tenders shall remain valid for 60 days or as specified in the invitation to tender after 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 nonresponsive.

2.13.2 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 2.12 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.

2.14 Format and Signing of Tender

2.14.1 The tenderer shall prepare two copies of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

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

2.14.3 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.

2.16 Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than **16th February 2018 at 10.00 a.m.**

2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the appendix.

2.17 **Modification and withdrawal of tenders**

2.17.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tender's is received by the procuring entity prior to the deadline prescribed for the submission of tenders.

2.17.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.17.4 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 2.12.7.

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

2.17.6 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.

2.18 Opening of Tenders

2.18.1 The Procuring entity will open all tenders through the IFMIS SYSTEM on **16th February 2017 at 10.00 a.m.**

2.18.3 The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of tenders

2.19.1 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 shall be sought, offered, or permitted.

2.19.2 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.

Comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Preliminary Examination and Responsiveness

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

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

there is a discrepancy between words and figures, the amount in words will prevail.

2.20.2 The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.20.3 Prior to the detailed evaluation, pursuant to paragraph 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.

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

2.21 Conversion to a single currency

2.21.1 Where other currencies are used, the procuring entity will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

2.22 Evaluation and comparison of tenders.

2.22.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

(a) operational plan proposed in the tender;

(b) deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 22.3 the following evaluation methods will be applied:

2.22.5

(a) ***Operational Plan.***

The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

(b) ***Deviation in payment schedule.***

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

2.22.6 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.22.7 To qualify for contract awards, the tenderer shall have the following:-

(a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.

(b) Legal capacity to enter into a contract for procurement

(c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing

(d) Shall not be debarred from participating in public procurement.

2.23. Contacting the procuring entity

2.23.1 Subject to paragraph 2.19, no tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 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 tenderers tender.

2.24 Award of Contract

a) Post qualification

2.24.1 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.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Procuring entity deems necessary and appropriate.

2.24.3 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

2.24.3 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer 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.

2.24.4 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. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

2.24.5 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 **Notification of award**

2.25.1 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.

2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.26 **Signing of Contract**

2.26.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

2.26.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return **it** to the Procuring entity.

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

2.27 Performance Security

2.27.1 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.

2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 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 or call for new tenders.

2.28 Corrupt or Fraudulent Practices

2.28.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.28.2 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;

2.28.3 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya

APPENDIX TO INSTRUCTIONS TO TENDERERS

No	Description
2.1.1	The Client is: County Government of Nakuru, P.O Box 2870-20100, <u>Nakuru</u> The tender is Open to eligible Financial Institutions
2.2.2	A complete set of tender documents may be downloaded by interested candidates in the County website: www.nakuru.go.ke or from IFMIS system
2.9.5	N/A
2.12.2	Tender security- Kshs.200,000
2.12.3	Tender security from a reputable bank.
2.14.1	Submit one Copy
2.16.1	16 th February 2018 at 10.00 a.m.
2.18.1	16 th February 2018 at 10.00 a.m.
2.20.2	No correction of arithmetic errors

2.22.4

Evaluation Criteria:

EVALUATION AND COMPARISON OF TENDERS:

The proposals will be evaluated in four stages as follows:

Stage One: Mandatory Requirements (to be evaluated on a 'Yes or No' basis):

Requirements	Yes or No
Certificate of Registration and /or Incorporation.	
Duly filled and Signed Form of Tender and schedule of requirements	
Valid VAT /PIN Certificate from Kenya Revenue Authority (KRA)	
Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)	
Valid License from Central Bank of Kenya	
Valid Single Business Permit/Trade license issued by any County Government	
Tender security/ Bid bond of Kshs. 200,000.00 from a reputable bank valid for an additional thirty (30) days after the expiry of the tender validity period	
Properly filled, signed and stamped mandatory Confidential Business Questionnaire.	
Presentation of a well bound, serialized and properly paginated tender document including the attachments	
Provide a written declaration of any pending litigation issues either for or against the company.	
The financial institution should be located within Nakuru town.	
Core capital of Kshs. 5 billion and above.	
Liquidity ratio of 30% and above.	
The financial institution should be between tiers 1 to 2.	
The financial institution should not be under statutory management.	

N/B: ALL THE ABOVE MUST BE MET TO QUALIFY FOR THE 2ND STAGE

STAGE TWO: TECHNICAL REQUIREMENTS

GENERAL REQUIREMENT	SPECIFIC REQUIREMENT	WEIGHTING SCORE	MAXIMUM SCORE
General Experience	Number of years in Business	-20 years and above = 20 marks Others prorated at: <u>Number of Years x 20</u> 20	20
Specific Experience	Evidence of having managed a similar scheme for a County Government Entity- Provide a list of 10(ten) reputable clients each with evidence in form of recommendation letters including contact persons and telephone number.	10- Clients with references letters= 20 marks -Others prorated at: <u>Number of Clients' x 20</u> 10	20
Financial capability	Attach evidence of audited accounts for the last two years	-Two years audited accounts - 10 marks One year audited accounts – 5 marks	10
Total assets	Kshs. 50 billion and above	5 billion and above- 20 marks -Others prorated at: <u>Total assets x 20</u> 5	20
Qualified credit Management staff to handle the scheme	Attach C.V and evidence of designation and duties.	6 staff- 20 marks -Others prorated at: <u>No. of staff x 20</u> 6	20
Additional financial benefit to the County		2 marks per benefit	10
Total Score			100

The Pass mark for Technical Evaluation will be 80%. Candidates that will have attained those points will have their financial proposals evaluated.

	<p>STAGE THREE: FINANCIAL SCORE (FS)</p> <p>The formulae for determining the Financial Score (FS) shall be as follows: - $FS = 100 \times \frac{FM}{F}$ where FS is the financial score; FM is the lowest priced bidder and F is the price of the bidder under consideration.</p> <p>STAGE FOUR: COMBINED TECHNICAL AND FINANCIAL SCORES (S)</p> <p>Bidders will be ranked according to their combined technical (TS) and financial (FS) scores using the weights (T=the weight given to the Technical Proposal; P the weight given to the Financial Proposal; $T + p = 1$) indicated below. The combined technical and financial score, S, shall be calculated as follows:-</p> <p>$= TS \times T \% + FS \times P \%$</p> <p>Weighting</p> <p>T= 0.70</p> <p>P = 0.30</p>
2.27	Performance security of 10%

TABLE OF CONTENTS

- 3.1 Definitions
- 3.2 Application
- 3.3 Standards
- 3.4 Use of contract documents and information
- 3.5 Patent Rights
- 3.6 Performance security
- 3.7 Inspections and tests
- 3.8 Payment
- 3.9 Prices
- 3.10 Assignment
- 3.11 Termination for default
- 3.12 Termination for insolvency
- 3.13 Termination for convenience
- 3.14 Resolution of disputes
- 3.15 Governing language
- 3.16 Force majeure
- 3.17 Applicable law
- 3.18 Notices

SECTION III GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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 services" means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Procuring entity under the Contract.
- d) "The Procuring entity" means the organization sourcing for the services under this Contract.
- e) "The contractor" means the individual or firm providing the services under this Contract.
- f) "GCC" means general conditions of contract contained in this section
- g) "SCC" means the special conditions of contract
- h) "Day" means calendar day

3.2 Application

These General Conditions shall apply to the extent that they are not super ceded by provisions of other part of contract.

3.3 Standards

- 3.3.1 The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements

3.5 Patent Right's

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 services under the contract or any part thereof.

3.6 Performance Security

Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.

3.6.2 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.

3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of :

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

3.6.4 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 of obligations under the contract, including any warranty obligations under the contract.

3.7 Inspections and Tests

3.7.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services 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.

3.7.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). 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.

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

3.7.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.8 **Payment**

3.8.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in SCC

3.9 **Prices**

Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC, vary from the prices by the tenderer in its tender or in the procuring entity's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

3.10 **Assignment**

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

3.10 Termination for Default

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 provide any or all of the services 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.

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, services similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.

3.12 Termination of insolvency

The procuring entity may at the any time terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

3.13 Termination for convenience

3.13.1 The procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.14 Resolution of disputes

The procuring entity's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

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

3.15 Governing Language

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.16 Force Majeure

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

3.17 Applicable Law.

The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC

3.18 Notices

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC

A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION IV: - TERMS OF REFERENCE

1.0 BACKGROUND INFORMATION

- 1.1 The Historic promulgation of the new constitution for the republic of Kenya, created among others provisions, the Counties and County Government which comprise of 2 arms of government. The executive is led by the Governor while the legislation is constituted as a County Government of Nakuru representing the wards in the County. The County governments are represented at the national level by Senators.
- 1.2 The County Government of Nakuru has a total of **4,943** employees who are eligible the car loan and mortgage.
- 1.3 The County Government of Nakuru intends to engage a financial institution to administer the State Officers and Staff Car Loan and Mortgage Scheme Financing Services.

The scheme to be referred to as The County Government of Nakuru Car Loan & Mortgage Scheme will be operated as a **revolving fund** and administered by a financial institution/ bank. The scheme shall have standard conditions and legal obligations with clearly set out application procedures.

2.0 SPECIFIC REQUIREMENT

The proposed housing mortgage and car loan schemes will be operated as per the provisions of the Salaries & Remuneration Commission's (SRC) gazette notice of 7th July 2017, SRC/ADM/CIR5/1/13/Vol. III (142) dated 25th August 2016, the existing statutes, regulations and Policies, and The agreement between the County Government of Nakuru & the Administrator.

The specific requirement for each scheme is as follows:

2.1 MORTGAGE SCHEME

2.1.1 Purpose and terms

The purpose of the Housing Mortgage Scheme is to assist the beneficiary purchase or construct a residential house and obtain funds through equity release. The following are the limits:

BENEFICIARIES	MORTGAGE SCHEME
County Governor	Up to KShs. 40 Million
Deputy County Governor	Up to KShs. 25 Million
Civil Service Grades S, T, U, and equivalent grades in Public Service	Up to KShs. 20 Million
Civil Service Grades P, Q, R, and equivalent grades in Public Service	Up to KShs. 15 Million
Civil Service Grades K, L, M, N, and equivalent grades in Public Service	Up to KShs. 10 Million
Civil Service Grades G, H, J, and equivalent grades in Public Service	Up to KShs. 6 Million
Civil Service Grades A, B, C, D, E, F, and equivalent grades in Public Service	Up to KShs. 4 Million

2.1.2 Specific output:

The successful Financial institution is expected to: -

- (i) Administer the scheme on behalf of the County Government of Nakuru.
- (ii) Appraise request and disburse loans to qualifying County Government of Nakuru Staff.
- (iii) Pay the County Government of Nakuru returns/interest from the loans.
- (iv) Provide credit and loan evaluation services in consultation with County Government of Nakuru.
- (v) To hand over the documents to Assembly's appointed lawyers for purpose of joint registration.
- (vi) To hand over jointly registered title document to County Government of Nakuru for safe keeping.

- (vii) Remit monthly reports on the status of the account to the County Government of Nakuru.
- (viii) Ensure all the relevant insurances are in place and are valid and the interest of the County is taken care of.
- (ix) Keep record of repayments and institute action to ensure full recovery in case of default in consultation with County Government of Nakuru.
- (x) Track repayment of exited employees to ensure the payments are up to date and advise the County Government of Nakuru in case of default.
- (xi) In case of disciplinary cases, ensure the interest is adjusted as per the SRC guidelines immediately the County Government of Nakuru so in writing.
- (xii) To process applications and disburse funds in not later than 30 days from the date of application unless there are exceptional circumstances requiring extension of time. The County to determine what is exception.

1.3 Where a Borrower ceases to be a member or staff of the County Government of Nakuru

Where a borrower ceases to be a staff or member of the County Government of Nakuru for whatever reason other than disciplinary grounds, the terms of the loan remains in force and does not change for life of the loan unless in the cases of default.

In both cases of disciplinary or default, the interest will be adjusted as per the SRC guidelines in consultation with the County Government of Nakuru.

In the incident of death in service, the Mortgage Insurance Policy terms shall apply.

2.1.4 Interest

The interest rate chargeable on the loan granted shall be at a maximum of 3% per annum on a reducing balance as per the terms of the agreement. Interest earned (3%) to be utilized as provided under clause 2.1.2 (iii) above.

2.2 House Purchase Loan

2.2.1.1 The following documents shall be required:

- (i) A valid offer for sale by the legal vendor of his/her legally appointed agent.
- (ii) A copy of the Title Document – certificate of lease or title deed.
- (iii) A valuation report by qualified valuers appointed by the Scheme Administrator.
- (iv) Original pay slips for the last three months or as advised by the County.
- (v) Recommendation letter from the County Government of Nakuru.

2.3.0 House Construction Loan

The following documents shall be required:

- (i) Present proof of ownership of land on which the house is to be constructed e.g. title deed, certificate of lease or letter of allotment.
- (ii) Spousal consent form; Affidavit to confirm spousal consent (where applicable).
- (iii) Duly approved Plan by the County Government.
- (iv) Certified Bill of Quantities and Contractor's certified estimated building cost.
- (v) Architect's certificate detailing the amount of work done/executed.
- (vi) Proof of a registered contractor to undertake the construction works.

2. 3.2 For consideration of house construction loan, the following basic conditions shall apply:

- (i) A Certified building plan approved by the County Government.
- (ii) An employee who is advanced a loan for construction of a house will be expected to complete construction and take occupation of the house within a period of twelve (12) months from the start of construction, unless request for extension is put in writing and so granted by the Scheme Administrator.
- (iii) Fund shall only be released in phases on as and when advised by the Quantity Surveyors, Valuer or Architect, as may be determined by the Scheme Administrator or as advised from time to time by the County.

Repayment.

- (iv) In the case of permanent and pensionable staff, the loan shall be

recovered as per the Salaries and Remunerations commission guidelines that might change from time to time

- (v) In the case of the Members of the County Government of Nakuru, the loan must be fully repaid 3 months prior to expiry period of the contract agreement.
- (vi) Notwithstanding the above, the County Government of Nakuru reserves the right to recall in the entire loan facility and require immediate redemption of the said loan without notice.
- (vii) The balance of salary after the loan deductions shall not be less than one third (1/3) of the employee's salary as set out by S.R.C
- (viii) Repayment of advance before expiry of agreed period: Any employee wishing to repay the loan in full before the expiry of the agreed period shall be free to do so. In such cases, a recalculation of the interest shall be made to take into account the shorter duration over which the loan was outstanding.
- (ix) In the case of joint registration, upon completion of full repayment of loan, the borrower shall pay the necessary transfer fees to have the vehicle transferred to his/her sole ownership.
- (x) The Loan repayment will be on check off basis
- (xi) The borrower shall bear the cost of insurance, valuation and legal charges.

3.0 TERMS OF REFERENCE FOR CAR LOAN SCHEME

3.1.1 Purpose and terms

The purpose of the Car Loan Scheme is to assist the beneficiary purchase a car for personal use. The scheme will, however, not support purchase of cars for speculative purposes. The following are the limits:

BENEFICIARIES	CAR LOAN
County Governor	Upto KShs. 10 Million
Deputy County Governor	Up to KShs. 5 Million
Civil Service Grades S, T, U, and equivalent grades in Public Service	Up to KShs. 4 Million
Civil Service Grades P, Q, R, and equivalent grades in Public Service	Up to KShs. 3 Million
Civil Service Grades K, L, M, N, and equivalent grades in Public Service	Up to KShs. 1.5 Million
Civil Service Grades G, H, J, and equivalent grades in Public Service	Up to KShs. 800,000
Civil Service Grades A, B, C, D, E, F, and equivalent grades in Public Service	Up to KShs. 600,000

3.1.2 Specific objectives:

The interest rate chargeable on the loan granted shall be at a maximum of 3% per annum on a reducing balance as per the terms of the agreement. Interest earned (3%) to be utilized as provided under clause 2.1.2 (iii) above.

The successful service provider is expected

to: -

- (i) Provide appraisal services.
- (ii) Make payments to the sellers for positive appraisals.
- (iii) Advise the County Government of Nakuru on monthly repayments
- (iv) To register the log book in the joint name of County Government of Nakuru and loan borrower.

- (v) Advise on any defaults and institute measure to ensure full recoveries of the loan balance
- (vi) Adjust the interest rates where County Government of Nakuru advises so in line with the SRC guidelines.
- (vii) To process applications and disburse funds in not later than 7 days from the date of application.

3.1.3 Where a Borrower ceases to be a staff or a member of the County Government of Nakuru

Where a borrower ceases to be a staff or a member the County Government of Nakuru for whatever reason other than disciplinary grounds, the terms of the loan remains in force and does not change for life of the loan unless in the cases of default.

In both cases of disciplinary or default, the interest will be adjusted as per the SRC guidelines in consultation with the County Government of Nakuru.

In the incident of death in service, the Mortgage Insurance Policy terms shall apply.

3.2 Type of Vehicle

3.2.1 Second- Hand Motor Vehicles:

The loan shall be used to purchase a motor vehicle that is not more than ten years old. Employees intending to purchase used motor vehicles shall be required to submit a mechanical inspection and valuation report obtained at a valuation agency advised by the administrator. The borrower shall meet the valuation and insurance charges.

3.2.2 New Motor Vehicles

Applications to purchase a new car shall be accompanied by the pro-forma invoice from the supplier. The borrower or the seller shall meet the valuation and Insurance charges.

3.3 Logbook

(i) The logbook will be registered in the joint names of the County Government of Nakuru and the borrower. The borrower shall also sign a blank transfer form, which shall be deposited with the fund administrator.

(ii) The logbook will be in the custody of the administrator.

3. 4. Vehicle Maintenance

(i) The borrower shall maintain the said vehicle in good working condition and shall neither use the said vehicle on public road if the vehicle is defective nor shall the borrower violate or fail to observe any of the terms under which the vehicle is insured.

(ii) The car shall be driven by the borrower personally or by his authorized driver as the case shall be (if qualified). The driver shall possess a valid driving license and a current certificate of competency.

(iii) Where the vehicle is involved in an accident or stolen, the borrower shall immediately inform his/her insurers, the administrator, Nakuru County Government, and the police in writing.

3. 5. Supporting Documents

(i) The last three months' pay slips

(ii) Recommendation letter from the County Government of Nakuru.

(iii) Duly filled and authorized form from the County Government of Nakuru.

(iv) Vehicle mechanical report from an authorized agent.

(v) Copy of logbook

(vi) Details of vendor (for second hand) or supplier (for new) of vehicle.

(vii) Sale agreement between vendor and purchaser.

3.6 Repayment

(xii) In the case of permanent and pensionable staff, the loan shall be

recovered within sixty (60) months or the number of months remaining to the borrower's retirement at 60 years whichever is less. For Members of County Government of Nakuru, the loan must be fully repaid by the end of term of the County Government.

- (xiii) In the case of the Members of the County Government of Nakuru, the loan must be fully repaid 3 months prior to expiry period of the contract agreement.
- (xiv) Notwithstanding the above, the County Government of Nakuru reserves the right to recall in the entire loan facility and require immediate redemption of the said loan without notice.
- (xv) The balance of salary after the loan deductions shall not be less than one third (1/3) of the employee's salary as set out by S.R.C.
- (xvi) Repayment of advance before expiry of agreed period: Any employee wishing to repay the loan in full before the expiry of the agreed period shall be free to do so. In such cases, a recalculation of the interest shall be made to take into account the shorter duration over which the loan was outstanding.
- (xvii) In the case of joint registration, upon completion of full repayment of loan, the borrower shall pay the necessary transfer fees to have the vehicle transferred to his/her sole ownership.
- (xviii) The Loan repayment will be on check off basis
- (xix) The borrower shall bear the cost of insurance, valuation and legal charges.

3.7. Interest

The interest rate chargeable on the loan granted shall be at a maximum of 3% per annum on a reducing balance as per the terms of the agreement. Interest earned (3%) to be utilized as provided under clause 2.1.2 (iii) above.

3.8 Where a Borrower ceases to be a staff or a member of the County Government of Nakuru

Where a borrower ceases to be a staff or a member of the County Government

of Nakuru for whatever reason other than disciplinary grounds, the terms of the loan remain in force and do not change for the life of the loan unless in the cases of default in which case it is adjusted as will be advised by the scheme administrator and as per the SRC guidelines.

3.9 Insurance policy cover of Motor Vehicle(s)

- (i) The beneficiary to whom the car loan is made shall take a comprehensive insurance policy cover in the joint names of the County Government of Nakuru and the loan beneficiary.
- (ii) It is the responsibility of the borrower to arrange for the renewal of the insurance policy when it becomes due whilst there is any advance still outstanding.

- (iii) The insurance charges shall be borne by the borrower through check off system where the County Government of Nakuru shall make monthly remittances to the scheme administrator within a twelve months period.

- (iv) The policy document shall be deposited with the County Government of Nakuru.

- (v) Disciplinary action shall be taken on failure to observe this condition. When the loan has been fully paid off, the authority interest in the vehicle ends and the insurance policy documents shall be returned to the borrower for retention.

SECTION V: SCHEDULE OF REQUIREMENTS

In this section, the bidders are expected to detail their financial quote for the management of the car loan and mortgage scheme for County Government of Nakuru Staff

SECTION VI - STANDARD FORMS

1. Form of tender
2. Price schedules
3. Contract form
4. Confidential Questionnaire form
5. Tender security form
6. Performance security form
7. Bank guarantee for advance payment
8. Declaration form

FORM OF TENDER

Date_____

Tender No._____

To.....

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. _____ *[insert numbers, the of which is hereby duly acknowledged, wed, the undersigned, offer to provide. [description of services] 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 provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum 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. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 20
[signature] *[In* _____ *the* _____ *capacity* _____ *of]*
 Duly authorized to sign tender for and on behalf of _____

PRICE SCHEDULE OF SERVICES

Name of Tenderer _____ Tender Number _____ . Page ____ of ____.

1	2	3	4	5	6	7
Item	Description	Quantity & quality	Duration	Unit Price	Total Price EXW per item (cols. 4x5)	Unit Price of other incidental services payable

Signature of tenderer _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

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 materials and spares. Viz.....[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the spares in the sum of [contract price in words and figures]

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 tenderer hereby covenants with the Procuring entity to provide the materials and spares 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 provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

Signed, sealed, delivered by_____the_____ (for the Procuring entity) Signed, sealed, delivered by___the_____ (for the tenderer) in the presence of_____.

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 applied to your type of business.

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

<p>Part 1 General</p> <p>Business Name.....</p> <p>Location of Business Premises</p> <p>Plot No,Street/Road.....</p> <p>Postal address Tel No. Fax Email</p> <p>Nature of Business</p> <p>Registration Certificate No.....</p> <p>Maximum value of business which you can handle at any one time – Kshs.....</p> <p>Name of your bankers.....</p> <p>Branch.....</p>

<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of Origin..... Citizenship details</p>																				
<p>Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table border="1"> <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> <tr> <td>4.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.				2.				3.				4.			
Name	Nationality	Citizenship details	Shares																	
1.																				
2.																				
3.																				
4.																				
<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="1"> <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>Date.....Signature of Candidate.....</p>																				

TENDER SECURITY FORM

Whereas[name of the tenderer]

(hereinafter called "the tenderer")has submitted its tender dated.....[date of submission of tender] for the provision of [name and/or description of the services]

(hereinafter called "the Tenderer")..... KNOW ALL PEOPLE by these presents that WE..... Of.....having registered office at [name of procuring entity](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 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)

PERFORMANCE SECURITY FORM

To: [name of the 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 services](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 figures],

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 your 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_____

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]
(Amend accordingly if provided by Insurance Company)

BANK GUARANTEE FOR ADVANCE PAYMENT

To.....

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

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

This guarantee shall remain valid and 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]

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

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.....of
.....20...

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.

etc.

By this memorandum, the Applicant requests the Board for an order/orders that: - 1.

2.

etc

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

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

.....20.....

SIGNED

Board Secretary