

REPUBLIC OF KENYA



**COUNTY GOVERNMENT OF KIRINYAGA
P.O. BOX 260 - 10304,
KUTUS.**

OPEN TENDER

FOR

**INDEFINITE QUANTITY FRAMEWORK
AGREEMENTS FOR PROVISION OF BRANDING AND
EVENTS MANAGEMENT SERVICES**

TENDER NO: CGK/EXEC/OT/026/2018-2019

(Reserved for AGPO)

CLOSING DATE: FRIDAY 7TH DECEMBER, 2018 AT 11.00 A.M

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SECTION I - INVITATION TO TENDER

TENDER NO. CGK/EXEC/OT/026/2018-2019

TENDER NAME: TENDER FOR INDEFINITE QUANTITY FRAMEWORK AGREEMENTS FOR PROVISION OF BRANDING AND EVENTS MANAGEMENT SERVICES

The County Government of Kirinyaga invites sealed bids from all interested and eligible AGPO tenderers for **Provision of Branding and Events Management Services** under framework agreements for a period of one (1) year.

Interested and eligible AGPO Suppliers may obtain further information from and inspect the tender documents at Director Supply Chain Management Office, 1st Floor, Kirinyaga County Headquarters, Kutus during normal working hours.

A complete set of tender documents may be obtained by interested bidders from the Public Procurement Information Portal website <http://tenders.go.ke> or the County website www.kirinyaga.go.ke. Bidders who download the documents from the website **MUST** forward their particulars (Name, contacts, physical address and the tender no./ description) immediately to procurement@kirinyaga.go.ke for recording and any further clarifications or addendums.

Tender must be accompanied by duly Filled, Signed and Stamped Tender Securing Declaration Form.

Complete tender documents, enclosed in plain sealed envelopes marked with Tender Number/Tender Description Reference shall be addressed to;

**The County Secretary & Head of Public Service,
County Headquarters,
P.O Box 260 – 10304,
Kutus.**

and be deposited in the Tender Box at located at 1st Floor, County Government of Kirinyaga Headquarters, Kutus Town, on or before **FRIDAY 7TH DECEMBER, 2018 AT 11.00 A.M**

Tenders will be opened immediately thereafter in the presence of the bidders or their representatives who choose to attend the opening at The County Headquarters, 3rd Floor, Conference Room.

Late bids **SHALL NOT** be accepted.

**HEAD, SUPPLY CHAIN MANAGEMENT
FOR: COUNTY SECRETARY**

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SECTION II - INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all eligible AGPO suppliers 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 County Government of Kirinyaga 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 County Government of Kirinyaga 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 involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of Tendering

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and County Government of Kirinyaga, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 A complete set of tender documents may be obtained by interested bidders from the National Treasury Supplier Portal website <http://tenders.go.ke> or the County website www.kirinyaga.go.ke. Bidders who download the documents from the website **MUST** forward their particulars (Name, contacts, physical address and the tender no./ description) immediately for recording and any further clarifications and addenda to procurement@kirinyaga.go.ke.
- 2.2.3 All firms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

2.3 Contents of tender documents

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

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

2.3.2 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.

2.4 Clarification of Documents

2.4.1 A prospective tenderer requiring any clarification of the tender document may notify County Government of Kirinyaga in writing or by post at the entity's address indicated in the Invitation to Tender. County Government of Kirinyaga 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 County Government of Kirinyaga. 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.

2.4.2 County Government of Kirinyaga 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.

2.5 Amendment of documents

2.5.1 At any time prior to the deadline for submission of tenders, County Government of Kirinyaga, 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.

2.5.2 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.

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

2.6 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 County Government of Kirinyaga, 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.

2.7 Documents Comprising the Tender

2.7.1 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 2.1.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) documentary evidence established in accordance with paragraph 2.2.1 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

2.8 Forms of Tender

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

2.9 Tender Prices

2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.

2.9.3 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

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

2.10 Tender Currencies

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

2.11 Tenderers Eligibility and Qualifications

2.11.1 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.

2.11.2 The documentary evidence of the tenderers eligibility to tender shall establish to County Government of Kirinyaga'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. Tender Security

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

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

2.12.3 The tender security is required to protect County Government of Kirinyaga against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.8

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

2.12.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by County Government of Kirinyaga as non-responsive, pursuant to paragraph 2.22

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

2.12.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29 and furnishing the performance security, pursuant to paragraph 2.30

2.12.8 The tender security may be forfeited:

(a) if a tenderer withdraws its tender during the period of tender validity specified by County Government of Kirinyaga on the Tender Form;

or

(b) in the case of a successful tenderer, if the tenderer fails:

(i) to sign the contract in accordance with paragraph 2.29

or

(ii) to furnish performance security in accordance with paragraph 2.30

2.13. Validity of Tenders

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

2.13.2 In exceptional circumstances, County Government of Kirinyaga 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.

2.14. Format and Signing of Tender

2.14.1 The tenderer 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.

2.14.2 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.

2.14.3 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.

2.15. Sealing and Marking of Tenders

2.15.1 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.

2.15.2 The inner and outer envelopes shall:

(a) be addressed to County Government of Kirinyaga 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**”, **FRIDAY 7TH DECEMBER, 2018 AT 11.00 A.M**

2.15.3 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”.

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

2.16. Deadline for Submission of Tenders

2.16.1. Tenders must be received by County Government of Kirinyaga at the address specified under paragraph 2.17.2 no later than **FRIDAY 7TH DECEMBER, 2018 AT 11.00 A.M**

2.16.2. County Government of Kirinyaga 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 County Government of Kirinyaga and candidates previously subject to the deadline will therefore be subject to the deadline as extended.

2.17. Modification and withdrawal of tenders

2.17.1. 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.

2.17.2. 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.

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

2.17.4. 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

2.17.5. County Government of Kirinyaga may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.17.6. County Government of Kirinyaga 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.

2.18. Opening of Tenders

2.18.1 County Government of Kirinyaga will open all tenders in the presence of tenderers' representatives who choose to attend, on **FRIDAY 7TH DECEMBER, 2018 AT 11.00 A.M** and in the **location specified in the Invitation to Tender.**

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

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

2.18.4 County Government of Kirinyaga will prepare minutes of the tender opening.

2.19. Clarification of tenders

2.19.1. To assist in the examination, evaluation and comparison of tenders County Government of Kirinyaga 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.

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

2.20 Preliminary Examination

- 2.20.1 County Government of Kirinyaga 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.
- 2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures the amount in words will prevail
- 2.20.3 County Government of Kirinyaga 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.
- 2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 County Government of Kirinyaga 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. County Government of Kirinyaga's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.20.5 If a tender is not substantially responsive, it will be rejected by County Government of Kirinyaga and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

2.21 Conversion to a single currency

- 2.21.1 Where other currencies are used, County Government of Kirinyaga will convert these currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

2.22 Evaluation and comparison of Tenders

- 2.22.1 County Government of Kirinyaga will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22

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

2.22.3 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.

2.23 Preference

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

2.24 Contacting County Government of Kirinyaga

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

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

2.25 Award of Contract

a) Post qualification

2.25.1. In the absence of pre-qualification, County Government of Kirinyaga 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.

2.25.2. 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 County Government of Kirinyaga deems necessary and appropriate.

2.25.3. 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 County Government of Kirinyaga will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily

b) Award Criteria

2.25.4. County Government of Kirinyaga 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) County Government of Kirinyaga's Right to Vary quantities

2.25.5. County Government of Kirinyaga 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) County Government of Kirinyaga's Right to Accept or Reject Any or All Tenders

2.25.6. County Government of Kirinyaga 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 County Government of Kirinyaga's action.

2.26. Notification of award

2.26.1 Prior to the expiration of the period of tender validity, County Government of Kirinyaga will notify the successful tenderer in writing that its tender has been accepted.

2.26.2 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

2.26.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.30, County Government of Kirinyaga will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.14

2.27. Signing of Contract

2.27.1 At the same time as County Government of Kirinyaga notifies the successful tenderer that its tender has been accepted, County Government of Kirinyaga will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

2.27.2 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.

2.27.3 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to County Government of Kirinyaga.

2.28 Performance Security

- 2.28.1 Within Thirty (30) days of the receipt of notification of award from County Government of Kirinyaga, 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 County Government of Kirinyaga.
- 2.28.2 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 County Government of Kirinyaga may make the award to the next lowest evaluated Candidate or call for new tenders.

2.29 Corrupt or Fraudulent Practices

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

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

APPENDIX TO INSTRUCTIONS TO THE TENDERERS

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

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1	<i>Indicate eligible tenderers:</i> Reserved for AGPO Suppliers from Kirinyaga County
2.2.2	<i>Price to be charged for the tender documents:</i> Tender documents to be downloaded free of charge from the County Government of Kirinyaga website www.kirinyaga.go.ke.
2.11	Particulars of eligibility and qualifications documents of evidence required. Copies of: i) Certificate of Registration/Incorporation ii) Valid Tax Compliance certificate
2.12	<i>indicate particulars of tender security:</i> Tenderers to sign Tender Securing Declaration form provided in the Tender Document
2.13	<i>Tender Validity Period:</i> The tender shall be valid for 120 days from the date of opening
2.14.1	<i>Submit one (1) Original and Two copies (2) of the Tender Document</i>
2.18.1	<i>Indicate day, date and time of closing:</i> FRIDAY 7TH DECEMBER, 2018 AT 11.00 A.M
2.20	Tenderers are required to submit copies of the following MANDATORY DOCUMENTS which will be used during Preliminary Examination to determine responsiveness: <ol style="list-style-type: none"> 1) Copy of certificate of Incorporation 2) Copy of recent CR 12 issued within 12 months from Tender Opening date 3) Copy of Relevant AGPO Registration Certificate 4) Copy of Valid Tax Compliance certificate issued by Kenya Revenue Authority 5) Financial audited accounts for the last two (2) year endorsed, signed and stamped by a registered external auditor. 6) Must submit a Tender Form duly Completed, Signed and Stamped by the Tenderer in the format provided 7) Must submit a Price Schedule duly Completed, Signed and Stamped by the Tenderer in the format provided 8) Tender Securing Declaration Form duly completed, Signed and Stamped by the Tenderer in the format provided. 9) Must submit a dully completed and signed Confidential Business Questionnaire in format provided <p>AT THIS STAGE, THE TENDERER'S SUBMISSION WILL EITHER BE RESPONSIVE OR NON RESPONSIVE. THE NON RESPONSIVE SUBMISSIONS WILL BE ELIMINATED FROM THE ENTIRE EVALUATION PROCESS AND WILL NOT BE CONSIDERED FURTHER.</p>
2.22	<i>Evaluation and comparison of Tenders:</i> The following evaluation criteria shall be applied not withstanding any other requirement in the tender documents.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	<p><u>SELECTION PROCESS</u></p> <p>Below is a description of the evaluation steps that will be adopted.</p> <p><u>STEP 1: PRELIMINARY EVALUATION</u></p> <p>This will be an elimination stage where each vendor's submission will be checked for completeness and compliance to the stated tender submission requirements as per paragraph 2.22 above.</p> <p><u>STEP 2: TECHNICAL EVALUATION</u></p> <p>This will be done by comparing details of the product offered against the requirements / technical specifications and confirming the same from the samples submitted. Tenderers must therefore comprehensive fill the specification sheet provided in Section 4 in order to be technically evaluated.</p> <p><u>STEP 3: FINANCIAL EVALUATION</u></p> <p>This will include the following: -</p> <ol style="list-style-type: none"> a) Confirmation and considering price schedule duly completed and signed b) Conducting a financial comparison c) Correction of arithmetical errors
2.25	<p><i>Award Criteria:</i></p> <ul style="list-style-type: none"> ■ A minimum of seven alternative vendors will be included for each category as per the requirements of Sec. 114(c) of the Public Procurement and Asset Disposal Act, 2015 ■ A maximum price for the contract period will be determined as explained in the schedule of requirements. ■ When implementing the framework agreement, the CGK may — <ol style="list-style-type: none"> (a) procure through call-offs order when necessary; or (b) invite mini-competition among persons that have entered into the framework agreement in the respective category ■ Award in-waiting: CGK may pre-qualify some of the responsive bidders at the maximum price and may be included among the alternative vendors should selected bidders fail to deliver.
2.28	<p><i>Indicate particulars of performance security: No Performance Security will be required.</i></p>

SECTION III - GENERAL CONDITIONS OF CONTRACT

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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 County Government of Kirinyaga 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) " Indefinite-quantity framework contract" means a contract to provide an indefinite quantity, within stated limits, of goods, services or works during a fixed period, and may be a delivery order framework contract; a service order framework contract; or a works order framework contract.
- (d) "The Goods" means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to County Government of Kirinyaga under the Contract.
- (e) "County Government of Kirinyaga" means the organization purchasing the Goods under this Contract.
- (f) "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 County Government of Kirinyaga for the procurement installation and commissioning of equipment

3.3 Standards

3.3.1 The services provided under this Contract shall conform to the standards mentioned in the Technical Specifications.

3.4 Use of Contract Documents and Information

3.4.1 The tenderer shall not, without County Government of Kirinyaga 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 County Government of Kirinyaga in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.

3.4.2 The tenderer shall not, without County Government of Kirinyaga prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above

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

3.5 Patent Rights

3.5.1 The tenderer shall indemnify County Government of Kirinyaga 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 County Government of Kirinyaga country.

3.6 Performance Security

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

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

3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to County Government of Kirinyaga 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 County Government of Kirinyaga, in the form provided in the tender documents.

3.6.4 The performance security will be discharged by County Government of Kirinyaga 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

3.7 Inspection and Tests

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

3.7.2 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 County Government of Kirinyaga.

3.7.3 Should any inspected or tested goods fail to conform to the Specifications, County Government of Kirinyaga 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 County Government of Kirinyaga.

3.7.4 County Government of Kirinyaga 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 County Government of Kirinyaga or its representative prior to the equipment delivery.

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

3.8 Payment

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

3.8.2 Payments shall be made promptly by County Government of Kirinyaga as specified in the contract

3.9 Prices

3.12.1 Prices charged by the tenderer for 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.

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

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

3.12.4 Price variation request shall be processed by County Government of Kirinyaga within 30 days of receiving the request.

3.10 Assignment

3.10.1 The tenderer shall not assign, in whole or in part, its obligations to perform under this Contract, except with County Government of Kirinyaga's prior written consent

3.11 Subcontracts

3.11.1 The tenderer shall notify County Government of Kirinyaga 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

3.12 Termination for default

3.12.1 County Government of Kirinyaga 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 provide any or all of the service within the periods specified in the Contract, or within any extension thereof granted by County Government of Kirinyaga
- (b) if the tenderer fails to perform any other obligation(s) under the Contract
- (c) if the tenderer, in the judgment of County Government of Kirinyaga has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

3.12.2 In the event County Government of Kirinyaga terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, service similar to those unprovided, and the tenderer shall be liable to County Government of Kirinyaga for any excess costs for such similar services.

3.13 Liquidated Damages

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

3.14 Resolution of Disputes

3.14.1 County Government of Kirinyaga 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

3.14.2 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.

3.15 Language and Law

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

3.16 Force Majeure

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

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

- 4.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.
- 4.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.6	Performance security: No performance security will be required
3.7	<p>Inspection and Testing County Government of Kirinyaga or its representative shall have the right to inspect and/or to test the service to confirm their conformity to the Contract specifications. County Government of Kirinyaga shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.</p> <p>Should any inspected or tested service fail to conform to the Specifications, County Government of Kirinyaga may reject the service, and the tenderer shall either replace the rejected service or make alternations necessary to make specification requirements free of costs to County Government of Kirinyaga.</p>
3.8	Payment: 100% of the contract price of the goods shall be paid upon the delivery, inspection, testing and acceptance of the goods by County Government of Kirinyaga
3.9	Price Variation: Refer to 3.9.3
3.15	Language and Laws: Applicable language is English and applicable laws are the Laws of Kenya

TENDER EVALUATION CRITERIA

After tender opening, the tenders will be evaluated in 3 stages, namely:

- a) Preliminary Examination
- b) Technical Examination
- c) Financial Examination

A. PRELIMINARY EVALUATION

Mandatory Requirements

This stage of evaluation shall involve examination of the Responsive conditions as set out in the Tender bid document.

These conditions include the following:

- 1) Copy of certificate of Incorporation
- 2) Copy of recent CR 12 issued within 12 months from Tender Opening date
- 3) Copy of Relevant AGPO Registration Certificate
- 4) Copy of Valid Tax Compliance certificate issued by Kenya Revenue Authority
- 5) Financial audited accounts for the last two (2) year endorsed, signed and stamped by a registered external auditor.
- 6) Must submit a Tender Form duly Completed, Signed and Stamped by the Tenderer in the format provided
- 7) Must submit a Price Schedule duly Completed, Signed and Stamped by the Tenderer in the format provided
- 8) Tender Securing Declaration Form duly completed, Signed and Stamped by the Tenderer in the format provided.
- 9) Must submit a dully completed and signed Confidential Business Questionnaire in format provided

NOTE: TENDERERS WHO FAIL TO MEET THE ABOVE MANDATORY REQUIREMENTS SHALL BE CONSIDERED NON- RESPONSIVE AND THEIR TENDERS WILL NOT BE EVALUATED FURTHER

B) TECHNICAL EVALUATION CRITERIA

The tender document shall be examined based on the Instruction to Tenderers which states as follows:

In accordance to Instruction to Tenderers, the tenderers will be required to provide evidence for eligibility of the award of the tender by satisfying the employer of their eligibility and adequacy resources to effectively execute the contract. The tenderers shall be required to attach the evidence of the requested information.

The detailed scoring plan shall be as shown in table 1 below: -

Item	Description	Max Point
i.	Key personnel (attach evidence)	10
	At least 1No. EVENT ORGANIZER/EXPERT <ul style="list-style-type: none"> • Three (3) years' and above experience conducting the services for government and the private sector10 <p style="text-align: center;"><i>Provide a company profile to support</i></p>	
ii	Contract completed in the last 2 yrs. (A max of 3No. projects) (Attach evidence/ Recommendation letters for past work done.) <ul style="list-style-type: none"> • Organized a similar event of the same nature of complexity and magnitude.....20 • Organized a similar event of the same nature but of lower value than the one in consideration.....10 • Never organized event of similar nature.....0 	20
iv	Financial Capability <ul style="list-style-type: none"> • Annual turnover greater or equal to 3 times the cost of the project.....35 • Annual turnover greater or equal to the cost of the project.....15 • Turnover below the cost of the project.....5 	35
v	Evidence of transport capability attach evidence <ul style="list-style-type: none"> • Transportation Vehicles/Lease Agreements.....25 	25
vi	Sanctity of the tender document <ul style="list-style-type: none"> • Paginated/Serialized on each page, Well bound and Intact 	10
	Total	100

Any bidder who scores 70 points and above shall be considered for further evaluation

SECTION V – SCHEDULE OF REQUIREMENTS

The County Government of Kirinyaga intends to enter into Indefinite Quantity Framework Agreements for Provision of Events Management and Branding Services (Reserved for AGPO) for a period of one (1) year, effective date of contract signing.

The items will be acquired on “as and when required basis” and the quantities given are estimates. The Goods will be supplied against purchase orders, to be raised whenever the items are required, subject to acceptable Maximum Price. Payments will be made within thirty (30) days of receipt of invoice after the goods have been accepted.

Maximum Contract Price: This will be the mean of the responsive bidders, up to a maximum of seven (7), where all are considered acceptable. For Maximum Price calculation purposes, the responsive bidders will be ranked according to the quoted unit prices. The CGK may exclude obvious outliers in terms of being too low or extremely high in calculating the maximum price. Unsustainable prices will not be considered

Responsive tenderers below the Maximum price, will be awarded at their unit prices while those above will be awarded at the maximum price. The lowest price will have the benefit of receiving more orders during the tenure of the contract. However, all those above the lowest price, will have the option of matching and signing contracts at the lowest price.

When implementing the framework agreement, the CGK will —

- (a) procure through call-offs order when necessary; or
- (b) invite mini-competition among persons that have entered into the indefinite framework agreement in the respective category

All deliveries shall be made as directed within Kirinyaga County.

SECTION VI - PRICE SCHEDULE

Name of Tender: **PROVISION OF BRANDING AND EVENTS MANAGEMENT SERVICES (INDEFINITE FRAMEWORK AGREEMENTS)**

Tender Number: **CGK/EXEC/OT/026/2018-2019**

EVENTS MANAGEMENT AND BRANDING SERVICES			
No	Activities / Item Description	Indicative size/ Estimated Qty in a F/Y	Unit Price(Kshs) per event day
1.	Tents Provision of clean, Water proof with fireproof SRF on top with white ceiling and windows for air circulation with space for movement, restaurant setting, food service stations and stage deck	50 pax Alpine tent	
		50 pax Frame tent	
		50 pax Marquee tent	
		50 pax Alu tent	
		100 pax Alpine tent	
		100 pax Frame tent	
		100 pax Marquee tent	
		100 pax Alu tent	
		200 pax Alpine tent	
		200 pax Frame tent	
		200 pax Marquee tent	
		200 pax Alu tent	
		500 pax Alpine tent	
		500 pax Frame tent	
		500 pax Marquee tent	
		500 pax Alu tent	
		1,000 pax Alpine tent	
		1,000 pax Frame tent	
		1,000 pax Marquee tent	
		1,000 pax Alu tent	
2.	Event Seats /Chairs	Dressed, Elegant Armless plastic seats with appropriate seat covers	
		Chivari chairs	
		Lounge seats	
		Cocktail seats	
		Banqueting seat	
3.	Banquet Tables	6-seater round tables(dressed)	

		8- seater round tables(dressed)	
		10- seater round tables(dressed)	
		Table center pieces	
	Service Tables	Standard service rectangular tables	
4.	<u>Décor services</u> Provision of décor including but not limited to Ceiling décor in the dome, stage backdrop décor, tasteful draping, floral designs in the dome, center pieces, table dressing, seat covers and tie backs, table linen and general tent décor creatively presented.	Décor in 200 pax dome tent /room	
		Décor in 500 pax dome/room	
		Décor in 1,000 pax dome/room	
5.	<u>PA Systems & DJ services</u> Provision of adequate modern sound and public address systems	For 300 – 1000 pax For 1000 - 2000 pax For Above 2000Pax	
6.	Hire of Modern Toilets	1	
7.	<u>Carpet for VIP area</u>	10x10M2 20x20M2 Above 20x20M2	
8.	<u>Branded Merchandise</u>	Caps Printed Polo Shirts Printed T-Shirts Banners 3 x 1 5 x 1 7 x 1 Roll-Up Banners Branded Forex/Foams Board	

- The above requirements are only but our approximate minimum requirements.

- Unsustainable prices will not be considered

Signature of tenderer _____

Note:

- In case of discrepancy between unit price and total, the unit price shall prevail.
- Prices should be inclusive of all applicable taxes and delivery within Kirinyaga County

Signature of tenderer _____

SECTION VII - STANDARD FORMS

Notes on standard forms

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.
2. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security / fill the tender-securing declaration form, either in the form included herein or in another form acceptable to County Government of Kirinyaga pursuant to instructions to tenderers clause 12.4.
3. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and County Government of Kirinyaga in accordance with the instructions to tenderers or general conditions of contract.
4. The Confidential Business Questionnaire shall be completed by the tenderers at the time of tender preparation.

STANDARD FORMS

FORM OF TENDER - 34 -

CONTRACT FORM - 35 -

CONFIDENTIAL BUSINESS QUESTIONNAIRE..... - 36 -

TENDER – SECURING DECLARATION FORM..... - 37 -

FORM OF TENDER

TENDER NO: **CGK/EXEC/OT/026/2018-2019**

Date: _____

To: The County Secretary
County Government of Kirinyaga
P. O. Box 260-10304
Kutus

Sir/Madam:

Having examined the Tender documents including Addenda Nos. [.....], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **PROVISION OF BRANDING AND EVENTS MANAGEMENT SERVICES (INDEFINITE FRAMEWORK AGREEMENTS)** in conformity with the said Tender documents for the **SUMS INDICATED IN THE PRICE SCHEDULES** on 'as and when required basis' or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

We undertake, if our Tender is accepted, to supply and deliver the Goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Tender for the Tender validity period specified in Clause 2.10.4 of the Appendix to Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We are not participating, as Tenderers, in more than one Tender in this Tendering process.

Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by the Government of Kenya under Kenyan laws.

Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

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

We certify/confirm that we comply with the eligibility requirements as per ITT Clause 1 of the Tender documents

Dated this _____ day of _____ 20_____.

(Name)

[Signature]

[In the capacity of]

Duly authorized to sign Tender for and on behalf of _____ [insert complete name of Bidder]

CONTRACT FORM

THIS AGREEMENT made the ___ day ____ 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 County Government of Kirinyaga invited tenders for certain materials and spares. Viz.....[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

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) County Government of Kirinyaga Notification of Award.

In consideration of the payments to be made by County Government of Kirinyaga to the tenderer as hereinafter mentioned, the tenderer hereby covenants with County Government of Kirinyaga to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract

County Government of Kirinyaga hereby covenants to pay the tenderer in consideration of the provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

Signed, sealed, delivered by _____ the _____ (for County Government of Kirinyaga)

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

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 General

Business Name

Location of Business Premises

Plot No,Street/Road.....

Postal addressTel No.

Fax No. Email

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.....

Citizenship details

Part 2 (b) – Partnership

Given details of partners as follows

	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

	Name	Nationality	Citizenship details	Shares
1.
2.
3.
4.

Date.....Signature of Candidate.....

TENDER – SECURING DECLARATION FORM

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

Date: _____ **Tender No.** _____

For: _____

**To: The County Government of Kirinyaga
P. O. Box 260 -10304
Kutus**

We, the undersigned, declare that:

1. We understand that, according to your conditions, bid must be supported by a Bid Securing Declaration.
2. We accept that we will be 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; or
 - (b) Having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,
 - (i) fail or refuse to execute the contract, if required, or
 - (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Tenderers
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 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]

ADD MAF