



**NYANDARUA INSTITUTE OF SCIENCE AND
TECHNOLOGY**

TENDER DOCUMENT FOR

**SUPPLY AND DELIVERY OF GOODS
FOR THE YEAR 2019-2020**

**CLOSING DATE: TUESDAY 11TH JUNE 2019
AT 10.00A.M**

**TENDER NAME: SUPPLY AND DELIVERY OF MOTOR
VEHICLE FUEL AND LUBRICANTS**

TENDER NO: NIST/013/2019/2020

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SECTION 1



INVITATION TO TENDER

DATE.....

1.1 NYANDARUA INSTITUTE invites applications from interested, eligible, capable individuals and firms for TENDERS OF GOODS for the years 2019-2020 in the following categories:-

CATEGORY A (TENDER FOR GOODS AND MATERIALS)				
	TENDER NO	DESCRIPTION	ELIGIBILITY	
1	NIST/001/2019/2020	SUPPLY AND DELIVERY OF BREAD	OPEN	
2	NIST/002/2019/2020	SUPPLY AND DELIVERY OF BEEF MEAT	OPEN	
3	NIST/003/2019/2020	SUPPLY AND DELIVERY OF DRY CEREALS	OPEN	
4	NIST/004/2019/2020	SUPPLY AND DELIVERY OF FRUITS AND VEGETABLES	PWDs,WOMEN AND YOUTH	
5	NIST/005/2019/2020	SUPPLY AND DELIVERY OF NEWS PAPERS	OPEN	
6	NIST/006/2019/2020	SUPPLY AND DELIVERY OF BUILDING AND HARDWARE MATERIALS	OPEN	
7	NIST/007/2019/2020	SUPPLY AND DELIVERY OF MEDICAL MATERIALS	OPEN	
8	NIST/008/2019/2020	SUPPLY AND DELIVERY OF FIRE FIGHTING EQUIPMENT	OPEN	
9	NIST/009/2019/2020	SUPPLY AND DELIVERY OF TONNERS,PRINTING CARTRIDGES AND PHOTOCOPIER INK	PWDs,WOMEN AND YOUTH	
10	NIST/010/2019/2020	SUPPLY AND DELIVERY OF OFFICE	OPEN	

		EQUIPMENT AND FURNITURE		
11	NIST/011/2019/2020	SUPPLY AND DELIVERY OF OFFICE STATIONERY	PWDs, YOUTH AND WOMEN	
12	NIST/012/2019/2020	SUPPLY AND DELIVERY OF ELECTRICAL AND ELECTRONICS MATERIALS	OPEN	
13	NIST/013/2019/2020	SUPPLY AND DELIVERY OF MOTOR VEHICLE FUEL AND LUBRICANTS	OPEN	
14	NIST/014/2019/2020	SUPPLY AND DELIVERY OF SPORT AND GAMES EQUIPMENT	OPEN	
15	NIST/015/2019/2020	SUPPLY AND DELIVERY OF UNIFORMS AND PROTECTIVE CLOTHES	OPEN	
16	NIST/016/2019/2020	SUPPLY AND DELIVERY OF CLEANING MATERIALS	PWDs, WOMEN AND YOUTH	
17	NIST/017/2019/2020	SUPPLY AND DELIVERY OF FARM INPUTS	OPEN	
18	NIST/018 /2019/2020	SUPPLY AND DELIVERY OF CATERING EQUIPMENT	PWDs, WOMEN AND YOUTH	
19	NIST/019/2019/2020	SUPPLY AND DELIVERY OF AUTOMOTIVE AUTO PAINTS	OPEN	
20	NIST/020/2019/2020	SUPPLY AND DELIVERY OF AUTOMOTIVE MATERIALS	OPEN	
21	NIST/021/2019/2020	SUPPLY AND DELIVERY OF SHOP/SUPERMARKET GROCERIES	PWDs,WOMEN AND YOUTH	
22	NIST/022/2019/2020	SUPPLY AND DELIVERY OF FLOUR AND COOKING FAT	WOMEN,YOUTH AND PWDs	
23	NIST/023/2019/2020	SUPPLY AND DELIVERY OF LIBRARY BOOKS AND MATERIALS LAPTOPS,COMPUTERS AND COMPUTER ACCESSORIES	OPEN	
24	NIST/024/2019/2020	SUPPLY AND DELIVERY OF LAPTOPS,COMPUTERS AND COMPUTER ACCESSORIES	OPEN	

1.2 The tender documents containing the submission information, detailed terms and conditions may be obtained from **NYANDARUA INSTITUTE OF SCIENCE AND TECHNOLOGY** upon payment of a non-refundable fee of **kshs.1, 000 AT ACCOUNTS OFFICE OR FREE** download from Public Procurement Information Portal (PIIP PORTAL)/Institute website. Tender submission closing date is **TUESDAY 11th June 2019 at 10.00am.**

1.3 Completed tender documents are to be enclosed in a plain sealed envelope marked with tender reference number and be deposited in the **TENDER BOX** situated at **ADMINISTRATION BLOCK** or be addressed to:-

THE PRINCIPAL
NYANDARUA INSTITUTE OF SCIENCE AND TECHNOLOGY
P.O. BOX 2033-20300
NYAHURURU

1.4 To be received on or before **TUESDAY 11TH JUNE 2019**

Tenders will be opened immediately thereafter at **INSTITUTES BOARD ROOM** in the presence of tenderers' or representatives who choose to attend.

NB: LATE TENDERS WILL NOT BE ACCEPTED.

1.5 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya shillings and shall remain **valid for 360 days** from the closing date of the tender.

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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 5,000
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified/registration.

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. Instruction to tenderers
 - iii. General conditions of contract
 - iv. Special condition of contract
 - v. Schedule of requirements
 - vi. Technical specification
 - vii. Tender form and price schedule
 - 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 Questionnaires
- 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 tenderer to make timely submission of its tender.
- 2.6 Amendment of Document**
- 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 purpose 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 2.9,2.10and 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 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 price and total tender price of the goods it proposes to supply under the contract

2.10.2 Price 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 60 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 the purpose 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, 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 Tender security shall not be required in procurements reserved for small and micro-enterprises or enterprises owned by women, youth, persons with disability and other disadvantaged groups participating in a procurement proceeding and the target group shall be required to fill and sign the Tender Securing Declaration Form as prescribed.(PPADA 2015, 61(5))

2.15 Validity of Tenders

2.15.1 Tenders shall remain valid for 360 days or as specified in the Invitation to Tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non responsive.

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

2.16 Format and Signing of Tender

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

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

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

2.17 Sealing and Marking of Tenders

- 2.17.1 The Tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.
- 2.17.2 The inner and outer envelopes shall:
- (a) be addressed to the Procuring entity at the address given in the Invitation to Tender:

 - (b) bear, tender number and name in the Invitation for Tenders and the words, “DO NOT OPEN BEFORE,” (day, date and time of closing)
- 2.17.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.
- 2.17.4 If the outer envelope is not sealed and marked as required by paragraph 2.17.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

2.18 Deadline for Submission of Tenders

- 2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later than (TUESDAY 11TH JUNE 2019).
- 2.18.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended

2.19 Modification and Withdrawal of Tenders

- 2.19.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring Entity prior to the deadline prescribed for submission of tenders.
- 2.19.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.
- 2.19.3 No tender may be modified after the deadline for submission of tenders.

- 2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.14.7
- 2.19.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.19.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.20 Opening of Tenders

- 2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **(10:00AM, TUESDAY 11TH JUNE 2019)** and in the location specified in the Invitation to Tender.
The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 2.20.2 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.
- 2.20.3 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 rate of tender closing provided by the Central Bank of Kenya.

2.24 Evaluation and Comparison of Tenders

- 2.24.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22
- 2.24.2 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.
- 2.24.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.25 Preference

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

2.26 Contacting the Procuring entity

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

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

2.27 Award of Contract

(a) Post-qualification

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

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

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

(b) Award Criteria

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

(c) Procuring entity's Right to Vary quantities

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

(d) Procuring entity's Right to Accept or Reject Any or All Tenders

2.27.6 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without

thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action

2.28 Notification of Award

- 2.28.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.
- 2.28.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties
- 2.28.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.28, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.14

2.29 Signing of Contract

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

2.30 Performance Security

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

2.31 Corrupt or Fraudulent Practices

- 2.31.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;
- (i) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;
- 2.31.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 2.31.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

2.32 Instructions to Tenderers

QUALIFICATION DATA INSTRUCTIONS

2.32.1 Qualification data forms

The attached forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5 and PQ-6 and are to be Completed by prospective tenderer who wish to qualify for submission of Tender.

2.32.2 The application forms which are not filled out completely and

Submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

2.33 Qualification

2.33.1 It is understood and agreed that the qualification data on prospective bidders is to be used by Nyandarua institute in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender Category as described by the client.

2.33.2 Prospective bidders will not be considered qualified unless in the judgment of the Assembly they possess capability, experience, qualified personnel available and suitability of equipment and net current asset or working capital sufficient to satisfactory execute the contract for services.

2.34 Experience: Prospective bidders shall have experience in provision of insurance services.

The potential tenderer should show competence, willingness and capacity to service the contract at short notice.

2.35 Financial Condition

The tenderer's financial condition will be determined by latest financial statement submitted.

2.35.1 Special consideration will be given to the financial resources available as working capital.

2.36 Past performance

Past performance will be given due consideration in qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be attached in the form.

2.37 Statement

Application must include a sworn statement Form by the tenderer ensuring the accuracy of the information given.

2.38 The firm must have a fixed business premise and must be registered in Kenya, with Certificate of Registration, Incorporation/Memorandum and Article of Association, copies of which must be attached.

2.39 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

2.40 Qualification Criteria

Required Information	Form Type	Points Score
1. Documents		Mandatory
2. Qualification Data	PQ- 1	20
3. Financial Position	PQ-2	20
4. Confidential Report	PQ- 3	20
5. Past Experience	PQ- 4	20
6. Litigation History	PQ- 5	10
6. Sworn statement	PQ- 6	10
		TOTAL 100

The qualification is 80 points and over

Mandatory Requirements for this category:

- i. A copy of Certificate of Registration/incorporation
- ii. Copy of PIN/ VAT Registration Certificate of firm/company/individual.
- iii. Valid Tax Compliance Certificate from Kenya Revenue Authority
- iv. Copy of current Trade License.
- v. Audited Accounts for the last two years

vi. Pagination of the tender document

You can provide evidence of physical address and premises. The Institute evaluation team may

Visit suppliers' premises to ascertain physical address and stock of items

1. TENDERERS APPLICATION FORM

I/wehereby apply for registration as supplier(s) of

(Name of Company/Firm)

.....

(Item Description)

.....

(Category No.)

Post Office Address

Town

Street.....

Name of building

Room/Office No Floor No.....

Telephone No's.....Fax.....email.....

Full Name of applicant.....

Other branches location.....

2. Organization & Business Information

Management Personnel

Chief Executive/Managing Director.....

Secretary

General Manager

Accountant

Other.....

Partnership (if applicable)

Name of Partners

3. Business founded or incorporated

4. Under present management since

5. Net worth equivalent Kshs

6. Bank reference and address

7. Sister company reference and address

8. Enclose copy of organization chart of the firm indicating the main fields of

Activities.....

9. State any technological innovations or specific attributes which distinguish you from your competitors

.....
.....
.....
.....
.....
.....
.....

10. Indicate terms of trade/sale

(20 points)

PQ-2

FINANCIAL POSITION AND TERMS OF TRADE

(1) Attach a copy of firm's current certified financial statements giving summary of assets and current Liabilities.

(2) Attach certified letters of reference from the bankers regarding supplier's credit position

(20 Points)

REPUBLIC OF KENYA

PQ-3 CONFIDENTIAL BUSINESS QUESTIONNAIRES

You are requested to give the particulars indicated in part 1 and either part 2(a) 2(b) or 2(c) whichever applies 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.....

Nature of business

Current Trade License No.....Expiring date

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

Name of your bankers.....Branch.....

Part 2 (a) – Sole Proprietors

Your name in fullAge.....

Nationality.....Country of origin.....

*Citizenship details.....

Part 2(b) – Partnership

Give details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			

3.....

4.....

5.....

Part 2 (c) – Registered Company

Private or Public

.....

State the nominal and issued capital of company:-

Nominal’s.....Issued:

.....

Give details of all directors as follows:-

Name Nationality Citizenship Details Shares

1.....

2.....

3.....

4.....

5.....

Date**Signature of**

Candidate.....

- If Kenya citizen, indicate under “Citizenship Details” whether by birth, Naturalization or Registration.

(20 points)

FORM PQ -4 PAST EXPERIENCES

NAMES OF THE APPLICANT’S CLIENTS

NAMES OF CLIENTS AND VALUES OF CONTRACT/ORDERS

i. Name of Client (organization)

ii. Address of Client (organization).....

iii. Name of contact person at the client (organization)

Iv. Telephone No. of client

V. Value of Contract (date).....

vi. Duration of Contract (date)

(Attach documental evidence of existence of contract)e.g. contract, L.P.Os/L.S.Os or completion Certificates.

2. Name of 2nd Client (organization)

i. Name of client

(Organization).....

ii. Address of client

(Organization).....

iii. Name of contact person at the client (organization).....

Iv. Telephone No. of client.....

v. Value of contract

vi. Duration of contract (date)

(Attach documental evidence of existence of contract)e.g. contract, L.P.Os/L.S.Os or completion Certificates

3. Name of 3rd Client (organization)

i. Name of Client (organization).....

ii. Address of client (organization).....

iii. Name of contact person at the client (organization).....

iv. Telephone No. of client.....

v. Value contract.....

vi. Duration of contract (date)

(Attach documental evidence of existence of contract) e.g. contract, L.P.Os/L.S.Os or completion Certificates

(20 Points)

FORM PQ -5 LITIGATION HISTORIES

Name of contractor/supplier.....

Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution

year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed Amount(current Value,ksh(Equivalent))

(10 points)

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>eligible tenderers AS PER THE MANDATORY REQUIREMENT</i>
2.14.1	<i>particulars of tender security NOT APPLICABLE</i>
2.18.1	<i>day, date and time of closing TUESDAY 11TH 2019 AT 10:00AM</i>
2.29.1	<i>As in 2.18.1 above TUESDAY 11TH 2019 AT 10:00AM</i>
2.29.1	<i>particulars of performance security NOT APPLICABLE</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 it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

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

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
3.7.1	<i>particulars of performance security</i> NOT APPLICABLE
3.12.1	<i>Indicate terms of payment</i> 30 TO 60 DAYS AFTER SUBMISSION OF INVOICE, PAYMENT BY CHEQUE
3.18.1	<i>Indicate resolutions of disputes</i> BY RELEVANT BODIES

SECTION V - TECHNICAL SPECIFICATIONS

5.1 General

- 5.1.1 These specifications describe the requirements for goods. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply
- 5.1.2 Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.
- 5.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.
- 5.1.4 The tenderers are requested to present information along with their offers as follows:
- (i) Shortest possible delivery period of each product
 - (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

SECTION VI- SCHEDULE OF REQUIREMENTS

Number	Description	Quantity	Delivery schedule (shipment)
			In
			Weeks/months from
			<u>FROM JULY 2019 AND THE LPO WILL BE GIVEN AS PER THE REQUIREMET IN THE FINANCIAL YEAR 2019/2020</u>

SECTION VII - PRICE SCHEDULE FOR GOODS

Name of tenderer _____ Tender Number _____ Page _____ of _____

NYANDARUA INSTITUTE OF SCIENCE AND TECHNOLOGY

P.O BOX 2033-20300 NYAHURURU TEL: 0727256001/0732335757

EMAIL: info@nyandaruainstitute.ac.ke

SCHEDULE OF REQUIREMENTS

TENDER NUMBER: NIST/013/2019/2020

SUPPLY AND DELIVERY OF FUEL AND LUBRICANTS (OPEN)

No	Item description	Unit of issue	Units required	Brand	Unit costs	TOTAL COST (KSHS)
1	Petrol	ltrs	10,000			
2	Diesel	ltrs	50,000			
3	Engine Oil	ltrs	5,000	dx		
4	Brake fluid	ltrs	250	Dot 5.1		
5	Hydraulic fluid (TRACTORS)	Ltrs	1,000			

Signature of tenderer _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

8.1 **FORM OF TENDER**

Date _____
Tender No. _____

To: _____

[name and address of procuring entity]

Gentlemen and/or Ladies:

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

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

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

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

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

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

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

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.

FORM PQ -7 -

SWORN STATEMENT

Having studied the pre-qualification /registered information for the above project, we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified/registered, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by Nyandarua institute of science and technology.
- c. When the call for quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes, we shall notify Nyandarua institute of science and technology and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.
- f. Date.....

Applicant's Name

.....

Represented by

.....

Signature

.....

(Full name and designation of the person signing and stamp or seal)

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
of20.....

SIGNED
Board Secretary