

REPUBLIC OF KENYA



**OFFICE OF THE GOVERNOR
COUNTY GOVERNMENT OF NYERI**

TENDER NO. CGN/19/2018-2020

SUPPLY AND DELIVERY OF HUMAN DRUGS

Receipt No.....

Tender Reg. No.....

Issued by the County Government of Nyeri August 2018.

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Introduction

- 1.1 This Standard Tender Document has been prepared for use by public entities in Kenya
- 1.2 The following general directions should be observed when using the document.
 - (a) Specific details should be furnished in the Invitation to Tender and in the special conditions of contract. The final documents to be provided to the tenderers should not have blank spaces or give options
 - (b) The Instructions to Tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and the appendix to instructions to tenderers.
- 1.3
 - (a) Information contained in the Invitation to Tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate and shall indicate any important tender requirements.
 - (b) The Invitation to Tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following the invitation for expression of interest for which the invitation is issued.

SECTION I INVITATION TO TENDER

DATE :

TENDER REF NO: CGN/19/2018-2020

TENDER NAME: Supply and delivery of human drugs.

1.1 The Office of the Governor, Nyeri County, invites sealed bids from eligible candidates for supply and delivery human drugs.

Interested eligible candidates may obtain further information from County Procurement Office during normal working hours.

A complete set of tender documents may be obtained by interested candidates by downloading from the County website www.nyeri.go.ke

1.2 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at The Governor's Office, Nyeri County, or be addressed to

The county secretary,
County Government of Nyeri,
P.O Box 112- 10100
Nyeri,

so as to be received on or before **25Th JULY 2018, 11.00A.M.**

1.3 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for (150) days from the closing date of the tender.

1.4 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at Governor's Boardroom. Nyeri

County Secretary
County Government of Nyeri

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/=

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

2.4. The Tender Document

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

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

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

2.5 Clarification of Documents

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

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

2.6 Amendment of Documents

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

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

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

2.7 Language of Tender

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

purposes of interpretation of the tender, the English translation shall govern.

2.8 Documents Comprising of Tender

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

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

2.9 Tender Forms

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

2.10 Tender Prices

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

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

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

2.10.4 The validity period of the tender shall be 150 days from the date of opening of the tender.

2.11 Tender Currencies

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

2.12 Tenderers Eligibility and Qualifications

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

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

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

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

2.13 Goods Eligibility and Conformity to Tender Documents

2.13.1 Pursuant to paragraph 2.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity

to the tender documents of all goods which the tenderer proposes to supply under the contract

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

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

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

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

2.14 Tender Security

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

- 2.14.2 The tender security shall be in the amount of 0.5 – 2 per cent of the tender price.
- 2.14.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7
- 2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to the Procuring entity and valid for thirty (30) days beyond the validity of the tender.
- 2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 2.22
- 2.14.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Procuring entity.
- 2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28
- 2.14.8 The tender security may be forfeited:
- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form;
or
 - (b) in the case of a successful tenderer, if the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.27
or
 - (ii) to furnish performance security in accordance with paragraph 2.28

2.15 Validity of Tenders

- 2.15.1 Tenders shall remain valid for 150 days or as specified in the Invitation to tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non responsive.
- 2.15.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.16 Format and Signing of Tender

- 2.16.1 The Procuring entity shall prepare One Copy of the tender, clearly marking each "ORIGINAL TENDER" as appropriate but the Tenderers shall submit Two copies, the Original copy and one marked 'COPY TENDER'. 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 11.00 A.M **25Th JULY 2018, 11.00A.M.**”

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 **25Th JULY 2018, 11.00A.M.**

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 Entity prior to the deadline prescribed for submission of tenders.

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

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

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

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

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

2.20 Opening of Tenders

The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **25th JULY 2018, 11.00A.M.** and in the location specified in the Invitation to Tender.

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

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

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

2.21 Clarification of Tenders

2.21.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the

response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

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

2.22 Preliminary Examination

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

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

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

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

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

2.23 Conversion to Single Currency

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

2.24 Evaluation and Comparison of Tenders

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

2.24.2 The tender evaluation committee shall evaluate the tender within 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

Notes on the Appendix to the Instruction to Tenderers

1. The Appendix to instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to the corresponding clause in the instructions to Tenderers included in Section II and has to be prepared for each specific procurement.
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the goods to be procured and the tender evaluation criteria that will apply to the tenders.
3. In preparing the Appendix the following aspects should be taken into consideration;
 - (a) The information that specifies and complements provisions of Section II to be incorporated
 - (b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the goods to be procured to be also incorporated.
4. Section II should remain unchanged and can only be amended through the Appendix.
5. Clauses to be included in this part must be consistent with the public procurement law and the regulations.

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	<i>All bidders duly registered with pharmacy and poisons board and dealing with the said items</i>
2.18.1	25Th JULY 2018, 11.00A.M.
2.29.1	<i>As in 2.18.1 above</i>
2.29.1	<i>N/A</i>

SECTION III: GENERAL CONDITIONS OF CONTRACT

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SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

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

3.2 Application

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

3.3 Country of Origin

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

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

3.4 Standards

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

3.5 Use of Contract Documents and Information

3.5.1 The tenderer shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.

3.5.2 The tenderer shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above

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

3.6 Patent Rights

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

3.7 Performance Security

3.7.1 Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security in the amount specified in Special Conditions of Contract.

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

3.8 Inspection and Tests

- 3.8.1 The Procuring entity or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.
- 3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.
- 3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the Procuring entity.
- 3.8.4 The Procuring entity's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected,

tested and passed by the Procuring entity or its representative prior to the equipment delivery.

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

3.9 **Packing**

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

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

3.10 **Delivery and Documents**

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

3.11 **Insurance**

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

3.12 **Payment**

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

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

3.13 Prices

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

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

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

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

3.14. Assignment

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

3.15 Subcontracts

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

3.16 Termination for default

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

- (a) if the tenderer fails to deliver any or all of the goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity

- (b) if the tenderer fails to perform any other obligation(s) under the Contract
- (c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

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

3.17 Liquidated Damages

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

3.18 Resolution of Disputes

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

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

3.19 Language and Law

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

3.20 Force Majeure

3.20.1 The tenderer shall not be liable for forfeiture of its performance security or termination for default if and to the extent that its 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

Notes on Special Conditions of Contract

The clauses in this section are intended to assist the procuring entity in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract.

The provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the goods being procured. In preparing Section IV, the following aspects should be taken into consideration.

- (a) Information that complement provisions of Section III must be incorporated and
- (b) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the goods being procured must also be incorporated.

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.

1. Prices quoted must be Net and in Kenya shillings and be inclusive of all Government taxes and delivery charges to **Nyeri county Headquarters** and must remain valid for one hundred and fifty days (**150**) days from the tender closing date and time.
2. The Government reserves the right to change the quantities without giving reasons or notice to the supplier.
3. No Tender document will be accepted after the official closing time as specified on the advertisement.
4. Candidates are required to submit copies of the following **Certified** documents;
 - a. **Business name registration certificate or certificate of incorporation.**
 - b. **Valid Pharmacy and poison board permit.**
 - c. **Valid KRA Tax Compliance certificate.**
 - d. **Valid County Government Business Permit.**
 - e. **Audit report for the business for the last two years**
 - i. **Documents should be certified by the relevant authority, especially approved commissioner for oaths.**
 - ii. **Failure to submit any one of the above mentioned documents shall lead to automatic disqualification.**
5. Tenderers must quote only one price per item.

6. Firms considered responsive after document evaluation will be visited physically by the appointed team of officers, to:
 - Confirm the financial capacity and capability of the firm.
 - Confirm the authenticity of the documents provided.
 - Confirm the premises/physical location.
 - Confirm previous performance.
7. The items will be procured on as and when required basis upon issuance of an approved purchase order.
8. Index mechanism to adjust prices will be based on relevant public information.(CPI, Inflation, exchange rate and prevailing market prices)
9. Tender will be valid **up to 30th June, 2020** effective from the date of award.
10. Tenderers must complete the following:
 - a. Form of tender- filled, signed and stamped**
 - b. Confidential business questionnaire form-filled, signed and stamped.**
11. **As part of assessment of the capability and capacity of Tenderers to perform the contract, the Tenderer should furnish us with (provide evidence):**
 - i. A list of Equipments and machines under his possession**
 - ii. Firm's past experience/capability in supply and delivery of human drugs.**
12. As part of assessment of financial capability the Tenderer is required to provide a bank credit reference letter, from the respective bank

clearly stipulating the line of credit (Overdraft facilities) accessible to a bidder, and credit worthiness or any other relevant information.

13. The Tenderers **must** give in writing a guarantee that they will be capable of supplying **'quality'** items within the specified time/date.

Failure to submit a written guarantee will result to automatic disqualification of the tender.

14. Tenderers must submit both original and copy of the standard tender documents, failure to submit the two documents (**i.e. the original and copy**) will result to disqualification of the tenderer.

15. Relevant forms (as stipulated in section VII, standard forms) must be completed.

16. Tenderers should note that no substitution, alteration, change of format or modification to standard tender document is allowed. Tenderers are only allowed to add other relevant additional information to the tender documents. **Any tenderer who does not adhere to this condition will automatically be disqualified.**

17. **Framework contract-Preliminary and detailed evaluation will be done to get the responsive bidders. All prices + or - 10% of the market price, will be divided by the number of responsive bidders average price and this price will be offered to all responsive bidders after returning the acceptance letter.**

I/We hereby certify that I/We have read the special conditions of the contract (Section IV) and confirm that I/We have understood and I/We shall abide by them.

Tenderers Name.

Signature.

Date.

Official Stamp.

SECTION VI - SCHEDULE OF REQUIREMENTS
TENDER NO. CGN/19/2018-2020

SUPPLY AND DELIVERY OF HUMAN DRUGS

SUPPLY AND DELIVERY OF HUMAN DRUGS.				
S/No	ITEM DESCRIPTION.	UNIT OF MEASURE	UNIT PRICE	REMARKS
1	Aceclofenac 100mg tabs	30s		
2	Aciclovir 200mg tab	100s		
3	Aciclovir 3% eye ointment, 4.5g	1s		
4	Aciclovir 400mg tab	100s		
5	Aciclovir 5% cream 10g	1s		
6	Aciclovir 5% cream 20g	1s		
7	Aciclovir 800mg tab	100s		
8	Activated Glutaraldehyde, 5L	5L		
9	Activated charcoal tablets	100s		
10	Adapalene 0.1% gel	1s		
11	Adrenaline 1mg/mL inj	1s		
12	Albendazole 200mg tab	1000s		
13	Albendazole 400mg tab	1000s		
14	Ambroxol 15mg/5ml syr 100ml	1s		
15	Ambroxol 30mg/5ml syr 100ml	1s		
16	Amikacin 250mg/mL inj	1s		
17	Amikacin 50mg/mL inj	1s		
18	Aminophylline 25mg/mL inj	1s		
19	Aminophylline 2mg/mL inj	1s		
20	Aminosidine 250mg tabs	1000s		
21	Aminosidine 125mg/5ml syrup 60ml	1s		
22	Aminosteril N Hepa 8% 500ml	1s		
23	Amiodarone 200mg tab	30s		
24	Amiodarone 50mg/mL inj	1s		
25	Amitriptylline 25mg tab	1000s		
26	Amlodipine 10mg tab	30s		

27	Amlodipine 5mg tab	30s		
28	Amoxicillin 125mg/5mL suspension 100ml	1s		
29	Amoxicillin 250mg cap	1000s		
30	Amoxicillin 500mg cap	500s		
31	AmoxyClav 228mg/5mL suspension 70ml	1s		
32	AmoxyClav 375mg tab	20s		
33	AmoxyClav 625mg tab	20s		
34	Amphotericin B 50mg powder for injection	1s		
35	Ampicillin 500mg powder for inj	1s		
36	Antacids 100mL	1s		
37	Antacids 5L	5L		
38	Anti-D (Rho) Immunoglobulin	1s		
39	Anti-rabies vaccine	1s		
40	Anti-snake venom	1s		
41	Artificial tears 0.5% w/v	1s		
42	Artificial tears 1% w/v	1s		
43	Artificial tears 2% w/v, 10mL	1s		
44	Artificial tears eye drops (Dextran '70' 0.1%/Hypromellose 0.3%)	1s		
45	Aspirin 300mg tab	1000s		
46	Aspirin 75mg tab	1000s		
47	Atenolol 50mg tab	1000s		
48	Atomoxetine 25mg tab	28s		
49	Atomoxetine 40mg tab	28s		
50	Atorvastatin 10mg tab	30s		
51	Atorvastatin 20mg tab	30s		
52	Atracurium besilate 10mg/mL inj	1s		
53	Atropine 0.5% eye drops	1s		
54	Atropine 1% eye ointment	1s		
55	Atropine sulfate 1mg/mL inj	1s		
56	Beclometasone/Neomycin nasal drops	1s		
57	Beclomethasone dipropionate 100mcg/actuation aerosol inhalation	1s		
59	Benzathine Penicillin 2.4MU inj	1s		
60	Hydrocort/Cinchoc/Neom/Aesculin cream	1s		
61	Benzyl benzoate 25% lotion	1s		
62	Benzyl Penicillin 1MU inj	1s		
63	Benzyl Penicillin 5MU inj	1s		

64	Benzoyl peroxide 5 % cream	1s		
65	Betamethasone valerate 1% ointment	1s		
66	Bisacodyl 5mg tab	1000s		
67	Bleomycin 15 mg injection	1s		
68	Bromazepam 1.5mg tab	30s		
69	Bromazepam 3mg tab	30s		
70	Bromocriptine 2.5mg tab	30s		
71	Budesonide 50mcg inhaler	1s		
72	Budesonide 200mcg inhaler	1s		
73	Bupivacaine + 5% Dextrose inj	1s		
74	Bupivacaine 2.5mg/mL inj, 4mL	1s		
75	Calamine lotion	1s		
76	Calcium gluconate 10% inj	1s		
77	Calcium lactate/Vit. D3 tablet	30s		
78	Carbamazepine 200mg tab	1000s		
79	Carbimazole 20mg tab	100s		
80	Carbimazole 5mg tab	100s		
81	Carboplatin 450mg inj	1s		
83	Carvedilol 12.5mg tab	30s		
84	Carvedilol 25mg tab	30s		
85	Carvedilol 3.125mg tab	30s		
86	Carvedilol 6.25mg tab	30s		
87	Castellani's paint	1s		
88	Cefuroxime 250mg tabs	10s		
89	Cefuroxime 500mg tabs	10s		
90	Cefuroxime 250mg inj	1s		
91	Cefuroxime 750mg inj	1s		
92	Cefuroxime 125mg/5ml 50ml	1s		
93	Cefuroxime 1.5g inj	1s		
94	Ceftazidime 250mg inj	1s		
95	Ceftazidime 500mg inj	1s		
96	Ceftazidime 1g inj	1s		
97	Cefotaxime 1g powder for inj	1s		
98	Cefotaxime 250mg powder for inj	1s		
99	Cefotaxime 500mg powder for inj	1s		
100	Ceftriaxone 1g powder for inj	1s		
101	Ceftriaxone 250mg powder for inj	1s		

103	Cetirizine 10mg tab	100s		
104	Cetirizine 5mg/mL suspension 60ml	1s		
105	Chlopromazine 100mg tab	1000s		
106	Chlopromazine 25mg tab	1000s		
107	Chlopromazine 25mg/mL inj	1s		
108	Chlopromazine 50mg tab	1000s		
109	Chloramphenicol 10% eye/ear drops	1s		
110	Chloramphenicol 1g powder for inj	1s		
111	Chloramphenicol 5% eye drops	1s		
112	Chlorhexidine solution 5L	5L		
113	Chlorphenamine maleate 2mg/5mL syrup 5L	5L		
114	Chlorphenamine maleate 4mg tab	1000s		
115	Chlorpheniramine 10mg/mL inj	1s		
116	Chlorhexidine/Cetrimide solution 5L	5L		
117	Ciprofloxacin 1% eye/ear drops	1s		
119	Ciprofloxacin 250mg tab	1000s		
121	Ciprofloxacin 2mg/mL infusion 100ML	1s		
122	Ciprofloxacin 500mg tab	500s		
123	Ciprofloxacin 750mg tab	10s		
124	Cisplatin 50mg inj	1s		
125	Cisplatin 10mg inj	1s		
126	Clarithromycin 250mg tabs	10s		
127	Clarithromycin 125mg/5ml 70ml	1s		
128	Clarithromycin 500mg inj	1s		
129	Clindamycin 300 mg cap	100s		
130	Clindamycin 150 mg cap	100s		
132	Clobetasol 0.05% cream	1s		
133	Clomiphene 50mg tab	30s		
134	Clopidogrel 75mg tab	30s		
135	Clonazepam 0.5 mg	50s		
136	Clonazepam 2 mg	30s		
137	Clotrimazole 1% cream	1s		
138	Clotrimazole 100mg pessaries	6s		
139	Clotrimazole 200mg pessaries	3s		
140	Clotrimazole/Betamethasone cream	1s		
141	Cloxacillin 125mg/mL dry syr 100mg	1s		

142	Cloxacillin 250mg cap	1000s		
143	Cloxacillin 250mg/vial inj	1s		
144	Cloxacillin 500mg/vial inj	1s		
145	Coal tar ointment	1s		
146	Co-artem tab	24s		
147	Compound Magnesium Trisilicate tab	1000s		
148	Co-trimoxazole 240mg/5mL suspension 50ml	1s		
149	Co-trimoxazole 480mg tab	1000s		
150	Co-trimoxazole 480mg/5mL suspension 50ml	1s		
151	Co-trimoxazole 960mg tab	500s		
152	Cyclopentolate 1% eye drop	1s		
153	Cyclophosphamide 500mg powder for inj	1s		
154	Cyclophosphamide 50mg tab	1s		
155	Cyclophosphamide 1g inj	1s		
156	Dapsone 100mg tab	100s		
157	Dapsone 50mg tab	100s		
158	Dexamethasone 0.5mg tab	1000s		
159	Dexamethasone 2mg tab	1s		
160	Dexamethasone 4mg/mL inj	1s		
161	Dexamethasone/Neomycin eye drops	1s		
162	Dextran 70 in N/S Infusion 500ml	1s		
163	Dextran 70 in dextrose Infusion 500ml	1s		
164	Dextrose Infusion 5% 500ml	1s		
165	Dextrose Infusion 50% 100ml	1s		
166	Diazepam 10mg tab	1000s		
167	Diazepam 2mg tab	1000s		
168	Diazepam 2mg/5mL oral solution	1s		
169	Diazepam 5mg tab	1000s		
170	Diazepam 5mg/5mL oral solution	1s		
171	Diazepam 5mg/mL inj	1s		
172	Diclofenac 100mg suppositories	1s		
173	Diclofenac 100mg tab	100s		
175	Diclofenac 25mg/mL inj	1s		
176	Diclofenac 50mg suppositories	1s		
177	Diclofenac 50mg tab	1000s		
178	Diclofenac 75mg tab	100s		
179	Diclofenac eye drops	1s		

180	Diclofenac Gel 20g	1s		
181	Diclofenac 50mg/Paracet 325mg/Chlorzoxazone 250mg	100s		
182	Digoxin 250mcg tab	500s		
183	Digoxin 250mcg/mL inj	1s		
184	Digoxin 50mcg/mL elixir	1s		
185	Digoxin 62.5mcg tab	100s		
186	Dihydrocodeine tartarate 10mg/mL oral solution	1s		
187	Dihydrocodeine 30mg tabs	100s		
188	Dinoprostone 10mg vaginal tab	5s		
189	Dobutamine 12.5mg sterile solution for infusion	1s		
190	Domperidone 10mg tabs	100s		
192	Dopamine 40mg/mL sterile concentrate for infusion	1s		
193	Doxorubicin 50mg powder	1s		
194	Doxycycline 100mg cap	1000s		
195	Doxycycline 50mg cap	100s		
196	Econazole 150mg pessaries			
197	Econazole 50mg pessaries			
198	Econazole eye drops	1s		
199	Enalapril 10mg tab	100s		
200	Enalapril 5mg tab	100s		
201	Enoxaparin 20mg inj	1s		
202	Enoxaparin 40mg inj	1s		
203	Ephedrine 30mg/mL inj	1s		
204	Ephedrine 3mg/mL inj	1s		
205	Epirubicin 50mg inj	1s		
206	Ergometrine maleate inj	1s		
207	Erythromycin 125mg/5mL suspension	1s		
208	Erythromycin 250mg e/c tab	1000s		
209	Erythromycin 250mg f/c tab	1000s		
210	Erythromycin 250mg/5mL suspension	1s		
211	Erythromycin 500mg e/c tab	100s		
212	Erythromycin 500mg f/c tab	100s		
213	Erythromycin 500mg/5mL suspension	1s		
215	Etamsylate 250mg/2ml inj	1s		

216	Ethylestradiol 30mcg + Levonogestrel 150mcg tab			
217	Farm Liniment 5L	5L		
218	Fentanyl 100mcg/mL inj	1s		
219	Ferrous Sulfate 200mg tab	1000s		
220	Filgrastrin(GCSF) 0.3mg/ml	1s		
221	Flucloxacillin 125mg/mL dry susp	1s		
222	Flucloxacillin 250mg cap	1000s		
223	Flucloxacillin 250mg inj	1s		
224	Flucloxacillin 500mg cap	500s		
225	Fluconazole 150mg tab	100s		
226	Fluconazole 200mg tab	100s		
227	Fluconazole 2mg/mL infusion	1s		
228	Fluconazole 50mg tab	100s		
229	Fluconazole 50mg/mL dry susp	1s		
230	Flumazenil 100mcg inj	1s		
231	Fluoxetine 20mg cap	30s		
233	Fluorescein strips	1s		
234	Fluorouracil 500mg/10ml	1s		
235	Fluorouracil 250mg/5ml	1s		
236	Fluphenazine 25mg/mL inj	1s		
237	Folic acid 5mg tab	1000s		
238	Furosemide 20mg/mL inj	1s		
239	Furosemide 40mg tab	1000s		
240	Gemcitabine 1g	1s		
241	Gemcitabine 200mg	1s		
242	Gentamicin 20mg/mL inj	1s		
243	Gentamicin 40mg/mL inj	1s		
244	Glibenclamide 5mg tab	1000s		
245	Gliclazide 30mg	30s		
247	Gliclazide 80mg	30s		
248	Glipizide 2.5mg	30s		
249	Glipizide 5mg	30s		
251	Glimepiride 1mg	30s		
252	Glimepiride 2mg	30s		
253	Glimepiride 4mg	30s		
254	Glucosamine/Chondroitin 100mg	30s		

255	Glycerine pure 5L	5L		
256	Glyceryl trinitrate 0.5mg tab	1s		
257	Glyceryl trinitrate 2.5mg tab	1s		
258	Glyceryl trinitrate 200 doses spray	1s		
259	Granisetron 1mg tab	1s		
260	Granisetron inj 1mg/ml	1s		
261	Griseofulvin 250mg tab	100s		
262	Griseofulvin 500mg tab	100s		
264	Haloperidol 5mg tab	1000s		
265	Halothane Inhalation, 250mL	1s		
266	Hartman's Infusion 500ml	1s		
267	Heparin 2500IU/mL inj	1s		
268	Heparin 5000IU/mL inj	1s		
269	Human albumin 25% 100ml	1s		
270	Hydrallazine 20mg/mL inj	1s		
271	Hydrallazine 25mg tab	100s		
272	Hydrochlorthiazide 50mg tab	1000s		
273	Hydrochlorthiazide 25mg tab	100s		
274	Hydrocortisone 50mg/mL inj	1s		
275	Hydrocortisone skin 1% ointment	1s		
276	Hydrogen Peroxide Soln 6%, 200mL	1s		
277	Hydrogen Peroxide Soln 6%, 5L	1s		
278	Hydroxychloroquine 200mg tab	100s		
279	Hydroxycobalamin (Vit b12) inj	1s		
280	Hyoscine Butylbromide 10mg/mL inj	1s		
281	Hyoscine-N-Butylbromide 10mg tab	1000s		
282	Hyoscine-N-Butylbromide 5mg tab	1000s		
283	Ibuprofen 200mg tab	1000s		
284	Ibuprofen 400mg tab	500s		
285	Insulin Biphasic 70/30	1s		
286	Insulin Soluble	1s		
289	Isoborbide mononitrate 10mg tab	30s		
290	Isoborbide mononitrate 20mg tab	30s		
291	Isoborbide mononitrate 50mg tab	30s		
292	Isoniazid 100mg tab	100s		
293	Isoniazid 300mg tab	100s		
294	Itraconazole 100mg	1s		

295	Ivermectin 3mg tab	1s		
296	Ivermectin 6mg tab	1s		
297	Ketamine HCL 100mg/mL inj	1s		
298	Ketamine HCL 50mg/mL inj	1s		
299	Ketoconazole 200mg tab	30s		
301	K-Y Jelly, 42g tube	1s		
302	Labetalol 100mg/ 20ml inj	1s		
303	Lactulose 3.325g/5ml	1s		
304	Lamotrigine 100mg tab	1s		
305	Lamotrigine 25mg tab	1s		
306	Lamotrigine 5mg tab	1s		
307	Leflunomide 20mg tab	1s		
308	Leucovorin calcium 500mg inj	1s		
311	Levamisole 40mg/5mL syr	1s		
312	Levonogestrel tab/Implant	1s		
313	Lidocaine HCL 2% w/v inj	1s		
314	Lidocaine ointment	1s		
315	Lidocaine Pump Spray 10%	1s		
316	Lidocaine/Hydrocortisone ointment	1s		
317	Lincomycin 500mg cap	1s		
318	Lincomycin 600mg/2mL inj	1s		
319	Liquid paraffin nasal	1s		
320	Liquid paraffin, 5L	1s		
321	Lipovenous infusion 10%	1s		
322	Loperamide 2mg cap	100s		
323	Loratidine 5mg tabs	30s		
324	Loratidine 10mg tabs	30s		
325	Losartan 25mg tab	30s		
326	Losartan 50mg/HCTZ 12.5mg	30s		
327	Losartan 50mg tab	30s		
328	Magnesium sulfate 50%w/v infusion	1s		
329	Mannitol 20%w/v Infusion	1s		
330	Medroxyprogesterone 5mg tab	28s		
331	Medroxyprogesterone acetate inj	1s		
332	Mefenamic acid 250mg	100s		
333	Meloxicam 7.5mg tabs	20s		
336	Metformin 1000mg tab	100s		

337	Metformin 500mg tab	1000s		
338	Metformin 850mg tab	100s		
339	Methotrexate 2.5mg tab	100s		
340	Methotrexate 50mg/2mL, 2mL amp.	1s		
341	Methylated Spirit, 5L	5L		
342	Methyldopa 250mg tab	1000s		
343	Methyldopa 500mg tab	500s		
344	Methylergometrine inj	1s		
345	Methylphenidate 10mg tabs	30s		
346	Metoclopramide 10mg tab	100s		
347	Metoclopramide 2.5mg tab	100s		
348	Metoclopramide 5m/5mL syr	1s		
349	Metoclopramide 5m/mL inj	1s		
350	Metoclopramide 5mg tab	100s		
351	Metoprolol 50mg tab	30s		
353	Metronidazole/Diloxanide 100mg/125mg syr	1s		
354	Metronidazole/Diloxanide 200mg/250mg tab	30s		
355	Metronidazole 0.5%w/v infusion	1s		
356	Metronidazole 125mg/5mL susp	1s		
357	Metronidazole 200mg tab	1000s		
358	Metronidazole 200mg/5mL susp	1s		
359	Metronidazole 400mg tab	500s		
360	Miconazole cream 2% 15 g	1s		
361	Midazolam 15mg tab	1s		
362	Midazolam 15mg/3mL inj	1s		
363	Midazolam 5mg/5mL inj	1s		
364	Misoprostol 25mcg tab	1s		
365	Morphine 10mg/mL inj	1s		
3.66	Morphine 30mg/mL inj	1s		
367	Morphine powder 10g	1s		
368	Multivitamin tab	1000s		
369	Mupirocin 2% cream, 15g	1s		
370	Naloxone HCL inj	1s		
371	Na. Cromoglycate 2% eye drops	1s		
373	Neostigmine Methyl Sulfate 0.5mg inj	1s		
374	Neostigmine Methyl Sulfate 2.5mg inj	1s		
375	Nifedipine SR 10mg tab	1000s		

376	Nifedipine SR 20mg tab	1000s		
379	Nitrofurantoin 100mg tab	1000s		
380	Norethisterone 5mg tab	1s		
381	Norfloxacin 400mg tab	100s		
382	Normal saline drops	1s		
383	Nystatin eye drops	1s		
384	Nystatin oral 100,000IU/mL drops	1s		
385	Ofloxacin eye drops	1s		
386	Olanzapine 10mg tab	100s		
387	Olanzapine 5mg tab	100s		
388	Omeprazole 20mg cap	1000s		
389	Omeprazole 40mg cap	100s		
390	Ondansetron 8mg/2ml inj	1s		
391	Ondansetron 4mg tab	1s		
392	Oral Rehydration Salts	1s		
393	Oxaliplatin 50mg/ml	1s		
394	Oxaliplatin 100 mg/ml	1s		
395	Oxybutinin 5mg tab	30s		
396	Oxymetazoline 0.025%w/v nasal drops	1s		
397	Oxymetazoline 0.05%w/v nasal drops	1s		
398	Oxytocin 10IU inj	1s		
399	Oxytocin 5IU inj	1s		
400	Pancuronium bromide inj	1s		
401	Pantoprazole 20mg tab	100s		
402	Pantoprazole 40mg inj	1s		
403	Pantoprazole 40mg tab	100s		
404	Paracetamol 120mg tab	1000s		
405	Paracetamol 120mg/5mL syr	5L		
406	Paracetamol 125mg suppositories	1s		
408	Paracetamol 150mg/mL inj	1s		
409	Paracetamol 250mg suppositories	1s		
410	Paracet 450mg/Codeine 10mg/Caffeine 30mg/Doxylamine 5mg	100s		
411	Paracetamol 500mg suppositories	1s		
412	Paracetamol 500mg tab	1000s		
413	Permethrin 5% lotion	1s		
414	Pethidine HCL 100mg/mL inj	1s		

415	Pethidine HCL 50mg/mL inj	1s		
416	Phenobarbital 100mg tab	1000s		
417	Phenobarbital 200mg/mL inj	1s		
418	Phenobarbital 30mg tab	1000s		
421	Phenytoin sodium 100mg cap	1000s		
423	Phenytoin sodium 50mg/mL inj	1s		
424	Phytomenadione 10mg/mL inj	1s		
425	Phytomenadione 2mg/0.2mLinj	1s		
426	Pilocarpine eye drops	1s		
427	Pioglitazone 15mg tab	30s		
428	Pioglitazone 30mg tab	30s		
429	Podophyllin toxin	1s		
430	Polytar shampoo	1s		
431	Potassium chloride 15%w/v inj	1s		
432	Povidone Iodine soln 10%, 5L	5L		
434	Prednisolone 5mg tab	1000s		
435	Prednisolone eye 1% drops, 5mL	1s		
436	Prednisolone/Gentamicin eye drops	1s		
437	Propofol 10mg/mL inj	1s		
438	Propranolol 40mg tab	1000s		
439	Protamine sulfate inj	1s		
440	Quinine 300mg tab	1000s		
441	Quinine 600mg/2mL inj	1s		
442	Ranitidine 150mg tab	100s		
443	Ranitidine 25mg/mL inj	1s		
444	Ranitidine 300mg tab	30s		
445	Rifampicin 150mg tab	100s		
446	Rifampicin 300mg tab	100s		
447	Salbutamol 0.5mg/mL inj	1s		
448	Salbutamol 100mcg/actuation inhaler	1s		
449	Salbutamol 2mg/5mL syr, 100mL	1s		
450	Salbutamol 4mg tab	1000s		
451	Salbutamol 5mg/mL respirator solution	1s		
452	Salbutamol/Ipratropium inhaler	1s		
453	Salbutamol/Ipratropium respirator solution	1s		
455	Salmeterol 25 mcg inhaler	1s		
456	Sertralein 50mg tab	1s		

457	Silver sulfadiazine 1% cream, 20g	1s		
458	Silver sulfadiazine 1% cream, 250g	1s		
459	Sodium Bicarbonate 8.4% inj	1s		
460	Sodium Chloride 0.9% Infusion, 500mL	1s		
461	Sodium Hypochlorite solution. 5%, 5L	1s		
462	Sodium valproate SR 200mg tab	100s		
463	Sodium valproate SR 300mg tab	100s		
464	Sodium valproate SR 500mg tab	100s		
465	Spectinomycin 2g inj	1s		
466	Sprionolactone 100mg tab	100s		
467	Sprionolactone 25mg tab	100s		
468	Sprionolactone 50mg tab	100s		
469	Streptomycin 1g inj	1s		
471	Sulfadoxine/Pyrimethamine 250mg/12.5mg tab	1000s		
472	Sulfadoxine/Pyrimethamine 500mg/25mg tab	500s		
473	Surgical spirit 5L	5L		
474	Suxamethonium chloride 50mg/mL inj	1s		
475	Tetanus Toxoid vaccine	1s		
476	Tetracaine eye drops 1%	1s		
477	Tetracycline eye ointment, 5g	1s		
478	Theophylline/Etophylline 300mg tab	100s		
479	Thiopentone sodium 500mg inj	1s		
480	Thyroxine 100mcg tab	100s		
481	Thyroxine 150mcg tab	100s		
482	Thyroxine 25mcg tab	100s		
483	Thyroxine 50mcg tab	100s		
484	Timolol eye 0.25% drops, 5mL	1s		
485	Timolol eye 0.5% drops, 5mL	1s		
487	Tinidazole 500mg tab	1000s		
488	Tramadol 100mg inj	1s		
489	Tramadol 100mg tab SR	30s		
490	Tramadol 50mg inj	1s		
491	Tramadol 50mg tab SR	30s		
492	Tranexamic acid 250mg cap	30s		
493	Tranexamic acid 250mg inj	1s		
494	Tranexamic acid 500mg cap	30s		
495	Tranexamic acid 500mg inj	1s		

496	Triamcinolone 40mg/mL inj	1s		
497	Trihexylphenidyl (Benzhexol) 5mg tab	1000s		
498	Tropicamide/Phenylephrine eye drops, 5mL	1s		
502	Vincristine 1mg/ml	1s		
503	Vit. B1/B2/B6/B12 inj, 10mL	1s		
504	Vitamin A 200,000IU tab	100s		
505	Vitamin B Complex tab	1000s		
505	Vitamin B6 50mg tab	100s		
506	Vitamin D2 0.025mcg/drop oral drops	1s		
507	Vitamin D2 0.25mcg cap	30s		
508	Warfarin 1mg tab	100s		
509	Warfarin 5mg tab	100s		
510	Water for injections, 10mL	1s		
511	Zinc Oxide ointment, 500g	1s		
512	Zinc tab 20mg	100s		
513	Zolendronic Acid 4mg inj	1s		
514	Dispensing labels	100s		
515	Dispensing bottles 60ml	1s		
516	Measuring spoons	1s		
517	Dispensing envelopes plastic resealable	100s		

Name of the Tenderer:

Signature of Tenderer:

Date:

SECTION VIII - 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 Security Form - When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
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. Bank Guarantee for Advance Payment Form - When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.
7. Manufacturers Authorization Form - When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

8.1 **FORM OF TENDER**

Date
Tender No. CGN/19/2018-2020.

To: The County Secretary
Nyeri County Government
P.O Box 1112-10100
Nyeri.

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 and deliver.....
.....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 2% percent of the Contract Price for the due performance of the Contract, in the form prescribed by The District Commissioner Nyeri Central.

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 _____

8.2 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

	<p style="text-align: center;">Part 2 (a) – Sole Proprietor</p> Your name in full Age Nationality Country of origin • Citizenship details •																								
	<p style="text-align: center;">Part 2 (b) Partnership</p> Given details of partners as follows: <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship Details</th> <th style="text-align: left;">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.																						
	<p style="text-align: center;">Part 2 (c) – Registered Company</p> Private or Public State the nominal and issued capital of company- Nominal Kshs. Issued Kshs. Given details of all directors as follows <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship Details</th> <th style="text-align: left;">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.

8.3 TENDER SECURITY FORM

Whereas [name of the tenderer] (hereinafter called “the tenderer”) has submitted its tender dated [date of submission of tender] for the supply, installation and commissioning of [name and/or description of the equipment] (hereinafter called “the Tender”) KNOW ALL PEOPLE by these presents that WE of having our registered office at (Hereinafter called “the Bank”), are bound unto [Name of procuring entity] (Hereinafter called “the Procuring entity”) in the sum of for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20 _____.

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security in accordance with the Instructions to tenderers;

We undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[Signature of the bank] _____

(Amend accordingly if provided by Insurance Company)

8.4 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)

8.5 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*]

8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM

To
[name of Procuring entity]

[name of tender]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, [name and address of tenderer](hereinafter called “the tenderer”) shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of [amount of guarantee in figures and words].

We, the [bank or financial institutions], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding [amount of guarantee in figures and words]

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there-under or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid in full effect from the date of the advance payment received by the tenderer under the Contract until [date].

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

8.7 MANUFACTURER’S AUTHORIZATION FORM

To *[name of the Procuring entity]*

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

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

[signature for and on behalf of manufacturer]

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

8.8 LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

8.9 FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

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

- 1.
 - 2.
- etc.

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

- 1.
 - 2.
- etc

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of
.....20.....

SIGNED
Board Secretary