



**GEOHERMAL DEVELOPMENT COMPANY LTD**

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**NAIROBI, KENYA**

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**TENDER FOR SUPPLY AND INSTALLATION OF  
INTERNET SERVICES, WIDE AREA NETWORKS (WAN)**

**GDC/ICT/OT/044/16:17**

**CLOSING DATE AND TIME: 24<sup>TH</sup> APRIL 2016 AT 2:00PM**

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## SECTION I: INVITATION TO TENDER

**DATE: 4/04/2017**

**TENDER REF NO: GDC/ICT/OT/044/16:17**

### **TENDER DESCRIPTION: TENDER FOR SUPPLY AND INSTALLATION OF INTERNET SERVICES AND WIDE AREA NETWORKS (WAN).**

The **Geothermal Development Company Ltd** invites sealed bids from all bidders of Tier 1 service providers in the category of NATIONAL NETWORK FACILITIES PROVIDERS under the CAK licensing regime **Supply and Installation of Internet Services and Wide Area Networks (WAN)**.

Candidates may inspect and obtain the tender document from the office of Manager, supply chain at GDC Office, Kawi House, South C |Off Mombasa Road| Red Cross Road between 9.00am and 4.00pm during weekdays.

The document can also be viewed and downloaded from the website [www.gdc.co.ke](http://www.gdc.co.ke) or <http://supplier.treasury.go.ke> free of charge or at no cost. Bidders who download the tender document from the website must forward their particulars immediately to [procurement@gdc.co.ke](mailto:procurement@gdc.co.ke) for records and any further tender clarifications and addenda

Any additional information, addendums or clarifications in respect to this tender will be available in GDC website [www.gdc.co.ke](http://www.gdc.co.ke) or IFMIS portal. All bidders are advised to regularly check the website during the bidding period.

Completed tenders must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited in the tender box at **GDC Kawi House Office**, South C, off Mombasa Road, Red Cross road, Ground Floor

The Managing Director & CEO  
Geothermal Development Company Ltd (GDC)  
P.O. Box 100746 – 00101  
**NAIROBI, KENYA**

Tenders must be accompanied by a tender security in the amount of **Kshs 100,000** in the form of an insurance or bank guarantee.

There will be a Mandatory Site Visit on 12<sup>th</sup> April, 2017 at Kawi House Office at 11.00am, 13<sup>th</sup> April 2017 at Naivasha Office at 9.00 am, Nakuru's Polo Centre at 12.00 pm and Menengai at 2.00 PM. Bidders are required to make own arrangements for transport and accommodation.

Each tenderer shall complete the certificate of tenderers visit for each site and sign the attendance register.

Prices quoted should be inclusive of all taxes and price quoted must be in Kenya Shillings and shall remain valid for **(120) days from the closing date of the tender.**

Tenders will be opened immediately thereafter in the presence of the tenderers' representatives who choose to attend at GDC Kawi House, Ground floor board Room.

**MANAGER, SUPPLY CHAIN**

## SECTION II- INSTRUCTIONS TO TENDERERS

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

### **2.1 Eligible Tenderers**

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

### **2.2 Eligible Goods**

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

## 2.3 **Cost of Tendering**

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

2.3.2 The price to be charged for the tender document shall be **free of charge**

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

## 2.4. **The Tender Document**

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

- (i) Invitation to Tender
- (ii) Instructions to tenderers
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Tender Security Form
- (ix) Contract Form
- (x) Performance Security Form
- (xi) Confidential Business Questionnaire
- (xii) Declaration of Undertaking

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

## 2.5 **Clarification of Documents**

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

the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

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

## 2.6 **Amendment of Documents**

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

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

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

## 2.7 **Language of Tender**

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

## 2.8 **Documents Comprising of Tender**

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

## **2.9 Tender Forms**

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

## **2.10 Tender Prices**

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

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

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

2.10.4 The validity period of the tender shall be 120 days from the date of opening of the tender.

## **2.11 Tender Currencies**

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

## **2.12 Tenderers Eligibility and Qualifications**

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

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

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

- (a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.



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

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

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

2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

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

- (a) a detailed description of the essential technical and performance characteristic of the goods;
- (b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the Procuring entity; and
- (c) a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

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

## **2.14 Tender Security**

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

2.14.2 The tender security shall be in the amount of Kshs 100,000

2.14.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7

2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to the Procuring entity and valid for thirty (30) days beyond the validity of the tender.

2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.22

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

2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28

2.14.8 The tender security may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or
- (b) in the case of a successful tenderer, if the tenderer fails:
  - (i) to sign the contract in accordance with paragraph 2.27 or
  - (ii) to furnish performance security in accordance with paragraph 2.28

## **2.15 Validity of Tenders**

2.15.1 Tenders shall remain valid for **120 days** or as specified in the Invitation to tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

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

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

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

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

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

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

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

2.17.2 The inner and outer envelopes shall:  
(a) be addressed to the Procuring entity at the address given in the Invitation to Tender:

**The Managing Director  
Geothermal Development Co. Ltd  
P. O Box 100746-00101.  
NAIROBI, KENYA**

(b) Bear, tender number and name in the Invitation for Tenders and the words, "**DO NOT OPEN BEFORE,**" **24th April 2017 at 2:00pm.**

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

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

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

2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later than **Monday 2:00pm, 24<sup>th</sup> April, 2017.**

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

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

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

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

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

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

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

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

## **2.20 Opening of Tenders**

The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, **on 24<sup>th</sup> April, 2017 at 2:00 p.m.** and in the location specified in the Invitation to Tender.

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

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

2.20.2 The Procuring entity will prepare minutes of the tender opening.

## **2.21 Clarification of Tenders**

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

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

## **2.22 Preliminary Examination**

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

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

errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures the amount in words will prevail

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

2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

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

## **2.23 Conversion to Single Currency**

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

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

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

2.24.2 The tender evaluation committee shall evaluate the tender within 15 days of the validity period from the date of opening the tender.

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

## **2.25 Preference**

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

## **2.26 Contacting the Procuring entity**

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

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

## **2.27 Award of Contract**

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

2.27.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

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

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

### **(b) Award Criteria**

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

### **(c) Procuring entity's Right to Vary quantities**

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

**(d) Procuring entity's Right to accept or Reject any or All Tenders**

2.27.6 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action

**2.28 Notification of Award**

2.28.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.28.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties

2.28.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.28, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.14

**2.29 Signing of Contract**

2.29.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

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

2.29.3 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

**2.30 Performance Security**

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

2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring



entity may make the award to the next lowest evaluated Candidate or call for new tenders.

## **2.31 Corrupt or Fraudulent Practices**

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

(i) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;

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

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

## APPENDIX TO INSTRUCTIONS TO THE TENDERERS

*The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the Instructions to Tenderers.*

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
2.1.1	The tender is eligible to all bidders of Tier 1 service providers for <b>Supply and Installation of Internet Services and Wide Area Networks (WAN)</b> category of NATIONAL NETWORK FACILITIES PROVIDERS under the CAK licensing regime.
2.5.1	<p>A prospective tenderer requiring any clarification of the tender document may notify GDC in writing (email in PDF format or by facsimile) at the following address:</p> <p>One copy to: -            Manager, Supply Chain            Geothermal Development Company Limited,            Kawi House Office,            P.O. Box 100746 – 00101            NAIROBI, KENYA            E-mail: <a href="mailto:procurement@gdc.co.ke">procurement@gdc.co.ke</a>            Copy to: <a href="mailto:dkyaka@gdc.co.ke">dkyaka@gdc.co.ke</a> &amp; <a href="mailto:pkapto@gdc.co.ke">pkapto@gdc.co.ke</a></p> <p>And one copy to: -            Manager, Information and Communication Technology            Geothermal Development Company Limited,            GDC Kawi House Office,            P.O. Box 100746 – 00101            NAIROBI, KENYA            E-mail: <a href="mailto:csitonik@gdc.co.ke">csitonik@gdc.co.ke</a></p> <p>GDC will respond in writing (e-mail in PDF format) to any request received at least <b>seven (7) days</b> prior to the deadline for the submission of tenders.</p> <p><b>NB: Any request for clarification must be in the firm's letterhead and signed, and must be in reference to the specific parts of the tender document properly numbered.</b></p>

2.11.1	<p>Prices quoted <b>shall</b> be in Kenya Shillings.  <u><b>No correction of arithmetic errors.</b></u>  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 any way by any person or entity.</p>
2.14.2	<p>The tenderer shall furnish, as part of its tender, a tender security in <b>the amount of Ksh 100,000</b>. The tender security should be <b>valid for a period of 30days</b> beyond the tender validity period. I.e. <b>150 days from the date of tender opening.</b></p>
2.15.1	<p>The tender validity period is 120 days from the date of tender opening. A tender valid for a shorter period shall be considered as non-responsive and shall be rejected.</p>
2.16.1	<p>The tenderer should submit an Original and one (1) copy of the tender.</p>
2.18.1	<p>The Tender Closing date is on <b>Monday 24<sup>th</sup> April 2017 at 2.00 pm (1400hrs)</b></p>
<b>Mandatory Requirements.</b>	<p>The evaluation will be evaluated in following stages:</p> <p style="text-align: center;"><b>a) PRELIMINARY EVALUATION STAGE</b></p> <p>The following Mandatory requirements together with the technical requirements stated in <b>Section VI</b> of the tender will be assessed at this stage :-</p> <ol style="list-style-type: none"> <li>i. Certificate of Business registration or Incorporation in Kenya</li> <li>ii. Tax compliance certificate valid at the time of tender opening. The validity of the tax certificate shall be confirmed from the tax checker</li> <li>iii. CAK Registration license.</li> <li>iv. Audited financial statements <b>for the last two (2) years.</b></li> <li>v. Bid Bond in the amount and format provided in the tender document valid for a period of <b>150 days from date of tender opening.</b></li> <li>vi. Completed and Signed Form of Tender.</li> <li>vii. Completed/Filled Confidential Business Questionnaire.</li> <li>viii. Site Visit Certificate</li> <li>ix. Dully filled, signed &amp; stamped declaration of undertaking not to engage in corrupt fraudulent practice</li> </ol> <p><b>NB:</b> Bidders who will not meet the above requirements will be declared <b><u>non-responsive</u></b> and their bids will not be evaluated further.</p>

	<p style="text-align: center;"><b>b) TECHNICAL EVALUATION STAGE</b></p> <p>Only bidders who pass the Preliminary stage will be evaluated at the technical evaluation stage. The technical evaluation is three stages:</p> <ul style="list-style-type: none"> <li>i.) Fully completed technical specification sheet Provided to show Compliance/Responsiveness to Scope of work.</li> <li>ii.) Technical evaluation (based on scoring)</li> <li>iii.) Site Visit to the bidders NOC</li> </ul> <p>All bidders whose bids will be technically responsive in all the 3 stages shall have their bids evaluated at the Financial Evaluation stage.</p> <p style="text-align: center;"><b>c) FINANCIAL EVALUATION</b></p> <p>The bids will be checked for costing of all items, services and payment terms. The lowest evaluated tender will be recommended for award.</p>
2.30	The performance security shall be 10% of the contract price in the form of a bank guarantee issued by a reputable local bank.
<b>Site Visit</b>	<p><b>There will be a Mandatory site visit. Prospective bidders are required to assemble at GDC Offices as follows:</b></p> <ul style="list-style-type: none"> <li>a) <b>Nairobi, Kawi House South C, 12th April 2017 at 10.00AM Kawi House Office.</b></li> <li>b) <b>South Rift Area – 13<sup>th</sup> April, 2017 Lake view estate, Naivasha 9:00am</b></li> <li>c) <b>Central Rift Area – 13<sup>th</sup> April, 2017 Nakuru’s Polo Center at 12.00Pm and Menengai Geothermal Project at 2:00Pm.</b></li> </ul> <p><b>NB:</b> All arrangements for travelling and accommodation shall be the responsibility of the tenderer. Each tenderer shall complete the certificate of tenderers visit for each site and sign the attendance register.</p>

**SECTION III: GENERAL CONDITIONS OF CONTRACT**

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

### **3.1 Definitions**

3.1.1 In this Contract, the following terms shall be interpreted as indicated:-

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

### **3.2 Application**

3.2.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement installation and commissioning of equipment

### **3.3 Country of Origin**

3.3.1 For purposes of this clause, “Origin” means the place where the Goods were mined, grown or produced.

3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer.

### **3.4 Standards**

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

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

- 3.5.1 The tenderer shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.
- 3.5.2 The tenderer shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above
- 3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the Tenderer's performance under the Contract if so required by the Procuring entity

### **3.6 Patent Rights**

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

### **3.7 Performance Security**

- 3.7.1 Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security in the amount specified in Special Conditions of Contract.
- 3.7.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.7.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the Procuring entity, in the form provided in the tender documents.
- 3.7.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Tenderer's performance obligations under the Contract, including any warranty obligations, under the Contract

### **3.8 Inspection and Tests**

- 3.8.1 The Procuring entity or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.
- 3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.
- 3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the Procuring entity.
- 3.8.4 The Procuring entity's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the Procuring entity or its representative prior to the equipment delivery.
- 3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

### **3.9 Packing**

- 3.9.1 The tenderer shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.
- 3.9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract

### **3.10 Delivery and Documents**

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



### **3.11 Insurance**

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

### **3.12 Payment**

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

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

### **3.13 Prices**

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

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

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

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

### **3.14. Assignment**

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

### **3.15 Subcontracts**

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

### **3.16 Termination for default**

3.16.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part

- (a) if the tenderer fails to deliver any or all of the goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity
- (b) if the tenderer fails to perform any other obligation(s) under the Contract
- (c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

3.16.2 In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, equipment similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar goods.

### **3.17 Liquidated Damages**

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

### **3.18 Resolution of Disputes**

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

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

### **3.19 Language and Law**

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

### **3.20 Force Majeure**

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

## SECTION IV - SPECIAL CONDITIONS OF CONTRACT

- 4.1. Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.
- 4.2. Special conditions of contract as relates to the GCC

G C OF CONTRACT REFERENCE	SPECIAL CONDITIONS OF CONTRACT
3.1 Definitions	The Purchaser is Geothermal Development Company KAWI house, South C, P. O Box 100746-00101, Nairobi, Kenya. It includes the Customer's legal representative, successors or assigns.
3.7 Performance Security	The Performance Security shall be in the amount of 10% of the Contract Price in the form of a bank guarantee. The Performance security will be cashed if the tenderer shall not deliver the services as per the Schedule of Requirements.
3.12 Payment Terms & Conditions	<ul style="list-style-type: none"> <li>i. The Customer shall upon execution of this Agreement issue a Local Purchase Order (LPO) to the bidder for the goods to be supplied.</li> <li>ii. The credit period shall be thirty (30) days upon receipt of certified invoices and delivery notes confirming that the invoiced services have been delivered and the service was in accordance with the contract.</li> <li>iii. Payment shall be made through Geothermal Development Company's cheque or telegraphic transfer to the vendors account.</li> <li>iv. Advance Payment is not applicable</li> </ul>
3.13 Prices	i. Prices shall be fixed during the Supplier's performance of the Contract. Variation if approved will be based on the prevailing consumer price index from the Kenya Bureau of Statistics or the monthly inflation rate issued by the Central Bank of Kenya.
3.10 Delivery	The delivery period for items shall be <b><u>eight (8) week or less</u></b> . It is GDC's desire to have the services delivered within the shortest time possible. Any tenderer with a

	delivery period exceeding <b>(8 weeks)</b> will be disqualified.
3.18 Resolution of Disputes	If any dispute or difference of any kind arises between the Parties in connection with this Agreement or the breach, termination or validity hereof (a “Dispute”) it shall be referred to arbitration under the Arbitration Act, 1995.
Notices	<p>Each party's address for the service of notice shall be the below mentioned address or such other address as it specifies by notice to the other;</p> <p>For the Procuring Entity:  The Managing Director,  Geothermal Development Company Ltd (GDC)  KAWI house – South C  Tel: 0719715777/8, 0733602260  P.O. Box 100746 – 00101  NAIROBI, KENYA</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> <li>iii. if it was served by e-mail, telex or facsimile transmission, at the time of transmission.</li> </ol>

## SECTION V – SCHEDULE OF REQUIREMENTS

### 5.1 The scope of work involves:

5.1.1 Supply of scalable dedicated internet services at GDC KAWI House, South C for a period of **36 months**.

5.1.2 Supply of Wide Area Network Connectivity services **for a period of 12 months** between the ISP and GDC's Kawi House offices, GDC Naivasha Office (Naivasha Lake View Estate), GDC Polo Center (Nakuru), and GDC Menengai Geothermal field. Table 1 below shows GDC offices location co-ordinates, however **bidders are required to confirm the accurate co-ordinates for their design during the site visit.**

5.1.3 Network load balancers. GDC has an existing ISP whose services shall remain in existence in the offices where the services are terminated, in this tender the successful bidder shall offer services to all the offices which shall be used concurrently with the current ISP services hence **the load shall be balanced between two ISP's.**

5.1.4 Table 1 : GDC Office co-ordinates

Office	Latitude	Longitude
1. Naivasha	0°43'54.28"S	36°26'14.27"E
2. Nakuru Office	0°17'9.12"S	36° 3'52.89"E
3. Menengai Mast	0°12'59.00"S	36° 3'59.03"E
4. Kawi House	-1.324510	36.832712

5.1.5 The bidder should be capable of implementing the requested services with adequate redundancy for both internet services and Wide Area Network connectivity services. (The design layout should consider internet redundancy and WAN redundancy separately).

5.1.6 The bidder should have existing 24 x 7 Network Operating Center for services to be supplied.

5.1.7 The bidder should have in place a proactive network infrastructure monitoring systems. (There should be a way of notification to GDC in case of any failure on any of the links)

5.1.8 The bidder shall provide bandwidth monitoring tools and quality of service to GDC.

5.1.9 The bidder must have in place, proactive account management systems for the management of the SLA.

- 5.1.10** The bidder must provide an SLA that guarantees in excess of 99% uptime (**sample SLA should be attached with the bid**).
- 5.1.11** The bidder must source and install any additional equipment required to terminate its services for effective operations.
- 5.1.12** The bidder is to pass on the warranty for all equipment supplied
- 5.1.13** This evaluation seeks to consider the proposal with strongest technical solution from the bidders.
- 5.1.14** The Bidder must have supplied, installed and commissioned solutions of the same kind required by GDC and have provided after sales service satisfactorily to other clients (include reference sites).
- 5.1.15** The bidder is to **provide 5 reference customers** that subscribe to 20Mbps of dedicated/leased bandwidth services.
- 5.1.16** The bidder shall provide proof of having skilled personnel to support the services on offer.
- 5.1.17** The delivery period for items shall be within **8 weeks** or earlier from the date of signing the contract. It is GDC's desire to have the services installed within the shortest time possible.

## SECTION VI: TECHNICAL SPECIFICATIONS

### 5.2 Specification Details

- 5.2.1 The bidder shall provide a clear technical description of the solution on offer with a clear diagram illustrating the kind of solution on offer.
- 5.2.2 The supplier **MUST** provide **manufacturer's authorization letter** with regards to the line of goods supplied. All products supplied **MUST** be genuine and have genuine licenses that can be verified by the manufacturer of the application. A manufacturer's warranty should be supplied with the product and a warranty certificate provided.
- 5.2.3 No devices should have physical damages/dents neither should the devices be refurbished.
- 5.2.4 ALL security seals and packaging should not have been tampered with.
- 5.2.5 The supplier **MUST** have competency to install the services onsite and must have the technical skill/staff required to deploy and support the solution post implementation.
- 5.2.6 In case of substandard products or dissatisfaction on the part of GDC, the supplier shall bear costs of replacing the products.
- 5.2.7 Preference will be given to the dealer who will deliver the latest technology product within the shortest time.
- 5.2.8 Each provider shall arrange **for a site visit to their Network Monitoring Center and Customer Support Centers for GDC staff** (*this shall form part of the evaluation*).
- 5.2.9 The supplier **MUST** have local presence in all the sites for technical support.



### 5.3 Description of services.

GDC expects to have a network with 99.0% availability hence the need to source a second service provider to interconnect the various offices who shall terminate their services at GDC offices where the services are required as per section V, 5.1.2.

**NOTE:** There are already existing services in these offices from an ISP which shall continue to run as GDC expects to use both links for efficiency and reliability.

**Table 2. Existing GDC Equipment**

	<b>Office</b>	<b>Equipment's</b>	<b>Free Ports</b>
<b>i.</b>	<b>Kawi House</b>	<ul style="list-style-type: none"> <li>• UTM Device</li> <li>• Cisco 2900 Series Router, Running Cisco IOS Version 15.1</li> </ul>	
<b>ii</b>	<b>Nakuru Polo Center</b>	Cisco 2900 Series Router Running Cisco IOS Version 15.1	1 HWIC slots
<b>iii</b>	<b>Naivasha</b>	Cisco 1841 Series Router Running Cisco IOS Version 12.1	1 HWIC slots
<b>iv</b>	<b>Menengai office</b>	Cisco 1841 Series Router Running Cisco IOS Version 12.1	1 HWIC slots
	Note that if the indicated free ports are inadequate for the vendor to terminate their services then it would be expected for the vendor to supply the card as part of the installation equipment.		

### **5.3.1: TECHNICAL REQUIREMENTS**

Tenders must indicate on the specifications sheets whether the services offered comply with the specified requirements.

5.3.2 Any deviation from basic requirements must be explained in details. GDC reserves the right to reject the services, if such deviations shall be found critical to the use and operation of the services to be offered.

5.3.3 The tenders are requested to present information along with the bids as follows:

- i) Shortest possible delivery period of the product
- ii) Information on proper representative, support and maintenance including the names and addresses.

### **5.3.4 INFRASTRUCTURE**

The following technical requirements must be met by all the bidders and evidence attached.

- i) The provider must implement a vendor neutral network infrastructure while catering for redundancy in the solution offering.
- ii) Provide evidence of relationship with backbone and redundancy providers
- iii) Provide failover equipment at each site. Equipment must be capable of load balancing between the links
- iv) The links will be terminated on the routers provided by GDC, but the vendors must ensure that the necessary cards are available during the site survey.

### **5.3.5 INTERNET SERVICES**

	ITEM	DELIVERABLE
5.3.5.1	Provision of 50 Mbps Internet at GDC Kawi House office (Primary Site)	Internet Services
5.3.5.2	Service Availability	The ISP shall ensure that the internet services shall be available 24/7 with minimum interruptions.

		The ISP shall provide redundancy on a 24/7, 365 days on equal proportions to the procured services.
5.3.5.4	Fault Handling	The ISP shall provide a fault handling scheme and an escalation matrix. All faults shall be issued with a service number / reference number and shall be handled <b>within 1 hour on the maximum.</b>
5.3.5.5	Internet Usage Reports	The internet reports shall be used to assess the performance of the ISP to both internet and regional connectivity.

### 5.3.6 WIDE AREA NETWORK (WAN) REGIONAL REACH EVALUATION

The ISP shall provide a dedicated link to each GDC regional Office with the capacity listed below.

LOCATION	WAN LINK CAPACITY	INTERNET
1. GDC Kawi House, Nairobi	30 Mbps	50 Mbps
2. GDC Nakuru Office, Polo Center	10 Mbps	
3. GDC Menengai Office	10 Mbps	
4. GDC Naivasha Office	5 Mbps	

Provision of WAN to all 4 GDC offices. Each regional office shall have a dedicated bandwidth capacity as per the	Each regional office shall have internet connection through GDC Kawi House office. The ISP shall ensure the links
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above table.	from regional office to GDC Kawi House office are uninterrupted with fast internet connection speeds.
GDC's 4 regional offices shall have access to internet through GDC Kawi House office (50 Mbps)	
Infrastructure	The ISP shall have her own infrastructure. The ISP MUST disclose to GDC where MOUs' with third party vendors are in existence.
Media	Bidders should indicate the proposed technology to be used in connecting all the links.

### 5.3.7 LICENSING AND REGISTRATION

Bidders are required to fill in their response to the table below.

<b>CRITERIA</b>	<b>BIDDERS RESPONSE</b> <i>(BIDDERS MUST FILL THIS COLUMN INDICATING COMPLIANCE)</i>
ISP shall be a category A Tier 1 ISP service provider registered with all relevant Government of Kenya Agencies. <b>Kindly provide documentation of the same.</b>	
The ISP shall be a licensed ISP with a service operator license and MUST have own infrastructure across the country. <b>Kindly provide documentation of the same.</b>	

<p>The ISP shall have direct peering with at least 3 upstream service providers spread across the world. <b>Proof of the same is a requirement.</b></p>	
<p>The ISP shall have direct connectivity to the Kenya Internet Exchange Point (KIXP). <b>Proof of the same is a requirement.</b></p>	
<p>The ISP shall provide a centralized support center with a ticketing tool for trouble shooting, call logging and monitoring.</p>	
<p>The ISP shall provide a dedicated support contact to ensure a single point of contact in case of any down time.</p>	
<p>The ISP shall provide primary filtering for spam, virus, and any other malware</p>	
<p>Any civil permission for cabling shall be the sole responsibility of the ISP</p>	
<p>The ISP shall confirm in writing to provide acceptable service levels of minimum 99.0%. GDC would prefer optimum service availability of 100% (ISP to provide a SLA).</p>	

## 6.4 TECHNICAL EVALUATION CRITERIA

The technical proposal from each bidder must address all of the following critical areas,

Item	Details	Marks
	<p>The bidders shall meet the mandatory requirements listed under “<b>APPENDIX TO INSTRUCTIONS TO THE TENDERERS</b>” to qualify for this stage.</p> <p>The bidders <b>Must</b> provide evidence of each of the following requirements listed below.</p>	
1.	<p><b>Details of the bidder’s Network.</b></p> <p>a) Proposed network technical design solution indicating:-</p> <ul style="list-style-type: none"> <li>i) Number of international gateways, Capacity of international gateways, Landing point of international gateways (8 Marks)</li> <li>ii) Redundancy offered on the international gateway (2 Marks).</li> <li>iii) Proposed technology/media to connect the GDC office locations (5 Marks)</li> <li>iv) Availability of last mile connectivity and redundancy to the GDC office locations (5 Marks)</li> <li>v) Redundancies in place on the local core network. (5Marks)</li> <li>vi) Work plan and project implementation schedule (5 Marks)</li> </ul>	30
2.	<p><b>Bidders Services Capability,</b></p> <ul style="list-style-type: none"> <li>a) NOC managed on a 24 x 7 basis and proactive network management (2marks)</li> <li>b) Provision of bandwidth availability and utilization monitoring tools, (Specify the tool) (4 Marks)</li> <li>c) Dedicated account management with an assigned technical support engineer for the links (Attach details of account manager and engineer (2 Mark).</li> <li>d) Bidders are required to provide reference customers to be contacted by GDC. (Attach a maximum of 5 reference letters. Please include contact details of the customers) (1.5 marks per letter) (7.5 Marks)</li> </ul>	20

	e) Support Staff Competencies, ( <b>Provide CVs of 3 certified personnel (Attach support documents)</b> ) (1.5 marks per personnel (4.5 marks)	
3.	<b>SLA Management</b> a) Provide a sample SLA with proposed SLA uptime target (3 Marks) b) SLA escalation matrix (3 Marks) c) SLA compensation ( <i>indicate hourly downtime discount</i> ) (4 Marks)	10
4.	<b>References and Technical Presentation</b> a) Provide 5 reference companies/public with dedicated/leased bandwidth of 30 Mbps. (Include the contact persons from each institution.) (4 Marks per client) b) Technical design presentation to GDC staff(Bidders will be invited to do a technical presentation on the proposed solution to GDC staff) (20 Marks)	40

**NB:** *The minimal qualifying technical score will be 80 points.*

*Bidders who meet the minimum score will be contacted to organize for a site visit to their Network Operations Center to verify the existence of Support systems and personnel.*

5.	<b>Site visit to Bidders Operational Area.</b> Visit to bidders network operating center Visit to Customer support center. i.) Existence of the support facilities ii.) Existence of adequate support staff iii.) Assessment of customer support systems in place iv.) Verification of internet backbone capacities in place	
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**NB:** *Only successful bidders that meet the requirements up to this stage will have their financial proposals evaluated.*

## SECTION: VII PRICE SCHEDULE

The bidders are required to provide their price breakdown as per schedules below;

SCHEDULE				
	Description	Qty	Charges (Kenya Shillings inclusive 16% VAT)	
1.	<b>1. Equipment Bill of Quantities.</b>			
	Provide BQs of required additional equipment's for the sites (Refer to table 2 for available equipment's)			
	GDC Kawi House, Nairobi			
	Polo Center Office, Nakuru			
	GDC Menengai Office			
	GDC Naivasha Office			
	<b>Total Equipment charges</b>			
	<b>2. Installation charges per site</b>			
	Kawi House Office, Nairobi			
	Polo Center, Nakuru			
	GDC Menengai Office			
	GDC Naivasha Office			
	<b>Total installation Charges</b>			
	<b>Amount</b>			
	<b>3. Internet Bandwidth Charges</b>			
		<b>Monthly Cost</b>	<b>Unit</b>	<b>Total Cost (Kshs) inclusive of 16% VAT</b>
	50 MB internet Connectivity Charges to GDC Kawi House, Nairobi (fiber)		(x 36) Months	
	<b>(a) Total bandwidth Cost</b>			
	<b>4. Wide Area Connectivity Charges</b>			
	GDC Kawi Office 30 MB		(x 12) Months	
	GDC Nakuru Office 10MB		(x 12) Months	
	GDC Menengai Office 10 MB		(x 12) Months	
	GDC Naivasha Office 5 MB		(x 12) Months	
	<b>(b) Total WAN Monthly Cost</b>		(x12) Months	



	<b>Total monthly recurrent cost (a+b)</b>		(x36) and (x 12) Months
<b>5. Sum Contract Cost</b>			
	Total Equipment Costs		
	Total Installation costs		
	36 Months ISP Internet Charges		
	12 Months WAN Connectivity Charges		
	<b>Sub-total cost</b>		
	<b>16% VAT</b>		
	<b>TOTAL CONTRACT SUM (Kshs)</b>		

**NB: ALL Prices quoted must be inclusive of 16% VAT**

**No correction of arithmetic errors.**

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 any way by any person or entity.

**Tenderer's Name (Company)** \_\_\_\_\_

**Signature & Rubber stamp:** \_\_\_\_\_

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

**Delivery Period:** \_\_\_\_\_

## **SECTION VIII- STANDARD FORMS**

### **Notes on standard forms**

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.
2. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the procuring entity pursuant to instructions to tenderers clause 12.3
3. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.
4. The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the – conditions of contract.
5. The principal's or manufacturer's authorisation form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

## 8.1 FORM OF TENDER

Date \_\_\_\_\_

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

To.....

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos.. *[insert numbers]*, the of which is hereby duly acknowledged, we, the undersigned, offer to provide. *[description of services]* in conformity with the said tender documents for the sum of. *[ total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).
4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

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

## 8.2 CONTRACT FORM

THIS AGREEMENT made the \_\_\_day of \_\_\_\_20\_\_\_ between.....[name of procurement entity] of .....[country of Procurement entity](hereinafter called “the Procuring entity”) of the one part and .....[name of tenderer] of .....[city and country of tenderer](hereinafter called “the tenderer”) of the other part.

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer)

in the presence of \_\_\_\_\_.

### 8.3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

<p>Part 1 General</p> <p>Business Name.....</p> <p>Location of Business Premises .....</p> <p>Plot No, .....Street/Road.....</p> <p>Postal address .....Tel No. ....Fax Email .....</p> <p>Nature of Business .....</p> <p>Registration Certificate No. ....</p> <p>Maximum value of business which you can handle at any one time – Kshs.....</p> <p>Name of your bankers.....</p> <p>Branch.....</p>
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	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details .....</p>																				
	<p>Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....
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1. ....	.....	.....	.....																		
2. ....	.....	.....	.....																		
3. ....	.....	.....	.....																		
4. ....	.....	.....	.....																		
	<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....
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1. ....	.....	.....	.....																		
2. ....	.....	.....	.....																		
3. ....	.....	.....	.....																		
4. ....	.....	.....	.....																		
	<p>Date.....Signature of Candidate.....</p>																				

**8.4 TENDER SECURITY FORM**

Whereas .....[name of the tenderer]

(hereinafter called “the tenderer”)has submitted its tender dated.....[date of submission of tender ] for the provision of .....

[name and/or description of the services]

(hereinafter called “the Tenderer”).....

KNOW ALL PEOPLE by these presents that WE.....

Of.....having registered office at

[name of procuring entity](hereinafter called “the Bank”)are bound unto.....

[name of procuring entity](hereinafter called “the procuring entity”) in the sum of .....

for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of 20\_\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or 2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:

(a) fails or refuses to execute the Contract Form, if required; or

(b) fails or refuses to furnish the performance security, in accordance with the instructions to tenderers;

we undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
[signature of the bank]

*(Amend accordingly if provided by Insurance Company)*

**8.5 PERFORMANCE SECURITY FORM**

To: .....

[name of the Procuring entity]

WHEREAS.....[name of tenderer]

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

supply.....

[Description services](Hereinafter called “the contract”)

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

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of .....  
*[amount of the guarantee in words and figures],*

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of .....

*[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

\_\_\_\_\_  
Signature and seal of the Guarantors

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

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

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

*(Amend accordingly if provided by Insurance Company)*

**8.6 MANUFACTURER’S AUTHORIZATION FORM**

To *[name of the Procuring entity]* .....

WHEREAS .....*[ name of the manufacturer]*  
who are established and reputable manufacturers of ..... *[name and/or description of the goods]* having factories at ..... *[address of factory]* do hereby authorize ..... *[name and address of Agent]* to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. .... *[reference of the Tender]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

---

*[signature for and on behalf of manufacturer]*

*Note:* This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.



## 8.7 DECLARATION OF UNDERTAKING

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the Public Procurement & Disposal Act 2015

We also underscore the importance of adhering to the law in the implementation of the project.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country.

We also declare that our company/sub-contractors/ all members of the consortium has/have not been debarred to engage in procurement/ included in the list of sanctions.

We acknowledge that, the client is entitled to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Dated this                      day of                      20

(Name of company)

(Signature(s))