



GEOHERMAL DEVELOPMENT COMPANY LIMITED

**TENDER DESCRIPTION:
TENDER FOR PROVISION OF MAINTENANCE SERVICES OF
3000KVA GENERATORS AT BARINGO-SILALI WATER
SUPPLY PROJECT THROUGH FRAMEWORK AGREEMENT
FOR A PERIOD OF TWO (2) YEARS**

INVITATION TO TENDER (ITT) NO: GDC/INFRA/OT/028/2021:2022

TENDER CLOSING DATE AND TIME: 7TH JANUARY, 2022

**Geothermal Development Company Ltd
P.O. Box 100746-00101
NAIROBI
Tel: +254 719 037000; 020 2427516
Email: procurement@gdc.co.ke
Website: www.gdc.co.ke**

December, 2021

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INVITATION TO TENDER

PROCURING ENTITY: GEOTHERMAL DEVELOPMENT COMPANY LTD

CONTRACT NAME AND DESCRIPTION: PROVISION OF MAINTENANCE

SERVICE OF 3000KVA GENERATOR FOR BARINGO-SILALI WATER

SUPPLY PROJECT FOR A PERIOD OF TWO (2) YEARS.

1. The Geothermal Development Company invites sealed tenders for the **maintenance service of 3000KVA generators as stated in the tender document.**
2. Tendering will be conducted under open competitive method **(National)** using a standardized tender document. Tendering is open to all qualified and interested Tenderers. Tenders will be awarded on basis of **Framework Agreement.**
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 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 or 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 or tenders.go.ke. Tenderers who download the tender document must forward their particulars immediately to 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 **Ksh 300,000** in the format specified in the tender document.
7. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
8. 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**

9. Electronic Tenders will not be permitted.
10. There shall be a **Mandatory** site visit for all tenderers on **Wednesday 29th December, 2021** at Baringo-Silali Geothermal project site at **10.00am**. **Bidders are requested to assemble at GDC Kapkerwa Office (Baringo County) along Marigat – Loruk Road at 8.30am. Tenderers shall complete attendance register and issued with a certificate of site visit.** Tenderers should arrange for their own transport and accommodation during the site visit if required.
11. Tenders will be opened immediately after the deadline date and time i.e. **Friday 7th January, 2022 at 2.00Pm**. 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

PART 1 - TENDERING PROCEDURES

SECTION I - INSTRUCTIONS TO TENDERERS

A. General

1. Scope of Tender

- 1.1 This tendering document is for the delivery of **Maintenance Services**, as specified in Section V, Procuring Entity's Requirements. The name, identification and number of lots (contracts) of this ITT procurement are specified in the **TDS**.

2. Definitions

- 2.1 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; and
- 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 the Procuring Entity's official public holidays.

- 2.2 The successful Tenderer will be expected to complete the performance of the Services by the Intended Completion Date provided in the contract.

3. Fraud and Corruption

- 3.1 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.
- 3.2 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.
- 3.3 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 **TDS** 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.
- 3.4 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 the contract being tendered for. The Procuring Entity shall indicate in the **TDS** firms (if any) that provided consulting services for the contract being tendered for. The Procuring Entity shall check whether the owners or controllers of the Tenderer are same as those that provided consulting services. The Procuring Entity shall, upon request, make available to any tenderer information that would give such firm unfair competitive advantage over competing firms.
- 3.5 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.

4 Eligible Tenderers

- 4.1 A Tenderer may be a firm that is a private entity, a state-owned entity or institution subject to ITT 4.6, or any combination of such entities in the form of an association or subcontracting arrangement or a Joint Venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a Form 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. The maximum number of JV members shall be specified in the **TDS**.
- 4.2 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.
- 4.3 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 Procuring Entity's Requirements (including Activities Schedules, Performance Specifications and Drawings) for the Maintenance services 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 goods, works, or maintenance 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 or of the project implementing agency, 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 (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the procurement process and execution of the Contract.
- 4.4 A firm that is a Tenderer (either individually or as a JV member) shall not participate in more than one Tender, except for permitted alternative Tenders. This includes participation as a subcontractor. Such participation shall result in the disqualification of all Tenders in which the firm is involved. A firm that is not a Tenderer or a JV member, may participate as a sub-contractor in more than one Tender.
- 4.5 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.
- 4.6 A Tenderer that has been sanctioned by PPRA or are under a temporary suspension or a debarment imposed by any other entity of the Government of Kenya, shall be ineligible to be prequalified for, initially selected for, tender for, propose for, or be awarded a contract during such period of sanctioning. The list of debarred firms and individuals is available at the electronic address info@ppra.go.ke.
- 4.7 Tenderers that are state-owned enterprises or institutions in Kenya may be eligible to compete and be awarded a Contract(s) only if they can establish that they: (i) are legally and financially autonomous; (ii)

operate under commercial law; and (iii) are not under supervision of the Procuring Entity.

- 4.8 A Tenderer under suspension from tendering as the result of the operation of a Tender-Securing Declaration or Proposal-Securing Declaration shall not be eligible to tender.
- 4.9 Firms and individuals may be ineligible if (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 goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.
- 4.10 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided in for this purpose is be provided in “SECTION III - EVALUATION AND QUALIFICATION CRITERIA, Item 9”.
- 4.11 Pursuant to the eligibility requirements of ITT 4.10, a tender is considered a foreign tenderer, if it is registered in Kenya, has less 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 foreign tenderers if the individual member firms are registered in Kenya have less 51 percent ownership by nationals of Kenya. The JV shall not subcontract to foreign firms more than 10 percent of the contract price, excluding provisional sums.
- 4.12 The Procuring Entity may require tenderers to be registered with certain authorities in Kenya. Such registration shall be defined in the **TDS**, but care must be taken to ensure such registration requirement does not discourage competition, nor exclude competent tenderers. Registration shall not be a condition for tender, but where a selected tenderer is not so registered, the tenderer shall be given opportunity to register before signature of contract.
- 4.13 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
- 4.14 A Tenderer may be considered ineligible if he/she offers goods, 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.

5 Qualification of the Tenderer

- 5.1 All Tenderers shall provide in Section IV, Tendering Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
- 5.2 In the event that prequalification of Tenderers has been undertaken as stated in ITT 18.4, the provisions on qualifications of the Section III, Evaluation and Qualification Criteria shall not apply.

B. Contents of Tendering Document

6 Sections of Tendering Document

- 6.1 The tendering document consists 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 9.

PART 1: Tendering Procedures

- i) Section I-Instructions to Tenderers (ITT)
- ii) Section II-Tender Data Sheet (TDS)
- iii) Section III-Evaluation and Qualification Criteria

- iv) Section IV – Tendering Forms

PART 2: Procuring Entity's Requirements

- v) Section V- Procuring Entity's 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

- 6.2 The Invitation to Tender (ITT) or the notice to prequalify Tenderers, as the case may be, issued by the Procuring Entity is not part of this tendering document.
- 6.3 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 9. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.
- 6.4 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.

7. Site Visit

- 7.1 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Required Services and its surroundings and obtain all information that may be necessary for preparing the Tender and entering into a contract for the Services. The costs of visiting the Site shall be at the Tenderer's own expense.

8. Pre-Tender Meeting and a pre-arranged pretender visit of the site of the works

- 8.1 The Procuring Entity shall specify in the **TDS** if a pre-tender conference will be held, when and where. The Procuring Entity shall also specify in the **TDS** if a pre-arranged pretender visit of the site of the works will be held and when. The Tenderer's designated representative is invited to attend a pre-arranged pretender visit of the site of the works. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 8.2 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.
- 8.3 Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the works, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT 6.3. Minutes shall not identify the source of the questions asked.
- 8.4 The Procuring Entity shall also promptly publish anonymized (no names) Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the works at the web page identified in the **TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-Tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 10 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

9. Clarification of Tender Documents

- 9.1 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the **TDS** or raise its enquiries during the pre-Tender meeting and the pre-arranged pretender visit of the site of the works if provided for in accordance with ITT 8.4. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the

Tender Documents 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 Tender Documents, the Procuring Entity shall amend the Tender Documents appropriately following the procedure under ITT 10.

10. Amendment of Tendering Document

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

10.2 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 8.1.

10.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 24.2 below.

C. Preparation of Tenders

11. Cost of Tendering

11.1 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.

12. Language of Tender

12.1 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 the English language. Supporting documents and printed literature that are part of the Tender maybe 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.

13. Documents Comprising the Tender

13.1 The Tender shall comprise the following:

- a) **Form of Tender** prepared in accordance with ITT 14;
- b) **Schedules:** Schedules or Requirements and priced Activity Schedule completed in accordance with ITT 14 and ITT 16;
- c) **Tender Security or Tender-Securing Declaration** in accordance with ITT 21.1;
- d) **Alternative Tender:** if permissible in accordance with ITT 15;
- e) **Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 22.3;
- f) **Qualifications:** documentary evidence in accordance with ITT 19 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
- g) **Tenderer's Eligibility:** documentary evidence in accordance with ITT 19 establishing the Tenderer's eligibility to Tender;
- h) **Conformity:** documentary evidence in accordance with ITT 18, that the Services conform to the tendering document; and
- i) Any other document required **in the TDS**.

13.2 In addition to the requirements under ITT 12.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a Form 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. The Tenderer shall chronologically serialize pages of all tender documents submitted. 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.

14 Form of Tender and Activity Schedule

14.1 The Form of Tender and priced Activity Schedule 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 21.3. All blank spaces shall be filled in with the information requested.

15 Alternative Tenders

15.1 Unless otherwise indicated in the TDS, alternative Tenders shall not be considered. If alternatives are permitted, only the technical alternatives, if any, of the Most Advantageous Tenderer shall be considered by the Procuring Entity.

15.2 When alternative times for completion are explicitly invited, a statement to that effect will be included in the TDS and the method of evaluating different time schedules will be described in Section III, Evaluation and Qualification Criteria.

15.3 When specified in the TDS, Tenderers are permitted to submit alternative technical solutions for specified parts of the Services, and such parts will be identified in the TDS, as will the method for their evaluating, and described in Section VII, Procuring Entity's Requirements.

16 Tender Prices and Discounts

16.1 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Activity Schedule(s) shall conform to the requirements specified below.

16.2 All lots (contracts) and items must be listed and priced separately in the Activity Schedule(s).

16.3 The Contract shall be for the Services, as described in Appendix A to the Contract and in the Specifications (or Terms of Reference), based on the priced Activity Schedule, submitted by the Tenderer.

16.4 The Tenderer shall quote any discounts and indicate the methodology for their application in the Form of Tender in accordance with ITT 13.1.

16.5 The Tenderer shall fill in rates and prices for all items of the Services described in the in Specifications (or Terms of Reference), and listed in the Activity Schedule in Section VII, Procuring Entity's Requirements. Items for which no rate or price is entered by the Tenderer will not be paid for by the Procuring Entity when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.

16.6 All duties, taxes, and other levies payable by the Service Provider 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 total Tender price submitted by the Tenderer.

16.7 If provided for in the TDS, the rates and prices quoted by the Tenderer shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of Clause 6.6 of the General Conditions of Contract and/or Special Conditions of Contract. The Tenderer shall submit with the Tender all the information required under the Special Conditions of Contract and of the General Conditions of Contract.

16.8 For the purpose of determining the remuneration due for additional Services, a breakdown of the lump-sum price shall be provided by the Tenderer in the form of Appendices D and E to the Contract.

17 Currencies of Tender and Payment

17 The currency of the Tender and the currency of payments shall be Kenya Shillings.

18 Documents Establishing Conformity of Services

18.1 To establish the conformity of the Maintenance services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that Services provided conform to the technical specifications and standards specified in Section VII, Procuring Entity's Requirements.

18.2 Standards for provision of the Maintenance services are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality 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, Procuring Entity's Requirements.

19. Documents Establishing the Eligibility and Qualifications of the Tenderer

19.1 Tenderers shall complete the Form of Tender and all the Tendering Forms included in Section IV to establish their eligibility in accordance with ITT 4.

19.2 The documentary evidence of the Tenderer's qualifications to perform the Contract if its Tender is accepted shall establish to the Procuring Entity's satisfaction that the Tenderer meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

19.3 In the event that prequalification of Tenderers has been undertaken as stated in the **TDS**, only Tenders from prequalified Tenderers shall be considered for award of Contract. The prequalified Tenderers should submit with their Tenders any information updating their original prequalification applications or, alternatively, confirm in their Tenders that the originally submitted prequalification information remains essentially correct as of the date of Tender submission.

19.4 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 Service provider or group of service providers 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 there by help to prevent any corrupt influence in relation to the procurement process or contract management.

19.5 The purpose of the information described in ITT 18.1 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.

19.6 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT 6.3. 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.

19.7 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.

19.8 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.

19.9 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 person have committed any criminal offence.

19.10 If a tenderer submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 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.

19.11 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

20. Period of Validity of Tenders

20.1 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 date (as prescribed by the Procuring Entity in accordance with ITT 23.1). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

20.2 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 20, 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 19.3.

21. Tender Security

21.1 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.

21.2 A Tender Securing Declaration shall use the form included in Section IV, Tendering Forms.

21.3 If a Tender Security is specified pursuant to ITT 20.1, from a reputable source, and an eligible country and shall be in any of the following forms at the Tenderer's 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,

21.4 If a Tender Security is specified pursuant to ITT 20.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Procuring Entity as non-responsive.

21.5 If a Tender Security is specified pursuant to ITT 20.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the contract and furnishing the Performance Security pursuant to ITT 46.

21.6 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security. 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.

21.7 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
- b) if the successful Tenderer fails to:
 - i) sign the Contract in accordance with ITT 45; or
 - ii) furnish a performance security in accordance with ITT 46.

21.8 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 Form of intent referred to in ITT 4.1 and ITT 12.2.

21.9 If a Tender Security is not required in the **TDS**, pursuant to ITT 20.1, and

- a) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer on the Form of Tender; or
- b) if the successful Tenderer fails to:
 - i) sign the Contract in accordance with ITT 45; or
 - ii) furnish a performance security in accordance with ITT 46;

the Procuring Entity may, if provided for **in the TDS**, declare the Tenderer ineligible to be awarded a contract by the Procuring Entity for a period of time as stated **in the TDS**.

22. Format and Signing of Tender

22.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 12, bound with the volume containing the Form of Tender, and clearly marked "Original." In addition, the Tenderer shall submit copies of the Tender, in the number specified in the **TDS**, and clearly marked as "Copies." In the event of discrepancy between them, the original shall prevail.

22.2 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.

22.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person or persons 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.

22.4 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.

22.5 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

D. Submission and Opening of Tenders

23. Sealing and Marking of Tenders

23.1 Depending on the sizes or quantities or weight of the tender documents, a tenderer may use an envelope, package or container. 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:

- in an envelope or package or container marked "ORIGINAL", all documents comprising the Tender, as described in ITT 11; and
- in an envelope or package or container marked "COPIES", all required copies of the Tender; and
- 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.

23.2 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.

23.3 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 be rejected.

24. Deadline for Submission of Tenders

- 24 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**.
- 25 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT 9, 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.

25. Late Tenders

- 25.1 The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with ITT 23. 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.

26. Withdrawal, Substitution and Modification of Tenders

- 26.1 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 21.3, (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:
- 26.2 prepared and submitted in accordance with ITT 21 and ITT 22 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and
- 26.3 received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 23.
- 26.4 Tenders requested to be withdrawn in accordance with ITT 25.1 shall be returned unopened to the Tenderers.
- 26.5 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.

27. Tender Opening

- 27.1 Except as in the cases specified in ITT 23 and ITT 25.2, 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 choose to attend. Any specific electronic Tender opening procedures required if electronic tendering is permitted in accordance with ITT 23.1, shall be as specified **in the TDS**.
- 27.2 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.
- 27.3 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.
- 27.4 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.
- 27.5 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 or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate.

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

27.7 The Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 24.1).

27.8 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; and
- c) Any alternative Tenders;
- d) The presence or absence of a Tender Security or Tender-Securing Declaration, if one was required.

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

E. Evaluation and Comparison of Tenders

28. Confidentiality

28.1 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 information on the Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 41.

22.2 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.

28.3 Notwithstanding ITT 27.2, 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.

29 Clarification of Tenders

29.1 To assist in the examination, evaluation, and comparison of Tenders, and qualification of the Tenderers, the Procuring Entity may, at the Procuring Entity's discretion, ask any Tenderer for clarification of its Tender including breakdowns of the prices in the Activity Schedule, and other information that the Procuring Entity may require. 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 be sought, 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 32.

29.2 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.

30 Deviations, Reservations, and Omissions

31.1 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.

31. Determination of Responsiveness

31.1 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 12.

- 31.2 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 Maintenance services specified in the Contract; or
 - ii) Limit in any substantial way, inconsistent with the tendering document, the Procuring Entity's rights or the Tenderer's obligations under the Contract; or
 - b) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.
- 31.2 The Procuring Entity shall examine the technical aspects of the Tender submitted in accordance with ITT 17 and ITT18, in particular, to confirm that all requirements of Section VII, Procuring Entity's Requirements have been met without any material deviation or reservation, or omission.
- 31.3 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. Non-conformities, Errors and Omissions
- 31.4 Provided that a Tender is substantially responsive, the Procuring Entity may waive any non-conformities in the Tender.
- 31.5 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. Requesting information or documentation on such non-conformities 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.
- 31.6 Provided that a Tender is substantially responsive, the Procuring Entity shall rectify quantifiable non material 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**.

32. Arithmetical Errors

- 32.1 Corrected tender prices shall not be used in the evaluation of tenders, comparison of tender prices.
- 32.2 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.
- 32.3 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,

33. Conversion to Single Currency

- 33.1 For evaluation and comparison purposes, conversion of the currency (ies) of to a single currency preference shall not apply.

34. Margin of Preference

- 34.1 Margin of preference on local service providers may be allowed if it is deemed that the services require participation of foreign tenderers. If so allowed, it will be indicated in the **TDS**.
- 34.2 Where it is intended to reserve the contract to specific groups under Small and Medium Enterprises, or enterprise of women, youth and/or persons living with disability, who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses/firms belonging to the specified group are eligible to

tender as specified in the **TDS**. Otherwise if not so stated, the invitation will be open to all tenderers.

35. Evaluation of Tenders

35.1 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.

35.2 In evaluating the Tenders, the Procuring Entity will determine for each Tender the evaluated Tender cost by adjusting the Tender price as follows:

- a) Price adjustment due to discounts offered in accordance with ITT 15.4;
- b) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 33;
- c) price adjustment due to quantifiable nonmaterial non-conformities in accordance with ITT 31.3;
- d) The additional evaluation factors are specified in Section III, Evaluation and Qualification Criteria.

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

35.4 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.

36. Comparison of Tenders

36.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 35.2 to determine the Tender that has the lowest evaluated cost.

37. Abnormally Low Tenders and Abnormally High

Tenders Abnormally Low Tenders

37.1 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 or that genuine competition between Tenderers is compromised.

37.2 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.

37.3 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

37.4 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.

37.5 In case of an abnormally high tenders, the Procurement Entity should (a) review the specifications, and conditions of tender, or correctness of the estimate or (b) possibility of a collusion, formation of cartels,

or other form of fraudulent and corrupt activity in the tendering processor (c) perception of the firms on the credibility of the Procuring Entity. The Procuring Entity shall treat abnormally low and high tenders in accordance with procedures provided for in this tender document

37.6 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.

38. Unbalanced and/or Front-Loaded Tenders

38.1 If in the Procuring Entity's opinion, the Tender that is evaluated as the lowest evaluated price is seriously unbalanced and/or front loaded, the Procuring Entity may require the Tenderer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the tender prices with the scope of works, proposed methodology, schedule and any other requirements of the Tender document.

38.2 After the evaluation of the information and detailed price analyses presented by the Tenderer, the Procuring Entity may as appropriate:

- a) Accept the Tender; or
- b) Require that the total amount of the Performance Security be increased at the expense of the Tenderer to a level not exceeding a 30% of the Contract Price; or
- c) agree on a payment mode that eliminates the inherent risk of the Procuring Entity paying too much for undelivered works; or
- d) reject the Tender.

39. Qualification of the Tenderer

39.1 The Procuring Entity shall determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender is eligible and meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

39.1 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT18. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Tenderer that submitted the Tender.

39.2 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's qualifications to perform satisfactorily.

40 Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders

40.1 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 thereby 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

41 Award Criteria

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

42. Notice of Intention to enter into a Contract/Notification of award

42.1 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 in to 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 Stand still Period; and
- e) instructions on how to request a debriefing and/or submit a complaint during the standstill period;

43. Standstill Period

43.1 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.

43.2 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.

44. Debriefing by the Procuring Entity

44.1 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.

45. Letter of Award

45.1 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.

46. Signing of Contract

46.1 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 Framework Agreement.

46.2 Within fourteen (14) days of receipt of the Framework Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.

46.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period.

47. Performance Security

47.1 Within twenty-one (21) days of the receipt of the Form of Acceptance from the Procuring Entity, the successful Tenderer, if required, shall furnish the Performance Security in accordance with the GCC 3.9, 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.

47.2 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.

48. Publication of Procurement Contract

48.1 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.

49. Adjudicator

49.1 The Procuring Entity proposes the person named **in the TDS** to be appointed as Adjudicator under the Contract, at an hourly fee specified **in the TDS**, plus reimbursable expenses. If the Tenderer disagrees with the proposed Adjudicator, the Tenderer should so state in the Tender. If, in the Form of Acceptance, the Procuring Entity has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Special Conditions of Contract at the request of either party.

50. Procurement Related Complaints and Administrative Review

50.1 The procedures for making a Procurement-related Complaint areas specified in the **TDS**.

50.2 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 for the Maintenance Services to be procured 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.

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT Reference	A. General
ITT 1.1	<p>The reference number of the Request for Tenders (ITT) is: GDC/INFRA/OT/028/2021-2022</p> <p>The Procuring Entity is: Geothermal Development Company Ltd</p> <p>The name of the Contract: Provision of Maintenance Service of 3000KVA Generator at Baringo-Silali Geothermal Project for a period of Two (2) years under Framework Agreement.</p> <p>The number and identification of lots (contracts) comprising this ITT is: No, of Schedules Three (3)</p>
ITT 2.1 (a)	<p>Electronic –Procurement System</p> <p>Geothermal Development Company Ltd shall not use electronic-procurement system to manage this Tendering process:</p>
ITT 2.1	<p>The Procuring Entity is: Geothermal Development Company Ltd</p> <p>The name of the Project is: Provision of Maintenance Service of 3000KVA Generator at Baringo-Silali Geothermal Project for a period of Two (2) years under Framework Agreement.</p>
3.4	The firms (if any) that provided consulting services for the contract being tendered for are None
ITT 4.1	Maximum number of members in the Joint Venture (JV) shall be: Two
ITT 4.12	GDC may require tenderers to be registered with
	B. Contents of Tendering Document
ITT 8.1	<p>For <u>Clarification of Tender purposes</u> only, the Procuring Entity's address is:</p> <p style="text-align: center;">One copy to: -</p> <p style="text-align: center;">Manager, Supply Chain Geothermal Development Company Limited, Kawi House, South C, Bellevue Off Mombasa Road, Red Cross Road P.O. Box 100746 – 00101 NAIROBI, KENYA</p> <p style="text-align: center;">E-mail: procurement@gdc.co.ke; dkyaka@gdc.co.ke; & pkapto@gdc.co.ke</p> <p>And copy to: -</p> <p style="text-align: center;">General Manager, Drilling & Infrastructure Geothermal Development Company Ltd, P.O Box 100746 – 00101, Nairobi-Kenya E-mail: pngugi@gdc.co.ke</p> <p>NB: To reach GDC not later than 30th December, 2021</p>

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	The GDC shall publish its response for any enquiries/clarifications/questions/amendments relating to this tender at GDC website: www.gdc.co.ke & PPIP Portal www.tenders.go.ke and tenderers are advised to be checking this websites from time to time.
ITT 8.2	The Firms or their Affiliates that provided consulting services for the contract being tendered for are None
ITT 8.4	GDC shall publish Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the works at the website - N/A
ITT 9.1	GDC will respond to request for clarification in 7 days before tender submission and shall publish its response at GDC website: www.gdc.co.ke & PPIP Portal www.tenders.go.ke and tenderers are advised to be checking this websites from time to time.
	C. Preparation of Tenders
ITT 13.1 (i)	The Tenderer shall submit the following additional documents in its Tender as specified in the below preliminary/technical requirements.
ITT 15.1	Alternative Tenders <i>shall not be</i> considered.
ITT 15.2	Alternative times for completion <i>shall not be</i> permitted.
ITT 15.3	Alternative technical solutions <i>shall not be</i> permitted
ITT 16.7	The prices quoted by the tenderer <i>shall not</i> be subject to adjustment during the performance of the Contract unless allowed by PPAD Act.
ITT 19.3	Prequalification <i>has not been</i> undertaken.
ITT 20.1	The Tender validity period shall be 120 Days
ITT 21.1	An original Tender Security in the amount of Kshs 300,000 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. A Tender-Securing Declaration <i>shall not be</i> required.
ITT 22.1	In addition to the original of the Tender, the number of copies is: One duly initialed, paginated and well bound (perfect binding is recommended). 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.
ITT 22.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: 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.
	D. Submission and Opening of Tenders
ITT 23.1	For <u>Tender submission purposes</u> only, the Procuring Entity's address is: Managing Director & CEO Geothermal Development Company Ltd – Kawi House, South C, Red Cross Road, off Popo Road P.O Box 100746-00101, NAIROBI
ITT 24.1	The deadline for Tender submission is: Tenders must be received on or before Friday 7th January, 2022 at 2.00Pm. Electronic submissions are NOT allowed

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 26.1	<p>The Tender opening shall take place at:</p> <p>Date and Time of Tender opening shall be on Friday 7th January, 2022 at 2.00Pm and shall take place at the address below;</p> <p style="text-align: center;">Ground Floor Geothermal Development Company Ltd – Kawi House, South C, Red Cross Road, off Popo Road P.O Box 100746-00101, NAIROBI</p>
ITT 27.1	The electronic Tender opening procedures shall be: N/A
ITT 27.6	The Form of Tender and priced Activity Schedule shall be initialed by at least three (3) representatives of GDC Tender Opening Committee
E. Evaluation and Comparison of Tenders	
ITT 34.1	Margin of preference not allowed
ITT 34.2	The invitation to tender is extended to the following group that qualify for Reservations – N/A
F. Award of Contract	
ITT 49.1	The Adjudicator proposed by the Procuring Entity is: N/A
ITT 50.1	<p>The procedures for making a Procurement-related Complaint are available from the “Notification of Intention to Award - Paragraph 5” and from RA website www.ppra.go.ke.</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;">Managing Director & CEO Geothermal Development Company Ltd – Kawi House, South C, Red Cross Road, off Popo Road P.O Box 100746-00101, NAIROBI Email address: info@gdc.co.ke</p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <p>(i) the terms of the Tender Documents; and</p> <p>(ii) the Procuring Entity’s decision to award the contract.</p>

SECTION III - EVALUATION AND QUALIFICATION CRITERIA

1. PRELIMINARY REQUIREMENTS (MANDATORY)

No.	Requirement
1.	An original bid security in the amount of Ksh 300,000 in the form of bank or an insurance guarantee issued by a bank or Insurance company operating in Kenya. The tender security must be valid for 150 days from date of tender opening
2.	Dully filled, Signed & Stamped Price Schedules
3.	Dully filled, Signed & Stamped Tender Form
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.	Provide a Power of Attorney witnessed by an advocate
8.	Submission of audited balance sheets and other financial statements for the last Three (3) years (2019, 2018 & 2017) with an annual turnover of Kshs. 50Million 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>
9.	Duly filled, Signed and Stamped Certificate of Independent Tender Determination in the format provided – Section IV.
10.	Duly filled, Signed and Stamped Self Declaration Form (FORM SD1) 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 SD2) 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 Code of Ethics 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.	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.
16.	Provide proof of Authorization from manufacturer by providing a Manufacturer's Authorization Letter in the format provided - Section IV.
17.	A duly signed & stamped written confirmation letter that the prices shall remain valid for a period of twelve (12) months (1 year) from the date contract is signed and there shall be no price variations/adjustments within the one (1) year contract period.

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

Any inconsistencies noted in any of the above requirements shall lead to automatic disqualification.

2. TECHNICAL EVALUATION CRITERIA

No.	Description of Criteria	Requirements	Max.Score
1.	Proof showing current manufacturer/dealership letter	Must Provide an MTU certificates or Westin Power Authorization.	20 Marks
1.	Proof and confirmation of experience in similar work – at least 2 works within the last 5 years.	Provide at least Two (2) Clients confirmation letters/Certificate of completion in the company's letter head that you have successfully performed similar contracts in the last five (5) years (10 Mks) 5 marks for each letter provided Provide evidence of at least two contracts documents/LPOs in the last five (5) years for the respective schedule quoted for (10 Mks) Each Contract/LPO is 5 Marks	20 Mks
2.	Proof of availability of adequate equipment, tools & for provision of the contracted service	Provide <u>list & proof of tools/equipment's/workshop/Transport</u> to be used for provision of the maintenance service listing 2. Including location (Each Evidence including Photos 2 marks Each (Total 20mks)	20 Mks
3	Personnel experience & Qualification	Provide certified professional CVs of Works Supervisor & Technical Personnel attaching academic Certificates required. Provide CV's (certified by commissioner of oaths). 2 Mechanical 2 Electrical. Minimum Diploma Level.	20 Marks
4.	Proof of financial capacity	Copies of authorized bank statements for the last six (6) months (Must be stamped by the bank) with an average turnover of Ksh 10M per month and or proof of ability to mobilize the funds e.g letter of credit minimum Ksh 20M	5 Mks
5.	Provide evidence /proof of Professional Indemnity Cover	Attach proof of cover	5 Mks
6.	Proof of EHS Policy	1. Demonstrate and present Environment Health & Safety (EHS) policy of the company (5Marks) 2. Provide List & Photographs of Personal Protective Equipment (PPE) 5Marks	10 Mks
TOTAL			100 Mks

Pass mark – 70marks per schedule

NB: Bidders who will not meet the pass of **70 marks** in the above technical evaluation requirements will be declared non-responsive and their bids will not be evaluated further for further financial evaluation.

3. FINANCIAL EVALUATION CRITERIA

- NB: Bidders must quote for the schedules in completeness in order to be considered responsive.

-The bids will be checked for costing of all items. **The lowest evaluated grand total cost for schedule one (1), two (2) and three (3) for the complete schedule** inclusive of 16% VAT **will be recommended for award.**

SECTION IV - TENDERING FORMS

1. FORM OF TENDER

INSTRUCTIONS TO TENDERERS

- i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign and TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE, CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER, all attached to this Form of Tender.*
- (iv) *The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
 - a) *Tenderer's Eligibility-Confidential Business Questionnaire*
 - a) *Certificate of Independent Tender Determination*
 - c) *Self-Declaration of the Tenderer.*

Date of this Tender submission: *[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]*

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with ITT 9;
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4;
- c) **Tender-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing Declaration or Proposal-Securing Declaration in Kenya in accordance with ITT 4.7;
- d) **Conformity:** We offer to provide the Maintenance services in conformity with the tendering document of the following: *[insert a brief description of the Maintenance services];*
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is: *[Insert one of the options below as appropriate]*

In case of multiple Service Lines or Service Packages (a) Total price of each Service Line or Package *[insert the total price of each in words and figures, indicating the various amounts and the respective currencies];* and (b) Total price of all Service Lines and Packages *[insert the total price in words and figures, indicating the various amounts and the respective currencies];*

- f) **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 is shown below: *[Specify in detail the method that shall be used to apply the discounts];*

- g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 19.1 (as amended if applicable) from the date fixed for the Tender submission deadline (specified in TDS 23.1 (as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- h) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;
- i) **One Tender Per Tenderer:** We are not submitting any other Tender (s) as an individual Tenderer, and we are not participating in any other Tender (s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT 4.3, other than alternative Tenders submitted in accordance with ITT 14;
- j) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, 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 PPRA. Further, we are not ineligible under Kenya's 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 4.6];*
- l) **Commissions, gratuities and 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) *[Delete if not appropriate, or amend to suit]* We confirm that we understand the provisions relating to Standstill Period as described in this tendering document and the Procurement Regulations.
- n) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- o) **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
- p) **Fraud and Corruption:** We hereby 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.
- q) **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.
- r) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from _____ *(specify website)* during the procurement process and the execution of any resulting contract.
- s) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
- a) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.

- b) Certificate of Independent Tender Determination - to declare that we completed the tender without colluding with other tenderers.
- c) Self-Declaration of the Tenderer- to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.

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 person signing the Tender]*

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]*

Bidder’s Stamp.....

i) 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 2. City 3. Location 4. Building 5. Floor 6. Postal Address 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.

	Names of Director	Nationality	Citizenship	% Shares owned
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.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly 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,		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	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 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)

Bidder's Stamp_____

ii) 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 _____

Bidder's Official Stamp _____

(iii) SELF-DECLARATION FORMS

FORM SD 1

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 herein 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 herein 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 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.....

iv) **APPENDIX 1-FRAUD AND CORRUPTION**

(Appendix 1 shall not be modified)

1. Purpose

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

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.

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 subcontract or appointed shall meet all the requirements of this Act.
- 6) 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;
- 7) 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.

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 award¹ 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 debar 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 inspect² 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.

2 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].

ITT No.:[insert number of Tendering process]

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

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 Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone: <i>[insert Authorized Representative's telephone/fax numbers]</i> 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> <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 4.4. <input type="checkbox"/> In case of JV, Form of intent to form JV or JV agreement, in accordance with ITT 4.1. <input type="checkbox"/> A current tax clearance certificate or tax exemption certificate in case of Kenyan tenderers issued by the the Kenya Revenue Authority in accordance with ITT 4.14. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing: <ul style="list-style-type: none">• Legal and financial autonomy• Operation under commercial law• Establishing that the Tenderer is not under the supervision of the agency of the Procuring Entity
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

OTHER FORMS

3. 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]*

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

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

1. Tenderer's Name: <i>[insert Tenderer's legal name]</i>
2. Tenderer's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Tenderer's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Tenderer's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Tenderer's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Tenderer's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <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 4.4. <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 4.6.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

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 Framework 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 Framework 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]

[Signature of the Guarantor]

[Witness]

[Seal]

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

FORM OF TENDER - SECURING DECLARATION

[The Tenderer shall fill in this Form in accordance with the instructions indicated.]

Date:.....[date (as day, month and year)]

ITT No.:.....[number of Tendering process]

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

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

We, the undersigned, declare that:

We understand that, according to your conditions, Tenders must be supported by a Tender-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Tendering or submitting proposals in any contract with the Procuring Entity for the period of time of [number of months or years] starting on [date], if we are in breach of our obligation(s) under the Tender conditions, because we:

- a) Have withdrawn our Tender during the period of Tender validity specified in the Form of Tender; or
- b) Having been notified of the acceptance of our Tender by the Procuring Entity during the period of Tender validity, (i) fail to sign the Framework Agreement; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITT.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight days after the expiration of our Tender.

Name of the Tenderer* _____

_____ Name of the person duly authorized to sign the Tender on behalf of the Tenderer** _____

_____ Title of the person signing the Tender _____

_____ Signature of the person named above _____

_____ Date signed _____ day of _____.

*: In the case of the Tender submitted by 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 attached to the Tender

[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.]

QUALIFICATION FORMS

2 FOREIGN TENDERERS 40% RULE – N/A

Pursuant to ITT 3.9, a foreign tenderer must complete this form to demonstrate that the tender fulfils this condition.

ITEM	Description of Work Item	Describe location of Source	COST in K. shillings	Comments, if any
A	Local Labor			
1				
2				
3				
4				
5				
B	Sub contracts from Local sources			
1				
2				
3				
4				
5				
C	Local materials			
1				
2				
3				
4				
5				
D	Use of Local Plant and Equipment			
1				
2				
3				
4				
5				
E	Add any other items			
1				
2				
3				
4				
5				
6				
	TOTAL COST LOCAL CONTENT		XXXXX	
	PERCENTAGE OF CONTRACT PRICE			

3 FORM EQU: EQUIPMENT

The Tenderer shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Tenderer.

Item of equipment		
Equipment information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Omit the following information for equipment owned by the Tenderer.

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rental / lease / manufacture agreements specific to the project	

4 **FORM PER-1** Tenderer's/Contractor's

Representative and Key Personnel Schedule

Tenderers should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

Tenderer's/Contractor' Representative and Key Personnel.

1.	Title of position: Contractor's Representative	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
2.	Title of position: [_____]	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
3.	Title of position: [_____]	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
4.	Title of position: [_____]	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
5.	Title of position: <i>[insert title]</i>	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

5 FORM PER - 2:

Resume and Declaration - Contractor's Representative and Key Personnel.

Name of Tenderer _____

Position [#1]: <i>[title of position from Form PER-1]</i>		
Personnel information	Name:	Date of birth:
	Address:	E-mail:
	Professional qualifications:	
	Academic qualifications:	
	Academic qualifications:	
	Language proficiency: <i>[language and levels of speaking, reading and writing skills]</i>	
	Language proficiency: <i>[language and levels of speaking, reading and writing skills]</i>	
Details	Address of Procuring Entity:	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Job title:	Years with present Procuring Entity:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	Role	Duration of involvement	Relevant experience
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[describe the experience relevant to this position]</i>

Declaration

I, the undersigned..... *[insert either "Contractor's Representative" or "Key Personnel" as applicable]*, certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Tender:

Commitment	Details
Commitment to duration of contract:	<i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>
Time commitment:	<i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>

I understand that any misrepresentation or omission in this Form may:

- a) be taken into consideration during Tender evaluation;
- b) result in my disqualification from participating in the Tender;
- c) result in my dismissal from the contract.

Name of Contractor's Representative or Key Personnel: _____ *[insert name]*

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Tenderer:

Signature: _____

Date: (day month year): _____

TENDERERS QUALIFICATION WITHOUT PREQUALIFICATION

To establish its qualifications to perform the contract in accordance with Section III, Evaluation and Qualification Criteria the Tenderer shall provide the information requested in the corresponding Information Sheets included hereunder.

6 FORM EL I -1.1

Tenderer Information

Form

Date: _____

ITT No. and title: _____

Tenderer's name
In case of Joint Venture (JV), name of each member:
Tenderer's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Tenderer's actual or intended year of incorporation:
Tenderer's legal address [in country of registration]:
Tenderer's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of <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 4.4 <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 4.1 <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6, documents establishing: <ul style="list-style-type: none">• Legal and financial autonomy• Operation under commercial law• Establishing that the Tenderer is not under the supervision of the Procuring Entity
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

7. FORM ELI - 1.2

Tenderer's JV Information Form

(to be completed for each member of Tenderer's JV)

Date: _____

ITT No. and title: _____

Tenderer's JV name:
JV member's name:
JV member's country of registration:
JV member's year of constitution:
JV member's legal address in country of constitution:
JV member's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of <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 4.4. <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 4.6. 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

8 FORM CON -2

Historical Contract Non-Performance, Pending Litigation and Litigation

History. Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> Contract non-performance did not occur since 1 st January <i>[insert year]</i> specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1 st January <i>[insert year]</i> specified in Section III, Evaluation and Qualification Criteria, requirement 2.1			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and Kenya Shilling equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.			
<input type="checkbox"/> Pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3 as indicated below.			

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
Litigation History in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4.			
<input type="checkbox"/> Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage	Contract Identification	Total Contract Amount (currency), Kenya Shilling

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
	of Net Worth		Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Entity" or "Contractor"]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

9 FORM FIN –3.1:

Financial Situation and Performance

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

6.4.1. Financial Data

Type of Financial information in _____ (currency)	Historic information for previous _____ years, _____ (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

*Refer to ITT 15 for the exchange rate

15. Sources of Finance

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (Kenya Shilling equivalent)
1		
2		
3		

Financial documents

The Tenderer and its parties shall provide copies of financial statements for _____ years pursuant Section III, Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

- a) reflect the financial situation of the Tenderer or in case of JV member, and not an affiliated entity (such as parent company or group member).
- b) Be independently audited or certified in accordance with local legislation.
- c) Be complete, including all notes to the financial statements.
- d) Correspond to accounting periods already completed and audited.

Attached are copies of financial statements² for the _____ years required above; and complying with the requirements

²If the most recent set of financial statements is for a period earlier than 12 months from the date of Tender, the reason for this should be justified.

16 FORM FIN –3.2:

Average Annual Construction Turnover

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

		Annual turnover data (construction only)	
Year	Amount Currency	Exchange rate	Kenya Shilling equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>		
Average Annual Construction Turnover *			

* See Section III, Evaluation and Qualification Criteria, Sub-Factor 3.2.

17. FORM FIN -3.3:

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contractor contracts as specified in Section III, Evaluation and Qualification Criteria.

Financial Resources		
No.	Source of financing	Amount (Kenya Shilling equivalent)
1		
2		
3		

18. FORM FIN -3.4:

Current Contract Commitments / Works in Progress

Tenderers and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

No.	Name of Contract	Procuring Entity's Contact Address, Tel,	Value of Outstanding Work [Current Kenya Shilling /month Equivalent]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Kenya Shilling /month]
1					
2					
3					
4					
5					

19. FORM EXP - 4.1

General Relevant Work Experience

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

Page _____ of _____ pages

Starting Year	Ending Year	Contract Identification	Role of Tenderer
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	

20. FORM EXP - 4.2 (a)

Specific Work and Management Experience

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	Kenya Shilling			
If member in a JV or sub-contractor, specify participation in total Contract amount				
Procuring Entity's Name:				
Address:				
Telephone/fax number				
E-mail:				
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:				
1. Amount				
2. Physical size of required works items				
3. Complexity				
4. Methods/Technology				
5. Construction rate for key activities				
6. Other Characteristics				

21. FORMEXP- 4.2 (b)

Work Experience in Key Activities

Tenderer's Name: _____

Date: _____

Tenderer's JV Member Name: _____

Sub-contractor's Name³ (as per ITT 34): _____

ITT No. and title: _____

All Sub-contractors for key activities must complete the information in this form as per ITT 34 and Section III, Evaluation and Qualification Criteria, Sub-Factor 4.2.

1 Key Activity No One:

Information				
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount			Kenya Shilling	
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)		Actual Quantity Performed (i) x (ii)
Year 1				
Year 2				
Year 3				
Year 4				
Procuring Entity's Name:				
Address: Telephone/fax number E-mail:				

2 Activity No. Two

3.

³If applicable

SCHEDULE FORMS

*[The Tenderer shall fill in these Forms in accordance with the instructions indicated. The list of line items in column I of the **Activity Schedules** shall coincide with the List of Maintenance services specified in the Procuring Entity's Requirements.]*

PRICE SCHEDULE

SCHEDULE 1: GENERATOR ENGINE MODEL MTU 20V400063L (GENSET 1)

A. PARTS RATES

Service Hours	Sno	Items	Descriptions/ Part Number	Unit	Qty	Unit Price	Total Price
13000							
	1	Fuel- Water Separator (Fuel pre filter)	RACOR 1000FH	PC	3		
	2	Fuel Filter	Value Spare X00042421	PC	2		
	3	Oil Filter	Value Spare 0031845301	PC	5		
	4	Air Cleaner	MTU Air Filter 0180947102	PC	6		
	5	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390		
	6	Radiator Coolant	Ethylene Glycol Based	LTS	500		
	7	Lithium based grease for the radiator fan motor		KG	10		
	8	Aero shell grease 250°C for emergency air shut off flap		KG	10		
		Total					
		16% VAT					
		Grand Total					
13500						Unit Price	Total Price
	1	Oil Filter	Value Spare 0031845301	PC	5		
	2	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390		
	3	Drive Belt		PC	3		
		Total					
		16% VAT					
		Grand Total					
14000						Unit Price	Total Price
	1	Fuel- Water Separator (Fuel pre filter)	RACOR 1000FH	PC	3		
	2	Fuel Filter	Value Spare X00042421	PC	2		
	3	Oil Filter	Value Spare 0031845301	PC	5		
	4	Air Cleaner	MTU Air Filter 0180947102	PC	6		
	5	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390		

	6	Radiator Coolant	Ethylene Glycol Based	LTS	500		
	7	Lithium based grease for the radiator fan motor		KG	10		
	8	Aero shell grease 250°C for emergency air shut off flap		KG	10		
		Total					
		16% VAT					
		Grand Total					
14500						Unit Price	Total Price
	1	Oil Filter	Value Spare 0031845301	PC	5		
	2	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390		
		Total					
		16% VAT					
		Grand Total					
15000						Unit Price	Total Price
	1	Fuel- Water Separator (Fuel pre filter)	RACOR 1000FH	PC	3		
	2	Fuel Filter	Value Spare X00042421	PC	2		
	3	Oil Filter	Value Spare 0031845301	PC	5		
	4	Air Cleaner	MTU Air Filter 0180947102	PC	6		
	5	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390		
	6	Radiator Coolant	Ethylene Glycol Based	LTS	500		
	7	Lithium based grease for the radiator fan motor		KG	10		
	8	Aero shell grease 250°C for emergency air shut off flap		KG	10		
	9	Drive Belt		PC	3		
	10	Oil Separator		PC	1		
	11	Coolant expansion tank valve		PC	1		

	12	Fuel Pump		PC	1		
	13	Rubber sleeves		PC	10		
	14	Hose lines		M	5		
		Total					
		16% VAT					
		Grand Total					
15500						Unit Price	Total Price
	1	Oil Filter	Value Spare 0031845301	PC	5		
	2	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390		
		Total					
		16% VAT					
		Grand Total					
16000						Unit Price	Total Price
	1	Fuel- Water Separator (Fuel pre filter)	RACOR 1000FH	PC	3		
	2	Fuel Filter	Value Spare X00042421	PC	2		
	3	Oil Filter	Value Spare 0031845301	PC	5		
	4	Air Cleaner	MTU Air Filter 0180947102	PC	6		
	5	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390		
	6	Radiator Coolant	Ethylene Glycol Based	LTS	500		
	7	Lithium based grease for the radiator fan motor		KG	10		
	8	Aero shell grease 250°C for emergency air shut off flap		KG	10		
		Total					
		16% VAT					
		Grand Total					

B. CALLOUT AND TRANSPORT RATES

I. SERVICES RATES (PER SERVICE)

DESCRIPTION	QTY	UNIT COST (KSHS) INCL OF VAT WHERE APPLICABLE
Engineer call out rates	1	
Transport to Baringo Pump Station 1 Site (Chesiran)	1	

II. BREAKDOWN SERVICES RATES

DESCRIPTION	QTY	
Engineer call out rates	1	
Transport to Baringo Pump Station 1 Site (Chesiran)	1	

NB: Bidders MUST quote for the above call out and transport rates in form of **unit rates incl of VAT where applicable** in completeness and this will form part of the contract. GDC shall issue LPO on as and when required basis at the above rates

SCHEDULE 2: GENERATOR ENGINE MODEL MTU 20V400063L (GENSET 2)

Service Hours	Sno	Items	Descriptions/ Part Number	Unit	Qty	Unit Price	Total Price
8500							
	1	Oil Filter	Value Spare 0031845301	PC	5		
	2	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390		
		Total					
		16% VAT					
		Grand Total					
9000						Unit Price	Total Price
	1	Fuel- Water Separator (Fuel pre filter)	RACOR 1000FH	PC	3		
	2	Fuel Filter	Value Spare X00042421	PC	2		
	3	Oil Filter	Value Spare 0031845301	PC	5		
	4	Air Cleaner	MTU Air Filter 0180947102	PC	6		
	5	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390		
	6	Radiator Coolant	Ethylene Glycol Based	LTS	500		
	7	Lithium based grease for the radiator fan motor		KG	10		
	8	Aero shell grease 250°C for emergency air shut off flap		KG	10		
	9	Drive Belt		PC	3		
	10	Oil Separator		PC	1		
	11	Coolant expansion tank valve		PC	1		
		Total					

		16% VAT					
		Grand Total					
9500						Unit Price	Total Price
	1	Oil Filter	Value Spare 0031845301	PC	5		
	2	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390		
		Total					
		16% VAT					
		Grand Total					
10000						Unit Price	Total Price
	1	Fuel- Water Separator (Fuel pre filter)	RACOR 1000FH	PC	3		
	2	Fuel Filter	Value Spare X00042421	PC	2		
	3	Oil Filter	Value Spare 0031845301	PC	5		
	4	Air Cleaner	MTU Air Filter 0180947102	PC	6		
	5	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390		
	6	Radiator Coolant	Ethylene Glycol Based	LTS	500		
	7	Lithium based grease for the radiator fan motor		KG	10		
	8	Aero shell grease 250°C for emergency air shut off flap		KG	10		
	9	Drive Belt		PC	3		
	10	Oil Separator		PC	1		
	11	Coolant expansion tank valve		PC	1		
		Total					
		16% VAT					
		Grand Total					
10500						Unit Price	Total Price
	1	Oil Filter	Value Spare 0031845301	PC	5		
	2	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390		
		Total					
		16% VAT					
		Grand Total					
11000						Unit Price	Total Price
	1	Fuel- Water Separator (Fuel pre filter)	RACOR 1000FH	PC	3		

	2	Fuel Filter	Value Spare X00042421	PC	2		
	3	Oil Filter	Value Spare 0031845301	PC	5		
	4	Air Cleaner	MTU Air Filter 0180947102	PC	6		
	5	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390		
	6	Radiator Coolant	Ethylene Glycol Based	LTS	500		
	7	Lithium based grease for the radiator fan motor		KG	10		
	8	Aero shell grease 250°C for emergency air shut off flap		KG	10		
		Total					
		16% VAT					
		Grand Total					
11500						Unit Price	Total Price
	1	Oil Filter	Value Spare 0031845301	PC	5		
	2	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390		
		Total					
		16% VAT					
		Grand Total					
12000						Unit Price	Total Price
	1	Fuel- Water Separator (Fuel pre filter)	RACOR 1000FH	PC	3		
	2	Fuel Filter	Value Spare X00042421	PC	2		
	3	Oil Filter	Value Spare 0031845301	PC	5		
	4	Air Cleaner	MTU Air Filter 0180947102	PC	6		
	5	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390		
	6	Radiator Coolant	Ethylene Glycol Based	LTS	500		
	7	Lithium based grease for the radiator fan motor		KG	10		
	8	Aero shell grease 250°C for emergency air shut off flap		KG	10		
	9	Drive Belt		PC	3		
	10	Oil Separator		PC	1		
	11	Coolant expansion tank valve		PC	1		
		Total					
		16% VAT					
		Grand Total					

B. CALLOUT AND TRANSPORT RATES

I. SERVICES RATES (PER SERVICE)		
DESCRIPTION	QTY	UNIT COST (KSHS) INCL OF VAT WHERE APPLICABLE
Engineer call out rates	1	
Transport to Baringo Pump Station 1 Site (Chesiran)	1	
II. BREAKDOWN SERVICES RATES		
DESCRIPTION	QTY	
Engineer call out rates	1	
Transport to Baringo Pump Station 1 Site (Chesiran)	1	

NB: Bidders MUST quote for the above call out and transport rates in form of **unit rates incl of VAT where applicable** in completeness and this will form part of the contract. GDC shall issue LPO on as and when required basis at the above rates

SCHEDULE 3: GENERATOR ENGINE MODEL 20V400063L (GENSET 3)

A. PARTS RATES

Service Hours	Sno	Items	Descriptions/ Part Number	Unit	Qty		
500						Unit Price	Total Price
	1	Oil Filter	Value Spare 0031845301	PC	5		
	2	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390		
		Total					
		16% VAT					
		Grand Total					
1000						Unit Price	Total Price
	1	Fuel- Water Separator (Fuel pre filter)	RACOR 1000FH	PC	3		
	2	Fuel Filter	Value Spare X00042421	PC	2		
	3	Oil Filter	Value Spare 0031845301	PC	5		
	4	Air Cleaner	MTU Air Filter 0180947102	PC	6		
	5	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390		
	6	Radiator Coolant	Ethylene Glycol Based	LTS	500		
	7	Lithium based grease for the radiator fan motor		KG	10		
	8	Aero shell grease 250°C for emergency air shut off flap		KG	10		
		Total					
		16% VAT					
		Grand Total					

B. CALLOUT AND TRANSPORT RATES

I. SERVICES RATES (PER SERVICE)		
DESCRIPTION	QTY	UNIT COST (KSHS) INCL OF VAT WHERE APPLICABLE
Engineer call out rates	1	
Transport to Baringo Pump Station 1 Site (Chesiran)	1	
II. BREAKDOWN SERVICES RATES		
DESCRIPTION	QTY	
Engineer call out rates	1	
Transport to Baringo Pump Station 1 Site (Chesiran)	1	

NB: Bidders MUST quote for the above call out and transport rates in form of **unit rates incl of VAT where applicable** in completeness and this will form part of the contract. GDC shall issue LPO on as and when required basis at the above rates

****Prices/Rates shall be inclusive of 16% VAT**

****Prices/Rates shall be valid for One year**

SUMMARY OF COST FOR SCHEDULE ONE(1), TWO (2) & THREE (3)

No.	Item Description	Total Sum of the complete summation of the schedule Incl of VAT
1.	SCHEDULE 1: GENERATOR ENGINE MODEL MTU 20V400063L (GENSET 1)	
2.	SCHEDULE 2: GENERATOR ENGINE MODEL MTU 20V400063L (GENSET 2)	
3.	SCHEDULE 3: GENERATOR ENGINE MODEL 20V400063L (GENSET 3)	
	Grand Total Summation Incl of Vat for Sch 1, Sch 2 & Sch 3 transferred to tender form	

Tenderer's Name_____

Signature and Rubber stamp_____ Date_____

No correction of 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.

SCHEDULE FOUR (4) OTHER PARTS (on as need basis)

Description	Material Code	UOM	UNIT RATE INCL OF VAT
COPPER SEALING RING	007603014102	PC	
FUEL FILTER SPIN-ON	X00042421	PC	
OIL FILTER SPIN-ON	0031845301	PC	
COPPER SEALING RING	007603014102	PC	
AIR FILTER	0180947102	PC	
O-RING	700429024000	PC	
INJECTOR	EX59407500014/EX59407500020	PC	
RUBBER SLEEVE	700368045003	PC	
SLEEVE RUBBER	700368045010	PC	
EXHAUST TURBOCHARGER	EXT0210100036	PC	
EXHAUST TURBOCHARGER	EXT0210100037	PC	
COPPER SEALING RING	007603014102	PC	
FUEL DELIVERY PUMP	X52808100004	PC	
VALVE ROTATOR	0000534335	PC	
COPPER SEALING RING	007603014102	PC	
VALVE GUIDE	5240530830	PC	
HOSE REDUCER C23	X00006660	PC	
HOSE F/CRANKCASE VENTILA	X52801800006	PC	
OIL SEPARATOR	X54701800063	PC	
O-RING	700429020004	PC	
COPPER SEALING RING	007603014102	PC	
SEALING RING	XP52611400056	PC	
PRESSURE SENSOR	X00E50207217	PC	
THERMAL ACTUATOR	0052031875/ X59420300059	PC	
THERMAL ACTUATOR	0052031575/ X52420300037	PC	
PARTS KIT W/ATTACHING HARDWAR	XP52700600005	PC	
CONNECTING HARDWARE	XP52700600007	PC	
DRIVE-END BEARING	XP52717200002	PC	
SUPPORT MIDDLE	XP52717200003	PC	
COMMUTATOR BEARING	XP52717200004	PC	
CARBON BRUSH KIT	XP52717200009	PC	
COPPER SEALING RING	007603014102	PC	
RING SNAP	000472080000	PC	
COPPER SEALING RING	007603018101	PC	
BEARING ANGULAR CONTACT ROLLER	200628103006	PC	
SEAL OIL	700386050002	PC	
O-RING	700429135000	PC	
O-RING	700429172000	PC	
BEARING CYLINDRICAL ROLLER	705100502035	PC	
ROTARY SEAL	X00026765	PC	
RING SNAP	000472080000	PC	
COPPER SEALING RING	007603014102	PC	
COPPER SEALING RING	007603018101	PC	
COPPER SEALING RING	007603038101	PC	
BEARING ANGULAR CONTACT ROLLER	200628103006	PC	
SEAL OIL	700386050002	PC	
O-RING	700429135000	PC	
O-RING	700429172000	PC	
BEARING CYLINDRICAL ROLLER	705100502035	PC	
ROTARY SEAL	X00026765	PC	
PIN DOWEL	000007010124	PC	

INDICATOR AIR FILTER RESTRISTER	0000943268	PC	
WASHER	000125008427	PC	
CLAMP CABLE DN10	0001596440	PC	
RING SNAP HV ZNPH R5F	000471045000	PC	
RING SNAP	000472048000	PC	
ADAPTER FITTING W/SINTERED FLTR	0009973375	PC	
PIN GROOVED	001474006000	PC	
PIN SPRING	001481004000	PC	
PIN SPRING	001481006004	PC	
WASHER	007349008002	PC	
WASHER	200433008400	PC	
BOLT ZNPH R5F HEX	204017016000	PC	
TENSIONR ASM	23540876	PC	
BOLT HEX A3C	304017008083	PC	
OIL SEPARATOR	5200180035	PC	
SPRING PRESSURE MARINE	5249930302	PC	
PLUG HEX SOC HD G1/4 17.5 X 11 42CRM04	5769970219	PC	
DISHED WASHER	8699930065	PC	
DOWEL PIN	8809970210	PC	
SNAP RING	X52403700066	PC	
BUSHING	X59305200002	PC	
SNAP RING	XP52707700004	PC	
SEALING RING	0000160119	PC	
GASKET	0000180680	PC	
VALVE	0000911010	PC	
SEALING RING	0001426457	PC	
LAMELLAR RING	0001426857	PC	
RING SEALING	0002034480	PC	
O-RING FOR ON-ENGINE SENSO	0005333080	PC	
WASHER A COP	007603010110	PC	
COPPER SEALING RING	007603012111	PC	
COPPER SEALING RING	007603014102	PC	
WASHER A	007603014103	PC	
COPPER SEALING RING	007603016105	PC	
COPPER SEALING RING	007603018101	PC	
COPPER SEALING RING	007603022102	PC	
SEALING RING	007603022103	PC	
COPPER SEALING RING	007603026104	PC	
SEALING RING	007603026106	PC	
COPPER SEALING RING	007603030101	PC	
COPPER SEALING RING	007603038101	PC	
COPPER SEALING RING	007603048101	PC	
COPPER SEALING RING	007603052101	PC	
WASHER A COP	007603064100	PC	
SEAL RING CRANKSHAFT REAR	0219976647	PC	
SEALING RING	0249978447	PC	
O-RING	0259979048	PC	
O-RING	0289975248	PC	
O-RING	0299976848	PC	
SEALING RING	DDE 05132155/ 2034480	PC	
SEALING RING	DDE 23523995	PC	
GASKET	5240111380	PC	
GASKET	5240140080	PC	
SEALING RING SIZE 0	5240160319/ X52404200043	PC	
GASKET FOR CYLINDER HEAD	X52404200043	PC	
GASKET	5240980680	PC	
GASKET	5241420580	PC	

GASKET	5241880080	PC	
GASKET	5241880180	PC	
GASKET	5242030780	PC	
SEAL RING (SQUARE CUT) CAC OUTLET	5269970045	PC	
GASKET	5272030080	PC	
GASKET	5281880080	PC	
PROFILE RUBBER	5289870035	PC	
O-RING	5289970045	PC	
SEALING RING	5319970545	PC	
GASKET	5360520080	PC	
DIAPHRAGM	5410180233	PC	
GASKET	5501871280	PC	
SEALING RING	5550110259	PC	
GASKET	5602030280	PC	
GROMMET	700327006000	PC	
GROMMET	700327008000	PC	
GROMMET	700327010000	PC	
GROMMET	700327012000	PC	
GROMMET	700327018000	PC	
GROMMET	700327022000	PC	
RUBBER SLEEVE	700368045003	PC	
SLEEVE RUBBER	700368045010	PC	
SEAL OIL	700386050002	PC	
O-RING	700429006002	PC	
O-RING	700429010001	PC	
O-RING	700429012002	PC	
O-RING	700429014004	PC	
O-RING	700429015000	PC	
O-RING	700429018004	PC	
O-RING	700429018005	PC	
O-RING	700429019000	PC	
O-RING	700429020003	PC	
O-RING	700429020004	PC	
O-RING	700429021001	PC	
O-RING	700429024000	PC	
O-RING	700429024001	PC	
O-RING	700429024002	PC	
O-RING	700429024004	PC	
O-RING	700429033001	PC	
O-RING	700429036001	PC	
O-RING	700429037000	PC	
O-RING	700429037002	PC	
O-RING	700429038003	PC	
O-RING	700429039000	PC	
O-RING	700429040000	PC	
O-RING	700429041000	PC	
O-RING	700429042000	PC	
O-RING	700429042001	PC	
O-RING	700429042002	PC	
O-RING	700429048000	PC	
O-RING	700429055001	PC	
O-RING	700429057001	PC	
O-RING	700429058001	PC	
O-RING	700429058002	PC	
O-RING	700429065000	PC	
O-RING	700429065001	PC	
O-RING	700429070000	PC	
O-RING	700429072000	PC	
O-RING	700429075001	PC	

O-RING	700429076000	PC	
O-RING	700429083000	PC	
O-RING	700429085002	PC	
O-RING	700429090000	PC	
O-RING	700429090002	PC	
O-RING	700429100000	PC	
O-RING	700429108000	PC	
O-RING	700429120002	PC	
O-RING	700429126001	PC	
O-RING	700429130003	PC	
O-RING	700429135000	PC	
O-RING	700429140000	PC	
O-RING	700429150000	PC	
O-RING	700429170000	PC	
O-RING	700429172000	PC	
O-RING	700429180000	PC	
O-RING	700429200001	PC	
O-RING	700429230000	PC	
O-RING	700429253000/ X52405500190	PC	
O-RING	700429290000	PC	
O-RING	700429300000	PC	
O-RING	700429340000	PC	
O-RING	700429557000	PC	
HOSE	735038006103	PC	
O-RING	735221009000	PC	
O-RING	735221011000	PC	
O-RING	735221029000	PC	
GASKET	8692030147	PC	
SEALING RING	8699970418	PC	
SEALING RING	8699970419	PC	
GROMMET	X00008172	PC	
GASKET	X00021730	PC	
SEALANT	X00035250	PC	
BELT POLY-VEE 8PK 1050 LB ALTERNATOR	X00042954	PC	
COMPENSATING RING	X00043095	PC	
VALVE	X52408300001	PC	
HOSE F/CRANKCASE VENTILA	X52801800035	PC	
GROMMET	X52820200146	PC	
GASKET	X59601800007	PC	
GASKET	X54701800009	PC	
GASKET	XP52611400008	PC	
O-RING	XP52699100134	PC	
O-RING	XP52707700005	PC	
O-RING	XP52707700015	PC	
GASKET	XP52711400008	PC	
SEALING STRIP	XP52711400009	PC	
CORD	XP52711400025	PC	
KEYSTONE COMPR RING	0090374919	PC	
TAPER FACE COMP RING	0090375019	PC	
OIL CONTROL RING	0120373618	PC	
CONROD BEARING UPPER HALF	5240384110	PC	
CONROD BEARING SIZE 0-0	X00040714/ x52403800001	PC	
CRANKSHAFT BEARING AUX PTO END	5240332630	PC	
CRANKSHAFT BEARING DRIVING END (KS)	5240332730	PC	
CRANKSHAFT BEARING UPPER HALF	5240336101/ X00016024	PC	

CRANKSHAFT BEARING LOWER HALF	5240336602	PC	
THRUST WASHER	5280330362/ X59303100024	PC	
RING CARBON SCRAPER	5240110259	PC	
CYLINDER LINER SIZE 0 C23	X00027830	PC	
HP PUMP	EX59507300003/ EX59507300006	PC	
BEARING CAMSHAFT STD	5240510110	PC	
OIL PUMP	X52818100003	PC	
WIRING HARNESS TO INJECTOR	X00E50700026	PC	
WIRING HARNESS FOR ON-ENGINE SENSO	X00E50700478	PC	
RUBBER MOUNT	X52823100006/ X59523100085	PC	
SWING FOLL.	X52405500139/ X52405500220	PC	
VIBRATION DAMPER	EX59603500007	PC	

NB: Bidders MUST quote for the above schedule four (4) - Parts in form of **unit rates incl of VAT** in completeness and this schedule will form part of the contract. GDC shall issue LPO on as and when required basis at the above rates

Tenderer's Name_____

Signature and Rubber stamp_____ Date_____

No correction of 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.

1 Method Statement

[Procuring Entity shall provide main features of the expected method of carrying out the contract, including indicating the material, personnel and equipment inputs].

GDC is a state-owned company tasked with the development of geothermal energy in Kenya towards the achievement of the country's Vision 2030. GDC has 3No. 3MVA Generators in the Baringo drilling project site Baringo County.

GDC therefore seeks to enter into a 1 Year maintenance service contract with a suitable firm who are either Dealers or Agents of the stated equipment.

5.2 Scope of works

The GDC generators will require spare parts, minor services, predictive maintenance, major services and break down services

GDC has 3 generators of the following model; TX 3300L by WESTIN POWER, MTU Diesel Engine 20V4000G63L

The maintenance service contract will cover:

- Provision of spare parts
- Minor Service: All inspections, replacements and procedures to be done during the Minor Service shall be done according to the Maintenance Manual with service parts provided by the service bidder.
- Major Service: All inspections, replacements and procedures to be done during the Major Service shall be carried by the service bidder with assistance from GDC crew as outlined in the generator maintenance manual and at time intervals as recommended in the maintenance manual. All spare parts will be provided by the service bidder.
- Break-down Services: Breakdown service is any unscheduled service resulting from unexpected failure of equipment. Breakdown service is aimed at restoring the equipment to normal operation as soon as possible to minimize downtime. In the event of break down, Service Bidder personnel will visit the site within 24 hrs to troubleshoot and recommend corrective action to be undertaken. Proforma invoice/quote shall be issued before repair works could commence.
- Predictive maintenance i.e. periodic Oil sampling (SOS)

MAINTENANCE SCHEDULE

1. Pump Station 1 Generator

Description	12500	13000	13500	14000	14500	15000	16000
Oil Filter Change	✓	✓	✓	✓	✓	✓	✓

Air Filter Change		✓		✓		✓	✓
Fuel Filter Change		✓		✓		✓	✓
PreFilter/Water Seperator Change		✓		✓		✓	✓
Oil Change	✓	✓	✓	✓	✓	✓	✓
Drive Belt Change			✓			✓	
Oil seperator change						✓	
Coolant expansion tank valves change						✓	
Rubber sleeves						✓	
Hose lines						✓	
Fuel Injector Change						✓	
Inspection	✓	✓	✓	✓	✓	✓	✓
Labour	✓	✓	✓	✓	✓	✓	✓

1. Pump Station 2 Generator

Description	8500	9000	9500	10000	10500	11000
Oil Filter Change	✓	✓	✓	✓	✓	✓
Air Filter Change		✓	□	✓		✓
Fuel Filter Change		✓	✓	✓		✓
PreFilter/Water Seperator Change		✓	✓	✓		✓
Oil Change	✓	✓	✓	✓	✓	✓
Drive Belt Change	□	✓	□	✓	□	
Oil seperator change	□	✓	✓	✓	□	
Coolant expansion tank valves change	□	✓	✓	✓	□	
Fuel Injector Change	□				□	
Inspection	✓	✓	✓	✓	✓	✓
Labour	✓	✓	✓	✓	✓	✓

1. Pump Station 3 Generator

Description	500	1000
Oil Filter Change	✓	✓
Air Filter Change		✓
Fuel Filter Change		✓
PreFilter/Water Seperator Change		✓
Oil Change	✓	✓
Drive Belt Change		
Oil seperator change		
Coolant expansion tank valves change		
Fuel Injector Change		
Inspection	✓	✓
Labour	✓	✓

Quality of spare parts.

For all Spare parts only genuine original and manufacturer's approved parts and materials shall be used.

TERMS AND CONDITIONS

1. The bidder shall Provide certified recommendation letters/LPOs of at least Two (2) current/past clients handled in the last two years
2. Proof showing current manufacturer/dealership letter
3. The bidder shall provide their own mobile site office, transport and storage facility for tools and spares while on GDC sites.
4. Contractor to state warranty conditions applicable to spare parts
5. A list of equipment for the Workshops: (including the detailed description of the capacity of the workshop: adequate storage facilities for spare parts, along with corresponding pictures). - Contractor should provide the sub-contractors name and address. The GDC reserves the right to inspect the workshops listed by the tenderer so as to verify the actual capability to perform the required ancillary services and ensure protection for the GDC assets.
6. Genuine, New, original and manufacturer's approved parts and material shall be used.
7. Spare parts for minor service must be locally available within 24hrs upon receipt of LPO to GDC operation site.
8. Spare parts for breakdown service must be available within 10 working days upon receipt of LPO to GDC operation site.
9. The contractor will perform all services to the highest quality and at least to a level that is in accordance with the Maintenance Manuals and any changes or alteration as defined by the GDC.
10. The Contractor will not touch or tamper with any part of the generator engine that does not require inspection as part of the provision of any service under this contract. The Service Provider

will be responsible for the repair or replacement of any parts that are damaged through such unauthorized tampering.

11. GDC will provide designated area for repair works to the bidder.

Inspection and Acceptance

1. GDC must be provided access at all times to inspect parts supplied to ensure they are new, genuine and without defects. All used parts must be set aside for verification before disposal and remain GDC's property
2. All service and repair work must be approved by a GDC Engineer /Technician. Any unsatisfactory work as identified by the GDC Engineer /Technician will be rectified by the Contractor at his own expense.
3. The Certificate of Provisional Acceptance must be issued and signed by both the contractor and the Contracting Authority after the service is performed and accepted.

4. OTHERS – TIME SCHEDULE

(to be used by Tenderer when alternative Time for Completion is invited in ITT 14.2)

5. 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 Tenderer Information Form]

1) For the attention of Tenderer's Authorized Representative Name:*[insert Authorized Representative's name]*

Address:*[insert Authorized Representative's Address]*

Telephone numbers:*[insert Authorized Representative's telephone/fax numbers]*

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.]

DATE OF TRANSMISSION: This Notification is sent by: *[email/fax]* on *[date]* (local time)

Procuring Entity:*[insert the name of the Procuring Entity]*

Contract title:*[insert the name of the contract]*

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:

- a) Request a debriefing in relation to the evaluation of your Tender, and/or
- b) Submit a Procurement-related Complaint in relation to the decision to award the contract.

(i) The successful Tenderers

No.	Description and No. of Service Line or Package	<i>[insert name of successful Tenderer]</i>	<i>[insert Address of successful Tenderer]</i>	Tender price	Evaluated Tender price (if applicable)
1					
2					
3					

(ii) Other Tenderers *[INSTRUCTIONS: insert 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.]*

No.	Description and No. of Service Line or Package	<i>[insert name of Tenderer]</i>	<i>[insert Address of Tenderer]</i>	Tender price	Evaluated Tender price
1					
2					

3					
---	--	--	--	--	--

2) How to request a debriefing.

DEADLINE: The deadline to request a debriefing expires at midnight on *[insert date]* (local time).

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 (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:

Attention:*[insert full name of person, if applicable]*

Title/position:*[insert title/position]*

Agency:*[insert name of Procuring Entity]*

Email address:*[insert email address]*

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) 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 (5) Business 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.

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.

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) Business Days from the date of publication of the Contract Award Notice.

3) How to make a complaint?

Period: Procurement-related Complaint challenging the decision to award shall be submitted by *[insert date and time]*.

Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:

Attention: *[insert full name of person, if applicable]*

Title/position:*[insert title/position]*

Agency: *[insert name of Procuring Entity]*

Email address: *[insert email address]*

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.

In summary, there are four essential requirements:

1. 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.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the period stated above.
4. You must include, in your complaint, all of the information required to support the complaint.
5. The application must be accompanied by the fees set out in the Procurement Regulations, which shall not be refundable (information available from the Public Procurement Authority at complaints@ppra.go.ke)

4) Standstill Period

DEADLINE: The Standstill Period is due to end at midnight on *[insert date]* (local time).

The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended as stated in Section 4 above. If you have any questions regarding this Notification please don't hesitate to contact us. On behalf of the Procuring Entity:

Signature: _____

Name: _____

Title/position: _____

Telephone: _____

Email: _____

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 ofdated the...day of20.....in the matter of Tender No.....of20..... 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 of20.....

SIGNED

Board Secretary

3 LETTER OF AWARD

[Form head paper of the Procuring Entity] [date] To:[name and address of the Service Provider]

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 Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words] [name of currency]*, as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by us (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 X, Contract Forms, of the tender document.

Please return the attached Contract dully signed Authorized Signature:

Name and Title of Signatory:

Name of Agency:

Attachment: Contract

4 FORM OF CONTRACT [Form head paper of the Procuring Entity]

LUMP-SUMREMUNERATION

This CONTRACT (herein after called the “Contract”) is made the [day] day of the month of [month], [year], between, on the one hand, [name of Procuring Entity] (herein after called the “Procuring Entity”) and, on the other hand, [name of Service Provider] (herein after called the “Service Provider”).

[Note: In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows: “... (herein after called the “Procuring Entity”) and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Procuring Entity for all the Service Provider's obligations under this Contract, namely, [name of Service Provider] and [name of Service Provider] (herein after called the “Service Provider”).]

WHEREAS

- a) the Procuring Entity has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (herein after called the “Services”);
- b) the Service Provider, having represented to the Procuring Entity that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:
 - a) The Form of Acceptance;
 - b) The Service Provider's Tender
 - c) The Special Conditions of Contract;
 - d) The General Conditions of Contract;
 - e) The Specifications and the Priced Activity Schedule; and
 - f) The following Appendices: *[Note: If any of these Appendices are not used, the words “Not Used” should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]*
 - Appendix A: Description of the Services
 - Appendix B: Schedule of Payments
 - Appendix C: Subcontractors Appendix
 - D: Breakdown of Contract Price
2. The mutual rights and obligations of the Procuring Entity and the Service Provider shall be as set forth in the Contract, in particular:
 - a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - b) The Procuring Entity shall make payments to the Service Provider in accordance with the provisions of the Contract.

Appendix F - Framework Agreement

1.1 The Parties shall enter into this contract as a Framework Agreement within 28 days after the Contractor receives the Letter of Acceptance, unless the Particular Conditions establish otherwise. The Framework Agreement shall be based upon FORM No. 3 – FRAMEWORK AGREEMENT annexed to the Particular Conditions. The costs of stamp duties and similar charges (if any) imposed by law in connection with entry into the Framework Agreement shall be borne by the Procuring Entity.

1.2 The Framework Agreement establishes the terms and conditions that will govern the contract awarded during the term of the Framework Agreement. The Framework Agreement establishes for the procurement works by package as and when required, over the specified period of time. The Framework Agreement does not commit a Procuring Entity to procure, nor a Firm to supply. The Framework Agreement allows the Procuring Entity to call the Contractor to commence the works on a particular package in a specified location within the duration of the agreement.

1.3 This Framework Agreement does not guarantee the contractor of being called for a contract to start and no commitment is made with regard to possible number of packages to carry out.

1.4 This Framework Agreement does exclude the Procuring Entity from the right to procure the same Works from other firms.

1.5 This Framework Agreement does not stop the Procuring Entity from removing the contractor from the same Agreement.

1.6 FAs shall be established for a maximum period of three (3) years. The Procuring Entity may with the Consent of the Contractor extend this Agreement where the agreement period is less than three (3) years, if the initial engagement has been satisfactory.

1.7 Call-off Contracts; for work on a package to start, the Procuring Entity shall issue a notice of acceptance of a package requesting the contractor to furnish a Performance Security and to start the works thereafter, and providing the contractor with details of location where the works, are to be carried out. The call-off statement shall specify the objectives, tasks, deliverables, timeframes and price or price mechanism. The price for individual call-off contracts shall be based on the prices detailed in the Framework Agreement.

Names of all Service Lines and Packages awarded to the Tenderer.

Description and No of Service Line or Package	Name of Tenderer	Address of the Tenderer	Awarded Tender price

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in the irrespective names as of the day and year first above written.

For and on behalf of *[name of Procuring*

Entity] *[Authorized Representative]*

For and on behalf of *[name of Service*

Provider] [Authorized Representative]

[Note: If the Service Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]

For and on behalf of each of the Members of the Service Provider

[name of member]

[Authorized Representative]

[name of member]

[Authorized Representative]

PART II – PROCURING ENTITY'S REQUIREMENTS

DESCRIPTION OF SCOPE OF SERVICES, SPARE PARTS & REQUIREMENTS

Introduction

GDC is a state-owned company tasked with the development of geothermal energy in Kenya towards the achievement of the country's Vision 2030. GDC has 3No. 3MVA Generators in the Baringo drilling project site Baringo County.

GDC therefore seeks to enter into a 1 Year maintenance service contract with a suitable firm who are either Dealers or Agents of the stated equipment.

Scope of works

The GDC generators will require spare parts, minor services, predictive maintenance, major services and break down services

GDC has 3 generators of the following model; TX 3300L by WESTIN POWER

The maintenance service contract will cover:

- Provision of spare parts
- Minor Service: All inspections, replacements and procedures to be done during the Minor Service shall be done according to the Maintenance Manual with service parts provided by the service bidder.
- Major Service: All inspections, replacements and procedures to be done during the Major Service shall be carried by the service bidder with assistance from GDC crew as outlined in the generator maintenance manual and at time intervals as recommended in the maintenance manual. All spare parts will be provided by the service bidder.
- Break-down Services: Breakdown service is any unscheduled service resulting from unexpected failure of equipment. Breakdown service is aimed at restoring the equipment to normal operation as soon as possible to minimize downtime. In the event of break down, Service Bidder personnel will visit the site within 24 hrs to troubleshoot and recommend corrective action to be undertaken. Proforma invoice/quote shall be issued before repair works could commence.
- Predictive maintenance i.e. periodic Oil sampling (SOS)

MAINTENANCE SCHEDULE

2. Pump Station 1 Generator

[illegible]

3. Pump Station 2 Generator

Description	8000	8500	9000	9500	10000	10500	11000	11500	12000
Oil Filter Change	✓	✓	✓	✓	✓	✓	✓	✓	✓
Air Filter Change	✓		✓	□	✓		✓		✓
Fuel Filter Change	✓		✓	✓	✓		✓		✓
PreFilter/Water Seperator Change	✓		✓	✓	✓		✓		✓
Oil Change	✓	✓	✓	✓	✓	✓	✓	✓	✓
Drive Belt Change		□	✓	□	✓	□		□	✓
Oil seperator change		□	✓	✓	✓	□		□	✓
Coolant expansion tank valves change		□	✓	✓	✓	□		□	✓
Fuel Injector Change		□				□		□	□
Inspection	✓	✓	✓	✓	✓	✓	✓	✓	✓
Labour	✓	✓	✓	✓	✓	✓	✓	✓	✓

4. Pump Station 3 Generator

Description	500	1000
Oil Filter Change	✓	✓
Air Filter Change		✓
Fuel Filter Change		✓
PreFilter/Water Seperator Change		✓
Oil Change	✓	✓
Drive Belt Change		
Oil seperator change		
Coolant expansion tank valves change		
Fuel Injector Change		
Inspection	✓	✓
Labour	✓	✓

Quality of spare parts.

For all Spare parts only genuine original and manufacturer's approved parts and materials shall be used.

TERMS AND CONDITIONS

12. The bidder shall Provide certified recommendation letters/LPOs
13. Proof showing current manufacturer/dealership letter

The bidder shall provide their own mobile site office, transport and storage facility for tools and spares while on GDC sites.

14. Contractor to state warranty conditions applicable to spare parts
15. A list of equipment for the Workshops: (including the detailed description of the capacity of the workshop: adequate storage facilities for spare parts, along with corresponding pictures). - Contractor should provide the sub-contractors name and address. The GDC reserves the right to inspect the workshops listed by the tenderer so as to verify the actual capability to perform the required ancillary services and ensure protection for the GDC assets.
16. Genuine, New, original and manufacturer's approved parts and material shall be used.
17. Spare parts for minor service must be locally available within 24hrs upon receipt of LPO to GDC operation site.
18. Spare parts for breakdown service must be available within 10 working days upon receipt of LPO to GDC operation site.
19. The contractor will perform all services to the highest quality and at least to a level that is in accordance with the Maintenance Manuals and any changes or alteration as defined by the GDC.
20. The Contractor will not touch or tamper with any part of the generator engine that does not require inspection as part of the provision of any service under this contract. The Service Provider will be responsible for the repair or replacement of any parts that are damaged through such unauthorized tampering.
21. GDC will provide designated area for repair works to the bidder.

Inspection and Acceptance

4. GDC must be provided access at all times to inspect parts supplied to ensure they are new, genuine and without defects. All used parts must be set aside for verification before disposal and remain GDC's property
5. All service and repair work must be approved by a GDC Engineer /Technician. Any unsatisfactory work as identified by the GDC Engineer /Technician will be rectified by the Contractor at his own expense.
6. The Certificate of Provisional Acceptance must be issued and signed by both the contractor and the Contracting Authority after the service is performed and accepted.

Maintenance service provision sequence

The following aims at highlighting in sequential order the course of events for the performance of the maintenance services.

1. The servicing/works will be in accordance with the manufacturer's recommendations in their maintenance manuals and any changes or alterations as defined by the Employer
2. GDC will make available, to the contractor any engine that is due for service/repairs.
3. The contractor will be notified with an emailed service order by GDC Project Manager or his appointee when a generator is due for service, maintenance or repair. This notification will include description of fault and requested date of submission.
4. Where additional services or parts are required for completion of services the contractor will send prompt information to GDC Project Manager or his appointee with an estimation of the parts and labour required. The quotation will be sent to GDC project Manager for approval in advance of any maintenance taking place.
5. The Contractor will arrange all parts needed to be delivered to their premises.
6. Maintenance will be completed in the shortest possible time using, where available, parts that are held in stock by the contractor. Where a part is not in stock, the contractor will confirm in writing to the GDC project Manager when the part will be available. In accordance with set time limits stipulated, the time limits for the availability of the spare parts shall be within 10 working days, (ten days).

SCHEDULE 1: GENERATOR ENGINE MODEL MTU 20V400063L (GENSET 1)**A. PARTS RATES**

Service Hours	Sno	Items	Descriptions/ Part Number	Unit	Qty
13000					
	1	Fuel- Water Separator (Fuel pre filter)	RACOR 1000FH	PC	3
	2	Fuel Filter	Value Spare X00042421	PC	2
	3	Oil Filter	Value Spare 0031845301	PC	5
	4	Air Cleaner	MTU Air Filter 0180947102	PC	6
	5	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390
	6	Radiator Coolant	Ethylene Glycol Based	LTS	500
	7	Lithium based grease for the radiator fan motor		KG	10
	8	Aero shell grease 250°C for emergency air shut off flap		KG	10
13500					
	1	Oil Filter	Value Spare 0031845301	PC	5
	2	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390
14000	3	Drive Belt		PC	3
14000	1	Fuel- Water Separator (Fuel pre filter)	RACOR 1000FH	PC	3
	2	Fuel Filter	Value Spare X00042421	PC	2
	3	Oil Filter	Value Spare 0031845301	PC	5
	4	Air Cleaner	MTU Air Filter 0180947102	PC	6
	5	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390
	6	Radiator Coolant	Ethylene Glycol Based	LTS	500
	7	Lithium based grease for the radiator fan motor		KG	10
	8	Aero shell grease 250°C for emergency air shut off flap		KG	10
14500	1	Oil Filter	Value Spare 0031845301	PC	5
	2	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390

15000	1	Fuel- Water Separator (Fuel pre filter)	RACOR 1000FH	PC	3
	2	Fuel Filter	Value Spare X00042421	PC	2
	3	Oil Filter	Value Spare 0031845301	PC	5
	4	Air Cleaner	MTU Air Filter 0180947102	PC	6
	5	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390
	6	Radiator Coolant	Ethylene Glycol Based	LTS	500
	7	Lithium based grease for the radiator fan motor		KG	10
	8	Aero shell grease 250°C for emergency air shut off flap		KG	10
	9	Drive Belt		PC	3
	10	Oil Separator		PC	1
	11	Coolant expansion tank valve		PC	1
	12	Fuel Pump		PC	1
	13	Rubber sleeves		PC	10
	14	Hose lines		m	5
15500					
	1	Oil Filter	Value Spare 0031845301	PC	5
16000	2	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390
16000	1	Fuel- Water Separator (Fuel pre filter)	RACOR 1000FH	PC	3
	2	Fuel Filter	Value Spare X00042421	PC	2
	3	Oil Filter	Value Spare 0031845301	PC	5
	4	Air Cleaner	MTU Air Filter 0180947102	PC	6
	5	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390
	6	Radiator Coolant	Ethylene Glycol Based	LTS	500
	7	Lithium based grease for the radiator fan motor		KG	10
	8	Aero shell grease 250°C for emergency air shut off flap		KG	10

B. CALLOUT AND TRANSPORT RATES

DESCRIPTION	QTY
Engineer call out rates	1
Transport to Baringo Pump Station 1 Site (Chesiran)	1
DESCRIPTION	QTY
Engineer call out rates	1
Transport to Baringo Pump Station 1 Site (Chesiran)	1

SCHEDULE 2: GENERATOR ENGINE MODEL MTU 20V400063L (GENSET 2)

Service Hours	Sno	Items	Descriptions/ Part Number	Unit	Qty
8500	1	Oil Filter	Value Spare 0031845301	PC	5
	2	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390
9000	1	Fuel- Water Separator (Fuel pre filter)	RACOR 1000FH	PC	3
	2	Fuel Filter	Value Spare X00042421	PC	2
	3	Oil Filter	Value Spare 0031845301	PC	5
	4	Air Cleaner	MTU Air Filter 0180947102	PC	6
	5	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390
	6	Radiator Coolant	Ethylene Glycol Based	LTS	500
	7	Lithium based grease for the radiator fan motor		KG	10
	8	Aero shell grease 250°C for emergency air shut off flap		KG	10
	9	Drive Belt		PC	3
	10	Oil Separator		PC	1
	11	Coolant expansion tank valve		PC	1
9500	1	Oil Filter	Value Spare 0031845301	PC	5
	2	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390
10000	1	Fuel- Water Separator (Fuel pre filter)	RACOR 1000FH	PC	3
	2	Fuel Filter	Value Spare X00042421	PC	2
	3	Oil Filter	Value Spare 0031845301	PC	5
	4	Air Cleaner	MTU Air Filter 0180947102	PC	6
	5	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390
	6	Radiator Coolant	Ethylene Glycol Based	LTS	500
	7	Lithium based grease for the radiator fan motor		KG	10
	8	Aero shell grease 250°C for emergency air shut off flap		KG	10
	9	Drive Belt		PC	3
	10	Oil Separator		PC	1
	11	Coolant expansion tank valve		PC	1
10500	1	Oil Filter	Value Spare 0031845301	PC	5

	2	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390
11000	1	Fuel- Water Separator (Fuel pre filter)	RACOR 1000FH	PC	3
	2	Fuel Filter	Value Spare X00042421	PC	2
	3	Oil Filter	Value Spare 0031845301	PC	5
	4	Air Cleaner	MTU Air Filter 0180947102	PC	6
	5	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390
	6	Radiator Coolant	Ethylene Glycol Based	LTS	500
	7	Lithium based grease for the radiator fan motor		KG	10
	8	Aero shell grease 250°C for emergency air shut off flap		KG	10
11500	1	Oil Filter	Value Spare 0031845301	PC	5
	2	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390
12000	1	Fuel- Water Separator (Fuel pre filter)	RACOR 1000FH	PC	3
	2	Fuel Filter	Value Spare X00042421	PC	2
	3	Oil Filter	Value Spare 0031845301	PC	5
	4	Air Cleaner	MTU Air Filter 0180947102	PC	6
	5	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390
	6	Radiator Coolant	Ethylene Glycol Based	LTS	500
	7	Lithium based grease for the radiator fan motor		KG	10
	8	Aero shell grease 250°C for emergency air shut off flap		KG	10
	9	Drive Belt		PC	3
	10	Oil Separator		PC	1
	11	Coolant expansion tank valve		PC	1

B. CALLOUT AND TRANSPORT RATES

DESCRIPTION	QTY
Engineer call out rates	1
Transport to Baringo Pump Station 2 Site (Paka)	1
DESCRIPTION	QTY
Engineer call out rates	1
Transport to Baringo Pump Station 2 Site (Paka)	1

SCHEDULE 3: GENERATOR ENGINE MODEL 20V400063L (GENSET 3)**A. PARTS RATES**

Service Hours	Sno	Items	Descriptions/ Part Number	Unit	Qty
500					
	1	Oil Filter	Value Spare 0031845301	PC	5
	2	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390
1000					
	1	Fuel- Water Separator (Fuel pre filter)	RACOR 1000FH	PC	3
	2	Fuel Filter	Value Spare X00042421	PC	2
	3	Oil Filter	Value Spare 0031845301	PC	5
	4	Air Cleaner	MTU Air Filter 0180947102	PC	6
	5	Diesel Engine Oil	SHELL SAE 15W40 (SHELL RIMULA R4).	LTS	390
	6	Radiator Coolant	Ethylene Glycol Based	LTS	500
	7	Lithium based grease for the radiator fan motor		KG	10
	8	Aero shell grease 250°C for emergency air shut off flap		KG	10

B. CALLOUT AND TRANSPORT RATES

DESCRIPTION	QTY
Engineer call out rates	1
Transport to Baringo Pump Station 3 Site (Silali)	1
DESCRIPTION	QTY
Engineer call out rates	1
Transport to Baringo Pump Station 3 Site (Silali)	1

****Prices/Rates shall be inclusive of 16% VAT******Prices/Rates shall be valid for One year**

C. OTHER PARTS (on as need basis)

Description	Material Code	UOM
COPPER SEALING RING	007603014102	PC
FUEL FILTER SPIN-ON	X00042421	PC
OIL FILTER SPIN-ON	0031845301	PC
COPPER SEALING RING	007603014102	PC
AIR FILTER	0180947102	PC
O-RING	700429024000	PC
INJECTOR	EX59407500014/EX59407500020	PC
RUBBER SLEEVE	700368045003	PC
SLEEVE RUBBER	700368045010	PC
EXHAUST TURBOCHARGER	EXT0210100036	PC
EXHAUST TURBOCHARGER	EXT0210100037	PC
COPPER SEALING RING	007603014102	PC
FUEL DELIVERY PUMP	X52808100004	PC
VALVE ROTATOR	0000534335	PC
COPPER SEALING RING	007603014102	PC
VALVE GUIDE	5240530830	PC
HOSE REDUCER C23	X00006660	PC
HOSE F/CRANKCASE VENTILA	X52801800006	PC
OIL SEPARATOR	X54701800063	PC
O-RING	700429020004	PC
COPPER SEALING RING	007603014102	PC
SEALING RING	XP52611400056	PC
PRESSURE SENSOR	X00E50207217	PC
THERMAL ACTUATOR	0052031875/ X59420300059	PC
THERMAL ACTUATOR	0052031575/ X52420300037	PC
PARTS KIT W/ATTACHING HARDWAR	XP52700600005	PC
CONNECTING HARDWARE	XP52700600007	PC
DRIVE-END BEARING	XP52717200002	PC
SUPPORT MIDDLE	XP52717200003	PC
COMMUTATOR BEARING	XP52717200004	PC
CARBON BRUSH KIT	XP52717200009	PC
COPPER SEALING RING	007603014102	PC
RING SNAP	000472080000	PC
COPPER SEALING RING	007603018101	PC
BEARING ANGULAR CONTACT ROLLER	200628103006	PC
SEAL OIL	700386050002	PC
O-RING	700429135000	PC
O-RING	700429172000	PC
BEARING CYLINDRICAL ROLLER	705100502035	PC
ROTARY SEAL	X00026765	PC
RING SNAP	000472080000	PC
COPPER SEALING RING	007603014102	PC
COPPER SEALING RING	007603018101	PC
COPPER SEALING RING	007603038101	PC
BEARING ANGULAR CONTACT ROLLER	200628103006	PC
SEAL OIL	700386050002	PC
O-RING	700429135000	PC
O-RING	700429172000	PC
BEARING CYLINDRICAL ROLLER	705100502035	PC
ROTARY SEAL	X00026765	PC
PIN DOWEL	000007010124	PC
INDICATOR AIR FILTER RESTRISTER	0000943268	PC
WASHER	000125008427	PC
CLAMP CABLE DN10	0001596440	PC
RING SNAP HV ZNPH R5F	000471045000	PC
RING SNAP	000472048000	PC

ADAPTER FITTING W/SINTERED FLTR	0009973375	PC
PIN GROOVED	001474006000	PC
PIN SPRING	001481004000	PC
PIN SPRING	001481006004	PC
WASHER	007349008002	PC
WASHER	200433008400	PC
BOLT ZNPH R5F HEX	204017016000	PC
TENSIONR ASM	23540876	PC
BOLT HEX A3C	304017008083	PC
OIL SEPARATOR	5200180035	PC
SPRING PRESSURE MARINE	5249930302	PC
PLUG HEX SOC HD G1/4 17.5 X 11 42CRM04	5769970219	PC
DISHED WASHER	8699930065	PC
DOWEL PIN	8809970210	PC
SNAP RING	X52403700066	PC
BUSHING	X59305200002	PC
SNAP RING	XP52707700004	PC
SEALING RING	0000160119	PC
GASKET	0000180680	PC
VALVE	0000911010	PC
SEALING RING	0001426457	PC
LAMELLAR RING	0001426857	PC
RING SEALING	0002034480	PC
O-RING FOR ON-ENGINE SENSO	0005333080	PC
WASHER A COP	007603010110	PC
COPPER SEALING RING	007603012111	PC
COPPER SEALING RING	007603014102	PC
WASHER A	007603014103	PC
COPPER SEALING RING	007603016105	PC
COPPER SEALING RING	007603018101	PC
COPPER SEALING RING	007603022102	PC
SEALING RING	007603022103	PC
COPPER SEALING RING	007603026104	PC
SEALING RING	007603026106	PC
COPPER SEALING RING	007603030101	PC
COPPER SEALING RING	007603038101	PC
COPPER SEALING RING	007603048101	PC
COPPER SEALING RING	007603052101	PC
WASHER A COP	007603064100	PC
SEAL RING CRANKSHAFT REAR	0219976647	PC
SEALING RING	0249978447	PC
O-RING	0259979048	PC
O-RING	0289975248	PC
O-RING	0299976848	PC
SEALING RING	DDE 05132155/ 2034480	PC
SEALING RING	DDE 23523995	PC
GASKET	5240111380	PC
GASKET	5240140080	PC
SEALING RING SIZE 0	5240160319/ X52404200043	PC
GASKET FOR CYLINDER HEAD	X52404200043	PC
GASKET	5240980680	PC
GASKET	5241420580	PC
GASKET	5241880080	PC
GASKET	5241880180	PC
GASKET	5242030780	PC
SEAL RING (SQUARE CUT) CAC OUTLET	5269970045	PC
GASKET	5272030080	PC

GASKET	5281880080	PC
PROFILE RUBBER	5289870035	PC
O-RING	5289970045	PC
SEALING RING	5319970545	PC
GASKET	5360520080	PC
DIAPHRAGM	5410180233	PC
GASKET	5501871280	PC
SEALING RING	5550110259	PC
GASKET	5602030280	PC
GROMMET	700327006000	PC
GROMMET	700327008000	PC
GROMMET	700327010000	PC
GROMMET	700327012000	PC
GROMMET	700327018000	PC
GROMMET	700327022000	PC
RUBBER SLEEVE	700368045003	PC
SLEEVE RUBBER	700368045010	PC
SEAL OIL	700386050002	PC
O-RING	700429006002	PC
O-RING	700429010001	PC
O-RING	700429012002	PC
O-RING	700429014004	PC
O-RING	700429015000	PC
O-RING	700429018004	PC
O-RING	700429018005	PC
O-RING	700429019000	PC
O-RING	700429020003	PC
O-RING	700429020004	PC
O-RING	700429021001	PC
O-RING	700429024000	PC
O-RING	700429024001	PC
O-RING	700429024002	PC
O-RING	700429024004	PC
O-RING	700429033001	PC
O-RING	700429036001	PC
O-RING	700429037000	PC
O-RING	700429037002	PC
O-RING	700429038003	PC
O-RING	700429039000	PC
O-RING	700429040000	PC
O-RING	700429041000	PC
O-RING	700429042000	PC
O-RING	700429042001	PC
O-RING	700429042002	PC
O-RING	700429048000	PC
O-RING	700429055001	PC
O-RING	700429057001	PC
O-RING	700429058001	PC
O-RING	700429058002	PC
O-RING	700429065000	PC
O-RING	700429065001	PC
O-RING	700429070000	PC
O-RING	700429072000	PC
O-RING	700429075001	PC
O-RING	700429076000	PC
O-RING	700429083000	PC
O-RING	700429085002	PC
O-RING	700429090000	PC
O-RING	700429090002	PC

O-RING	700429100000	PC
O-RING	700429108000	PC
O-RING	700429120002	PC
O-RING	700429126001	PC
O-RING	700429130003	PC
O-RING	700429135000	PC
O-RING	700429140000	PC
O-RING	700429150000	PC
O-RING	700429170000	PC
O-RING	700429172000	PC
O-RING	700429180000	PC
O-RING	700429200001	PC
O-RING	700429230000	PC
O-RING	700429253000/ X52405500190	PC
O-RING	700429290000	PC
O-RING	700429300000	PC
O-RING	700429340000	PC
O-RING	700429557000	PC
HOSE	735038006103	PC
O-RING	735221009000	PC
O-RING	735221011000	PC
O-RING	735221029000	PC
GASKET	8692030147	PC
SEALING RING	8699970418	PC
SEALING RING	8699970419	PC
GROMMET	X00008172	PC
GASKET	X00021730	PC
SEALANT	X00035250	PC
BELT POLY-VEE 8PK 1050 LB ALTERNATOR	X00042954	PC
COMPENSATING RING	X00043095	PC
VALVE	X52408300001	PC
HOSE F/CRANKCASE VENTILA	X52801800035	PC
GROMMET	X52820200146	PC
GASKET	X59601800007	PC
GASKET	X54701800009	PC
GASKET	XP52611400008	PC
O-RING	XP52699100134	PC
O-RING	XP52707700005	PC
O-RING	XP52707700015	PC
GASKET	XP52711400008	PC
SEALING STRIP	XP52711400009	PC
CORD	XP52711400025	PC
KEYSTONE COMPR RING	0090374919	PC
TAPER FACE COMP RING	0090375019	PC
OIL CONTROL RING	0120373618	PC
CONROD BEARING UPPER HALF	5240384110	PC
CONROD BEARING SIZE 0-0	X00040714/ x52403800001	PC
CRANKSHAFT BEARING AUX PTO END	5240332630	PC
CRANKSHAFT BEARING DRIVING END (KS)	5240332730	PC
CRANKSHAFT BEARING UPPER HALF	5240336101/ X00016024	PC
CRANKSHAFT BEARING LOWER HALF	5240336602	PC
THRUST WASHER	5280330362/ X59303100024	PC
RING CARBON SCRAPER	5240110259	PC
CYLINDER LINER SIZE 0 C23	X00027830	PC
HP PUMP	EX59507300003/ EX59507300006	PC

BEARING CAMSHAFT STD	5240510110	PC
OIL PUMP	X52818100003	PC
WIRING HARNESS TO INJECTOR	X00E50700026	PC
WIRING HARNESS FOR ON-ENGINE SENSO	X00E50700478	PC
RUBBER MOUNT	X52823100006/ X59523100085	PC
SWING FOLL.	X52405500139/ X52405500220	PC
VIBRATION DAMPER	EX59603500007	PC

SECTION VII - ACTIVITY SCHEDULE

Objectives

The objectives of the Activity Schedule are:-

- (a) to provide sufficient information on the quantities of Services to be performed to enable Tenders to be prepared efficiently and accurately; and
- (b) when a Contract has been entered into, to provide a priced Activity Schedule for use in the periodic valuation of Services executed.

In order to attain these objectives, Services should be itemized in the Activity Schedule insufficient detail to distinguish between the different classes of Services, or between Services of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Activity Schedule should be as simple and brief as possible.

Day work Schedule

A Day work Schedule should be included only if the probability of unforeseen work, outside the items included in the Activity Schedule, is high. To facilitate checking by the Procuring Entity of the realism of rates quoted by the Tenderers, the Day work Schedule should normally comprise the following:

- a) A list of the various classes of Services, labor, materials, and plant for which basic day work rates or prices are to be inserted by the Tenderer, together with a statement of the conditions under which the Service Provider will be paid for services delivered on a day work basis.
- b) Nominal quantities for each item of Day work, to be priced by each Tenderer at Day work rates as Tender. The rate to be entered by the Tenderer against each basic Day work item should include the Service Provider's profit, overheads, supervision, and other charges.

Provisional Sums

The estimated cost of specialized services to be carried out, or of special goods to be supplied, by other Service Providers should be indicated in the relevant part of the Activity Schedule as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Procuring Entity to select such specialized Service Providers. To provide an element of competition among the Tenderers in respect of any facilities, amenities, attendance, etc., to be provided by the successful Tenderer as prime Service Provider for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Activity Schedule inviting the Tenderer to quote a sum for such amenities, facilities, attendance, etc.

These Notes for Preparing an Activity Schedule are intended only as information for the Procuring Entity or the person drafting the tendering document. They should not be included in the final documents.

PERFORMANCE SPECIFICATIONS AND DRAWINGS

(Describe Outputs and Performances, rather than Inputs, wherever

possible) Notes on Specifications

A set of precise and clear specifications is a prerequisite for Tenderers to respond realistically and competitively to the requirements of the Procuring Entity without qualifying or conditioning their Tenders. In the context of international competitive Tendering, the specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of Tenders be ensured, and the subsequent task of Tender evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the Services be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of specifications from previous similar projects are useful in this respect. The use of metric units is encouraged. Most specifications are normally written specially by the Procuring Entity to suit the Contract in hand. There is no standard set of Specifications for universal application in all sectors, but there are established principles and practices, which are reflected in this document

There are considerable advantages in standardizing General Specifications for repetitive Services in recognized public sectors, such as education, health, sanitation, social and urban housing, roads, ports, railways, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in the provision of Services, although not necessarily to be used in a particular Services Contract. Deletions or addenda should then adapt the General Specifications to the particular Services.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for goods, materials, Services, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards of Kenya or other standards, the specifications should state that goods, materials, Services and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, will also be acceptable.

If technical alternatives for parts of the Services are permitted in the tendering document, these parts shall be described in this Section.

These Notes for Preparing Specifications are intended only as information for the Procuring Entity or the person drafting the tendering document.

SECTION VIII - GENERAL CONDITIONS OF CONTRACT

1. General Provisions

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a) The Adjudicator is the person appointed jointly by the Procuring Entity and the Service Provider to resolve disputes in the first instance, as provided for in Sub-Clause 8.2 hereunder.
- b) "Activity Schedule" is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Tender;
- d) "Completion Date" means the date of completion of the Services by the Service Provider as certified by the Procuring Entity
- e) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- f) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- g) "Day works" means varied work inputs subject to payment on a time basis for the Service Provider's employees and equipment, in addition to payments for associated materials and administration.
- h) "Procuring Entity" means the Procuring Entity or party who employs the Service Provider
- i) "Foreign Currency" means any currency other than the currency of Kenya;
- j) "GCC" means these General Conditions of Contract;
- k) "Government" means the Government of Kenya;
- l) "Local Currency" means Kenya shilling;
- m) "Member," in case the Service Provider consist of a joint venture of more than one entity, means any of these entities; "Members" means all these entities, and "Member in Charge" means the entity specified in the SC to act on their behalf in exercising all the Service Provider' rights and obligations towards the Procuring Entity under this Contract;
- n) "Party" means the Procuring Entity or the Service Provider, as the case may be, and "Parties" means both of them;
- o) "Personnel" means persons hired by the Service Provider or by any Subcontractor as employees and assigned to the performance of the Services or any part thereof;
- p) "Service Provider" is a person or corporate body whose Tender to provide the Services has been accepted by the Procuring Entity;
- q) "Service Provider's Tender" means the completed Tendering Document submitted by the Service Provider to the Procuring Entity
- r) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- s) "Specifications" means the specifications of the service included in the Tendering Document submitted by the Service Provider to the Procuring Entity
- t) "Services" means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Specifications and Schedule of Activities included in the Service Provider's Tender.
- u) "Subcontractor" means any entity to which the Service Provider subcontracts any part of the Services in accordance with the provisions of Sub-Clauses 3.5 and 4;
- v) "Public Procurement Regulatory Authority (PPRA)" shall mean the Government Agency responsible for oversight of public procurement.
- w) "Project Manager" shall the person appointed by the Procuring Entity to act as the Project Manager for the purposes of the Contract and named in the Particular Conditions of Contract, or other person appointed from time to time by the Procuring Entity and notified to the Contractor.

- x) “Notice of Dissatisfaction” means the notice given by either Party to the other indicating its dissatisfaction and intention to commence arbitration.

1.2 Applicable Law

The Contract shall be interpreted in accordance with the laws of Kenya.

1.3 Language

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, hand delivery, or email to such Party at the address **specified in the SCC**.

1.5 Location

The Services shall be performed at such locations as are specified in Appendix A, in the specifications and, where the location of a particular task is not so specified, at such locations, whether in Kenya or elsewhere, as the Procuring Entity may approve.

1.6 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Entity or the Service Provider may be taken or executed by the officials **specified in the SCC**.

1.7 Inspection and Audit by the PPRA

Pursuant to paragraph 2.2 e. of Attachment 1 to the General Conditions, the Service Provider shall permit and shall cause its subcontractors and sub-consultants to permit, PPRA and/or persons appointed by PPRA 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 PPRA. The Service Provider's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 3.10 which provides, *inter alia*, that acts intended to materially impede the exercise of PPRA's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to PPRA's prevailing sanctions procedures).

1.8 Taxes and Duties

The Service Provider, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

2. Commencement, Completion, Modification, and Termination of Contract

2.1 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both parties or such other later date as may be **stated in the SCC**.

2.2 Commencement of Services

The Service Provider shall start carrying out the Services thirty (30) days after the date the Contract becomes effective, or at such other date as may be **specified in the SCC**.

2.3 Intended Completion Date

Unless terminated earlier pursuant to Sub-Clause 2.6, the Service Provider shall complete the activities by the

Intended Completion Date, as is **specified in the SCC**. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.

2.4 Modification

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

2.5 Value Engineering

2.5.1 The Service Provider 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, if applicable) 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.

2.5.2 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 lifecycle costs to the Procuring Entity; or
- c) improves the quality, efficiency, safety or sustainability of the services; or
- d) yields any other benefits to the Procuring Entity, without compromising the necessary functions of the Facilities.

2.5.3 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 Service Provider 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 (a) to (d) above, the amount to be paid to the Service Provider shall be the full increase in the Contract Price.

2.6 Force Majeure

2.6.1 Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.6.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative Measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.6.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.6.5 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.7 Termination

2.7.1 By the Procuring Entity

The Procuring Entity may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Sub-Clause 2.6.1:

- a) If the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Procuring Entity may have subsequently approved in writing;
- b) If the Service Provider become insolvent or bankrupt;
- c) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- d) if the Service Provider, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2 a. of Attachment 1 to the GCC, in competing for or in executing the Contract

2.7.2 By the Service Provider

The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Procuring Entity, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Sub-Clause 2.6.2:

- a) If the Procuring Entity fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue; or
- b) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

2.7.3 Payment upon Termination

Upon termination of this Contract pursuant to Sub-Clauses 2.6.1 or 2.6.2, the Procuring Entity shall make the following payments to the Service Provider:

- a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- b) except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel.

3. Obligations of the Service Provider

3.1 General

The Service Provider shall perform the Services in accordance with the Specifications and the Activity Schedule, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Provider shall always act, in respect of any matter relating to this Contractor to the Services, as faithful adviser to the Procuring Entity, and shall at all times support and safeguard the Procuring Entity's legitimate interests in any dealings with Subcontractors or third parties.

3.2 Conflict of Interests

3.2.1 Service Provider Not to Benefit from Commissions and Discounts.

The remuneration of the Service Provider pursuant to Clause 6 shall constitute the Service Provider's sole remuneration in connection with this Contract or the Services, and the Service Provider shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Service Provider shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

3.2.2 Service Provider and Affiliates Not to be Otherwise Interested in Project

The Service Provider agree that, during the term of this Contract and after its termination, the Service Provider and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing goods, works, or Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

3.2.3 Prohibition of Conflicting Activities

Neither the Service Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- a) During the term of this Contract, any business or professional activities in Kenya which would conflict with the activities assigned to them under this Contract;
- b) during the term of this Contract, neither the Service Provider nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
- c) after the termination of this Contract, such other activities as may be **specified in the SCC**.

3.3 Confidentiality

The Service Provider, its Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Procuring Entity's business or operations without the prior written consent of the Procuring Entity.

3.4 The Service Provider (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Procuring Entity, insurance against the risks, and for the coverage, as shall be **specified in the SCC**; and (b) at the Procuring Entity's request, shall provide evidence to the Procuring Entity showing that such insurance has been taken out and maintained and that the current premiums have been paid.

3.5 Service Provider's Actions Requiring Procuring Entity's Prior Approval

The Service Provider shall obtain the Procuring Entity's prior approval in writing before taking any of the following actions:

- a) entering into a subcontract for the performance of any part of the Services,
- b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Subcontractors"),
- c) changing the Program of activities; and
- d) any other action that may be **specified in the SCC**.

3.6 Reporting Obligations

The Service Provider shall submit to the Procuring Entity the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

3.7 Documents Prepared by the Service Provider to Be the Property of the Procuring Entity

All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider in accordance with Sub-Clause 3.6 shall become and remain the property of the Procuring Entity, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Procuring Entity, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be **specified in the SCC**.

3.8 Liquidated Damages

3.8.1 Payments of Liquidated Damages

The Service Provider shall pay liquidated damages to the Procuring Entity at the rate per day **stated in the SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the SCC**. The Procuring Entity may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.

3.8.2 Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Entity shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5.

3.8.3 Lack of performance penalty

If the Service Provider has not corrected a Defect within the time specified in the Procuring Entity's notice, a penalty for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as described in Sub-Clause 7.2 and **specified in the SCC**.

3.9 Performance Security

The Service Provider shall provide the Performance Security to the Procuring Entity no later than the date specified in the Form of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Procuring Entity, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The performance Security shall be valid until a date 28 day from the Completion Date of the Contract in case of a bank guarantee, and until one year from the Completion Date of the Contract in the case of a Performance Bond.

3.10 Fraud and Corruption

The Procuring Entity requires compliance with the Government's Anti-Corruption laws and its prevailing sanctions. The Procuring Entity requires the Service Provider 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.

3.11 Sustainable Procurement

The Service Provider shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC**.

4. Service Provider's Personnel

4.1 Description of Personnel

The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix C are hereby approved by the Procuring Entity.

4.2 Removal and/or Replacement of Personnel

- a) Except as the Procuring Entity may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.
- b) If the Procuring Entity finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Procuring Entity's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Entity.
- c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. Obligations of the Procuring Entity

5.1 Assistance and Exemptions

The Procuring Entity shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as **specified in the SCC**.

5.2 Change in the Applicable Law

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2 (a) or (b), as the case may be.

5.3 Services and Facilities

The Procuring Entity shall make available to the Service Provider the Services and Facilities listed under Appendix F.

6. Payments to the Service Provider

6.1 Lump-Sum Remuneration

6.1.1 The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Provider in carrying out the Services described in Appendix A. Except as provided in Sub-Clause 5.2, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub-Clauses 2.4 and 6.3.

6.1.2 Where the contract price is different from the corrected tender price, in order to ensure the contract or is not paid less or more relative to the contract price (*which would be the tender price*), any part payment valuation and variation orders on omissions and additions valued based on rates in the schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows: $(\text{corrected tender price} - \text{tender price}) / \text{tender price} \times 100$.

6.2 Contract Price

- a) The price payable is **set forth in the SCC**.
- b) No price will be payable in foreign currency.

6.3 Payment for Additional Services, and Performance Incentive Compensation

6.3.1 For the purpose of determining the remuneration due for additional Services as may be agreed under Sub-Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.

6.3.2 If the SCC so specify, the service provider shall be paid performance incentive compensation as set out in the Performance Incentive Compensation appendix.

6.4 Terms and Conditions of Payment

Payments will be made to the Service Provider according to the payment schedule **stated in the SCC**. **Unless otherwise stated in the SCC**, the advance payment (Advance for Mobilization, Materials and Supplies) shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period **stated in the SCC**. Any other payment shall be made after the conditions **listed in the SCC** for such payment have been met, and the Service Provider have submitted an invoice to the Procuring Entity specifying the amount due.

6.5 Interest on Delayed Payments

If the Procuring Entity has delayed payments beyond thirty (30) days after the due date stated in the **SCC**, interest shall be paid to the Service Provider for each day of delay at the rate stated in **the SCC**.

6.6 Price Adjustment

6.6.1 Prices shall be adjusted for fluctuations in the cost of inputs only if **provided for in the SCC**. If so provided, the amounts certified in each payment certificate, after deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amounts due in each currency. A separate formula of the type indicated below applies to each Contract currency:

$$P_c = A_c + B_c \text{Lmc/Loc} + C_c \text{Imc/Ioc}$$

Where:

P_c is the adjustment factor for the portion of the Contract Price payable in a specific currency “c”.

A_c , B_c and C_c are coefficients specified in the **SCC**, representing: A_c the non-adjustable portion; B_c the adjustable portion relative to labor costs and C_c the adjustable portion for other inputs, of the Contract Price payable in that specific currency “c”; and

Lmc is the index prevailing at the first day of the month of the corresponding invoice date and Loc is the index prevailing 28 days before Tender opening for labor; both in the specific currency “c”.

Imc is the index prevailing at the first day of the month of the corresponding invoice date and Ioc is the index prevailing 28 days before Tender opening for other inputs payable; both in the specific currency “c”.

If a price adjustment factor is applied to payments made in a currency other than the currency of the source of the index for a particular indexed input, a correction factor Z_o/Z_n will be applied to the respective component factor of p_n for the formula of the relevant currency. Z_o is the number of units of Kenya Shillings of the index, equivalent to one unit of the currency payment on the date of the base index, and Z_n is the corresponding number of such currency units on the date of the current index.

6.6.2 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account of all changes in cost due to fluctuations in costs.

6.7 Day works

6.7.1 If applicable, the Day work rates in the Service Provider's Tender shall be used for small additional amounts of Services only when the Procuring Entity has given written instructions in advance for additional services to be paid in that way.

6.7.2 All work to be paid for as Dayworks shall be recorded by the Service Provider on forms approved by the Procuring Entity. Each completed form shall be verified and signed by the Procuring Entity representative as indicated in Sub-Clause 1.6 within two days of the Services being performed.

6.7.3 The Service Provider shall be paid for Dayworks subject to obtaining signed Dayworks forms as indicated in Sub-Clause 6.7.2

7. Quality Control

7.1 Identifying Defects

The principle and modalities of Inspection of the Services by the Procuring Entity shall be as **indicated in the SCC**. The Procuring Entity shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities. The Procuring Entity may instruct the Service Provider to search for a Defect and to uncover and test any service that the Procuring Entity considers may have a Defect. Defect Liability Period is as **defined in the SCC**.

7.2 Correction of Defects, and Lack of Performance Penalty

a) The Procuring Entity shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

b) Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Procuring Entity's notice.

c) If the Service Provider has not corrected a Defect within the time specified in the Procuring Entity's notice, the Procuring Entity will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in Sub-Clause 3.8.

8. Settlement of Disputes

8.1 Contractor's Claims

- 8.1.1 If the Contractor considers himself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give notice to the Project Manager, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 28 days after the Contractor became aware, or should have become aware, of the event or circumstance.
- 8.1.2 If the Contractor fails to give notice of a claim within such period of 28 days, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and the Procuring Entity shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub-Clause shall apply.
- 8.1.3 The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all as relevant to such event or circumstance.
- 8.1.4 The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at another location acceptable to the Project Manager. Without admitting the Procuring Entity's liability, the Project Manager may, after receiving any notice under this Sub-Clause, monitor the record-keeping and/or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Project Manager to inspect all these records, and shall (if instructed) submit copies to the Project Manager.
- 8.1.5 Within 42 days after the Contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Project Manager, the Contractor shall send to the Project Manager a fully detailed claim which includes full Supporting particulars of the basis of the claim and of the extension of time and/or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:
- a) This fully detailed claim shall be considered as interim;
 - b) The Contractor shall send further interim claims at monthly intervals, giving the accumulated delay and/or amount claimed, and such further particulars as the Project Manager may reasonably require; and
 - c) The Contractor shall send a final claim within 28 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the Contractor and approved by the Project Manager.
- 8.1.6 Within 42 days after receiving a claim or any further particulars supporting a previous claim, or within such other period as may be proposed by the Project Manager and approved by the Contractor, the Project Manager shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars, but shall never the less give his response on the principles of the claim within the above defined time period.
- 8.1.7 Within the above defined period of 42 days, the Project Manager shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the additional payment (if any) to which the Contractor is entitled under the Contract.
- 8.1.8 Each Payment Certificate shall include such additional payment for any claim as has been reasonably substantiated as due under the relevant provision of the Contract. Unless and until the particulars supplied are sufficient to substantiate the whole of the claim, the Contractor shall only be entitled to payment for such part of the claim as he has been able to substantiate.
- 8.1.9 If the Project Manager does not respond within the time frame defined in this Clause, either Party may consider that the claim is rejected by the Project Manager and any of the Parties may refer to Arbitration in accordance with Sub-Clause 8.2 [Matters that may be referred to arbitration].
- 8.1.10 The requirements of this Sub-Clause are in addition to those of any other Sub-Clause which may apply to a claim. If the Contractor fails to comply with this or another Sub-Clause in relation to any claim, any extension of time and/or additional payment shall take account of the extent (if any) to which the failure has prevented or prejudiced proper investigation of the claim, unless the claim is excluded under the second paragraph of this Sub-Clause.

8.2 Matters that may be referred to arbitration

8.2.1 Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Services or abandonment of the Services or termination of the Contract by either party:

- a) The appointment of a replacement Project Manager upon the said person ceasing to act.
- b) Whether or not the issue of an instruction by the Project Manager is empowered by these Conditions.
- c) Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.
- e) Any dispute arising in respect of war risks or war damage.
- f) All other matters shall only be referred to arbitration after the completion or alleged completion of the Services or termination or alleged termination of the Contract, unless the Procuring Entity and the Contractor agree otherwise in writing.

8.3 Amicable Settlement

Where a Notice of Dissatisfaction has been given, both Parties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, the Party giving a Notice of Dissatisfaction in accordance with Sub-Clause 8.1 above should move to commence arbitration after the fifty- sixth day from the day on which a Notice of Dissatisfaction was given, even if no attempt at an amicable settlement has been made.

8.4 Arbitration

8.4.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 8.3 shall be finally settled by arbitration. Arbitration shall be conducted in accordance with the Arbitration Laws of Kenya.

8.4.2 The arbitrators shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Project Manager, relevant to the dispute. Nothing shall disqualify representatives of the Parties and the Project Manager from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.

8.4.3 Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for dissatisfaction given in its Notice of Dissatisfaction.

8.4.5 Arbitration may be commenced prior to or after completion of the services. The obligations of the Parties, and the Project Manager shall not be altered by reason of any arbitration being conducted during the progress of the services.

8.4.6 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.

8.5 Arbitration with proceedings

8.5.1 In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following professional institutions;

- i) Law Society of Kenya or
- ii) Chartered Institute of Arbitrators (Kenya Branch)

8.5.2 The institution written to first by the aggrieved party shall take precedence over all other institutions.

8.5.3 The arbitration may be on the construction of this Contract or on any matter or thing of whatsoever nature arising there under or in connection there with, including any matter or thing left by this Contract to the discretion of the Project Manager, or the withholding by the Project Manager of any certificate to which the Contractor may claim to be entitled to or the measurement and valuation referred to in clause 23.0 of these conditions, or the rights and liabilities of the parties subsequent to the termination of Contract.

8.5.4 Provided that no arbitration proceedings shall be commenced on any claim or dispute where notice of a claim

or dispute has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue giving rise to the dispute.

8.5.5 Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute shall not commence unless an attempt has in the first instance been made by the parties to settle such claim or dispute amicably with or without the assistance of third parties. Proof of such attempt shall be required.

8.5.6 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any certificate.

8.5.7 The Arbitrator shall, without prejudice to the generality of his powers, have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute which shall be submitted to him in the same manner as if no such certificate, opinion, decision requirement or notice had been given.

8.5.8 The award of such Arbitrator shall be final and binding upon the parties.

8.6 Failure to Comply with Arbitrator's Decision

8.6.1 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other rights it may have, refer the matter to a competent court of law.

9. The Adjudicator

9.1. Should the Adjudicator resign or die, or should the Procuring Entity and the Service Provider agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator will be jointly appointed by the Procuring Entity and the Service Provider. In case of disagreement between the Procuring Entity and the Service Provider, within 30 days, the Adjudicator shall be designated by the Appointing Authority **designated in the SCC** at the request of either party, within 14 days of receipt of such request.

9.2 The Adjudicator shall be paid by the hour at the rate **specified in the TDS and SCC**, together with reimbursable expenses of the types **specified in the SCC**, and the cost shall be divided equally between the Procuring Entity and the Service Provider, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator's decision will be final and binding.

SECTION IX - SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions of the SCC shall prevail over those in the General Conditions of Contract. For the purposes of clarity, any referenced GCC clause numbers are indicated in the left column of the SCC.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(a)	The Adjudicator is <i>N/A</i>
1.1(w)	Project Manager is General Manager, Drilling & Infrastructure
1.1(e)	The contract name is – <i>Maintenance Service of 3000KVA Generator</i>
1.1(h)	The Procuring Entity is <i>Geothermal Development Company Ltd</i>
1.1(m)	The Member in Charge is General Manager, Drilling & Infrastructure
1.1(p)	The Service Provider is _____
1.4	<p>The Authorized Representatives are:</p> <p>For the Procuring Entity:</p> <p>The Managing Director & CEO, Geothermal Development Company Ltd (GDC) Kawi House, South C Bellevue Off Mombasa Road, Tel: 0719037000, 0719036000 P.O. Box 100746 – 00101 Nairobi, Kenya</p> <p>For the services Provider: _____</p> <p><i>[Name, Postal Address, Email, Telephone Number]</i></p>
2.1	The date on which this Contract shall come into effect is <i>After signing the contract</i>
2.2.2	The Starting Date for the commencement of Services is <i>After signing the contract</i>
2.3	The Intended Completion Date is <i>two (2) years</i>
3.8.1	<p><u>Liquidated damages for services</u></p> <p>If the Service Provider fails to perform the Services within the period(s) specified in the Contract and/or offers poor Services contrary to the terms and conditions of the Contract, GDC shall, without prejudice to its other remedies under the Contract, deduct, as liquidated damages, from the amount of approved invoices due for payment to the Service Provider or the Performance Bond, a sum equivalent to the value of the unperformed Services or poor Services computed at the rate of the prevailing mean commercial lending rate as determined by Central Bank of Kenya. In the event the amount of liquidated damages exceeds the value of the Performance Bond, the Contract shall automatically be terminated by GDC and the Service Provider held liable for any such costs incurred by GDC following the termination of the Contract.</p>
6.4	<p>GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p>1) 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.</p> <p>2) Advance Payment is not applicable.</p> <p>3) Payment shall be made through Geothermal Development Company's cheque or</p>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	<p>telegraphic transfer of the contract.</p> <p>3) No interest on delayed payments</p> <p>4) Invoicing and payments shall be done for actual delivered items only.</p>
	<p>Force Majeure For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.</p> <p>Effects of Force Majeure If a Party is prevented from or delayed in performing an obligation in this Contract by reason of Force Majeure, the affected Party shall:</p> <ul style="list-style-type: none"> a) Be relieved from the consequences of its failure to perform that obligation on a day to day basis; b) Promptly notify the other party of the occurrence of the Force Majeure as soon as the reasonably practicable and the extent to which the Force Majeure suspends the Party’s obligation under the Contract; and c) Shall use all reasonable endeavors to overcome the consequences of the Force Majeure event and resume performance of its obligations as soon as possible after the Force Majeure condition ceases. <p>Force Majeure Termination If the event of Force Majeure continues beyond a period of thirty (30) days, the parties shall meet in good faith to consult, if no such solution is found, either party shall be entitled to terminate the Contract through a written notice of at least seven (7) days.</p> <p>Payments During Force Majeure During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service provider shall be entitled to be paid under the terms of this Contract, for services delivered during such period for the purposes of the delivery properly delivered as at the time of the occurrence of the force majeure event.</p>
	<p>No Breach of Contract - The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event</p> <ul style="list-style-type: none"> - Has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract <p>Has informed the other Party as soon as possible about the occurrence of such an event.</p>
	<p>Extension of Time Any period within which a Party shall, pursuant to this Contract complete any action or task shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.</p>
	<p>GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <ul style="list-style-type: none"> 1) 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. 2) Advance Payment is not applicable. 3) Payment shall be made through Geothermal Development Company's cheque or telegraphic transfer of the contract. 3) No interest on delayed payments. 4) Lumpsum payment not applicable
	<p>Termination for Default 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> <ul style="list-style-type: none"> a) If the Service Provider fails to deliver the Goods and Services within the

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	<p>period(s) specified in the Contract, or within any extension thereof granted by the GDC;</p> <p>b) If the Goods and Services delivered by the Service Provider do not conform to the Standards specified in the Contract;</p> <p>c) If the Service Provider fails to perform any other obligation(s) under the Contract;</p> <p>d) If the Service Provider, in the judgment of</p> <ol style="list-style-type: none"> a) the GDC has engaged in corrupt or fraudulent practices in competing for or in executing the Contract; 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; <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>Termination by Notice</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>Termination for Convenience</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> <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>Termination by Mutual Consent</p> <p>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>Termination by Insolvency</p> <p>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.</p> <p>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>
	<p>If the Service Provider fails to perform the Services within the period(s) specified in the Contract and/or offers poor Services contrary to the terms and conditions of the Contract, GDC shall, without prejudice to its other remedies under the Contract, deduct, as liquidated damages, from the amount of approved invoices due for payment to the Service Provider or the Performance Bond, a sum equivalent to the value of the unperformed Services or poor Services computed at the rate of the prevailing mean commercial lending rate as determined by Central Bank of Kenya. In the event the</p>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	amount of liquidated damages exceeds the value of the Performance Bond, the Contract shall automatically be terminated by GDC and the Service Provider held liable for any such costs incurred by GDC following the termination of the Contract.
	For the purpose of determining the remuneration due for additional Services or reduction of services as may be agreed under Sub-Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.
	Interest shall be paid to the Insurance Provider for each day of delayed payment – N/A
	<p>Dispute Resolution</p> <p>If any question, dispute or claim arises out of or in connection with this contract, including any question regarding its existence, validity, performance or termination (a dispute) which either party has notified to the other senior management personnel of each party shall meet and diligently attempt in good faith to resolve the dispute for a period of sixty (60) days following one party’s written request to the other party for such a meeting.</p> <p>Arbitration – N/A</p>
	<p>Limitation of Liability</p> <p>To the fullest extent permitted by law, GDC, its officers, directors, employees, agents, and sub-contractors, shall not be liable for any claims, losses, costs, or damages of whatsoever nature and howsoever arising to the Service Provider, and anyone claiming by, through, or under the Service Provider, resulting from or in any way related to this Contract from any cause or causes, including but not limited to any direct, indirect, general, special, punitive, incidental or consequential damages, loss of income or profit, loss of or damage to property, claims of third parties or other losses of any kind or character.</p>
	<p>Non-Waiver</p> <p>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 a waiver of any subsequent or continuing breach of Contract.</p> <p>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.</p>
	<p>Severability</p> <p>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.</p>
	The Performance Security shall be in the amount of 10% of the Contract Price in the form of a bank guarantee issued by a Kenyan bank valid for 30 days after completion of the assignment.

Appendices

Appendix A - Description of the Services

Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Procuring Entity, etc.

Appendix B - Schedule of Payments and Reporting Requirements

List all milestones for payments and list the format, frequency, and contents of reports or products to be delivered; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here “Not applicable.”

Appendix C - Subcontractors

List under: C-1 List of approved Subcontractors (if already available); same information with respect to their Personnel as in C-1.

Appendix D – Breakdown of Contract Price *List here the elements of cost used to arrive at the breakdown of the lump-sum price. This appendix will exclusively be used for determining remuneration for additional Services.*

Appendix E - Services and Facilities Provided by the Procuring Entity

Section X - Contract Forms

Table of Forms

1. PERFORMANCE SECURITY OPTION 1– (Unconditional Demand Bank Guarantee)

FORM NO. 1 - PERFORMANCE SECURITY - (Unconditional Demand Bank Guarantee)

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: _____ *[insert name and Address of Procuring*

Entity] **Date:** _____ *[Insert date of issue]*

PERFORMANCE GUARANTEE No.: _____

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

1. We have been informed that _____ (herein after called" the Applicant") 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, a performance guarantee is required.
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 _____ (),¹ 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.....², and any demand for payment under it must be received by us at this 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.

