

**KAIMOSI TEACHERS' TRAINING COLLEGE**

**INVITATION TO TENDER FOR SUPPLY AND DELIVERY OR  
GOODS AND SERVICES FOR THE FINANCIAL YEAR  
2023/2024**

**COMPANY NAME:**.....

**CATEGORY NO:**.....

**CATEGORY DESCRIPTION:**.....

IF SPECIAL GROUP PLEASE INDICATE BELOW :(√ )

WOMEN

YOUTH

PERSONS WITH DISABILITIES

**CLOSING DATE**

**22<sup>nd</sup> August 2023**

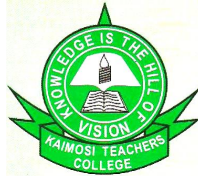
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## **INVITATION**

### **1.1 Introduction**

**KAIMOSI TEACHERS' TRAINING COLLEGE** invites bids from qualified and interested eligible bidders for the supply of under listed goods and services for the financial year 2023-2024



## KAIMOSI TEACHERS' TRAINING COLLEGE

Telephone: 0705 564 121 Website: [www.kaimositc.ac.ke](http://www.kaimositc.ac.ke) P.O. Private Bag – 50309 Tiriki, Kenya

Email: [kaimositc@yahoo.com](mailto:kaimositc@yahoo.com)

### TENDERS FOR THE FINANCIAL YEAR 2023/2024

Tenders are invited from qualified and interested bidders for the supply and delivery of goods and services under listed to Kaimosi Teachers' Training College for the financial year 2023/2024. Goods and services will be procured on “**as and when required basis**”

S/NO.	CATEGORY REFERENCE	GOODS, WORKS & SERVICES	ELIGIBILITY
	<b>CATEGORY A</b>	<b>SUPPLY AND DELIVERY OF GOODS</b>	
1	KTTC/01/2023/2024	Supply and delivery of shop groceries (sugar, rice, salt, cooking oil)	Open
2	KTTC/02/2023/2024	Supply and delivery of fresh vegetables Tomatoes & Onions	Women
3	KTTC/03/2023/2024	Supply and delivery of fruits	Youth
4	KTTC/04/2023/2024	Supply and delivery of office stationery and tuition materials	Youth
5	KTTC/05/2023/2024	Supply and delivery of fresh milk	Open
6	KTTC/06/2023/2024	Supply and delivery of human drugs and medicine	Open
7	KTTC/07/2023/2024	Supply and delivery of eggs	Youths
8	KTTC/08/2023/2024	Supply and delivery of soap, detergents & cleaning materials.	PWDs
9	KTTC/09/2023/2024	Supply and delivery of firewood	Women
10	KTTC/10/2023/2024	Supply and delivery of hardware materials	Open
11	KTTC/11/2023/2024	Supply and delivery of office equipments, computers, printers, toners & related machines	Youth
12	KTTC/12/2023/2024	Supply and delivery of fuel and lubricants	Open
13	KTTC/13/2023/2024	Supply and delivery of beef	Open
14	KTTC/14/2023/2024	Supply and delivery of bread	Open
15	KTTC/15/2023/2024	Supply and delivery of electrical materials	Youth
16	KTTC/16/2023/2024	Supply and delivery of beans	Women
17	KTTC/17/2023/2024	Supply and delivery of maize	Women
18	KTTC/18/2023/2024	Supply and delivery of sports equipment and uniforms	Open
19	KTTC/19/2023/2024	Supply and delivery of Textbooks	Open
20	KTTC/20/2023/2024	Supply and delivery of workers uniforms	Open
	<b>CATEGORY B</b>	<b>PROVISION OF SERVICES</b>	
21	KTTC/21/2023/2024	Provision of printing services	Youths
22	KTTC/22/2023/2024	Provision of grinding services	Women
23	KTTC/23/2023/2024	Provision of welding services	Open
24	KTTC/24/2023/2024	Repair and service of fire extinguishers	Open
25	KTTC/25/2023/2024	Provision of motor vehicle insurance services	Open
26	KTTC/26/2023/2024	Repair and service of college Generator and Tractor	Open
27	KTTC/27/2023/2024	Repair and service of college motor vehicles	Open

The tender documents can be obtained by interested and eligible bidders from the procurement office during working hours upon payment of a non-refundable fee of Kshs. 1000 (One thousand only) per set, payable to **Account No. 0960263868356 Equity bank, Mbale Branch (Quakers ECDE Centre – Kaimosi).**

Complete bid documents in plain sealed envelopes, clearly marked with category number and category name bearing no other mark, name or indication of the applicant should be send to:-

**THE SECRETARY  
BOARD OF MANAGEMENT  
KAIMOSI TEACHERS' TRAINING COLLEGE  
PRIVATE BAG – 50309  
TIRIKI**

Or dropped in the tender box at the reception of the administration block at Kaimosi Teachers' Training College so as to reach not later than **22<sup>nd</sup> August 2023 at 12.00 p.m.** Opening of the bid documents shall be done immediately thereafter in the presence of the applicants or their representatives who choose to attend.

## **1.2 Registration Objective**

The main objective of this part, is to supply and deliver assorted items and also provide services under relevant tenders/Quotations to Kaimosi Teachers' Training College as and when required during the **period 2023- 2024**

## **1.3 Invitation of registration**

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their REGISTRATION documents to the Kaimosi Teachers' Training College, so that they may be registered for submission of tenders/Quotations. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for registration.

## **1.4 Experience**

Prospective suppliers and contractors must have carried out successfully supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate willingness and commitment.

## **1.5 Registration Document**

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for bidding, prospective supplier must submit all the information herein requested.

## **1.7 SECTION I – INVITATION TO TENDER**

**Date: 3<sup>rd</sup> August 2023**

KAIMOSI TEACHERS' TRAINING COLLEGE invites applications for tenders from interested eligible bidders for the supply of under listed goods and services for the financial year 2023-2024

- 1.1 Interested eligible candidates may obtain further information from and inspect the tender documents at Procurement Office Kaimosi Teachers' Training College during normal working hours.
- 1.2 A complete tender document may be obtained by interested candidates upon payment of a non-refundable fee of 1,000.00 only, payable at **EQUITY BANK A/C NO. 0960263868356, MBALE BRANCH. (QUAKERS ECDE CENTRE – KAIMOSI)**
- 1.3 All pages including any attachments should be paginated
- 1.4 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend.

1.5 Kaimosi Teachers' Training College reserves the right to accept or reject any tender and may 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.

1.6 Late Tenders, incomplete Tenders, Tenders not received, Tenders not opened at the Tender opening ceremony shall not be accepted.

### 1.8 **Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the Chief Principal, Kaimosi Teachers' Training College.

### 1.9 **Additional Information**

The College reserves the right to request submission of additional information from prospective bidders.

### 1.10 **Invitation to Tenders/Quotations**

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the college after **scoring more than 70 points** soon after the completion of the registration process

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

### **2.2 Customs Clearance**

The contractors shall be responsible for custom clearance of their imported goods and materials

### **2.4 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's Accounting Officer

### **2.5 Payments**

All local purchase shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the contract Agreement.

## REGISTRATION DATA INSTRUCTIONS

### 3.1. **Registration data Forms**

The attached questionnaire forms R-1, R-2, R-3, R-4, R-5, R-6, R-7 & R-8 are to be completed by prospective supplier/contractors who wish to be registered for submission of tender for the **specified tender lot**

- 3.1.1 The registration application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

### 3.2 **QUALIFICATION**

- 3.21 It is understood and agreed that the registration data on prospective bidders is to be used by the KTTC in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the **Tender lot** as described by the client.
- 3.22 Prospective bidders will not be considered qualified unless in the Judgment of the institution they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/Services.

### 3.3 **Essential Criteria for registration**

- 3.3.1. (a) Experience: Prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.
- (b) Prospective supplier requires special experience and capability to organize, supply and delivery of items, or services at short notice.

#### 3.3.2 **Personnel**

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in Form R 3.

#### 3.3.3 **Financial Condition**

The supplier's financial condition will be determined by latest financial statement submitted with the registration documents as well as Letters of reference from their bankers regarding supplier's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

- 3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data on Form R 4. However, potential bidders should provide evidence of financial capability to execute contract.

### **3.3.5 Past Performance**

Past performance will be given due consideration.

Letters of reference from past customers should be included in Form R-5 where applicable.

### **3.3.6 Newly Registered firms**

Such firms may not have any experience or past performance documented. Marks for such criteria shall be awarded in full if the personnel/staff shall be proven to have relevant compensating experience. No prove of LPO's /LSO's/invoices/Contracts shall therefore be required litigation history's marks shall also be awarded in full for such new firms.

### **3.3.7 Firms under preference and reservation regulations**

Such entities shall be required to have been registered with the Ministry of Finance and submit the certificate to be exempted from the evaluation criteria and qualify

## **3.4 STATEMENT**

Application must include a sworn statement Form R-6 by the Tenderer ensuring the accuracy of the information given.

## **3.5 WITHDRAWAL OF REGISTRATION**

Should a condition arise between the time firm is registration to bid and the bid opening date which in the opinion of the client/KTTC could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments. The Kaimosi Teachers' Training College reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

## **3.6 OUTLINED SUPPLY AND DELIVERY**

### **Procedures**

The registration applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in form R-2

## **3.7 EVALUATION CRITERIA**

KAIMOSI TEACHERS' TRAINING COLLEGE will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrixes below:



**EVALUATION CRITERIA I – for AGPO Registered special groups (Youth, Women & PWD only)**

<b>A</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES/NO)</b>
<b>A1</b>	Valid Certificate of Incorporation/Business Registration (Attach Copy)	
<b>A2</b>	Personal Identification Number (PIN) certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach Copy)	
<b>A3</b>	Certificate of Registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach Copy)	
<b>A4</b>	Current/valid Tax compliance Certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach Copy)	

**EVALUATION CRITERIA II- General Public**

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

<b>B.</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES/NO)</b>
B1	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
B2	Personal Identification Number (PIN) certificate (Attach copy)	YES/NO
B3	Valid Tax compliance Certificate (Attach copy)	YES/NO
B4	Current Business Permit/License (Attach copy)	YES/NO
B5	Physical location of business premises ( <b>see business questionnaire</b> )	YES/NO
B6	Fulfillment of special condition relevant to the category applied for ( <b> where applicable</b> )	YES/NO
<b>C.</b>	<b>GENERAL REQUIREMENTS</b>	
C1.	Supplier Availability -Postal Address (2) -Contact Person (2) -Email Address (2) -Telephone/Mobile Number (2) -Website (2)	10
C 2.	Business Ownership: Company/Business Profile -Disclosure of Directors/Partners/Sole proprietor	10
C 3.	Financial Stability Evidence of profit making in the attached 2 years audited reports	10
C4	Financial Capability – Audited accounts for the last 2 years	20

C5.	<b>Experience:</b> Indicate having undertaken similar assignment with at least 3 firms <b>(Attach proof: copies of LPOs, Letter of Award, Completion Certificates, Contracts)</b>	20
C6	<b>Supply Capacity:</b> Maximum Volume of Business handled in the last 2 years -2million and above (12) -1.5-2 Million (9) 1-1.5 Million (3)	12
C7	<b>Credit Period:</b> Indicate Credit Period willing to offer -90 days (12) -60 days (9) -30 days (6) -Less than 30 days (3)	12
C8	Eligibility & Disclosure of litigation history	6
<b>TOTAL</b>		<b>100</b>

### 3.8 Qualification Mark

The qualification mark is **70 points** and over  
Bidders must meet all the mandatory requirements to qualify

**FORM R 1**

**REGISTRATION DOCUMENTATION**

**All firms must provide:**

- (a) Copies of Certificate of Registration
- (b) Copy of Personal Identification Number (PIN) Certificate
- (c) Tax compliance Certificate from Kenya Revenue Authority
- (d) Copies of Pin Certificates of Firm/Company/Individual

**FORM R-2**

**REGISTRATION DATA**

1. Legal name of firm.....  
Post office address.....  
Street and Address.....  
City.....  
Country.....  
Telephone No.....  
Person to contact.....  
Title.....
2. Organization & Business Information.....  
Management Personnel.....  
Director.....  
General Manager.....  
Other.....  
Partnership (if applicable).....  
Names of Partners.....
3. Business founded or incorporated.....
4. Under present management since.....
5. Net worth equivalent Kshs.....
6. Enclose copy of the organization chart of the firm indicating the main fields of activities

**FORM R-3**

**SUPERVISORY PERSONNEL**

Name.....

Age.....

Academic Qualification.....

Professional Qualification.....

Length of service with contractor or supplier position held  
.....

**Supply or service experience**

a) Name of Client/Customer.....

b) Character and nature of Contract.....

c) Contract value.....

d) Location of Contract.....

e) Period of Contract.....

f) Title and responsibility in Contract.....  
.....

g) Other.....

**Proposed Technical Personnel**

a) .....

b) .....

c) .....

d) .....

e) .....

f) .....

g) .....

Proposed position in this project if contract is awarded.....

.....  
Brief statement of supply and service delivery method the supplier plans to use to execute the contract  
.....

**FORM R- 4**

**FINANCIAL POSITION**

Attach a copy of firm's two recent certified financial statements giving Summary of assets and current liabilities/or any other financial support.

**FORM R- 5**

**PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS**

**NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1. Name of 1<sup>st</sup> client (Organization)

- i. Name of client (Organization).....
- ii. Address of Client (Organization).....
- iii. Name of contact person at the client (Organization).....
- iv. Telephone No. of Client.....
- v. Value of contract.....
- vi. Duration of contract (date).....

2. Name of 2nd client (Organization)

- i. Name of client (Organization).....
- ii. Address of client (Organization.....
- iii. Name of contact person at the client (Organization.....
- iv. Telephone No. of Client.....
- v. Value of contract.....
- vi. Duration of contract (Date).....

3. Name of 3<sup>rd</sup> Client (Organization)

- i. Name of client (Organization).....
- ii. Address of Client (Organization).....
- iii. Telephone No. of Client.....
- iv. Name of contact person at the client (Organization).....
- v. Value of contract.....
- vi. Duration of contract (Date).....

4. Others.....

**FORM R - 6**

**SWORN STATEMENT**

Having studied the registration information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being registered as a supplier we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.

Date.....

Applicant's Name.....

Address.....

Tel. No.....

Represented by.....

Signature.....

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



**SECTION – PRICE SCHEDULE FOR GOODS**

Name of tender ..... Tender Number ..... Page ..... of .....

1	2	3	4	5	6	7
Item	Description	Country of Origin	Quantity	Unit Price	Total Price EXW per item(cols.4x5)	Unit price of other incidental services payable

Signature of tenderer .....

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

**FORM OF TENDER**

**TO**.....

**Date**.....

.....

**Tender No.** .....

.....

Gentlemen and/or ladies:

1. Having examined the tender documents including Addenda No.s .....the receipt of which is hereby duly acknowledged. We, the undersigned, offer to supply and deliver ..... in conformity with the said tender documents for the sum of .....or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this tender.
2. We undertake, if our Tender is accepted, to deliver the goods and services 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 Kaimosi Teachers’ Training College.
4. We agree to abide by this Tender for a period of 90 days from the date fixed for tender opening of the Instructions to renderers, 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 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 .....2023

.....  
(Signature)

.....  
(in the capacity of)

Duly authorized to sign tender for or on behalf of .....

**FORM R-7 CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1 and either part 2 (a) 2 (b) or 2 (c) whichever applies in 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.....Mobile No.....

Nature of business.....

Current Trade License No.....Expiring date.....

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

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

**Functioning e-mail address(es).....**

**PART 2(A) – Sole Proprietor**

Your name in full.....Age.....

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

Citizenship details.....

**Part 2 (b) – Partnership:**

<b>Name</b>	<b>Nationality</b>	<b>citizenship Details</b>	<b>Shares</b>
1. ....			
2. ....			
3. ....			
4. ....			
5. ....			

**Part 2 (c) Registered Company**

Private or Public

State the nominal and issue capital of the company

Nominal Kshs..... Issued Kshs. ....

Give details of all directors as follows:

No.	Name	Nationality	Citizenship Details	Shares
1				
2				
3				
4				
5				
6				

Date.....

Signature & Stamp of Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, naturalization or Registration

**FORM R – 8                      TENDER QUESTIONNAIRE**

Please fill in block of letters

1. Full names of tenderer

.....  
.....

2. Full address of tenderer to which tender correspondence is to be sent(unless an agent has been appointed below)

.....  
.....

3. Telephone numbers of tenderer

.....  
.....

4. Fax number of tenderer

.....  
.....

5. Name of tenderers representative to be contacted on matters of the tender during the tender period.

.....  
.....

6. Details of tenderers nominated agent (if any) to receive tender notices. This is essential if tenderer does not have his registered address in Kenya (name, address, telephone and fax)

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

**Signature and stamp/seal of tenderer**

**FORM R-9**

**LITIGATION HISTORY**

**Name of Contractor/Supplier**

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

Year	Award for or against	Name of client cause of Litigation and matter in dispute	Disputed Amount (Current value, Kshs. Equivalent )

**TENDER SECURITY FORM**

Whereas ..... has submitted its tender dated .....for the supply and delivery of .....(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 Kaimosi Teachers’ College in the sum of .....for which payment will and truly 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.....2023.

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 tendereres;

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)* .....

**FORM R-10 CONTRACT FORM**

THIS AGREEMENT made the ..... day of .....2023 between Kaimosi Teachers’ College of Vihiga County of the one part and ..... of .....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 ..... (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 Condition 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 provided the goods and to remedy defects therein in conformity in all respects with the provision 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 WTNESS 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.....)



**FORM R-11 PERFORMANCE SECURITY FORM**

TO .....  
*(Name of Procuring entity)*

WHEREAS .....(name of tenderer) has undertaken, in pursuance of Contract No. ....(*reference number of the contract*) dated .....2023 to supply .....

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 as 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 of the sum specified therein.

This guarantee is valid until the .....day of .....2023

Signed and seal of the Guarantors

.....  
*(Name of bank or financial institution)*

.....  
*(Address)*

.....  
*(Date)*

**BANK GUARANTEE FOR ADVANCE PAYMENT FORM**

To .....  
(Name of Procuring entity)

(Name of tender) .....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, .....  
.....  
(name and address of tenderer) 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 of 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)

**LETTER OF NOTIFICATION OF AWARD**

Kaimosi Teachers' Training College  
P.O. Private Bag – 50309  
**TIRIKI**

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.

.....

.....

.....

**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.

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

- 1.
- 2.

SIGNED ..... (Applicant)

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

---

**FOR OFFICIAL USE ONLY**

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

**SIGNED**  
**Board Secretary**

**COMMITMENT TO PROVIDE BENEFICIAL OWNERSHIP INFORMATION**

I, ..... of P. O. Box .....  
being a resident of .....in the Republic of ..... do hereby  
make a state as follows:-

1. THAT I am the Chief Executive Officer/Managing Director/Principal  
Officer/Director/Authorized Officer of .....who is a Bidder  
in respect of Tender No. ....for .....) advertised by  
..... And duly authorized and competent to make this statement.
2. THAT I do hereby do commit to provide beneficial ownership Information in conformity  
with the Beneficial Ownership Disclosure Form to the procuring entity upon receipt of  
notification of award in the event we are the successful tenderer in this subject procurement  
proceeding. I fully understand that failure to furnish the procuring entity with the  
Beneficial Ownership Information within the period provided for in the letter of award shall  
invalidate my award and may be considered as refusal to enter into a written contract which  
is punishable under Section 4(1) (e) of the Public Procurement and Asset Act, 2015.

Name of the Firm/Company.....  
Registered Physical Address of the Company.....  
Telephone No..... Mobile Number .....  
Email Address .....  
Name of Authorized Signatory .....  
Designation .....  
Signatory .....  
Date .....  
Witnessed by .....  
Signature of Witness .....  
Date .....

**BENEFICIAL OWNERSHIP DISCLOSURE FORM**

Tender Reference No.: ..... Name of the Tender Title/Description: ..... to: .....

In response to the requirement in your notification of award dated ..... to furnish additional information on beneficial ownership: .....

I) We hereby provide the following beneficial ownership information.

***Details of beneficial ownership***

	<b>Details of all Beneficial Owners</b>		<b>% of shares a person holds in the company directly or indirectly</b>	<b>% of voting rights a person holds in the company</b>	<b>Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes/No)</b>	<b>Directly or indirectly exercises significant influence or control over the tenderer/company (Yes/No)</b>
1	Full Name		Directly .....% of shares	Directly .....% of voting rights		
	National Identity Card Number or Passport Number					
	Personal Identification Number (Where applicable)		Indirectly.....% of shares	Indirectly .....% of voting rights		
	Nationality					
	Date of birth (dd/mm/yy)					
	Postal address					
	Residential address					
	Telephone number					
	Email address					
Occupation or Profession						

<b>Details of all Beneficial Owners</b>		<b>% of shares a person holds in the company directly or indirectly</b>	<b>% of voting rights a person holds in the company</b>	<b>Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes/No)</b>	<b>Directly or indirectly exercises significant influence or control over the tenderer/company (Yes/No)</b>
2	Full Name	Directly .....% of shares  Indirectly.....% of shares	Directly .....% of voting rights  Indirectly .....% of voting rights		
	National Identity Card Number or Passport Number				
	Personal Identification Number (Where applicable)				
	Nationality				
	Date of birth (dd/mm/yy)				
	Postal address				
	Residential address				
	Telephone number				
	Email address				
	Occupation or Profession				
3					
etc					

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 5 of the Companies (Beneficial Ownership Information) (Amendment) Regulations, 2022.

III) What is stated to herein above is true to the best of my knowledge, information and belief.

*Name of the Tenderer:* .....

*Name of the person duly authorized to sign the Tender of behalf of the Tenderer:*

*Designation of the person signing the Tender:* .....

*Signature of the person named above:* .....

*Date this ..... day of ..... year .....*