



**REPUBLIC OF KENYA**  
**MINISTRY OF HEALTH**

**TENDER DOCUMENT**

**FOR**

**PRINTING, SUPPLY AND DELIVERY OF VARIOUS HIV  
MONITORING AND EVALUATION TOOLS**

**TENDER NO. MOH/ONT/ NASCOP /12/2020-2021**

**CLOSING/OPENING DATE: TUESDAY 23<sup>RD</sup> FEBRUARY, 2021  
AT 10.00AM**

**FEBRUARY 2021**

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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

The **Ministry of Health**, invites sealed tenders from interested and eligible Kenyan contractors/suppliers for the following tender.

<b>Tender No.</b>	<b>Tender Name</b>	<b>Eligibility</b>	<b>Bid Security</b>
MOH/NASCOP/ONT/12/2020-2021	Printing, Supply and Delivery of various HIV Tools	Open National Tender	Ksh.100, 000

Interested eligible contractors may obtain complete set of tender documents from Supply Chain Management office, located at **Afya House, 5<sup>th</sup> Floor, Room No.514** during normal working hours upon payment of non-refundable fee of **Kshs.1, 000** in cash or Bankers Cheque payable to the Principal Secretary, Ministry of Health at the **Cash Office located on 2<sup>nd</sup> floor of Afya House**.

The documents can also be viewed and downloaded from the Ministry of Health website [www.health.go.ke](http://www.health.go.ke) and from the Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke) at no fee. Bidders who download the tender documents must forward their particulars immediately for records and communication of any further tender clarifications or addenda to email [procurement514health@gmail.com](mailto:procurement514health@gmail.com).

Prices quoted should be net inclusive of all taxes, must be in Kenya shillings and shall remain valid for **120 days** from the closing date of the tender.

The Bid Security in the amount specified above must be from a reputable bank or from a Public Procurement Regulatory Authority (PPRA) accredited Insurance Company and shall be valid for One Hundred and fifty (**150**) **days** from the tender opening date. Pages in the bid document should be serialized (pages numbers indicated).

Completed tender documents(Original and One Copy) are to be enclosed in plain sealed envelopes marked with tender name and tender number and deposited in the **Tender Box located at Afya House, 1<sup>st</sup> Floor** or be addressed to :

**Principal Secretary,  
Ministry of Health  
P.O. Box 30016 – 00100 Nairobi**

So as to be received on or before **Tuesday 23<sup>rd</sup> February, 2021 at 10.00am.**

Tenders will be opened immediately after closing in the presence of the candidates or their representatives who choose to attend at **GTZ Boardroom, Afya house, Ground floor.**

**Head, Supply Chain Management Unit  
FOR: PRINCIPAL SECRETARY**

## 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.5,000/=

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 **120 days** from the date of opening of the tender.

## **2.11 Tender Currencies**

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

## **2.12 Tenderers Eligibility and Qualifications**

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

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

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

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

## **2.13 Goods Eligibility and Conformity to Tender Documents**

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

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

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

- (a) a detailed description of the essential technical and performance characteristic of the goods;
- (b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years,

following commencement of the use of the goods by the Procuring entity; and

- (c) a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

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

## **2.14 Tender Security**

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

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

2.14.2 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

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

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

2.14.5 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.

2.14.6 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

2.14.7 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 **120 days** or as specified in the Invitation to Tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

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

## **2.16 Format and Signing of Tender**

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

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

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

## **2.7 Sealing and Marking of Tenders**

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.

The inner and outer envelopes shall:

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

(c) bear, tender number and name in the Invitation for Tenders and the words, “DO NOT OPEN BEFORE,” **Tuesday 23<sup>rd</sup> February, 2021 at 10.00am.**

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”.

2.17.1 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 **Tuesday 23<sup>rd</sup> February, 2021 at 10.00am.**

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

2.18.2 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 on Tuesday 23<sup>rd</sup> February, 2021** 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 affect 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

<b>Instructions to Tenderers Reference</b>	<b>Particulars of Appendix to Instructions to Tenders</b>
<b>2.1: Eligibility</b>	This tender is open to ‘citizen contractors’ who meet provisions of <i>section 55 of the Public procurement and Asset Disposal Act 2015</i> .
<b>2.3.2: Cost of Tendering</b>	The cost of obtaining the tender documents is <b>Ksh 1,000.00</b> for those picking hard copy of the documents from the ministry and free for those downloading from the Ministry of Health website <a href="http://www.health.go.ke">www.health.go.ke</a> and <a href="http://www.tenders.go.ke">www.tenders.go.ke</a>
<b>2.5: Clarification</b>	Bidders may seek any clarification regarding the tender documents through the email address <b><i>procurement514health@gmail.com</i></b>
<b>2.13 Goods Eligibility and Conformity to Tender Documents</b>	Goods supplied shall conform with the specification given
<b>2.14.1: Tender Security</b>	Tender Security should be <b>Ksh 100, 000</b> in form of a guarantee from a reputable bank or Insurance Company located in Kenya and listed by the Public Procurement Regulatory Authority (PPRA). The tender Security should be valid for <b>150 days</b> from the date of opening of the tenders
<b>2.15.1: Tender Validity</b>	Tenders should be valid for at least <b>120 days</b> from the date of opening
<b>2.16.1 Format and Signing of Tender</b>	Remove Procuring Entity and insert Tenderer to read; <i>‘The tenderer shall prepare one <b>original</b> and one copy of the tender document’</i>
<b>2.18.1 Deadline for Submission of Tenders</b>	Tenders will be closed on <b>Tuesday 23<sup>rd</sup> February, 2021 at 10.00am</b> any tender received after this time and date will be returned unopened.
<b>2.20.1 Opening of</b>	Tenders will be opened immediately after

<b>Tenders</b>	closing at <b>10.00 am on Tuesday 23<sup>rd</sup> February, 2021</b> at the <b>GTZ Boardroom located at Afya House, Ground Floor.</b>
<b>2.22.2 Error Correction</b>	Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation and shall lead to the tender being considered as non-responsive
<b>2.24 Evaluation and Comparison of Tenders</b>	Tenders will be evaluated in three stages, Preliminary, Technical and Financial. The detailed evaluation criteria is as follows;

### **EVALUATION CRITERIA**

Tenders will be evaluated in three (3) stages as follows;

1. Preliminary Evaluation
2. Technical Evaluation
3. Financial Evaluation

#### **1. PRELIMINARY EVALUATION**

The following criteria will be used at this stage;

#### ***Preliminary Evaluation Criteria***

<b>No.</b>	<b>Requirement</b>	<b>Qualification Criteria</b>
1.	Attach a copy of Certificate of Registration/Incorporation	Attached/Not attached
2.	Attach a copy of Valid Tax Compliance Certificate	Attached/Not attached
3.	Attach a Copy of CR12 form from the Registrar of Companies issued within the last 12 months	Attached/Not attached
4.	Tender Security of <b>Ksh.100,000</b> valid for <b>150 days</b> from the date of tender opening from a Reputable Bank or from a Public Procurement Regulatory Authority (PPRA) accredited Insurance Company	Attached/Not attached
5.	Duly filled, signed, stamped and dated Form of Tender	Duly filled/Not duly filled
6.	Tenders should be valid for <b>120 days</b> from date of tender opening.	Attached/Not attached
7.	Duly filled, signed, stamped and dated Price Schedule	Duly filled/Not duly filled
8.	Dully filled, signed, stamped and dated Confidential Business Questionnaire	Duly filled/Not duly filled

9.	Filled, signed, dated and stamped Anti-corruption declaration form/statement of commitment to not engage in corrupt practices.	Duly filled/Not duly filled
10.	Filled, signed, dated and stamped non-debarment declaration form/declaration that the bidder is not debarred from participating in public procurement.	Duly filled/Not duly filled
11.	<b>Power of Attorney</b> issued by the Director if the signatory of the tender is not a Director of the firm	Attached/Not attached
<b>RESPONSIVENESS(PASS/FAIL)</b>		

*The above requirements are mandatory and failure to meet any of them will lead to the tender being considered as non-responsive and eliminated from further evaluation process.*

## 2. TECHNICAL EVALUATION

The following criteria will be used to determine bidder's responsiveness to the technical requirements;

### Technical Evaluation Criteria

NO.	REQUIREMENT	Qualification Criteria
1.	Evidence of past experience in supply and delivery of similar or related items e.g copies of LPOs and Delivery Notes, recommendation letters for at least 2No.jobs	Attached/Not attached
2.	Bidders to submit sample of items they are bidding for. Samples must conform to Ministry's Specifications. (Samples Should Bear Suppliers Name for ease of identification). <b>The samples should be submitted to Afya House Room 513 at least a day before closing of the tender</b>	Attached/Not attached
3.	A self declaration statement to Comply with Technical Specifications	Attached/Not attached
4.	Financial Capacity	
	Bidder to demonstrate availability of Financial Resources or Lines of credit equal to or more than the tender sum	Yes/No
	Attach audited financial accounts for the last three years (2017,2018 and 2019) or Certified Bank Statement for the last three years 2017,2018 and 2019	Attached/Not attached
5.	Delivery schedule properly filled and stamped for the items that one is bidding for. Delivery <b>MUST</b> be for a complete schedule and partial delivery shall not be accepted.	Duly filled/Not duly filled
<b>RESPONSIVENESS(PASS/FAIL)</b>		

*Bidders who do not meet any of the above Technical Evaluation Criteria will not proceed to the next stage of evaluation*

### **3. FINANCIAL EVALUATION**

This will involve comparison to determine the evaluated price of each tender. Where applicable, tenders will be converted to the same currency using Central Bank of Kenya exchange rate prevailing at the tender opening date.

Tenders will be ranked according to their evaluated price and the successful tender shall be the tender with the lowest evaluated price.



### **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**

### **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.

42. Special conditions of contract as relates to the GCC

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
<b>3.4 Standards</b>	The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.
<b>3.7 Performance Security</b>	Performance security of <b>5%</b> of the contracts (1% for AGPO contractors)
<b>3.9 Packaging</b>	Goods shall be packed in a manner that will ensure they are safe during delivery and storage
<b>3.10 Delivery and Documents</b>	Delivery of the Goods shall be made by the tenderer in accordance with the terms specified by Procuring entity and the delivery schedule
<b>3.12 Payment</b>	Payment will be made promptly upon delivery, inspection and acceptance of goods by the Ministry of Health
<b>3.17 Liquidated Damages</b>	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 <b>0.5%</b> of the delivered price of the delayed items up to a maximum deduction of <b>10%</b> of the delayed goods. After this the tenderer may consider termination of the contract.
<b>3.18 Resolution of Disputes</b>	Disputes will be resolved within the Laws of Kenya

## **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 goods 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.

### **5.2    PARTICULARS**

Technical specifications are as specified in the schedule of requirements and all items supplied shall conform to the requirements.

### TECHNICAL SPECIFICATIONS for HIV M and E Tools

No.	Tool Name	MOH No.	Size	Paper Specification	Specifications for color, print type, orientation	Cover/Binding	Contents
				Type, No. of sheets, perforations & Carbonation			
Commodity	DAR for ARVs & OIs	367A	A3	Single leaf per page	Landscape	a. Color: Black (front and back)	Instructions for use of this data tool to be clearly printed on the inside cover of each tool
				b) Printed on both sides		b. Chip board, printed on both sides	
				c) Pages are not perforated		c. Cover type: DARs must have very hard covers	
				d) The DAR tool should be printed across each set of 2 open pages.		d. Cover titles/text: e) Binding: Tape binding, must be strong.	
				e) Bond paper, 80gsm Pages: 300 per book			
Commodity		730B	A3	pages per book: 50 sets of NCR self-carbonating paper in triplicate Copy 1 -	Color: Light green	Cover: Manila, printed on both sides Back cover - Chip board Cover type:	

No.	Tool Name	MOH No.	Size	Paper Specification	Specifications for color, print type, orientation	Cover/Binding	Contents
				white, copy 2 - yellow and copy 3 - green		Medium/moderately hard cover Front	
	Facility CDRR for ARV and OI Medicines (MoH 730B) For Standalone Sites, Satellite Sites and Central Site ART Dispensing Points			White and yellow copies to be properly perforated while the Green copy is the book copy.	printed on one side only Orientation: Portrait	e. Cover titles/text: See Tape binding. Must be strong. First page of the attachment of Instructions for the tool	
					NCR paper		
Commodity	Facility Monthly ARV Patient Summary, F-MAPS (MoH 729B) – for Standalone Sites, Satellite Sites and Central Site ART Dispensing Points		A3	. Pages:	Orientation: Portrait.	Cover	

No.	Tool Name	MOH No.	Size	Paper Specification	Specifications for color, print type, orientation	Cover/Binding	Contents
				a) 1 insert page, printed on one side only.	NCR paper	a) Color: Light Blue	
				b) Number of pages per book: 50 sets of NCR self-carbonating paper in triplicate.	Binding: Tape binding, must be strong.	b) Front cover – Manila, printed on both sides c) Back cover - Chip board	
				Copy 1 - white, copy 2 - yellow and copy 3 - green		d) Cover type: Medium/moderately hard cover	
				c) White and yellow copies to be properly perforated while the green copy is the book copy.		e) Cover titles/text:	
						2. Instructions for use of this data tool to be clearly printed on the inside cover of each tool	
						3. ARV and OI Regimen Codes to be printed on the page immediately after the page	

No.	Tool Name	MOH No.	Size	Paper Specification	Specifications for color, print type, orientation	Cover/Binding	Contents
						showing the Instructions for use of the tool	
Nutrition	Children Nutrition Service Register	407B	A3	Page quantity per book – 200 pages booklet, 100 sets of NCR / self-carbonating paper in	Pages:	Front Cover	
				duplicate [colors white, yellow] with 2 additional protocol reference pages printed on both	a. Single leaf per page, printed on one side.	a. Color: Black	
				sides.	b. Duplicate Pages perforated. Orientation: Landscape	b. Hard-Board printed on Top cover and mounted on Grey-board, 1000gms	
				Pages serialized and printed in one color (black)		2. Back cover:	
						a. Color: Grey	

No.	Tool Name	MOH No.	Size	Paper Specification	Specifications for color, print type, orientation	Cover/Binding	Contents
				Index row numbering increment from 1 to max-row (1,500)		b. Straw board, 850gms	
				Yellow page to be properly serrated/perforated on the left side for easy tearing			
						Instructions for completing the tool should be clearly printed on the inside cover of each	
						book. Bond paper 80gsm	
						Binding: Cloth Binding, must be strong.	
						Cover titles and content: See respective attachment.	
						Cover board insert 250gm	

No.	Tool Name	MOH No.	Size	Paper Specification	Specifications for color, print type, orientation	Cover/Binding	Contents
						Quantity to print: 2000 books.	
Nutrition	Adult Nutrition Service Register	407A	A3	Pages:	Orientation: Landscape	Front Cover	
				a. Single leaf per page, printed on one side.	Pages serialized and printed in one color (black)	a. Color: Black	
				b) Duplicate Pages perforated. Page quantity per book – 200 pages booklet, 100 sets of NCR / self-carbonating paper in	8. Index row numbering increment from 1 to max-row (1,500)	b. Hard-Board printed on top cover and mounted on Grey-board, 1000gms	
				Duplicate [colors white, yellow] with 2 additional protocol reference pages printed on both sides.	9. Yellow page to be properly serrated/perforated on the left side for easy tearing	2. Back cover:	
						a. Color: Grey	
						b. Straw board, 850gms	



No.	Tool Name	MOH No.	Size	Paper Specification	Specifications for color, print type, orientation	Cover/Binding	Contents
						Instructions for completing the tool should be clearly printed on the inside cover of each book.	
						Bond paper 80gsm	
						Binding: Cloth Binding, must be strong.	
						Cover titles and content: See respective attachment.	
						Cover board insert 250gm	
						Quantity to print: 2000 books.	
	FCDRR for nutrition commodities MOH 734	MOH 734		pages per book: 50 sets of NCR self-carbonating paper in triplicate Copy 1 - white, copy 2 - yellow and copy 3 - green White and yellow copies to be properly	Color: Light blue printed on one side only  Orientation: Portrait	Cover: Manila, printed on both sides Back cover - Chip board Cover type: Medium/moderately hard cover Front e. Cover titles/text: See	

No.	Tool Name	MOH No.	Size	Paper Specification	Specifications for color, print type, orientation	Cover/Binding	Contents
				perforated while the Green copy is the book copy.		Tape binding. Must be strong. First page of the attachment of Instructions for the tool	
	Prescription form for nutrition commodities MOH 732	MOH 732		<p>a) Printed on one side only.</p> <p>b) Number of pages per book: 50 sets of NCR self-carbonating paper in triplicate. Copy 1 - white, copy 2 - yellow and copy 3 – green</p> <p>c) White and yellow copies to be properly perforated while the green copy is the book copy.</p>	<p>Orientation: Portrait. NCR paper</p> <p>Binding: Tape binding, must be strong.</p>	<p>Cover</p> <p>a) Color: Light Blue</p> <p>b) Front cover – Manila, printed on both sides</p> <p>c) Back cover - Chip board</p> <p>d) Cover type: Medium/moderately hard cover</p>	
	Nutrition services summary tool-MOH 733B	MOH 733B		<p>a) Printed on one side only.</p> <p>b) Number of pages per book: 50 sets of NCR self-carbonating paper in triplicate. Copy 1 - white, copy 2</p>	<p>Orientation: Portrait. NCR paper</p> <p>Binding: Tape binding, must be strong</p>	<p>1)</p> <p>a) Color: Light Blue</p> <p>b) Front cover – Manila, printed on both sides</p> <p>c) Back cover - Chip board</p>	

No.	Tool Name	MOH No.	Size	Paper Specification	Specifications for color, print type, orientation	Cover/Binding	Contents
				<ul style="list-style-type: none"> <li>- yellow and copy 3 - green</li> <li>c) White and yellow copies to be properly perforated while the green copy is the book copy</li> </ul>		<ul style="list-style-type: none"> <li>d) Cover type: Medium/moderately hard cover</li> <li>e) Cover titles/text</li> <li>2. Instructions for use of this data tool to be clearly printed on the inside cover of each tool</li> <li>3. ARV and OI Regimen Codes to be printed on the page immediately after the page showing the Instructions for use of the tool</li> </ul>	
	CCC Patient appointment cards		A3	<ul style="list-style-type: none"> <li>-Single Hardboard Papers</li> <li>– Folded at the centre</li> <li>– Blue manila colored paper</li> <li>– 300gsm</li> </ul>	<ul style="list-style-type: none"> <li>-Printed in landscape</li> <li>-Black printing</li> </ul>	-As per Sample	
	Clinical Encounter Green Card [Patient encounter booklet – Initial]	MOH 257	A3	<ul style="list-style-type: none"> <li>- 2 Hardboard Papers</li> <li>- Folded at the centre</li> <li>- Held together by two staples to</li> </ul>	<ul style="list-style-type: none"> <li>- Printed in landscape</li> <li>- Printed in Portrait</li> <li>- Margins at the centre</li> </ul>	-As per Sample	

No.	Tool Name	MOH No.	Size	Paper Specification	Specifications for color, print type, orientation	Cover/Binding	Contents
				make 8 pages - Green manila colored paper - 300gsm	to allow for stapling		
	Facility Consumption data report and request for laboratory commodities	MOH 643	A3	a) 1 inserted page, printed on one side b) 50 sets of NCR (No Carbon Required) / self-carbonating paper in triplicate:- colors white, yellow and green 2 duplicate pages to be properly serrated/perforated on the left side for easy tearing	1. Size: A3 2. Orientation: Portrait 3. NCR paper	Back cover - Medium/moderately hard chip board cover Front cover: Manila 250-300 gsm	
	MOH 643B: Facility Consumption data report and request for art laboratory monitoring reagents	MOH 643B	A3	a) 1 inserted page, printed on one side b) 50 sets of NCR (No Carbon Required) / self-carbonating paper in triplicate:- colors white, yellow and green 2 duplicate pages to be	1. Size: A3 2. Orientation: Portrait 3. NCR paper	Back cover - Medium/moderately hard chip board cover Front cover: Manila 250-300 gsm	

No.	Tool Name	MOH No.	Size	Paper Specification	Specifications for color, print type, orientation	Cover/Binding	Contents
				properly serrated/perforated on the left side for easy tearing			
KP	MOH 731 Data Form (Comprehensive HIV/AIDS Reporting Tool)	731	A3	- 50 sheets duplicate	- Black printing	- 300gsm art card	As shared by NASCOP
				- Self - carbonating (NCR Paper)		- Laminated	
				- 55-60 gsm		- Stitching and binding tape at the spine	
				- Original (white, perforated)			
				- Duplicate (blue)			
	HEI Registers- MOH 408	MOH 408	A3	- Bond paper-80gsm 200sheets/400pgs	- Black on white paper - Orientation- Landscape	- Binding: Saddle stitched at the spine and strapped with binding cloth  - Specified printing on cover and 5±2 pages of instructions	

No.	Tool Name	MOH No.	Size	Paper Specification	Specifications for color, print type, orientation	Cover/Binding	Contents
HTS & Lab	HIV Testing Services (HTS) and Linkage Lab Register	362	A3	-Bond paper-80gsm	- Double sided	- Hard cover, 2400 gsm straw board, inside cover to be insulated with 115 gsm hard paper	As shared by NASCOP
				-100 sheets/200pgs	- Black on white paper	- Binding: Saddle stitched at the spine and strapped with binding cloth	
					-Orientation- Landscape	- Specified printing on cover and 5±2 pages of instructions	
	PrEP Client Encounter Card		A3	-1 Hardboard Paper - Folded at the centre - Held together by two staples to make 4 pages - Pink manila colored paper - 300gsm	- Printed in portrait		
	PrEP DAR-MOH 267	MOH 267	A3	Bond paper-80gsm 200sheets/400pgs	- Double sided - Black on white paper Orientation- Landscape	- Hard cover, 2400 gsm straw board, inside cover to be insulated with 115 gsm hard paper - Binding: Saddle stitched at the spine and	

No.	Tool Name	MOH No.	Size	Paper Specification	Specifications for color, print type, orientation	Cover/Binding	Contents
						strapped with binding cloth - Specified printing on cover and 5±2 pages of instructions	
PMTCT	Ante-Natal (ANC) Register MOH 405	MOH 405	A3	- Bond paper-80gsm	- Double sided	- Hard cover, 2400 gsm straw board, inside cover to be insulated with 115 gsm hard paper	As shared by NASCOP
				- 100 sheets/400pgs	- Black on white paper	- Binding: Saddle stitched at the spine and strapped with binding cloth	
					-Orientation- Landscape	- Specified printing on cover and 5±2 pages of instructions	
PMTCT	Maternity Services Health Facility Register (MoH 333)	MOH 333	A3	- Bond paper-80gsm	- Double sided	- Hard cover, 2400 gsm straw board, inside cover to be insulated with 115 gsm hard paper	As shared by NASCOP
				- 100 sheets/400pgs	- Black on white paper	- Binding: Saddle stitched at the spine and strapped with binding	

No.	Tool Name	MOH No.	Size	Paper Specification	Specifications for color, print type, orientation	Cover/Binding	Contents
						cloth	
					-Orientation- Landscape	- Specified printing on cover and 5±2 pages of instructions	
PMTCT	Post Natal Care (PNC) Register MOH 406	MOH 406	A3	- Bond paper-80gsm	- Double sided	- Hard cover, 2400 gsm straw board, inside cover to be insulated with 115 gsm hard paper	As shared by NASCOP
				-100 sheets /400pgs	- Black on white paper	- Binding: Saddle stitched at the spine and strapped with binding cloth	
					- Orientation- Landscape	- Specified printing on cover and 5±2 pages of instructions	
	HEI Follow-up cards		A3	- One whole card that folds into three A4 conjoined cards - White Manila paper "300 gsm	Full colour printing	N/A	



No.	Tool Name	MOH No.	Size	Paper Specification	Specifications for color, print type, orientation	Cover/Binding	Contents
C&T	Daily Activity Registers - MoH 362	MOH 362	A3	- Bond paper-80gsm	- Double sided	- Hard cover, 2400 gsm straw board, inside cover to be insulated with 115 gsm hard paper	As shared by NASCOP
				- 100 sheets/200pgs	- Black on white paper	- Binding: Saddle stitched at the spine and strapped with binding cloth	
					- Orientation- Landscape	- Specified printing on cover and 5±2 pages of instructions	
						-	
C&T	ART Treatment Preparation Register (MOH 361A)	MOH 361 A	A3	- Bond paper-80gsm	- Double sided	- Hard cover, 2400 gsm straw board, inside cover to be insulated with 115 gsm hard paper	As shared by NASCOP
				- 100 sheets/200pgs	- Black on white paper	- Binding: Saddle stitched at the spine and strapped with binding cloth	
					- Orientation- Landscape	- Specified printing on cover and 5±2 pages of	

No.	Tool Name	MOH No.	Size	Paper Specification	Specifications for color, print type, orientation	Cover/Binding	Contents
						instructions	
	PCR Log		A4	White paper, One A4 sheet per form, Printed on one side	Black on white paper, Orientation landscape	- As per sample	As shared by NASCOP
C&T	HIV ART Cohort register (MOH 361B) & DAR - HIV Care and Treatment Register	MOH 361B	A3	- Bond paper-80gsm	-Double sided	- Hard cover, 2400 gsm straw board, inside cover to be insulated with 115 gsm hard paper	As shared by NASCOP
				- 100 sheets/200pgs	- Black on white paper	- Binding: Saddle stitched at the spine and strapped with binding cloth	
					-Orientation-Landscape	- Specified printing on cover and 5±2 pages of instructions	
	VMMC-Minor Theatre Register	VL LRF	A3	Bond paper-80gsm 200sheets/400 pgs	- Black printing	- Hard cover, 2400 gsm straw board, inside cover to be insulated with 115 gsm hard paper - Binding: Saddle stitched at the spine and strapped with binding cloth	

No.	Tool Name	MOH No.	Size	Paper Specification	Specifications for color, print type, orientation	Cover/Binding	Contents
						- Specified printing on cover and 5±2 pages of instructions	

#### KP TOOLS SPECIFICATIONS-2019

1. DESCRIPTION	:	STI Treatment form				
SIZE		:	A4			
EXTENT		:	Single			
PAPER		:	Text	:	Bond 80gsm	
COLOR		:	Text	:	Full color	:
FINISHING	: Please ensure you leave enough margin to allow filling					
cloth on the spine						
2. DESCRIPTION	:	MOH 731 PLUS				
SIZE		:	A3			
EXTENT		:	200 pages			
PAPER		:	Text	:	Bond 80 gsm	

1. DESCRIPTION :		STI Treatment form				
			:	Cover	:	Art card 200gsm mounted on strawboard 1400gsm
COLOR		:	Text	: Full color		
			:	Cover	:	Full color
FINISHING :		Hard cover binding with binding cloth on the spine				
3. DESCRIPTION :		KP COHORT REGISTER				
SIZE		:	A2			
EXTENT		:	200 pages			
PAPER		:	Text	:	Bond 80 gsm	
			:	Cover	:	Art card 200gsm mounted on strawboard 1400gsm
COLOR		:	Text	: Full color		
			:	Cover	:	Full color
FINISHING :		Hard cover binding with				

1. DESCRIPTION :		STI Treatment form				
		binding cloth on the spine				
Print "Codes for filling cohort register" on the flip side of the cover page						

## **SPECIFICATIONS FOR PRINTING OF IPC MATERIALS-KP PROGRAM**

### **1. Posters**

Size: A2 - 420 mm x 594 mm, A3 - 297 x 420 mm

Materials: 150 gsm - Art paper / Tic Tac / ABS \*Single Sided.

Finishing: UV coating [gloss / Matt where applicable], Trim to size.

Mounting: Double sided tape / White glue.

### **2. Brochures**

Size: A3 297 x 420 mm

Materials: 150 gsm - Art paper.

Finishing: Glossy Pages, Full color

### **3. Frequently asked Questionnaires**

Size: A3 297 x 420 mm, As per Artwork

Materials: A Cover Pages- 300gsm, Inner Pages- 250gs,

Finishing: Glossy Pages, Full color

### **4. Pocket Booklet**

Size: Wallet size

Materials: Cover Pages- 300gsm, Inner Pages- 250gs,

Finishing: Glossy Pages, Full color, Binding- Tight steeples

### **5. Bracelets**

Size: Free size

Materials: Rubber.

Finishing: As per design.

#### SPECIFICATIONS FOR COMMUNITY ART TOOLS

Name of Tool	Specifications
ART Distribution Form	Printed as A5, hardcover with MoH Logo, Triplicate and Self Carbonating

## SECTION VI - SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery

Tender Name.....

Program	Particulars	Units	Quantity	Delivery time from date of Purchase Order Issuance
C&T	Daily Activity Registers - MoH 362	No.	10,000	
	ART Treatment Preparation Register (MOH 361A)	No.	3,000	
	CCC Patient appointment cards	No.	6000	
	MoH 257, Clinical Encounter Green Card	No.	10000	
	HIV ART Cohort register (MOH 361B) & DAR - HIV Care and Treatment Register	No.	9,000	
Commodity	MOH 367A: Daily Activity Register for Anti-retroviral And Opportunistic Infection Drugs (DAR – ARVs & OIs)	No.	4,000	
	MoH729B: MoH Monthly ARV Patient Summary (F-MAPS) Report	No.	5,000	

Program	Particulars	Units	Quantity	Delivery time from date of Purchase Order Issuance
	MoH730B: Facility Consumption Data Report and Request (F-CDRR) for Anti-retroviral and Opportunistic Infection Medicines	No.	7,000	
	MOH 643: Facility Consumption data report and request for laboratory commodities	No.	4000	
	MOH 643B: Facility Consumption data report and request for art laboratory monitoring reagents	No.	4000	
HTS & PrEP	HIV Testing Services (HTS) and Linkage Lab Register (MOH 362)	No.	6,000	
	PrEP Client Encounter Card	No.	3,000	
	PrEP DAR - MoH 267 -	No.	3000	
Nutrition	Children Nutrition Service Register-MOH 407B	No.	3,000	
	Adult Nutrition Service Register 407 A	No.	3,000	
	FCDRR for nutrition commodities MOH 734	No.	3,000	



Program	Particulars	Units	Quantity	Delivery time from date of Purchase Order Issuance
	Prescription form for nutrition commodities MOH 732	No.	3,000	
	Nutrition services summary tool- MOH 733B	No.	3,000	
PMTCT	Ante-Natal (ANC) Register MOH 405	No.	2,500	
	Maternity (ANC) Register MOH 333	No.	2,400	
	Post-Natal Care (PNC) Register MOH 406	No.	2500	
	HEI Follow-up cards	No.	5000	
	PCR Log-	No.	3500	
SI	HEI Registers - MoH 408	No.	5,000	
KP	MOH 731 Data Form (Comprehensive HIV/AIDS Reporting Tool)	No.	2,000	
	MoH 731PLUS - KP reporting	No.	2,000	
	Peer tracking register	No.	500	
VMMC	STI treatment form	No.	2000	
	Minor Theatre Register	No.	2000	
Care and Treatment	ART Distribution Form	No .	900	
KP	Pre-test IEC and IPC Materials	No	5	
	Editing and Designing	No	2	
	Posters Printing	No	300	
	Brochures Printing	No	300	
	Frequently Asked Questions Printing	No	300	
	Pocket Booklet/Handbook	No	300	

Program	Particulars	Units	Quantity	Delivery time from date of Purchase Order Issuance
	Printing			
	Bracelets	No	3810	

## SECTION VII - PRICE SCHEDULE FOR GOODS

Name of Tenderer.....

Tender Number .....Page .....of .....

Program	Particulars	Units	Quantity	Price	Total
C&T	Daily Activity Registers - MoH 362	No.	10,000		
	ART Treatment Preparation Register (MOH 361A)	No.	3,000		
	CCC Patient appointment cards	No.	6000		
	MoH 257, Clinical Encounter Green Card	No.	10000		
	HIV ART Cohort register (MOH 361B) & DAR - HIV Care and Treatment Register	No.	9,000		
Commodity	MOH 367A: Daily Activity Register for Anti-retroviral And Opportunistic Infection Drugs (DAR – ARVs & OIs)	No.	4,000		
	MoH729B: MoH Monthly ARV Patient Summary (F-MAPS) Report	No.	5,000		
	MoH730B: Facility Consumption Data Report and Request (F-CDRR) for Anti-retroviral and Opportunistic Infection Medicines	No.	7,000		

Program	Particulars	Units	Quantity	Price	Total
	MOH 643: Facility Consumption data report and request for laboratory commodities	No.	4000		
	MOH 643B: Facility Consumption data report and request for art laboratory monitoring reagents	No.	4000		
HTS & PrEP	HIV Testing Services (HTS) and Linkage Lab Register (MOH 362)	No.	6,000		
	PrEP Client Encounter Card	No.	3,000		
	PrEP DAR - MoH 267 -	No.	3000		
Nutrition	Children Nutrition Service Register-MOH 407B	No.	3,000		
	Adult Nutrition Service Register 407 A	No.	3,000		
	FCDRR for nutrition commodities MOH 734	No.	3,000		
	Prescription form for nutrition commodities MOH 732	No.	3,000		
	Nutrition services summary tool- MOH 733B	No.	3,000		
PMTCT	Ante-Natal (ANC) Register MOH 405	No.	2,500		

Program	Particulars	Units	Quantity	Price	Total
	Maternity (ANC) Register MOH 333	No.	2,400		
	Post-Natal Care (PNC) Register MOH 406	No.	2500		
	HEI Follow-up cards	No.	5000		
	PCR Log-	No.	3500		
SI	HEI Registers - MoH 408	No.	5,000		
KP	MOH 731 Data Form (Comprehensive HIV/AIDS Reporting Tool)	No.	2,000		
	MoH 731PLUS - KP reporting	No.	2,000		
	Peer tracking register	No.	500		
VMMC	STI treatment form	No.	2000		
	Minor Theatre Register	No.	2000		
Care and Treatment	ART Distribution Form	No.	900		
KP	Pre-test IEC and IPC Materials	No	5		
	Editing and Designing	No	2		
	Posters Printing	No	300		
	Brochures Printing	No	300		
	Frequently Asked Questions Printing	No	300		
	Pocket Booklet/Handbook Printing	No	300		
	Bracelets	No	3810		
	<b>GRAND TOTAL</b>				

Amount in words: **Kenya shillings**

.....

.....  
.....Cents .....

**Tenderer's Signature and stamp**

.....

Address.....

Date .....

***Note:** Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal or total bid price shall be considered as a major deviation and shall lead to the tender considered as non-responsive*

## **SECTION VIII - STANDARD FORMS**

### **Notes on Standard 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. \_\_\_\_\_

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 and deliver the goods ( ..... *(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 supply and deliver 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 \_\_\_\_\_



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

- 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 tenderer*] .....

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 NON-DEBARMENT DECLARATION FORM

Date \_\_\_\_\_

To  
The Principal Secretary  
Ministry of Health  
P.O. Box 30016 – 00100  
NAIROBI

We (name and address) \_\_\_\_\_

\_\_\_\_\_ declare the following:

That we;

- a) Have not been debarred from participating in public procurement.
- b) Have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

-----  
Name of Bidder

-----  
Signature

-----  
Date

(To be signed by authorized representative and officially stamped)



## 8.10 LITIGATION HISTORY

Information on litigation history in which the Bidder was involved.

OTHER PARTY (IES)	CAUSE OF DISPUTE	AMOUNT INVOLVED (KSHS)

I certify that the above information is correct.

.....  
Date

.....  
Signature of Bidder

.....  
Date

## 8.11 ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE

I/We/Messrs.....

of Street, Building, P O Box.....

.....

Contact/Phone/E mail.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We .....

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender/Tender No .....

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized Signature.....

Name and Title of Signatory.....

**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 of .....20.....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...

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**FOR OFFICIAL USE ONLY**

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

SIGNED  
Board Secretary