



**GEOHERMAL DEVELOPMENT
COMPANY LIMITED**

GDC/DOCU/OT/040/2019-2020

**TENDER FOR THE SUPPLY OF DRY FOODS
AND NON-FOOD ITEMS FOR GDC CAMP SITE
CATERING UNIT AT MENENGAI,
GEOHERMAL PROJECT FOR A PERIOD OF
FIFTEEN (15) MONTHS.
(Reserved for Persons Living with Disability)**

CLOSING DATE AND TIME: 15th MAY, 2020 AT 2.00PM

**Geothermal Development Company
Ltd
P.O. Box 100746-00101
NAIROBI
Website: www.gdc.co.ke**

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SECTION I

INVITATION TO TENDER

DATE:

20TH APRIL, 2020

TENDER REF NO.

(GDC/DOCU/OT/040/2019-2020)

TENDER NAME:

(TENDER FOR THE SUPPLY AND DELIVERY OF DRY FOODS AND NON-FOOD ITEMS FOR GDC CAMP SITE CATERING UNIT AT MENENGAL, GEOTHERMAL PROJECT BASED ON AS AND WHEN REQUIRED (Reserved for Person's living with Disability-PWD's))

- 1 The Geothermal Development Company Limited invites sealed bids from eligible registered Persons with Disability (PWD's) for the **Supply of Dry Foods and Non-Food Items.**
- 2 Interested eligible candidates may obtain further information and inspect the tender document 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.
- 3 An electronic copy of the tender document may be obtained by interested firms upon payment of a non-refundable fee of **Kshs. 1000** payable to our accounts office in cash or bankers cheque. The document can also be viewed and downloaded from the website www.gdc.co.ke or <http://tenders.go.ke> **free of charge or at no cost.** Bidders who download the tender document from the website **MUST** forward their immediately for records and any further tender clarifications and addenda to address provided at appendix to instruction to tenderers. Bidders are advised to be checking the website for any uploaded further information on this tender.
- 4 Tenders **MUST** be accompanied by a **Tender Securing Declaration Form** specified & in format provided in the tender document.
- 5 Completed tender documents 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 (GDC)
P.O. BOX 100746 – 00101
NAIROBI, KENYA**

So as to be received on or before **15th May, 2020 at 2.00pm (1400Hrs)**

- 6. Prices quoted should be inclusive of all taxes and delivery costs to Menengai Geothermal Project. The prices quoted must be in Kenya Shillings and shall remain valid for twelve (12) months from the date the contract is signed and not subject to change.**
7. Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at GDC Kawi House Office Ground Floor boardroom.

MANAGER, SUPPLY CHAIN

SECTION II - INSTRUCTIONS TO TENDERERS

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SECTION II - INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

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

2.2 Eligible Goods

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

2.3 Cost of Tendering

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

2.3.2 The price to be charged for the tender document shall not exceed Kshs.1,000/= or free of charge for bidders that download the tender document from GDC/PPIP Portal.

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

2.4. **The Tender Document**

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

- (i) Invitation to Tender
- (ii) Instructions to tenderers
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Tender Security Form
- (ix) Contract Form
- (x) Performance Security Form
- (xi) Confidential Business Questionnaire
- (xii) Declaration of undertaking not to engage in corrupt practice.

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

2.5 **Clarification of Documents**

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

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

2.6 Amendment of Documents

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

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

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

2.7 Language of Tender

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

2.8 Documents Comprising of Tender

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

- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
- (b) documentary evidence established in accordance with paragraph 2.1.2 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) documentary evidence established in accordance with paragraph 2.2.1 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
- (d) tender security furnished in accordance with paragraph 2.14

2.9 Tender Forms

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

2.10 Tender Prices

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

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

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

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

2.11 Tender Currencies

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

2.12 Tenderers Eligibility and Qualifications

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

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

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

(a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer

has been duly authorized by the goods' Manufacturer or producer to supply the goods.

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

2.13 Goods Eligibility and Conformity to Tender Documents

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

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

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

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

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

demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

2.14 Tender Security

2.14.1 The tenderer shall furnish, as part of its tender, a **tender securing bid declaration form duly signed, filled & stamped in the format provided.**

2.14.2 The tender securing bid declaration is required to protect the Procuring entity against the risk of Tenderer's conduct.

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

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

2.15 Validity of Tenders

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

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

2.16 Format and Signing of Tender

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

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

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

2.17 Sealing and Marking of Tenders

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

2.17.2 The inner and outer envelopes shall:

(a) be addressed to the Procuring entity at the address given in the Invitation to Tender:

(b) Bear, tender number and name in the Invitation for Tenders and the words, “DO NOT OPEN BEFORE,” **(15th, May, 2020 at 2.00 pm)**

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

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

2.18 Deadline for Submission of Tenders

Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later than **(15th May, 2020 at 2.00 pm)**.

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

2.19 Modification and Withdrawal of Tenders

- 2.19.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring prior to the deadline prescribed for submission of tenders.
- 2.19.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.
- 2.19.3 No tender may be modified after the deadline for submission of tenders.
- 2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.14.7
- 2.19.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.19.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.20 Opening of Tenders

The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **2.00 pm on 15th May, 2020** and in the location specified in the Invitation to Tender.

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

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

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

2.21 Clarification of Tenders

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

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

2.22 Preliminary Examination

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

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

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

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

2.23 Conversion to Single Currency

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

2.24 Evaluation and Comparison of Tenders

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

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

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

2.25 Preference

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

2.26 Contacting the Procuring entity

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

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

2.27 Award of Contract

(a) Post-qualification

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

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

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

(b) **Award Criteria**

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

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

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

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

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

2.28 Notification of Award

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

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

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

2.29 Signing of Contract

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

2.30 Performance Security

- 2.30.1 Within Thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.
- 2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new tenders.

2.31 Corrupt or Fraudulent Practices

- 2.31.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;
- (i) “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;

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

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

Appendix to Instructions to Tenderers

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

| INSTRUCTIONS TO TENDERERS REFERENCE | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS |
|-------------------------------------|---|
| 2.1.1 | The tender is reserved for enterprises owned by Persons Living with Disability (PWD's) registered with The National Treasury who can supply dry foods and non-food items for a period of fifteen (15) months to GDC Catering unit at Menengai based on as and when required. |
| 2.3.2 | A complete set of the tender document may be downloaded from the website www.gdc.co.ke or PPIP Portal www.tenders.go.ke free of charge or at no cost. Bidders who download the tender document from the website <u>MUST</u> forward their particulars immediately for records and any further tender clarifications and addenda to the email addresses provided in clause 2.5.1 of the appendix to instruction to bidders/tenders. |
| 2.5.1 | <p>A prospective tenderer requiring any clarification of the tender document may notify GDC in writing (email in PDF format or by facsimile) at the following address: One copy to: -</p> <p>Manager, Supply Chain Geothermal Development Company Limited, Kawi House Office P.O. Box 100746 – 00101 NAIROBI, KENYA E-mail: dkyaka@gdc.co.ke Copy to: procurement@gdc.co.ke; pkapto@gdc.co.ke & gchao@gdc.co.ke</p> <p>NB: Any request for clarification must be in the firm's letterhead, signed and must be in reference to the specific parts of the tender document properly numbered.</p> |

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|--------|---|
| 2.5.2 | GDC will respond in writing (e-mail in PDF format) to any request for clarification received at least seven (7) days prior to the deadline for the submission of tenders. |
| 2.11.1 | Prices quoted shall be in Kenya Shillings, the prices should also include all taxes where applicable and delivery (transport cost) to Menengai in Nakuru County . |
| 2.14.1 | The tenderer shall furnish, as part of its tender, a duly filled, signed and stamped tender securing Declaration form in the format provided. |
| 2.15 | The tender validity period is 120 days from the date of tender opening. A tender valid for a shorter period shall be considered non-responsive and shall be rejected. |
| 2.16 | The tenderers shall prepare an original and one (1) copy of the tender. |
| 2.16.1 | All pages (Original and Copy) of the tender documents <u>MUST be serialized, paginated & initialized</u> by the tenderer including the attachments to the bid document. |
| 2.20.1 | The tender Closing date is on; Friday, 15th May, 2020. |
| 2.22.1 | At the preliminary evaluation stage , the below mandatory requirements that determines a bidder's responsiveness will be assessed (Table one (1)). |
| 2.24.1 | In the technical evaluation stage , only bidders who have been found responsive at the preliminary stage will be evaluated on the below parameters in table two (2); <u>Financial Evaluation stage</u> Bids responsive at the technical evaluation stage will be evaluated at the financial stage in table 3 provided below. |
| 2.27.4 | <u>Award Criteria</u> The lowest evaluated bid shall be the lowest per complete schedule. Each schedule shall be evaluated and awarded separately. Tenderers can quote for any of the schedules. |
| 2.28.1 | The unsuccessful tenderers will be notified on the outcome of the tender at the same time the successful tenderer is notified. |
| 2.29.1 | The performance security shall be 1% of the contract price in the form of a bank guarantee issued by a reputable bank operating in Kenya and acceptable to GDC. The security should be valid thirty days beyond the contract period. |

TENDER EVALUATION CRITERIA

Stages of evaluation:

A) **Mandatory requirements** will determine the satisfactory responsiveness of a Tenderer, failure to meet any of these set requirements as noted hereunder will render a tender non responsive and will automatically be disqualified/not proceed for Technical Evaluation.

B) **Technical Evaluation:** The technical requirement will determine the bidder's capability/experience to meet GDC requirements to supply as stated.

C) **Financial Evaluation Stage:** The lowest evaluated tender per complete schedule will be recommended for award. Each schedule shall be evaluated and awarded separately.

Submit copies of the following **MANDATORY** documents (Yes/No);

TABLE ONE (1) - MANDATORY REQUIREMENT

| No. | Requirement | Yes | No |
|------------|---|------------|-----------|
| 1. | Duly filled, Signed & Stamped Price Schedules | | |
| 2. | Tenderers to submit duly filled, signed and stamped tender securing declaration form specified in the tender document. | | |
| 3. | Duly filled, Signed & Stamped Tender Form | | |
| 4. | Attach a copy of Certificate of Incorporation/Registration in Kenya. | | |
| 5. | Submit Tax Compliance Certificate valid at the time of opening. The tax certificate shall be verified from KRA tax checker. | | |
| 6. | Attach a valid Access to Government Procurement Opportunities (AGPO) Certificate for PWD's issued by National Treasury | | |
| 7. | Attach a copy of registration/identification card with National Council of Persons with Disability | | |
| 8. | Duly filled Confidential Business Questionnaire (attached) | | |
| 9. | Duly Filled, Signed and Stamped Declaration of Undertaking not to engage in corrupt fraudulent practice (attached). | | |
| 10. | A duly signed & stamped written confirmation that the quoted prices inclusive of Vat and transport cost to Menengai, Nakuru County, shall | | |

| | | | |
|--|---|--|--|
| | remain valid .i.e. not subject to change for a period of twelve (12) months from the date contract is signed & there shall be no price variation. | | |
|--|---|--|--|

NB: i) Please note that the authenticity of the above documents provided MAY be verified with the relevant authority and any forgery or false presentation in any one of the above shall lead to automatic disqualification and render the tenderers bid non-responsive.

ii) Bidders responsive at the preliminary stage will proceed to the technical evaluation stage

TABLE TWO (2) - TECHNICAL REQUIREMENTS

Submit copies of the following documents (Yes/No);

| No. | Requirement | Yes | No |
|-----|--|-----|----|
| 1. | Delivery period offered in the tender. The delivery period shall be 48 HRS after issuance of LPO on as and when required basis. <i>Tenderers to provide a written confirmation on compliance to GDC timeline for delivery.</i> | | |
| 2. | The bidders must provide evidence of having supplied similar items quoted for the last three (3) years (indicate client/company, items supplied, value of items and the year of supply). <i>Tenderers to provide Recommendation letter (3 in No.) or LPO copies (3in No.) to support the experience.</i> | | |
| 4. | Provide a copy of valid Food Handlers Medical certificates for at least three (3) members of their staff who will be handling food. Applicable for Schedule 1 | | |
| 5. | ADHERENCE TO SPECIFICATION: A “yes” affirmation stating that products will be sold as per GDC’s description, specifications and additional guiding notes stated. | | |

NB: Please note that the authenticity of the above documents provided MAY be verified with the relevant authority and any forgery or false presentation in any one of the above shall lead to automatic disqualification and render the tenderers bid non-responsive.

TABLE THREE (3) - FINANCIAL REQUIREMENTS

| No. | Requirement |
|-----|---|
| 1. | Acceptance/Deviation of GDC payment schedule as specified in the special conditions, Section IV. <i>Tenderers to provide a declaration in conformity to GDC payment terms.</i> |
| 2. | No correction of arithmetic errors - The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity. |
| 3. | Tenderers may quote to supply any or all the schedules, <u>each schedule must be quoted for with completeness</u> in order to qualify as responsive. Incomplete schedule shall be disqualified. NB: Each schedule shall be evaluated and awarded separately. |

AWARD CRITERIA

The lowest evaluated tender per complete schedule will be recommended for award.

SECTION III: GENERAL CONDITIONS OF CONTRACT

Table of Clauses

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SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

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

3.2 Application

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

3.3 Country of Origin

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

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

3.4 Standards

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

3.5 Use of Contract Documents and Information

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

3.6 Patent Rights

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

3.7 Performance Security

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

of the Tenderer's performance obligations under the Contract, including any warranty obligations, under the Contract

3.8 Inspection and Tests

3.8.1 The Procuring entity or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.

3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alternations necessary to make specification requirements free of costs to the Procuring entity.

3.8.4 The Procuring entity's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the Procuring entity or its representative prior to the equipment delivery.

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

3.9 Packing

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

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

3.10 Delivery and Documents

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

3.11 Insurance

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

3.12 Payment

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

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

3.13 Prices

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

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

3.13.3 Where contract price variation is allowed, the variation shall not exceed 25% of the original contract price.

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

3.14. Assignment

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

3.15 Subcontracts

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

3.16 Termination for default

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

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

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

3.17 Liquidated Damages

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

3.18 Resolution of Disputes

- 3.18.1 The procuring entity and the tenderer shall make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract
- 3.18.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require adjudication in an agreed national or international forum, and/or international arbitration.

3.19 Language and Law

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

3.20 Force Majeure

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

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

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

42. Special conditions of contract as relates to the GCC

| REFERENCE OF GCC | SPECIAL CONDITIONS OF CONTRACT |
|--|---|
| 3.1 <i>definitions</i> | The Purchaser is The Geothermal Development Company Limited Kawi House, South C P. O Box 100746-00101, Nairobi, Kenya. It includes the Purchaser's legal representative's successors or assigns. |
| 3.7.1 Performance Security | The performance security shall be 1% of the contract price in the form of a bank guarantee from a local bank acceptable to GDC, which shall be valid for thirty days after the contract period. |
| 3.10.1 Delivery | The delivery period for items shall be 48 Hours or less after issue of LPO. It is GDC's desire to have the items delivered within the shortest time possible. Any tenderer with a delivery period exceeding 48HRS will be disqualified. Note i) Delivery shall be to GDC Menengai Geothermal Project Area, as and when required for a period of fifteen months (15). ii) Order will be placed with the supplier by way of an official Local Purchase Order (LPO) iii) Orders shall be executed by the supplier as specified on the LPO. Partial delivery shall not be accepted. |
| 3.12.1 <i>Payment Terms & Conditions</i> | <ul style="list-style-type: none"> i. The Purchaser shall upon execution of this Agreement issue a Contract the supply of the goods. ii. The credit period shall be thirty (30) days upon receipt of certified invoices and delivery notes confirming that the invoiced goods have been delivered and the goods were as in accordance with the contract. iii. Payment shall be made through Geothermal Development Company's cheque or telegraphic transfer of the contract. iv. Advance Payment shall not apply. v. No Interest on delayed payments. |
| 3.13 Prices | i) Prices charged by the tenderer for the supply of dry foods and |

| | |
|-------------------------------|---|
| | <p>non-food items, delivered under the contract shall not vary from the prices quoted by the tenderer in the tender for twelve (12) months from the date the contract is signed.</p> <p>The successful bidders will be engaged for a period of fifteen (15) months on a contract & the orders will be placed on and as when required basis.</p> <p><u>No correction of arithmetic errors.</u></p> <p>The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.</p> |
| 3.18.1 Resolution of Disputes | <p>If any dispute or difference of any kind arises between the Parties in connection with this Agreement or the breach, termination or validity hereof (a “Dispute”) it shall be referred to arbitration under the Arbitration Act, 1995. The arbitration shall be by one arbitrator mutually chosen by both parties and his/her decision shall be final and binding on the parties.</p> |
| Notices: | <p>Each party's address for the service of notice shall be the below mentioned address or such other address as it specifies by notice to the other;</p> <p>For the Procuring Entity:</p> <p style="padding-left: 40px;">The Managing Director & CEO, Geothermal Development Company Ltd (GDC) Kawi House, South C Bellevue Off Mombasa Road, Tel: 0719037000 P.O. Box 100746 – 00101 NAIROBI, KENYA</p> <p>Any notice given under the Agreement shall be in writing and may be served:</p> <ol style="list-style-type: none"> i. personally; ii. by registered or recorded delivery mail; iii. by e-mail, telex or facsimile transmission (the latter confirmed by telex or post); or iv. by any other means which any party specifies by notice to the others. <p>Notice shall be deemed to have been served:</p> |

- | | |
|--|---|
| | <ol style="list-style-type: none">i. if it was served in person, at the time of service;ii. if it was served by post, 72 hours after it was posted; andiii. If it was served by e-mail, telex or facsimile transmission, at the time of transmission. |
|--|---|

SECTION V – SCHEDULE OF REQUIREMENT

| NO. | ITEM DESCRIPTION | SCHEDULE | REGION/DELIVERY POINT |
|------------|--------------------------|-----------------|------------------------------|
| 1. | Supply of Dry Food | One (1) | Menengai, Nakuru County |
| 2. | Supply of Non-Food Items | Two (2) | Menengai, Nakuru County |

SECTION VI - PRICE SCHEDULE FOR SUPPLY & DELIVERY OF DRY FOOD & NON-FOOD ITEMS FOR A PERIOD OF FIFTEEN (15) MONTHS TO GDC CATERING UNIT IN MENENGAI BASED ON AS AND WHEN REQUIRED.

SCHEDULE ONE (1) - SUPPLY OF DRY FOOD

| DRY FOOD | | | | | |
|----------|---|----------|------|---------------------------------|---------------------------------|
| No | Item Description | Uom | Qty | Unit price in Kshs Incl. of Vat | Total price in Kshs Incl of Vat |
| 1 | Seasoning cubes (Beef pack of 6cubes 51g) | Pkts | 3600 | | |
| 2 | Baking powder(zesta)500gms | Pkts | 1800 | | |
| 3 | Cocoa powder 320gms | Tin | 180 | | |
| 4 | Nescafe classic coffee 200gms | Tin | 180 | | |
| 5 | Cooking vegetable oil-fresh fri 20lt jerrycan | Jerrycan | 900 | | |
| 6 | Cooking fat (white 10kg) | Carton | 270 | | |
| 7 | Bicarbonat e of soda 100gms | Pkts | 900 | | |
| 8 | Black pepper ground 100gms | Tin | 18 | | |
| 9 | White pepper Ground 100gms | Tin | 18 | | |
| 10 | Tropical heat Tea Masala 200g | Tin | 45 | | |
| 11 | Tomato sauce peptang 5ltr | Jerrycan | 480 | | |
| 12 | Cadbury drinking chocolate 450gms | Tin | 270 | | |
| 13 | Chili sauce pep tang 5 litres | Jerrycan | 480 | | |
| 14 | Local Sugar in 2kgs pac | pkt | 7800 | | |
| 15 | Salt-Kensalt in 1kgs | pkts | 1800 | | |
| 16 | Spaghetti, Santa lucia 1000gms | pkts | 600 | | |
| 17 | Tea tagged ketepa 1*100pcs | pkts | 60 | | |
| 18 | Tealeaves ketepa 500gms | pkts | 720 | | |
| 19 | Vanilla essence 500ml (Zesta) | Btl | 120 | | |
| 20 | white vinegar 5ltrs(zesta) jerrycan | Pcs | 270 | | |
| 21 | Famila pure Wimbi flour 1kg (NON-VATABLE) | pkts | 900 | | |

| | | | | | |
|--|---|--------|-------|--|--|
| 22 | Wheat flour all-purpose Exe 2KG (NON- Vatable) | pkts | 12000 | | |
| 23 | wheat flour Atta- Exe 2kg (NON- Vatable) | pkts | 120 | | |
| 24 | Yeast active dry (Angel) 500gms | pkts | 210 | | |
| 25 | Gram flour 2kgs(Butterfly) | pkts | 90 | | |
| 26 | Super fine Icing sugar 500g | Pkts | 300 | | |
| 27 | Dark compound chocolate 1kg | pkts | 30 | | |
| 28 | Elianto corn oil (5 litres) jerrycan | Pcs | 63 | | |
| 29 | Desiccated coconut 250g | pkts | 30 | | |
| 30 | Croma for catering(blue band)10kg carton | carton | 450 | | |
| 31 | Margarine pastry 10kgs carton USTAM | carton | 30 | | |
| 32 | Milo 200gms | Tin | 18 | | |
| 33 | Tropical heat Pilau masala 100gms | Tin | 30 | | |
| 34 | Red plum jam 3kg(Zesta) | Tin | 60 | | |
| 35 | sultanas seedless 100gms | pkts | 60 | | |
| 36 | Soy sauce dark superior 750ml | Btl | 210 | | |
| 37 | Food colour-egg yellow 10g | pkts | 360 | | |
| 38 | Tomato paste kenylon 900g | Tin | 1080 | | |
| 39 | Tumeric powder 100g | pkts | 45 | | |
| 40 | Kenylon beans in T/ Sauce 2.9kg | Tin | 18 | | |
| 41 | Cardamon whole seeds 500g | pkts | 60 | | |
| 42 | Cummin seeds 500g | pkts | 60 | | |
| 43 | Dry beans(Yellow beans)selected winnowed (NON Vatable) | kgs | 3600 | | |
| 44 | Greengrams-selected&winnowed (NON Vatable) | kgs | 2700 | | |
| 45 | Maize meal Flour Soko/Taifa in 2kgs (NON Vatable) | pkts | 15000 | | |
| 46 | Pearl pishori rice premium (2kgs) (NON Vatable) | pkts | 12600 | | |
| 47 | Dry Pegion peas (mbaazi)selected winnowed (NON Vatable) | kgs | 900 | | |
| Sub-Total excl of VAT (for vat excl items) item No.21, 22, 23,43, | | | | | |

| | |
|--|--|
| 44, 45, 46, 47, | |
| All Grand Total Cost Inclusive of VAT & transportation cost to Menengai in Nakuru county transferred to tender form | |

DISCLAIMER: *The Brand names mentioned are not a mandatory but directionally indicative of minimum quality expectations.*

Tenderer's Name _____

Signature and Rubber stamp _____ Date _____

NB:

- i) GDC will carry out market survey to ensure the items quoted are within the market rack range.
- ii) The Prices quoted shall remain fixed for the one year period. The successful firm shall be engaged for a contract period of fifteen months.
- iii) Orders shall be placed on the basis of “**as and when required**”.
- iv) Prices quoted shall be inclusive of 16% Vat where applicable & transport cost to Menengai, Nakuru County.
- vi) **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 TWO (2) - SUPPLY OF NON-FOOD ITEMS

| NON –FOOD ITEMS | | | | | |
|------------------------|--|------------|------------|--|---|
| NO. | ITEMS DESCRIPTIONS | UOM | QTY | Unit Price in Kshs Incl. of Vat | Total Price in Kshs Incl. of Vat |
| 1 | Sponge cloth 292mm*210mm | Pc | 1500 | | |
| 2 | Kitchen wipe cloth (non fluffy cotton)18*27 cm | pc | 100 | | |
| 3 | Spiral sufuria scrubber large 40g | pcs | 1500 | | |
| 4 | Tee Pee toothpick 1*100pcs(wrapped) | pkts | 4000 | | |
| 5 | Cling film catering size ((Fay)-30cm*300m | roll | 3000 | | |
| 6 | Foil paper catering size(Fay)-45cm*90m | roll | 3000 | | |
| 7 | Cotton wool 400gms | roll | 150 | | |
| 8 | Nitrile Disposable catering gloves powder free/latex free/size L,XL/100pc pack | pkts | 150 | | |
| 9 | Disposable head nets 100pack | pkts | 500 | | |
| 10 | Insecticides 750 ml | tin | 30 | | |
| 11 | Greese proof paper 5m*375mm | roll | 2520 | | |
| 12 | Methylated spirit 20 ltrs jerrycan | jerrycan | 300 | | |
| 13 | Scotch brite (Pack of 6 150mm*190mm) | pkts | 2500 | | |
| 14 | Jik bleach 2.25 Ltr Regular | btl | 500 | | |
| 15 | Serviette fay 1*100pcs (White) | pkts | 8,000 | | |
| 16 | Multi-Fold Hand paper towel Fay 240 sheets/1 ply | pkts | 8,000 | | |
| 17 | Dish washing Liquid (Pride 20 ltr Jerrycans) | jerrycan | 300 | | |
| 18 | Soft brooms(Wooden handle, metal socket) | pc | 70 | | |
| 19 | Hard broom (Wooden handle, metal socket) | pc | 150 | | |
| 20 | Waterproof Aprons | pcs | 100 | | |
| 21 | Dust bins(swing 80ltrs) | pcs | 25 | | |

| | | | | | |
|--|---|----------|-----|--|--|
| 22 | Industrial gloves | pairs | 30 | | |
| 23 | Mooping Buckets(Plastic) | pc | 50 | | |
| 24 | Moops (Wooden handle, metal socket) large L4 | pc | 200 | | |
| 25 | Match box (Boxes10pcs) | Pkts | 900 | | |
| 26 | Liquid degreaser/Stripper 20lt | jerrycan | 50 | | |
| 27 | Hand wash soap (20 ltr Jerri cans) | jerrycan | 200 | | |
| 28 | Queen cake cases 500 pc pac (110mm) | pkts | 150 | | |
| All Grand Total Cost Inclusive of VAT & transportation cost to Menengai transferred to tender form. | | | | | |

DISCLAIMER: *The Brand names mentioned are not a mandatory but directionally indicative of minimum quality expectations.*

Tenderer's Name _____

Signature and Rubber stamp _____ Date _____

NB:

- i) GDC will carry out market survey to ensure the items quoted are within the market rack range.
- ii) The Prices quoted shall remain fixed for the one-year period. The successful firm shall be engaged for a contract period of fifteen months.
- iii) Orders shall be placed on the basis of “**as and when required**”.
- iv) Prices quoted shall be inclusive of 16% Vat where applicable & transport cost to Menengai, Nakuru County.
- v) **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.

SUPPLIERS REQUIREMENTS ACCORDING TO THE PUBLIC HEALTH ACT.

DRY FOOD / NON FOOD ITEMS

1. Proper labeling on packaged food. The packaging of all items should remain as originally done by the manufacturer. Any tampering of seal, Rebranding will not be accepted. The label should indicate the following information:
 - a) Brand name
 - b) Batch number
 - c) KEBS certification
 - d) Date of Production and Expiry date
 - e) Storage temperatures
 - f) Country of origin

2. Meet all hygiene standards
3. Food should be delivered in a clean enclosed truck

SPECIFIC TECHNICAL RESPONSE

Please comment with a “Yes” or “No” in the space provided.

| Technical Evaluation- Locally produced (Buy Kenya, build Kenya) | Bidder’s response | |
|--|--------------------------|---------------------------|
| | YES. We shall comply | NO. We will not comply |
| 1. SPECS: We shall supply as per stated product descriptions, specifications and additional guiding notes stated. | | |

SECTION VII - STANDARD FORMS

Notes on the sample Forms

1. Form of TENDER - The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
3. Tender Securing Bid Declaration Form – This form must be completed by the tenderer and submitted with the tender document in the format included herein.
4. Contract Form - The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
5. Performance Security Form - The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
6. Declaration of Undertaking Form - The Declaration of Undertaking form must be completed and submitted with the bid documents.

7.1 FORM OF TENDER

Date _____
Tender No. _____

To: _____

[name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. *[insert numbers]*.the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply & deliver (..... *(insert items/schedule description)* in conformity with the said tender documents for the sum of *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to _____ percent of the Contract Price for the due performance of the Contract , in the form prescribed by*(Procuring entity)*.

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

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

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

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

7.2 TENDER SECURING BID DECLARATION FORM

[The Bidder shall complete in this Form in accordance with the instructions indicated]
Date: of Bid Submission] Tender No. of bidding process]
To: [insert complete name of Purchaser]

We, the undersigned, declare that:

- 1. We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
- 2. We accept that we will automatically be suspended from being eligible for bidding in Any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation(s) under the bid conditions, because we –

- a) Have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or
- b) Having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,
 - (i) Fail or refuse to execute the Contract, if required, or
 - (ii) Fail or refuse to furnish the Performance Security, in accordance with the

ITT

3. We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of

- (i) Our receipt of a copy of your notification of the name of the successful Bidder;
- Or
- ii) Twenty-eight days after the expiration of our Tender

4. We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the **Joint Venture** that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent

Signed..... [insert signature of person whose name and capacity are shown] in the Capacity of..... [insert legal capacity of person signing the Bid Securing Declaration]

Name:..... [insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on day of [Insert date of signing]

7.3 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

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

Part 1 – General:

Business Name

Location of business premises.

Plot No..... Street/Road

Postal Address Tel No. Fax E mail

Nature of Business ,.....

Registration Certificate No.

Maximum value of business which you can handle at any one time – Kshs.

.....

Name of your bankers Branch

| | Part 2 (a) – Sole Proprietor | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---------------------|-------------|---------------------|--------|---------|-------|-------|-------|---------|-------|-------|-------|---------|-------|-------|-------|---------|-------|-------|-------|--------|-------|-------|-------|
| Your name in full Age | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nationality Country of origin | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> • Citizenship details • | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Part 2 (b) Partnership | | | | | | | | | | | | | | | | | | | | | | | | |
| Given details of partners as follows: | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Name</th> <th style="width:20%;">Nationality</th> <th style="width:30%;">Citizenship Details</th> <th style="width:20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> | Name | Nationality | Citizenship Details | Shares | 1. | | | | 2. | | | | 3. | | | | 4. | | | | | | | |
| Name | Nationality | Citizenship Details | Shares | | | | | | | | | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Part 2 (c) – Registered Company | | | | | | | | | | | | | | | | | | | | | | | | |
| Private or Public | | | | | | | | | | | | | | | | | | | | | | | | | |
| State the nominal and issued capital of company- | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nominal Kshs. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Issued Kshs. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Given details of all directors as follows | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Name</th> <th style="width:20%;">Nationality</th> <th style="width:30%;">Citizenship Details</th> <th style="width:20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> | Name | Nationality | Citizenship Details | Shares | 1..... | | | | 2..... | | | | 3..... | | | | 4..... | | | | 5..... | | | |
| Name | Nationality | Citizenship Details | Shares | | | | | | | | | | | | | | | | | | | | | | |
| 1..... | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2..... | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3..... | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4..... | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5..... | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date Signature of Candidate | | | | | | | | | | | | | | | | | | | | | | | | | |

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

7.4 CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20 _____ between
..... [name of Procurement entity] of [country of Procurement entity] (hereinafter
called “the Procuring entity) of the one part and [name of tenderer] of
..... [city and country of tenderer] (hereinafter called “the tenderer”) of the other part;

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

Signed, sealed, delivered by _____ the _____ (for the Procuring entity

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

(Amend accordingly if provided by Insurance Company)

7.5 PERFORMANCE SECURITY FORM

To
[*name of Procuring entity*]

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

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

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

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

This guarantee is valid until the _____ day of _____ 20 _____

Signed and seal of the Guarantors

[*name of bank or financial institution*]

[*address*]

[*date*]

7.6 DECLARATION OF UNDERTAKING

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

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

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

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

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

Dated this _____ day of _____ 20 _____

(Name of company)

(Signature(s))