



**NATIONAL AIDS CONTROL COUNCIL**  
**TENDER FOR PROVISION OF STATIONERIES**  
**FOR A PERIOD OF THREE YEARS**

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**TENDER NO. NACC/T/005/2020-2021**

**ISSUED BY:**

**National AIDS Control Council (NACC)**  
**Landmark Plaza, 9th Floor**  
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**CLOSING DATE JANUARY 7, 2021 10.00AM**

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## SECTION I INVITATION TO TENDER

**TENDER REF NO/T/005/2020-2021**

**TENDER NAME. PROVISION OF STATIONERIES FOR A PERIOD OF THREE YEARS.**

- 1.1 National AIDS Control Council invites sealed tenders from eligible candidates for the Provision of stationeries.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents from the Procurement Division - **National AIDS Control Council P.O.BOX 61307-00200 Nairobi, Kenya** or download the documents from the NACC website: [www.nacc.or.ke](http://www.nacc.or.ke) or [www.tenders.go.ke](http://www.tenders.go.ke) at no fee or upon payment of a non- refundable fee of Ksh. 1000/= in cash or bankers cheque payable to **Chief Executive Officer, National AIDS Control Council** for the printed documents.
- 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.
- 1.4 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the tender box provided at the on 9th Floor of **Landmark Plaza** situated on **Argwings Kodhek Rd Opposite Nairobi Hospital** at or before **JANUARY 7, 2021 At 10.00 am**
- 1.5 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at National AIDS Control Council, Landmark Plaza Six Floor Board Room. **Only one firm representative will be allowed to attend tender opening.**
- 1.6 All the Clarifications and/ or addendums will be posted on NACC Website. Any request for clarifications shall be sent to the [communication@nacc.or.ke](mailto:communication@nacc.or.ke) copy to [procurement2@nacc.or.ke](mailto:procurement2@nacc.or.ke) All clarifications should be received within seventh days before tender opening.

**CHIEF EXECUTIVE OFFICER**

**NATIONAL AIDS CONTROL COUNCIL**

**SECTION II - INSTRUCTIONS TO TENDERERS**

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## **SECTION II - INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible Tenderers**

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

### **2.2 Eligible Goods**

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

### **2.3 Cost of Tendering**

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

2.3.2 The price to be charged for the tender document shall be none.

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

## **2.4. The Tender Document**

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

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

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

## **2.5 Clarification of Documents**

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the NACC in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring

entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the NACC. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

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

## **2.6 Amendment of Documents**

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

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

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

## **2.7 Language of Tender**

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

## **2.8 Documents Comprising of Tender**

2.8.1 The tender prepared by the tenderers shall comprise the following components

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

## **2.9 Tender Forms**

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

## **2.10 Tender Prices**

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

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

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

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

## **2.11 Tender Currencies**

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

## **2.12 Tenderers Eligibility and Qualifications**

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

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

2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to the NACC's satisfaction;

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

## **2.13 Goods Eligibility and Conformity to Tender Documents**

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

2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the

goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

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

- (a) a detailed description of the essential technical and performance characteristic of the goods;
- (b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of three (3) years, following commencement of the use of the goods by the NACC; and
- (c) a clause-by-clause commentary on the NACC's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

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

## **2.14 Tender Security**

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

2.14.2 The tender security shall be in the amount of 0.5 – 2 per cent of the tender price.

- 2.14.3 The tender security is required to protect the NACC against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7
- 2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to the NACC and valid for thirty (30) days beyond the validity of the tender.
- 2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the NACC as non responsive, pursuant to paragraph 2.22
- 2.14.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the NACC
- 2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28
- 2.14.8 The tender security may be forfeited:
- (a) if a tenderer withdraws its tender during the period of tender validity specified by the NACC on the Tender Form; or
  - (b) in the case of a successful tenderer, if the tenderer fails:
    - (i) to sign the contract in accordance with paragraph 2.27 or
    - (ii) to furnish performance security in accordance with paragraph 2.28

## **2.15 Validity of Tenders**

- 2.15.1 Tenders shall remain valid for 90 days or as specified in the Invitation to Tender after the date of tender opening prescribed by the NACC, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the NACC as non responsive.

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

## **2.16 Format and Signing of Tender**

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

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

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

## **2.17 Sealing and Marking of Tenders**

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

2.17.2 The inner and outer envelopes shall:

- (a) be addressed to the NACC at the address given in the Invitation to Tender:

(b) bear, tender number and name in the Invitation for Tenders and the words, “DO NOT OPEN BEFORE,” (**January 7, 2021 at 10.00AM**)

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

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

## **2.18 Deadline for Submission of Tenders**

**2.18.1** Tenders must be received by the NACC at the address specified under paragraph 2.17.2 no later than (**January 7, 2021 at 10.00AM**)

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

## **2.19 Modification and Withdrawal of Tenders**

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

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

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

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

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

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

## **2.20 Opening of Tenders**

2.20.1 The NACC will open all tenders in the presence of tenderers' representatives who choose to attend, at **(January 7, 2021 at 10.00am)** and in the location specified in the Invitation to Tender.

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

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

2.20.3 The NACC will prepare minutes of the tender opening.

## **2.21 Clarification of Tenders**

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

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

## **2.22 Preliminary Examination**

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

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

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

2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the NACC 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 NACC's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

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

## **2.23 Conversion to Single Currency**

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

## **2.24 Evaluation and Comparison of Tenders**

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

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

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

## **2.25 Preference**

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

## **2.26 Contacting the National AIDS Control Council**

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

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

## **2.27 Award of Contract**

### **(a) Post-qualification**

2.27.1 In the absence of pre-qualification, the NACC will determine to its satisfaction whether the tenderer that is selected

as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

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

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

**(b) Award Criteria**

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

**(c) National AIDS Control Council's Right to Vary quantities**

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

**(d) NACC's Right to Accept or Reject Any or All Tenders**

2.27.6 The NACC 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 NACC's action

## **2.28 Notification of Award**

- 2.28.1 Prior to the expiration of the period of tender validity, the NACC will notify the successful tenderer in writing that its tender has been accepted.
- 2.28.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties
- 2.28.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.28, the NACC will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.14

## **2.29 Signing of Contract**

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

## **2.30 Performance Security**

- 2.30.1 Within Thirty (30) days of the receipt of notification of award from the NACC, 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 NACC.
- 2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in

which event the NACC may make the award to the next lowest evaluated Candidate or call for new tenders.

### **2.31 Corrupt or Fraudulent Practices**

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

- (i) “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the NACC and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the NACC of the benefits of free and open competition;

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

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

## **Appendix to Instructions to Tenderers**

### **Notes on the Appendix to the Instruction to Tenderers**

1. The Appendix to instructions to tenderers is intended to assist the National AIDS Control Council in providing specific information in relation to the corresponding clause in the instructions to Tenderers included in Section II and has to be prepared for each specific procurement.
2. The NACC should specify in the appendix information and requirements specific to the circumstances of the NACC, the goods to be procured and the tender evaluation criteria that will apply to the tenders.
3. In preparing the Appendix the following aspects should be taken into consideration;
  - (a) The information that specifies and complements provisions of Section II to be incorporated
  - (b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the goods to be procured to be also incorporated
4. Section II should remain unchanged and can only be amended through the Appendix.
5. Clauses to be included in this part must be consistent with the public procurement law and the regulations.

## **Appendix to Instructions to Tenderers**

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

<b>INSTRUCTIONS TO TENDERERS REFERENCE</b>	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
2.1.1	Open to all qualified bidders.
2.14.1	Bid Declaration Form
2.18.1	January 7, 2021 at 10.00AM

**SECTION III: GENERAL CONDITIONS OF CONTRACT**

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## **SECTION III - GENERAL CONDITIONS OF CONTRACT**

### **3.1 Definitions**

- 3.1.1 In this Contract, the following terms shall be interpreted as indicated:-
- (a) “The Contract” means the agreement entered into between the *National AIDS Control Council* and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - (b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations
  - (c) “The Goods” means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the *National AIDS Control Council* under the Contract.
  - (d) “The *National AIDS Control Council*” means the organization purchasing the Goods under this Contract.
  - (e) “The Tenderer” means the individual or firm supplying the Goods under this Contract.

### **3.2 Application**

- 3.2.1 These General Conditions shall apply in all Contracts made by the *National AIDS Control Council* for the procurement installation and commissioning of equipment

### **3.3 Country of Origin**

- 3.3.1 For purposes of this clause, “Origin” means the place where the Goods were mined, grown or produced.
- 3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer.

### **3.4 Standards**

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

### **3.5 Use of Contract Documents and Information**

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

3.5.2 The tenderer shall not, without the *National AIDS Control Council's* prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above

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

### **3.6 Patent Rights**

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

### **3.7 Performance Security**

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

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

- 3.7.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the NACC and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the NACC, in the form provided in the tender documents.
- 3.7.4 The performance security will be discharged by the NACC and returned to the Candidate not later than thirty (30) days following the date of completion of the Tenderer's performance obligations under the Contract, including any warranty obligations, under the Contract

### **3.8 Inspection and Tests**

- 3.8.1 The NACC or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The NACC shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.
- 3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the NACC.
- 3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the NACC may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the NACC.
- 3.8.4 The NACC's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the NACC or its representative prior to the equipment delivery.

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

### **3.9 Packing**

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

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

### **3.10 Delivery and Documents**

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

### **3.11 Insurance**

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

### **3.12 Payment**

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

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

### **3.13 Prices**

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

- 3.13.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 3.13.3 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.
- 3.13.4 Price variation request shall be processed by the NACC within 30 days of receiving the request.

### **3.14. Assignment**

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

### **3.15 Subcontracts**

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

### **3.16 Termination for default**

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

as it deems appropriate, equipment similar to those undelivered, and the tenderer shall be liable to the NACC for any excess costs for such similar goods.

### **3.17 Liquidated Damages**

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

### **3.18 Resolution of Disputes**

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

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

### **3.19 Language and Law**

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

### **3.20 Force Majeure**

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

## **SECTION IV - SPECIAL CONDITIONS OF CONTRACT**

### **Notes on Special Conditions of Contract**

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

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

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

**SECTION IV - SPECIAL CONDITIONS OF CONTRACT**

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

42. Special conditions of contract as relates to the GCC

<b>REFERENCE OF GCC</b>	<b>SPECIAL CONDITIONS OF CONTRACT</b>
3.12.1	<i>As will be indicated in the contract document</i>
3.18.1	<i>Amicable through arbitration</i>

## **SECTION V - TECHNICAL SPECIFICATIONS**

### **5.1 General**

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

## 5.2 PARTICULARS

*[Text of Technical Specifications to be inserted in the tender documents by the NACC, as applicable]*

S/No.	Item Description
1	Toner carriage 05A
2	BOX FILES
3	CELLOTAPE
4	Toner 32A
5	Toner 312A
6	Toner 32A
7	TONNER 305A Black
8	EMBOSSSED COVERS
9	EXTENTION CABLES
10	Tonner 126 A
11	GIANT PAPER PUNCH
12	GIANT STAPLER
13	HARD COVER BOOKS 4 QUIRE
14	HEADED PAPERS A4
15	HIGHLIGHTERS
16	BULLDOG CLIP 1 1/2"
17	MARKER/FELT PENS
18	MASKING TAPE 1 INCH
19	PAPER PINS
20	PAPER PUNCH MEDIUM
21	PENCILS
22	Tonner HP 951
23	PHOTOCOPY PAPER-COLOURED
24	PHOTOCOPY PAPERS A4-WHITE
25	BULL DOG CLIP 2"
26	Tonner HP 950
27	RUBBER BANDS
28	RUBBERS BR4
29	RULER 12 INCH
30	SCISSORS
31	SPRING FILES
32	STAPLE PINS
33	STAPLE REMOVER
34	STAPLER MEDIUM
35	TONER NO.49A
36	TRANSPARENCY FILES

37	<b>TRANSPARENCY-BINDING</b>
38	<b>TONNER 53A</b>
40	<b>URGENT STICKERS</b>
41	<b>WHITE OUT</b>
42	<b>YELLOW STICKERS</b>
43	<b>FLIP CHARTS</b>
45	<b>Document wallets</b>
46	<b>POWER ADAPTOR</b>
56	<b>Branded A3 Envelopes</b>
58	<b>FILE FOLDERS</b>
59	<b>KYOCERA TONER TK 855 YELLOW</b>
60	<b>KYOCERA TONER TK 855 MAGENTA</b>
61	<b>KYOCERA TONER TK 855 CYAN</b>
62	<b>KYOCERA TONER TK 8505 MAAGENTA</b>
63	<b>KYOCERA TONER TK 8505 YELLOW</b>
64	<b>KYOCERA TONER TK 8505 CYAN</b>
65	<b>BRANDED FOLDERS SIZE A4</b>
66	<b>Toner 305 A Cyan</b>
67	<b>Toner 305A Yellow</b>
68	<b>Toner 305A Magenta</b>
70	<b>Kyocera Toner TK-675</b>
71	<b>Executive Diaries</b>
72	<b>Executive Notebooks</b>
73	<b>Executive Pen</b>
74	<b>APC Power Extension</b>
75	<b>COMPUTER MOUSE</b>
76	<b>COMPUTER KEYBOARD</b>
77	<b>HDMI Cable 9 Metres</b>
78	<b>TONER 80A</b>
79	<b>TONNER 90A</b>
80	<b>Cartridge HP 952</b>
81	<b>Cartridge HP 953 Black</b>
82	<b>Toner HP 953</b>
83	<b>Toner HP 952</b>
84	<b>Paper Clips</b>
85	<b>Pritt Glue/glue</b>
86	<b>Spirals binders</b>
87	<b>Paper Pins</b>
88	<b>Headed Papers A4</b>
89	<b>Dust Bins</b>
90	<b>Binding tape</b>
91	<b>Cellotape</b>
92	<b>Hard Cover 2 Quire</b>

93	Ring Binders
95	Hard Disk 1 Terabyte
96	Branded A4 Envelopes
97	Branded A5 Envelopes
98	Branded DL 4 X 7 Envelopes
99	HP TONER 410A (K)
100	HP TONER 410 COLOURED
101	HDMI VGA Converter
102	Flash Disc 32 GB
103	HDMI Cable 5m
104	Cartridge HP 953 Cyan
105	Cartridge HP 953 Magenta
106	Cartridge HP 953 yellow
107	Flash Disc 16GB
108	HP TONER 78A
109	HP TONER 30A
110	HP TONER 26A
111	SHREDDER (DESK SIDE)
112	EXTERNAL HARD DISK 1 TERABYTE
113	Toner 30A
114	Optical Wireless Mouse
115	Toner 310A Black
116	Toner 310A Magenta
117	Toner 310A Cyan
118	Toner 310A Yellow
119	Toner TK 6325
121	Toner 410 Cyan
122	Toner 410 Magenta
123	Toner 410 Yellow
124	Spiral Bidders 8MM
125	Spiral Bidders 10MM
126	Spiral Bidders 12MM
127	Spiral Bidders 14MM
128	Stapler Large
129	Office Pins
130	Pritt Glue 43 grms
133	Toner 90A
134	Toner 80 A
135	64 GB Flash Disk
136	Extension Cables 4 way
137	Toner 953 A
138	Binding Tapes 1 Inch
139	Toner 950 XL Black

140	<b>Toner 950XL Colour</b>
141	<b>External Hard drives (2TB)</b>
142	<b>HDMI CABLE 15M</b>
143	<b>HDMI VGA CONVERTER</b>
144	<b>TONNER 130A</b>
145	<b>TONNER 402A</b>
146	<b>TONNER 403A</b>
147	<b>TONNER 401A</b>
148	<b>TONNER 404A</b>
149	<b>HDMI CABLE 5M</b>
151	<b>MOUSE PAD</b>



37	<b>TRANSPARENCY-BINDING</b>
38	<b>TONNER 53A</b>
40	<b>URGENT STICKERS</b>
41	<b>WHITE OUT</b>
42	<b>YELLOW STICKERS</b>
43	<b>FLIP CHARTS</b>
45	<b>Document wallets</b>
46	<b>POWER ADAPTOR</b>
56	<b>Branded A3 Envelopes</b>
58	<b>FILE FOLDERS</b>
59	<b>KYOCERA TONER TK 855 YELLOW</b>
60	<b>KYOCERA TONER TK 855 MAGENTA</b>
61	<b>KYOCERA TONER TK 855 CYAN</b>
62	<b>KYOCERA TONER TK 8505 MAAGENTA</b>
63	<b>KYOCERA TONER TK 8505 YELLOW</b>
64	<b>KYOCERA TONER TK 8505 CYAN</b>
65	<b>BRANDED FOLDERS SIZE A4</b>
66	<b>Toner 305 A Cyan</b>
67	<b>Toner 305A Yellow</b>
68	<b>Toner 305A Magenta</b>
70	<b>Kyocera Toner TK-675</b>
71	<b>Executive Diaries</b>
72	<b>Executive Notebooks</b>
73	<b>Executive Pen</b>
74	<b>APC Power Extension</b>
75	<b>COMPUTER MOUSE</b>
76	<b>COMPUTER KEYBOARD</b>
77	<b>HDMI Cable 9 Metres</b>
78	<b>TONER 80A</b>
79	<b>TONNER 90A</b>
80	<b>Cartridge HP 952</b>
81	<b>Cartridge HP 953 Black</b>
82	<b>Toner HP 953</b>
83	<b>Toner HP 952</b>
84	<b>Paper Clips</b>
85	<b>Pritt Glue/glue</b>
86	<b>Spirals binders</b>
87	<b>Paper Pins</b>
88	<b>Headed Papers A4</b>
89	<b>Dust Bins</b>
90	<b>Binding tape</b>
91	<b>Cellotape</b>
92	<b>Hard Cover 2 Quire</b>
93	<b>Ring Binders</b>

95	Hard Disk 1 Terabyte
96	Branded A4 Envelopes
97	Branded A5 Envelopes
98	Branded DL 4 X 7 Envelopes
99	HP TONER 410A (K)
100	HP TONER 410 COLOURED
101	HDMI VGA Converter
102	Flash Disc 32 GB
103	HDMI Cable 5m
104	Cartridge HP 953 Cyan
105	Cartridge HP 953 Magenta
106	Cartridge HP 953 yellow
107	Flash Disc 16GB
108	HP TONER 78A
109	HP TONER 30A
110	HP TONER 26A
111	SHREDDER (DESK SIDE)
112	EXTERNAL HARD DISK 1 TERABYTE
113	Toner 30A
114	Optical Wireless Mouse
115	Toner 310A Black
116	Toner 310A Magenta
117	Toner 310A Cyan
118	Toner 310A Yellow
119	Toner TK 6325
121	Toner 410 Cyan
122	Toner 410 Magenta
123	Toner 410 Yellow
124	Spiral Bidders 8MM
125	Spiral Bidders 10MM
126	Spiral Bidders 12MM
127	Spiral Bidders 14MM
128	Stapler Large
129	Office Pins
130	Pritt Glue 43 grms
133	Toner 90A
134	Toner 80 A
135	64 GB Flash Disk
136	Extension Cables 4 way
137	Toner 953 A
138	Binding Tapes 1 Inch
139	Toner 950 XL Black
140	Toner 950XL Colour
141	External Hard drives (2TB)

142	<b>HDMI CABLE 15M</b>
143	<b>HDMI VGA CONVERTER</b>
144	<b>TONNER 130A</b>
145	<b>TONNER 402A</b>
146	<b>TONNER 403A</b>
147	<b>TONNER 401A</b>
148	<b>TONNER 404A</b>
149	<b>HDMI CABLE 5M</b>
151	<b>MOUSE PAD</b>

NOTE: 1. Prices must be inclusive of all applicable taxes  
2. Service as and when required

<sup>1</sup> The Procuring entity must specify here the date from which the delivery schedule will start. That date should be either the date of the contract award, or the date of contract signature, or the date of opening of letter of credit, or the date of confirmation of the Letter of Credit, as appropriate. The Tender Form should include only a cross reference to this Schedule.

## EVALUATION CRITERIA

### **Preliminary Evaluation Criteria- Mandatory Requirements**

The following are mandatory requirements that must be satisfied

S/NO	Sub Criteria	Reference Page	Remark
1.	Certificate of registration/incorporation		
2.	Statutory Company registration certificate showing directors and shareholding		
3.	Valid Tax compliance certificate for KRA		
4.	Detailed Company profile with organizational structure		
5.	Duly filled business questionnaire		
6.	Working company email		
7.	Serialized tender document		
8.	Bid Securing Declaration		
9.	Certificate of good conduct from at least two director or director for sole proprietorship		
10.	Duly signed Anti-Corruption Form		
11.	Duly Signed Self Declaration on Debarment		
12.	Letter of attorney for person authorized to sign tender documents		

### **Technical Evaluation**

S/NO	Sub Criteria	Reference Page	Remark
1.	Bank Statement for the six months (July –December 2020)		
2.	Valid Agpo Certificate		
3.	Company profile		
4.	Delivery period (15- 30 Days)		
5.	Warranty period of at least 12 Months-Where applicable		

### **Financial Evaluation**

1. The financial evaluation shall be undertaken for bidders meeting the preliminary and technical requirement
2. Prices must be inclusive of all applicable taxes
3. The bidder meeting the tender conditions with the least cost shall be awarded

## SECTION VII - PRICE SCHEDULE FOR GOODS

Name of tenderer \_\_\_\_\_ Tender Number \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

State brand quoted where applicable

S/No.	Description	Unit of Measurement (state)	Unit Price For year 1	Unit Price for Year 2	Unit Price for year 3
1	Toner carriage 05A				
2	BOX FILES				
3	CELLOTAPE				
4	Toner 32A				
5	Toner 312A				
6	Toner 32A				
7	TONNER 305A Black				
8	EMBOSSSED COVERS				
9	EXTENTION CABLES				
10	Tonner 126 A				
11	GIANT PAPER PUNCH				
12	GIANT STAPLER				
13	HARD COVER BOOKS 4 QUIRE				
14	HEADED PAPERS A4				
15	HIGHLIGHTERS				
16	BULLDOG CLIP 1 1/2"				
17	MARKER/FELT PENS				
18	MASKING TAPE 1 INCH				
19	PAPER PINS				
20	PAPER PUNCH MEDIUM				
21	PENCILS				
22	Tonner HP 951				
23	PHOTOCOPY PAPER-COLOURED				
24	PHOTOCOPY PAPERS A4-WHITE				
25	BULL DOG CLIP 2"				
26	Tonner HP 950				
27	RUBBER BANDS				
28	RUBBERS BR4				
29	RULER 12 INCH				
30	SCISSORS				
31	SPRING FILES				
32	STAPLE PINS				

33	STAPLE REMOVER				
34	STAPLER MEDIUM				
35	TONER NO.49A				
36	TRANSPARENCY FILES				
37	TRANSPARENCY-BINDING				
38	TONNER 53A				
40	URGENT STICKERS				
41	WHITE OUT				
42	YELLOW STICKERS				
43	FLIP CHARTS				
45	Document wallets				
46	POWER ADAPTOR				
56	Branded A3 Envelopes				
58	FILE FOLDERS				
59	KYOCERA TONER TK 855 YELLOW				
60	KYOCERA TONER TK 855 MAGENTA				
61	KYOCERA TONER TK 855 CYAN				
62	KYOCERA TONER TK 8505 MAAGENTA				
63	KYOCERA TONER TK 8505 YELLOW				
64	KYOCERA TONER TK 8505 CYAN				
65	BRANDED FOLDERS SIZE A4				
66	Toner 305 A Cyan				
67	Toner 305A Yellow				
68	Toner 305A Magenta				
70	Kyocera Toner TK-675				
71	Executive Diaries				
72	Executive Notebooks				
73	Executive Pen				
74	APC Power Extension				
75	COMPUTER MOUSE				
76	COMPUTER KEYBOARD				
77	HDMI Cable 9 Metres				
78	TONER 80A				
79	TONNER 90A				
80	Cartridge HP 952				
81	Cartridge HP 953 Black				
82	Toner HP 953				
83	Toner HP 952				

84	Paper Clips				
85	Pritt Glue/glue				
86	Spirals binders				
87	Paper Pins				
88	Headed Papers A4				
89	Dust Bins				
90	Binding tape				
91	Cellotape				
92	Hard Cover 2 Quire				
93	Ring Binders				
95	Hard Disk 1 Terabyte				
96	Branded A4 Envelopes				
97	Branded A5 Envelopes				
98	Branded DL 4 X 7 Envelopes				
99	HP TONER 410A (K)				
100	HP TONER 410 COLOURED				
101	HDMI VGA Converter				
102	Flash Disc 32 GB				
103	HDMI Cable 5m				
104	Cartridge HP 953 Cyan				
105	Cartridge HP 953 Magenta				
106	Cartridge HP 953 yellow				
107	Flash Disc 16GB				
108	HP TONER 78A				
109	HP TONER 30A				
110	HP TONER 26A				
111	SHREDDER (DESK SIDE)				
112	EXTERNAL HARD DISK 1 TERABYTE				
113	Toner 30A				
114	Optical Wireless Mouse				
115	Toner 310A Black				
116	Toner 310A Magenta				
117	Toner 310A Cyan				
118	Toner 310A Yellow				
119	Toner TK 6325				
121	Toner 410 Cyan				
122	Toner 410 Magenta				
123	Toner 410 Yellow				
124	Spiral Bidders 8MM				
125	Spiral Bidders 10MM				
126	Spiral Bidders 12MM				
127	Spiral Bidders 14MM				
128	Stapler Large				

129	Office Pins				
130	Pritt Glue 43 grms				
133	Toner 90A				
134	Toner 80 A				
135	64 GB Flash Disk				
136	Extension Cables 4 way				
137	Toner 953 A				
138	Binding Tapes 1 Inch				
139	Toner 950 XL Black				
140	Toner 950XL Colour				
141	External Hard drives (2TB)				
142	HDMI CABLE 15M				
143	HDMI VGA CONVERTER				
144	TONNER 130A				
145	TONNER 402A				
146	TONNER 403A				
147	TONNER 401A				
148	TONNER 404A				
149	HDMI CABLE 5M				
151	MOUSE PAD				

Signature of tenderer \_\_\_\_\_

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

## **SECTION VIII - STANDARD FORMS**

### **Notes on the sample Forms**

1. Form of Tender - The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
3. Tender Security Form - When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
4. Contract Form - The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
5. Performance Security Form - The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the NACC.
6. Bank Guarantee for Advance Payment Form- When Advance payment is requested for by the successful bidder and agreed by the NACC, this form must be completed fully and duly signed by the authorized officials of the bank.
7. Manufacturers Authorization Form - When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

**8.1 FORM OF TENDER**

Date \_\_\_\_\_

Tender No. \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_  
[ National AIDS Control Council]

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 .....( National AIDS Control Council).

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

## 8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

<b>Part 1 – General:</b>	
Business Name .....	
Location of business premises. ....	
Plot No.....	Street/Road .....
Postal Address .....	Tel No. .... Fax ..... E mail .....
Nature of Business .....	
Registration Certificate No. ....	

	<b>Part 2 (a) – Sole Proprietor</b> Your name in full ..... Age ..... Nationality ..... Country of origin ..... • Citizenship details ..... <input type="checkbox"/>																								
	<b>Part 2 (b) Partnership</b>																								
	Given details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Name</th> <th style="width: 10%;">Nationality</th> <th style="width: 10%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>1. ....</td> <td>.....</td> <td>2. ....</td> </tr> <tr> <td>.....</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. ....	.....	.....	.....				
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.....	.....	.....	.....																						
3. ....	.....	.....	.....																						
4. ....	.....	.....	.....																						
	<b>Part 2 (c) – Registered Company</b> Private or Public ..... State the nominal and issued capital of company- Nominal Kshs. .... Issued Kshs. .... Given details of all directors as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 20%;">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> <tr> <td>5. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....	5. ....	.....	.....	.....
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4. ....	.....	.....	.....																						
5. ....	.....	.....	.....																						
Date .....	Signature of Candidate .....																								

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

### 8.3 TENDER SECURITY FORM

Whereas..... [name of the tenderer]  
(hereinafter called "the tenderer") has submitted its tender dated  
..... [date of submission of tender] for the supply, installation and  
commissioning of .....[name and/or description of the  
equipment] (hereinafter called "the Tender")  
..... KNOW ALL PEOPLE by  
these presents that WE ..... of  
..... having our registered office at  
..... (hereinafter called "the Bank"), are bound unto  
..... [name of National AIDS Control Council } (hereinafter called  
"the National AIDS Control Council") in the sum of  
..... for which payment well and truly to be made to  
the said National AIDS Control Council, 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 National AIDS Control Council 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 National AIDS Control Council up to the above amount upon receipt of its first written demand, without the National AIDS Control Council having to substantiate its demand, provided that in its demand the National AIDS Control Council will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

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

(Amend accordingly if provided by Insurance Company)

## 8.4 CONTRACT FORM

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_  
between ..... [name of Procurement entity] of.....[country of Procurement  
entity] (hereinafter called “the *National AIDS Control Council*) of the one part and  
..... [name of tenderer] of ..... [city and country of tenderer]  
(hereinafter called “the tenderer”) of the other part;

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the *National AIDS  
Control Council*

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer in the  
presence of \_\_\_\_\_

(Amend accordingly if provided by Insurance Company)

**8.5 PERFORMANCE SECURITY FORM**

To .....  
[name of National AIDS Control Council]

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

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

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

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

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed and seal of the Guarantors

\_\_\_\_\_   
[name of bank or financial institution]

\_\_\_\_\_   
[address]

\_\_\_\_\_   
[date]

**8.6 LETTER OF NOTIFICATION OF AWARD**

Address of *National AIDS Control Council*

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

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT AND
.....RESPONDENT (National AIDS Control Council)

Request for review of the decision of the.....(Name of the National AIDS Control Council)
of .....dated the...day of .....20.....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

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

FORM SD1

**SELF-DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

I, .....of P. O. Box ..... being a resident of ..... in the Republic of-----do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of ..... (insert name of the Company) who is a Bidder in respect of **Tender No.** .....for .....(insert tender title/description) for.....( insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....  
(Title) (Signature) (Date)

Bidder Official Stamp

**8.9 FORM SD2- MANDATORY**

**SELF DECLARATION FORMS (r 62)**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

**SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.**

I, .....of P. O. Box .....being a resident of

..... in the Republic of ----- do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of **Tender No.** ..... for ..... (insert tender title/description) for ..... (insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ..... (insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ..... (name of the procuring entity)
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....  
(Title) (Signature) (Date)  
Bidder's Official Stamp

**8.10 BANK DETAILS FORM- MANDATORY**

*Provide the following bank details for electronic transfer purposes*

*Name of the Bidder: .....*

*Bank Name : .....*

*Bank branch name .....*

*Bank code : .....*

*Bank account : .....*

*PIN Number : .....*

*VAT Number : .....*

*Bank signatory(s) : .....*

.....