



## **GEOHERMAL DEVELOPMENT COMPANY LIMITED**

# **TENDER FOR LEASING OF MOTOR VEHICLES FOR A PERIOD OF FOUR (4) YEARS**

**TENDER NO: GDC/FLT/OT/037/2022:2023**

**TENDER CLOSING DATE AND TIME: 30<sup>th</sup> JUNE 2023 AT 11.00 AM**

**Geothermal Development Company Ltd  
P.O. Box 100746-00101  
NAIROBI  
Tel: +254 719 037000; 020 2427516  
Email: [procurement@gdc.co.ke](mailto:procurement@gdc.co.ke)  
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**May, 2023**



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## INVITATION TO TENDER

### PROCURING ENTITY - GEOTHERMAL DEVELOPMENT COMPANY LTD

#### CONTRACT NAME AND DESCRIPTION: TENDER FOR LEASING OF MOTOR VEHICLES FOR A PERIOD OF FOUR (4) YEARS.

1. The Geothermal Development Company invites sealed tenders for **Leasing of Motor Vehicles for a Period of Four (4) Years.**
2. Tendering will be conducted under open competitive method (**National**) using a standardized tender document. Tendering is open to all qualified and interested Tenderers.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents from the office of Manager, Supply Chain at Kawi House Office, located at South C Bellevue, Off Mombasa Road, Red Cross Road between 9.00am and 4.00pm during weekdays.
4. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non- refundable fees of Kshs 1000.00 in cash or Banker's Cheque and payable to GDC Accounts Office. Tender documents may be obtained electronically from the Website [www.gdc.co.ke](http://www.gdc.co.ke) or [www.tenders.go.ke](http://www.tenders.go.ke). Tender documents obtained electronically will be free of charge.
5. Tender documents may be viewed and downloaded for free from the website [www.gdc.co.ke](http://www.gdc.co.ke) or [tenders.go.ke](http://tenders.go.ke) . Tenderers who download the tender document must forward their particulars immediately to [procurement@gdc.co.ke](mailto:procurement@gdc.co.ke) to facilitate any further clarification or addendum.
6. All Tenders must be accompanied by an original tender security in the amount of **Kshs. 1,000,000.00** in the format specified in the tender document.
7. There will be a **Mandatory pre-tender conference/meeting and Site Visit** as follows;
  - A) Mandatory site visit to be held on Tuesday 20<sup>th</sup> June 2023 at 10.00am at Baringo-Silali Geothermal Project. (Bidders are required to Assemble at GDC North Rift Kapkerwa Office at 10.00am) **Map for GDC Kapkerwa office is enclosed.**
  - B) A) Pre-bid Meeting to be held on Wednesday 21<sup>st</sup> June 2023 at Polo Center, 6<sup>th</sup> Floor Board Room at 10.00am.
8. *The Tenderer shall chronologically serialize all pages of the tender documents submitted.*
9. Completed tenders are to be enclosed in plain sealed envelopes marked with tender name and tender reference number and be deposited in the Tender Box at GDC Kawi House Office Ground Floor, located at South C Bellevue ,Off Mombasa Road, Red Cross Road, or be addressed to;

**THE MANAGING DIRECTOR,  
GEOTHERMAL DEVELOPMENT COMPANY LTD  
P.O. BOX 100746 – 00101  
NAIROBI, KENYA**

So as to be received on or before **Friday 30<sup>th</sup> June 2023 at 11.00 AM.**

10. Electronic Tenders will not be permitted.
11. Tenders will be opened immediately after the deadline date and time specified above . Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at GDC Kawi House Office Ground Floor.
12. Late tenders will be rejected.

**MANAGER, SUPPLY CHAIN**

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# **PART 1 - TENDERING PROCEDURES**

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## SECTION I - INSTRUCTIONS TO TENDERERS

### A General Provisions

#### 1 Scope of Tender and Definitions

1.1 The Procuring Entity as define in the Appendix to Conditions of Contract invites **tenders for leasing** of the real estate facilities, plant/equipment or **vehicles** and, if applicable, any related services incidental thereto, as specified in Section VII, Schedule of Requirements. The name, identification, and number of lots (contracts) of this Tender Document are **specified in the TDS**.

1.2 Throughout this tendering document:

- a) The term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, including if **specified in the TDS**, distributed or received through the electronic-procurement system used by the Procuring Entity) with proof of receipt;
- b) If the context so requires, “singular” means “plural” and vice versa;
- c) “Day” means calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of the Procuring Entity. It excludes official public holidays.

#### 2 Fraud and Corruption

2.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub- contractors are not debarred from participating in public procurement proceedings.

2.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.

2.3 Unfair Competitive Advantage - Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate in the **Data Sheet** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.

2.4 Tenderers shall permit and shall cause their agents (where declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Entity to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Entity.

#### 3 Eligible Tenderers

3.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Tendering process and, in the event the JV is awarded the Contract, during contract execution. A firm that is a Tenderer (either individually or as a JV member) may participate in more than one Tender, offering different items that meet the requirements of the Lease. A firm that is not a Tenderer or a JV member, may participate as a subcontractor in more than one Tender. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of members shall be specified in the **TDS**.

3.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.

- 3.3 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:
- a Directly or indirectly controls, is controlled by or is under common control with another Tenderer; or
  - b Receives or has received any direct or indirect subsidy from another Tenderer; or
  - c Has the same legal representative as another Tenderer; or
  - d Has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this Tendering process; or
  - e Or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the Tender; or
  - f Or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity or Procuring Entity for the Contract implementation; or
  - g would be providing Lease Items, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the TDS ITT 2.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
  - h has a close business or family relationship with a professional staff of the Procuring Entity who:
    - i are directly or indirectly involved in the preparation of the tendering document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
    - j would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship p has been resolved in a manner acceptable to the Procuring Entity throughout the Tendering process and execution of the Contract.
- 3.4 A Tenderer shall not be involved in corrupt, coercive, obstructive, collusive, or fraudulent practice. A tenderer that is proven to have been involved in any of these practices shall be automatically disqualified and would not be awarded a contract.
- 3.5 A firm that is a Tenderer (either individually or as a JV member) may participate in more than one Tender, offering different items that meet the requirements of the Lease. A firm that is not a Tenderer or a JV member, may participate as a subcontract or in more than one Tender.
- 3.6 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub-consultants for any part of the Contract including related Services.
- 3.7 A Tenderer that has been debarred by the PPRA from participating in public procurement shall be ineligible to be prequalified for a tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPRA [www.ppra.go.ke](http://www.ppra.go.ke).
- 3.8 Tenderers that are state-owned enterprises or institutions may be eligible to compete and be awarded a Contract(s) only if they are (i) a legal public entity of the state Government and/or public administration, (ii) financially autonomous and not receiving any significant subsidies or budget support from any public entity or Government, and (iii) operating under commercial law and vested with legal rights and liabilities similar to any commercial enterprise to enable it compete with firms in the private sector on an equal basis.
- 3.9 Firms and individuals may be ineligible if their countries of origin (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of Lease Items or contracting for supply of Lease Items or services from that country, or any payments to any country, person, or entity in that country. A tenderer shall provide such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.
- 3.10 For purposes of granting a margin of preference, a tender is considered a national tenderer if it is registered in Kenya, has more than 51 percent ownership by nationals of Kenya and if it does not subcontract foreign contractors more than 10 percent of the contract price, excluding provisional sums. JVs are considered as national tenderers and eligible for national preference only if the individual member firms are registered in Kenya or have more than 51 percent ownership by nationals of Kenya, and the JV shall be registered in Kenya.



The JV shall not subcontract to foreign firms more than 10 percent of the contract price, excluding provisional sums.

- 3.11 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 Leases under this Invitation for tenders.
- 3.12 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website [www.cak.go.ke](http://www.cak.go.ke).
- 3.13 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

#### **4 Eligible Lease Items and Related Services**

- 4.1 All the Lease Items and Related Services to be supplied under the Contract and financed by the Procuring Entity shall have their origin from Eligible Countries in accordance with ITT 3.8.
- 4.2 For purposes of this ITT, the term “Lease Items” includes, landed properties, buildings and related accommodations, vessels (land, air and sea), vehicles, machinery, plant and equipment, “related services” including services such as insurance, installation, training, and maintenance.
- 4.3 The term “origin” means the country where the Lease Items have been sourced from, manufactured, processed, or assembled.
- 4.4 A lease item may be considered ineligible if it has items, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

#### **B. Contents of Tendering Document**

##### **5 Sections of Tendering Document**

- 5.1 The tendering document consist of Parts 1, 2, and 3, which include all the sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITT 10.

##### **PART 1 Tendering Procedures**

- i) Section I- Instructions to Tenderers (ITT)
- ii) Section II - Tendering Data Sheet (TDS)
- iii) Section III – Evaluation and Qualification Criteria
- iv) Section IV- Tendering Forms

##### **PART 2 Supply Requirements**

- v) Section V - Schedule of Requirements

##### **PART 3 Contract**

- vi) Section VI-General Conditions of Contract (GCC)
- vii) Section VII-Special Conditions of Contract (SCC)
- viii) Section VIII-Contract Forms

- 5.2 The Specific Procurement Notice, Invitation to Tenders Notice, issued by the Procuring Entity is not part of this tendering document.

- 5.3 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Tender meeting (if any), or Addenda

to the tendering document in accordance with ITT 10. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.

5.4 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

## 6 Clarification of Tendering Document

A Tenderer requiring any clarification of the tendering document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the **TDS**. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of Tenders within a period specified in the **TDS**. The Procuring Entity shall forward copies of its response to all Tenderers who have acquired the tendering document in accordance with ITT 6.3, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the tendering document, the Procuring Entity shall amend the tendering document following the procedure under ITT8 and ITT 22.2.

## 7 Amendment of Tendering Document

7.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the tendering document by issuing addenda.

7.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's webpage in accordance with ITT 7.1.

7.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders, pursuant to ITT 22.2.

## C. Preparation of Tenders

### 8 Cost of Tendering

8.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

### 9 Language of Tender

10.4 The Tender, 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. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages into the English Language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

## 10 Documents Comprising the Tender

10.1 The Tender shall comprise the following:

- a **Form of Tender** prepared in accordance with ITT 11;
- b **Price Schedules:** completed in accordance with ITT 11 and ITT 13;
- c **Tender Security or Tender – Securing Declaration,** in accordance with ITT 18.1;
- d **Alternative Tender:** if permissible, in accordance with ITT 12;
- e **Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 29.3;
- f **Qualifications:** documentary evidence in accordance with ITT 16 establishing the Tenderer qualifications to perform the Contract if its Tender is accepted;
- g **Tenderer Eligibility:** documentary evidence in accordance with ITT 16 establishing the Tenderer eligibility to tender;
- h **Eligibility of Lease Items and Related Services:** documentary evidence in accordance with ITT 15,

establishing the eligibility of the Lease Items and Related Services to be supplied by the Tenderer;

- i **Conformity:** documentary evidence in accordance with ITT 15 and 28, that the Lease Items and Related Services conform to the tendering document; and
- j Any other document required **in the TDS.**

10.2 In addition to the requirements under ITT 13.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender, together with a copy of the proposed Agreement.

10.3 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

## **11 Form of Tender and Price Schedules**

11.1 The Form of Tender and Price Schedules shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 20.3. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize pages of all tender documents submitted.

11.2 Each item on the Schedule of Requirements must be priced separately in the Price Schedules and for full quantities required. Items not priced for full quantity on the Schedule of Requirements will be rejected. TENDERERS MAY QUOTE FOR ONE OR MORE OF THE ITEMS ON THE SCHEDULE OF REQUIREMENTS. Tenders will be evaluated and awarded on basis of each item.

11.3 Where tenders are being invited for individual Items/lots (contracts) or for any combination of lots (packages), tenderers wishing to offer discounts for the award of more than one Contract shall specify so in their Tender the price reductions applicable to each Item or alternatively, to individual items. Discounts shall be submitted in accordance with ITT 13.1, provided the Tenders for all lots (contracts) are opened at the same time.

11.4 All duties, taxes, and other levies payable by the Contract or under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of Tenders, shall be included in the rates and prices and the total Tender Price submitted by the Tenderer.

## **12 Alternative Tenders**

12.1 Unless otherwise specified **in the TDS**, alternative Tenders shall not be considered.

## **13 Tender Prices and Discounts**

13.1 The prices and discounts quoted by the Tenderer in the Form of Tender and in the Price Schedules shall conform to the requirements specified below.

13.2 The price to be quoted in the Form of Tender in accordance with ITT 14.1 shall be the total price of all the items but the attachment of the Schedule of prices, excluding any discounts offered.

13.3 The Tenderer shall quote any discounts and indicate the methodology for their application in the Form of Tender, in accordance with ITT 14.1.

13.4 Prices quoted by the Tenderer shall be fixed during the time of the Lease under the Contract and not subject to variation on any account, unless otherwise specified **in the TDS**. A Tender submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to ITT 29. However, if in accordance with **the TDS**, prices quoted by the Tenderer shall be subject to adjustment during the Lease under the Contract, a Tender submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.

13.5 If so specified in ITT 1.1, Tenders are being invited for individual lots (contracts) or for any combination of lots (packages). Prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Tenderers wishing to offer discounts for the award of more than one Contract shall specify in their Tender the price reductions applicable to each package, or alternatively, to individual Contracts with in the package. Discounts shall be submitted in accordance with ITT 14.4 provided the Tenders for all lots (contracts) are opened at the same time.

13.6 Prices shall be quoted as specified in each Price Schedule included in Section IV, Tendering Forms. The

disaggregation of price components is required solely for the purpose of facilitating the comparison of Tenders by the Procuring Entity. This shall not in any way limit the Procuring Entity's right to contract on any of the terms offered. The Tenderer may obtain insurance services from any eligible country in accordance with ITT 3, Eligible Tenders. The tender shall include Related Services required to maintain the leased item as specified in the Schedule of Requirements (inclusive of any applicable taxes).

#### **14 Currencies of Tender and Payment**

14.1 The currency(ies) of the Tender and the currency(ies) of payments shall be the same. The Tenderer shall quote in Kenya shillings unless otherwise specified **in the TDS**.

#### **15 Documents Establishing the Eligibility and Conformity of the Lease Items and Related Services.**

15.1 To establish the eligibility of the lease items and Related Services in accordance with ITT 5, Tenderers shall complete the country of origin declarations in the Price Schedule Forms, included in Section IV, Tendering Forms.

15.2 To establish the conformity of the Lease items and Related Services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that the Lease Items conform to the technical specifications and standards specified in Section VII, Schedule of Requirements.

15.3 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Lease Items and Related Services, demonstrating substantial responsiveness of the Lease Items and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Section VII, Schedule of Requirements.

15.4 The Tenderer shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Lease Items during the period **specified in the TDS** following commencement of the use of the Lease Items by the Procuring Entity.

15.5 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Procuring Entity in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Schedule of Requirements.

#### **16 Documents Establishing the Eligibility and Qualifications of the Tenderer**

16.1 To establish Tenderer eligibility in accordance with ITT 4, Tenderers shall complete the Form of Tender, included in Section IV, Tendering Forms.

16.2 The documentary evidence of the Tenderer qualifications to perform the Contract if its Tender is accepted shall establish to the Procuring Entity's satisfaction:

(a) that, if required **in the TDS**, a Tenderer that does not own the Lease Items it offers shall submit the Owner's Authorization using the form included in Section IV, Tendering Forms to demonstrate that it has been duly authorized by the Owner of the Lease Items.

(b) that, if required **in the TDS**, in case of a Tenderer not doing business within Kenya, the Tenderer is or will be (if awarded the Contract) represented by an Agent in the country equipped and able to carry out the related services of the leased items as obligations prescribed in the Conditions of Contract and/or Technical Specifications; and

(c) that the Tenderer meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

16.3 Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular lessor or group of lessors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and thereby help to prevent any corrupt influence in relation to the procurement process or contract management.

16.4 The purpose of the information described in ITT 16.3 above overrides any claims to confidentiality which a

tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.

- 16.5 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which in formation on any changes to the information which was provided by the tenderer under ITT 16.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 16.6 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 16.7 If a tenderer fails to submit the information required by these requirements, its tenderer will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.
- 16.8 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:
- i) If the procurement process is still ongoing, the tenderer will be disqualified from the procurement process.
  - ii) If the contract has been awarded to that tenderer, the contract award will be set aside.
  - iii) the tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.
- 16.9 If a tenderer submits information pursuant to these requirements that is incomplete, in accurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 16.8 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the tenderer.

## **17 Period of Validity of Tenders**

- 17.1 Tenders shall remain valid for the Tender Validity period specified **in the TDS**. The Tender Validity period starts from the date fixed for the Tender submission deadline (as prescribed by the Procuring Entity in accordance with ITT 22.1). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.
- 17.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 19, it shall also be extended for a corresponding period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 18.3.

## **18 Tender Security**

- 18.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender Security, as specified **in the TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified **in the TDS**. In this case a Tender-Securing Declaration or a Tender Security shall be for each item. Alternatively, a tenderer may aggregate all the Items tendered for and provide one Tender-Securing Declaration or a Tender Security in the required amounts, as the case may be.
- 18.2 A Tender Securing Declaration shall use the form included in Section IV, Tendering Forms.
- 18.3 If a Tender Security is specified pursuant to ITT 19.1, the Tender Security shall be a demand bank guarantee in any of the following forms at the Tenderer option:
- i. cash;
  - ii. a bank guarantee;

- iii. a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
  - iv. a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya.
  - v. Any other form specified in the **TDS**.
- 18.4 If an unconditional guarantee is issued by a non-Bank financial institution located outside Kenya, the issuing non-Bank financial institution shall have a correspondent financial institution located in Kenya to make it enforceable unless the Procuring Entity has agreed in writing, prior to Tender submission, that a correspondent financial institution is not required. In the case of a bank guarantee, the Tender Security shall be submitted either using the Tender Security Form included in Section IV, Tendering Forms, or in another substantially similar format approved by the Procuring Entity prior to Tender submission. The Tender Security shall be valid for twenty-eight (28) days beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 18.2.
- 18.5 If a Tender Security is specified pursuant to ITT 19.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Procuring Entity as non-responsive.
- 18.6 If a Tender Security is specified pursuant to ITT 19.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer signing the Contract and furnishing the Performance Security pursuant to ITT 46.
- 18.7 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract. The Procurement Entity shall also return tender security to the tenderers where;
- a. The procurement proceedings are terminated
  - b. All tenders were determined non-responsive and
  - c. Where a bidder decline to extent the tender validity period.
- 18.8 The Tender Security may be forfeited or the Tender Securing Declaration executed:
- a) If a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender, or any extension thereto provided by the Tenderer; or
    - i) If the successful Tenderer fails to sign the Contract in accordance with ITT 45; or
    - ii) Furnish or make available the Leased items.
- 18.9 The Tender Security or Tender- Securing Declaration of a JV must be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of Tendering, the Tender Security or Tender-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITT 4.1 and ITT 11.2.
- 18.10 Where the Tender-Securing Declaration is executed the Procuring Entity will recommend to the PPRA that PPRA debars the Tenderer from participating in public procurement as provided in the law.
- 18.11 A tenderer shall not issue a tender security to guarantee itself.

## **19 Format and Signing of Tender**

- 19.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 11 and clearly mark it "ORIGINAL." Alternative Tenders, if permitted in accordance with ITT 13, shall be clearly marked "ALTERNATIVE." In addition, the Tenderer shall submit copies of the Tender, in the number **specified in the TDS** and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.2 Tenderers shall mark as "CONFIDENTIAL" information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.
- 19.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation **as specified in the TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.

- 19.4 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.
- 19.5 Any inter-lineation, erasures, or over writing shall be valid only if they are signed or initialed by the person signing the Tender.

#### **D. Submission and Opening of Tenders**

##### **20 Sealing and Marking of Tenders**

- 20.1 The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:
- a in an envelope or package or container marked “ORIGINAL”, all documents comprising the Tender, as described in ITT11; and
  - b in an envelope or package or container marked “COPIES”, all required copies of the Tender; and
  - c if alternative Tenders are permitted in accordance with ITT 13, and if relevant:
    - i. in an envelope or package or container marked “ORIGINAL –ALTERNATIVE TENDER”, the alternative Tender; and
    - ii. in the envelope or package or container marked “COPIES- ALTERNATIVE TENDER”, all required copies of the alternative Tender.

The inner envelopes or packages or containers shall:

- a) bear the name and address of the Procuring Entity.
  - b) Bear the name and address of the Tenderer; and
  - c) Bear the name and Reference number of the Tender.
- 20.2 If an envelope or package or container is not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender. Tenders that are misplaced or opened prematurely will not be accepted.

##### **21 Deadline for Submission of Tenders**

- 21.1 Tenders must be received by the Procuring Entity at the address and no later than the date and time specified **in the TDS. When so specified in the TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures **specified in the TDS**.
- 21.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT 8, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

##### **22 Late Tenders**

- 22.1 The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with ITT 22. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

##### **23 Withdrawal, Substitution, and Modification of Tenders**

- 23.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITT 20.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:
- a prepared and submitted in accordance with ITT 20 and 21 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and

b received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 22.

23.2 Tenders requested to be withdrawn in accordance with ITT 24.1 shall be returned unopened to the Tenderers.

23.3 No Tender may be withdrawn, substituted, or modified 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 Form of Tender or any extension thereof.

## **24 Tender Opening**

**24.1** Except as in the cases specified in ITT 23 and ITT 24.2, the Procuring Entity shall, at the Tender opening, publicly open and read out all Tenders received by the deadline at the date, time and place specified **in the TDS** in the presence of Tenderers' designated representatives and anyone who chooses to attend Any specific electronic Tender opening procedures required if electronic tendering is permitted in accordance with ITT 22.1, shall be as specified **in the TDS**.

24.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding Tender shall not be opened, but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the "power of attorney" confirming the signature as a person duly authorized to sign on behalf of the Tenderer, the corresponding Tender will be opened. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

24.3 Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.

24.4 Next, envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.

24.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security, if required; and any other details as the Procuring Entity may consider appropriate.

**24.6** Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further in the evaluation. The Form of Tender and the Price Schedules are to be initialed by representatives of the Procuring Entity attending Tender opening in the manner specified **in the TDS**.

24.7 The Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 23.1).

24.8 The Procuring Entity shall prepare a record of the Tender opening that shall include, as a minimum:

- a The name of the Tenderer and whether there is a withdrawal, substitution, or modification;
- b The Tender Price, per lot (contract) if applicable, including any discounts;
- c Any alternative Tenders;
- d The presence or absence of a Tender Security or Tender-Securing Declaration, if one was required.

24.9 The Tenderers' representatives who are present shall be requested to sign the record. The omission of a Tenderer signature on the record shall not invalidate the contents and effect of the record. A copy of the opening register shall be distributed to all Tenderers upon request.

## **E. Evaluation and Comparison of Tenders**

### **25 Confidentiality**

25.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until the information on Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 40.



- 25.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation or contract award decisions may result in the rejection of its Tender.
- 25.3 Notwithstanding ITT 26.2, from the time of Tender opening to the time of Contract Award, if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tendering process, it should do so in writing.

## **26 Clarification of Tenders**

- 26.1 To assist in the examination, evaluation, comparison of the Tenders, and qualification of the Tenderers, the Procuring Entity may, at its discretion, ask any Tenderer for a clarification of its Tender. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Tender shall besought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the Evaluation of the Tenders, in accordance with ITT 31.
- 26.2 If a Tenderer does not provide clarifications of its Tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

## **27 Deviations, Reservations, and Omissions**

- 27.1 During the evaluation of Tenders, the following definitions apply:
- a "Deviation" is a departure from the requirements specified in the Tendering document;
  - b "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and
  - c "Omission" is the failure to submit part or all of the information or documentation required in the tendering document.

## **28 Determination of Responsiveness**

- 28.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 11.
- 28.2 A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- a If accepted, would:
    - i. Affect in any substantial way the scope, quality, or performance of the Lease Items and Related Services specified in the Contract; or
    - ii. Limit in any substantial way, in consistent with the tendering document, the Procuring Entity's rights or the Tenderer obligations under the Contract; or
  - b if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.
- 28.3 The Procuring Entity shall examine the technical aspects of the Tender submitted in accordance with ITT 16 and ITT 17, in particular, to confirm that all requirements of Section VII, Schedule of Requirements have been met without any material deviation or reservation, or omission.
- 28.4 If a Tender is not substantially responsive to the requirements of tendering document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

## **29 Non-conformities, Errors and Omissions**

- 29.1 Provided that a Tender is substantially responsive, the Procuring Entity may waive any non-conformities in the Tender.
- 29.2 Provided that a Tender is substantially responsive, the Procuring Entity may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial non-conformities or omissions in the Tender related to documentation requirements. Such omission shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.

29.3 Provided that a Tender is substantially responsive, the Procuring Entity shall rectify quantifiable nonmaterial non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified in the **TDS**.

### **30 Correction of Arithmetical Errors**

30.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in anyway by any person or entity.

30.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

- a Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and
- c If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail

### **31 Conversion to Single Currency**

31.1 No conversion to single currency is expected since all tenders will be in Kenya shillings.

### **32 Margin of Preference and reservations**

32.1 No Margin of Preference and Reservations shall be allowed in this tender.

### **33 Evaluation of Tenders**

33.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Procuring Entity shall determine the Most Advantageous Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:

- a Substantially responsive to the tendering document; and
- b The lowest evaluated cost.

33.2 To evaluate a Tender, the Procuring Entity shall consider the following:

- a Price adjustment due to discounts offered in accordance with ITT 14.4;
- b Price adjustment due to quantifiable non material non-conformities in accordance with ITT 30.3; and
- c The additional evaluation factors are specified in Section III, Evaluation and Qualification Criteria.

33.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of the Lease Contract, shall not be considered in Tender evaluation.

33.4 In the case of multiple contracts or lots, Tenderers are allowed to tender for one or more lots and the methodology to determine the lowest evaluated cost of the lot (contract) and for combinations, including any discounts offered in the Form of Tender, is specified in Section III, Evaluation and Qualification Criteria.

33.5 The Procuring Entity's evaluation of a Tender will include and consider:

- a taxes, which will be payable on the Lease Items if a contract is awarded to the Tenderer;
- b any allowance for price adjustment during the period of the Lease contract, if provided in the Tender.

33.6 The Procuring Entity's evaluation of a Tender may require the consideration of other factors, in addition to the Tender Price quoted in accordance with ITT 14. These factors may be related to the characteristics, performance, and terms and conditions of Lease and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Tenders, unless otherwise specified **in the TDS** from amongst those set out in Section III, Evaluation and Qualification Criteria. The criteria and methodologies to be used shall be as specified in ITT 34.2 (f).

## 34 Comparison of Tenders

- 34.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 34.2 to determine the Tender that has the lowest evaluated cost. The comparison shall be on the basis of total cost for all Lease Items, and related services, together with prices for any required installation, training, commissioning and other services.

## 35 Abnormally Low Tenders and Abnormally High

### Tenders Abnormally Low Tenders

- 35.1 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price.
- 35.2 In the event of identification of a potentially Abnormally Low Tender, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document.
- 35.3 After evaluation of the price analyses, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

### Abnormally High Tenders

- 35.4 An abnormally high tender price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.
- 35.5 In case of an abnormally high price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The Procuring Entity may also seek written clarification from the tenderer on the reason for the high tender price. The Procuring Entity shall proceed as follows:
- i) If the tender price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the tender depending on the Procuring Entity's budget considerations.
  - ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, the Procuring Entity shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.
- 35.6 If the Procuring Entity determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (*often due to collusion, corruption or other manipulations*), the Procuring Entity shall reject all Tenders and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise, before retendering.

## 36 Qualification of the Tenderer

- 36.1 The Procuring Entity shall determine, to its satisfaction, whether the eligible Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender, meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.
- 36.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer qualifications submitted by the Tenderer, pursuant to ITT 17. The determination shall not take into consideration the qualifications of other firms such as the Tenderer subsidiaries, parent entities, affiliates, subcontractors (other than specialized subcontractors if permitted in the tendering document), or any other firm(s) different from the Tenderer.
- 36.3 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated cost to make a similar determination of that Tenderer qualifications to perform satisfactorily.

### **37 Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders**

- 37.1 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 there by incurring any liability to Tenderers. In case of annulment, all Tenders submitted and specifically, tender securities, shall be promptly returned to the Tenderers.

### **F. Award of Contract**

#### **38. Award Criteria**

- 38.1 The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender.

#### **39. Notice of Intention to enter into a Contract/Notification of award**

- 39.1 Upon award of the contract and Prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter into a Contract/Notification of award to all tenderers which shall contain, at a minimum, the following information:
- a) The name and address of the Tenderer submitting the successful tender;
  - b) The Contract price of the successful tender;
  - c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;
  - d) the expiry date of the Standstill Period; and
  - e) instructions on how to request a debriefing and/or submit a complaint during the standstill period;

#### **40. Standstill Period**

- 40.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.
- 40.2 Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter into a Contract with the successful Tenderer.

#### **41 Debriefing by the Procuring Entity**

- 41.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 43, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request. .2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

#### **42 Letter of Award**

- 42.1 Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 42.1, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

#### **43 Signing of Contract**

- 43.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.
- 43.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.
- 43.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period.

#### **44 Performance Security**

- 44.1 Within twenty-one (21) days of the receipt of Letter of Acceptance from the Procuring Entity, the successful Tenderer, if required, shall furnish the Performance Security in accordance with the GCC 18, using for that purpose the Performance Security Form included in Section X, Contract Forms, or another Form acceptable to the Procuring Entity. If the Performance Security furnished by the successful Tenderer is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Tenderer to be acceptable to the Procuring Entity. A foreign institution providing a bond shall have a correspondent financial institution located in Kenya, unless the Procuring Entity has agreed in writing that a correspondent financial institution is not required.
- 44.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next Most Advantageous Tender.
- 44.3 Performance security shall not be required for contracts estimated to cost less than Kenya shillings five million shillings.

#### **45. Publication of Procurement Contract**

- 45.1 Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:
- a) name and address of the Procuring Entity;
  - b) name and reference number of the contract being awarded, a summary of its scope and the selection method used;
  - c) the name of the successful Tenderer, the final total contract price, the contract duration.
  - d) dates of signature, commencement and completion of contract;
  - e) names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

#### **46 Procurement Related Complaint and Administrative Review**

- 46.1 The procedures for making a Procurement-related Complaint are as specified in the **TDS**.
- 46.2 A request for administrative review shall be made in the form provided under contract forms.

## Section II - Tender Data Sheet (TDS)

The following specific data shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

| ITT Reference                            | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS   |
|--|--|
| <b>A. General</b>                        |  |
| ITT 1.1                                  | <p>The reference number of the Invitation for Tenders is: <b>GDC/FLEET/OT/037/2022-2023</b><br/>           The Procuring Entity is: <b>Geothermal Development Company Ltd</b><br/>           The name of the Contract is: <b>Leasing of Motor Vehicles for a Period of Four (4) years</b><br/>           The number and identification of lots (contracts) comprising this Invitation for Tenders is one (1)</p>   |
| ITT 1.2(a)                               | <p><b>Electronic –Procurement System</b><br/>           Geothermal Development Company Limited <b>shall not</b> use electronic procurement system to manage this Tendering process.</p>  |
| ITT 3.1                                  | <p>Maximum number of members in the Joint Venture (JV) shall be: <b>Two</b><br/>           In the case of Bids submitted by an existing or intended Joint Venture Consortium Agreement/Association (JVCA), provide an undertaking signed by all parties;<br/>           i) stating that all parties shall be jointly and severally liable, state the lead in the JV Agreement and <b>responsibilities/roles of each party.</b><br/>           (ii) nominating a Representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JVCA during the bidding process and, in the event the JVCA is awarded the Contract, during contract execution.”<br/>           iii) The Tender Security of a <b>JV must be in the name of the JV</b> that submits the Tender</p>   |
| <b>B. Contents of Tendering Document</b> |  |
| ITT 6.                                   | <p>(a)For purposes of enquiries/clarifications/questions regarding this tender, bidders/tenderers may notify GDC in writing (email in PDF format) at the following address:<br/>           One copy to: -<br/> <p style="text-align: center;">             Manager, Supply Chain<br/>             Geothermal Development Company Limited,<br/>             Kawi House, South C, Bellevue<br/>             Off Mombasa Road, Red Cross Road<br/>             P.O. Box 100746 – 00101<br/>             NAIROBI, KENYA<br/>             E-mail: procurement@gdc.co.ke; dkyaka@gdc.co.ke; &amp; pkapto@gdc.co.ke           </p>           And copy to: -<br/> <p style="text-align: center;">             General Manager, Human Resource &amp; Administration<br/>             Geothermal Development Company Ltd,<br/>             P.O Box 100746 – 00101,<br/>             Nairobi-Kenya<br/>             E-mail: ionyambu@gdc.co.ke<br/>             Copy to: aoyugi@gdc.co.ke           </p>           NB: To reach GDC not later than <b>26<sup>th</sup> June 2023.</b><br/>           GDC will respond in writing (e-mail in PDF format) to any request received at least <b>four (4) days</b> prior to the deadline for the submission of tender’s.<br/>           (b) The GDC shall publish its response for any enquiries/clarifications/questions/amendments relating to this tender at GDC website: <a href="http://www.gdc.co.ke">www.gdc.co.ke</a> &amp; PPIP Portal <a href="http://www.tenders.go.ke">www.tenders.go.ke</a> and tenderers are advised to be checking this website from time to time.</p> |

| ITT Reference | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS  |
|---------------|---|
| ITT 8.1       | <p>a) Mandatory site visit to <u>be held on Tuesday 20<sup>th</sup> June 2023 at 10.00am</u> at Baringo-Silali Geothermal Project. (Bidders are required to Assemble at GDC North Rift Kapkerwa Office at 10.00am) <u>Map for GDC Kapkerwa office is enclosed.</u></p> <p>b) Pre-bid Meeting to <u>be held on Wednesday 21<sup>st</sup> June 2023 at Polo Center, 6<sup>th</sup> Floor Board Room at 10.00am.</u></p> <p>NB:</p> <ul style="list-style-type: none"> <li>- Tenderers should arrange for their own transport and accommodation during the site visit.</li> <li>- Each tenderer shall complete the certificate of tenderers visit and sign the attendance register.</li> </ul> |
|               | <b>C. Preparation of Tenders</b>  |
| ITT 10 (j)    | The Tenderer shall submit the following additional documents in its Tender: <b>As per the requirements of the evaluation criteria.</b>  |
| ITT 12.1      | Alternative Tenders <b>shall not</b> be considered.   |
| ITT 13.4      | Prices quoted by the Tenderer <b>shall be fixed</b> during contract period.   |
| ITT 14.1      | Tenders <b>may not</b> tender in other currencies which are used in international trade.  |
| ITT 15.4      | Period of time the Lease Items are expected to be functioning (for the purpose of spare parts):<br><b>Four (4) years</b>  |
| ITT 16.2 (a)  | Owner’s authorization is: <b>“required”</b>   |
| ITT 16.2 (b)  | Related services are: <b>“required”</b>   |
| ITT 17.1      | The Tender validity period shall be <b>120 days</b> from the date of tender opening.  |
| ITT 18.1      | <p>An original Tender Security in the amount of <b>Kshs 1,000,000</b> in the form of a bank or insurance guarantee issued by a bank or insurance operating in Kenya and valid for at least thirty (30) days beyond the tender validity period.</p> <p>A Tender-Securing Declaration <b>shall not be</b> required.</p>   |
| ITT 19.1      | In addition to the original of the Tender, the number of copies is: <b>two (2) copies of the bid document.</b>  |
| ITT 19.3      | The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: <b>Provide a Power of Attorney in Company’s letterhead nominating a person to transact on behalf of the company duly signed by the Company’s Director and witnessed by an advocate.</b>   |
|               | <b>D. Submission and Opening of Tenders</b>   |
| ITT 21.1      | <p>Deadline for Submission of Tenders</p> <p>Tenders must be received on or <b>before 30<sup>th</sup> June 2023 at 11.00 AM.</b></p> <p>For tender submission purposes only, the address to be used shall as follows;</p>   |

|  |  |
|--|--|
| ITT Reference                                  | <b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>  |
|  | <p style="text-align: center;"><b>Managing Director &amp; CEO</b><br/> <b>Geothermal Development Company Ltd – Kawi House, South C,</b><br/> <b>Red Cross Road, off Popo Road</b><br/> <b>P.O Box 100746-00101, NAIROBI</b></p> <p>Electronic submissions are <b>NOT</b> allowed</p>   |
| ITT 24.1                                       | The Tender opening shall take place at: <b>Kawi house, South C GDC Offices ground floor board room.</b>  |
| ITT 24.6                                       | The Form of Tender and Price Schedules shall be initialed by at least three (3) representatives from tender opening committee  |
| <b>E. Evaluation and Comparison of Tenders</b> |  |
| ITT 34.6                                       | <p>The currency that shall be used for Tender evaluation and comparison purposes to convert at the selling exchange rate all Tender prices expressed in various currencies into a single currency is: <b>Kenya Shillings</b></p> <p>The source of exchange rate shall be: <i>The Central Bank in Kenya</i></p> <p>The date for the exchange rate shall be: <b>The Tender’s closing date</b></p>  |
| <b>F. Award of Contract</b>                    |  |
| ITT 42   | <p>The maximum percentage by which quantities may be increased is: <i>[20%]</i></p> <p>The maximum percentage by which quantities may be decreased is: <i>[10%]</i></p>  |
| ITT 46.1                                       | <p>The procedures for making a Procurement-related Complaint are available from the PPRA Website <a href="http://www.ppra.go.ke">www.ppra.go.ke</a> or email <a href="mailto:complaints@ppra.go.ke">complaints@ppra.go.ke</a>.</p> <p>If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to:</p> <p style="text-align: center;"><b>Managing Director &amp; CEO</b><br/> <b>Geothermal Development Company Ltd – Kawi House, South C,</b><br/> <b>Red Cross Road, off Popo Road</b><br/> <b>P.O Box 100746-00101, NAIROBI</b><br/> Email address: <a href="mailto:info@gdc.co.ke">info@gdc.co.ke</a></p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <ul style="list-style-type: none"> <li>(i) the terms of the Tender Documents; and</li> <li>(ii) the Procuring Entity’s decision to award the contract.</li> </ul> |



## SECTION III - EVALUATION AND QUALIFICATION CRITERIA

The overall tender evaluation is as follows:-

| No. | Criteria  | Maximum Score/<br>Requirement  | Cut off score |
|-----|---|--|---------------|
| 1.  | Tender Responsiveness<br>(Stage 1)              | <b>Mandatory</b>   | <b>All</b>    |
| 2.  | Technical Responsiveness<br>(Stage 2)           | <b>Mandatory</b>   | <b>All</b>    |
| 3.  | Technical Evaluation: Firm<br>Experience        | 50   | 40            |
| 4.  | Technical Evaluation:<br>Vehicle Specifications | 567  | 549           |
| 5.  | Financial Evaluation                            | Tender shall be awarded to the tender with the lowest<br>evaluated price |               |

### 1. TENDER RESPONSIVENESS

| <b>Preliminary/Mandatory Evaluation Requirements/Criteria</b> |  |
|---|--|
| No.   | Requirement  |
| 1.  | Dully filled, Signed & Stamped <b>Form of Tender</b> in the format provided.   |
| 2.  | Dully filled, Signed & Stamped Price Schedules.  |
| 3.  | Provide an Original tender security in the amount of <b>Kshs. 1,000,000</b> in the form of a bank or insurance guarantee issued by a bank or insurance operating in Kenya and valid for at least thirty (30) days beyond the tender validity period.   |
| 4.  | Certified copy of Certificate of Incorporation/ Registration in Kenya by an advocate   |
| 5.  | Certified copy of Tax compliance certificate by an advocate valid at the time of opening. The validity of the Tax certificate shall be confirmed from KRA Tax Checker  |
| 6.  | Certified copy of Certificate of Confirmation of Directors and Shareholding (CR12) for limited companies by an advocate or ID card for Sole Proprietorships  |
| 7.  | Certified copy of Valid Business Permit by an advocate   |
| 8.  | Provide a <b>Power of Attorney</b> witnessed by an advocate indicating that the tender has been dully signed by the person lawfully authorized to do so.<br><br>In the case of Bids submitted by an existing or intended Joint Venture Consortium Agreement/Association (JVCA), provide an undertaking signed by all parties;<br>(i) stating that all parties shall be jointly and severally liable, and<br>(ii) (ii) nominating a Representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JVCA during the bidding process and, in the event the JVCA is awarded the Contract, during contract execution.” |
| 9.  | Duly filled, Signed and Stamped <b>Certificate of Independent Tender Determination</b> in the format provided – Section IV.  |
| 10.   | Duly filled, Signed and Stamped Self Declaration Form (FORM <b>SD1</b> ) That The Person/Tenderer Is Not Debarred In The Matter Of The Public Procurement And Asset Disposal ACT 2015 in the format provided. <i>In the case of JV, all parties in the JVCA must individually meet this requirement - Section IV.</i>  |
| 11.   | Duly filled, Signed and Stamped Self Declaration Form (FORM <b>SD2</b> ) That The Person/Tenderer Will Not Engage In Any Corrupt Or Fraudulent Practice in the format provided. <i>In case of a JV, all parties in the JVCA must individually meet this requirement - Section IV.</i>  |
| 12.   | Duly filled, Signed and Stamped Declaration and Commitment to The <b>Code of Ethics</b> in the format provided. <i>In case of a JV, all parties in the JVCA must individually meet this requirement.</i>   |

|     |  |
|-----|--|
| 13. | Duly filled, Signed and Stamped Tenderer Information Form in the format provided.  |
| 14. | Duly filled, Signed and Stamped Tenderer's Eligibility - Confidential Business Questionnaire Form in the format provided – Section IV.   |
| 15. | Duly filled, signed and stamped Pre-Bid Conference Attendance Form.  |
| 16. | Duly filled, Signed and Stamped Tenderer's JV Members Information Form in the format provided. <i>This is applicable to parties in JV agreement only where applicable.</i>   |
| 17. | Tenderer and each member of a JV (if applicable), shall demonstrate that non-performing of a contract did not occur because of the default of the tenderer or the members of a JV in the last five (5) years. The bidder shall fill CON 2 - Section IV.  |
| 18. | Tenderer and each member of a JV (if applicable), shall demonstrate that No pending litigation exist of the tenderer or the members of a JV in the last five (5) years. The bidder shall fill CON 2 - Section IV.  |
| 19. | Submission of audited balance sheets and other financial statements for the last Three (3) years (2020, 2021 & 2022) with an annual turnover of equivalent to the tender price duly signed and stamped by the Auditor and Certified by an advocate. <i>In the case of JV, all parties in the JVCA must individually meet this requirement.</i>         |
| 20. | Compliance to GDC payment terms as per Section VII of the tender document. Tenderers to provide a written declaration in Company's letterhead duly signed and stamped conforming and agreeing to GDC payment terms.  |
| 21. | Provide a copy of Manufacturer/dealership authorization specific to the vehicle model quoted for in the format provided.   |
| 22. | Must attach Original Brochures and Catalogues, data sheets for evaluation of technical specifications indicating the specific vehicle to be evaluated. Colored copies and photocopies shall not be allowed and shall lead to Non-Responsiveness. Firms which do not indicate the specific vehicles to be evaluated shall be considered non responsive. |

**NB:** Tenderers who will not meet the above requirements will be declared non-responsive and their bids will not be evaluated further. Please note that the authenticity of the above documents provided may be verified with the issuing/relevant authority and any forgery or false presentation in any one of the above shall lead to automatic disqualification and render the tenderers bid non-responsive. Note that you may be required to produce original Certificates for ease of verification.

GDC reserves the right to carryout independent investigations to verify the accuracy of information provided without notifying the tenderer.

## 2. TECHNICAL RESPONSIVENESS

Bidders are required to indicate against the bidder’s response requirement “UNDERSTOOD AND WILL COMPLY” or “UNDERSTOOD AND WILL NOT COMPLY”)

| NO. | Feature   | Minimum Requirement   | Bidders Response | Pass/Fail |
|-----|---|---|------------------|-----------|
| 1   | <p><b>CONCESSIONS</b></p> <p><b>Obligation to the lessor</b></p> <p><b>Obligation to the lessee</b></p> | <p>The successful Bidders/Lessors under this tender undertake that Procuring Entity under lease contracts and agreements entered into subject to this tender will grant to successful Bidders/ Lessors a Grant of Lease Concession and Right of Access to Lease Assets throughout the Lease Term to supply, repair, Service and maintain vehicles supplied under leasing subject to all SPECIAL CONDITIONS OF CONTRACT (SCC) agreed at the inception of the leases including in respect of security and or special access restrictions imposed by the Procuring Entity and or the User Entity on security, operational, legal and regulatory reasons. [Understood and will comply /Understood and will not comply]</p> <p>The successful Bidders/Lessors under this tender undertake to accept the Grant Of Lease Concession and Right of Access to Leased Assets throughout the Lease Term to supply, repair, service and maintain vehicles supplied under leasing; and to adhere to and comply in all material respects with all SPECIAL CONDITIONS OF CONTRACT (SCC) agreed at the inception of the leases, particularly in respect of security and special access restrictions Imposed by the Procuring Entity and or the User Entity for security, operational, legal and regulatory reasons. [Understood and will comply /Understood and will not comply]</p> |                  |           |
| 2.  | Scope of Master Lease Agreement   | Bidders undertake to accept that the Master lease Agreement, and all schedules entered into thereto, shall cover all the leased vehicles referred to in the schedule attached to the Master Lease Agreement signed by the Parties to the Master Lease Agreement [Understood and will comply /Understood and will not comply]  |                  |           |
| 3.  | Eligible users  | The successful Bidders/Lessors that Geothermal Development Company shall appoint Eligible Users, including but not limited to directors, senior officers, staff including seconded public servants and drivers; for provision of, and assignment to, leased vehicles for use in the ordinary course of discharging their official duties under the same terms, conditions and restrictions that would apply to vehicles owned by Government [Understood and will comply /Understood and will not comply].   |                  |           |
| 4.  | Warranties by the lessor company  | Bidders should state all warranties to be provided on vehicles, services and maintenance, insurance, whether directly or from the manufacturers   |                  |           |

|                        |  |   |  |  |
|------------------------|--|---|--|--|
|                        |  | [Understood and will comply /Understood and will not comply].   |  |  |
| <b>5. New Vehicles</b> |  |   |  |  |
|                        | Initial conditions                           | a) All vehicles, makes and models offered and supplied under this tender shall be New Vehicles and the Latest Models specified by the Manufacturer(s) for the Kenya's market, or the latest makes/ models available that conform to the features, specifications and modifications specified by the Manufacturer(s) for the Kenya's market, as the case may be and the same to be certified by the Chief Mechanical & Transport engineer [Understood and will comply /Understood and will not comply]   |  |  |
|                        |  | b) All vehicles engines supplied under this tender shall be Euro IV/4 Compliant   |  |  |
|                        | Accessories and Specification of Accessories | a) Bidders shall endeavor to adhere strictly to the Schedule of Vehicles Specifications and Requirements and deliver at all times the standard vehicle recommended by the Manufacturer (with minimal customization, features and modifications), provided this shall not prevent approved users from specifying and fitting accessories, special bodies/cabins, and special operational, communications and security equipment and gadgets [Understood and will comply /Understood and will not comply]   |  |  |
|                        |  | b) Accessories, special bodies/cabins, required by the Procuring Entity and Approved Users, WHERE OPTIONAL, shall be fitted by lessor upon obtaining specific approval and authorization by the Procuring Entity for the fitting of specified items above as agreed with successful Bidders. The bidder will also be required to ensure that the vehicle is in its factory original form after the lease period [Understood and will comply /Understood and will not comply]  |  |  |
|                        | Replacement vehicles within agreement        | Bidders will be required to replace, within targets agreed in Lease Vehicle Service Level Agreements, leased that become unavailable for reasons of scheduled and unscheduled service and maintenance; accidents, theft and vandalism, or other valid operational reasons including mechanical breakdown, with equivalent or new vehicles. Nothing shall preclude Bidders offering appropriate vehicles on hire/ rental as replacements for leased vehicles over the duration of such downtime by prior arrangements with the Procuring Entity [Understood and will comply /Understood and will not comply] |  |  |
|                        |  | a) The bidders undertake that they will be required to replace leased vehicle with an equivalent stand-in vehicle if for any reason the leased vehicle cannot be released within forty-eight hours (48hrs) of receiving it at the bidder's garage for minor service [Understood and will comply /Understood and will not comply]  |  |  |
|                        |  | b) The bidder will also be required to replace leased vehicle with an equivalent stand-in vehicle within three days of receiving the leased vehicle at the  |  |  |

|    |   |  |  |  |
|----|---|--|--|--|
|    |   | bidder's garage for major repairs or in case of accidents; theft, fire, vandalism, or other valid operational reasons that makes the vehicle unavailable for a given period of time [Understood and will comply /Understood and will not comply]   |  |  |
|    |   | c ) In case the leased vehicle is written-off at any time during the lease period, the bidder will be required to replace the written-off vehicle with an equivalent vehicle (inclusive of branding, fittings, equipment and accessories) within thirty days from the date the vehicle is declared written-off [Understood and will comply /Understood and will not comply]  |  |  |
|    | Vehicle variations                            | It is undertaken that Bidders may substitute for approved vehicles specifications and requirements, vehicles of equivalent or higher specifications from the same manufacturer/ vehicle Dealer where these become available at any time after contract award and before the commencement date, subject to Pricing and the Schedule of Services, Repairs and Maintenance remaining unchanged [Understood and will comply /Understood and will not comply]   |  |  |
| 6. | Return of Leased vehicles at end of agreement | Bidders will be responsible for collecting and taking delivery of leased vehicles on expiry of the lease term, and shall be required to commence arrangements to do so in consultation with the Procuring Entity, and to give appropriate notice of the Termination Date of the lease not less than ninety (180) days prior to the expiry of the lease term at no cost. This notification should be applied for every vehicle, LOT or grouping leased [Understood and will comply /Understood and will not comply]   |  |  |
| 7. | Resale of Leased vehicles at end of term      | Bidders will be entitled to sell, lease or dispose of leased vehicles on expiry of the lease periods, subject to the Procuring Entity waiving or exercising the option to renew the lease for such period(s) as may be agreed under Secondary Lease term, and upon terms and conditions broadly similar to the lease contract. Where the Procuring Entity do not exercise the option of renewal/extension of the lease, Bidders undertake to give priority in the sale of leased vehicles to the Approved and Eligible Users and staff of the Procuring Entity, after expiry of the lease term at market rates or at special prices determined by reference to the Residual Values built into the lease, whichever is lower [Understood and will comply /Understood and will not comply] |  |  |
| 8. | Insurance                                     | a) Bidders shall insure all leased Vehicles against All Risks on a Comprehensive Motor /Commercial Policy Without Excess Or Restriction, at all times for the full duration of the lease terms, for an amount equal to its Full Replacement Value; with such Comprehensive Motor /Commercial Policy including cover against fire, damage, theft and accident [Understood and will comply /Understood and will not comply]  |  |  |
|    |   | b) Bidders shall insure leased vehicles with Reputable Insurer(S) approved by the Regulator (IRA) and shall provide proof, to the satisfaction of the Procuring  |  |  |

|     |  |   |  |  |
|-----|--|---|--|--|
|     |  | Entity prior to delivery of leased vehicles, that adequate insurance has been obtained in accordance with the above provisions [Understood and will comply /Understood and will not comply]   |  |  |
|     |  | c) Bidders shall take all steps necessary to maintain the Insurance Policies in full force and effect and neither the Procuring Entity or Bidders/Lessors shall do anything whereby such insurance policies may be voided or vitiated, in whole or in part [Understood and will comply /Understood and will not comply]   |  |  |
|     |  | d) Bidders shall pay insurance premiums, excess and administrative costs relating to insurance of leased vehicles, whether incurred directly or indirectly by Bidders and or their insurers, and shall provide proof that all excess, premiums and duties have been paid, and or furnish the Procuring Entity with copies of such Insurance Policies for all leased vehicles [Understood and will comply /Understood and will not comply] |  |  |
|     | Total Loss   | In the event of the occurrence of a Total Loss of a Vehicle, the lessor shall deliver an equivalent Replacement Vehicle for the remainder of the lease term commencing on the day following the day of occurrence of the Total Loss [Understood and will comply /Understood and will not comply]  |  |  |
|     | Notifications under insurance policies(including loss, damages or accidents) | The client shall notify the Bidder/Lessor of any damage to, accident or theft involving any leased vehicle within periods specified in the Insurance Policies, including reporting any reportable incidents and accidents to the police as required by law and obtaining all relevant abstracts required by the Insurer [Understood and will comply /Understood and will not comply]  |  |  |
| 9   | Risk and Excess Usage  |   |  |  |
|     |  | a) During the term of this agreement, the Lessee will be responsible for any loss, damage, destruction, theft of or, to the vehicle, if it is established that such loss, damage, destruction, theft, of to the vehicle was a result of Lessee's negligence [Understood and will comply /Understood and will not comply]  |  |  |
|     |  | b) The Bidders hereby agree that they shall Not demand or recover from the Lessee any costs incurred in connection with the repair or maintenance of the vehicles, either during the term of the agreement or thereafter to reinstate it to its original condition as all cost related to out of contract charges will be borne by the Lessor [Understood and will comply /Understood and will not comply]                                |  |  |
|     |  | c) If the Lessee exceeds the Cumulative Maximum Kilometers as set out in the Rental Addendum, the Lessee shall reimburse the Lessor for such kilometers usage at the excess charge rate per kilometer as stated in the Rental Addendum [Understood and will comply /Understood and will not comply]   |  |  |
| 10. | Vehicle Identification and Markings  |   |  |  |
|     |  | Bidders agree that leased vehicles shall bear markings and colors determined by the Procuring Entity,   |  |  |

|     |  |   |  |  |
|-----|--|---|--|--|
|     |  | including “Parastatal” number plates, Civilian number plates for “Unmarked” cars, official Logos and Specific Colors chosen by the client and that they shall remove them at their (bidders) own cost at the end of the lease period [Understood and will comply /Understood and will not comply]   |  |  |
| 11. | Licenses, Permits & Inspections                                      |   |  |  |
|     |  | Permits, licenses and all legal requirements and inspections required by law, including approvals by relevant authorities shall be the responsibility of Bidders/ Lessors at their cost [Understood and will comply /Understood and will not comply]  |  |  |
| 12. | Lease Terms  | The Client – Geothermal Development Company reserves the right to determine the LEASE TERM(s), for any individual vehicle or in aggregate for a schedule based on the responses and submissions received, subject to an initial Primary Lease Term of 4 years as a minimum [Understood and will comply /Understood and will not comply]   |  |  |
| 13. | Computation and disclosure of lease costs and pricing per kilometers | a) Prices must remain valid and in effect for the Standard Primary Lease Term which shall be <b>4 years and a maximum of 160,000 kilometers per vehicle</b> , cumulatively calculated for all vehicles in the schedule category, or such other period and Mileage as may be specified in the Master Lease Agreement [Understood and will comply /Understood and will not comply]  |  |  |
|     |  | b) Bidders undertake to schedule and disclose, as prescribed in the Lease pricing schedule, all elements of the lease service bundles costed in Kenya shillings as well as an indication of the cost per kilometer based on a period of 4 years, or a maximum of 160,000 km, or such other period and Mileage as may be specified in the Master lease Agreement. Bidders undertake to carry out an accurately and diligently the computation of the applicable cost per kilometer side by side with the other leasing cost elements disclosed in the lease pricing schedule Computation and disclosure of lease costs and pricing per kilometers [Understood and will comply /Understood and will not comply] |  |  |
|     |  | c )Bidder/Lessor agrees, for purposes of mileage calculation, usage determination, and determination of Excess Kilometers, where applicable, to use the total LOT mileage of the leased fleet awarded to the Successful bidder(s), that is on the portfolio basis by vehicle type/model or in aggregate; and or to average mileage over the total number of vehicles in the leased fleet on an annual basis, or any sub- group thereof by type, area or Approved Users [Understood and will comply /Understood and will not comply]   |  |  |
| 14. | Service, Repairs and Maintenance                                     |   |  |  |
|     | Service, repairs and maintenance during lease period                 | 1) Bidders undertake to repair promptly Leased Vehicles by the approved Manufacturers/ Dealers/ Appointed Service Agents agreed under the leasing contracts at the service of leased vehicles OPTIONS   |  |  |

|     |  |   |  |  |
|-----|--|---|--|--|
|     |  | [Understood and will comply /Understood and will not comply]  |  |  |
|     |  | 2) Bidders shall provide all required Manuals (Owners and operating) necessary to operating leased vehicles and equipment. The manuals shall be in ENGLISH [Understood and will comply /Understood and will not comply]   |  |  |
|     |  | 3) Bidders shall provide at their own cost, at the request of Procuring Entity/Approved Users appropriate training including driver training, user training and remedial training, where required to ensure optimal and effective use, cares and services of leased vehicles/equipment[Understood and will comply /Understood and will not comply]  |  |  |
|     |  | 4) Bidders shall keep full, complete and accurate records of maintenance and service of leased vehicles and equipment; and such records and reports derived thereon, which collectively shall form a Full Service History; shall be submitted weekly and on request to the Client for monitoring [Understood and will comply /Understood and will not comply]   |  |  |
|     |  | 5) The Client may in consultation with the Bidder carry out unscheduled maintenance and out of schedule repairs of the leased vehicles. However the maintenance and repairs shall not result to any change in cost [Understood and will comply /Understood and will not comply]   |  |  |
|     |  | 6) Bidders shall offer, and disclose separately and in sufficient detail in the lease pricing schedule, the charges or pricing for servicing, maintenance and repairs of leased vehicles, for consideration by the Procuring Entity which retains the right to select the service [Understood and will comply /Understood and will not comply]  |  |  |
| 15. | Maintenance and Service and Pricing (to be built into the lease) | a )The Bidders agree that the Maintenance and Service prices shall be built into the lease as per the Service and Maintenance Agreement, Services Schedule and Vehicle warranty provisions [Understood and will comply /Understood and will not comply]   |  |  |
|     |  | b)Unscheduled Maintenance carried out upon the requests of approved Users and or eligible users: Bidders should specify basis of pricing unscheduled maintenance (service, parts and labour), and whether charged at standard prices, discounted pricing, or special discounts based on (for example) volume basis, or discount ratio (Leased vehicle Bases Price to Government / Retail or Rack Rate [Understood and will comply /Understood and will not comply]          |  |  |
|     |  | Bidders undertake to carry out Out-Of Schedule Repairs (Minor to Major Repairs including Accident Repairs) as required or necessary; and to conduct other minor to major works carried out upon the requests of Procuring Entity/ User Entity/Approved Users to restore Leased Vehicles to optimum operating conditions; Bidders should specify the basis of pricing out of scheduled maintenance (Minor to Major Repairs including Accident Repairs) specifying Repair And |  |  |



|     |  |  |  |  |
|-----|--|--|--|--|
|     |  | Maintenance Fees Calculations that will be the basis of charging service, parts and labour; including at standard, discounted or special pricing based on (for example) volume, or discount ratios (Leased vehicle Base Price to Government / Rack Rate) [Understood and will comply /Understood and will not comply]  |  |  |
| 16. | <b>Repair and Maintenance Facilities (Service Locations)</b> |  |  |  |
|     |  | Bidder shall provide details in respect of service, repairs and maintenance of leased vehicles:<br>a) Facilities and workshops, indicating whether owned directly, indirectly or through Associates and Affiliates (within the meaning of the Companies Act Cap 486); shared with third parties; or subcontracted to third parties, agents and independent entities [Understood and will comply /Understood and will not comply] |  |  |
|     |  | b) Provide Locations of facilities/workshops, giving full name(s), addresses, locations and details of designated contacts. Data to conform GDC Service Centres – Appendix V. [Understood and will comply /Understood and will not comply]   |  |  |
|     |  | c) Provide/share the Key Service and maintenance managers, supervisors and service personnel giving brief statements of qualifications and trainings undertaken by their staff [Understood and will comply /Understood and will not comply]  |  |  |
|     |  | d) Indicate Vehicle service and maintenance capabilities, including diagnostics computers and equipment, body shop, paint shop [Understood and will comply /Understood and will not comply]  |  |  |
|     |  | e) Bidders should indicate ability and willingness to provide dedicated service and maintenance facilities, personnel, equipment, spares and parts inventory given the anticipated scale of the services and maintenance requirements under the proposed vehicle leasing contracts, if required, and likely investment requirements [Understood and will comply /Understood and will not comply]                                 |  |  |
| 17. | Standard of Services and Maintenance Performance             | Bidders undertake that all service, maintenance and repair work carried under the leasing contracts at their premises, by their agents and servants, or under their orders or control by appointed agents and authorized third parties, shall be of the highest standard of workmanship and professionalism [Understood and will comply /Understood and will not comply]   |  |  |
| 18. | <b>Rights and inspections</b>                                |  |  |  |
|     |  | a) The Procuring Entity or its Authorized Agent(s), including the Government Representative and Approved Users, reserves the right to inspect Bidder's premises, including service and maintenance facilities, at any time without prior notice of the visit [Understood and will comply /Understood and will not comply]  |  |  |
|     |  | b) Bidder shall permit the Procuring Entity, its Authorized Agent(s), the Government Representative and/or Approved Users to inspect any and all work  |  |  |

|     |   |  |  |  |
|-----|---|--|--|--|
|     |   | actually carried out by the Bidder and shall not in any way prevent and / or obstruct the aforesaid from doing so [Understood and will comply /Understood and will not comply]   |  |  |
|     |   | c ) All complaints on leased vehicles shall be raised in writing with the Bidder within 3 days of the leased vehicles leaving Bidders service premises. Bidders shall make reasonable efforts to address the complaints [Understood and will comply /Understood and will not comply]   |  |  |
|     |   | d)Bidders shall notify Procuring Entity promptly of cases where complaints arise from, or can be reasonably traced to, misuse, abuse and or neglect of the leased vehicles by Procuring Entity / Approved Users or eligible users assigned to operate the leased vehicles [Understood and will comply /Understood and will not comply]   |  |  |
| 19. | Compliance with regulations                             |  |  |  |
|     |   | a) Bidders shall ensure that no work is carried out in any way contrary to any Government or Environmental Regulations, including modifications of vehicles that contradict the same [Understood and will comply /Understood and will not comply]  |  |  |
|     |   | b) Bidders undertake to ensure adherence to all relevant licensing, labor and environmental regulations in its service premises [Yes/No  |  |  |
| 20. | Service and Maintenance Under Exceptional Circumstances |  |  |  |
|     |   | a) In exceptional or emergency cases Bidder shall authorize the Procuring Entity or Eligible Users duly authorized to operate and manage the vehicle at the time of occurrence of the exceptional circumstances, to undertake repairs or maintenance of the leased vehicles and to indemnify the Procuring Entity for any liability that may arise or occur [Understood and will comply /Understood and will not comply]     |  |  |
|     |   | b) Except as provided under the Exceptional Circumstances Clause (above), or with the express written approval of the Bidder, the Procuring Entity shall not indemnify the Bidder of all liability that may arise from repairs or maintenance carried out by the Procuring Entity/, Approved Users or Eligible Users [Understood and will comply /Understood and will not comply]  |  |  |
| 21. | Fleet Management  |  |  |  |
|     |   | c) The bidder shall provide a Fleet Management System that shall be an integral part of the lease agreement.<br>d) The Fleet Management System should have the following functionality as a minimum;<br>- Fleet Tracking,<br>- Driver identification and Driving characteristics (logging, monitoring, controlling and reporting e.g. harsh braking, excessive acceleration, etc Driver identification,<br>- Fuel monitoring |  |  |

|  |                       |  |  |                  |
|--|-----------------------|--|--|------------------|
|  |                       | <ul style="list-style-type: none"> <li>- Usage reports for vehicle usage, mileage and fuel measurement(s)</li> <li>- Geo-fencing</li> <li>- Remote immobilization</li> <li>- Customisable information systems, for measuring, monitoring, controlling and/or reporting including:</li> <li>- Accident investigation</li> <li>- Highlight when the vehicle goes out of the set bench marks (geo-fencing) e.g. over speeding, excessive stoppage times, idling periods, overtime driving hours, pre-accident reports etc.</li> <li>- Capture mileage at any given point and time including historical offline data remit.</li> <li>- Have a remote immobilization module which can be applied at a control room.</li> <li>- Be able to serve as a security/anti-theft system approved by insurance companies.</li> <li>- Should be transferable from boarded or written-of vehicles to new units.</li> <li>- Downloaded in Microsoft Excell or CSV files on GDC systems currently in place.</li> </ul> <p>[Understood and will comply /Understood and will not comply]</p> |  |                  |
|  |                       | B)The bidders shall train at least fifteen (15) users Administrators and general users. [Understood and will comply /Understood and will not comply]   |  |                  |
|  |                       | Speed Governors supplied under the scope of the contract shall at all times be compliant with NTSA requirements.   |  |                  |
|  |                       |  |  |                  |
|  | <b>RESPONSIVENESS</b> |  |  | <b>PASS/FAIL</b> |

**NB:** Tenderers who will not meet and comply with the above requirements will be declared non-responsive and their bids will not be evaluated further.

### 3. TECHNICAL EVALUATION

#### Technical Implementation Requirements

| NO. | Feature  | Minimum Requirement   | Bidders Response (maximum Score) | Cut off - Pass          |
|-----|--|---|----------------------------------|-------------------------|
| A   | Experience, skills, Technology and Local Content | Experience Of the Firm  | 50                               | 40                      |
| B   | Vehicle Technical Specifications                 | Specification One; (Pick Up Double Cabin, 4x4, 2000-2500cc, Diesel Turbo) Compliance with Appendix 2                      | 83                               | 80                      |
|     |  | Specification Two; (4x4, minibus, Diesel, 33 passengers) Compliance with Appendix 3                                       | 125                              | 122                     |
|     |  | Specification Three; (PICK UP SINGLE CAB, 4x4, 2000 - 4500cc, DIESEL) Compliance with Appendix 3                          | 92                               | 89                      |
|     |  | Specification Four; (HEAVY DUTY AMBULANCE, 4x4, 2,900 -4,200cc DIESEL) Compliance with Appendix 3                         | 118                              | 115                     |
|     |  | Specification Five; (HEAVY DUTY 4x4, 3,000 -4,500cc DIESEL 10 SEATER PASSENGER STATION WAGON) Compliance with Appendix 3  | 63                               | 60                      |
|     |  | Specification Six; (HEAVY DUTY, UTILITY PASSENGER VEHICLE, 4x4, L.W.B., 2701 - 3000cc, DIESEL) Compliance with Appendix 3 | 86                               | 83                      |
|     |  | Total for (B)   | 567                              | <b>549 (PASS MARKS)</b> |

**A. Experience, skills, Technology and Local Content**

| <b>Experience of the Firm (40mks)</b>    |  |           |
|--|--|-----------|
| 1  | Provide at least ten (10) fleet leasing contracts of similar scope<br><b>10 Marks</b><br>>=10 contracts 10 marks<br><10 1 mark for each contract   | 10        |
| 2  | Out of the provided contracts, five (5) copy of contracts should be from the Public Sector)<br><b>10 Marks</b><br>>=5 contracts 10 marks<br><5 2 marks for each contract   | 10        |
| 3  | At least five (5) of the contracts should be of similar nature and value <b>10 Marks</b><br>>=5 contracts 10 marks<br><5 2 marks for each contract   | 10        |
| 4  | Provide at least two (2) recommendation letters for satisfactory performance for four-to-five-year term fleet leasing contracts that must be from the Public Sector for the last five (5) years. <b>10 Marks</b><br>>=2 Recommendation letters 10 marks<br>1 recommendation letter 5 marks | 10        |
| 5.                                       | Proof of ownership of the assembly plant.<br>Attach Lease agreement/ title deeds, utility bills<br>Wholly owned by Kenyan citizen 100% ( <b>5 marks</b> )<br>More than 50% <100% ( <b>3 marks</b> )<br><50% ( <b>1 mark</b> )  | 5         |
| <b>Implementation Workplan (5 marks)</b> |  |           |
|  | Provide an Implementation plan that incorporates<br>- Supply timelines<br>- Handover<br>- Training of drivers on equipment (80 drivers)<br>- Defensive driving awareness<br>- Promotion of road safety awareness<br>- Training on Fleet Management System<br>Contract Management           | 5         |
|  | <b>Total</b>   | <b>50</b> |

*Bidders that fail to attain the cut off score of 40marks & above will not proceed to part B of Technical Specifications.*

## **B. Vehicle Technical Specifications**

| <b>SPECIFICATION NO. 1</b>                                    |   |  |                            |
|---|---|--|----------------------------|
| <b>TENDER NO:</b>   |   | <b>QTY</b>   | 2                          |
| <b>DESCRIPTION</b>  |   | <b><u>PICK UP DOUBLE CABIN, 4X4, 2000-2500CC, DIESEL TURBO</u></b> |                            |
| <b>TENDERER'S SPECIFICATION Column to be completed by ALL</b> |   |  |                            |
|   | <b>SPECIFICATION</b>  | <b>REQUIREMENT</b>   | <b>TENDERER'S RESPONSE</b> |
|   | MAKE  |  |                            |
|   | MODEL   |  |                            |
|   | COUNTRY OF ORIGIN   |  |                            |
|   | MANUFACTURER'S LITERATURE AND SPECIFICATIONS SUPPLIED   | Yes(Mandatory)   |                            |
| <b>1</b>  | <b>GENERAL</b>  |  |                            |
| a)  | A standard production, 4x4, heavy duty pick-up vehicle of latest design in robust construction in current production. | Yes, Yes, Yes  | _____ (Y/N)                |
| b)  | Supplied new.   | Yes  | _____ (Y/N)                |
| c)  | Designed to export specifications, capable of operating in tropical conditions.                                       | Yes  | _____ (Y/N)                |
| d)  | Most suitable for operating on both "on and off" road conditions.   | Yes  | _____ (Y/N)                |
| e)  | Most suitable for cargo transportation.   | Yes  | _____ (Y/N)                |
| f)  | With a suitable rear body, Steel superstructure with canvas   | Yes  | _____ (Y/N)                |
| <b>2</b>  | <b>DIMENSIONS, WEIGHTS AND PERFORMANCE</b>  |  |                            |
| a)  | Overall length, approx.   | 3,500mm  | _____ mm                   |
| b)  | Overall width, approx.  | 2,500mm  | _____ mm                   |
| c)  | Overall height, approx.   | 2,000mm  | _____ mm                   |
| d)  | Wheelbase, approx.  | 2,900mm  | _____ mm                   |
| e)  | Max. G.V.W, approx.   | 3,000Kg  | _____ mm                   |
| f)  | Kerb weight, approx.  | 2,000Kg  | _____ mm                   |
| g)  | Turning radius, approx.   | 6,000mm  | _____ mm                   |
| <b>3</b>  | <b>ENGINE</b>   |  |                            |
| a)  | Make  | -  |                            |
| b)  | Model   | -  |                            |
| c)  | Country of origin   | -  |                            |
| d)  | Engine performance curves supplied.   | Yes  | _____ (Y/N)                |
| e)  | Engine type, Diesel, 4 stroke, Water cooled.  | Yes  | _____ (Y/N)                |
| f)  | Piston displacement, approx.  | 2000-2500cc  | _____ cc                   |
| g)  | Number of cylinders.  | 4  | _____ No.                  |
| h)  | Maximum power output / rpm, min.  | 95KW   | _____ NM<br>_____ rpm      |
| i)  | Maximum torque developed /rpm, min.   | 290Nm  | _____ NM<br>_____ rpm      |
| j)  | Engine aspiration, natural/turbocharged   | specify  |                            |
| k)  | Air filter, disposable/oil bath   | specify  |                            |
| l)  | Oil and fuel filter   | Disposable   |                            |
| m)  | Average fuel consumption (Combined on full load) at: a) Urban driving b) Steady 50Km/h c) Steady 80Km/h               | specify  | _____ Km/l                 |
| n)  | Fuel tank capacity, Total. Min  | 80Lt   | _____ Lt                   |
| <b>4</b>  | <b>CLUTCH AND TRANSMISSION</b>  |  |                            |

|           |   |                 |                            |
|-----------|---|-----------------|----------------------------|
| a)        | Clutch, dry single plate, diaphragm type  | specify         |                            |
| b)        | Hydraulic, clutch actuation   | Yes             | _____ (Y/N)                |
| c)        | Manual, synchromesh gearbox   | Yes, Yes        | _____ (Y/N)<br>_____ (Y/N) |
| d)        | Drive configuration   | 4x4             | _____ (Y/N)                |
| e)        | Total speeds, min   | 5F/1R           |                            |
| f)        | 4WD or with selector from 2WD to 4WD.   | Yes (mandatory) |                            |
| g)        | Differential lock / limited slip differential.  | specify         |                            |
| <b>5</b>  | <b>BRAKES AND TYRES</b>   |                 |                            |
| a)        | Assisted hydraulic, dual brake system.  | Yes             | _____ (Y/N)                |
| b)        | Drum or disc brake  | specify front   | _____ (Front)              |
|           |   | specify rear    | _____ (Rear)               |
| c)        | Mechanical parking brake, to act on transmission or rear wheels   | Yes, specify    | _____ (Y/N)                |
| d)        | Locally available dual purpose tires  | Yes             | _____ (Y/N)                |
| e)        | Optimum tire size   | Specify         |                            |
| <b>6</b>  | <b>SUSPENSION AND STEERING</b>  |                 |                            |
| a)        | Front and rear suspension, independent, with telescopic dampers.  | specify front   | _____ (Front)              |
|           |   | rear            | _____ (Rear)               |
| b)        | Assisted steering   | Yes             | _____ (Y/N)                |
| c)        | Right Hand Drive steering.  | Yes             | _____ (Y/N)                |
| <b>7</b>  | <b>PICK - UP BODY/ CAB</b>  |                 |                            |
| a)        | Roomy cab to seat 5 adults comfortably, drivers seat adjustable and safety belts provided for all seats to conforming to KBS 06 664: 1985 Standard. | Yes(Mandatory)  |                            |
| b)        | Robust body with secure lower hinged tailgate.  | Yes             | _____ (Y/N)                |
| c)        | With detachable(removable) steel superstructure, canvas and canvas tying mechanism.   | Yes             | _____ (Y/N)                |
| <b>8</b>  | <b>BODY AND FINISH</b>  |                 |                            |
| a)        | All exterior body panels made non-corrosive, and all external steel fitting to be galvanised or painted.  | Yes             | _____ (Y/N)                |
| b)        | Anti-rust compound applied to underbody for sea side operation.   | Yes             | _____ (Y/N)                |
| c)        | Body finish, high gloss colour (to be specified by user)  | Yes             | _____ (Y/N)                |
| <b>9</b>  | <b>ELECTRICAL SYSTEM AND INSTRUMENTS</b>  |                 |                            |
| a)        | System voltage, negative earth, with alternator charging  | 12V, Yes, Yes   | _____ (Y/N)                |
| b)        | Battery capacity, approx.   | 1x12V, 40Ah     | _____ (Y/N)                |
| c)        | Full lighting to conform to Cap 403 Subs.23-Kenya Traffic Act.  | Yes             | _____ (Y/N)                |
| d)        | Standard instruments and gauges (or warning lights) for charging circuit, oil pressure, coolant temperature etc                                     | Yes             | _____ (Y/N)                |
| <b>10</b> | <b>EQUIPMENT</b>  |                 |                            |
| a)        | sun visors supplied, 2 no.  | Yes             | _____ (Y/N)                |
| b)        | Rear view mirrors supplied 2no. external, 1no. internal   | Yes             | _____ (Y/N)                |
| c)        | FM Radio and CD player fitted.  | Yes(Mandatory)  | _____ (Y/N)                |
| d)        | Full Sized Spare wheel supplied.  | Yes             | _____ (Y/N)                |
| e)        | Manufacturer's standard tools, supplied.  | Yes(Mandatory)  | _____ (Y/N)                |
| f)        | Hydraulic jack and wheel brace supplied.  | Yes             | _____ (Y/N)                |

|           |  |  |                         |
|-----------|--|--|-------------------------|
| g)        | Any other extras supplied/fitted as standard.  | Specify  | -----<br>-----<br>----- |
| <b>11</b> | <b>EXTRA EQUIPMENT/ACCESSORIES</b>   |  |                         |
| e)        | Air conditioner  | Yes  | _____(Y/N)              |
| h)        | Front airbags fitted   | Yes  | _____(Y/N)              |
| <b>12</b> | <b>WARRANTY</b>  |  |                         |
| a)        | Specimen of vehicle warranty to be submitted when tendering.   | Yes  | _____(Y/N)              |
| b)        | Each vehicle supplied should carry a statement of warranty.  | Yes ( <b>Mandatory</b> )                                     | _____(Y/N)              |
| c)        | Vehicle warranty min., 20,000 Km or 12 Months whichever occurs first.  | specify  |                         |
| <b>13</b> | <b>MANUALS</b>   |  |                         |
| a)        | All literature in the English language.  | Yes ( <b>Mandatory</b> )                                     | _____(Y/N)              |
| b)        | Repair manuals/CD supplied.  | Specify which available; 1 per vehicle. ( <b>Mandatory</b> ) |                         |
| c)        | Parts catalogue/CD supplied.   | Specify which available; 1 per vehicle. ( <b>Mandatory</b> ) |                         |
| d)        | Drivers handbook and service schedule supplied.  | 1 per vehicle. ( <b>Mandatory</b> )                          |                         |
| <b>14</b> | <b>OTHER REQUIREMENT</b>   |  |                         |
| a)        | Vehicle to be registered by the Registrar of Motor Vehicles.   | Yes ( <b>Mandatory</b> )                                     | _____(Y/N)              |
| b)        | Vehicle will be inspected by the Chief Engineer - Mechanical prior to delivery to the user.                                      | Yes  | _____(Y/N)              |
| c)        | Franchise holder (representative in Kenya).  | Yes  |                         |
|           | If not, specify relationship with franchise holder.  | Specify whether agent/dealer                                 |                         |
| d)        | Availability of spare parts.   | Indicate motor vehicle dealers who stock spare parts.        |                         |
| e)        | Names and addresses of dealers/agents where back-up service can be obtained indicating the location of the workshops facilities. | Specify  |                         |
| f)        | Body construction and all fitments to conform to CAP 403 Kenya Traffic Act.  | Yes ( <b>Mandatory</b> )                                     |                         |

**NB: Bidders must duly fill the above response column clearly showing compliance to specifications Each fulfilled requirement represents one point in the technical evaluation. Mandatory requirements should be filled otherwise the bidder will be considered non-responsive**



**SPECIFICATION NO. 2**

|                        |  |   |          |
|------------------------|--|---|----------|
| <b>TENDERER'S NAME</b> |  | <b>NO:</b>  |          |
| <b>TENDER NO:</b>      |  | <b>QTY:</b>                                       | <b>4</b> |
| <b>DESCRIPTION</b>     |  | <b><u>4X4, MINIBUS, DIESEL, 33 PASSENGERS</u></b> |          |

**TENDERER'S SPECIFICATION Column to be completed by ALL**

|          | <b>SPECIFICATION</b>  | <b>REQUIREMENT</b> | <b>TENDERER'S RESPONSE</b> |
|----------|---|--------------------|----------------------------|
|          | MAKE  |                    |                            |
|          | MODEL   |                    |                            |
|          | COUNTRY OF ORIGIN   |                    |                            |
|          | Manufacturer's literature, authorization and specifications to be attached when tendering.  | Yes (Mandatory)    | _____ (Y/N)                |
| <b>1</b> | <b>GENERAL</b>  |                    |                            |
| a.       | A mini bus, of latest design, in current production with 4x4 capability built upon a 7-10 ton payload truck chassis with robust construction, in current production, marketed in Kenya. | Yes, Yes, Yes      | _____ (Y/N)                |
| b.       | Supplied new.   | Yes                | _____ (Y/N)                |
| c.       | Designed to heavy duty export specifications, suitable of operating in tropical conditions  | Yes, Yes           | _____ (Y/N)                |
| d.       | Suitable for passenger transportation over un-paved (rough) roads.  | Yes                | _____ (Y/N)                |
| <b>2</b> | <b>DIMENSIONS AND WEIGHTS (BUILT BUS)</b>   |                    |                            |
| a)       | Overall length, min .   | 7,500mm            | _____ mm                   |
| b)       | Overall width, approx.  | 2,200mm            | _____ mm                   |
| c)       | Overall height, approx.   | 2,400mm            | _____ mm                   |
| d)       | Wheelbase, approx.  | 4,200mm            | _____ mm                   |
| e)       | Length of chassis aft of cab, approx.   | 5,500 mm           | _____ mm                   |
| f)       | Kerb weight, min. (excluding body)  | 3,500Kg            | _____ Kg                   |
| g)       | Max. G.V.W. min.  | 9,000Kg            | _____ Kg                   |
| h)       | Payload, min.   | 7,000Kg            | _____ Kg                   |
| i)       | Permissible/legal front (steering) axle load, max   | 8,000kg            | _____ Kg                   |
| j)       | Permissible /legal rear (for dual wheels) axle load, max.   | 10,000kg           | _____ Kg                   |
| k)       | Turning radius, approx  | 8,800mm            | -----                      |
| l)       | Wading depth, min.  | 400mm              | -----mm                    |
| <b>3</b> | <b>Engine</b>   |                    |                            |

|          |  |                 |                            |
|----------|--|-----------------|----------------------------|
| a)       | Make   | -               | _____                      |
| b)       | Model  | -               | _____                      |
| c)       | Country of origin  | -               | _____                      |
| d)       | Engine performance curves supplied.  | Yes             | _____ (Y/N)                |
| e)       | Diesel Engine, water cooled, 4 Stroke.   | Yes, Yes, Yes   | _____ (Y/N)                |
| f)       | Mode of aspiration.<br>(Natural/Turbocharged)  | Specify         |                            |
| g)       | Piston displacement, approx., max.   | 8,500cc         | _____ cc                   |
| h)       | Number of cylinders - 4/6  | Specify         |                            |
| i)       | Maximum power output / rpm, min.   | 160HP / 3000rpm | _____ HP<br>_____ rpm      |
| j)       | Maximum torque developed /rpm, min.  | 440Nm /1800rpm  | _____ NM<br>_____ rpm      |
| k)       | Air cleaner type, disposable/ oilbath.   | Specify         |                            |
| l)       | Oil and fuel filter type   | Disposable      |                            |
| m)       | Average fuel consumption (on full load)  | Specify         |                            |
| n)       | Fuel tank capacity, approx.  | 200Lt           | _____ Lt                   |
| o)       | Extra fuel tank fitted<br>Capacity   | Yes<br>Specify  |                            |
| <b>4</b> | <b>Clutch &amp; Transmission</b>   |                 |                            |
| a)       | Clutch, dry type, single plate   | Yes, Yes        | _____ (Y/N)<br>_____ (Y/N) |
| b)       | Clutch, system actuation.  | Hydraulic       |                            |
| c)       | Gearbox, synchromesh   | Yes             | _____ (Y/N)                |
| d)       | Number of speeds, approx.  | 5F, 1R          |                            |
| e)       | Drive configuration.   | 4x4             | _____ (Y/N)                |
| f)       | Clutch, dry type, single plate   | Yes, Yes        | _____ (Y/N)                |
| <b>5</b> | <b>BRAKES AND TYRES</b>  |                 |                            |
| a)       | Brakes, hydraulic-pneumatic assisted.  | Yes             | _____ (Y/N)                |
| b)       | Mechanical parking brake to act on transmission.   | Yes             | _____ (Y/N)                |
| c)       | Rear tyres.  | single          | _____ (Y/N)                |
| d)       | Tires size locally available.  | Yes             | _____ (Y/N)                |
| e)       | Optimum tire size  | Specify         | _____ (Y/N)                |
| f)       | Suspension, front and rear heavy duty leaf springs with telescopic shock absorbers at front. | Yes, Yes        | _____ (Y/N)<br>_____ (Y/N) |
| <b>6</b> | <b>SUSPENSION, STEERING &amp; BODY</b>   |                 |                            |

|          |  |                           |                            |
|----------|--|---------------------------|----------------------------|
| a)       | Right Hand drive steering  | Yes                       | _____ (Y/N)                |
| b)       | Steering Type Manual/assisted.   | Assisted                  |                            |
| c)       | All steel, spacious cab to seat 3 passengers comfortably.  | Yes, Yes                  | _____ (Y/N)<br>_____ (Y/N) |
| d)       | Adjustable driver's seat.  | Yes                       | _____ (Y/N)                |
| e)       | All seats to be fitted with safety belts conforming to KEBS 06-664 : 1985 standard.                              | Yes<br>Mandatory          | _____ (Y/N)                |
| <b>7</b> | <b>ELECTRICAL SYSTEM &amp; ACCESSORIES</b>   |                           |                            |
| a)       | System voltage, negative earth, with alternator charging   | 12V, Yes, Yes             | _____ (Y/N)                |
| b)       | Battery capacity.  | Specify                   | _____ (Y/N)                |
| c)       | Standard instruments and gauges (or warning lights) for charging circuit, oil pressure, coolant temperature etc. | Yes                       | _____ (Y/N)                |
| d)       | Vehicle to be fitted with an NTSA approved speedgovernor   | Yes                       | _____ (Y/N)                |
| e)       | FM radio with CD player fitted.  | Yes                       | _____ (Y/N)                |
| f)       | Jack, wheel brace and manufacturer's standardtools, supplied.  | Yes                       | _____ (Y/N)                |
| g)       | Any other equipment supplied.  | specify                   | _____ (Y/N)                |
| <b>8</b> | <b>EQUIPMENT &amp; ACCESSORIES</b>   |                           |                            |
| a)       | Heavy duty type front fender.  | Yes                       | _____ (Y/N)                |
| b)       | Laminated (safety) windshield.   | Yes                       | _____ (Y/N)                |
| c)       | Sun visors supplied.   | Yes                       | _____ (Y/N)                |
| d)       | Rear view mirrors (external both sides and internal) supplied.   | Yes                       | _____ (Y/N)                |
| e)       | Full size Spare tyre with rim and carrier mounted under truck.   | Yes                       | _____ (Y/N)                |
| f)       | Hydraulic (telescopic) jack, wheel brace and manufacturer's standard tools, supplied.                            | Yes, Yes, Yes             | _____ (Y/N)                |
| g)       | Vehicle to be fitted with electronic speed governor  | Yes<br><b>(Mandatory)</b> | _____ (Y/N)                |
| h)       | Governor to limit maximum speed to 80km/hr   | Yes<br><b>(Mandatory)</b> | _____ (Y/N)                |
| i)       | Governor to be tamper proof  | Yes<br><b>(Mandatory)</b> | _____ (Y/N)                |
| j)       | Governor to be inspected by CM&TE before delivery  | Yes<br><b>(Mandatory)</b> | _____ (Y/N)                |
| <b>9</b> | <b>BUS BODY CONSTRUCTION</b>   |                           |                            |
| a)       | Name & location of body builder (specify whetherit is vehicle supplier   | 12V, Yes                  | _____ (Y/N)                |

|    |  |                    |             |
|----|--|--------------------|-------------|
|    | or sub-contractor).  |                    |             |
| b) | Body construction to comply with KEBS standard KS372 guidelines on construction procedure, anti- roll bars, dimensions, quality, equipment to be fitted etc.   | Yes<br>(Mandatory) | _____ (Y/N) |
| c) | Body construction and fittings to comply with CAP 403- Kenya Traffic Act.  | Yes<br>(Mandatory) | _____ (Y/N) |
| d) | Detailed engineering drawings (Showing all elevations, seating arrangement, dimensions etc) of body to be fabricated.  | Yes<br>(Mandatory) | _____ (Y/N) |
| e) | Minibus to retain the original cabin face with cabin back panel removed so that there is no barrier between the driver and the passengers other than the metal enclosure around the driver's seat                  | Yes (Mandatory)    | _____ (Y/N) |
| f) | Body to be fabricated as an all steel body, suitable for transporting passengers over paved and unpaved roads, structurally strong for loading of 33 passengers with a luggage compartment at the back of the bus. | Yes                | _____ (Y/N) |
| g) | Body structure to be mounted onto the chassis by equally spaced pre-stressed channel sections (of a size suitable for load to be carried), convenient for door and wheels.   | Yes                | _____ (Y/N) |
| h) | Vehicle to have good ground clearance at front, rear & sides, with appropriate approach & departure angles   | Yes                | _____ (Y/N) |
| i) | Rear to have emergency glass, rubber mount   | Yes (Mandatory)    | _____ (Y/N) |
| j) | Exterior to be simple design without much curves and fancy designs, so as to achieve a robust body without much filler, to avoid crack.  | Yes                | _____ (Y/N) |
| k) | Seating capacity to be 33 passengers with fixed seats  | Yes (Mandatory)    | _____ (Y/N) |
| l) | Roof coves and roof to be paneled with solid Formica to finish.  |                    | _____ (Y/N) |
| m) | Seat belts to be the normal 2-point retractable for all passengers, except the exposed seats to have 3-point   | Yes (Mandatory)    | _____ (Y/N) |
| n) | Seats to be the normal high back design. with FULL removable Canvas Cover  | Yes                | _____ (Y/N) |
| o) | Roof frame to be of box sections   | Yes                | _____ (Y/N) |

|           |  |                                 |                        |
|-----------|--|---------------------------------|------------------------|
|           | reinforced by angle/top hat iron longitudinal sections   |                                 |                        |
| p)        | External panel to be of smooth mild steel material while the interior is plywood covered by Formica                                    | Yes                             | _____ (Y/N)            |
| q)        | Cabin floor covered with non-slip chequered alloyplate.  | Yes                             | _____ (Y/N)            |
| r)        | All inspection covers on floor to be of close fit secured by locks and of adequate dimensions for access to units for maintenance etc. | Yes                             | _____ (Y/N)            |
| s)        | Engine hood to be heat insulated   | Yes                             | _____ (Y/N)            |
| t)        | Fuel tank guard to be provided   | Yes                             | _____ (Y/N)            |
| <b>10</b> | <b>DOORS, SEATS, WINDOWS, BODY FINISHING ETC.</b>  |                                 |                        |
| a)        | Lockable driver door to open outwards with suitable non-slip steps provided for access   | <b>Yes</b>                      | _____ (Y/N)            |
| b)        | One lockable, foldable passenger door towards front, opening inwards with suitable non-slip steps provided for access.                 | <b>Yes</b>                      | _____ (Y/N)            |
| c)        | One emergency door at the rear with a non-opening glass window.  | Yes                             | _____ (Y/N)            |
| d)        | Seating capacity, Min.   | 33 passengers                   | _____ (Y/N)            |
| e)        | All seats cushioned and covered with hard wearing upholstery.  | Yes                             | _____ (Y/N)            |
| f)        | Seating cushion and back rest foam thickness, min  | 100mm,<br>50mm<br>respectively. | _____ and _____<br>mm. |
| g)        | All seats to have safety belts that conform to the KEBS standard KS-664, with 2 and 3 point hitch as directed in KS372.                | Yes<br><b>Mandatory</b>         | _____ (Y/N)            |
| h)        | All seats fitted with integral head rests and chromeplated grab handles  | Yes                             | _____ (Y/N)            |
| i)        | Seat spacing between rows.   | 660 mm                          | .....mm                |
| j)        | Chrome plated roof hand rail to run the entire length of bus.  | Yes                             | _____ (Y/N)            |
| k)        | One piece laminated front and rear wind shields fitted.  | Yes                             | _____ (Y/N)            |
| l)        | All other windows to be of clear toughened glass.  | Yes                             | _____ (Y/N)            |
| m)        | Body panels to be thoroughly cleaned before painting. Both internal and external finish to be preceded by primer coat and              | Yes                             | _____ (Y/N)            |

|           |  |                        |                |
|-----------|--|------------------------|----------------|
|           | undercoat.   |                        |                |
| n)        | High gloss finish colour both for internal and external (colour to be specified by the user). Branding, signage user to choose | Yes, mandatory         | _____ (Y/N)    |
| o)        | Body under parts and floor to be sprayed with anti-rust material.  | Yes                    | _____ (Y/N)    |
| p)        | One emergency door at the rear with a non-opening glass window.  | Yes                    |                |
| q)        | Radio system with no less than 40W output, with speakers spread through the bus.   | Specify make and model | -----<br>----- |
| r)        | Security alarm and immobilizer fitted.   | Yes                    | _____ (Y/N)    |
| s)        | Manufacturer's standard tool kit supplied.   | 1 per vehicle          | _____ (Y/N)    |
| t)        | Any other extras supplied/fitted as standard.  | Specify                | -----          |
| <b>11</b> | <b>ELECTRICAL SYSTEM, ACCESSORIES ETC.</b>   |                        |                |
| a)        | Adequate fluorescent tube lighting for passenger deck, with switch operated by driver.   | Yes                    | _____ (Y/N)    |
| b)        | Courtesy bells/buzzers provided above passenger door.  | Yes                    | _____ (Y/N)    |
| c)        | Front windscreen to have wipers.   | Yes                    | -----mm        |
| d)        | 2 No. sun visors fitted  | Yes                    | _____ (Y/N)    |
| e)        | Chevrons and Reflectors fitted at rear. Reflective strip and reflectors at front.  | Yes, Yes               | _____ (Y/N)    |
| f)        | 1 No. suitably positioned fire extinguisher  | Yes                    | _____ (Y/N)    |
| g)        | Adequate fluorescent tube lighting for passenger deck, with switch operated by driver.   | Yes                    | _____ (Y/N)    |
| h)        | Courtesy bells/buzzers provided above passenger door.  | Yes                    | _____ (Y/N)    |
| i)        | 1 No. First aid kit fitted.  | Yes                    | _____ (Y/N)    |
| j)        | Windows to have rails suitably spaced to restrict escape   | Yes                    | _____ (Y/N)    |
|           |  |                        |                |
| <b>12</b> | <b>WARRANTY</b>  |                        |                |
| a)        | Specimen of vehicle warranty to be submitted when  | Yes                    | _____ (Y/N)    |

|    |   |  |                          |
|----|---|--|--------------------------|
|    | tendering.  |  |                          |
| b) | Each vehicle supplied to carry a statement of warranty.   | Yes, mandatory   | _____(Y/N)               |
| c) | Warranty duration min., 12 Months or 100,000 Km whichever occurs first.   | specify  | ----- Months<br>----- Km |
| 13 | <b>MANUALS</b>  |  |                          |
| a) | Specimen of vehicle/body warranty to be Submitted when tendering.   | Yes  | _____(Y/N)               |
| b) | Warranty duration, min.   | 12 Months<br>or<br>100,000 Km<br>Whichever occurs first. | _____(Y/N)               |
| c) | All literature in the English language.   | Yes ( <b>Mandatory</b> )                                 | _____(Y/N)               |
| d) | Repair manuals, Parts catalogue and drivers handbook with service schedule supplied                             | Yes  | _____(Y/N)               |
| e) | Firm to offer local training services for the drivers on daily maintenance checks and operation of the vehicle. | Yes<br>specify<br>number of<br>days.                     | _____(Y/N)<br>-----days  |

**NB: Bidders must duly fill the above response column clearly showing compliance to specifications**  
**Each fulfilled requirement represents one point in the technical evaluation.**  
**Mandatory requirements should be filled otherwise the bidder will be considered non-responsive**

**SPECIFICATION NO. 3**

|   |   |  |                   |
|---|---|--|-------------------|
| <b>TENDERER'S NAME</b>  |   | <b>NO:</b>   |                   |
| <b>TENDER NO:</b>   |   | <b>QTY</b>   | 12                |
| <b>DESCRIPTION</b>  |   | <b><u>PICK-UP SINGLE CAB, 4x4, 2000 - 4500cc, DIESEL</u></b> |                   |
| <b>TENDERER'S SPECIFICATION Column to be completed by ALL</b>           |   |  |                   |
| <b>SPECIFICATION FOR PICK-UP SINGLE CAB, 4x4, 2000 - 4500cc, DIESEL</b> |   | <b>REQUIREMENT</b>   | <b>TENDERER'S</b> |
| MAKE  |   | -  |                   |
| MODEL   |   | -  |                   |
| COUNTRY OF ORIGIN   |   | -  |                   |
| MANUFACTURER'S LITERATURE AND SPECIFICATIONS SUPPLIED                   |   | Yes(Mandatory)   |                   |
| <b>1.</b>   | <b>GENERAL</b>  |  |                   |
| a)  | A standard production, 4x4, diesel heavy duty pick-up vehicle of latest design in the class, robust construction in current production. | Yes, Yes, Yes  |                   |
| b)  | Supplied new.   | Yes  |                   |
| c)  | Designed to heavy duty specifications, capable of operating in tropical conditions in extremes of heat, dust and mud,                   | Yes  |                   |
| d)  | Most suitable for operating on 90% off-road conditions.   | Yes  |                   |
| e)  | Most suitable for personnel and cargo transportation.   | Yes  |                   |
| <b>2.</b>   | <b>DIMENSIONS, WEIGHTS AND PERFORMANCE</b>  |  |                   |
| a)  | Overall length, approx.   | Specify mm   |                   |
| b)  | Overall width, approx.  | Specify mm   |                   |
| c)  | Overall height, min.  | Specify mm   |                   |
| d)  | Wheelbase, approx.  | Specify mm   |                   |
| e)  | Max. G.V.W, approx.   | Specify Kg   |                   |
| f)  | Kerb weight, approx.  | Specify Kg   |                   |
| g)  | Turning radius, approx.   | Specify mm   |                   |
| h)  | Towing capacity   | Specify Kg   |                   |
| i)  | Approach angle  | Specify °  |                   |
| j)  | Departure angle   | Specify °  |                   |
| k)  | Ground clearance  | Specify mm   |                   |
| l)  | Wading depth  | Specify mm   |                   |
| <b>3.</b>   | <b>ENGINE</b>   |  |                   |
| a)  | Make  | -  |                   |



|           |   |                               |  |
|-----------|---|-------------------------------|--|
| b)        | Model   | -                             |  |
| c)        | Country of origin   | -                             |  |
| d)        | Engine performance curves supplied.   | Yes                           |  |
| e)        | Engine type, Diesel, 4 stroke, Water cooled.  | Yes, yes                      |  |
| f)        | Piston displacement, approx.  | 2000-4200cc                   |  |
| g)        | Number of cylinders.  | SPECIFY                       |  |
| h)        | Maximum power output / rpm, min.  | 80KW /<br>4,000rpm            |  |
| i)        | Maximum torque developed /rpm, min.   | 260Nm /<br>2,000rpm           |  |
| j)        | Engine aspiration, natural/turbocharged   | specify                       |  |
| k)        | Air filter, disposable/oil bath   | specify                       |  |
| l)        | Oil and fuel filter   | Disposable                    |  |
| m)        | Average fuel consumption (on full load) at<br>a) Urban driving<br>b) Highway driving<br>c) Combined driving | specify                       |  |
| n)        | Fuel tank capacity, approx.   | 80Lt                          |  |
| <b>4.</b> | <b>CLUTCH AND TRANSMISSION</b>  |                               |  |
| a)        | Clutch, dry single plate, diaphragm type  | specify                       |  |
| b)        | Hydraulic, clutch actuation   | Yes                           |  |
| c)        | Manual, synchromesh gearbox   | Yes, Yes                      |  |
| d)        | Drive configuration   | 4x4                           |  |
| e)        | Total speeds, min   | 5F/1R                         |  |
| f)        | 4WD or with selector from 2WD to 4WD.   | Yes, specify                  |  |
| g)        | Differential lock / limited slip differential.  | specify                       |  |
| <b>5.</b> | <b>BRAKES AND TYRES</b>   |                               |  |
| a)        | Assisted hydraulic, dual brake system.  | Yes                           |  |
| b)        | Drum or disc brake  | specify front<br>specify rear |  |
| c)        | Mechanical parking brake, to act on transmission or rear wheels   | Yes, specify                  |  |
| d)        | Locally available dual-purpose tires  | Yes                           |  |

|            |  |                       |  |
|------------|--|-----------------------|--|
| e)         | Optimum tire size  | Specify               |  |
| <b>6.</b>  | <b>SUSPENSION AND STEERING</b>   |                       |  |
| a)         | Independent heavy-duty Front and rear suspension   | specify front<br>rear |  |
| b)         | Heavy duty leaf or coil springs with telescopic dampers  | Specify front<br>rear |  |
| b)         | Assisted steering  | Yes                   |  |
| c)         | Right Hand Drive steering.   | Yes                   |  |
| <b>7.</b>  | <b>PICK UP</b>   |                       |  |
| a)         | 2 No. side doors.  | Yes(Mandatory)        |  |
| b)         | To seat at least 3 adults (including driver) comfortably and safety belts provided for all seats to conforming to KBS 06 664: 1985 Standard. | Yes                   |  |
| c)         | To be fitted with adequate winding/sliding windows for good ventilation and wide view.   | Yes                   |  |
| <b>8</b>   | <b>CANOPY</b>  |                       |  |
| a)         | Designed to fit most cab and chassis.  | Yes                   |  |
| b)         | Fiberglass construction with commercial structural reinforcement   | Yes                   |  |
| c)         | A styling fiberglass side skirts   | Yes                   |  |
| d)         | High quality engineered material is mould the inner and outer shells for high impact resistance.   | Yes                   |  |
| e)         | Light weight, solid, strong and rust-free throughout its lifetime.   | Yes                   |  |
| f)         | Fiberglass with high specific strength, water-proof and weather resistant.   | Yes, Yes, Yes         |  |
| g)         | Checker plate floor  | Yes                   |  |
| <b>9.</b>  | <b>BODY AND FINISH</b>   |                       |  |
| a)         | All exterior body panels made non-corrosive, and all external steel fitting to be galvanised or painted.                                     | Yes                   |  |
| b)         | Anti-rust compound applied to underbody for sea side operation.  | Yes                   |  |
| c)         | Fitted with reclining and adjustable driver and passenger seats .  | Yes                   |  |
| d)         | Body finish, high gloss colour (to be specified by user)   | Yes                   |  |
| <b>10.</b> | <b>ELECTRICAL SYSTEM AND INSTRUMENTS</b>   |                       |  |
| a)         | System voltage, negative earth, with alternator charging   | 12V, Yes, Yes         |  |
| b)         | Battery capacity, approx.  | 1x12V, 40Ah           |  |

|            |  |   |  |
|------------|--|---|--|
| c)         | Full lighting to conform to Cap 403 Subs.23-Kenya Traffic Act.   | Yes   |  |
| d)         | Standard instruments and gauges , warning lights for charging circuit, oil pressure, coolant temperature etc | Yes   |  |
| <b>11.</b> | <b>EQUIPMENT AND ACCESSORIES</b>   |   |  |
| a)         | sun visors supplied, 2 no.   | Yes   |  |
| b)         | Rear view mirrors supplied 2no. external, 1no. internal  | Yes   |  |
| c)         | FM Radio and CD player fitted.   | Yes(Mandatory)  |  |
| d)         | Spare wheel supplied.  | Yes   |  |
| e)         | Manufacturer's standard tools, supplied.   | Yes(Mandatory)  |  |
| f)         | Hydraulic jack and wheel brace supplied.   | Yes   |  |
| g)         | Any other extras supplied/fitted as standard.  | Specify   | -----<br>-----<br>-----<br>-----<br>-----<br>----- |
| <b>12</b>  | <b>EXTRA EQUIPMENT/SAFETY</b>  |   |  |
| a)         | Air conditioner  | Yes   |  |
| b)         | SRS airbags fitted   | Yes   |  |
| c)         | Vehicle stability control  |   |  |
| d)         | Active traction control  | Yes   |  |
| e)         | Downhill assist control  | Yes   |  |
| f)         | Hill start assist control  | Yes   |  |
| <b>13.</b> | <b>WARRANTY</b>  |   |  |
| a)         | Specimen of vehicle warranty to be submitted when tendering.   | Yes   |  |
| b)         | Each vehicle supplied should carry a statement of warranty.  | Yes (Mandatory)   |  |
| c)         | Vehicle warranty min., 20,000 Km or 12 Months whichever occurs first.  | specify   |  |
| <b>13.</b> | <b>MANUALS</b>   |   |  |
| a)         | All literature in the English language.  | Yes (Mandatory)   |  |
| b)         | Repair manuals/CD supplied.  | Specify which available<br>1 per vehicle<br>(Mandatory) |  |
| c)         | Parts catalogue/CD supplied.   | Specify which available<br>1 per vehicle                |  |

|            |  |   |   |
|------------|--|---|---|
|            |  | <b>(Mandatory)</b>                                    |   |
| d)         | Drivers handbook and service schedule supplied.  | 1 per vehicle<br><b>(Mandatory)</b>                   |   |
| <b>14.</b> | <b>OTHER REQUIREMENT</b>   |   |   |
| a)         | Vehicle to be registered by the Registrar of Motor Vehicles.   | Yes <b>(Mandatory)</b>                                |   |
| b)         | Vehicle will be inspected by the Chief Engineer - Mechanical prior to delivery to the user.                                      | Yes   |   |
| c)         | Franchise holder (representative in Kenya).<br><br>If not, specify relationship with franchise holder.                           | Yes<br><br>Specify whether agent/dealer               |   |
| d)         | Availability of spare parts.   | Indicate motor vehicle dealers who stock spare parts. | -----<br>-----<br>-----<br>-----<br>-----<br>-----<br>----- |
| e)         | Names and addresses of dealers/agents where back-up service can be obtained indicating the location of the workshops facilities. | Specify   | -----<br>-----<br>-----<br>-----<br>-----<br>-----          |
| f)         | Body construction and all fitments to conform to CAP 403 Kenya Traffic Act.  | Yes <b>(Mandatory)</b>                                |   |

**NB: Bidders must duly fill the above response column clearly showing compliance to specifications**  
**Each fulfilled requirement represents one point in the technical evaluation.**  
**Mandatory requirements should be filled otherwise the bidder will be considered non-responsive**

**SPECIFICATION NO. 4**

|   |  |   |                   |
|---|--|---|-------------------|
| <b>TENDERER'S NAME</b>  |  | <b>NO:</b>  |                   |
| <b>TENDER NO:</b>   |  | <b>QTY</b>  | 2                 |
| <b>DESCRIPTION</b>  |  | <b>HEAVY DUTY AMBULANCE, 4x4, 2,900 -4,200cc<br/>DIESEL</b> |                   |
| <b>TENDERER'S SPECIFICATION Column to be completed by ALL</b> |  |   |                   |
| <b>SPECIFICATIONS FOR AMBULANCE</b>                           |  | <b>REQUIREMENT</b>  | <b>TENDERER'S</b> |
|   | MAKE   |   |                   |
|   | MODEL  |   |                   |
|   | COUNTRY OF ORIGIN  |   |                   |
|   | Manufacturer's literature, authorization and specifications to be attached when tendering.                 | Yes, Yes, Yes   |                   |
| <b>1. GENERAL</b>   |  |   |                   |
| a)  | A standard production, 4x4, pick-up vehicle of latest design in robust construction in current production. | Yes   | Yes (Y/N)         |
| b)  | Supplied new.  | Yes   | Yes (Y/N)         |
| c)  | Designed to export specifications, capable of operating in tropical conditions.                            | Yes   | Yes (Y/N)         |
| d)  | Most suitable for operating on both "on and off" road conditions.  | Yes (Mandatory)   | (Y/N)             |
| <b>2. DIMENSIONS</b>  |  |   |                   |
| a)  | Overall Length (approx)  | Specify mm  |                   |
| b)  | Overall Width (approx)   | Specify mm  |                   |
| c)  | Overall Height (approx.)   | Specify mm  |                   |
| d)  | Wheelbase (approx.)  | Specify mm  |                   |
| e)  | Ground Clearance (approx.)   | Specify mm  |                   |
| f)  | Minimum Turning Radius (approx.)   | Specify mm  |                   |
| g)  | Gross Vehicle Weight (Kg)  | Specify mm  |                   |
| h)  | Kerb Weight (Kg)   | specify mm  |                   |
| i)  | Towing capacity (Kg)   | Specify Kg  |                   |
| j)  | Approach angle   | Specify °   |                   |
| k)  | Departure angle  | Specify °   |                   |
| <b>3. ENGINE, CLUTCH AND TRANSMISSION</b>                     |  |   |                   |
| a)  | Make   | Specify   |                   |
| b)  | Make   | Specify   |                   |
| c)  | Country of origin  | Specify   |                   |
| d)  | Engine performance curves supplied.  | Yes   |                   |
| e)  | Engine type, Diesel, 4 stroke, Water cooled.   | Yes, yes, yes   |                   |
| f)  | Piston displacement, approx.   | 2900-4200cc   |                   |
| g)  | Number of cylinders.   | Specify   |                   |
| h)  | Valve Mechanism  | 12 Valve OHC  |                   |
| i)  | Turbo Charger  | Oil cooled  |                   |
| j)  | Max. power Output (Hp/rpm), min  | 80Kw/4000rpm  |                   |
| k)  | Max. Torque developed (Nm/rpm), min  | 270Nm/1500-2300rpm  |                   |
| l)  | Fuel Type  | Diesel  |                   |
| m)  | Tank Capacity, min (L)   | 100L  |                   |
| n)  | Transmission Type  | Manual  |                   |
| o)  | Clutch, dry single plate, diaphragm type   | Specify   | _(Y/N)            |
| p)  | Hydraulic, clutch actuation  | Yes   | _(Y/N)            |
| q)  | Drive configuration  | 4x4   | _(Y/N)            |
| r)  | Total speeds, min  | 5F/1R   | _(Y/N)            |
| s)  | 4WD or with selector from 2WD to 4WD   | Yes (Mandatory)   | _(Y/N)            |
| t)  | Differential lock / limited slip differential  | specify (Mandatory)   |                   |
| <b>4. SUSPENSION</b>  |  |   |                   |

|   |  |                   |  |
|---|--|-------------------|--|
| a)  | Front Suspensions: heavy duty Rigid axle, coil springs, gas shock absorbers                                  | Specify           |  |
| b)  | Rear Suspensions: heavy duty Semi elliptic leaf springs, gas shock absorbers                                 | Specify           |  |
| <b>5. BRAKES</b>                            |  |                   |  |
| a)  | Front Brakes Type  | Ventilated Disc   |  |
| b)  | Rear Brakes Type   | Drum              |  |
| <b>6. ELECTRICAL SYSTEM AND INSTRUMENTS</b> |  |                   |  |
| a)  | System voltage, negative earth, with alternator charging   | 12V, Yes, Yes     |  |
| b)  | Battery capacity, approx   | 1x12V, 40Ah       |  |
| c)  | Full lighting to conform to Cap 403 Subs.23-Kenya Traffic Act.   | Yes               |  |
| d)  | Standard instruments and gauges , warning lights for charging circuit, oil pressure, coolant temperature etc | Yes               |  |
| <b>7. VEHICLE'S ACCESSORIES</b>             |  |                   |  |
| a)  | Front Bull bar, 5 tonnes winch   | Yes, Yes          |  |
| <b>8. STEERING</b>                          |  |                   |  |
| a)  | Hydraulic, Steering Column, Tilt, Power Steering Type  | Yes, Yes, Yes     |  |
| <b>9. TYRES</b>                             |  |                   |  |
| 1   | Locally available dual purpose tires   | Yes, specify size |  |
| <b>10. PATIENT CABIN</b>                    |  |                   |  |
| 1   | LENGTH (mm)  | 4500mm            |  |
| 2   | WIDTH (mm)   | 1500mm            |  |
| 3   | HEIGHT (mm)  | 1800mm            |  |
| 4   | Complete Composite Ceiling Sytem with  | Yes               |  |
| 5   | Air Condition Channels   | Yes               |  |
| 6   | Electrical Wiring with insulation  | Yes               |  |
| 7   | Electrical Control Panel/Fuse Box  | Yes               |  |
| 8   | Bulk Head with Sliding Glass Window  | Yes               |  |
| 9   | Medical Cabinet with Stainless Steel   | Yes               |  |
| 10  | Panel for Installation of Medical Equipment  | Yes               |  |
| 11  | Waste Bin  | Yes               |  |
| 12  | 3 Electrical Outlets (12V)   | Yes               |  |
| 13  | 1 Electrical Outlet (220V)   | Yes               |  |
| 14  | 2 Oxygen Cylinders, Steel, 10L with valve  | Yes               |  |
| 15  | 2 Oxygen Regulator   | Yes               |  |
| 16  | 2 Humidifier and Oxygen Flow meter   | Yes               |  |
| 17  | 2 Oxygen Outlet  | Yes               |  |
| 18  | Oxygen Cylinder Exchange Valve   | Yes               |  |
| 19  | Oxygen Pressure Gauge  | Yes               |  |
| 20  | Oxygen System related hoses  | Yes               |  |
| 21  | Seat Tip-up Squad Bench with under seat storage area, back   | Yes               |  |
| 22  | Technician's seat with seat belt   | Yes               |  |
| 23  | Extra battery + inverter   | Yes               |  |
| 24  | Fire extinguisher (2kg)  | Yes               |  |
| 25  | General & Complete various lighting of patient's cabin   | Yes               |  |
| 26  | Complete covering of Patient's Cabin   | Yes               |  |
| 27  | High intensity Siren System with revolving flashers and lights, Amplifier and Microphone                     | Yes               |  |
| 28  | Alarm and LED Light bar  | Yes               |  |

|    |  |     |  |
|----|--|-----|--|
| 29 | 2 Strobe Lights (LED) Reverse Alarm                                | Yes |  |
| 30 | Flood Light, rear of ambulance                                     | Yes |  |
| 31 | Rear Step  | Yes |  |
| 32 | Platform for Stretcher and Spinal Board                            | Yes |  |
| 33 | Livery, Designing of Ambulance Body                                | Yes |  |
| 34 | Glass Tinting of Ambulance   | Yes |  |
| 35 | 2 * I.V Hooks  | Yes |  |
| 36 | Power socket 220V  | Yes |  |
| 37 | Automatic loading stretcher  | Yes |  |
| 38 | Suction PS154A, portable, rechargeable (AC/DC) (with wall bracket) | Yes |  |
| 39 | Emergency Case Type II-IV  | Yes |  |
| 40 | Wall mounted Sphygmomanometer                                      | Yes |  |
| 41 | Defibrillator  | Yes |  |
| 42 | Patient monitor  | Yes |  |
| 43 | ECG  | Yes |  |
| 44 | Ventilator   | Yes |  |
| 45 | Long spine board   | Yes |  |
| 46 | Traction kit   | Yes |  |
| 47 | Head Immobilizer   | Yes |  |
| 48 | Adjustable cervical collar-adult and child                         | Yes |  |
| 49 | Ambu-bag with face mask supplied- adult and child                  | Yes |  |
| 50 | Drinking water tank  | Yes |  |
| 51 | Hand sanitizer dispenser   | Yes |  |
| 52 | Foldable Stretcher   | Yes |  |
| 53 | Emergency case   | Yes |  |

### 11. WARRANTY & MANUALS

|    |   |   |             |
|----|---|---|-------------|
| a) | Specimen of vehicle warranty to be submitted when tendering.  | Yes (Mandatory)                                       | _(Y/N)      |
| b) | Each vehicle supplied should carry a statement of warranty.   | Specify   | _Km         |
| c) | Vehicle warranty min., 100,000 Km or 12 Months whichever occurs first.                                |   |             |
| d) | Specimen of vehicle warranty to be submitted when tendering.  | 1 per vehicle   | ------(Y/N) |
| e) | Driver's handbook and service schedule supplied.  | Yes   | _(Y/N)      |
| f) | Vehicle to be registered with the registrar of motor vehicles.  | Yes (Mandatory)                                       | _(Y/N)      |
| g) | Vehicle to be inspected by the Chief Mechanical and Transport Engineer prior to delivery to the user. | Specify   |             |
| h) | Firm's Status: (Franchise holder/ Dealer/Agent)   | Indicate motor vehicle dealers who stock spare parts. |             |
| i) | Availability of spare parts   | Specify   |             |
| j) | Indicate names and Physical addresses of dealers/agents where back-up service can be obtained.        | Yes   |             |

### 12. OTHER EQUIREMENT

|    |  |                 |        |
|----|--|-----------------|--------|
| 1. | Vehicle to be registered with the registrar of motor vehicles.               | Yes             | _(Y/N) |
| 2. | Vehicle to be inspected by the Chief Mechanical and Transport Engineer prior | Yes (Mandatory) | _(Y/N) |

|    |  |   |  |
|----|--|---|--|
|    | to delivery to the user.   |   |  |
| 3. | Firm's Status: (Franchise holder/<br>Dealer/Agent)   | Specify   |  |
| 4. | Availability of spare parts  | Indicate motor<br>vehicle dealers who<br>stock spare parts. |  |
| 5. | Indicate names and Physical addresses of<br>dealers/agents where back-up service can<br>be obtained. | Specify   |  |

**NB: Bidders must duly fill the above response column clearly showing compliance to specifications  
Each fulfilled requirement represents one point in the technical evaluation.  
Mandatory requirements should be filled otherwise the bidder will be considered non-responsive**



**SPECIFICATION NO. LOT 5**

|   |  |  |                   |
|---|--|--|-------------------|
| <b>TENDERER'S NAME</b>  |  | <b>NO:</b>   |                   |
| <b>TENDER NO:</b>   |  | <b>QTY</b>   | 4                 |
| <b>DESCRIPTION</b>  |  | <b>HEAVY DUTY 4x4, 3,000 -4,500cc DIESEL 10 SEATER PASSENGER</b> |                   |
| <b>TENDERER'S SPECIFICATION Column to be completed by ALL</b> |  |  |                   |
| <b>SPECIFICATIONS FOR STATION WAGON</b>                       |  | <b>REQUIREMENT</b>   | <b>TENDERER'S</b> |
|   | MAKE   |  |                   |
|   | MODEL  |  |                   |
|   | COUNTRY OF ORIGIN  |  |                   |
|   | Manufacturer's literature, authorization and specifications to be attached when tendering.                 | Yes, Yes, Yes  |                   |
| <b>1. GENERAL</b>   |  |  |                   |
| a)  | A standard production, 4x4, pick-up vehicle of latest design in robust construction in current production. | Yes  | Yes (Y/N)         |
| b)  | Supplied new.  | Yes  | Yes (Y/N)         |
| c)  | Designed to export specifications, capable of operating in tropical conditions.                            | Yes  | Yes (Y/N)         |
| d)  | Most suitable for operating on both "on and off" road conditions.  | Yes (Mandatory)  | (Y/N)             |
| <b>2. DIMENSIONS</b>  |  |  |                   |
| a)  | Overall Length (approx)  | Specify mm   |                   |
| b)  | Overall Width (approx)   | Specify mm   |                   |
| c)  | Overall Height (approx.)   | Specify mm   |                   |
| d)  | Wheelbase (approx.)  | Specify mm   |                   |
| e)  | Ground Clearance (approx.)   | Specify mm   |                   |
| f)  | Minimum Turning Radius (approx.)   | Specify mm   |                   |
| g)  | Gross Vehicle Weight (Kg)  | Specify mm   |                   |
| h)  | Kerb Weight (Kg)   | specify mm   |                   |
| i)  | Towing capacity (Kg)   | Specify Kg   |                   |
| j)  | Approach angle   | Specify °  |                   |
| k)  | Departure angle  | Specify °  |                   |
| <b>3. ENGINE, CLUTCH AND TRANSMISSION</b>                     |  |  |                   |
| a)  | Make   | Specify  |                   |
| b)  | Make   | Specify  |                   |
| c)  | Country of origin  | Specify  |                   |
| d)  | Engine performance curves supplied.  | Yes  |                   |
| e)  | Engine type, Diesel, 4 stroke, Water cooled.   | Yes, yes, yes  |                   |
| f)  | Piston displacement, approx.   | 3000-4500cc  |                   |
| g)  | Number of cylinders.   | Specify  |                   |
| h)  | Valve Mechanism  | 12 Valve OHC   |                   |
| i)  | Turbo Charger  | Oil cooled   |                   |
| j)  | Max. power Output (Hp/rpm), min  | 80Kw/4000rpm   |                   |
| k)  | Max. Torque developed (Nm/rpm), min  | 270Nm/1500-2300rpm   |                   |
| l)  | Fuel Type  | Diesel   |                   |
| m)  | Tank Capacity, min (L)   | 130L   |                   |
| n)  | Transmission Type  | Manual   |                   |
| o)  | Clutch, dry single plate, diaphragm type   | Specify  | _(Y/N)            |
| p)  | Hydraulic, clutch actuation  | Yes  | _(Y/N)            |
| q)  | Drive configuration  | 4x4  | _(Y/N)            |
| r)  | Total speeds, min  | 5F/1R  | _(Y/N)            |
| s)  | 4WD or with selector from 2WD to 4WD   | Yes (Mandatory)  | _(Y/N)            |
| t)  | Differential lock / limited slip differential  | specify (Mandatory)  |                   |
| <b>4. SUSPENSION</b>  |  |  |                   |

|   |  |   |             |
|---|--|---|-------------|
| a)  | Front Suspensions: heavy duty Rigid axle, coil springs, gas shock absorbers                                  | Specify   |             |
| b)  | Rear Suspensions: heavy duty Semi elliptic leaf springs, gas shock absorbers                                 | Specify   |             |
| <b>5. BRAKES</b>                            |  |   |             |
| a)  | Front Brakes Type  | Ventilated Disc                                       |             |
| b)  | Rear Brakes Type   | Drum  |             |
| <b>6. ELECTRICAL SYSTEM AND INSTRUMENTS</b> |  |   |             |
| a)  | System voltage, negative earth, with alternator charging   | 12V, Yes, Yes   |             |
| b)  | Battery capacity, approx   | 1x12V, 40Ah   |             |
| c)  | Full lighting to conform to Cap 403 Subs.23-Kenya Traffic Act.   | Yes   |             |
| d)  | Standard instruments and gauges , warning lights for charging circuit, oil pressure, coolant temperature etc | Yes   |             |
| <b>7. VEHICLE'S ACCESSORIES</b>             |  |   |             |
| a)  | Front Bull bar, 5 tonnes winch   | Yes, Yes  |             |
| <b>6. STEERING</b>                          |  |   |             |
| a)  | Hydraulic, Steering Column, Tilt, Power Steering Type  | Yes, Yes, Yes   |             |
| <b>7. TYRES</b>                             |  |   |             |
| a)  | Locally available dual purpose tires   | Yes, specify size                                     |             |
| <b>8. WARRANTY &amp; MANUALS</b>            |  |   |             |
| a)  | Specimen of vehicle warranty to be submitted when tendering.   | Yes (Mandatory)                                       | _(Y/N)      |
| b)  | Each vehicle supplied should carry a statement of warranty.  | Specify   | _Km         |
| c)  | Vehicle warranty min., 100,000 Km or 12 Months whichever occurs first.                                       |   |             |
| d)  | Specimen of vehicle warranty to be submitted when tendering.   | 1 per vehicle   | ------(Y/N) |
| e)  | Driver's handbook and service schedule supplied.   | Yes   | _(Y/N)      |
| f)  | Vehicle to be registered with the registrar of motor vehicles.   | Yes (Mandatory)                                       | _(Y/N)      |
| g)  | Vehicle to be inspected by the Chief Mechanical and Transport Engineer prior to delivery to the user.        | Specify   |             |
| h)  | Firm's Status: (Franchise holder/ Dealer/Agent)  | Indicate motor vehicle dealers who stock spare parts. |             |
| i)  | Availability of spare parts  | Specify   |             |
| j)  | Indicate names and Physical addresses of dealers/agents where back-up service can be obtained.               | Yes   |             |
| <b>9. OTHER EQUIREMENT</b>                  |  |   |             |
| a)  | Vehicle to be registered with the registrar of motor vehicles.   | Yes   | _(Y/N)      |
| b)  | Vehicle to be inspected by the Chief Mechanical and Transport Engineer prior to                              | Yes (Mandatory)                                       | _(Y/N)      |

|    |  |   |  |
|----|--|---|--|
|    | delivery to the user.  |   |  |
| c) | Firm's Status: (Franchise holder/<br>Dealer/Agent)   | Specify   |  |
| d) | Availability of spare parts  | Indicate motor vehicle<br>dealers who stock spare<br>parts. |  |
| e) | Indicate names and Physical addresses of<br>dealers/agents where back-up service can<br>be obtained. | Specify   |  |

**NB: Bidders must duly fill the above response column clearly showing compliance to specifications  
Each fulfilled requirement represents one point in the technical evaluation.  
Mandatory requirements should be filled otherwise the bidder will be considered non-responsive**

**SPECIFICATION NO. 6**

|   |  |  |                   |
|---|--|--|-------------------|
| <b>TENDERER'S NAME</b>  |  | <b>NO:</b>   |                   |
| <b>TENDER NO:</b>   |  | <b>QTY</b>   | 2                 |
| <b>DESCRIPTION</b>  |  | <b><u>HEAVY DUTY, UTILITY PASSENGER VEHICLE, 4x4, L.W.B., 2701 - 3000cc, DIESEL.</u></b> |                   |
| <b>TENDERER'S SPECIFICATION Column to be completed by ALL</b> |  |  |                   |
|   | <b>SPECIFICATION FOR HEAVY DUTY, UTILITY PASSENGER VEHICLE, 4x4, L.W.B., 2701 - 3000cc, DIESEL.</b>                          | <b>REQUIREMENT</b>   | <b>TENDERER'S</b> |
|   | MAKE   | -  |                   |
|   | MODEL  | -  |                   |
|   | COUNTRY OF ORIGIN  | -  |                   |
|   | MANUFACTURER'S LITERATURE AND SPECIFICATIONS SUPPLIED  | Yes(Mandatory)   |                   |
| <b>1. GENERAL</b>   |  |  |                   |
| a)  | A standard production, 4x4, diesel utility vehicle of latest design in the class, robust construction in current production. | Yes, Yes, Yes  |                   |
| b)  | Supplied new.  | Yes  |                   |
| c)  | Designed to heavy duty specifications, capable of operating in tropical conditions in extremes of heat, dust and mud,        | Yes  |                   |
| d)  | Most suitable for operating on 90% off-road conditions.  | Yes  |                   |
| e)  | Most suitable for personnel transportation.  | Yes  |                   |
| <b>2. DIMENSIONS, WEIGHTS AND PERFORMANCE</b>                 |  |  |                   |
| a)  | Overall length, approx.  | Specify mm   |                   |
| b)  | Overall width, approx.   | Specify mm   |                   |
| c)  | Overall height, min.   | Specify mm   |                   |
| d)  | Wheelbase, approx.   | Specify mm   |                   |
| e)  | Max. G.V.W, approx.  | Specify Kg   |                   |
| f)  | Kerb weight, approx.   | Specify Kg   |                   |
| g)  | Turning radius, approx.  | Specify mm   |                   |
| h)  | Payload  | Specify Kg   |                   |
| i)  | Approach angle   | Specify °  |                   |
| j)  | Departure angle  | Specify °  |                   |
| k)  | Ground clearance   | Specify mm   |                   |
| l)  | Wading depth   | Specify mm   |                   |

| <b>3. ENGINE</b>                  |   |                               |  |
|-----------------------------------|---|-------------------------------|--|
| a)                                | Make  | -                             |  |
| b)                                | Model   | -                             |  |
| c)                                | Country of origin   | -                             |  |
| d)                                | Engine performance curves supplied.   | Yes                           |  |
| e)                                | Engine type, Diesel, 4 stroke, Water cooled.  | Yes, yes                      |  |
| f)                                | Piston displacement, approx.  | 2701-3000cc                   |  |
| g)                                | Number of cylinders.  | SPECIFY                       |  |
| h)                                | Maximum power output / rpm, min.  | 150KW /<br>3,500rpm           |  |
| i)                                | Maximum torque developed /rpm, min.   | 500Nm /<br>2,800rpm           |  |
| j)                                | Engine aspiration, natural/turbocharged   | specify                       |  |
| k)                                | Air filter, disposable/oil bath   | specify                       |  |
| l)                                | Oil and fuel filter   | Disposable                    |  |
| m)                                | Average fuel consumption (on full load) at<br>a) Urban driving<br>b) Highway driving<br>c) Combined driving | specify                       |  |
| n)                                | Fuel tank capacity,min.   | 100Lt                         |  |
| <b>4. CLUTCH AND TRANSMISSION</b> |   |                               |  |
| a)                                | Clutch, dry single plate, diaphragm type  | specify                       |  |
| b)                                | Hydraulic, clutch actuation   | Yes                           |  |
| c)                                | Manual, synchromesh gearbox   | Yes, Yes                      |  |
| d)                                | Drive configuration   | 4x4                           |  |
| e)                                | Total speeds, min   | 5F/1R                         |  |
| f)                                | 4WD or with selector from 2WD to 4WD.   | Yes, specify                  |  |
| g)                                | Differential lock / limited slip differential.  | specify                       |  |
| <b>5. BRAKES AND TYRES</b>        |   |                               |  |
| a)                                | Assisted hydraulic, dual brake system.  | Yes                           |  |
| b)                                | Drum or disc brake  | specify front<br>specify rear |  |
| c)                                | Mechanical parking brake, to act on   | Yes, specify                  |  |

|           |   |                       |  |
|-----------|---|-----------------------|--|
|           | transmission or rear wheels   |                       |  |
| d)        | Locally available dual purpose tires  | Yes                   |  |
| e)        | Optimum tire size   | Specify               |  |
| <b>6.</b> | <b>SUSPENSION AND STEERING</b>  |                       |  |
| a)        | Front and rear suspension, independent, with telescopic dampers.  | specify front<br>rear |  |
| b)        | Assisted steering   | Yes                   |  |
| c)        | Right Hand Drive steering.  | Yes                   |  |
| <b>7.</b> | <b>STATION WAGON</b>  |                       |  |
| a)        | 4 No. side doors and rear side-swing door station wagon   | Yes(Mandatory)        |  |
| b)        | To seat at least 7 adults ( including driver) comfortably and safety belts provided for all seats to conforming to KBS 06 664: 1985 Standard. | yes                   |  |
| c)        | To be fitted with adequate winding/sliding windows for good ventilation and wide view.  | Yes                   |  |
| <b>8.</b> | <b>BODY AND FINISH</b>  |                       |  |
| a)        | All exterior body panels made non-corrosive, and all external steel fitting to be galvanised or painted.                                      | Yes                   |  |
| b)        | Anti-rust compound applied to underbody for sea side operation.   | Yes                   |  |
| c)        | Fitted with reclining and adjustable driver and passenger seats .   |                       |  |
| d)        | Body finish, high gloss colour (to be specified by user)  | Yes                   |  |
| <b>9.</b> | <b>ELECTRICAL SYSTEM AND INSTRUMENTS</b>  |                       |  |
| a)        | System voltage, negative earth, with alternator charging  | 12V, Yes, Yes         |  |
| b)        | Battery capacity, approx.   | 1x12V, 40Ah           |  |
| c)        | Full lighting to conform to Cap 403 Subs.23-Kenya Traffic Act.  | Yes                   |  |
| d)        | Standard instruments and gauges , warning lights for charging circuit, oil pressure, coolant temperature etc                                  | Yes                   |  |

| <b>10. EQUIPMENT</b>                             |   |   |                                  |
|--|---|---|----------------------------------|
| a)   | sun visors supplied, 2 no.  | Yes   |                                  |
| b)   | Rear view mirrors supplied 2no. external,<br>1no. internal            | Yes   |                                  |
| c)   | FM Radio and CD player fitted.  | Yes(Mandatory)  |                                  |
| d)   | Spare wheel supplied.   | Yes   |                                  |
| e)   | Manufacturer's standard tools, supplied.                              | Yes(Mandatory)  |                                  |
| f)   | Hydraulic jack and wheel brace supplied.                              | Yes   |                                  |
| g)   | Any other extras supplied/fitted as standard.                         | <b>Specify</b>  | -----<br>-----<br>-----<br>----- |
| <b>11 EXTRA EQUIPMENT/SAFETY AND ACCESSORIES</b> |   |   |                                  |
| a)   | Air conditioner   | Yes   |                                  |
| b)   | SRS airbags fitted  | Yes, number   |                                  |
| c)   | Vehicle stability control   |   |                                  |
| d)   | Active traction control   | Yes   |                                  |
| e)   | Downhill assist control   | Yes   |                                  |
| f)   | Hill start assist control   | Yes   |                                  |
| <b>12. WARRANTY</b>                              |   |   |                                  |
| a)   | Specimen of vehicle warranty to be submitted when tendering.          | Yes   |                                  |
| b)   | Each vehicle supplied should carry a statement of warranty.           | Yes (Mandatory)   |                                  |
| c)   | Vehicle warranty min., 20,000 Km or 12 Months whichever occurs first. | specify   |                                  |
| <b>13. MANUALS</b>                               |   |   |                                  |
| a)   | All literature in the English language.                               | Yes (Mandatory)   |                                  |
| b)   | Repair manuals/CD supplied.   | Specify which available<br>1 per vehicle<br>(Mandatory) |                                  |
| c)   | Parts catalogue/CD supplied.  | Specify which available<br>1 per vehicle<br>(Mandatory) |                                  |
| d)   | Drivers handbook and service schedule supplied.                       | 1 per vehicle<br>(Mandatory)                            |                                  |
| <b>14. OTHER REQUIREMENT</b>                     |   |   |                                  |
| a)   | Vehicle to be registered by the Registrar of Motor Vehicles.          | Yes (Mandatory)   |                                  |
|  |   |   |                                  |

|    |  |   |                                  |
|----|--|---|----------------------------------|
| b) | Vehicle will be inspected by the Chief Engineer - Mechanical prior to delivery to the user.                                      | Yes   |                                  |
| c) | Franchise holder (representative in Kenya).<br>If not, specify relationship with franchise holder.                               | Yes<br><br>Specify whether agent/dealer               |                                  |
| d) | Availability of spare parts.   | Indicate motor vehicle dealers who stock spare parts. | -----<br>-----<br>-----<br>----- |
| e) | Names and addresses of dealers/agents where back-up service can be obtained indicating the location of the workshops facilities. | Specify   | -----<br>-----<br>-----<br>----- |
| f) | Body construction and all fitments to conform to CAP 403 Kenya Traffic Act.  | Yes ( <b>Mandatory</b> )                              |                                  |

**NB: Bidders must duly fill the above response column clearly showing compliance to specifications**  
**Each fulfilled requirement represents one point in the technical evaluation.**  
**Mandatory requirements should be filled otherwise the bidder will be considered unresponsive**  
**Bidders MUST fill all the above Specification one (1) ,two (2), three (3), four (4), five (5) and six (6) in order to be considered for financial evaluation.**  
**The pass mark for Specification 1 - 6 is 549 (cut off score). Bidders that fail to meet the minimum pass mark threshold of 549 marks will not proceed for financial evaluation.**

**AWARD CRITERIA:**

*The bidder with the **lowest evaluated complete schedule** for all Specifications One (1), Two (2), Three (3), four (4) , five(5) , and Six(6) shall be recommended for award.*



## **Section IV - Tendering Forms**

- i) Form of Tender
- ii) Tenderer Information Form
- iii) Tenderer JV Members Information Form
- iv) Price Schedule -Schedule of Requirements (Lease Items).
- v) Form of Tender Security – Demand Guarantee
- vi) Form of Tender Security (Insurance Guarantee)
- vii) Form of Tender- Securing Declaration
- viii) Owner's Authorization

### **Other Forms to be completed**

- i) Tenderer's Eligibility- Confidential Business Questionnaire
- ii) Certificate of Independent Tender Determination
- iii) Self-Declaration Form
- iv) Appendix 1- Fraud and Corruption

## FORM OF TENDER

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

### INSTRUCTIONS TO TENDERERS

- i) *All italicized text is to help the Tenderer in preparing this form.*
- ii) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address. Tenderers are reminded that this is a mandatory requirement.*
- iii) *Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION FORMS OF THE TENDERER as listed under (s) below.*

**Date of this Tender submission:**.....[insert date (as day, month and year) of Tender submission] **Tender**

**Name**                      **and**                      **Identification:**.....[insert                      identification] **Alternative**

**No.:**.....[insert identification No if this is a Tender for an alternative]

To: ..... [Insert complete name of Procuring Entity]

- a) **No reservations:** We have examined and have no reservations to the Tendering document, including Addenda issued in accordance with Instructions to tenderers (ITT 7);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3;
- c) **Tender/Proposal- Securing Declaration:**  
We have not been debarred by the Authority based on execution of a Tender-Securing Declaration or Tender Securing Declaration in Kenya in accordance with ITT 3.7;
- d) **Performance Security:** If our Tender is accepted, we commit to obtain a performance security in accordance with the Tendering document;
- e) **Conformity:** We offer to lease in conformity with the Tendering Document and in accordance with the lease periods, the Lease items specified in the Schedule below:

*[insert completed LIST OF LEASE ITEMS AND PRICES]*

- f) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is:

**Option 1**, in case of one lot: Total price is: .....[insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies];

or

**Option 2**, in case of lots: (a) Total price of each lot [insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]; and (b) Total price of all lots (sum of all lots) [insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];

- g) **Discounts:** The discounts offered and the methodology for their application are:
  - i) The discounts offered are: [Specify in detail each discount offered.]
  - ii) The exact method of calculations to determine the net price after application of discounts are shown below: [Specify in detail the method that shall be used to apply the discounts];

- h) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 17.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS 21.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- i) **Performance Security:** If our Tender is accepted, we commit to obtain a performance security in accordance with the Tendering document;
- j) **Suspension and Debarment:** We, along with any of our subcontractors, Lessors, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Procuring Entity. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;
- k) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution]/ [We are a state-owned enterprise or institution but meet the requirements of ITT 3.8];*
- l) **Commissions, gratuities, fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].*

| Name of Recipient | Address | Reason | Amount |
|-------------------|---------|--------|--------|
|                   |         |        |        |
|                   |         |        |        |
|                   |         |        |        |
|                   |         |        |        |

(If none has been paid or is to be paid, indicate “none.”)

- m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- n) **Procuring Entity Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Most Advantageous Tender or any other Tender that you may receive; and
- o) **Fraud and Corruption:** We here by certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- p) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Tender Determination” attached below.
- q) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethical Conduct for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya, copy available from [www.pppra.go.ke](http://www.pppra.go.ke) during the procurement process and the execution of any resulting contract.
- r) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.
- s) We, the Tenderer, have duly completed, signed and stamped the following Forms as part of our Tender:
- i) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
  - ii) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
  - iii) Self-Declaration of the Tenderer–to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.

- iv) Declaration and commitment to the code of ethics for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya,

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “**Appendix 1- Fraud and Corruption**” attached to the Form of Tender.

**Name of the tenderer:** *\*[insert complete name of the tenderer]*

**Name of the person duly authorized to sign the Tender on behalf of the tenderer:** *\*\* [insert complete name of person duly authorized to sign the Tender]*

**Title of the person signing the Tender:** *[insert complete title of the person signing the Tender]* **Signature**

**of the person named above:** *[insert signature of person whose name and capacity are shown above]* **Date**

**signed** *[insert date of signing]* **day of** *[insert month]*, *[insert year]*

\*: In the case of the Tender submitted by a Joint Venture specify the name of the Joint Venture as tenderer.

\*\* : Person signing the Tender shall have the power of attorney given by the tenderer. The power of attorney shall be attached with the Tender Schedules.

## TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

### Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

#### a) Tenderer's details

|    | ITEM   | DESCRIPTION  |
|----|--|--|
| 1  | Name of the Procuring Entity   |  |
| 2  | Reference Number of the Tender   |  |
| 3  | Date and Time of Tender Opening  |  |
| 4  | Name of the Tenderer   |  |
| 5  | Full Address and Contact Details of the Tenderer.  | 1. Country<br>2. City<br>3. Location<br>4. Building<br>5. Floor<br>6. Postal Address<br>7. Name and email of contact person. |
| 6  | Current Trade License Registration Number and Expiring date  |  |
| 7  | Name, country and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of Registering Body/Agency  |  |
| 8  | Description of Nature of Business  |  |
| 9  | Maximum value of business which the Tenderer handles.  |  |
| 10 | State if Tenders Company is listed in stock exchange, give name and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of state which stock exchange |  |

### General and Specific Details

#### b) Sole Proprietor, provide the following details.

Name in full \_\_\_\_\_ Age \_\_\_\_\_

Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_

Citizenship \_\_\_\_\_

#### c) Partnership, provide the following details.

|   | Names of Partners | Nationality | Citizenship | % Shares owned |
|---|-------------------|-------------|-------------|----------------|
| 1 |                   |             |             |                |
| 2 |                   |             |             |                |
| 3 |                   |             |             |                |

d) **Registered Company**, provide the following details.

I) Private or public Company.....

ii) State the nominal and issued capital of the Company: -

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

iii) Give details of Directors as follows.

|   | <b>Names of Director</b> | <b>Nationality</b> | <b>Citizenship</b> | <b>% Shares owned</b> |
|---|--------------------------|--------------------|--------------------|-----------------------|
| 1 |                          |                    |                    |                       |
| 2 |                          |                    |                    |                       |
| 3 |                          |                    |                    |                       |

e) **DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.**

i) Are there any person/persons in..... (*Name of Procuring Entity*) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

|   | <b>Names of Person</b> | <b>Designation in the Procuring Entity</b> | <b>Interest or Relationship with Tenderer</b> |
|---|------------------------|--|---|
| 1 |                        |  |   |
| 2 |                        |  |   |
| 3 |                        |  |   |

ii) **Conflict of interest disclosure**

|   | <b>Type of Conflict</b>  | <b>Disclosure YES OR NO</b> | <b>If YES provide details of the relationship with Tenderer</b> |
|---|--|-----------------------------|---|
| 1 | Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.  |                             |   |
| 2 | Tenderer receives or has received any direct or indirect subsidy from another tenderer.  |                             |   |
| 3 | Tenderer has the same legal representative as another tenderer   |                             |   |
| 4 | Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.                            |                             |   |
| 5 | Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.  |                             |   |
| 6 | Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.  |                             |   |
| 7 | Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract. |                             |   |
| 8 | Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be  |                             |   |

|   | Type of Conflict   | Disclosure<br>YES OR NO | If YES provide details of the<br>relationship with Tenderer |
|---|--|-------------------------|---|
|   | involved in the implementation or supervision of the such Contract.  |                         |   |
| 9 | Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract. |                         |   |

**f) Certification**

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name \_\_\_\_\_

Title or Designation \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**CERTIFICATE OF INDEPENDENT TENDER DETERMINATION**

I, the undersigned, in submitting the accompanying Letter of Tender to the \_\_\_\_\_  
\_\_\_\_\_ [Name of Procuring  
Entity] for: \_\_\_\_\_ [Name and number of  
tender] in response to the request for tenders made by: \_\_\_\_\_ [Name of Tenderer]  
do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
  - a) Has been requested to submit a Tender in response to this request for tenders;
  - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. **The Tenderer discloses that [check one of the following, as applicable]:**
  - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b) The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5) (a) or (5) (b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) methods, factors or formulas used to calculate prices;
  - c) the intention or decision to submit, or not to submit, a tender; or
  - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5) (b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5) (b) above;
8. The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5) (b) above.

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

*[Name, title and signature of authorized agent of Tenderer and Date]*



**SELF-DECLARATION FORMS**

**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 Post Office 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 here in above is true to the best of my knowledge, information and belief.

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

Bidder's Official Stamp

**FORM SD2**

**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 here in above is true to the best of my knowledge information and belief.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

Bidder's Official Stamp

**DECLARATION AND COMMITMENT TO THE CODE OF ETHICS**

I..... (person) on behalf of (*Name of the Business/ Company/Firm*) ..... declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

*(Company Seal/ Rubber Stamp where applicable)*

Witness

Name.....

Sign.....

Date.....

## APPENDIX 1- FRAUD AND CORRUPTION

*(Appendix 1 shall not be modified)*

### 1. Purpose

- 1.1 The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

### 2. Requirements

- 2.1 The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.
- 2.2 Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:
1. A person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
  2. A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
  3. Without limiting the generality of the subsection (1) and(2), the person shall be—
    - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
    - b) if a contract has already been entered into with the person, the contract shall be voidable;
  4. The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
  5. An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement—
    - a) Shall not take part in the procurement proceedings;
    - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
    - c) shall not be a subcontractor for the tenderer to whom was awarded contract, or a member of the group of tenderers to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
- 1 An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
- 2 If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5) (a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.
- 2.3 In compliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:
- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
    - i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

- (ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - v) “obstructive practice” is:
    - Deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - Acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3 e. below.
- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:
- "fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.
- c) Rejects a proposal for award<sup>1</sup> of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
  - d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or recommend to appropriate authority (ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
  - e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub- consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect<sup>2</sup> all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
  - f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

**Tenderer Information Form**

*[The tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: ..... *[insert date (as day, month and year) of Tender submission]*

**Tender Name and Identification:** ..... *[insert identification]*

|  |
|--|
| 1. Tenderer’s Name <i>[insert Tenderer’s legal name]</i>   |
| 2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i>   |
| 3. Tenderer’s actual or intended country of registration: <i>[insert actual or intended country of registration]</i>   |
| 4. Tenderer’s year of registration: <i>[insert Tenderer’s year of registration]</i>  |
| 5. Tenderer’s Address in country of registration: <i>[insert Tenderer’s legal address in country of registration]</i>  |
| 6. Tenderer’s Authorized Representative Information<br>Name: <i>[insert Authorized Representative’s name]</i><br>Address: <i>[insert Authorized Representative’s Address]</i><br>Telephone/Fax numbers: <i>[insert Authorized Representative’s telephone/fax numbers]</i><br>Email Address: <i>[insert Authorized Representative’s email address]</i>  |
| 7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i><br><input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 3.1.<br><input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 3.1.<br><input type="checkbox"/> Tax Obligations for Kenyan Tenderers, attach copy of current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority in accordance with ITT 4.14.<br><input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 3.8 documents establishing:<br>(i) Legal and financial autonomy<br>(ii) Operation under commercial law<br><br>2. Establishing that the tenderer is not under the supervision of the Procuring Entity<br><br>2. Included are the organizational chart and a list of Board of Directors. |

Sign.....

Date.....

Stamp.....

## Tenderer's JV Members Information Form

[The tenderer shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the tenderer and for each member of a Joint Venture]].

Date: [insert date (as day, month and year) of Tender submission]

**Tender Name and Identification:** [insert identification Alternative No.: [insert identification No if this is a Tender for an alternative]

Page \_\_\_\_\_ of \_\_\_\_\_ pages

|    |   |
|----|---|
| 1. | Tenderer's Name: [insert Tenderer's legal name]   |
| 2. | Tenderer's JV Member's name: [insert JV's Member legal name]  |
| 3. | Tenderer's JV Member's country of registration: [insert JV's Member country of registration]  |
| 4. | Tenderer's JV Member's year of registration: [insert JV's Member year of registration]  |
| 5. | Tenderer's JV Member's legal address in country of registration: [insert JV's Member legal address in country of registration]  |
| 6. | Tenderer's JV Member's authorized representative information<br>Name: [insert name of JV's Member authorized representative]<br>Address: [insert address of JV's Member authorized representative]<br>Telephone/Fax numbers: [insert telephone/fax numbers of JV's Member authorized representative]<br>Email Address: [insert email address of JV's Member authorized representative]  |
| 7. | Attached are copies of original documents of [check the box(es) of the attached original documents]<br><input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 3.1<br><br><input type="checkbox"/> Tax Obligations for Kenyan Tenderers, attach copy of current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority in accordance with ITT 3.14.<br><input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Procuring Entity, in accordance with ITT 3.8. |
| 8. | Included are the organizational chart and a list of Board of Directors,   |

Sign.....

Date.....

Stamp.....

## LIST OF LEASE ITEMS

| 1             | 2  | 3                          | 4                                 | 4                             |
|---------------|--|----------------------------|-----------------------------------|-------------------------------|
| Lease Item N° | Description of Lease Item and Related Services.                            | Quantity and physical unit | Location of Use                   | Duration of Lease (in Months) |
| No 1          | HEAVY DUTY DOUBLE CAB PICK-UP, DIESEL, TURBO 2000cc-2500cc                 | 2 No.                      | Baringo-Silali Geothermal Project | 48 Months                     |
| No. 2         | HEAVY DUTY 4BY4 MINIBUS, DIESEL, 33 PASSENGERS                             | 4 No.                      | Baringo-Silali Geothermal Project | 48 Months                     |
| No. 3         | PICK UP SINGLE CAB, 4x4, 2000 - 4500cc, DIESEL                             | 12 No.                     | Baringo-Silali Geothermal Project | 48 Months                     |
| No. 4         | HEAVY DUTY AMBULANCE, 4x4, 2,900 -4,200cc DIESEL                           | 2 No.                      | Baringo-Silali Geothermal Project | 48 Months                     |
| No. 5         | HEAVY DUTY 4x4, 3,000 -4,500cc DIESEL 10 SEATER PASSENGER STATION WAGON    | 4 No.                      | Baringo-Silali Geothermal Project | 48 Months                     |
| No. 6         | HEAVY DUTY, UTILITY PASSENGER VEHICLE, 4x4, L.W.B., 2701 - 3000cc, DIESEL. | 2 No.                      | Baringo-Silali Geothermal Project | 48 Months                     |



**16 FORM OF TENDER SECURITY-[Option 1–Demand Bank Guarantee]**

**Beneficiary:** \_\_\_\_\_

**Request for Tenders No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TENDER GUARANTEE No.:** \_\_\_\_\_

**Guarantor:** \_\_\_\_\_

1. We have been informed that \_\_\_\_\_ (here inafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (here inafter called" the Tender") for the execution of \_\_\_\_\_ under Request for Tenders No. \_\_\_\_\_ ("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ (\_\_\_\_\_) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
  - (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
  - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_  
*[signature(s)]*

***Note: All italicized text is for use in preparing this form and shall be deleted from the final product.***

**FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]**

**TENDER GUARANTEE No.:** \_\_\_\_\_

1. Whereas ..... [*Name of the tenderer*] (hereinafter called “the tenderer”) has submitted its tender dated ..... [*Date of submission of tender*] for the ..... [*Name and/or description of the tender*] (hereinafter called “the Tender”) for the execution of\_\_under Request for Tenders No. \_\_\_\_\_ (“the ITT”).
2. KNOW ALL PEOPLE by these presents that WE ..... of ..... [**Name of Insurance Company**] having our registered office at ..... (hereinafter called “the Guarantor”), are bound unto ..... [*Name of Procuring Entity*] (hereinafter called “the Procuring Entity”) in the sum of ..... (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Guarantor this \_\_\_ day of \_\_\_\_\_ 20 \_\_.

3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
  - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
  - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document.

then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_  
*[Date ]*  
\_\_\_\_\_  
*[Witness]*

\_\_\_\_\_  
*[Signature of the Guarantor]*  
\_\_\_\_\_  
*[Seal]*

**Note: All italicized text is for use in preparing this form and shall be deleted from the final product.**

**TENDER-SECURING DECLARATION FORM {r 46 and 155(2)}**

*[The Bidder shall complete this Form in accordance with the instructions indicated]*

Date: .....*[insert date (as day, month and year) of Tender Submission]*

Tender No.: ..... *[insert number of tendering process]*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of.....*[insert number of months or years]* starting on *[insert date]*, if we are in breach of our obligation(s) under the bid conditions, because we:- (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or(ii)fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
  - a) Our receipt of a copy of your notification of the name of the successful Tenderer; or
  - b) Thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....

Capacity / title (director or partner or sole proprietor, etc.) .....

Name: .....

Duly authorized to sign the bid for and on behalf of: .....*[insert complete name of Tenderer]* Dated

on ..... day of ....., ..... *[Insert date of signing]*

Seal or stamp

***[Note: In case of a Joint Venture, the Tender-Securing Declaration must be in the name of all members to the Joint Venture that submits the Tender.]***

**OWNER'S AUTHORIZATION**

*[The tenderer shall require the Owner to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Owner and should be signed by a person with the proper authority to sign documents that are binding on the Owner. The tenderer shall include it in its Tender, if so indicated in the TDS.]*

Date: .....*[insert date (as day, month and year) of Tender submission]*

ITT No.: .....*[insert number of ITT process]*

Alternative No.: .....*[insert identification No if this is a Tender for an alternative]*

To: .....*[insert complete name of Procuring*

*Entity] WHEREAS*

We.....*[insert complete name of Manufacturer]*, who are official manufacturers of.....*[insert type of Lease Items manufactured]*, having factories at.....*[insert full address of Manufacturer's factories]*, do hereby authorize.....*[insert complete name of tenderer]* to submit a Tender the purpose of which is to provide the following Lease Items, manufactured by us *[insert name and or brief description of the Lease Items]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Lease Items offered by the above firm.

Signed: .....*[insert signature(s) of authorized representative(s) of the Owner]*

Name: .....*[insert complete name(s) of authorized representative(s) of the Owner]*

Title: ..... *[insert title]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

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## **PART 2 - LEASE REQUIREMENTS**

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## **SECTION VI - SCHEDULE OF REQUIREMENTS**

### **NOTES FOR PREPARING THE SCHEDULE OF REQUIREMENTS**

The Schedule of Requirements shall be included in the Tendering document by the Procuring Entity, and shall cover, at a minimum, a description of the Lease Items and services to be supplied and the delivery schedule.

The objective of the Schedule of Requirements is to provide sufficient information to enable tenderers to prepare their Tenders efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section IV. In addition, the Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract pursuant to ITT 42.1.

The date or period for lease should be carefully specified, considering (a) the implications of lease terms stipulated in the Instructions to tenderers; (b) the date prescribed here in from which the Procuring Entity's payment obligations start (i.e., notice of award, contract signature, opening or confirmation of the letter of credit, etc.).

**SCHEDULE OF REQUIREMENTS (FULL DESCRIPTIONS OF LEASE ITEMS, RELATED SERVICES AND PRICES)**

| 1             | 2  | 3                          | 4                                 | 4                             | 5                     |
|---------------|--|----------------------------|-----------------------------------|-------------------------------|-----------------------|
| Lease Item N° | Description of Lease Item and Related Services.                            | Quantity and physical unit | Location of Use                   | Duration of Lease (in Months) | Complied/Not Complied |
| No 1          | HEAVY DUTY DOUBLE CAB PICK-UP, DIESEL,TURBO 2000cc-2500cc                  | 2 No.                      | Baringo-Silali Geothermal Project | 48 Months                     |                       |
| No. 2         | HEAVY DUTY 4BY4 MINIBUS,DIESEL PASSENGERS 33                               | 4 No.                      | Baringo-Silali Geothermal Project | 48 Months                     |                       |
| No. 3         | PICK UP SINGLE CAB, 4x4, 2000 - 4500cc, DIESEL                             | 12 No.                     | Baringo-Silali Geothermal Project | 48 Months                     |                       |
| No. 4         | HEAVY DUTY AMBULANCE, 4x4, 2,900 -4,200cc DIESEL                           | 2 No.                      | Baringo-Silali Geothermal Project | 48 Months                     |                       |
| No. 5         | HEAVY DUTY 4x4, 3,000 -4,500cc DIESEL 10 SEATER PASSENGER STATION WAGON    | 4 No.                      | Baringo-Silali Geothermal Project | 48 Months                     |                       |
| No. 6         | HEAVY DUTY, UTILITY PASSENGER VEHICLE, 4x4, L.W.B., 2701 - 3000cc, DIESEL. | 2 No.                      | Baringo-Silali Geothermal Project | 48 Months                     |                       |

## LEASING OF MOTOR VEHICLES

### PART A: GENERAL DEFINITIONS

- 1) For purposes of this Section and appendices to this tender the following definitions shall apply.
  - a) “**Agreement**” means the Proposed Lease Contracts to be entered into under this tender including a **Master Lease** and all its **Schedules** and **appendixes**.
  - b) “**Bidder or Lessor**” means the vehicle manufacturers and Motor Vehicle dealers who respond to the tender for leasing of Motor Vehicles and in particular shall include Lessors, offering their Leasing services directly to the Procuring Entity/ User Entity or contractually through vehicle manufacturers, suppliers, dealers, banks, financiers and insurers.
  - c) “**Business Day**” means a day other than a Saturday, Sunday or official public holiday in Kenya.
  - d) “**Delivery Note**” has the meaning ascribed to it under the Master Lease or at Clause 19.
  - e) “**Government Representative**” means the Accounting Officer(s) of the Procuring Entity, the Government’s Chief Mechanical And Transport Engineer (CM&TE), or their representative(s) authorized in writing for the purpose of the Leasing of Motor Vehicles including the Lease Management Unit established by the Procuring Entity and or the User Entity.
  - f) “**Lease Term**” means, in respect of any Master Lease Agreement and Rental Contract, the period commencing on the **Commencement Date** and ending on the **Termination Date**, and in respect of an individual leased vehicle, the period agreed with successful Bidders on each vehicle schedule, or on aggregate for a similar LOT, determined as a specified lease period.
  - g) “**Primary Lease Period**” means the initial lease contract period(s) entered into with successful Bidders under this tender, expected to be a **minimum of 4 years** from the “**Lease Commencement Date**”.
  - h) “**Procuring Entity**” is **Geothermal Development Company** which has primary responsibility for issuing this tender and ensuring compliance with all terms and conditions of lease contracts concluded subject to this Tender.
  - i) “**Total Loss**” means an actual or constructive or arranged total loss as a result of the Vehicles being lost, destroyed, stolen, confiscated, damaged beyond economic repair or otherwise rendered unfit for or unable to be used and the date of such Total Loss shall be the date of the loss, destruction, theft, confiscation or damage beyond economic repair.



## PART B: PURPOSE

### **Policy Objectives of Procuring Entity**

- 1) Bidders should take cognizance of, and abide by, the Procuring Entity's stated policy and development goals relating to the Leasing of Motor Vehicles for Geothermal Development Company.
- 2) For purposes of the proposed leasing of vehicles, the Procuring Entity will follow policy guidelines in force, including those under review and modernization. These policies and guidelines place an obligation on the Procuring Entity to rationalize government vehicle fleet to improve service delivery and efficiencies; **lower total costs of transport services and optimize vehicle usage**; develop the domestic vehicle and leasing industries; and in particular to increase local content and value additions. These policy goals include minimizing the proliferation of vehicles **Types/Makes/Models** to reduce service and maintenance costs for leased and owned assets and favoring acquisition/use of vehicles **fit for the intended purposes** and **terrains/ regions** to which User Entity will deploy them.
- 3) The Procuring Entity shall undertake Monitoring and Evaluation on the proposal given on the local content and transfer of technology by the bidders on quarterly basis for the 1<sup>st</sup> year and bi-annually in the remaining three years of the lease period. The cost of undertaking the exercise shall be borne by the bidder as indicated in the price schedule under the Provisional Sums.

## PART C: LEASE CONTRACTS AND CONCESSIONS

### Grant of Lease Concession and Access to Leased Vehicles and Assets

- 4) The Procuring Entity under lease contracts and agreements entered into subject to this tender will grant to successful Bidders/ Lessors a **Grant of Lease Concession and Right of Access to Lease Assets** throughout the Lease Term to supply, repair, Service and maintain vehicles supplied under leasing subject to all SPECIAL CONDITIONS OF CONTRACT (SCC) agreed at the inception of the leases including in respect of security and or special access restrictions imposed by the **Procuring Entity and or the User Entity on security, operational, legal and regulatory reasons.**

### Acceptance of Lease Concession and Access to Leased Vehicles and Assets

The successful Bidders/Lessors under this tender undertake to accept the **Grant Of Lease Concession and Right of Access to Leased Assets** throughout the Lease Term to supply, repair, service and maintain vehicles supplied under leasing; and to adhere to and comply in all material respects with all SPECIAL CONDITIONS OF CONTRACT (SCC) agreed at the inception of the leases, particularly in respect of security and special access restrictions Imposed by the Procuring Entity and or the User Entity for security, operational, legal and regulatory reasons.

### Scope of Master Lease Agreement

- 5) Bidders undertake to accept that the Master lease Agreement, and all schedules entered into thereto, shall cover all the leased vehicles referred to in the schedule attached to the Master Lease Agreement signed by the Parties to the Master Lease Agreement

### Approved User

- 6) The Procuring Entity designates Geothermal Development Company as the User Entity under this tender and any lease contracts that may be subsequently entered into herein.

### Eligible Users

- 7) The Procuring Entity delegates to the Accounting Officer of the User Entity and the Approved User the powers and authority to appoint **Eligible Users**, including directors, senior officers, staff and drivers; for provision of, and assignment to, leased vehicles for use in the ordinary course of discharging their official duties under the same terms, conditions and restrictions that would apply to vehicles owned by Government.

## Approved Vehicles

- 8) The Procuring Entity has set out the Approved Vehicles in the Schedule of Vehicle Specifications.

## Warranties by the Lessor Company and Vehicle Dealers

- 9) Bidders should state all warranties to be provided on vehicles, services and maintenance, insurance, whether directly or from the manufacturers.

## PART D: NEW VEHICLES AND THE LEASING BUSINESS

### Vehicle Orders

- 10) Geothermal Development Company reserves the right to determine the numbers of vehicles that shall be ordered under any LOT and or Item(s) without reference to any minimum, but will be guided by the policy and considerations of economic, financial and operation aspects, economies of scale, volume advantages and discounts and policy considerations set out in this TENDER.

### Initial New Vehicles

- 11) All vehicles, makes and models offered and supplied under this tender shall be **New Vehicles** and the **Latest Models** specified by the Manufacturer(s) for the Kenya's market, or the latest makes/ models available that conform to the features, specifications and modifications specified by the Manufacturer(s) for the Kenya's market, as the case may be.

### Delivery of initial New Vehicles

- 12) All deliveries shall be made in accordance with the **Schedule of Vehicle Deliveries** at such official locations, offices, dates and times as the **Procuring Entity/User Entity** shall specify or request in writing. The delivery period shall be maximum of one hundred and twenty days (120) days from the date of contract signing.

### Contents of Vehicle Orders

- 13) All leased vehicle orders shall be made on lease schedules incorporated into or prepared pursuant to, signed Master Lease or Rental Schedule(s) and Contract during the Lease Term.

### Cancellation of Orders

- 14) All cancellations of orders shall be subject to the clauses on lease termination and or by mutual agreement of the parties

## Notification and Orders

- 15) The successful Bidders as Lessors and or vehicle dealers shall notify the Government Representative or the Lease Management Unit established by the Procuring Entity and User Entity of the Costs of Acquisition, Accessories, Financing, Insurance, and periodic Lease rentals or payments, including the portion relating to fees for scheduled service and maintenance. The notifications on pricing can be performed through completion of a standard Lease Pricing Schedule or Contract.

## Accessories and Specification of Accessories

- 16) Bidders shall endeavor to adhere strictly to the Schedule of Vehicles Specifications and Requirements and deliver at all times the standard vehicle recommended by the Manufacturer (with minimal customization, features and modifications), provided this shall not prevent approved users from specifying and fitting accessories, special bodies/cabins, and special operational, communications and security equipment and gadgets.
- 17) Accessories, special bodies/cabins, and required customizations by the Procuring Entity shall constitute or form part of the lease basis as set out in the Lease Pricing Schedule, unless specific approval and authorization has been provided by the Procuring Entity and or User Entity for the fitting of specified items above as a separate Contract, as agreed with successful Bidders.
- 18) The Procuring Entity, in consultation with Bidders, shall be entitled to the right to remove, transfer, upgrade, immobilize, and or dispose of any special fittings accessories and special bodies/cabins, which would otherwise not form part of the standard vehicles provided under the Leases pursuant to this tender and are not normally provided as part of the vehicle; at any time, including at the end of the Primary and or Secondary lease periods, as the case may be, without in any way invalidating any Dealer/Manufacturers warranties and guarantees that may be applicable and in force; and Bidders undertake to assist in the process of such action, as a critical component of the User Entity being able to use the leased vehicles in the course of its work.

## Delivery of New Vehicles

- 19) Successful Bidders shall be notified of the following details for purposes of delivery, installation and testing of vehicles and associated equipment
  - a) Place and Date of delivery
  - b) Acknowledgement of Delivery evidenced by an official Delivery Note

## Replacement of Leased Vehicles during lease term

- 20) Bidders will be required to replace, within targets agreed **in Leased Vehicle Service Level Agreements**, leased Vehicles that become unavailable for reasons of scheduled and unscheduled service and maintenance; accidents; theft and vandalism, or other valid operational reasons including mechanical breakdown, with equivalent or new vehicles. Nothing shall preclude Bidders offering appropriate vehicles on hire/ rental as replacements

for leased vehicles over the duration of such downtime by prior arrangements with the Procuring Entity.

### Delivery of Replacement Vehicles

- 21) Allocation and return of replacement vehicles during the lease term shall be deemed to be operational matters to be handled by the Principal Officer Fleet Management or his Approved Representative(s).

### Return of Leased Vehicles at End of Lease Term

- 22) Bidders will be responsible for collecting and taking delivery of leased vehicles on expiry of the lease term, and shall be required to commence arrangements to do so in consultation with the Procuring Entity/User Entity, and to give appropriate notice of the Termination Date of the lease not less than 60 days prior to the expiry of the lease term. This notification should be applied for every vehicle, LOT or grouping leased by Bidder(s).

Resale of vehicles by Lessors/Vehicle Dealers at End of Lease Term shall give first preference to staff of GDC and the National Government Administration.

- 23) Bidders will be entitled to sell, lease or dispose of leased vehicles on expiry of the lease periods, subject to the **Procuring Entity and or the User Entity** waiving or exercising the option to renew the lease for such period(s) as may be agreed under Secondary Lease term, and upon terms and conditions broadly similar to the lease contract. Where the **Procuring Entity and or the User Entity** do not exercise the option of renewal/extension of the lease, Bidders undertake to give priority in the sale of leased vehicles to the Approved and Eligible Users and staff of **the Procuring Entity/User Entity**, after expiry of the lease term at market rates or at special prices determined by reference to the **Residual Values** built into the lease, **whichever is lower**.

### Vehicle Variations

- 24) Bidders may substitute for approved vehicles specifications and requirements, vehicles of equivalent or higher specifications from the same manufacturer/ vehicle Dealer where these become available at any time after contract award and before the commencement date, subject to Pricing and the Schedule of Services, Repairs and Maintenance remaining unchanged.

### Eligible Users

- 25) Eligible Users assigned to vehicles, including government drivers and vehicle usage shall be determined by the **Procuring Entity**.

## PART E: INSURANCE OF LEASED VEHICLES

### **Insurance – All Leased Vehicles MUST Be Insured**

- 26) Bidders shall insure all leased Vehicles against **All Risks** on a **Comprehensive Motor /Commercial Policy Without Excess Or Restriction**, at all times for the full duration of the lease terms, for an amount equal to its **Full Replacement Value**; with such **Comprehensive Motor /Commercial Policy** including cover against fire, damage, theft and accident
- 27) Bidders shall insure leased vehicles with **Reputable Insurer(s)/Entities** approved by the **Procuring Entity** and shall provide proof, to the satisfaction of the **Procuring Entity** prior to delivery of leased vehicles, that adequate insurance has been obtained in accordance with the provisions of above clause 26
- 28) Bidders shall take all steps necessary to maintain the Insurance Policies in full force and effect and neither the **Procuring Entity or the User Entity nor** Bidders/Lessors shall do anything whereby such insurance policies may be voided or vitiated, in whole or in part.
- 29) The insurance policies on leased vehicles shall form part of the lease contract(s) and shall include the **Procuring Entity or the User Entity** interests as Lessee for the duration of the lease term, and where appropriate or required by the Bidder/Lessors, the interest of the companies financing the leased vehicles.

### Insurance premiums and Excess

- 30) Bidders shall disclose, and indicate separately on the Lease Pricing Schedule, the basis, premiums, and costs of all insurance costs built into the leasing contracts, including the costs, if any, relating to Excess or Special Restrictions.
- 31) Bidders shall pay insurance premiums, excess and administrative costs relating to insurance of leased vehicles, whether incurred directly or indirectly by Bidders and or their insurers, and shall provide proof that all excess, premiums and duties have been paid, and or furnish the **Procuring Entity and the User Entity** with copies of such Insurance Policies for all leased vehicles.

### Total Loss

- 32) In the event of the occurrence of a Total Loss of a Vehicle, the leasing of such Vehicle shall be deemed to be terminated on the date of such Total Loss. The lessor shall deliver an equivalent Replacement Vehicle for the remainder of the lease term commencing on the day following the day of occurrence of the Total Loss.

### Notifications under insurance policies (including loss, damages or accidents)

- 33) The **Procuring Entity and or the User Entity** shall notify the Bidder/Lessor of any damage to, accident or theft involving any leased vehicle within periods specified in the Insurance Policies, including reporting any reportable incidents and accidents to the police as required by law and obtaining all relevant abstracts required by the Insurer.

## PART F: IDENTIFICATION, MARKINGS, LICENSES AND INSPECTIONS

### Vehicle Identification and Markings

- 34) Bidders agree that leased vehicles shall bear markings and colors determined by the **Procuring Entity** including parasternal number plates, civilian number plates for “Unmarked” cars, official Logos and Specific Colors chosen by Geothermal Development Company.
- 35) The **Procuring Entity** will acknowledge to Bidders that the markings and colors as indicated in clause 34 **shall not invalidate the legal ownership of leased vehicles** by Bidders/ Lessors.

### Licenses, Permits and Inspections

- 36) Permits, licenses and all legal requirements and inspections required by law, including approvals by relevant authorities shall be the responsibility of Bidders/ Lessors at their cost.
- 37) Bidders will be required to:
- a) Bear the cost of repairs to hardware and vehicles during delivery, installation and testing of leased vehicles and
  - b) Bear the risk of loss with respect to equipment until delivery and/or installation is complete.
  - c) Remove all packaging and shipping debris at no cost to the **Procuring Entity and the User Entity**.
- 38) The Local Purchase Order (LPO) should be indicated by successful Bidder(s) and appear on all correspondences and invoices.

## PART G: APPLICABLE TAXES AND LABOR LAWS

- 39) Bidders/ Lessor shall comply with all **applicable tax and labor laws**.

## PART H: LEASE PRICING, FINANCING AND PAYMENTS

### Lease Installments and Payments

- 40) Bidders accept that the Procuring Entity's liability to make periodic lease payments for each leased Vehicle shall accrue from the Commencement Date.
- 41) The **Procuring Entity** undertakes to make periodic lease/rental payments due and payable:
- a. Quarterly in Arrears on each Payment Date.
  - b. **On the payment date** as set out in **Schedule D: Schedule of Lease Payments**, provided that the first payment date shall be a pro-rated amount of the lease/rental installments after adjusting for the unused portion during the quarter; which amount shall be payable at the end of the first quarter following the commencement date for each leased vehicle.
  - c. By Electronic Funds Transfer (EFT) direct into an approved account of, and in the name of, the Bidder, that shall be advised to Geothermal Development Company's General Manager, Finance and Manager, Supply Chain in writing by at least TWO duly Authorized Officers of the Bidder holding the ranks of Chief Executive Officer, Chief Financial Officer, Company Secretary or equivalent.
- 42) Lease payments for any period less than a Calendar Quarter shall be calculated on a proportionate basis by reference to the actual number of days for which Periodic Lease payments are required to be paid.
- 43) Bidders accept that the payment of lease rentals in full do not waive, modify or cancel **Procuring Entity** rights to recover monies due to, payable or reimbursable to it on termination of Lease Contracts for non-performance or and material breaches by Bidder of the lease contracts, upon which written notice shall be given at least 30 days in advance of such determination of material breach on non-performance.

### Lease Financing Costs

- 44) Bidders undertake to ensure that periodic lease payments remain fixed over the duration of the lease period.
- 45) Bidders shall disclose separately in the Lease Pricing Schedules the interest rates or financing costs built into the leases as set out in the Lease Pricing Schedule.

### Prompt Payments to Third Parties on Services Relating To Leased Vehicles

- 46) Bidders undertake to make payments promptly when due and payable, to third-party suppliers, subcontractors and staff in respect of goods and services supplied to, and which are integral to, performance under the lease contracts the subject of this tender, including providers of finance and insurance, payment to associated local partners like garages, workshop etc.



## Acquisition of additional vehicles under similar terms and conditions

- 47) The Procuring Entity and or the User Entity requires that if throughout the proposed leasing contract(s), the entities wish to lease additional vehicles for any departments and locations within the country, then the Procuring Entity would be permitted to do so without having to negotiate new contracts and rewrite the Master Lease agreements.
- 48) The Bidder(s) agree that suitable additions and /or amendments to the Lease Schedules entered into pursuant to the proposed Lease contracts and agreement would suffice to obtain similar vehicles (as specified under clause 47) under the same lease terms and conditions as in the master lease agreement.

## Lease Term(s)

- 49) The **Procuring Entity** reserves the right to determine the LEASE TERM(s), for any individual vehicle or in aggregate for a LOT, based on the responses and submissions received, subject to an initial Primary Lease Term of 4 years as a minimum.

## Extensions of Lease Term(s)

- 50) The **Procuring Entity** reserves the right, and Bidders agree, to add additional vehicles during the term of lease agreements, and upon expiry of lease terms, to exercise the option to extend the lease agreements for a maximum period of three (3) years in one (1) year increments of lease terms; and will advise Bidder in writing of their intentions not less than 30 days to the expiry of the Lease terms.
- 51) Bidders must state agreement to offer the option of extending lease contracts upon the same terms and conditions as the Master Lease for a maximum period of three (3) years in one (1) year increments of lease terms.
- 52) Prices must remain valid and in effect for the Standard Primary Lease Term which shall be 4 years, and or the usage **of a minimum of 100,000 kilometers and a maximum of 160,000 kilometers, whichever comes first**, or such other period and Mileage as may be specified in the Master lease Agreement, in particular for medium to heavy Commercial vehicles.

## Price Increases during Lease Term

- 53) The **Procuring Entity** will not expect or permit price increases for the vehicle Lease contracts executed under this tender over the Primary Lease Periods, or subsequent vehicle lease orders appended to the lease schedules under the Master Lease during the initial Primary Lease Periods, provided the **Procuring Entity** order the equivalent vehicle configuration(s) under the same terms and conditions quoted during this tender.
- 54) The **Procuring Entity and or the User Entity** would like to take advantage of, and encourages Bidders to offer to it, vehicle dealers/Vendors/Lessor promotions, price decreases, rebates or new technologies and advantages available during the term of the initial Primary Lease Term. Bidders should detail their companies' or Group's strategy related to future pricing; new and enhanced vehicles, equipment and components; or new technologies.

## Freight Charges and Delivery Destination Charges

- 55) No awards will be made to Bidders quoting extra charges for freight, delivery and destination charges, including adjustments for fluctuations in foreign exchange and or interest rates, unless these arise and relate to events covered under Force Majeure clauses.

## Multiple Shipments and Delivery Schedules within 3 Months

- 56) The **Procuring Entity and or the User Entity** expects to order, and Bidders agree to deliver, complete Lots, or Parts thereof, for multiple shipments and deliveries over the length of the proposed lease contracts, starting with an initial Schedule of Delivery of Leased Vehicles that will be agreed for delivery over a period not exceeding 3 months after the date of first contract award and or date of first delivery under the lease contracts, whichever is later.

## Computation and disclosure of Lease Costs and Pricing per Kilometers

- 57) Bidders undertake to schedule and disclose, as prescribed in the Lease pricing schedule, all elements of the lease service bundles costed in Kenya shillings as well as an indication of the cost per kilometer based on the **Standard Lease Mileage of 25,000km per year, over 4 years, for a total of 100,000km or a maximum of 160,000 km**. Bidders undertake to carry out an accurately and diligently the computation of the applicable cost per kilometer side by side with the other leasing cost elements disclosed in the lease pricing schedule.
- 58) Bidder/Lessor agrees, for purposes of mileage calculation, usage determination, and determination of Excess Kilometers, where applicable, to use the total mileage of the entire leased fleet awarded to the Successful bidder(s), that is on the portfolio basis by vehicle type/model or in aggregate; and or to average mileage over the total number of vehicles in the leased fleet on an annual basis, or any sub- group thereof by type, area or Approved Users.

## PART I: SERVICE, REPAIRS AND MAINTENANCE

- 59) Bidders undertake to repair promptly Leased Vehicles by the approved Manufacturers/ Dealers/ Appointed Service Agents agreed under the leasing contracts at the service OPTIONS.
- 60) Bidders shall provide all required Manuals (Owners and operating) necessary to operating leased vehicles and equipment
- 61) Bidders shall provide at their own cost, at the request of Procuring Entity appropriate training including driver training, first aid, user training and remedial training, where required to ensure optimal and effective use, cares and services of leased vehicles/equipment
- 62) Bidders shall keep full, complete and accurate records of maintenance and service of leased vehicles and equipment; and such records and reports derived thereon, which collectively shall form a Full Service History; shall be submitted quarterly for monitoring.
- 63) The Procuring Entity/ User Entity may in consultation with the Bidder carry out unscheduled maintenance and out of schedule repairs of the leased vehicles
- 64) Bidders **shall offer, and disclose separately and in sufficient detail in the lease pricing schedule**, the charges or pricing for servicing, maintenance and repairs of leased vehicles, for consideration by the Procuring Entity/ User Entity which retains the right to select the service OPTIONS.

### Option 1: Scheduled Maintenance and Service and Pricing (to be built into the lease)

- a. Scheduled Maintenance and Service per Manufacturers recommendations (based on attaining mileage / usage milestones) and the Pricing.
- b. The Standard Menu of recommended service, and parts and labor built into the lease
- c. Vehicle Warranties available
- d. Agreement to utilize to the maximum all vehicle Warranties provided by the manufacturer and all free/discounted service options available
- e. Bidders undertake to fully utilize Manufacturers or Dealers Vehicle Warranties/ Cover including warranties for defects.

### Option 2: Unscheduled Maintenance (On-Demand service, including Safari Service)

- f. Unscheduled Maintenance carried out upon the requests of approved Users and or eligible users
- g. Bidders should specify basis of pricing unscheduled maintenance (service, parts and labor), and whether charged at standard prices, discounted pricing, or special discounts

based on (for example) volume basis, or discount ratio (Leased vehicle Bases Price to Government / Retail or Rack Rate)

- h. Bidders undertake to fully utilize Manufacturers or Dealers Vehicle Warranties/ Cover including warranties for defects.

### Option 3: Out-Of Schedule Repairs (Minor to major Repairs and restoration works)

- i. Bidders undertake to carry out Out-Of Schedule Repairs (Minor to Major Repairs including Accident Repairs) as required or necessary; and to conduct other minor to major works carried out upon the requests of Procuring Entity/ User Entity/Approved Users to restore Leased Vehicles to optimum operating conditions;
- j. Bidders should specify the basis of pricing out of scheduled maintenance (Minor to Major Repairs including Accident Repairs) specifying Repair And Maintenance Fees Calculations that will be the basis of charging service, parts and labor; including at standard, discounted or special pricing based on (for example) volume, or discount ratios (Leased vehicle Base Price to Government / Rack Rate);
- k. Bidders undertake to fully utilize Manufacturers or Dealers Vehicle Warranties/ Cover including warranties for defects.

### Repair and Maintenance Facilities (Service Locations)

- 65) Bidder shall provide details in respect of service, repairs and maintenance of leased vehicles:
- a) Facilities and workshops, indicating whether owned directly, indirectly or through Associates and Affiliates (within the meaning of the Companies Act Cap 486); shared with third parties; or subcontracted to third parties, agents and independent entities;
  - b) Locations of facilities/workshops, giving full name(s), addresses, locations and details of designated contacts;
  - c) key Service and maintenance managers, supervisors and service personnel giving brief statements of qualifications and training;
  - d) vehicle service and maintenance capacity and throughput (for example number of vehicles that can be serviced per day/week, average service turnaround time, parts and spares inventory levels);
  - e) Vehicle service and maintenance capabilities, including diagnostics computers and equipment, body shop, paint shop
  - f) Bidders should indicate ability and willingness to provide dedicated service and maintenance facilities, personnel, equipment, spares and parts inventory given the anticipated scale of the services and maintenance requirements under the proposed vehicle leasing contracts, if required, and likely investment requirements.

## Standard of Service and Maintenance Performance

66) Bidders undertake that all service, maintenance and repair work carried under the leasing contracts at their premises, by their agents and servants, or under their orders or control by appointed agents and authorized third parties, shall be of the highest standard of workmanship and professionalism .

## Rights of inspections

67) The Procuring Entity or its Authorized Agent(s), including the Government Representative and Approved Users, reserves the right to inspect Bidder's premises, including service and maintenance facilities, at any time.

68) Bidder shall permit the Procuring Entity, its Authorized Agent(s), the Government Representative and/or Approved Users to inspect any and all work actually carried out by the Bidder and shall not in any way prevent and / or obstruct the aforesaid from doing so.

69) Procuring Entity/ User Entity will notify the Bidder in advance of any unscheduled maintenance work that may be needed on any of the leased vehicles

70) All complaints on leased vehicles shall be raised in writing with the Bidder within 3 days of the leased vehicles leaving Bidders service premises. Bidders shall make reasonable efforts to address the complaints.

71) Bidders shall notify Procuring Entity/ User Entity promptly of cases where complaints arise from, or can be reasonably traced to, misuse, abuse and or neglect of the leased vehicles by User Entity/ Approved Users or eligible users assigned to operate the leased vehicles.

## Compliance with Regulations:

72) Bidders shall ensure that no work is carried out in any way contrary to any Government or Environmental Regulations, including modifications of vehicles that contradict the same.

73) Bidders undertakes to ensure adherence to all relevant licensing, labor and environmental regulations in its service premises.

## Service and Maintenance under Exceptional Circumstances

74) In exceptional or emergency cases Bidder shall authorize the Procuring Entity/ User Entity or Eligible Users duly authorized to operate and manage the vehicle at the time of occurrence of the exceptional circumstances, to undertake repairs or maintenance of the leased vehicles and to indemnify the Procuring Entity/ User Entity for any liability that may arise or occur.

75) Except as provided under the Exceptional Circumstances Clause (above), or with the express written approval of the Bidder, the Procuring Entity/ User Entity shall indemnify the Bidder of all liability that may arise from repairs or maintenance carried out by the Procuring Entity/ User Entity, Approved Users or Eligible Users.

## PART J: FLEET MANAGEMENT

- 1) Fleet management system shall be an integral part of the lease agreement. The Procuring Entity/User shall give the specifications of the Fleet Management System Requirements to the Bidders. The fleet management services shall include: as a minimum, equipment, tools, gadgets and systems, including fleet management information systems, for measuring, monitoring, controlling and/or reporting the following:
  - a. Driver identification and Driving characteristics (logging, monitoring, controlling and reporting eg harsh braking, excessive acceleration, etc)
  - b. Fuel Management
  - c. Accident Investigation
  - d. Be able to show the exact location of the vehicle at any given time in comparison to the intended route
  - e. Vehicle location by geographic location, including options for features like “geo- fencing” by location, time and authorized working hours
  - f. Vehicle Usage, mileage and fuel measurement(s)
  - g. Capture Mileage at any given point and time including historical offline data Remit
  - h. Have a remote immobilizing module that can be applied at the control room
  - i. Be able to serve as a security/ anti-theft system approved by insurance companies
  - j. Should be transferable from boarded or written-off vehicles to new ones
  - k. Should be able to interface with GDC systems currently in place. This includes Power Bi and or any other Fleet Analytics systems that may be required
- 2) The Bidders will train at least Twenty (20) users administrators and general users on the Fleet Management System

## PART K: DEFAULT AND TERMINATION

- 3) Bidders should indicate, and include in their tender responses, the proposed provision that may apply or cover the standard clauses and provision indicated below from the general terms of contracting.
  - a. Force Majeure
  - b. Breaches by the Bidders/Lessors
  - c. Breaches by the Government or Procuring Entity
  - d. Other Consequences of Termination

e. Lease contract Termination

f. Disputes and resolution

## PART L: MISCELLANEOUS

### **Confidential Information**

- 4) Bidders, and the Procurement Entity, including Approved Users and Eligible Users, undertake to keep confidential all information about the leased vehicles and other information which by its nature is confidential and which comes into either party's possession.

80) Bidders and the Procurement Entity undertake not to disclose confidential information about each other or information about the leased vehicles and leasing contracts without the consent of the other unless that information becomes publicly available; disclosure is required by law; or disclosure is permitted by either party to entities or parties participating in the leasing contracts with the provision that the third party also undertakes to comply fully with this confidentiality clauses.

## Terms and Conditions of the TENDER to Form Part of Vehicle Leasing Contract

81) Bidders are deemed to accept all terms and conditions of this tender which shall be incorporated into the Bidder's proposal submission. It is the Procuring Entity/User Entity intention that the Terms and Conditions stated in this tender and the successful Bidder's response to this tender will form the contract between Procuring Entity/User Entity and the successful bidder(s)

82) Bidders must indicate in their proposals, all material or significant changes, additions or modifications to the terms and conditions in this tender and highlight these in a prominent manner, font and/ special presentation (for example by using a different color) that will draw attention of the Procuring Entity.

83) Any conflict in the wording of the Bidder's Proposal submission and the wording of the terms and conditions of this TENDER shall be resolved in favor of the Procuring Entity and shall be deemed to be incorporated into the Bidder's Proposal submission.

## Bidders' duty and responsibility on accuracy and completeness

84) While the Procuring Entity/User Entity has used considerable efforts to ensure an accurate representation of information in this tender document, the information contained herein is contained solely as a guideline for Bidders. The information is not guaranteed or warranted to be accurate by the Procuring Entity/User Entity, nor is it necessarily comprehensive or exhaustive. Nothing in this bid document is intended to relieve Bidders from forming their own opinions and conclusions in respect to the matters addressed in this tender document.

## Responsibility for Greening of the Government Leased Vehicle Fleet

85) Bidders should have regard to, and make provisions for, reducing the environmental impact of the Leased Vehicle Fleet; including '*Greening*' the Fleet consistent with the global environmental trends and including specific measures in the lifecycle of leasing vehicles in mitigating the adverse impacts of climate changes.

## Bidders Responsibility for Developing Industry Partnerships and Skills Transfer

86) Bidders should actively seek and work with **Youth, Women, Disadvantaged Persons and Local Partners** to encourage local content, skills transfer and capacity building at all stages in the lifecycle of leasing including the acquisition, assembly, servicing, financing, insurance and management of the fleet, and present specific measures and or provisions in their Bid that takes these specific requirement into account.



## Bidders Disclosure(s) of Local Content and forward and backward linkages

87) Bidders shall disclose, in sufficient detail to enable the Procuring Entity/User Entity to ascertain a broad local content percentage, the items, parts, spares, and goods and services that shall be sourced locally (as a percentage of the overall leasing cost bundle) so as to create strong backward and forward linkages between the vehicle, leasing and manufacturing sectors and local enterprises including SMEs. These shall include disclosures on the use of locally available labor (**including a minimum of 40% on Youth, Women and Disadvantaged Persons**) services and goods; use of local textiles and furniture enterprises (for example in vehicle upholstery, body building, cushions and seats); and extent and use of local Vehicle Assembly Plants. The Procuring Entity explicitly seeks to promote, through Leasing, increased participation of domestic industry in driving growth, creating jobs and diversifying the country's exports. Increased participation of domestic enterprises, and greater local content, will form part of the evaluation criteria and will assist the Procuring Entity/User Entity to extend and widen leasing to other public entities.

## PRICE SCHEDULE

| Specification 1: 4*4 Heavy Duty Diesel Double Cab   |  |  |  |   |   |
|---|--|--|--|---|---|
| Residual Value (Double Cab): %                      |  |  |  |   |   |
| Indicative Insurance % Premium Rate                 |  |  |  |   |   |
| Indicative % interest rate p.a                      |  |  |  |   |   |
| <b>Description</b>                                  |  |  |  | <b>4*4 Heavy Duty Diesel Double Cab</b> |   |
| <b>Make and Model(Specify make and model)</b>       |  |  |  |   |   |
| <b>Volume</b>                                       |  |  |  |   | 2   |
| <b>Lease Payments Schedule (All amounts in KSh)</b> |  |  |  |   |   |
| <b>Basis of Lease payments</b>                      |  |  |  | <b>Primary Lease period (Year)</b>      |   |
|   |  |  |  | <b>1</b>                                | <b>2</b>  |
|   |  |  |  | <b>3</b>                                | <b>4</b>  |
|   |  |  |  | <b>5th</b>                              | <b>Seco<br/>nda<br/>ry<br/>Lea<br/>se<br/>peri<br/>od</b> |
| <b>LEASED VEHICLE COSTING</b>                       |  |  |  |   |   |
| <b>Vehicle price</b>                                |  |  |  |   |   |
| Body/Assembly                                       |  |  |  |   |   |
| Fittings/Special Equipment                          |  |  |  |   |   |
| Police Special Equipment (On request)               |  |  |  |   |   |
| <b>Vehicle Acquisition Cost Ksh</b>                 |  |  |  |   |   |
| <b>LESS:</b>  |  |  |  |   |   |
| <b>Residual Value: Ksh. Amount</b>                  |  |  |  |   |   |
| Residual Value: %                                   |  |  |  |   |   |
| <b>VEHICLE LEASING COST BASE</b>                    |  |  |  |   |   |
| <b>Insurance</b>                                    |  |  |  |   |   |
| Indicate % Premium Rate                             |  |  |  |   |   |
| Premium Rate Comprehensive,                         |  |  |  |   |   |
| All Risks Policy? Y/N                               |  |  |  |   |   |
| Excess payable by ministry?                         |  |  |  |   |   |
| <b>Fleet Management System</b>                      |  |  |  |   |   |
| <b>Vehicle Financing cost</b>                       |  |  |  |   |   |
| <b>Indicate % interest rate p.a</b>                 |  |  |  |   |   |
| Is rate fixed/variable over term?                   |  |  |  |   |   |
| <b>Road License/PSV Licenses</b>                    |  |  |  |   |   |
| Annual Inspection and registration                  |  |  |  |   |   |
| Lessor Administration and Royalties                 |  |  |  |   |   |
| <b>MAINTENANCE /SERVICE COSTS</b>                   |  |  |  |   |   |
|   |  |  |  |   |   |
|   |  |  |  |   |   |
|   |  |  |  |   |   |
| <b>SUB TOTAL LEASE COSTING</b>                      |  |  |  |   |   |
| <b>Periodic Lease Installments:</b>                 |  |  |  |   |   |
| <b>Monthly</b>                                      |  |  |  |   |   |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| <b>Quarterly</b>   |  |  |  |  |  |
| <i>Other Costs</i>   |  |  |  |  |  |
| <i>Administration and Tracking costs</i>   |  |  |  |  |  |
| <b>Option 2: Unscheduled Maintenance</b>   |  |  |  |  |  |
| <b>Option 3: Repairs Minor to Major</b>  |  |  |  |  |  |
| <b>TOTAL</b>   |  |  |  |  |  |
| <b>EXCESS MILEAGE Charge per km</b>  |  |  |  |  |  |
| <b>GRAND TOTAL LEASE COSTING</b>   |  |  |  |  |  |
| <b>GRAND TOTAL LEASE COSTING FOR A PERIOD OF FOUR (4) YEARS FOR ALL UNITS (20No.) TRANSFERED TO THE SUMMARY PRICE SCHEDULE</b> |  |  |  |  |  |

Tenderer's Name \_\_\_\_\_

Signature and Rubber stamp \_\_\_\_\_ Date \_\_\_\_\_

| <b>Leasing Payments Per Vehicle, Specification 1</b> |                                |                            |  |              |
|--|--------------------------------|----------------------------|--|--------------|
| <b>Description 4*4 Heavy Duty Diesel Double Cab</b>  |                                |                            |  |              |
| Leasing Payments Schedule<br>All Amounts in Ksh.     |                                |                            |  |              |
| Payment Number                                       | Payment Date Month/<br>Quarter | Lease<br>Payment<br>Amount | Other<br>Payment<br>(Insurance,<br>Maintenance<br>& Admin) | Total Amount |
| 1  | Quarter 1                      |                            |  |              |
| 2  | Quarter 2                      |                            |  |              |
| 3  | Quarter 3                      |                            |  |              |
| 4  | Quarter 4                      |                            |  |              |
|  | <u>Total Year 1</u>            |                            |  |              |
| 5  | Quarter 1                      |                            |  |              |
| 6  | Quarter 2                      |                            |  |              |
| 7  | Quarter 3                      |                            |  |              |
| 8  | Quarter 4                      |                            |  |              |
|  | <u>Total Year 2</u>            |                            |  |              |
| 9  | Quarter 1                      |                            |  |              |
| 10   | Quarter 2                      |                            |  |              |
| 11   | Quarter 3                      |                            |  |              |
| 12   | Quarter 4                      |                            |  |              |
|  | <u>Total Year 3</u>            |                            |  |              |
| 13   | Quarter 1                      |                            |  |              |
| 14   | Quarter 2                      |                            |  |              |
| 15   | Quarter 3                      |                            |  |              |
| 16   | Quarter 4                      |                            |  |              |
|  | <u>Total Year 4</u>            |                            |  |              |

|    |                      |  |  |  |
|----|----------------------|--|--|--|
|    | Total Lease Payments |  |  |  |
| 17 | Quarter 1            |  |  |  |
| 18 | Quarter 2            |  |  |  |
| 19 | Quarter 3            |  |  |  |
| 20 | Quarter 4            |  |  |  |
|    | Total Year 5         |  |  |  |

| Specification 2: 4*4 Heavy Duty Diesel Minibus min 33 pax |   |               |               |               |                        |
|---|---|---------------|---------------|---------------|------------------------|
| <b>Description</b>  | <b>4*4 Heavy Duty Diesel Minibus min 33 pax</b> |               |               |               |                        |
| <b>Make and Model(Specify make and model)</b>             |   |               |               |               |                        |
| <b>Volume</b>   | <b>4</b>  |               |               |               |                        |
| Lease Payments Schedule (All amounts in KSh)              |   |               |               |               |                        |
| Basis of Lease payments                                   | Primary Lease period (Year)                     |               |               |               | Secondary Lease period |
|   | 1   | 2             | 3             | 4             | 5th                    |
| <b>LEASED VEHICLE COSTING</b>                             |   |               |               |               |                        |
| <b>Vehicle price</b>                                      |   |               |               |               |                        |
| Body/Assembly   |   |               |               |               |                        |
| Fittings/Special Equipment                                |   |               |               |               |                        |
| Police Special Equipment (On request)                     |   |               |               |               |                        |
| <b>Vehicle Acquisition Cost Ksh</b>                       |   |               |               |               |                        |
| <b>LESS:</b>  |   |               |               |               |                        |
| <b>Residual Value: Ksh. Amount</b>                        |   |               |               |               |                        |
| Residual Value: %   |   |               |               |               |                        |
| <b>VEHICLE LEASING COST BASE</b>                          |   |               |               |               |                        |
| <b>Insurance</b>  |   |               |               |               |                        |
| Indicate % Premium Rate                                   |   |               |               |               |                        |
| Premium Rate Comprehensive,<br>All Risks Policy? Y/N      |   |               |               |               |                        |
| Excess payable by ministry?                               |   |               |               |               |                        |
| <b>Fleet Management System</b>                            |   |               |               |               |                        |
| <b>Vehicle Financing cost</b>                             |   |               |               |               |                        |
| <b>Indicate % interest rate p.a</b>                       |   |               |               |               |                        |
| Is rate fixed/variable over term?                         |   |               |               |               |                        |
| <b>Road License/PSV Licenses</b>                          |   |               |               |               |                        |
| Annual Inspection and registration                        |   |               |               |               |                        |
| Lessor Administration and Royalties                       |   |               |               |               |                        |
| <b>MAINTENANCE /SERVICE COSTS</b>                         | <b>Year 1</b>                                   | <b>Year 2</b> | <b>Year 3</b> | <b>Year 4</b> | <b>5th Year</b>        |
| Maintenance Cost  |   |               |               |               |                        |
|   |   |               |               |               |                        |
| <b>SUB TOTAL LEASE COSTING</b>                            |   |               |               |               |                        |
| <b>Periodic Lease Installments:</b>                       |   |               |               |               |                        |
| <b>Monthly</b>  |   |               |               |               |                        |
| <b>Quarterly</b>  |   |               |               |               |                        |
| <b>Other Costs</b>  |   |               |               |               |                        |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| <i>Administration and Tracking costs</i>   |  |  |  |  |  |
| <b>Option 2: Unscheduled Maintenance</b>   |  |  |  |  |  |
| <b>Option 3: Repairs Minor to Major</b>  |  |  |  |  |  |
| <b>TOTAL</b>   |  |  |  |  |  |
| <b>EXCESS MILEAGE Charge per km</b>  |  |  |  |  |  |
| <b>GRAND TOTAL LEASE COSTING</b>   |  |  |  |  |  |
| <b>GRAND TOTAL LEASE COSTING FOR A PERIOD OF FOUR (4) YEARS FOR ALL UNITS (4No.) TRANSFERRED TO THE SUMMARY PRICE SCHEDULE</b> |  |  |  |  |  |

Tenderer's Name \_\_\_\_\_

Signature and Rubber stamp \_\_\_\_\_ Date \_\_\_\_\_

| <b>Leasing Payments Per Vehicle, Specification 2 4*4 Heavy Duty Diesel Minibus min 33 pax</b> |                                    |                             |   |                     |
|---|------------------------------------|-----------------------------|---|---------------------|
| <b>Leasing Payments Schedule</b>  |                                    |                             |   |                     |
| <b>All Amounts in Ksh.</b>  |                                    |                             |   |                     |
| <b>Payment Number</b>   | <b>Payment Date Month/ Quarter</b> | <b>Lease Payment Amount</b> | <b>Other Payment (Insurance, Maintenance &amp; Admin)</b> | <b>Total Amount</b> |
| 1   | Quarter 1                          |                             |   |                     |
| 2   | Quarter 2                          |                             |   |                     |
| 3   | Quarter 3                          |                             |   |                     |
| 4   | Quarter 4                          |                             |   |                     |
|   | <b><u>Total Year 1</u></b>         |                             |   |                     |
| 5   | Quarter 1                          |                             |   |                     |
| 6   | Quarter 2                          |                             |   |                     |
| 7   | Quarter 3                          |                             |   |                     |
| 8   | Quarter 4                          |                             |   |                     |
|   | <b><u>Total Year 2</u></b>         |                             |   |                     |
| 9   | Quarter 1                          |                             |   |                     |
| 10  | Quarter 2                          |                             |   |                     |
| 11  | Quarter 3                          |                             |   |                     |
| 12  | Quarter 4                          |                             |   |                     |
|   | <b><u>Total Year 3</u></b>         |                             |   |                     |
| 13  | Quarter 1                          |                             |   |                     |
| 14  | Quarter 2                          |                             |   |                     |
| 15  | Quarter 3                          |                             |   |                     |
| 16  | Quarter 4                          |                             |   |                     |
|   | <b><u>Total Year 4</u></b>         |                             |   |                     |
|   | <b>Total Lease Payments</b>        |                             |   |                     |
| 17  | Quarter 1                          |                             |   |                     |
| 18  | Quarter 2                          |                             |   |                     |

|    |                     |  |  |  |
|----|---------------------|--|--|--|
| 19 | Quarter 3           |  |  |  |
| 20 | Quarter 4           |  |  |  |
|    | <b>Total Year 5</b> |  |  |  |

| <b>Specification 3: PICK UP, SINGLE CAB, 4x4, 2000 - 4500cc, DIESEL</b> |  |  |                                    |   |                               |
|---|--|--|------------------------------------|---|-------------------------------|
| Residual Value (Pick up single cab, 4x4, 2000 - 4500cc, diesel): %      |  |  |                                    |   |                               |
| Indicative Insurance % Premium Rate                                     |  |  |                                    |   |                               |
| Indicative % interest rate p.a  |  |  |                                    |   |                               |
| <b>Description</b>  |  |  |                                    | <b>PICK UP SINGLE CAB, 4x4, 2000 - 4500cc, DIESEL</b> |                               |
| <b>Make and Model(Specify make and model)</b>                           |  |  |                                    |   |                               |
| <b>Volume</b>   |  |  |                                    | <b>12</b>   |                               |
| <b>Lease Payments Schedule (All amounts in KSh)</b>                     |  |  |                                    |   |                               |
| <b>Basis of Lease payments</b>  |  |  | <b>Primary Lease period (Year)</b> |   | <b>Secondary Lease period</b> |
|   |  |  | <b>1</b>                           | <b>2</b>  | <b>3</b>                      |
|   |  |  | <b>4</b>                           | <b>5th</b>  |                               |
| <b>LEASED VEHICLE COSTING</b>   |  |  |                                    |   |                               |
| <b>Vehicle price</b>  |  |  |                                    |   |                               |
| Body/Assembly   |  |  |                                    |   |                               |
| Fittings/Special Equipment  |  |  |                                    |   |                               |
| Police Special Equipment (On request)                                   |  |  |                                    |   |                               |
| <b>Vehicle Acquisition Cost Ksh</b>                                     |  |  |                                    |   |                               |
| <b>LESS:</b>  |  |  |                                    |   |                               |
| <b>Residual Value: Ksh. Amount</b>                                      |  |  |                                    |   |                               |
| Residual Value: %   |  |  |                                    |   |                               |
| <b>VEHICLE LEASING COST BASE</b>  |  |  |                                    |   |                               |
| <b>Insurance</b>  |  |  |                                    |   |                               |
| Indicate % Premium Rate   |  |  |                                    |   |                               |
| Premium Rate Comprehensive,   |  |  |                                    |   |                               |
| All Risks Policy? Y/N   |  |  |                                    |   |                               |
| Excess payable by ministry?   |  |  |                                    |   |                               |
| <b>Fleet Management System</b>  |  |  |                                    |   |                               |
| <b>Vehicle Financing cost</b>   |  |  |                                    |   |                               |
| <b>Indicate % interest rate p.a</b>                                     |  |  |                                    |   |                               |
| Is rate fixed/variable over term?                                       |  |  |                                    |   |                               |
| <b>Road License/PSV Licenses</b>  |  |  |                                    |   |                               |
| Annual Inspection and registration                                      |  |  |                                    |   |                               |
| Lessor Administration and Royalties                                     |  |  |                                    |   |                               |
| <b>MAINTENANCE /SERVICE COSTS</b>                                       |  |  |                                    |   |                               |
|   |  |  | <b>Year 1</b>                      | <b>Year 2</b>   | <b>Year 3</b>                 |
|   |  |  | <b>Year 4</b>                      | <b>5th Year</b>                                       |                               |
| Maintenance Cost  |  |  |                                    |   |                               |
|   |  |  |                                    |   |                               |
|   |  |  |                                    |   |                               |
| <b>SUB TOTAL LEASE COSTING</b>  |  |  |                                    |   |                               |
| <b>Periodic Lease Installments:</b>                                     |  |  |                                    |   |                               |
| <b>Monthly</b>  |  |  |                                    |   |                               |
| <b>Quarterly</b>  |  |  |                                    |   |                               |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| <i>Other Costs</i>   |  |  |  |  |  |
| <i>Administration and Tracking costs</i>   |  |  |  |  |  |
| <b>Option 2: Unscheduled Maintenance</b>   |  |  |  |  |  |
| <b>Option 3: Repairs Minor to Major</b>  |  |  |  |  |  |
| <b>TOTAL</b>   |  |  |  |  |  |
| <b>EXCESS MILEAGE Charge per km</b>  |  |  |  |  |  |
| <b>GRAND TOTAL LEASE COSTING</b>   |  |  |  |  |  |
| <b>GRAND TOTAL LEASE COSTING FOR A PERIOD OF FOUR (4) YEARS FOR ALL UNITS (20No.) TRANSFERED TO THE SUMMARY PRICE SCHEDULE</b> |  |  |  |  |  |

| <b>Leasing Payments Per Vehicle, Specification 3 PICK UP SINGLE CAB, 4x4, 2000 - 4500cc, DIESEL</b> |                                    |                             |   |                     |
|---|------------------------------------|-----------------------------|---|---------------------|
| <b>Leasing Payments Schedule</b>  |                                    |                             |   |                     |
| <b>All Amounts in Ksh.</b>  |                                    |                             |   |                     |
| <b>Payment Number</b>   | <b>Payment Date Month/ Quarter</b> | <b>Lease Payment Amount</b> | <b>Other Payment (Insurance, Maintenance &amp; Admin)</b> | <b>Total Amount</b> |
| 1   | Quarter 1                          |                             |   |                     |
| 2   | Quarter 2                          |                             |   |                     |
| 3   | Quarter 3                          |                             |   |                     |
| 4   | Quarter 4                          |                             |   |                     |
|   | <b><u>Total Year 1</u></b>         |                             |   |                     |
| 5   | Quarter 1                          |                             |   |                     |
| 6   | Quarter 2                          |                             |   |                     |
| 7   | Quarter 3                          |                             |   |                     |
| 8   | Quarter 4                          |                             |   |                     |
|   | <b><u>Total Year 2</u></b>         |                             |   |                     |
| 9   | Quarter 1                          |                             |   |                     |
| 10  | Quarter 2                          |                             |   |                     |
| 11  | Quarter 3                          |                             |   |                     |
| 12  | Quarter 4                          |                             |   |                     |
|   | <b><u>Total Year 3</u></b>         |                             |   |                     |
| 13  | Quarter 1                          |                             |   |                     |
| 14  | Quarter 2                          |                             |   |                     |
| 15  | Quarter 3                          |                             |   |                     |
| 16  | Quarter 4                          |                             |   |                     |
|   | <b><u>Total Year 4</u></b>         |                             |   |                     |
|   | <b>Total Lease Payments</b>        |                             |   |                     |
| 17  | Quarter 1                          |                             |   |                     |
| 18  | Quarter 2                          |                             |   |                     |
| 19  | Quarter 3                          |                             |   |                     |
| 20  | Quarter 4                          |                             |   |                     |
|   | <b><u>Total Year 5</u></b>         |                             |   |                     |

| <b>Specification 4: HEAVY DUTY AMBULANCE, 4x4, 2,900 -4,200cc DIESEL</b> |  |  |  |   |                 |                               |
|--|--|--|--|---|-----------------|-------------------------------|
| Residual Value (Heavy duty ambulance, 4x4, 2,900 -4,200cc diesel): %     |  |  |  |   |                 |                               |
| Indicative Insurance % Premium Rate                                      |  |  |  |   |                 |                               |
| Indicative % interest rate p.a   |  |  |  |   |                 |                               |
| <b>Description</b>   |  |  |  | <b>HEAVY DUTY AMBULANCE, 4x4, 2,900 -4,200cc DIESEL</b> |                 |                               |
| <b>Make and Model(Specify make and model)</b>                            |  |  |  |   |                 |                               |
| <b>Volume</b>  |  |  |  | <b>4</b>  |                 |                               |
| <b>Lease Payments Schedule (All amounts in KSh)</b>                      |  |  |  |   |                 |                               |
| <b>Basis of Lease payments</b>   |  |  |  | <b>Primary Lease period (Year)</b>                      |                 | <b>Secondary Lease period</b> |
|  |  |  |  | <b>1</b>  | <b>2</b>        | <b>3</b>                      |
|  |  |  |  | <b>4</b>  | <b>5th</b>      |                               |
| <b>LEASED VEHICLE COSTING</b>  |  |  |  |   |                 |                               |
| <b>Vehicle price</b>   |  |  |  |   |                 |                               |
| Body/Assembly  |  |  |  |   |                 |                               |
| Fittings/Special Equipment   |  |  |  |   |                 |                               |
| Police Special Equipment (On request)                                    |  |  |  |   |                 |                               |
| <b>Vehicle Acquisition Cost Ksh</b>                                      |  |  |  |   |                 |                               |
| <b>LESS:</b>   |  |  |  |   |                 |                               |
| <b>Residual Value: Ksh. Amount</b>                                       |  |  |  |   |                 |                               |
| Residual Value: %  |  |  |  |   |                 |                               |
| <b>VEHICLE LEASING COST BASE</b>   |  |  |  |   |                 |                               |
| <b>Insurance</b>   |  |  |  |   |                 |                               |
| Indicate % Premium Rate  |  |  |  |   |                 |                               |
| Premium Rate Comprehensive,  |  |  |  |   |                 |                               |
| All Risks Policy? Y/N  |  |  |  |   |                 |                               |
| Excess payable by ministry?  |  |  |  |   |                 |                               |
| <b>Fleet Management System</b>   |  |  |  |   |                 |                               |
| <b>Vehicle Financing cost</b>  |  |  |  |   |                 |                               |
| <b>Indicate % interest rate p.a</b>                                      |  |  |  |   |                 |                               |
| Is rate fixed/variable over term?  |  |  |  |   |                 |                               |
| <b>Road License/PSV Licenses</b>   |  |  |  |   |                 |                               |
| Annual Inspection and registration                                       |  |  |  |   |                 |                               |
| Lessor Administration and Royalties                                      |  |  |  |   |                 |                               |
| <b>MAINTENANCE /SERVICE COSTS</b>  |  |  |  |   |                 |                               |
|  |  |  |  | <b>Year 1</b>   | <b>Year 2</b>   | <b>Year 3</b>                 |
|  |  |  |  | <b>Year 4</b>   | <b>5th Year</b> |                               |
| Maintenance Cost   |  |  |  |   |                 |                               |
|  |  |  |  |   |                 |                               |
| <b>SUB TOTAL LEASE COSTING</b>   |  |  |  |   |                 |                               |
| <b>Periodic Lease Installments:</b>                                      |  |  |  |   |                 |                               |
| <b>Monthly</b>   |  |  |  |   |                 |                               |
| <b>Quarterly</b>   |  |  |  |   |                 |                               |
| <b>Other Costs</b>   |  |  |  |   |                 |                               |
| <b>Administration and Tracking costs</b>                                 |  |  |  |   |                 |                               |
| <b>Option 2: Unscheduled Maintenance</b>                                 |  |  |  |   |                 |                               |
| <b>Option 3: Repairs Minor to Major</b>                                  |  |  |  |   |                 |                               |
| <b>TOTAL</b>   |  |  |  |   |                 |                               |



|  |  |  |  |  |
|--|--|--|--|--|
| <b>EXCESS MILEAGE Charge per km</b>  |  |  |  |  |
| <b>GRAND TOTAL LEASE COSTING</b>   |  |  |  |  |
| <b>GRAND TOTAL LEASE COSTING FOR A PERIOD OF FOUR (4) YEARS FOR ALL UNITS (20No.) TRANSFERED TO THE SUMMARY PRICE SCHEDULE</b> |  |  |  |  |

**Leasing Payments Per Vehicle, Specification 4 HEAVY DUTY AMBULANCE, 4x4, 2,900 -4,200cc DIESEL**

**Leasing Payments Schedule  
All Amounts in Ksh.**

| <b>Payment Number</b> | <b>Payment Date Month/ Quarter</b> | <b>Lease Payment Amount</b> | <b>Other Payment (Insurance, Maintenance &amp; Admin)</b> | <b>Total Amount</b> |
|-----------------------|------------------------------------|-----------------------------|---|---------------------|
| 1                     | Quarter 1                          |                             |   |                     |
| 2                     | Quarter 2                          |                             |   |                     |
| 3                     | Quarter 3                          |                             |   |                     |
| 4                     | Quarter 4                          |                             |   |                     |
|                       | <b><u>Total Year 1</u></b>         |                             |   |                     |
| 5                     | Quarter 1                          |                             |   |                     |
| 6                     | Quarter 2                          |                             |   |                     |
| 7                     | Quarter 3                          |                             |   |                     |
| 8                     | Quarter 4                          |                             |   |                     |
|                       | <b><u>Total Year 2</u></b>         |                             |   |                     |
| 9                     | Quarter 1                          |                             |   |                     |
| 10                    | Quarter 2                          |                             |   |                     |
| 11                    | Quarter 3                          |                             |   |                     |
| 12                    | Quarter 4                          |                             |   |                     |
|                       | <b><u>Total Year 3</u></b>         |                             |   |                     |
| 13                    | Quarter 1                          |                             |   |                     |
| 14                    | Quarter 2                          |                             |   |                     |
| 15                    | Quarter 3                          |                             |   |                     |
| 16                    | Quarter 4                          |                             |   |                     |
|                       | <b><u>Total Year 4</u></b>         |                             |   |                     |
|                       | <b>Total Lease Payments</b>        |                             |   |                     |
| 17                    | Quarter 1                          |                             |   |                     |
| 18                    | Quarter 2                          |                             |   |                     |
| 19                    | Quarter 3                          |                             |   |                     |
| 20                    | Quarter 4                          |                             |   |                     |
|                       | <b><u>Total Year 5</u></b>         |                             |   |                     |

| <b>Specification 5: HEAVY DUTY 4x4, 3,000 -4,500cc DIESEL 10-SEATER PASSENGER STATION WAGON</b> |  |               |               |               |                               |
|---|--|---------------|---------------|---------------|-------------------------------|
| Residual Value (Heavy duty 4x4, 3,000 -4,500cc diesel 10 seater passenger station wagon): %     |  |               |               |               |                               |
| Indicative Insurance % Premium Rate   |  |               |               |               |                               |
| Indicative % interest rate p.a  |  |               |               |               |                               |
| <b>Description</b>  | <b>HEAVY DUTY 4x4, 3,000 -4,500cc DIESEL 10 SEATER PASSENGER STATION WAGON</b> |               |               |               |                               |
| <b>Make and Model(Specify make and model)</b>   |  |               |               |               |                               |
| <b>Volume</b>   | <b>6</b>   |               |               |               |                               |
| <b>Lease Payments Schedule (All amounts in KSh)</b>   |  |               |               |               |                               |
| <b>Basis of Lease payments</b>  | <b>Primary Lease period (Year)</b>   |               |               |               | <b>Secondary Lease period</b> |
| <b>LEASED VEHICLE COSTING</b>   | <b>1</b>   | <b>2</b>      | <b>3</b>      | <b>4</b>      | <b>5th</b>                    |
| <b>Vehicle price</b>  |  |               |               |               |                               |
| Body/Assembly   |  |               |               |               |                               |
| Fittings/Special Equipment  |  |               |               |               |                               |
| Police Special Equipment (On request)   |  |               |               |               |                               |
| <b>Vehicle Acquisition Cost Ksh</b>   |  |               |               |               |                               |
| <b>LESS:</b>  |  |               |               |               |                               |
| <b>Residual Value: Ksh. Amount</b>  |  |               |               |               |                               |
| Residual Value: %   |  |               |               |               |                               |
| <b>VEHICLE LEASING COST BASE</b>  |  |               |               |               |                               |
| <b>Insurance</b>  |  |               |               |               |                               |
| Indicate % Premium Rate   |  |               |               |               |                               |
| Premium Rate Comprehensive,   |  |               |               |               |                               |
| All Risks Policy? Y/N   |  |               |               |               |                               |
| Excess payable by ministry?   |  |               |               |               |                               |
| <b>Fleet Management System</b>  |  |               |               |               |                               |
| <b>Vehicle Financing cost</b>   |  |               |               |               |                               |
| <b>Indicate % interest rate p.a</b>   |  |               |               |               |                               |
| Is rate fixed/variable over term?   |  |               |               |               |                               |
| <b>Road License/PSV Licenses</b>  |  |               |               |               |                               |
| Annual Inspection and registration  |  |               |               |               |                               |
| Lessor Administration and Royalties   |  |               |               |               |                               |
| <b>MAINTENANCE /SERVICE COSTS</b>   | <b>Ye ar 1</b>   | <b>Year 2</b> | <b>Year 3</b> | <b>Year 4</b> | <b>5th Year</b>               |
| Maintenance Cost  |  |               |               |               |                               |
|   |  |               |               |               |                               |
|   |  |               |               |               |                               |
| <b>SUB TOTAL LEASE COSTING</b>  |  |               |               |               |                               |
| <b>Periodic Lease Installments:</b>   |  |               |               |               |                               |
| <b>Monthly</b>  |  |               |               |               |                               |
| <b>Quarterly</b>  |  |               |               |               |                               |
| <b>Other Costs</b>  |  |               |               |               |                               |
| <b>Administration and Tracking costs</b>  |  |               |               |               |                               |
| <b>Option 2: Unscheduled Maintenance</b>  |  |               |               |               |                               |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| <b>Option 3: Repairs Minor to Major</b>  |  |  |  |  |  |
| <b>TOTAL</b>   |  |  |  |  |  |
| <b>EXCESS MILEAGE Charge per km</b>  |  |  |  |  |  |
| <b>GRAND TOTAL LEASE COSTING</b>   |  |  |  |  |  |
| <b>GRAND TOTAL LEASE COSTING FOR A PERIOD OF FOUR (4) YEARS FOR ALL UNITS (20No.) TRANSFERED TO THE SUMMARY PRICE SCHEDULE</b> |  |  |  |  |  |

| <b>Leasing Payments Per Vehicle, Specification 5 HEAVY DUTY 4x4, 3,000 -4,500cc DIESEL 10 SEATER PASSENGER STATION WAGON</b> |                                    |                             |   |                     |
|--|------------------------------------|-----------------------------|---|---------------------|
| <b>Leasing Payments Schedule</b>   |                                    |                             |   |                     |
| <b>All Amounts in Ksh.</b>   |                                    |                             |   |                     |
| <b>Payment Number</b>  | <b>Payment Date Month/ Quarter</b> | <b>Lease Payment Amount</b> | <b>Other Payment (Insurance, Maintenance &amp; Admin)</b> | <b>Total Amount</b> |
| 1  | Quarter 1                          |                             |   |                     |
| 2  | Quarter 2                          |                             |   |                     |
| 3  | Quarter 3                          |                             |   |                     |
| 4  | Quarter 4                          |                             |   |                     |
|  | <b><u>Total Year 1</u></b>         |                             |   |                     |
| 5  | Quarter 1                          |                             |   |                     |
| 6  | Quarter 2                          |                             |   |                     |
| 7  | Quarter 3                          |                             |   |                     |
| 8  | Quarter 4                          |                             |   |                     |
|  | <b><u>Total Year 2</u></b>         |                             |   |                     |
| 9  | Quarter 1                          |                             |   |                     |
| 10   | Quarter 2                          |                             |   |                     |
| 11   | Quarter 3                          |                             |   |                     |
| 12   | Quarter 4                          |                             |   |                     |
|  | <b><u>Total Year 3</u></b>         |                             |   |                     |
| 13   | Quarter 1                          |                             |   |                     |
| 14   | Quarter 2                          |                             |   |                     |
| 15   | Quarter 3                          |                             |   |                     |
| 16   | Quarter 4                          |                             |   |                     |
|  | <b><u>Total Year 4</u></b>         |                             |   |                     |
|  | <b>Total Lease Payments</b>        |                             |   |                     |
| 17   | Quarter 1                          |                             |   |                     |
| 18   | Quarter 2                          |                             |   |                     |
| 19   | Quarter 3                          |                             |   |                     |
| 20   | Quarter 4                          |                             |   |                     |
|  | <b><u>Total Year 5</u></b>         |                             |   |                     |

**Specification 6: HEAVY DUTY, UTILITY PASSENGER VEHICLE, 4x4, L.W.B., 2701 - 3000cc, DIESEL**

|   |  |                    |                   |                   |                               |
|---|--|--------------------|-------------------|-------------------|-------------------------------|
| Residual Value (HEAVY DUTY, UTILITY PASSENGER VEHICLE, 4x4, L.W.B., 2701 - 3000cc, DIESEL): % |  |                    |                   |                   |                               |
| Indicative Insurance % Premium Rate   |  |                    |                   |                   |                               |
| Indicative % interest rate p.a  |  |                    |                   |                   |                               |
| <b>Description</b>  | <b>HEAVY DUTY, UTILITY PASSENGER VEHICLE, 4x4, L.W.B., 2701 - 3000cc, DIESEL</b> |                    |                   |                   |                               |
| <b>Make and Model(Specify make and model)</b>   |  |                    |                   |                   |                               |
| <b>Volume</b>   | <b>2</b>   |                    |                   |                   |                               |
| <b>Lease Payments Schedule (All amounts in KSh)</b>   |  |                    |                   |                   |                               |
| <b>Basis of Lease payments</b>  | <b>Primary Lease period (Year)</b>   |                    |                   |                   | <b>Secondary Lease period</b> |
| <b>LEASED VEHICLE COSTING</b>   | <b>1</b>   | <b>2</b>           | <b>3</b>          | <b>4</b>          | <b>5th</b>                    |
| <b>Vehicle price</b>  |  |                    |                   |                   |                               |
| Body/Assembly   |  |                    |                   |                   |                               |
| Fittings/Special Equipment  |  |                    |                   |                   |                               |
| Police Special Equipment (On request)   |  |                    |                   |                   |                               |
| <b>Vehicle Acquisition Cost Ksh</b>   |  |                    |                   |                   |                               |
| <b>LESS:</b>  |  |                    |                   |                   |                               |
| <b>Residual Value: Ksh. Amount</b>  |  |                    |                   |                   |                               |
| Residual Value: %   |  |                    |                   |                   |                               |
| <b>VEHICLE LEASING COST BASE</b>  |  |                    |                   |                   |                               |
| <b>Insurance</b>  |  |                    |                   |                   |                               |
| Indicate % Premium Rate   |  |                    |                   |                   |                               |
| Premium Rate Comprehensive,   |  |                    |                   |                   |                               |
| All Risks Policy? Y/N   |  |                    |                   |                   |                               |
| Excess payable by ministry?   |  |                    |                   |                   |                               |
| <b>Fleet Management System</b>  |  |                    |                   |                   |                               |
| <b>Vehicle Financing cost</b>   |  |                    |                   |                   |                               |
| <b>Indicate % interest rate p.a</b>   |  |                    |                   |                   |                               |
| Is rate fixed/variable over term?   |  |                    |                   |                   |                               |
| <b>Road License/PSV Licenses</b>  |  |                    |                   |                   |                               |
| Annual Inspection and registration  |  |                    |                   |                   |                               |
| Lessor Administration and Royalties   |  |                    |                   |                   |                               |
| <b>MAINTENANCE /SERVICE COSTS</b>   | <b>Yea<br/>r 1</b>   | <b>Yea<br/>r 2</b> | <b>Year<br/>3</b> | <b>Year<br/>4</b> | <b>5th Year</b>               |
| Maintenance Cost  |  |                    |                   |                   |                               |
|   |  |                    |                   |                   |                               |
| <b>SUB TOTAL LEASE COSTING</b>  |  |                    |                   |                   |                               |
| <b>Periodic Lease Installments:</b>   |  |                    |                   |                   |                               |
| <b>Monthly</b>  |  |                    |                   |                   |                               |
| <b>Quarterly</b>  |  |                    |                   |                   |                               |
| <i>Other Costs</i>  |  |                    |                   |                   |                               |
| <i>Administration and Tracking costs</i>  |  |                    |                   |                   |                               |
| <b>Option 2: Unscheduled Maintenance</b>  |  |                    |                   |                   |                               |
| <b>Option 3: Repairs Minor to Major</b>   |  |                    |                   |                   |                               |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| <b>TOTAL</b>   |  |  |  |  |  |
| <b>EXCESS MILEAGE Charge per km</b>  |  |  |  |  |  |
| <b>GRAND TOTAL LEASE COSTING</b>   |  |  |  |  |  |
| <b>GRAND TOTAL LEASE COSTING FOR A PERIOD OF FOUR (4) YEARS FOR ALL UNITS (20No.) TRANSFERED TO THE SUMMARY PRICE SCHEDULE</b> |  |  |  |  |  |

| <b>Leasing Payments Per Vehicle, Specification 6 HEAVY DUTY, UTILITY PASSENGER VEHICLE, 4x4, L.W.B., 2701 - 3000cc, DIESEL</b> |                                    |                             |   |                     |
|--|------------------------------------|-----------------------------|---|---------------------|
| <b>Leasing Payments Schedule</b>   |                                    |                             |   |                     |
| <b>All Amounts in Ksh.</b>   |                                    |                             |   |                     |
| <b>Payment Number</b>  | <b>Payment Date Month/ Quarter</b> | <b>Lease Payment Amount</b> | <b>Other Payment (Insurance, Maintenance &amp; Admin)</b> | <b>Total Amount</b> |
| 1  | Quarter 1                          |                             |   |                     |
| 2  | Quarter 2                          |                             |   |                     |
| 3  | Quarter 3                          |                             |   |                     |
| 4  | Quarter 4                          |                             |   |                     |
|  | <b><u>Total Year 1</u></b>         |                             |   |                     |
| 5  | Quarter 1                          |                             |   |                     |
| 6  | Quarter 2                          |                             |   |                     |
| 7  | Quarter 3                          |                             |   |                     |
| 8  | Quarter 4                          |                             |   |                     |
|  | <b><u>Total Year 2</u></b>         |                             |   |                     |
| 9  | Quarter 1                          |                             |   |                     |
| 10   | Quarter 2                          |                             |   |                     |
| 11   | Quarter 3                          |                             |   |                     |
| 12   | Quarter 4                          |                             |   |                     |
|  | <b><u>Total Year 3</u></b>         |                             |   |                     |
| 13   | Quarter 1                          |                             |   |                     |
| 14   | Quarter 2                          |                             |   |                     |
| 15   | Quarter 3                          |                             |   |                     |
| 16   | Quarter 4                          |                             |   |                     |
|  | <b><u>Total Year 4</u></b>         |                             |   |                     |
|  | <b>Total Lease Payments</b>        |                             |   |                     |
| 17   | Quarter 1                          |                             |   |                     |
| 18   | Quarter 2                          |                             |   |                     |
| 19   | Quarter 3                          |                             |   |                     |
| 20   | Quarter 4                          |                             |   |                     |
|  | <b><u>Total Year 5</u></b>         |                             |   |                     |

## SUMMARY OF PRICE SCHEDULE

| No. | Description  | Total Cost for four (4) Years |
|-----|--|-------------------------------|
| 1.  | Specification 1: 4*4 Heavy Duty Diesel Double Cab  |                               |
| 2.  | Specification 2: 4*4 Heavy Duty Diesel Minibus min 33 pax  |                               |
| 3.  | Specification 2: Pick Up Single Cab, 4x4, 2000 - 4500cc, Diesel  |                               |
| 4.  | Specification 2: Heavy Duty Ambulance, 4x4, 2,900 - 4,200cc Diesel   |                               |
| 5.  | Specification 2: Heavy Duty 4x4, 3,000 -4,500cc Diesel 10 Seater Passenger Station Wagon   |                               |
| 6.  | Specification 2: Heavy Duty, Utility Passenger Vehicle, 4x4, L.W.B., 2701 - 3000cc, Diesel   |                               |
|     | <b>Grand Total Lease Cost for Specification one (1) two (2) , three (3), four(4), five (5) and Specification six (6) transferred to Form of Tender</b> |                               |

Tenderer's Name \_\_\_\_\_

**Signature and Rubber stamp** \_\_\_\_\_ **Date** \_\_\_\_\_

## Schedule A: Lease Pricing Schedule

**Note:**

Bidders are required to disclose the following details of partnership in the programme:

- a. Insurance Firms/Brokerage agents
- b. Financiers
- c. Leasing partner(s)/leasing companies

Schedule B: Vehicle Lease Schedule

|  |
|--|
| <b>Vehicle Leasing Schedule</b><br><b>ADDENDUM TO MASTER OPERATING LEASE AGREEMENT</b> |
|--|

Ref:

**Leasing Agreement between**

|  |  |            |  |
|--|--|------------|--|
| <b>Lessor/ Bidder</b>                  |  |            |  |
| <b>Service / Maintenance Agreement</b> |  |            |  |
| Registration Number                    |  |            |  |
| VAT Number                             |  | PIN Number |  |
| Postal Address                         |  |            |  |
| Physical Address                       |  |            |  |

And

|  |  |            |  |
|--|--|------------|--|
| <b>Procuring Entity/ Ministry</b>      |  |            |  |
| <b>Service / Maintenance Agreement</b> |  |            |  |
| Registration Number                    |  |            |  |
| VAT Number                             |  | Pin Number |  |
| Postal Address                         |  |            |  |
| Physical Address                       |  |            |  |

**WHEREAS**

1. The Bidder/ Lessor and the [Procuring Entity] as Lessee are parties to a MASTER OPERATING LEASE AGREEMENT Number -----**date**-----**which in** conjunction with this **Vehicle Leasing Schedule/Addendum** constitute an Agreement whereby the Bidder/ Lessor agrees to let and the Lessee agrees to lease the vehicle as detailed here under, subject to the terms and conditions of the Master Operating Lease Agreement and this Addendum.
2. Terms in this Schedule are as defined in the Master Operating Lease Agreement and have the same meaning when used in this Addendum.
3. The Lessee elects to lease Vehicle(s) pursuant to the terms of an Operating Lease.





Schedule C: Schedule of Lease Payments

| <b>Leasing of Official Government Transport</b> |                                    |                             |                      |                     |
|---|------------------------------------|-----------------------------|----------------------|---------------------|
| <b>Leasing Payments Schedule</b>                |                                    |                             |                      |                     |
| <b>All Amounts in KSh.</b>                      |                                    |                             |                      |                     |
| <b>Payment Number</b>                           | <b>Payment Date Month/ Quarter</b> | <b>Lease Payment Amount</b> | <b>Other Payment</b> | <b>Total Amount</b> |
| 1   |                                    |                             |                      |                     |
| 2   |                                    |                             |                      |                     |
| 3   |                                    |                             |                      |                     |
| 4   |                                    |                             |                      |                     |
| <b>Total Year 1</b>                             |                                    |                             |                      |                     |
| 5   |                                    |                             |                      |                     |
| 6   |                                    |                             |                      |                     |
| 7   |                                    |                             |                      |                     |
| 8   |                                    |                             |                      |                     |
| <b>Total Year 2</b>                             |                                    |                             |                      |                     |
| 9   |                                    |                             |                      |                     |
| 10  |                                    |                             |                      |                     |
| 11  |                                    |                             |                      |                     |
| 12  |                                    |                             |                      |                     |
| <b>Total Year 3</b>                             |                                    |                             |                      |                     |
| 13  |                                    |                             |                      |                     |
| 14  |                                    |                             |                      |                     |
| 15  |                                    |                             |                      |                     |
| 16  |                                    |                             |                      |                     |
| <b>Total Year 4</b>                             |                                    |                             |                      |                     |
| <b>Total Lease Payments</b>                     |                                    |                             |                      |                     |

## Schedule D: Schedule of Vehicle Deliveries

The Procuring Entity will negotiate with Bidder(s) on agreed VEHICLE DELIVERY SCHEDULES.

Bidder(s) should indicate **PROVISIONAL VEHICLES DELIVERY SCHEDULES AND TIMELINES** based on:

- 1) Existing *Vehicle Delivery Lead Times*,
- 2) Lead times from the date of signing of the lease agreement(s);

Schedule E: Leased Vehicle Service Level Agreements (SLAs)

Bidder(s) agree to enter into **SERVICE LEVEL AGREEMENT(s) (SLAs)** with ProcuringEntity covering essential aspects of the Lease, particularly maintenance and services that maximize service and utilization; minimize costs and downtime; and maximize availability of leased vehicles.

## Schedule F: Schedule of Service, Repairs and Maintenance

Bidders should indicate below the ***DETAILED SCHEDULES OF SERVICE AND MAINTENANCE*** included in the **Lease Pricing Schedule** as set out in the pricing schedule.

## Schedule G: Manufacturer's Warranty Schedule

Bidders should INDICATE and ATTACH the *Manufacturer's Warranty Schedule* for EACH VEHICLE TYPE/MAKE /MODEL tendered for.

## **Schedule H: Accident Report/ Repair Form**

Bidders should indicate and attach the following:

- 1) *Standard Accident Reporting Form(s)*;
- 2) *Accident Handling and Processing Procedures* (if different; and
- 3) *Proposed Accident Reporting and Claims Mechanisms*, subject to the right of the Procuring Entity/ User Entity to negotiate and standardize *Accident Reporting and Claims Procedures* derived from best practices proposed by Bidders.

## Schedule I: Vehicle Serviceable Conditions

### SERVICEABLE CONDITIONS

**Inspection:** The Chief Mechanical and Transport Engineer or his representative may on request by the Procuring Entity/User Entity inspect vehicles in the presence of the Lessor or the Lessor's representative to establish the condition of the vehicle(s) in accordance with the Lease agreements and provisions. The inspection will establish the following conditions of the leased vehicle:

- 1) **Serviceable Conditions:** The expression "in good condition" and in "working order, "fair wear and tear exempted" means that the vehicle(s) have been maintained as required, by the Service Provider and comply with agreed minimum standards.
- 2) **Tyres** of the same type and size as those fitted on the vehicle(s) when new with tread depth/ wear of not exceeding 75% and free of serious cuts or impact damage.
- 3) **Engine** in good working order, operating efficiently, and maintained in accordance with the manufacturer's recommendations and without obvious damage, cracks, leaks or unauthorized tampering.
- 4) **Gearbox and Axles** operating efficiently.
- 5) **Clutch** (where fitted) in good working order.
- 6) **Brake** drums, shoes, disk or pads not in need of immediate replacing and hydraulic system be free of leaks.
- 7) **Suspension**, springs and damping components not showing signs of undue fatigue/ leakage.
- 8) **Steering** gears in good and efficient working order with kingpins, joints and bearings free of abnormal play and power assisted steering pumps fully operational and free of leaks.
- 9) **Bodywork**, bulkhead and loading space clean, free of dents and scratches with no visible failure of color matching where repairs have been made, logos or brand work removed
- 10) **Interior**, upholstery, trim and carpets free of stains, burns or tears.
- 11) **Electrical** lighting, instruments (including radio) and associated equipment and electrical fittings/ accessories in good working order with the battery capable of holding its charge and free from damage or leaks.



BIDDER/ LESSOR SIGNATURES

.....  
Authorized Official Date

.....  
Authorized Official Date

PROCURING ENTITY/USER ENTITY

SIGNED FOR AND ON BEHALF OF THE GEOTHERMAL DEVELOPMENT  
COMPANY BY

.....  
AUTHORIZED OFFICIAL Date

.....  
AUTHORIZED OFFICIAL Date

## **PART 3 - CONTRACT**

## SECTION VII - GENERAL CONDITIONS OF CONTRACT

### 1. Definitions

1.1 The following words and expressions shall have the meanings hereby assigned to them:

- a) “Contract” means the Contract Agreement entered into between the Procuring Entity and the Lessor, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- b) “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.
- c) “Contract Price” means the price payable to the Lessor as specified in the Contract Agreement, subject to such additions and adjustments there to or deductions there from, as may be made pursuant to the Contract.
- d) “Day” means calendar day.
- e) “Completion” means the fulfillment of the Related Services by the Lessor in accordance with the terms and conditions set forth in the Contract.
- f) “GCC” means the General Conditions of Contract.
- g) “Lease Items” means all of the infrastructural facilities, plant/equipment vehicles or such other physical items the Lessor is required to lease to the Procuring Entity under the Contract.
- h) “Procuring Entity” means the Procuring Entity purchasing the Lease Items and Related Services, as **specified in the SCC.**
- i) “Related Services” means the services incidental to the supply of the Lease Items, such as insurance, installation, training and initial maintenance and other such obligations of the Lessor under the Contract.
- j) “SCC” means the Special Conditions of Contract.
- k) “Subcontractor” means any person, private or government entity, or a combination of the above, to whom any part of the Lease Items to be supplied or execution of any part of the Related Services is subcontracted by the Lessor.
- l) “Lessor” means the person, private or government entity, or a combination of the above, whose Tender for the Lease Contract has been accepted by the Procuring Entity and is named as such in the Contract Agreement.
- m) “Lessee” means the Procuring Entity whose has accepted the Tender for the Lease Contract and is named as such in the Contract Agreement as “Procuring Entity”.

### 2. Contract Documents

2.1 Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

### 3. Fraud and Corruption

- 3.1 The Government of Kenya requires compliance with anti-corruption laws and guidelines and its prevailing sanctions policies and procedures as set forth in Laws of Kenya.
- 3.2 The Procuring Entity requires the Lessor to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the Tendering process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

### 4 Interpretation

1.1 If the context so requires it, singular means plural and vice versa.

1.2 **Entire Agreement-** The Contract constitutes the entire agreement between the Procuring Entity and the Lessor. and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.

### 1.3 **Amendment**

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

### 1.4 **Non-waiver**

- a Subject to GCC Sub-Clause 4.5 (b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- b Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

### 1.5 **Severability**

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

## 2 **Language**

- 2.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Lessor and the Procuring Entity, shall be written in the **English Language**. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the **English Language**, in which case, for purposes of interpretation of the Contract, this translation shall govern.
- 2.2 The Lessor shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Lessor.

## 3 **Joint Venture, Consortium or Association**

- 3.1 If the Lessor is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Procuring Entity for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Procuring Entity.

## 4 **Eligibility**

- 8.1 The Lessor and its Subcontractors shall have the nationality of an eligible country. A Lessor or Sub-Lessor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country.

## 5 **Notices**

- 5.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the **SCC**. The term "in writing" means communicated in written form with proof of receipt.
- 5.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

## 6 **Governing Law**

The Contract shall be governed by and interpreted in accordance with the laws of Kenya. Throughout the execution of the Contract, the Lessor shall comply with the import of Lease Items and services prohibitions in Kenya:

- a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country; or
- b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of Lease Items from that country or any payments to any country, person, or entity in that country.

## **7 Settlement of Disputes**

- 7.1 The Procuring Entity and the Lessor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

## **8 Inspections and Audit by the Procuring Entity**

- 8.1 The Lessor shall keep, and shall make all reasonable efforts to cause its Subcontractors to keep, accurate and systematic accounts and records in respect of the Lease Items in such form and details as will clearly identify relevant time changes and costs.
- 8.2 Pursuant to paragraph 2.2 e. of Appendix to the General Conditions the Lessor shall permit and shall cause its subcontractors and sub consultants to permit, the Procuring Entity and/or persons appointed by the Procuring Entity or by other statutory bodies of the Government to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the Procuring Entity. The Lessor's and its Subcontractors' and sub consultants' attention is drawn to Sub-Clause 3.1 which provides, inter alia, that acts intended to materially impede the exercise of the Procuring Entity's inspection and audit rights constitute a prohibited practice subject to contract termination, as well as to a determination of ineligibility.

## **9 Scope of Lease Supply**

- 9.1 The Lease Items and Related Services to be supplied shall be as specified in the Schedule of Requirements.

## **10 Delivery and Documents**

- 10.1 Subject to GCC Sub-Clause 33.1, the Delivery of the Lease Items and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. The details of Lease and other documents to be furnished by the Lessor are specified in the **SCC**.

## **11 Lessor's Responsibilities**

- 11.1 The Lessor shall supply the Lease Items and Related Services included in the Scope of Supply in accordance with GCC Clause 12, and the Delivery and Completion Schedule, as per GCC Clause 13.

## **12 Contract Price**

- 12.1 Prices charged by the Lessor for the Lease Items supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Lessor in its Tender, with the exception of any price adjustments authorized in the **SCC**.

## **13 Terms of Payment**

- 13.1 The Contract Price, including any Advance Payments, if applicable, shall be paid as specified below and in the **SCC**. The currencies in which payments shall be made to the Lessor under this Contract shall be those in which the Tender price is expressed.
- 13.2 The Procuring Entity shall pay to Lessor the advance payment stated in the **SCC** upon or before taking possession of the property. Thereafter, the Procuring Entity shall pay the Lessor the sum of stated in the **SCC** on or before the day of each month as stated in the **SCC** until the expiration of this lease.

## **14 Taxes and Duties**

- 14.1 The Lessor shall be responsible for paying all taxes levied in Kenya.

## **15 Performance Security**

- 15.1 If required as specified in the **SCC**, the Lessor shall, within twenty-eight (28) days of the notification of contract award, provide a performance security for the performance of the Contract in the amount specified in the **SCC**.
- 15.2 The proceeds of the Performance Security shall be payable to the Procuring Entity as compensation for any loss resulting from the Lessor's failure to complete its obligations under the Contract.
- 15.3 As specified in **the SCC**, the Performance Security, if required, shall be denominated in Kenya Shillings; and

shall be in one of the formats stipulated by the Procuring Entity in **the SCC**, or in another form at acceptable to the Procuring Entity.

- 15.4 The Performance Security shall be discharged by the Procuring Entity and returned to the Lessor not later than twenty-eight (28) days following the date of Completion of the Lessor's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the **SCC**.

## **16 Copyright**

- 16.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Procuring Entity by the Lessor herein shall remain vested in the Lessor, or, if they are furnished to the Procuring Entity directly or through the Lessor by any third party, including Lessors of materials, the copyright in such materials shall remain vested in such third party

## **17 Confidential Information**

- 17.1 The Procuring Entity and the Lessor shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Lessor may furnish to its Sub-Lessor such documents, data, and other information it receives from the Procuring Entity to the extent required for the Sub Lessor to perform its work under the Contract, in which event the Lessor shall obtain from such Sub Lessor an undertaking of confidentiality similar to that imposed on the Lessor under GCC Clause 20.
- 17.2 The Procuring Entity shall not use such documents, data, and other information received from the Lessor for any purposes unrelated to the contract. Similarly, the Lessor shall not use such documents, data, and other information received from the Procuring Entity for any purpose other than the performance of the Contract.
- 17.3 The obligation of a party under GCC Sub-Clauses 20.1 and 20.2 above, however, shall not apply to information that:
- a the Procuring Entity or the Lessor need to share with other arms of Government or other bodies participating in the financing of the Contract; such parties shall be disclosed in the **SCC**;
  - b now or hereafter enters the public domain through no fault of that party;
  - c can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
  - d otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.
- 17.4 The above provisions of GCC Clause 20 shall not in any way modify any undertaking of confidentiality given by either of the parties here to prior to the date of the Contract in respect of the Supply or any part thereof.
- 17.5 The provisions of GCC Clause 20 shall survive completion or termination, for whatever reason, of the Contract.

## **18 Subcontracting**

- 18.1 The Lessor shall notify the Procuring Entity in writing of all subcontracts awarded under the Contract if not already specified in the Tender. Such notification, in the original Tender or later shall not relieve the Lessor from any of its obligations, duties, responsibilities, or liability under the Contract.
- 18.2 Subcontracts shall comply with the provisions of GCC Clauses 3 and 7.

## **19 Specifications and Standards**

### Technical Specifications and Drawings

- a) The Lease Items and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section VI, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Lease Items' country of origin.
- b) The Lessor shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Procuring Entity, by giving a notice of such disclaimer to the Procuring Entity.
- c) Wherever references are made in the Contract to codes and standards in accordance with which it shall

be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Procuring Entity and shall be treated in accordance with GCC Clause 33.

## 20 Packing and Documents

No packing services and documents are needed, and if any, they are specified **in the SCC**, and in any other instructions ordered by the Procuring Entity.

## 21 Insurance

22.1 Unless otherwise specified in the **SCC**, the Lease Items supplied under the Contract shall be fully insured by the Lessor - in a freely convertible currency from an eligible country - against loss or damage incidental to use, transportation, storage, and delivery, in a manner specified in the **SCC**.

## 22 Transportation and Incidental Services

22.1 The Lessor may be required to provide any or all of the following services, including additional services, if any, specified **in SCC**:

- a Performance or supervision of on-site assembly and/or start-up of the supplied Lease Items;
- b Furnishing of tools required for assembly and/or maintenance of the supplied Lease Items;
- c furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Lease Items;
- d performance or supervision or maintenance and/or repair of the supplied Lease Items, for a period of time agreed by the parties, provided that this service shall not relieve the Lessor of any warranty obligations under this Contract; and
- e training of the Procuring Entity's personnel, at the Lessor's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Lease Items.

22.2 Prices charged by the Lessor for incidental services, if not included in the Contract Price for the Lease Items, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Lessor for similar services

## 23 Inspections and Tests

23.1 The Lessor shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Lease Items and Related Services as are specified in the **SCC**.

23.2 The inspections and tests may be conducted on the premises of the Lessor or its Subcontractor, at point of delivery, and/or at the Lease Items' final destination, or in another place in Kenya as specified in the **SCC**. Subject to GCC Sub-Clause 26.3, if conducted on the premises of the Lessor or its Subcontractor, 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.

23.3 The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 26.2, provided that the Procuring Entity bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.

23.4 Whenever the Lessor is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Procuring Entity. The Lessor shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Procuring Entity or its designated representative to attend the test and/or inspection.

23.5 The Procuring Entity may require the Lessor to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Lease Items comply with the technical specification codes and standards under the Contract, provided that the Lessor's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Lessor's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.

- 23.6 The Lessor shall provide the Procuring Entity with are port of the results of any such test and/or inspection.
- 23.7 The Procuring Entity may reject any Lease Items or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Lessor shall either rectify or replace such rejected Lease Items or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to GCC Sub-Clause 26.4.
- 23.8 The Lessor agrees that neither the execution of a test and/or inspection of the Lease Items or any part thereof, nor the attendance by the Procuring Entity or its representative, nor the issue of any report pursuant to GCC Sub-Clause 26.6, shall release the Lessor from any warranties or other obligations under the Contract.

## **24 Liquidated Damages**

- 25.1 Except as provided under GCC Clause 32, if the Lessor fails to deliver any or all of the Lease Items by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Procuring Entity may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the **SCC** of the delivered price of the delayed Lease Items or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those **SCC**. Once the maximum is reached, the Procuring Entity may terminate the Contract pursuant to GCC Clause 35.

## **25 Warranty**

- 25.1 The Lessor warrants that all the Lease Items are in conformity with the specifications of the Lease Items and are in good condition for use under the Lease agreement.
- 25.2 The Procuring Entity will be entitled to refuse acceptance of any Lease Items not meeting the warranty under ITT 28.1 and demand for replacements.

## **26 Patent Indemnity**

- 26.1 The Lessor shall, subject to the Procuring Entity's compliance with GCC Sub-Clause 29.2, indemnify and hold harmless the Procuring Entity and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Procuring Entity may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:

- a The installation of the Lease Items by the Lessor or the use of the Lease Items in the country where the Site is located; and
- b the sale in any country of the products produced by the Lease Items.

Such indemnity shall not cover any use of the Lease Items or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Lease Items or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Lessor, pursuant to the Contract.

- 26.2 If any proceedings are brought or any claim is made against the Procuring Entity arising out of the matters referred to in GCC Sub-Clause 29.1, the Procuring Entity shall promptly give the Lessor a notice thereof, and the Lessor may at its own expense and in the Procuring Entity's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- 26.3 If the Lessor fails to notify the Procuring Entity within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Procuring Entity shall be free to conduct the same on its own behalf.
- 26.4 The Procuring Entity shall, at the Lessor's request, afford all available assistance to the Lessor in conducting such proceedings or claim, and shall be reimbursed by the Lessor for all reasonable expenses incurred in so doing.
- 26.5 The Procuring Entity shall indemnify and hold harmless the Lessor and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Lessor may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection



with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Procuring Entity.

## **27 Limitation of Liability**

27.1 Except in cases of criminal negligence or willful misconduct,

- a The Lessor shall not be liable to the Procuring Entity, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Lessor to pay liquidated damages to the Procuring Entity, and
- b The aggregate liability of the Lessor to the Procuring Entity, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the Lessor to indemnify the Procuring Entity with respect to patent infringement.

## **28 Change in Laws and Regulations**

29.1 Unless otherwise specified in the Contract, if after the date of 28 days prior to date of Tender submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Kenya (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Lessor has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 15.

## **29 Force Majeure**

- 29.1 The Lessor shall not be liable for forfeiture of its Performance Security, liquidated damages, 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.
- 29.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Lessor that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Lessor. Such events may include, but not be limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 29.3 If a Force Majeure situation arises, the Lessor shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Lessor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## **30 Change Orders and Contract Amendments**

- 30.1 The Procuring Entity may at any time order the Lessor through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:
  - a drawings, designs, or specifications, where Lease Items to be furnished under the Contract are to be specifically manufactured for the Procuring Entity;
  - b the method of shipment or packing;
  - c the place of delivery; and
  - d the Related Services to be provided by the Lessor.
- 30.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Lessor's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Lessor for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Lessor's receipt of the Procuring Entity's change order.
- 30.3 Prices to be charged by the Lessor for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Lessor for similar services.

- 30.4 **Value Engineering:** The Lessor may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following:
- a the proposed change(s), and a description of the difference to the existing contract requirements;
  - b a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs) the Procuring Entity may incur in implementing the value engineering proposal; and
  - c a description of any effect(s) of the change on performance/functionality.
- 30.5 The Procuring Entity may accept the value engineering proposal if the proposal demonstrates benefits that:
- a accelerates the delivery period; or
  - b reduces the Contract Price or the life cycle costs to the Procuring Entity; or
  - c improves the quality, efficiency or sustainability of the Lease Items; or
  - d yields any other benefits to the Procuring Entity, without compromising the necessary functions of the Facilities.
- 30.6 If the value engineering proposal is approved by the Procuring Entity and results in:
- a a reduction of the Contract Price; the amount to be paid to the Lessor shall be the percentage specified **in the SCC** of the reduction in the Contract Price; or
  - b an increase in the Contract Price; but results in a reduction in lifecycle costs due to any benefit described in
  - c to (d) above, the amount to be paid to the Lessor shall be the full increase in the Contract Price.
- 30.7 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

### **31 Extensions of Time**

- 31.1 If at any time during performance of the Contract, the Lessor or its subcontractors should encounter conditions impeding timely delivery of the Lease Items or completion of Related Services pursuant to GCC Clause 13, the Lessor shall promptly notify the Procuring Entity in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Lessor's notice, the Procuring Entity shall evaluate the situation and may at its discretion extend the Lessor's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 31.2 Except in case of Force Majeure, as provided under GCC Clause 32, a delay by the Lessor in the performance of its Delivery and Completion obligations shall render the Lessor liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 34.1.

### **32 Termination**

#### 32.1 Termination for Default

- a The Procuring Entity, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Lessor, may terminate the Contract in whole or in part:
  - i. if the Lessor fails to deliver any or all of the Lease Items within the period specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to GCC Clause 34;
  - ii. if the Lessor fails to perform any other obligation under the Contract; or
  - iii. if the Lessor, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2a of the Appendix to the GCC, in competing for or in executing the Contract.
- b In the event the Procuring Entity terminates the Contract in whole or in part, pursuant to GCC Clause 35.1(a), the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Lease Items or Related Services similar to those undelivered or not performed, and the Lessor shall be liable to the Procuring Entity for any additional costs for such similar Lease Items or Related Services. However, the Lessor shall continue performance of the Contract to the extent not terminated.

#### 32.2 Termination for Insolvency.

The Procuring Entity may at any time terminate the Contract by giving notice to the Lessor if the Lessor

becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Lessor, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Procuring Entity

### 33.3 Termination for Convenience.

- a) The Procuring Entity, by notice sent to the Lessor, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Entity's convenience, the extent to which performance of the Lessor under the Contract is terminated, and the date upon which such termination becomes effective.
- b) The Lease Items that are complete and ready for shipment within twenty-eight (28) days after the Lessor's receipt of notice of termination shall be accepted by the Procuring Entity at the Contract terms and prices. For the remaining Lease Items, the Procuring Entity may elect:
  - i) to have any portion completed and delivered at the Contract terms and prices; and/or
  - ii) to cancel the remainder and pay to the Lessor an agreed amount for partially completed Lease Items and Related Services and for materials and parts previously procured by the Lessor.

## 33 Assignment

- 36.1 Neither the Procuring Entity nor the Lessor shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

## 34 Import Restrictions

- 37.1 Notwithstanding any obligation under the Contract to complete all import formalities, any import restrictions attributable to the Procuring Entity, to Kenya, or to the use of the products/Lease Items, systems or services to be supplied, which arise from trade regulations from a country supplying those products/Lease Items, systems or services, and which substantially impede the Lessor from meeting its obligations under the Contract, shall release the Lessor from the obligation to provide deliveries or services, always provided, however, that the Lessor can demonstrate to the satisfaction of the Procuring Entity that it has completed all formalities in a timely manner, including applying for permits, authorizations and licenses necessary for the import of the products/Lease Items, systems or services under the terms of the Contract. Termination of the Contract on this basis shall be for the Procuring Entity's convenience pursuant to Sub-Clause 35.3.

## Section VIII - Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement and/or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

*[The Procuring Entity shall select insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics],*

| Number of GC Clause | Amendments of, and Supplements to, Clauses in the General Conditions of Contract   |
|---------------------|--|
| GCC 1.1(h)          | The Procuring Entity is: <b>Geothermal Development Company Ltd</b>   |
|                     | The Final Destination(s) is at <b>Baringo-Silali Geothermal Project</b>  |
| GCC 8.1             | <p>For <b>notices</b>, the Procuring Entity's address shall be:</p> <p><b>The Managing Director &amp; CEO,<br/>Geothermal Development Company Ltd (GDC)<br/>Kawi House, South C Bellevue Off Mombasa Road, Tel: 0719037000, 0719036000<br/>P.O. Box 100746 – 00101<br/>Nairobi, Kenya</b></p> <p>Any notice given under the Agreement shall be in writing and may be served:</p> <ol style="list-style-type: none"> <li>i. personally;</li> <li>ii. by registered or recorded delivery mail;</li> <li>iii. by e-mail, telex or facsimile transmission (the latter confirmed by telex or post); or</li> <li>iv. by any other means which any party specifies by notice to the others.</li> </ol> <p>Notice shall be deemed to have been served:</p> <ol style="list-style-type: none"> <li>i. if it was served in person, at the time of service;</li> <li>ii. if it was served by post, 72 hours after it was posted; and</li> </ol> <p>If it was served by e-mail, telex or facsimile transmission, at the time of transmission.</p>  |
| GCC 10.2            | <p><b>Termination for Default</b></p> <p>GDC may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, terminate this Contract in whole or in part:</p> <ol style="list-style-type: none"> <li>a) If the Service Provider fails to deliver the Goods and Services within the period(s) specified in the Contract, or within any extension thereof granted by the GDC;</li> <li>b) If the Goods and Services delivered by the Service Provider do not conform to the Standards specified in the Contract;</li> <li>c) If the Service Provider fails to perform any other obligation(s) under the Contract;</li> <li>d) If the Service Provider, in the judgment of             <ol style="list-style-type: none"> <li>a) the GDC has engaged in corrupt or fraudulent practices in competing for or in executing the Contract;</li> <li>b) If the Service Provider becomes insolvent or bankrupt; GDC may at any time terminate this Agreement by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not produce or affect any right of action or remedy which has accrued or will accrue thereafter to GDC;</li> </ol> </li> </ol> <p>In the event that the GDC terminates the Contract in whole or in part, it may procure, upon such terms and in such manner, as it deems appropriate, Goods and Services similar to those undelivered, and the Service Provider shall be liable to the GDC for any excess costs incurred.</p> <p><b>Termination by Notice</b></p> <p>Either party, at its sole discretion, may at any time by written notice terminate the Contract by giving no less than Thirty (30) days' notice in writing.</p> <p><b>Termination for Convenience</b></p> <p>The GDC by written notice sent to the Tenderer 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 GDC's convenience, the extent to which performance of the Tenderer of the contract is terminated and the date on which such termination becomes effective.</p> |

| Number of GC Clause | Amendments of, and Supplements to, Clauses in the General Conditions of Contract   |
|---------------------|--|
|                     | <p>For the remaining part of the contract after termination the GDC may elect to cancel the supply and pay to the Tenderer the amount for partially delivered goods.</p> <p><b>Termination by Mutual Consent</b><br/>By mutual written agreement, the Purchaser and the Tenderer may agree to terminate the contract. The agreement shall provide that the termination is by mutual agreement, the extent to which the contract is terminated and the effects of such termination on each party's obligations.</p> <p><b>Termination by Insolvency</b><br/>If the Tenderer becomes insolvent or bankrupt; the Purchaser may at any time terminate this Agreement by giving written notice to the Tenderer. In this event, termination will be without compensation to the Service provider, provided that such termination will not produce or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser. On termination of this Agreement, howsoever terminated, the Contractor shall be permitted to remove all its equipment which may have been placed by the Contractor upon the employer's premises.</p> |
| GCC 15.1            | The prices charged for the Lease Items supplied and the related Services performed " <i>shall not,</i> " be adjustable.  |
| GCC 16.3            | <p>GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <ol style="list-style-type: none"> <li>1) <b>Geothermal Development Company's payment terms are within sixty (60) days upon receipt of certified invoices and delivery notes confirming that the invoiced goods/items have been delivered and is in accordance with the contract by the supplier.</b></li> <li>2) <b>Advance Payment is not applicable.</b></li> <li>3) <b>Payment shall be made through Geothermal Development Company's cheque or telegraphic transfer of the contract.</b></li> <li>3) <b>No interest on delayed payments</b></li> <li>4) <b>Invoicing and payments shall be done for actual delivered items only.</b></li> </ol>  |
| GCC 18.1            | <p>A Performance Security <i>shall be required.</i></p> <p><b>The Performance Security shall be in the amount of 10% of the Contract Price in the form of a bank guarantee issued by a Bank operating in Kenya. The performance Security shall be valid for a minimum of 30 days after completion of the assignment.</b></p>   |
| GCC 18.4            | Discharge of the Performance Security shall take place: <i>30 days after successful performance of assignment</i>  |
| GCC 24.1            | The insurance coverage shall be as specified in the Incoterms.   |
| GCC 25.1            | Responsibility for transportation of the Lease Items shall be " <i>The Lessor is required under the Contract to transport the Lease Items to a specified place of final destination within Kenya, defined as the Project Site, transport to such place of destination in Kenya, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Lessor, and related costs shall be included in the Contract Price</i> "; or any other agreed upon trade terms (specify the respective responsibilities of the Procuring Entity and the Lessor)]   |
| GCC 25.2            | Incidental services to be provided are: As per specifications.   |
| GCC 26.2            | The Inspections and tests shall be conducted at: <i>Chief Mechanical &amp; Transport Engineer Industrial Area.</i>   |
| GCC 27.1            | The maximum amount of liquidated damages shall be: <i>10%</i>  |

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## **SECTION IX - CONTRACT FORMS**

This Section contains forms which, once completed, will form part of the Contract. The forms for Performance Security and Advance Payment Security, when required, shall only be completed by the successful tenderer after contract award.

### **Table of Forms**

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Contract Agreement

Performance Security

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## FORM No 1: NOTIFICATION OF INTENTION TO AWARD

This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender. Send this Notification to the Tenderer's Authorized Representative named in the Tender Information Form on the format below.

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### **FORMAT**

1. For the attention of Tenderer's Authorized Representative

- i) Name: .....[insert Authorized Representative's name]
- ii) Address: .....[insert Authorized Representative's Address]
- iii) Telephone: .....[insert Authorized Representative's telephone/fax numbers]
- iv) Email Address: .....[insert Authorized Representative's email address]

*[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]*

2. Date of transmission: ..... [email]\_\_\_\_\_ on.....[date] \_\_\_\_\_ (local time) This Notification is sent by (Name and designation)\_\_\_\_\_

3. Notification of Intention to Award

- i) Procuring Entity: .....[insert the name of the Procuring Entity]
- ii) Project: .....[insert name of project]
- iii) Contract title: .....[insert the name of the contract]
- iv) Country: .....[insert country where ITT is issued]
- v) ITT No: .....[insert ITT reference number from Procurement Plan]

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period, you may:

4. Request a debriefing in relation to the evaluation of your tender

Submit a Procurement-related Complaint in relation to the decision to award the contract.

a) The successful tenderer

- i) Name of successful Tender \_\_\_\_\_
- ii) Address of the successful Tender \_\_\_\_\_
- iii) Contract price of the successful Tender Kenya Shillings \_\_\_\_\_  
(in words \_\_\_\_\_)

b) Other Tenderers

Names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out. For Tenders not evaluated, give one main reason the Tender was unsuccessful.

| Lease Item N° | Description of Lease Item and Related Services. | Tender Price as read out | Tender's evaluated price (Note a) | One Reason Why not Evaluated |
|---------------|---|--------------------------|-----------------------------------|------------------------------|
| 1             |   |                          |                                   |                              |
| 2             |   |                          |                                   |                              |
| 3             |   |                          |                                   |                              |
| 4             |   |                          |                                   |                              |
| 5             |   |                          |                                   |                              |
|               |   |                          |                                   |                              |

(Note a) State NE if not evaluated

5. How to request a debriefing

- a) DEADLINE: The deadline to request a debriefing expires at midnight on [insert date] (local time).
- b) You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (5) Business Days of receipt of this Notification of Intention to Award.
- c) Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:
  - i) Attention: [insert full name of person, if applicable]
  - ii) Title/position: [insert title/position]
  - iii) Agency: [insert name of Procuring Entity]
  - iv) Email address: [insert email address]
- d) If your request for a debriefing is received within the 3 Days deadline, we will provide the debriefing within five (3) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (3) Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.
- e) The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.
- f) If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Days from the date of publication of the Contract Award Notice.

6. How to make a complaint

- a) Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, [insert date] (local time).
- b) Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:
  - i) Attention: [insert full name of person, if applicable]
  - ii) Title/position: [insert title/position]
  - iii) Agency: [insert name of Procuring Entity]
  - iv) Email address: [insert email address]
- c) At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.
- d) Further information: For more information refer to the Public Procurement and Disposals Act 2015 and its Regulations available from the Website [www.ppra.go.ke](http://www.ppra.go.ke) or email [complaints@ppra.go.ke](mailto:complaints@ppra.go.ke).



You should read these documents before preparing and submitting your complaint.

- e) There are four essential requirements:
  - i) You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award.
  - ii) The complaint can only challenge the decision to award the contract.
  - iii) You must submit the complaint within the period stated above.
  - iv) You must include, in your complaint, all of the information required to support your complaint.

**7. Standstill Period**

- i) **DEADLINE:** The Standstill Period is due to end at midnight on [*insert date*] (local time).
- ii) The Standstill Period lasts ten (14) Days after the date of transmission of this Notification of Intention to Award.
- iii) The Standstill Period may be extended as stated in paragraph Section 5 (d) above.

If you have any questions regarding this Notification please do not hesitate to contact us. On behalf of the Procuring Entity:

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title/position:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**FORM NO. 2 - REQUEST FOR REVIEW**

**FORM FOR REVIEW(r.203(1))**

**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 of .....20.....in the matter of Tender No.....of .....20..... for .....(Tender description).

**REQUEST FOR REVIEW**

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

- 1.
- 2.

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

- 1.
- 2.

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**

**FORM NO 3: LETTER OF AWARD**

*[letter head paper of the Procuring Entity]*

.....*[date]*

To: .....*[name and address of the Contractor]*

This is to notify you that your Tender dated *[date]* for execution of the..... *[name of the Contract and identification number, as given in the Contract Data]* for the Accepted Contract Amount..... *[amount in numbers and words] [name of currency]*, as corrected and modified in accordance with the Instructions to Tenderers, is hereby accepted by..... *(name of Procuring Entity)*.

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section VIII, Contract Forms, of the Tender Document.

Authorized Signature: .....

Name and Title of Signatory: .....

Name of Procuring Entity: .....

Attachment: *Contract Agreement*

**FORM NO. 4 LETTER OF AWARD**

*[use letterhead paper of the Procuring Entity]*

.....*[date]*

To: .....*[name and address of the Lessor]*

Subject: **Notification of Award Contract No**.....

This is to notify you that your Tender dated.....*[insert date]* for the Lease Items on the list below is hereby accepted by our Agency.

**OFFERED ITEMS AND PRICES**

| <b>1</b>                  | <b>2</b>   | <b>3</b>            |
|---------------------------|--|---------------------|
| <b>Lease Item N°</b>      | <b>Description of Lease Item and Related Services.</b> | <b>Tender Price</b> |
| 1                         |  |                     |
| 2                         |  |                     |
| 3                         |  |                     |
| 4                         |  |                     |
| <b>Total Tender Price</b> |  | <b>Xxxx</b>         |

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of Contract, using for that purpose the of the Performance Security Form included in Section X, Contract Forms, of the Tendering document.

Authorized Signature: .....

Name and Title of Signatory: .....

Name of Agency: .....

**Attachment: Contract Agreement**

**FORM NO 5 - CONTRACT AGREEMENT**

*[The successful tenderer shall fill in this form in accordance with the instructions indicated]*

THIS AGREEMENT made the *[insert: number]* day of *[insert: month]*, *[insert: year]*.

BETWEEN

- (1) *[insert complete name of Procuring Entity and having its principal place of business at [insert: address of Procuring Entity] (herein after called “Procuring Entity”)*, of the one part;  
and
- (2) *[insert name of Lessor]*, a corporation incorporated under the laws of *[insert: country of Lessor]* and having its principal place of business at *[insert: address of Lessor]* (herein after called “the Lessor”), of the other part.
- 3. WHEREAS the Procuring Entity invited Tenders for certain Lease Items and ancillary services, viz., *[insert brief description of Lease Items and Services]* and has accepted a Tender by the Lessor for the supply of those Lease Items and Services, the Procuring Entity and the Lessor agree as follows:
  - i) In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
  - ii) The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other contract documents.
    - a) the Letter of Acceptance
    - b) the Letter of Tender
    - c) the Addenda Nos. \_\_\_\_\_ (if any)
    - d) Special Conditions of Contract
    - e) General Conditions of Contract
    - f) the Specification (including Schedule of Requirements and Technical Specifications)
    - g) the completed Schedules (including Price Schedules)
    - h) any other document listed in GCC as forming part of the Contract
  - iii) In consideration of the payments to be made by the Procuring Entity to the Lessor as specified in this Agreement, the Lessor hereby covenants with the Procuring Entity to provide the Lease Items and Services and to remedy defects the rein inconformity in all respects with the provisions of the Contract.
- 4. The Procuring Entity hereby covenants to pay the Lessor in consideration of the provision of the Lease Items and Services 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.
- 5. IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Kenya on the day, month and year indicated above.

For and on behalf of the Procuring Entity

Signed: .....*[insert signature]* in the capacity of .....*[insert title or other appropriate designation]*

In the presence of .....*[insert identification of official witness]*

For and on behalf of the Lessor Signed: .....*[insert signature of authorized representative(s) of the Lessor]*

in the capacity of .....*[insert title or other appropriate designation]*

in the presence of .....*[insert identification of official witness]*

**FORM NO. 6 - PERFORMANCE SECURITY [Option 1 - Unconditional Demand Bank Guarantee]**

*[Guarantor letterhead]*

**Beneficiary:** \_\_\_\_\_ *[insert name and Address of Procuring Entity]*

**Date:** \_\_\_\_\_ *[Insert date of issue]*

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letter head]*

1. We have been informed that \_\_\_\_\_ (hereinafter called "the Contractor") has entered into Contract No. \_\_\_\_\_ dated \_\_\_\_\_ with (name of Procuring Entity) \_\_\_\_\_ (the Procuring Entity as the Beneficiary), for the execution of \_\_\_\_\_ (herein after called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.
3. At the request of the Contractor, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ (in words ),<sup>1</sup> such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
4. This guarantee shall expire, no later than the..... Day of....., 2.....<sup>2</sup>, and any demand for payment under it must be received by us at the office indicated above on or before that date.
5. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months] [one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”

\_\_\_\_\_  
*[Name of Authorized Official, signature(s) and seals/stamps]*

**Note:** *All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.*

**FORM No. 7 - PERFORMANCE SECURITY [Option 2– Performance Bond]**

*[Note: Procuring Entities are advised to use Performance Security–Unconditional Demand Bank Guarantee instead of Performance Bond due to difficulties involved in calling Bond holder to action]*

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** \_\_\_\_\_ *[insert name and Address of Procuring*

*Entity]* **Date:** \_\_\_\_\_ *[Insert date of issue]* **PERFORMANCE**

**BOND No.:** \_\_\_\_\_

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. By this Bond \_\_\_\_\_ as Principal (hereinafter called “the Contractor”) and \_\_\_\_\_] as Surety (hereinafter called “the Surety”), are held and firmly bound unto] as Obligee (hereinafter called “the Procuring Entity”) in the amount of \_\_\_\_\_ for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.
2. WHEREAS the Contractor has entered into a written Agreement with the Procuring Entity dated the \_\_\_\_ day of, 20, for in accordance with the documents, plans, specifications, and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.
3. NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise, it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Procuring Entity to be, in default under the Contract, the Procuring Entity having performed the Procuring Entity's obligations there under, the Surety may promptly remedy the default, or shall promptly:
  - 1) complete the Contract in accordance with its terms and conditions; or
  - 2) obtain a tender or tenders from qualified tenderers for submission to the Procuring Entity for completing the Contract in accordance with its terms and conditions, and upon determination by the Procuring Entity and the Surety of the lowest responsive Tenderers, arrange for a Contract between such Tenderer, and Procuring Entity and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term “Balance of the Contract Price,” as used in this paragraph, shall mean the total amount payable by Procuring Entity to Contractor under the Contract, less the amount properly paid by Procuring Entity to Contractor; or
  - 3) pay the Procuring Entity the amount required by Procuring Entity to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.
4. The Surety shall not be liable for a greater sum than the specified penalty of this Bond.
5. Any suit under this Bond must be instituted before the expiration of one year from the date of the issuing of the Taking - Over Certificate. No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Procuring Entity named herein or the heirs, executors, administrators, successors, and assigns of the Procuring Entity.
6. In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this day \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_\_.

SIGNED ON \_\_\_\_\_ on behalf of  
by \_\_\_\_\_ in the capacity  
of in the presence of

SIGNED ON \_\_\_\_\_ on behalf  
of by \_\_\_\_\_ in the capacity  
of in the presence of



**FORM NO. 8 - ADVANCE PAYMENT SECURITY [Demand Bank Guarantee]**

*[Guarantor letterhead]*

**Beneficiary:** \_\_\_\_\_ *[Insert name and Address of Procuring Entity]*

**Date:** \_\_\_\_\_ *[Insert date of issue]*

**ADVANCE PAYMENT GUARANTEE No.:** *[Insert guarantee reference number]*

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letter head]*

1. We have been informed that \_\_\_\_\_ (hereinafter called "the Contractor") has entered into Contract No. \_\_\_\_\_ dated \_\_\_\_\_ with the Beneficiary, for the execution of \_\_\_\_\_ (herein after called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum \_\_\_\_\_ (in words \_\_\_\_\_) is to be made against an advance payment guarantee.
3. At the request of the Contractor, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ (in words \_\_\_\_\_) upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:
  - (a) has used the advance payment for purposes other than the costs of mobilization in respect of the Works; or
  - (b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.
4. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Contract or on its account number at.....
5. The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, less provisional sums, has been certified for payment, or on the day of \_\_\_\_\_, 2<sup>nd</sup>,<sup>2</sup> whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.
6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

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*[Name of Authorized Official, signature(s) and seals/stamps]*

**Note:** *All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.*

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**FORM NO. 9 BENEFICIAL OWNERSHIP DISCLOSURE**

**(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)**

**INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM**

*This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful tenderer pursuant to Regulation 13 (2A) and 13 (6) of the Companies (Beneficial Ownership Information) Regulations, 2020. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.*

Tender Reference No.: \_\_\_\_\_ [insert identification no] Name of the Tender Title/Description: \_\_\_\_\_ [insert name of the assignment] to: \_\_\_\_\_ [insert complete name of Procuring Entity]

In response to the requirement in your notification of award dated \_\_\_ [insert date of notification of award] to furnish additional information on beneficial ownership: \_\_\_\_\_ [select one option as applicable and delete the options that are not applicable]

I) We here by provide the following beneficial ownership information.

**Details of beneficial ownership**

|    | Details of all Beneficial Owners                  |  | % of shares a person holds in the company Directly or indirectly | % of voting rights a person holds in the company | Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)   | Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)  |
|----|---|--|--|--|---|--|
| 1. | Full Name   |  | Directly-----<br>----- %<br>of shares                            | Directly.....<br>.....% of voting<br>rights      | 1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer:<br>Yes ----No----<br>2. Is this right held directly or indirectly?:<br><br>Direct.....<br><br>Indirect.....<br>. | 1. Exercises significant influence or control over the Company body of the Company (tenderer)<br><br>Yes ----No----<br>2. Is this influence or control exercised directly or indirectly?<br><br>Direct.....<br><br>Indirect..... |
|    | National identity card number or Passport number  |  |  |  |   |  |
|    | Personal Identification Number (where applicable) |  | Indirectly----<br>----- %<br>of shares                           | Indirectly-----<br>% of voting rights            |   |  |
|    | Nationality                                       |  |  |  |   |  |
|    | Date of birth [dd/mm/yyyy]                        |  |  |  |   |  |
|    | Postal address                                    |  |  |  |   |  |
|    | Residential address                               |  |  |  |   |  |
|    | Telephone number                                  |  |  |  |   |  |
|    | Email address                                     |  |  |  |   |  |
|    | Occupation or profession                          |  |  |  |   |  |
| 2. | Full Name   |  | Directly-----  | Directly.....                                    |   |  |

| Details of all Beneficial Owners                  |  | % of shares a person holds in the company Directly or indirectly | % of voting rights a person holds in the company | Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)  | Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)   |
|---|--|--|--|--|---|
| National identity card number or Passport number  |  | ----- % of shares  | .....% of voting rights                          | 1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes ----No----<br>2. Is this right held directly or indirectly?:<br><br>Direct.....<br><br>Indirect.....<br><br>. | 1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes ----No----<br><br>2. Is this influence or control exercised directly or indirectly?<br><br>Direct.....<br><br>Indirect..... |
| Personal Identification Number (where applicable) |  | Indirectly----<br>----- % of shares                              | Indirectly-----<br>% of voting rights            |  |   |
| Nationality(ies)                                  |  |  |  |  |   |
| Date of birth [dd/mm/yyyy]                        |  |  |  |  |   |
| Postal address                                    |  |  |  |  |   |
| Residential address                               |  |  |  |  |   |
| Telephone number                                  |  |  |  |  |   |
| Email address                                     |  |  |  |  |   |
| Occupation or profession                          |  |  |  |  |   |
|   |  |  |  |  |   |
| <b>3.</b><br><br><b>e.t</b><br><b>.c</b>          |  |  |  |  |   |
|   |  |  |  |  |   |
|   |  |  |  |  |   |
|   |  |  |  |  |   |

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020.(Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). *Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.*

III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

- (a) holds at least ten percent of the issued shares in the company either directly or indirectly;
- (b) exercises at least ten percent of the voting rights in the company either directly or indirectly;
- (c) holds a right, directly or indirectly, to appoint or remove a director of the company; or
- (d) exercises significant influence or control, directly or indirectly, over the company.

IV) What is stated to herein above is true to the best of my knowledge, information and belief.

*Name of the Tenderer: .....\*[insert complete name of the Tenderer]\_\_\_\_\_*

*Name of the person duly authorized to sign the Tender on behalf of the Tenderer: \*\* [insert complete name of person duly authorized to sign the Tender]*

*Designation of the person signing the Tender: ..... [insert complete title of the person signing the Tender]*

*Signature of the person named above: ..... [insert signature of person whose name and capacity are shown above]*

*Date this ..... [insert date of signing] day of..... [Insert month], [insert year]*