

KENYA FORESTRY RESEARCH INSTITUTE



TENDER NO: KEFRI/ONT/002/2021-2022

TENDER REFERENCE NUMBER: PROVISION OF CLEANING SERVICES

RELEASE DATE: TUESDAY, 20TH JULY, 2021

CLOSING DATE: MONDAY 2ND AUGUST 2021

CLOSING TIME: 2:00 PM

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INVITATION TO TENDER

TENDER NO: KEFRI/ONT/002/2021-2022

TENDER REFERENCE NUMBER: PROVISION OF CLEANING SERVICES

1. KEFRI invites sealed tenders for Provision of Cleaning Services at KEFRI Headquarters.
2. Tendering will be conducted under open competitive method - Open National Tender using a standardized tender document for procurement of Non-Consultancy Services. The Tender is reserved for firms owned by Youth, Women and Persons with Disability, qualified and interested Tenderers registered in Kenya and dealing with the business of Provision Cleaning Services.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours, Monday – to Friday between 9:00am to 4:00pm inclusive except for public holidays at the address given below.

**Kenya Forestry Research Institute Headquarters,
Muguga, off Nairobi – Naivasha Road,
Supply Chain Management Division
P.O Box 20412-00200, Nairobi**

4. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non- refundable fees of **Ksh 1,000** in cash or Banker's Cheque and payable to **Kenya Forestry Research Institute Headquarters, Muguga, off Nairobi – Naivasha Road, P.O Box 20412-00200, Nairobi**. Or Tender documents may be obtained electronically free of charge from; <https://www.kefri.org/components/tenders/tenders.html> or Public Procurement Information Portal (www.tenders.go.ke). Tender documents obtained electronically will be free of charge.

5 Tender documents may be viewed and downloaded for free from the website <https://www.kefri.org/components/tenders/tenders.html> or Public Procurement Information Portal (www.tenders.go.ke). Tenderers who download the tender document and intent to submit the tender **must** forward their particulars immediately to tenders@kefri.org to facilitate any further clarification or addendum. The procedure to be followed by tenders in registering their particulars will be as **follows:**

Tenderers shall indicate: Tender reference No; Tender Name; official Email Address and the Telephone number and the complete name and Designation of the Person to be contacted. KEFRI will not be liable for failure of delivery of the Clarification/Addenda to the indicated Contacts, therefore the tenderers are reminded to re-confirm their contacts before they emailed.

6. All Tenders must be accompanied with *“Tender-Securing Declaration dully filled and signed by Authorized person.*

7. Completed tenders must be delivered to the address below on or before **Monday, 2nd August 2021 at 2:00Pm. *Electronic Tenders Shall not be permitted.***

8. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below. Late tenders will be rejected.

9. The addresses referred to above are:

A. Address for obtaining further information and for purchasing tender documents

Kenya Forestry Research Institute (KEFRI)
Supply Chain Management Office
Ag. Deputy Director-Supply Chain Management
Email: tenders@kefri.org
Tel: 0722157414 / 0724259781 / 0734251888

B. Address for Submission of Tenders.

Kenya Forestry Research Institute (KEFRI)
The Director,
P.O Box 20412-00200 City Square, Nairobi
Tender Box, situated outside Director’s offices
N/B: Large tenders that cannot be dropped in the tender box shall be received and registered in the tender register on or before the closing time of 2:00pm, **Monday, 2nd, August, 2021.**

C. Address for Opening of Tenders.

Kenya Forestry Research Institute (KEFRI)
Auditorium Hall, immediately after the closing of the tender.

Designation: Ag. Deputy Director-Supply Chain Management
For: DIRECTOR-KEFRI

SECTION I -INSTRUCTIONS TO TENDERERS -ITT

A. General

1. Scope of Tender

1.1 This tendering document is for Provision of Cleaning Services at KEFRI Headquarters, as specified in Section V, KEFRI's Requirements. The name, identification and number of this tender are specified in the **TDS**.

2. Throughout this tendering document:

2.1 The terms:

- a) The term “in writing” means communicated in written form (e.g., by mail, e-mail, fax, including if specified **in the TDS**, distributed or received through the electronic- procurement system used by KEFRI) with proof of receipt;
- b) if the contexts or esquires, “singular” means “plural” and vice versa; and
- c) “Day” means calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of KEFRI. It excludes KEFRI's official public holidays.

2.2 The successful Tenderer will be expected to complete the performance of the Services by the Intended Completion Date provided **in the TDS**.

3. Fraud and Corruption

3.1 KEFRI requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015 (the Act), Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.

3.2 KEFRI requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.

3.3 **Unfair Competitive Advantage** - Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, KEFRI shall indicate in the **TDS** and make available to all the firms together with this tender document all Information that would in that respect gives such firm any unfair competitive advantage over competing firms.

3.4 Unfair Competitive Advantage-Fairness and transparency in the tender process

require that the Firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. KEFRI shall indicate in the **TDS** firms (if any) that provided consulting services for the contract being tendered for. KEFRI shall check whether the owners or controllers of the Tenderer are same as those that provided consulting services. KEFRI shall, upon request, make available to any tenderer information that would give such firm unfair competitive advantage over competing firms.

4. Eligible Tenderers

- 4.1 A Tenderer may be a firm that is a private entity, a state-owned entity or institution subject to ITT 4.6, or any combination of such entities in the form of a Joint Venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a Form of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Tendering process and, in the event the JV is awarded the Contract, during contract execution. Members of a joint venture may not also make an individual tender, be a sub contract or in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the **TDS**.
- 4.2 Public Officers, of KEFRI, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse in which they have a substantial or controlling interest shall not be eligible to tender or be awarded contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 4.3 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:
 - a Directly or indirectly controls, is controlled by or is under common control with another Tenderer; or
 - b Receives or has received any direct or indirect subsidy from another Tenderer; or
 - c has the same legal representative as another Tenderer; or
 - d has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of KEFRI regarding this Tendering process; or
 - e or any of its affiliates participated as a consultant in the preparation of the Procuring Entity's Requirements (including Activities Schedules, Performance Specifications and Drawings) for the Non-Consulting Services that are the subject of the Tender; or
 - f or any of its affiliates has been hired (or is proposed to be hired) by KEFRI or KEFRI for the Contract implementation; or
 - g would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the TDS ITT 2. 1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common

- control with that firm; or
- h has a close business or family relationship with a professional staff of KEFRI or of the project implementing agency, who:
 - i. are directly or indirectly involved in the preparation of the tendering document or specifications of the contract, and/or the Tender evaluation process of such contract; or
 - ii. Would be involved in the implementation or supervision of such contract unless the conflicts stemming from such relationship has been resolved in a manner acceptable to KEFRI throughout the procurement process and execution of the Contract.
- 4.4 A firm that is a Tenderer (either individually or as a JV member) shall not participate in more than one tender, except for permitted alternative Tenders. This includes participation as a subcontractor. Such participation shall result in the disqualification of all Tenders in which the firm is involved. A firm that is not a Tenderer or a JV member may participate as a sub-contractor in more than one Tender.
- 4.5 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4 .9.
- 4.6 A Tenderer that has been sanctioned by PPRA or are under a temporary suspension or a debarment imposed by any other entity of the Government of Kenya shall be ineligible to be pre-qualified for, initially selected for, tender for, propose for, or be awarded a contract during such period of sanctioning. The list of debarred firms and individuals is available at the PPRA Website www.ppra.go.ke
- 4.7 Tenderers that are state-owned enterprises or institutions in Kenya may be eligible to compete and be awarded a Contract(s) only if they can establish that they: (i) are legally and financially autonomous; (ii) operate under Commercial law; and (iii) are not under supervision of KEFRI.
- 4.8 Firms and individuals may be ineligible if (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person or entity in that country.
- 4.9 A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub consultants for any part of the Contract including related Services.
- 4.10 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and

contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable KEFRI determine if this condition is met shall be provided in for this purpose is be provided in ***“SECTION III-EVALUATION AND QUALIFICATION CRITERIA, Item 9”***.

- 4.11 Pursuant to the eligibility requirements of ITT 4.10, a tender is considered a foreign tenderer, if the tenderer is not registered in Kenya or if the tenderer is registered in Kenya and has less than 51 percent ownership by Kenyan citizens. JVs are considered as foreign tenderers if the individual member firms are not registered in Kenya or if are registered in Kenya and have less than 51 percent ownership by Kenyan citizens. The JV shall not sub contract to foreign firms more than 10 percent of the contract price, excluding provisional sums.
- 4.12 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website www.cak.go.ke
- 4.13 A Tenderer may be considered ineligible if he/she offers goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.
- 4.14 A Kenyan tenderer shall be eligible to tender if it provides evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate is sued by the Kenya Revenue Authority.

5 Qualification of the Tenderer

- 5.1 All Tenderers shall provide in Section IV, Tendering Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
- 5.2 In the event that pre-qualification of Tenderers has been undertaken as stated in ITT 18.3, the provisions on qualifications of the Section III, Evaluation and Qualification Criteria shall not apply.

B. Contents of Tendering Document

6 Sections of Tendering Document

6.1 The tendering document consists of Parts 1, 2, and 3, which include all the sections indicated below and should be read in conjunction with any Addenda issued in accordance with ITT 10.

PART 1: Tendering Procedures

- i) Section I - Instructions to Tenderers (ITT)
- ii) Section II - Tender Data Sheet (TDS)
- iii) Section III - Evaluation and Qualification Criteria
- iv) Section IV - Tendering Forms

PART 2: KEFRI's Requirements

- v) Section V-KEFRI's Requirements

PART 3: Contract

- vi) Section VI - General Conditions of Contract (GCC)
- vii) Section VII - Special Conditions of Contract (SCC)
- viii) Section VIII - Contract Forms

6.2 The Invitation to Tender (ITT) notice or the notice to pre-qualify Tenderers, as the case may be, issued by KEFRI is not part of this tendering document.

6.3 Unless obtained directly from KEFRI, KEFRI is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Tender meeting (if any), or Addenda to the tendering document in accordance with ITT 10. In case of any contradiction, documents obtained directly from KEFRI shall prevail.

6.4 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

1. Site Visit

7.1 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the Required Services and its surroundings and obtain all information that may be necessary for preparing the Tender and entering in to a contract for the Services. The costs of visiting the Site shall be the Tenderer's own expense.

8 Pre-Tender Meeting

8.1 KEFRI shall specify in the **TDS** if a pre-tender conference will be held, when and where. KEFRI shall also specify in the **TDS** if a pre-arranged pretender site visit will be held and when. The Tenderer's designated representative is invited to attend a pre-arranged pretender visit of the site of the works. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised

at that stage.

- 8.2 The Tenderer is requested to submit any questions in writing, to reach KEFRI not later than the period specified in the **TDS** before the meeting.
- 8.3 Minutes of the pre-Tender meeting and the pre-arranged pre tender visit of the site of the service, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT6.3. Minutes shall not identify the source of the questions asked.
- 8.4 KEFRI shall also promptly publish anonymized (*no names*) Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the service at the web page identified **in the TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-Tender meeting shall be made by KEFRI exclusively through the issue of an Addendum pursuant to ITT10 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

9 Clarification of Tender Documents

- 9.1 A Tenderer requiring any clarification of the Tender Document shall contact KEFRI in writing at KEFRI's address specified in the TDS or raise its enquiries during the pre-Tender meeting and the pre-arranged pretender visit of the site of the Service if provided for in accordance with ITT 8.4. KEFRI will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. KEFRI shall forward copies of its response to all tenderers who have acquired the Tender Documents in accordance with ITT 6.3, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, KEFRI shall also promptly publish its response at the webpage identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, KEFRI shall amend the Tender Documents appropriately following the procedure under ITT 8.4.

10 Amendment of Tender Documents

- 10.1 At any time prior to the deadline for submission of Tenders, KEFRI may amend the Tendering document by issuing addenda.
- 10.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from KEFRI in accordance with ITT 6.3. KEFRI shall also promptly publish the addendum on KEFRI's web page in accordance with ITT 8.4.
- 10.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, KEFRI shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 24.2 below.

C. Preparation of Tenders

11 Cost of Tendering

- 11.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and KEFRI shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

12 Language of Tender

- 12.1 The Tender as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and KEFRI shall be written in the English language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages into the English language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

13 Documents Comprising the Tender

- 13.1 The Tender shall comprise the following:

- a **Form of Tender** prepared in accordance with ITT 14;
- b **Schedules:** priced Activity Schedule completed in accordance with ITT 14 and ITT 16;
- c **Tender Security or Tender-Securing Declaration** in accordance with ITT 21.1;
- d **Alternative Tender:** if permissible in accordance with ITT 15;
- e **Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 22.3;
- f **Qualifications:** documentary evidence in accordance with ITT 19 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
- g **Tenderer's Eligibility:** documentary evidence in accordance with ITT 19 establishing the Tenderer's eligibility to Tender;
- h **Conformity:** documentary evidence in accordance with ITT 18, that the Services conform to the tendering document; and
- i Any other document required in the **TDS**.

The Tenderer shall chronologically serialize pages of all tender documents submitted.

- 13.2 In addition to the requirements under ITT 13.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a Form of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender, together with a copy of the proposed Agreement.

13.3 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

14 Form of Tender and Activity Schedule

14.1 The Form of Tender and priced Activity Schedule shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 22.3. All blank spaces shall be filled in with the information requested.

14.2 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

15 Alternative Tenders

15.1 Unless otherwise indicated **in the TDS**, alternative Tenders shall not be considered. If alternatives are permitted, only the technical alternatives, if any, of the Best Evaluated Tender shall be considered by KEFRI.

15.2 When alternative times for completion are explicitly invited, a statement to that effect will be included **in the TDS** and the method of evaluating different time schedules will be described in Section III, Evaluation and Qualification Criteria.

15.3 When specified **in the TDS**, Tenderers are reemitted to submit alternative technical solutions for specified parts of the Services, and such parts will be identified **in the TDS**, as will the method for their evaluating, and described in Section VII, KEFRI's Requirements.

16. Tender Prices and Discounts

16.1 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Activity Schedule (s) shall conform to the requirements specified below.

16.2 All lots (contracts) and items must be listed and priced separately in the Activity Schedule(s).

16.3 The Contract shall be for the Services, as described in Appendix A to the Contract and in the Specifications (or Terms of Reference), based on the priced Activity Schedule, submitted by the Tenderer.

16.4 The Tenderer shall quote any discounts and indicate the methodology for their application in the Form of Tender in accordance with ITT 16.1.

16.5 The Tenderer shall fill in rates and prices for all items of the Services described in the in Specifications (or Terms of Reference), and listed in the Activity Schedule in Section VII, KEFRI's Requirements. Items for which no rate or price is entered by the Tenderer will not be paid for by KEFRI when executed and shall be deemed

covered by the other rates and prices in the Activity Schedule.

- 16.6 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 30 days prior to the deadline for submission of Tenders, shall be included in the total Tender price submitted by the Tenderer.
- 16.7 If provided for in the TDS, the rates and prices quoted by the Tenderer shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of Clause 6.6 of the General Conditions of Contract and / or Special Conditions of Contract. The Tenderer shall submit with the Tender all the information required under the Special Conditions of Contract and of the General Conditions of Contract.
- 16.8 For the purpose of determining the remuneration due for additional Services, a breakdown of the lump-sum price shall be provided by the Tenderer in the form of Appendices D and E to the Contract.

17 Currencies of Tender and Payment

- 17.1 The currency of the Tender and the currency of payments shall be Kenya Shillings.

18 Documents Establishing Conformity of Services

- 18.1 To establish the conformity of the Non-Consulting Services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that Services provided conform to the technical specifications and standards specified in Section VII, KEFRI's Requirements.
- 18.2 Standards for provision of the Non-Consulting Services are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality provided that it demonstrates, to KEFRI's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, KEFRI's Requirements.
- 18.3 Tender to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by KEFRI, a Service provider or group of service providers, qualifies for a margin of preference. Further the information will enable KEFRI identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.
- 18.4 The purpose of the information described in ITT 18.3 above, overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public

sector work and receive public sector funds. Thus, confidentiality will not be accepted by KEFRI as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.

18.4 The Tenderer shall provide further documentary proof, information or authorizations that KEFRI may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT18.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

18.6 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to KEFRI. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to KEFRI.

18.7 If a tenderer fails to submit the information required by these requirements, its tenderer will be rejected. Similarly, if KEFRI is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.

18.8 If information submitted by a tenderer pursuant to these requirements, or obtained by KEFRI (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:

- i) If the procurement process is still on going, the tenderer will be disqualified from the procurement process,
- ii) if the contract has been awarded to that tenderer, the contract award will be set aside, pending the outcome of (iii),
- iii) The tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.

18.9 If a tenderer submits information pursuant to these requirements that is in complete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 18.9 will ensue unless the tenderer can show to the reasonable satisfaction of KEFRI that any such act was not material, or was due to genuine error or which was not attributable to the intentional act, negligence or recklessness of the tenderer.

19 Documents Establishing the Eligibility and Qualifications of the Tenderer

19.1 To establish Tenderer's their eligibility in accordance with ITT4, Tenderers shall complete the Form of Tender, included in Section IV, Tendering Forms.

19.2 The documentary evidence of the Tenderer's qualification stopper form the

Contract if its Tender is accepted shall establish to KEFRI's satisfaction that the Tenderer meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

19.3 All Tenderers shall provide in Section IV, Tendering Forms, a preliminary description of the proposed methodology, work plan and schedule.

19.4 In the event that pre-qualification of Tenderers has been undertaken, only Tenders from prequalified Tenderers shall be considered for award of Contract. These qualified Tenderers should submit with their Tenders any information updating their original pre-qualification applications or, alternatively, confirm in their Tenders that the originally submitted pre-qualification information remains essentially correct as of the date of Tender submission.

19.5 If pre-qualification has not taken place before Tendering, the qualification criteria for the Tenderers are specified- in Section III, Evaluation and Qualification Criteria.

20 Period of Validity of Tenders

20.1 Tenders shall remain valid for the Tender Validity period specified in the TDS. The Tender Validity period starts from the date fixed for the Tender submission deadline date (as prescribed by KEFRI in accordance with ITT 24.1). A Tender valid for a shorter period shall be rejected by KEFRI as non-responsive.

20.2 In exceptional circumstances, prior to the expiration of the Tender validity period, KEFRI may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT20, it shall also be extended for a corresponding period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender.

21 Tender Security

21.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender security, as specified in the TDS, in original form and, in the case of a Tender Security, in the amount and currency specified in the TDS.

21.2 A Tender Securing Declaration shall use the form included in Section IV, Tendering Forms.

21.3 If a Tender Security is specified pursuant to ITT 21.1, from a reputable source, and an eligible country and shall be in any of the following forms at the Tenderer's option:

- i) cash;
- ii) a bank guarantee;
- iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
- iv) a guarantee issued by a financial institution approved and licensed by the Central

Bank of Kenya,

- 21.4 If a Tender Security is specified pursuant to ITT 20.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by KEFRI as non-responsive.
- 21.5 If a Tender Security is specified pursuant to ITT 21.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the contract and furnishing the Performance Security pursuant to ITT 46. KEFRI shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined non-responsive or a bidder declines to extend tender validity period.
- 21.6 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security.
- 21.7 The Tender Security may be forfeited or the Tender-Securing Declaration executed:
- a. If a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender, or any extension thereof provided by the Tenderer; or
 - b. if the successful Tenderer fails to:
 - c. sign the Contract in accordance with ITT 46; or
 - d. Furnish a performance security in accordance with ITT 47.
- 21.8 Where tender securing declaration is executed, KEFRI shall recommend to the PPRA that PPRA debar the Tenderer from participating in public procurement as provided in the law.
- 21.9 The Tender Security or Tender-Securing Declaration of a JV must be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of Tendering, the Tender security or Tender-Securing Declaration shall be in the names of all future members as named in the Form of intent referred to in ITT 4.1 and ITT 13.2.
- 21.10 A tenderer shall not issue a tender security to guarantee itself.

22 Format and Signing of Tender

- 22.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 13, bound with the volume containing the Form of Tender, and clearly marked "Original." In addition, the Tenderer shall submit copies of the Tender, in the number specified in the TDS, and clearly marked as "Copies." In the event of discrepancy between them, the original shall prevail.
- 22.2 Tenderers shall mark as "**CONFIDENTIAL**" information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

22.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified **in the TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.

22.4 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

22.5 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

D. Submission and Opening of Tenders

23 Sealing and Marking of Tenders

23.1 Depending on the sizes or quantities or weight of the tender documents, a tenderer may use an envelope, package or container. The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to KEFRI and a warning not to open before **MONDAY 2ND AUGUST 2021 AT 2:00PM**. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:

- a. in an envelope or package or container marked "**ORIGINAL**", all documents comprising the Tender, as described in ITT13; and
- b. in an envelope or package or container marked "**COPIES**", all required copies of the Tender; and
- c. if alternative Tenders are permitted in accordance with ITT15, and if relevant:
 - i. in an envelope or package or container marked "**ORIGINAL-ALTERNATIVE TENDER**", the alternative Tender; and
 - ii. in the envelope or package or container marked "**COPIES- ALTERNATIVE TENDER**", all required copies of the alternative Tender.

The inner envelopes or packages or containers shall:

- a) Bear the name and address of KEFRI.
- b) Bear the name and address of the Tenderer; and
- c) Bear the name and Reference number of the Tender.

23.2 If an envelope or package or container is not sealed and marked as required, KEFRI will assume no responsibility for the misplacement or premature opening of the Tender. Tenders misplaced or opened prematurely will not be accepted.

24 Deadline for Submission of Tenders

24.1 Tenders must be received by KEFRI at the address and no later than the date and time specified **in the TDS**. When so specified **in the TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified **in the TDS**.

24.2 KEFRI may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT9, in which case all rights and obligations of KEFRI and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

25 Late Tenders

25.1 KEFRI shall not consider any Tender that arrives after the dead line for submission of Tenders, in accordance with ITT 24. Any Tender received by KEFRI after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

26 Withdrawal, Substitution and Modification of Tenders

26.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by a n authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITT 21.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:

- a) Prepared and submitted in accordance with ITT 21 and ITT 22 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “**WITHDRAWAL,**” “**SUBSTITUTION,**” or “**MODIFICATION;**” and
- b) Received by KEFRI prior to the deadline prescribed for submission of Tenders, in accordance with ITT 23.

26.2 Tenders requested to be withdrawn in accordance with ITT 25.1 shall be returned unopened to the Tenderers.

26.3 No Tender may be withdrawn, substituted, or modified 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 Form of Tender or any extension thereof.

27 Tender Opening

27.1 Except as in the cases specified in ITT 23 and ITT 25.2, KEFRI shall, at the Tender opening, publicly open and read out all Tenders received by the deadline at the date, time and place specified **in the TDS** in the presence of Tenderers' designated representatives and anyone who choose to attend. Any specific electronic Tender opening procedures required if electronic tendering is permitted in accordance with ITT 23.1 shall be as specified **in the TDS**.

27.2 First, envelopes marked “**WITHDRAWAL**” shall be opened and read out and the

envelope with the corresponding Tender shall not be opened, but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the “power of attorney” confirming the signature as a person duly authorized to sign on behalf of the Tenderer, the corresponding Tender will be opened. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

27.3 Next, envelopes marked “**SUBSTITUTION**” shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.

27.4 Next, envelopes marked “**MODIFICATION**” shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.

27.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as KEFRI may consider appropriate.

27.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further. The Form of Tender and the priced Activity Schedule are to be initialed by representatives of KEFRI attending Tender opening in the manner specified **in the TDS**.

27.7 KEFRI shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT25.1).

27.8 KEFRI shall prepare a record of the Tender opening that shall include, as a minimum:

- a) The name of the Tenderer and whether there is a withdrawal, substitution, or modification;
- b) The Tender Price, per lot (contract) if applicable, including any discounts; and
- c) any alternative Tenders;
- d) The presence or absence of a Tender Security or Tender-Securing Declaration, if one was required.
- e) Number of pages of each tender document submitted

27.9 The Tenderers' representatives who are present shall be requested to sign the record. The omission of a Tenderer's signature on the record shall not invalidate the contents and effect of the record. A copy of the tender opening register shall be distributed to Tenderer upon request.

E. Evaluation and Comparison of Tenders

28 Confidentiality

28.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until information on the Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 42.

28.2 Any effort by a Tenderer to influence KEFRI in the evaluation or contract award decisions may result in the rejection of its Tender.

28.3 Notwithstanding ITT 28.2, from the time of Tender opening to the time of Contract Award, if any Tenderer wishes to contact KEFRI on any matter related to the Tendering process, it should do so in writing.

29 Clarification of Tenders

29.1 To assist in the examination, evaluation, and comparison of Tenders, and qualification of the Tenderers, KEFRI may, at KEFRI's discretion, ask any tenderer for clarification of its Tender including break downs of the prices in the Activity Schedule, and other information that KEFRI may require. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by KEFRI shall not be considered. KEFRI's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by KEFRI in the evaluation of the Tenders, in accordance with ITT32.

29.2 If a Tenderer does not provide clarifications of its Tender by the date and time set in KEFRI's request for clarification, its Tender may be rejected.

30 Deviations, Reservations, and Omissions

30.1 During the evaluation of Tenders, the following definitions apply:

- a) "Deviation" is a departure from the requirements specified in the tendering document;
- b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and
- c) "Omission" is the failure to submit part or all of the information or documentation required in the tendering document.

31 Determination of Responsiveness

31.1 KEFRI's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 12.

31.2 A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A

material deviation, reservation, or omission is one that:

- a) If accepted, would:
 - i. affect in any substantial way the scope, quality, or performance of the Non-Consulting Services specified in the Contract; or
 - ii. limit in any substantial way, inconsistent with the tendering document, KEFRI's rights or the Tenderer's obligations under the Contract; or
- b) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.

31.3 KEFRI shall examine the technical aspects of the Tender submitted in accordance with ITT 18 and ITT 19, in particular, to confirm that all requirements of Section VII, KEFRI's Requirements have been met without any material deviation or reservation, or omission.

31.4 If a Tender is not substantially responsive to the requirements of tendering document, it shall be rejected by KEFRI and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

31.5 Provided that a Tender is substantially responsive, KEFRI may waive any non-conformity in the Tender.

31.6 Provided that a Tender is substantially responsive, KEFRI may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial non-conformities or omissions in the Tender related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.

31.7 Provided that a Tender is substantially responsive, KEFRI shall rectify quantifiable nonmaterial non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified in the TDS.

32 Arithmetical Errors

32.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

32.2 Provided that the Tender is substantially responsive, KEFRI shall handle errors on the following basis:

- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- 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 that affects the substance of the tender and shall lead to disqualification of the tender

as non-responsive .and

- c) If there is a discrepancy between words and figures, the amount in words shall prevail

32.3 Tenderers shall be notified of any error detected in their bid during the notification of a ward.

33 Conversion to Single Currency

33.1 For evaluation and comparison purposes, the currency (ies) of the Tender shall be converted into a single currency **as specified in the TDS.**

34 Margin of Preference and Reservations

34.1 Margin of preference on local service providers may be allowed if it is deemed that the services require participation of foreign tenderers. If so allowed, it will be indicated in the **TDS.**

34.2 Where it is intended to reserve the contract to specific groups under Small and Medium Enterprises, or enterprise of women, youth and /or persons living with disability, who are appropriately registered as such by the authority to be specified in the **TDS**, a KEFRI shall ensure that the invitation to tender specifically indicates that only businesses/firms belonging to the specified group are eligible to tender as specified in the **TDS.** Otherwise, if not so stated, the invitation will be open to all tenderers.

35 Evaluation of Tenders

35.1 KEFRI shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, KEFRI shall determine the Best Evaluated Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:

- a) Substantially responsive to the tendering document; and
- b) The lowest evaluated cost.

35.2 In evaluating the Tenders, KEFRI will determine for each Tender the evaluated Tender cost by adjusting the Tender price as follows:

- a) Price adjustment due to discounts offered in accordance with ITT 16.4;
- b) price adjustment due to quantifiable non material non-conformities in accordance with ITT 31.3;
- c) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 33; and
- d) any additional evaluation factors specified **in the TDS** and Section III, Evaluation and Qualification Criteria.

35.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.

35.4 In the case of multiple contracts or lots, Tenderers are allowed to tender for one or more lots and the methodology to determine the lowest evaluated cost of the lot (contract) and for combinations, including any discounts offered in the Form of Tender, is specified in Section III, Evaluation and Qualification Criteria. For one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT

35.5. The methodology to determine the lowest evaluated tenderer or tenderers based one lot (contract) or based on a combination of lots (contracts), will be specified in Section III, Evaluation and Qualification Criteria. In the case of multiple lots or contracts, tenderer will be will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.

36 Comparison of Tenders

36.1 KEFRI shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 35.2 to determine the Tender that has the lowest evaluated cost.

37 Abnormally Low Tenders and Abnormally High Tenders Abnormally Low

Tenders

37.1 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price.

37.2 In the event of identification of a potentially Abnormally Low Tender, KEFRI shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document.

37.3 After evaluation of the price analyses, in the event that KEFRI determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, KEFRI shall reject the Tender.

Abnormally High Tenders

37.4 An abnormally high price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that KEFRI is concerned that it (KEFRI) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.

37.5 In case of an abnormally high price, KEFRI shall make a survey of the market

prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. KEFRI may also seek written clarification from the tenderer on the reason for the high tender price. KEFRI shall proceed as follows:

- i) If the tender price is abnormally high based on wrong estimated cost of the contract, KEFRI may accept or not accept the tender depending on KEFRI's budget considerations.
- ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, KEFRI shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case maybe.

37.6 If KEFRI determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (*often due to collusion, corruption or other manipulations*), KEFRI shall reject all Tenders and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise, before retendering.

38 Unbalanced and/or Front-Loaded Tenders

38.1 If in KEFRI's opinion, the Tender that is evaluated as the lowest evaluated price is seriously unbalanced and/or front loaded, KEFRI may require the Tenderer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the tender prices with the scope of works, proposed methodology, schedule and any other requirements of the Tender document.

38.2 After the evaluation of the information and detailed price analyses presented by the Tenderer, KEFRI may as appropriate:

- a) Accept the Tender; or
- b) require that the total amount of the Performance Security be increased at the expense of the Tenderer to a level not exceeding 10% of the Contract Price; or
- c) agree on a payment mode that eliminates the inherent risk of KEFRI paying too much for undelivered works; or
- d) Reject the Tender.

39 Qualification of the Tenderer

39.1 KEFRI shall determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender is eligible and meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

39.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 18. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates,

subcontractors or any other firm(s) different from the Tenderer that submitted the Tender.

39.3 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event KEFRI shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated cost to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

40 KEFRI's Right to Accept Any Tender, and to Reject Any or All Tenders

40.1 KEFRI 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 there by incurring any liability to Tenderers. In case of annulment, all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

F. Award of Contract

43 Award Criteria

43.1 KEFRI shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender.

42 Notice of Intention to enter in to a Contract

42.1 Upon award of the contract and prior to the expiry of the Tender Validity Period KEFRI shall issue a Notification of Intention to Enter into a Contract/Notification of a ward to all tenderers which shall contain, at a minimum, the following information:

- a) The name and address of the Tenderer submitting the successful tender;
- b) The Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in(c) above already reveals the reason;
- d) the expiry date of the Stand still Period; and
- e) instructions on how to request a debriefing and/or submit a complaint during the stand still period;

43 Stand still Period

43.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.

43.2 Where a Standstill Period applies, it shall commence when KEFRI has transmitted to each Tenderer the Notification of Intention to Enter in to a Contract with the successful Tenderer.

44 Debriefing by KEFRI

- 44.1 On receipt of KEFRI's Notification of Intention to Enter into a Contract referred to in ITT 42, an unsuccessful tenderer may make a written request to KEFRI for a debriefing on specific issues or concerns regarding their tender. KEFRI shall provide the debriefing with in five days of receipt of the request.
- 44.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

45 Letter of Award

Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 43.1, upon addressing a complaint that has been filed within the Standstill Period, KEFRI shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

46 Signing of Contract

- 46.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, KEFRI shall send the successful Tenderer the Contract Agreement.
- 46.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to KEFRI.
- 46.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period

47 Performance Security

- 47.1 Within twenty-one (21) days of the receipt of the Form of Acceptance from KEFRI, the successful Tenderer, if required, shall furnish the Performance Security in accordance with the GCC 3.9, using for that purpose the Performance Security Form included in Section X, Contract Forms, or another Form acceptable to KEFRI. If the Performance Security furnished by the successful Tenderer is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Tenderer to be acceptable to KEFRI. A foreign institution providing a bond shall have a correspondent financial institution located in Kenya, unless KEFRI has agreed in writing that a correspondent financial institution is not required.
- 47.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event KEFRI may award the Contract to the Tenderer offering the next Best Evaluated Tender.

48 Publication of Procurement Contract

- 48.1 Within fourteen days after signing the contract, KEFRI shall publish the awarded

contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:

- a) Name and address of KEFRI;
- b) Name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- c) The name of the successful Tenderer, the final total contract price, the contract duration.
- d) Dates of signature, commencement and completion of contract;
- e) Names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

49 Adjudicator

49.1 KEFRI proposes the person named **in the TDS** to be appointed as adjudicator or under the Contract, at an hourly fee specified in **the TDS**, plus reimbursable expenses. If the Tenderer disagrees with this Tender, the Tenderer should so state in the Tender. If, in the Form of Acceptance, KEFRI has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Special Conditions of Contract at the request of either party.

50 Procurement Related Complaints and Administrative Review

50.1 The procedures for making a Procurement-related Complaint are as specified in the **TDS**.

50.2A request for administrative review shall be made in the form provided under contract forms.

SECTION II - TENDER DATA SHEET (TDS)

The following specific data for Provision of Cleaning Services at KEFRI Headquarters to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions here in shall prevail over those in ITT.

Table 1: Tender Data Sheet

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
ITT 1.1	The tender reference number is: KEFRI/ONT/002/2021 - 2022 The tender reference name is: PROVISION OF CLEANING SERVICES The number and identification of lots (contracts) comprising this ITT is: one Lot
ITT 2.1(a)	By mail, e-mail tenders@kefri.org
ITT 2.2	The Contract shall be for a period One (1) year, from the date of commencement of the contract as indicated in the contract entered into by the two parties, renewable for an extra one year subject to satisfactory performance.
ITT 3.3	The Tender Document was not prepared by a consultant
ITT 3.4	The Tender Document was not prepared by a consultant
ITT 4.1	The Maximum number of members in the Joint Venture (JV) shall be: Two (2) and All Must be registered under AGPO
ITT 4.7	Only AGPO registered firms
ITT 6.1	Tenderers must submit the whole tender document as issued/downloaded together with any addendum issued
ITT 4.10	National Tender -Firms registered under AGPO
B. Contents of Tendering Document	
ITT 8.1	(a) A Pre-arranged pre-tender conference will be held on 26th JULY 2021 AT 11:00 am at the Auditorium Hall, Kenya Forestry Research Institute Headquarters off Nairobi – Nakuru Highway (b) A tenderer who fails to attend the pre-arranged pre-tender site meeting may still visit the site at his/her own cost between 9:30 am to 3:00 pm on business days
ITT 8.2	Tenderers to submit their questions/clarifications in writing in preparation for the pre-tender site visit, so as to reach KEFRI not later than 26th July 2021 at 9:00pm – through : tenders@kefri.org
ITT 8.4	Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the works shall be transmitted to all the tenderers who will have registered
ITT 9.1	The Tenderer will submit any request for clarifications in writing at the Address below: Ag. Deputy Director -Supply Chain Management Division Tel: 0722157414/0724259781/0734251888 i) Email address: tenders@kefri.org to reach KEFRI not later than five (5) days to closure of the tender- Latest – close of business 27th July

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	<p>2021</p> <p>i) KEFRI shall publish its response at the website https://www.kefri.org/components/tenders/tenders.html</p> <p>KEFRI shall also promptly transmit the response to all the tenderers who will have registered within two days from the receipt of the clarification/questions.</p> <p>If the clarification will result into an addendum KEFRI will publish the addendum at the below websites;</p> <p>i. https://www.kefri.org/components/tenders/tenders.html</p> <p>ii. www.tenders.go.ke</p>
C. Preparation of Tenders	
ITT 13.1 (i)	The Tenderer shall submit/Comply/met all the mandatory requirements indicated in Section III- Evaluation Criteria -Mandatory and Technical Evaluation
ITT 15.1	Alternative Tenders are not permitted .
ITT 15.2	Alternatives to the Time schedule are not permitted .
ITT 15.3	Alternative technical solutions shall not be permitted .
ITT 16.7	The prices quoted by the Tenderer shall not be subject to adjustment during the performance of the Contract for the first one year.
ITT 20.1	The Tender validity period shall be 150 days from the date of closing the tender
ITT 21.1	A Tender Security shall not be required. A Tender-Securing Declaration shall be required in the original format
ITT 21.3 (a)	The tender price shall Not be adjusted
ITT 22.1	One original Tender document and one copy as specified in Section III-Evaluation Criteria-Mandatory Evaluation and Technical Evaluation
ITT 22.3	The tenderer Must submit his tender as per Section III-Evaluation Criteria
D. Submission and Opening of Tenders	
ITT 24.1	<p>For Submission purposes only:</p> <p>The Director, Kenya Forestry Research Institute, P.O Box 20412-00200 Tel: 0722157414/0724259781/0734251888 City Square, Nairobi</p> <p>The Tender Closing Date shall be on Monday ,2nd August, 2021 at 2:00pm</p> <p>N/B: Tenderers shall not have an option of submitting tenders electronically</p>
ITT 24.1	<p>The deadline for Tender submission is:</p> <p>Date: MONDAY 2ND AUGUST 2021</p> <p>Time: 2:00PM</p> <p>Tenderers shall not have the option of submitting their Tenders electronically.</p> <p>Late tenders will be rejected</p>

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 27.1	The Tender opening shall take place at: Auditorium Hall Kenya Forestry Research Institute, Date and Time: Monday, 2 nd August, 2021 at 2:00pm
ITT 27.1	The electronic Tender opening procedures shall be: NOT APPLICABLE
ITT 27.6	The Form of Tender and priced Activity Schedule shall be initialed by Opening committee Members
E. Evaluation and Comparison of Tenders	
ITT 31.7	No adjustments
ITT 33.1	Kenya shillings only is allowed
ITT 34.1	Margin of preference not applicable
ITT 34.2	The tender is reserved for Women Enterprises, Youth Enterprises and Enterprises owned by Persons Living With Disabilities
ITT 35.2 (a) - (d)	Evaluation shall be carried out using the criteria set out in Section III of the tender document
ITT 35.4	Tenderers shall not be allowed to quote separate prices for different lots (contracts) and the methodology to determine the lowest tenderer is specified in Section III, Evaluation and Qualification Criteria.
ITT 39.1	KEFRI evaluation committee may undertake pos-qualification of the tenderers
F. Award of Contract	
ITT 49.1	An Adjudicator registered in Kenya within the Existing Laws of Kenya and the fees shall be as regulated by the Laws of Kenya.
ITT 50.1	The procedures for making a Procurement-related Complaint are available from the PPRA Website www.ppra.go.ke or email complaints@ppra.go.ke . If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to: The Director, Kenya Forestry Research Institute, P.O Box 20412-00200 Tel: 0722157414/0724259781/0734251888 City Square, Nairobi director@kefri.org , tenders@kefri.org In summary, a Procurement-related Complaint may challenge any of the following: (i) the terms of the Tender Documents; and (ii) KEFRI's decision to award the contract.

SECTION III – EVALUATION AND QUALIFICATION CRITERIA

1. General Provision

1.1 Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a) For construction turnover or financial data required for each year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year are to be converted) was originally established.
- b) Value of single contract-Exchange rate prevailing on the date of the contract signature.
- c) Exchange rates shall be taken from the publicly available source identified in the ITT. Any error in determining the exchange rates in the Tender may be corrected by KEFRI.

1.2 This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. KEFRI should use the Standard Tender Evaluation Report for Goods and Works for evaluating Tenders.

1.3 Evaluation and contract award Criteria

KEFRI shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria -Preliminary & Technical, (ii)has been determined to be substantially responsive to the Tender Documents, and(iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

2 Preliminary examination for Determination of Responsiveness

KEFRI will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. The Standard Tender Evaluation Report Document for Goods and Works for evaluating Tenders provides very clear guide on how to deal with review of these requirements. **Tenders that do not pass the Preliminary Examination will be considered non- responsive and will not be considered further.**

Table 2: Mandatory/Preliminary Requirements

No.	Requirements	Bidder's Response with Evidence Referenced pages – Where applicable YES /NO
MR 1	Must submit two (2) copies of the Tender Document, clearly marked original and copy.	
MR 2	<p>The tenderer MUST submit his/her tender document as follows:</p> <ul style="list-style-type: none"> • The tender document must be submitted as issued without altering the format -All parts of the tender document including the addendum must be submitted by the tenderer- Both original and Copy and shall be typed or written in indelible ink and be signed by an Authorized person appointed by the tenderer and the letter appointing the Authorized person Must be attached -the power of attorney and must indicate the name and the position held by person authorize to sign the tender on behalf of the tenderer, typed or printed below the signature. • The Authorized person to sign the tender on behalf of the tenderer and must sign or initialized all the pages of the Tender where entries (i.e all the forms) or amendments have been made. • The entire/complete original and copy (including attachments) MUST be serialized/paginated using a numbering machine or typed numbering, and Tape bound. - Note spiral bound document and hand written pagination will be deemed non-responsive • In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives. 	
MR 3	<p>Tenderer must fill Form ELI-1:-Tenderer Information Form and must attach copies of original documents of the below listed where applicable as instructed:-</p> <ul style="list-style-type: none"> • Certificate of Registration or Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4. • In case of JV, Form of intent to form JV or JV agreement, in accordance with ITT 4.1. In case of state-owned enterprise or institution, in accordance with ITT4.6 documents establishing: • A current tax clearance/compliance certificate or tax 	

No.	Requirements	Bidder's Response with Evidence Referenced pages – Where applicable YES /NO
	<p>exemption certificate issued by the Kenya Revenue Authority</p> <ul style="list-style-type: none"> • Attach CR12/13- Issued not more than 6 Months from the date of closing the tender issued by Registrar of Companies -Certified by Commissioner of Oaths • Current AGPO Certificate -Certified by Commissioner of Oaths • Current Business Permit • FORM ELI -1.2 Tenderer's JV Information Form 	
MR 4	<p>Attach a duly filled, signed and stamped Form of Tender The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.</p> <ul style="list-style-type: none"> • Tenderer's Eligibility-Confidential Business Questionnaire • Certificate of Independent Tender Determination • Self-Declaration of the Tenderer:- Form SD1 and Form SD2 	
MR 5	<p>Attach a duly filled, signed and stamped Declaration and Commitment to the Code of Ethics</p>	
MR 6	<p>Submit a copy of valid company's Certificate of Registration/ Incorporation as per ITT 4.9</p>	
MR 7	<p>Must attach a duly filled Tender-Securing Declaration Form in the format provided</p>	
MR 8	<p>Must attach a duly filled Certificate of independent tender determination form in the format provided.</p>	
MR 9	<p>Must attach Current certificate of compliance with the Ministry of Labour- Indicating that they comply with prevailing labor laws in respect to minimum wage</p>	
MR 10	<p>Must attach Proof of remittance of statutory NSSF contributions. Attach current compliance certificate.</p>	
MR 11	<p>Must attach Proof of remittance of statutory NHIF contributions. Attach current compliance certificate.</p>	
MR 12	<p>Must attach Valid work injury benefit policy or group personal accident policy or Employers Liability policy</p>	
MR 13	<p>FORM ELI -1.1: TENDERERS QUALIFICATION WITHOUT PRE-QUALIFICATION FORM CON –2 Historical Contract Non-Performance, Pending Litigation and Litigation History</p>	

No.	Requirements	Bidder's Response with Evidence Referenced pages – Where applicable YES /NO
MR 14	Power of attorney/ Authorization Letter duly signed (should be signed by directors appearing in CR12/13) , giving the name of person who has been authorized to submit/execute this agreement as a binding document and this person should sign all the documents related to this tender.	
Tenderers bids will either be Responsive or Non- Responsive. Failure to Meet Any of the Above Mandatory Requirements will lead to Automatic disqualification.		

Table 3: Technical Evaluation –Firm Experience - Criteria

No.	Parameters	Max. score	Score
TE-1	Attach your organizational /company structure/Chart –Clearly showing the Chain of Command and total number of Staff- on Permanent and contract	5	
TE-2	Experience of the firm in similar services: -Cleaning Service a) Provide Three (3) Assignments of Provision of Cleaning Services from corporate clients: Attach copies of LSOs or Contracts of cleaning services with other corporate clients between the Period 2018 – 2021 marks prorated as follows: <ul style="list-style-type: none"> • Each with Kshs. 3.5 million and above - (10 Marks each max of 30) • Each with Kshs. 2.5–and less than 3.5 million (each 7.5 Marks) • Below 2.5 Million - 3.5 Marks each NB/ Two of the Contracts must be from the Public Sector Organizations-Ministries, County Governments and Parastatals Award letters not supported by LSO/Contract shall not be considered	30	
	b) Attach recommendation letters in official client's (Procuring entity's) letter head from each of the 3 corporate clients submitted above in TE-2(a) above (2 Marks for each - max of 6)	6	
TE-3	Qualification and Experience of at least 3 supervisory staffs		
	i) One (1) - Housekeeper/Lead Supervisor to be assigned the work a) Academic Qualification (attach proof i.e. copies of certificates & cv) <ul style="list-style-type: none"> • Diploma and above in Housekeeping or relevant field – 7 Marks 	12	

No.	Parameters	Max. score	Score
	<ul style="list-style-type: none"> • Certificate in Housekeeping – 5mks each • O-level (KCSE and below – 1 mark <p>b) Experience - 5 years and above – 5 marks. Less than 4 years but not less than 3 years – 2 marks.</p> <p>The above information must be provided in the below listed forms: FORM PER - 1 : Contractor's Representative and Key Personnel Schedule</p> <p>FORM PER-2: Resume and Declaration - Contractor's Representative and Key Personnel.</p> <p>Each Key personnel above must fill the Declaration form in the format provided. The form must be signed by the key personnel and Counter signed by the authorized representative of the Tenderer.</p>		
	<p>ii) Supervisors to be assigned the work (2 in number)</p> <p>a) Academic Qualification (attach proof i.e. copies of certificates & cv)</p> <ul style="list-style-type: none"> • Diploma and above in Housekeeping or relevant field – 5 Marks each -10 Marks • Certificate in Housekeeping – 4 Marks each = 8 Marks • O-level (KCSE and below – 1 Mark = 2 Marks <p>b) Experience - 3 years and above – 3 marks each = 6 Marks Less than 3 years – 1 mark</p> <p>The above information must be provided in the below listed forms: FORM PER - 1 : Contractor's Representative and Key Personnel Schedule</p> <p>FORM PER-2: Resume and Declaration - Contractor's Representative and Key Personnel.</p> <p>Each Key personnel above must fill all the forms including Declaration form in the format provided. The form must be signed by the key personnel and Counter signed by the authorized representative of the Tenderer.</p>	16	
	<p>iii) Staff Strength</p> <p>Must Provide a list of 20 staff/cleaners to be deployed in this assignment/or employees on contract currently and must attach copies of their IDs and Police Clearance certificate – The List table must contain/Indicate:</p> <ul style="list-style-type: none"> • The Full names as provided in the ID 	12	

No.	Parameters	Max. score	Score
	<ul style="list-style-type: none"> • the Age, • the Gender, • Qualifications-Academic, • NHIF registration Number • Tax compliance Certificate <p>KEFRI will treat the contents as CONFIDENTIAL Failure to meet any of the requirements will lead to 0 Marks</p>		
TE-4	<p>Adequacy of Tools and Equipment List 3 major relevant equipment and tools that is but not limited to</p> <ul style="list-style-type: none"> • Buffing Machine • Scrubbing machines • Vacuum cleaners <p>Must provide proof of ownership or leasing. (2 marks each to a max of 6) The above information to be filled in FORM EQU: Equipment</p>	6	
TE-5	<p>Methodology</p> <ul style="list-style-type: none"> • Describe the step-by-step approach of accomplishing the key tasks of the assignment. (3mks for completeness and understanding) • Provide your proposed work plan for the execution of the assignment clearly indicating Staff deployment and cleaning hours. (3 mks) 	3	
FE-1	<p>FINANCIAL/COMMERCIAL EVALUATION OF THE FIRM</p>	10	
	<p>Provide copies of audited accounts for the company for the accounting years 2020 indicating/showing the 2019 financial results</p> <ul style="list-style-type: none"> • Attach copies of financial statements/Audited accounts (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions: • Must reflect the financial situation of the Tenderer or member to a JV, and not sister or parent companies. • Historic financial statements (2020 accounts) must be audited by a certified accountant. - Registration Number/Practicing Number of the accountant must be clearly shown • Historic financial statements must be complete, including all notes to the financial statements. • Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be accepted). • Minimum average annual turnover – Cleaning Services of Kenya Shillings 10 million equivalent calculated as total certified payments received for contracts in progress and/or completed within the period 2019 - 2020 years. 		

No.	Parameters	Max. score	Score
	<ul style="list-style-type: none"> • Current ratio 2:1 – Current Assets/Current Liabilities Must also dully fill the below listed Forms • FORM FIN – 3.1 Financial Situation and Performance • FORM FIN–3.3 Financial Resources • FORMFIN–3.4 Current Contract Commitments / Works in Progress • Price Schedule Form -Cost areas • Materials requirement Schedules-Consumables 		
	Total Marks	100	
	Pass Mark	75%	

ITT 43 Award Criteria

43.1 KEFRI shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender.

SECTION IV - TENDERING FORMS

1. FORM OF TENDER

INSTRUCTIONS TO TENDERERS

- i) The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) All italicized text is to help Tenderer in preparing this form.*
- iii) Tenderer must complete, sign and stamp CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER attached to this Form of Tender.*
- iv) The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
 - a) Tenderer's Eligibility-Confidential Business Questionnaire*
 - b) Certificate of Independent Tender Determination*
 - c) Self-Declaration of the Tenderer*

Date of this Tender submission: _____ [*insert date (as day, month and year) of Tender submission*]

ITT No.: _____ [*insert number of ITT process*]

Alternative No.: _____ [*insert identification No if this is a Tender for an alternative*] **To:** _____ [*insert complete name of KEFRI*]

- a) No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with ITT9;
- b) Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT4;
- c) Tender-Securing Declaration:** We have not been suspended nor declared ineligible by KEFRI based on execution of a Tender-Securing Declaration or Proposal-Securing Declaration in Kenya in accordance with ITT21;
- d) Conformity:** We offer to provide the Non-Consulting Services in conformity with the tendering document of the following: [*insert a brief description of the Non-Consulting Services*];
- e) Tender Price:** The total price of our Tender, excluding any discounts offered in item(f) below is: [*Insert Option1 below as appropriate*]

Option1, in case of one lot: Total price is: [*insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies*];

- a) Discounts:** The discounts offered and the methodology for their application are:
 - i) The discounts offered are: [*Specify in detail each discount offered.*]*
 - ii) The exact method of calculations to determine the net price after application of discounts is shown below: [*Specify in detail the method that shall be used to apply the**

discounts];

- b) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 19.1 (as amended if applicable) from the date fixed for the Tender submission deadline (specified in TDS 23.1(as amended if applicable),and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;
- d) **One Tender Per Tenderer:** We are not submitting any other Tender(s) as an individual Tenderer, and we are not participating in any other Tender(s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT4.3, other than alternative Tenders submitted in accordance with ITT14;
- e) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under Kenya's official regulations or pursuant to a decision of the United Nations Security Council;
- f) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITT 4.6];*
- g) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, r gratuity].*

Table 4: Commissions, Gratuities and Fees

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate “none.”)

- a) *[Delete if not appropriate, or amend to suit]*We confirm that we understand the provisions relating to Standstill Period as described in this tendering document and the Procurement Regulations.
- h) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- i) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive; and
- j) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and

Corruption.

- k) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent tender Determination” attached below.
- l) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from _____ (*specify website*) during the procurement process and the execution of any resulting contract.
- m) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
 - i) Tenderer's Eligibility; Confidential Business Questionnaire—to establish we are not in any conflict to interest.
 - ii) Certificate of Independent Tender Determination—to declare that we completed the tender without colluding with other tenderers.
 - iii) Self-Declaration of the Tenderer—to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
 - iv) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “**Appendix 1- Fraud and Corruption**” attached to the Form of Tender.

Name of the Tenderer: **[insert complete name of person signing the Tender]*

Name of the person duly authorized to sign the Tender on behalf of the Tenderer:**[insert complete name of person duly authorized to sign the Tender as per the power of attorney]*

Title of the person signing the Tender: *[insert complete title of the person signing the Tender]*

Signature of the person named above:*[insert signature of person whose name and capacity are shown above]*

Date signed..... *[insert date of signing]* **day** of*[insert month], [insert year]*

Note: *All italicized text is for use in preparing this form and shall be deleted from the final tender.*

2. TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

a) Table 5: Tenderer's Details

No.	ITEM	DESCRIPTION
1	Name of Procuring entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange	

General and Specific Details

a) **Sole Proprietor**, provide the following details.

Name in full _____

Age _____

Nationality _____

Country of Origin _____

Citizenship _____

b) **Table 6: Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				

d) **Registered Company**, provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company-
Nominal Kenya Shillings (Equivalent)

.....

Issued Kenya Shillings (Equivalent)

.....

iii) Give details of Directors as follows.

Table 7: Directors Details

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				

e) **DISCLOSURE OF INTEREST-Interest of the Firm in KEFRI.**

i) Are there any person/persons in..... (Name of KEFRI) who has/have an interest or relationship in this firm? Yes/No.....If yes, provide details as follows.

Table 8: Disclosure of Interest

	Names of Person	Designation in KEFRI	Interest or Relationship with Tenderer
1			
2			

ii) **Table 9: Conflict of interest disclosure**

	Type of Conflict	Disclosure Yes or No	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of KEFRI regarding this tendering process.		

	Type of Conflict	Disclosure Yes or No	If YES provide details of the relationship with Tenderer
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of KEFRI who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of KEFRI who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to KEFRI throughout the tendering process and execution of the Contract?		

f) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name

Title or
Designation

(Signature)

(Date)

3. CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the

_____ *[Name of KEFRI]* for: _____

_____ *[Name and number of tender]* in response to the request for tenders made by: _____ *[Name of Tenderer]* do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ *[Name of Tenderer]* that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) Has been requested to submit a Tender in response to this request for tenders;
 - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, a s applicable]:
 - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs(5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a tender; or

- d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5) (b) above;
- 7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
- 8. The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, which ever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5) (b) above.

Name_____ Title_
Date_____ [Name,
title and signature of authorized agent of Tenderer and Date]

4. SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015

I,, of Post Office Box being a resident of..... in the Republic of do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/ Managing Director /Principal Officer/Director of
..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.** for.....(*insert tender title/description*) for(*insert name of KEFRI*) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

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

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of *(insert name of the Company)* who is a Bidder in respect of Tender No..... for*(insert tender title/description)* for*(insert name of KEFRI)* and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... *(insert name of KEFRI)* which is KEFRI.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... *(name of KEFRI)*
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

(Title).....(Signature).....(Date).....

Bidder's Official Stamp.....

5. DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I,..... (Person) on behalf of (*Name of the Business /Company/ Firm*) declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory

Sign

Position

Office Address Telephone E-mail

Name of the Firm/Company Date

(Company Seal/ Rubber Stamp)

Witness

Name

Sign.....

Date.....

APPENDIX1-FRAUD AND CORRUPTION

(Appendix 1 shall not be modified)

1. Purpose

1.1 The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

2. Requirements

2.1 The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1above.

2.2 Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:

- 1) A person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
 - 2) A person referred to under sub section (1) who contravenes the provisions of that sub-section commits an offence;
 - 3) Without limiting the generality of the subsection (1) and (2), the person shall be:
 - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
 - b) if a contract has already been entered into with the person, the contract shall be voidable;
 - 4) The voiding of a contract by KEFRI under subsection (7) does not limit any legal remedy KEFRI may have;
3. An employee or agent of KEFRI or a member of the Board or committee of KEFRI who has a conflict of interest with respect to a procurement: -
- a) Shall not take part in the procurement proceedings;

- b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
 - c) Shall not be a subcontractor for the tender to whom was awarded contract, or a member of the group of tenders to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
4. An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to KEFRI;
- 4.1 If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5) (a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. etc.

In compliance with Kenya's laws, regulations and policies mentioned above, KEFRI:

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
 - i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v) "obstructive practice" is:
 - a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - b) acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3e. below.
 - c) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:

"fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of

KEFRI or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the KEFRI of the benefits of free and open competition.

- c) Rejects a proposal for award¹ of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or recommend to appropriate authority(ies) for sanctioning and debarment of a firm or individual, as applicable under the Act and Regulations;
- e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect² all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
- f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a "Self-Declaration Form" as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

¹For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and rendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

² Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by KEFRI to address specific matters related to investigations/ audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/ audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

6. TENDERER INFORMATION FORM

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:.....*[insert date (as day, month and year) of Tender submission]*

ITT No.:..... *[insert number of Tendering process]*

Alternative No:..... *[insert identification No if this is a Tender for an alternative]*

1. Tenderer's Name:*[insert Tenderer's legal name]*

2 In case of JV, legal name of each member:*[insert legal name of each member in JV]*

3 Tenderer's actual or intended country of registration:
.....*[insert actual or intended country of registration]*

4. Tenderer's year of registration:*[insert Tenderer's year of registration]*

5 Tenderer's Address in country of registration:
.....*[insert Tenderer's legal address in country of registration]*

6. Tenderer's Authorized Representative Information

Name:*[insert Authorized Representative's name]*

Address.....*[insert Authorized Representative's Address]*

Telephone:.....*[insert Authorized Representative's telephone/fax numbers]*

Email Address:.....*[insert Authorized Representative's email address]*

7. Attached are copies of original documents of..... *[check the box(es) of the attached original documents]*

Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4.

In case of JV, Form of intent to form JV or JV agreement, in accordance with ITT 4.1. In case of state-owned enterprise or institution, in accordance with

ITT4.6 documents establishing:

- i) Legal and financial autonomy
- ii) Operation under commercial law
- iii) Establishing that the Tenderer is not under the supervision of the agency of KEFRI

A current tax clearance certificate or tax exemption certificate in case of Kenyan tenderers issued by the Kenya Revenue Authority in accordance with ITT 4.14.

Note -Attach the documents indicated in the Mandatory Criteria

7. OTHER FORMS

1) TENDERER'S JV MEMBERS INFORMATION FORM

[The Tenderers shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Tenderer and for each member of a Joint Venture]].

Date:*[insert date (as day, month and year) of Tender submission]*

ITT No.: *[insert number of Tendering process]*

Alternative No.: *[insert identification No if this is a Tender for an alternative]*

Table 10: JV Members Information Form

1. Tenderer's Name: <i>[insert Tenderer's legal name]</i>
2. Tenderer's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Tenderer's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Tenderer's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Tenderer's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Tenderer's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 4.4. <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of KEFRI, in accordance with ITT 4.6.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Note: All italicized text is for use in preparing this form and shall be deleted from the final tender.

8. TENDER-SECURING DECLARATION FORM

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

Date:.....*[insert date(as day, month and year) of Tender Submission]*

Tender No.:.....*[insert number of tendering process]*

To:.....*[insert complete name of Purchaser]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I / we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation (s) under the bid conditions, because we – (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or(ii) fail or refuse to furnish he Performance Security, in accordance with the instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
 - a) Our receipt of a copy of your notification of the name of the successful Tenderer; or
 - b) thirty days after the expiration of our Tender.
4. I / We understand that if I am / we are / in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid , and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....

Capacity / title (director or partner or sole proprietor, etc.)
.....

Name:Duly authorized to sign the bid for and on behalf of:

.....*[insert complete name of Tenderer]* Dated on

..... day of..... *[Insert date of signing]*

Seal or stamp

Note: All italicized text is for use in preparing this form and shall be deleted from the final tender.

9. QUALIFICATION FORMS

FORM EQU: EQUIPMENT

The Tenderer shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Tenderer.

Table 11: Equipment

Item of equipment		
Equipment information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Omit the following information for equipment owned by the Tenderer.

Table 12: Owner

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rental / lease / manufacture agreements specific to the project	

10. FORM PER - 1

Contractor's Representative and Key Personnel Schedule

Tenderers should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

Table 13: Contractor' Representative and Key Personnel

1.	Title of position: Contractor's Representative	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart]</i>
2.	Title of position: [_____]	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart]</i>
3.	Title of position: [_____]	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart]</i>
4.	Title of position: [_____]	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart]</i>
5.	Title of position: <i>[insert title]</i>	
	Name of candidate	

Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart]</i>

11. FORM PER-2:

Table 14: Resume and Declaration - Contractor's Representative and Key Personnel.

Name of Tenderer		
Position [# 1]: [<i>title of position from Form PER-1</i>]		
Personnel information	Name:	Date of birth:
	Address:	E-mail:
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency: [<i>language and levels of speaking, reading and writing skills</i>]	
Details	Address of KEFRI:	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Job title:	Years with present KEFRI:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Table 15: Summary of Professional Experience

Project	Role	Duration of involvement	Relevant experience
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[describe the experience relevant to this position]</i>

DECLARATION

I, the undersigned.....*[insert either “Contractor’s Representative” or “Key Personnel” as applicable]*, certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Tender: -

Table 16: Commitment

Commitment	Details
Commitment to duration of contract:	<i>[insert period (start and end dates) for which this Contractor’s Representative or Key Personnel is available to work on this contract]</i>
Time commitment:	<i>[insert period (start and end dates) for which this Contractor’s Representative or Key Personnel is available to work on this contract]</i>

I understand that any misrepresentation or omission in this Form may:

- a) be taken into consideration during Tender evaluation;
- b) result in my disqualification from participating in the Tender;
- c) result in my dismissal from the contract.

Name of Contractor's Representative or Key Personnel:

[insert name]

Signature:

Date: (day month year):

Counter signature of authorized representative of the Tenderer:

Signature: _____

Date: (day month year): _____

Note: All italicized text is for use in preparing this form and shall be deleted from the final tender.

TENDERERS QUALIFICATION

To establish its qualifications to perform the contract in accordance with Section III, Evaluation and Qualification Criteria the Tenderer shall provide the information requested in the corresponding Information Sheets included hereunder.

12. FORM ELI -1.1 Tenderer Information Form

Date: __ ITT No. and title: _____

Table 17: FORM ELI -1.1 Tenderer Information Form

Tenderer's name
In case of Joint Venture (JV), name of each member:
Tenderer's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Tenderer's actual or intended year of incorporation:
Tenderer's legal address [in country of registration]:
Tenderer's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
<p>1. Attached are copies of original documents of</p> <p><input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4</p> <p><input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 4.1</p> <p><input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6, documents establishing:</p> <ul style="list-style-type: none"> • Legal and financial autonomy • Operation under commercial law • Establishing that the Tenderer is not under the supervision of KEFRI <p>2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.</p>

13. FORM ELI -1.2

Tenderer's JV Information Form (to be completed for each member of Tenderer's JV)

Date: __ ITT No. and title: _____

Table 18: FORM ELI -1.1 Tenderer 's JV Information Form

Tenderer's JV name:
JV member's name:
JV member's country of registration:
JV member's year of constitution:
JV member's legal address in country of constitution:
JV member's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 4.4. <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of KEFRI, in accordance with ITT 4.6.
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

14. FORM CON –2

Table 19: Historical Contract Non-Performance, Pending Litigation and Litigation History

Tenderer's Name: _____ Date: _____

JV Member's Name _____ ITT No. and title: _____

Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> Contract non-performance did not occur since 1 st January <i>[insert year]</i> specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1 st January <i>[insert year]</i> specified in Section III, Evaluation and Qualification Criteria, requirement 2.1			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and Kenya Shilling equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.			
<input type="checkbox"/> Pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3 as indicated below.			

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
Litigation History in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4. <input type="checkbox"/> Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Entity" or "Contractor"]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

15. FORM FIN 3.1

Financial Situation and Performance

Tenderer's Name: _____

Date: _____

JV Member's Name: _____

ITT No. and title: _____

Table 20: Financial Data

Type of Financial information in Kshs.	Historic information for previous <i>two (2) years</i> , (Amount in Kenya Shillings)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

Table 21: Sources of Finances

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of Finance	Amount (Kenya Shilling Equivalent)
1		
2		
3		

Financial Documents

The Tenderer and its parties shall provide copies of financial statements for 2020 year pursuant Section III, Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

- a) Reflect the financial situation of the Tenderer or in case of JV member, and not an affiliated entity (such as parent company or group member).
- b) Be independently audited or certified in accordance with local legislation.
- c) Be complete, including all notes to the financial statements.
- d) Correspond to accounting periods already completed and audited.

Attached are copies of financial statements¹ for the 2020 year required above; and complying with the requirements

If the most recent set of financial statements is for a period earlier than 12 months from the date of Tender, the reason for this should be justified.

16. FORM FIN – 3.2

Average Annual Turnover

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

Table 22: Annual Turnover

Annual turnover data (cleaning only only)			
Year	Amount Currency	Exchange Rate	Kenya Shilling Equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>		
Average Annual Cleaning service Turnover			

* See Section III, Evaluation and Qualification Criteria

17. FORM FIN–3.3:

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total cash flow demands of the subject contractor contracts as specified in Section III, Evaluation and Qualification Criteria.

Table 23: Financial Resources

Financial Resources		
No.	Source of Financing	Amount (Kenya Shilling Equivalent)
1		
2		
3		

18. FORM FIN-3.4:

Current Contract Commitments / Works in Progress

Tenderers and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Table 24: Current Contract Commitments / Works in Progress

No.	Name of Contract	Procuring Entity's Contact Address, Tel,	Value of Outstanding Work [Current Kenya Shilling / month Equivalent]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Kenya Shilling /month]
1					
2					
3					
4					
5					
6					

19. FORM EXP-4.1

General Construction Experience

Tenderer's Name: _____ Date: _____

JV Member's Name: _____

ITT No. and title: _____ Page of pages: _____

Table 25: General Construction Experience

Starting Year	Ending Year	Contract Identification	Role of Tenderer
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring entity: _____ Address: _____	

20. FORM EXP -4.2(a)

Specific Construction and Contract Management Experience

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

Table 26: Specific Construction and Contract Management Experience

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount				Kenya Shilling
If member in a JV or sub-contractor, specify participation in total Contract amount				
KEFRI's Name:				
Address:				
Telephone/fax number				
E-mail:				
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:				
1. Amount				
2. Physical size of required works items				
3. Complexity				
4. Methods/Technology				
5. Construction rate for key activities				
6. Other Characteristics				

21. FORM EXP-4.2(b)

Construction Experience in Key Activities

Tenderer's Name: _____

Date: _____

Tenderer's JV Member Name: _____

Sub-contractor's Name³ (as per ITT35): _____

ITT No. and title: _____

All Sub-contractors for key activities must complete the information in this form as per ITT 34 and Section III, Evaluation and Qualification Criteria, Sub-Factor 4.2.

1. Table 27: Key Activity No One: _____

Information				
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	Kenya Shilling			
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)		Actual Quantity Performed (i) x (ii)
Year 1				
Year 2				
KEFRI's Name:				
Address:				
Telephone/fax number				
E-mail:				

³If applicable

Information	
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:	
1	
2	
3	

22. SCHEDULE FORMS -BILL OF QUANTITIES

*[The Tenderer shall fill in these Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Activity Schedules** shall coincide with the List of Non-Consulting Services specified in KEFRI's Requirements.]*

NB// The average number of People/Staff at the Headquarters varies from time to time- including workshops and Trainings.

SECTION V – TENDERING FORMS -PRICE SCHEDULE FORMS- COST AREAS

Table 28: The Specifications and Priced Activity Schedules

Date: _____, ITT No: PROVISION OF CLEANING SERVICES						
Service No	Location and Description of Services			Unit (Area (M ²))	Unit Price	Total Price per Service
1	Directorate, SDD R& D Block	Floor		Rubber tiles	16	
		Walls		Ceramic	52	
		windows		Clear Glass	8	
2	Research wing A	Ground floor	Floor	Rubber tiles	30	
		1 st floor		Rubber tiles	24	
3	Research wing B	Ground floor	Floor	Terrazzo	45	
		1 st floor		Terrazzo	45	
		Walls		Ceramic	140	
		Windows		Clear Glass & Louvre panes	10	
4	Training block	Ground floor	Floor	Terrazzo	16	
		1 st floor		Terrazzo	16	
		Auditorium		Terrazzo	63	
		Walls		Ceramic	120	
		Windows		Louvre Glass panes	12	
5	Procurement Block	Floor		PVC Tiles	24	
		wall		Ceramic Tile/cement finish	70	
6	Admin/ HR Block	Ground floor	Floor	Rubber tiles	30	
		1 st floor		Rubber tiles	30	
		Walls		Ceramic tiles		
		Windows		Clear Glass & louvre panes	6	
7.	Account Block	Floor		Rubber tiles	15	
		Walls		Ceramic tiles	38	

Date: _____, ITT No: PROVISION OF CLEANING SERVICES						
Service No	Location and Description of Services Finish type			Unit (Area (M ²))	Unit Price	Total Price per Service
		<i>Windows</i>	<i>Clear Glass & louvre panes</i>	<i>5</i>		
<i>8.</i>	<i>Insectary</i>	<i>Floor</i>	<i>Ceramic</i>	<i>8</i>		
		<i>Walls</i>	<i>Ceramic</i>	<i>16</i>		
		<i>Windows</i>	<i>Clear Glass & louvre panes</i>	<i>6</i>		
<i>9.</i>	<i>Transport/ Garage/ Workshop</i>	<i>Walls</i>	<i>Ceramic tiles</i>	<i>48</i>		
		<i>Floor</i>	<i>Rubber tiles</i>	<i>24</i>		
		<i>Windows</i>	<i>Clear Glass & louvre panes</i>	<i>6</i>		
<i>Office Floor/Walls/Windows</i>						
<i>1.</i>	<i>Directorate, SDD R& D Block</i>	<i>Director</i>	<i>Carpet</i>	<i>40</i>		
		<i>B/Rm, Registry</i>	<i>PVC tiles</i>	<i>140</i>		
		<i>Open Area</i>	<i>Marble tiles</i>	<i>60</i>		
		<i>SDDR&D, DFBEM</i>	<i>Wood Parquet</i>	<i>64</i>		
		<i>Verandah walls</i>	<i>Clear glass</i>	<i>60</i>		
<i>2.</i>	<i>Adm/HR Block</i>	<i>Ground floor</i>	<i>Terrazzo</i>	<i>452</i>		
		<i>1st floor</i>	<i>Terrazzo</i>	<i>452</i>		
		<i>Verandah</i>	<i>Terrazzo</i>	<i>130</i>		
		<i>Ramp</i>	<i>Rubber Tiles</i>	<i>15</i>		
		<i>Staircases</i>	<i>Cement screed</i>	<i>20</i>		
		<i>Walls</i>	<i>Plaster & painted</i>			
		<i>Verandah walls</i>	<i>Clay Amboseli blocks</i>	<i>180</i>		
		<i>Windows</i>	<i>Clear Glass & louvre panes</i>	<i>224</i>		
<i>3.</i>	<i>Accounts Block</i>	<i>Floor</i>	<i>PVC Tiles</i>	<i>384</i>		
		<i>Verandah</i>	<i>Concrete cement screed</i>	<i>32</i>		
		<i>Walls</i>	<i>Plaster & painted</i>			
		<i>Windows</i>	<i>Clear Glass & louvre panes</i>	<i>60</i>		

Date: _____, ITT No: PROVISION OF CLEANING SERVICES						
Service No	Location and Description of Services			Unit (Area (M ²))	Unit Price	Total Price per Service
4.	Research wing A	Ground floor	Epoxy painting	645		
		1 st floor	Epoxy painting	651		
		Walls	Plaster & painted			
		Verandah walls	Clay Amboseli blocks	200		
5.	Research wing B	Ground floor	Terrazzo	1,191		
		1 st floor	Terrazzo	1,191		
		Walls	Plaster & painted			
		Verandah walls	Clay Amboseli blocks	627		
6.	Training block	Ground floor	Terrazzo	496		
			Wood Parquet	270		
		1 st floor	Terrazzo	766		
		Auditorium floor	Terrazzo	392		
		Walls	Plaster & painted			
		Verandah walls	Clay Amboseli blocks	210		
7.	Procurement Block	Floor	Concrete floor with cement screed	540		
		Walls	Plaster & painted			
		Windows	Clear glass panes	16		
8.	Insectary	Walls	Plaster & painted			
		Floor	Ceramic Tiles	40		
			Epoxy paint	144		
		Windows	Clear Glass & louvre panes	10		
9.	Transport/Garage	Floor	Concrete floor with cement screed	524		
		Walls	Plaster & painted			
		Windows	Clear Glass & louvre panes	38		

Date: _____, ITT No: PROVISION OF CLEANING SERVICES						
Service No	Location and Description of Services			Unit (Area (M ²))	Unit Price	Total Price per Service
10	Uncovered walkways	At Auditorium, Joining Wing A & B	Terrazzo	392		
11	Covered walkways	Training Block	Terrazzo	180		
		Joining wing A, Account & Directorate	Concrete floor with cement screed	116		
12	Mirrors			10		
13	Terrazzo /cement staircases	Wing A, wing B & Training Block		64		
14.	KEFRI House	Verandah	Concrete floor with plain cement screed	120		
		Dining Hall	Floor -Wood parquets	240		
			Wall Plastered &Painted	105		
			Windows -Clear Glass	70		
			Ceiling -Acoustic ceiling board	250		
		Kitchen	Floor -Rubber tile	52		
			Wall -Plastered &Painted	90		
		Cateress Offices	Floor -PVC tiles	10		
			Wall -Plastered &Painted	60		
			Ceiling -Acoustic ceiling board	10		
Store Office (3No.)	Floor -Terrazzo	28				
	Wall -Plastered &Painted					
	Ceiling -Acoustic ceiling board	28				

Date: _____, ITT No: PROVISION OF CLEANING SERVICES					
Service No	Location and Description of Services		Unit (Area (M ²))	Unit Price	Total Price per Service
		<i>Laundry</i>	<i>Floor -Concrete with plain cement screed</i>	<i>57</i>	
			<i>Plastered &Painted</i>	<i>300</i>	
		<i>Open area</i>	<i>Floor -Concrete with plain cement screed</i>	<i>101</i>	
		<i>Washrooms</i>	<i>Floor -Rubber tiles</i>	<i>44</i>	
			<i>Wall -Ceramic tiles</i>	<i>90</i>	
			<i>Ceiling -Acoustic ceiling board</i>	<i>44</i>	
GRAND TOTAL -TO BE CARRIED TO THE FORM OF TENDER AND INCLUSIVE OF ALL GOVERNMENT TAXES					

NB/ - ITT 32- Shall be applied in arithmetical errors

Name of Tenderer *[insert complete name of Tenderer]*

Signature of Tenderer [signature of person signing the Tender]

Name of the Person Signing the Tenderer (Authorized Person to sign the tender)

Date [insert date]

2 Table 29: Wage Bill & Materials Requirement Schedule-consumables

The Tenderer is required to provide an estimate bill of materials for the contracted service- listing consumables, their quantities, and costs on monthly and annual basis.

A.

No	Item Description	Quantities	Cost per Unit – KES Inclusive of VAT	Total per Month -KES	Total per Annum -KES
1.	Floor Polish				
2.	Detergents				
3.	Handwashing soap				
4.	Toilet paper (white) (to be replenish as required)				
5.	Paper Hand towels-white (to be replenish as required)				
6.	Air fresheners				
7.	Moth balls				
8.	Insecticide				
9.	Dusters				
10.	List of relevant tools and equipment				
11.	Brooms				
12.	Window cleaners				
13.	Toilet brushes				
14.	Mops				
15.	Grease Stripper etc.				
B	WAGE BILL				
	Employees	No.	Allowances	Gross-Salary Per Month	Annual Gross Salary
1.	Stewards 1 - (Wages) as per wage guidelines				
2	Supervisor 1 (Wages) as per wage guidelines				

The format must not be altered.

Name of Tenderer *[insert complete name of Tenderer]*

Signature of Tenderer [signature of person signing the Tender]

Name of the Person Signing the Tenderer (Authorized Person to sign the tender)

Date [insert date]

SECTION VI - WORK SCHEDULES AND SPECIFICATIONS

SCOPE OF SERVICES

Kenya Forestry research Institute (KEFRI) seeks to engage the services of a private contractor specialized in provision of cleaning services as indicated below: -

a) Buildings

- Offices- general surfaces
- Floors –Terrazzo, Tiled, Parquets and Carpets
- Glasses and windows
- Mirrors
- Ceilings and roofs
- Staircases, corridors, stairways and ramps
- Walls
- Dustbins
- Sinks

2. Laboratories

3. Clinic

4. Kitchen/ kitchenettes

5. Furniture and office equipment

6. Door and door frames

7. Windows and window frames

b) Toilets/Latrines/washrooms

- Toilets seats and tiles
- Urinals
- Sinks
- Pit latrines
- Dustbins
- Quality hand paper towels (white in color)

SECTION VII - DESCRIPTION OF SERVICES

1. **Table 30: Minimum Number of Employees**

S/No	Station	Number	Specific Deployment
1	Headquarters - Muguga	20	To be done during site handover.
Total of Staff		20	

The successful contactor shall provide the following interior services;

- Remove from all office floor surfaces dirt, stains spills or foreign objects and ensure that the floors are maintained free from any blemish on daily basis.(Using Scrubbing machines and other acceptable cleaning equipment)
- Apply on a monthly basis an acceptable polish to all parquet and terrazzo floors.
- Wipe, dust and/or clean with wet cloth all the wooden pillars, workstations, computer surfaces, shelves and furniture and fittings within the offices.
- Wipe and disinfect all telephone headsets regularly
- Ensure that all computers, printers, photocopiers and typewriters are dusted daily and should be free from fluff
- Clean all kitchens within the office blocks, with their floors and wall free of stains, blemish and their sinks scrubbed free of food stains, where applicable stain removers to be used.
- Clean toilet bowls, urinals, sinks, walls and mirrors within the toilets at all times.
- Remove and dispose-off rubbish from toilet bins in all allocated buildings within KEFRI.
- Check the working conditions of drainage pipes, main sanitary apparatus, water pipes and make reports to the Administrative Officer regarding any faults on a daily basis for rectification.
- Ensure that all toilets are maintained free from unpleasant odours and kept sparkling clean at all times.
- Ensure adequate supply of liquid soap in the soap dispensers and liquid hand washing soap for areas without soap dispensers. Any faulty soap dispensers and/or hand dryers should be reported immediately.
- Provide toilet accessories including high quality toilet paper (White), hand washing soap, disinfectant, air freshener and maintain hand driers in working condition
- Supply moth balls and sanitary blocks to the toilets. Toilet balls supplied by the contractor should always be correctly placed.
- Mop and maintain toilet floors dry at all times
- Ensure dustbins in the toilets are emptied regularly.
- Collect and dispose all rubbish, dirt, waste materials or refuse from the building and offices to designated disposal areas.
- Clean windows and window panes regularly.
- Dust and wipe all balustrades.
- Remove rubbish, dirt, stains, cobwebs or spills or foreign objects and generally ensure that all areas are free from any blemish
- Ensure that all areas are free from any foul or unpleasant odours;
- Ensure that all polished or smooth surfaces retain their shining gloss;
- Thoroughly scrub and polish floors once a month and whenever the need arises
- Door mats & mud scrappers must be free from mud and dust and should be swept at least twice a day.

- Any other component of cleaning aimed at ensuring high standards of cleanliness in KEFRI.

All cleaning especially of toilets and offices should be carried out before 8 am, thereafter regular and continuous cleaning will follow. The contractor should also ensure that staffs are available from time to time to help in provision of adhoc labour but not limited to movement of furniture & other office/lab equipment.

2. Reporting

The successful contractor shall report to KEFRI's Administrative Officer during the execution of duties and to the Deputy Director Supply Chain Management regarding contractual obligations.

3. Detailed Terms of Reference.

i. Office Floors

Clean all office floor surfaces including laboratories, clinic, kitchen and kitchenettes and ensure that the floors are well maintained. Apply acceptable polish to all parquet and terrazzo floors on a monthly basis.

ii. Waste Disposal

Collect and dispose all rubbish, dirt, waste materials or refuse from the building, offices, labs, clinics and kitchens to designated disposal areas. Remove and dispose off rubbish from toilet bins and staff camps within KEFRI.

iii. Glasses, Windows and Mirrors

Using acceptable detergents and cleaning materials and equipment, clean windows, window panes, glasses and mirrors frequently.

iv. Walls, Ceilings and Roofs

Remove rubbish, dirt, stains, cobwebs, spills or foreign objects and generally ensure that all areas are free from any blemish. Ensure that all polished or smooth surfaces retain their shining gloss.

v. Staircases, Corridors, Stairways and Ramps

Thoroughly scrub and polish floors once a month and whenever need arises. Further, door mats & mud scrappers must be free from mud and dust and should be swept daily.

vi. Furniture and Office Equipment

Wipe, dust and/or clean with wet cloth all the wooden pillars, workstations, computer surfaces, shelves and furniture and fittings within the offices. Ensure all telephone headsets are wiped and regularly disinfected. Computers, printers, photocopiers and typewriters should be dusted daily and should be free from dust and fluff.

vii. Toilets/Latrines/Washrooms

- Clean toilet bowls, urinals, sinks, walls and mirrors within the toilets at all times.
- Scrub, mop and maintain toilet floors dry at all times
- Liaise with Administrative officer to ensure adequate toilet accessories are placed (Tissue Papers and liquid soap, moth balls and air fresheners to be bought by KEFRI)
- Check the working conditions of drainage pipes, main sanitary apparatus, water pipes and make reports to the Administrative Officer regarding any faults on a daily

basis for rectification

- Supply moth balls and sanitary blocks to the toilets. Toilet balls supplied by the contractor should always be correctly placed.
 - Provide toilet accessories including high quality toilet paper (White), hand washing soap, disinfectant (harpic, jik), air freshener.
- viii. Office Tables/Desks**
- To be cleaned using high quality sheen provided by the contractor daily.
 - Tops to be free from dust and cobwebs.
 - Fax machines, computers, Telephone sets and wires should be free from dust and fluff.
 - All accessories and equipment should be left in correct positions.
- ix. Doors & Doorframes**
- Should be free from soapy water stains & dust.
 - Doors handles and locks should be free from marks, fluff and should be shiny.
 - Doors that do not close easily and hinges that make noise should be brought to the attention of the Officer in charge.
- x. Light Switches & Power Sockets**
- Switches and sockets should be free from dust marks, fluff and stains.
 - Cracks on switches and sockets should always be brought to the attention of the Officer in charge.
- xi. Windows**
- Should be clean leaving no streak marks or spots using windowlene or similar provided by the contractor.
 - Should be free from dust and oily stains (both internally and externally).
 - They should be free from dust and cobwebs
- xii. Skirting**
- Free from dust, carpet fluff and stains
- xiii. Flower Pots**
- Should be externally clean all the times.
 - Plants should be watered regularly to avoid wilting
 - Broken pots should be reported immediately to the Officer in charge

Xiii Consumable Materials

The successful contractor will be required to provide the following and any other suggested consumables for use in providing contracted services;

- a) Floor Polish
- b) Detergents
- c) Insecticides
- d) Window cleaners
- e) Toilet Brushes/Toilet Bowl brushes
- f) Quality white Toilet papers small size
- g) Hand washing soap/cream/ foam
- h) Air fresheners Toilets balls

- i) Quality hand paper towels (white in color)

4. Equipment

The Successful contractor will be required to provide a list of equipment and the quantities for use in providing the contracted services but shall not be limited to Buffing Machine, Scrubbing machines and vacuum cleaners.

5. Staff Uniform/Protective gear

The Successful contractor will be required to provide its staff/employees with suitable working clothes and protective gear for the purpose of both identification and safety during performance of their duties.

6. Statutory Requirements

The successful contractor will be required to provide its staff /employees with all statutory requirements among them NHIF and NSSF.

7. Insurance

The contractor shall procure and maintain for the duration of the contract insurance protection from reputable insurance companies approved by IRA to cover the contractor's employees and contractor's liability to KEFRI and its employees, tenants and customers or any third party arising in connection with the performance of the service. A copy of the insurance certificate shall be deposited with Deputy Director HR.

8. Police Clearance Certificate

The contractor will be required to provide a list of their employees, copies of their police clearance certificates and national identity cards for the duration of their service to the Institute and in case of replacement, the new employees' records to be updated accordingly.

9. Observation of Occupational Safety and Health Regulations & Practices

The service provider will be required to ensure strict adherence to current Occupational Safety and Health regulations in the workplace.

10. Additional Information to Tenderers.

The tenderer is required to visit the site prior to submission of the tender in respect of the tender to establish the magnitude of the job.

11. Inspection/Evaluation

- The Successful contractors shall accord the Head of Administration or his/her representatives' ample opportunity to inspect any work or service performed/rendered to satisfy them of the quality and standard of the work. The Contractor shall provide and permit routine free and unhindered audits, survey and inspection of the work performed by it as per definitions and descriptions of the contract.
- KEFRI Inspection and acceptance committee shall either by itself or through appointed agents conduct routine and random inspection of the services provided by the contractor, to provide a report prior to making any payments to the contractor.
- The contractor shall be informed in writing of any shortcoming in the performance of contract and shall further discuss the report and required

improvements, with both the Head of Administration and a representative from procurement department.

- There shall be Quarterly performance review meetings with KEFRI
- The service provider must report immediately to Officer in charge any breakages or blockages or any other or repair and maintenance works that require fixing.

3. Work Plan

The tenderer must ensure that the workplan prepared must ensure the continuous high standard of cleanliness at any particular time despite the various flow of numbers of persons in the Premises.

1 NOTIFICATION OF INTENTION TO AWARD

[This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender.] [Send this Notification to the Tenderer's Authorized Representative named in the Tenderer Information Form] For the attention of Tenderer's Authorized Representative

Name:

Address:

Telephone numbers:

Email Address:.....

[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]

DATE OF TRANSMISSION:..... This Notification is sent by: *[email/fax]* on *[date]* (local time)

KEFRI:*[insert the name of KEFRI]*

Contract title:.....

ITT No:

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

- a) Request a debriefing in relation to the evaluation of your Tender, and/or
- b) Submit a Procurement-related Complaint in relation to the decision to award the contract.

l). Table 31: The successful Tenderer

Name:	
Address:	
Contract price:	

ii). Other Tenderers *[INSTRUCTIONS: insert names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out.]*

Table 32:

Name of Tenderer	Tender price	Evaluated Tender price (if applicable)

iii). How to request a debriefing

DEADLINE: The deadline to request a debriefing expires at midnight on *[insert date]* (local time).

You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:

Attention:*[insert full name of person, if applicable]*

Title/position:*[insert title/position]*

Agency:*[insert name of KEFR]*

Email address:..... *[insert email address]*

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

iv. How to make a complaint

Period: Procurement-related Complaint challenging the decision to award shall be submitted by *[insert date and time]*.

Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement- related Complaint as follows:

Attention:.....*[insert full name of person, if applicable]*

Title/position:..... *[insert title/position]*

Agency:*[insert name of KEFRI]*

Email address:..... *[insert email address]*

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Stand still Period and received by us before the Stand still Period ends.

In summary, there are four essential requirements:

1. You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the period stated above.
4. You must include, in your complaint, all of the information required to support the complaint.
5. The application must be accompanied by the fees set out in the Procurement Regulations, which shall not be refundable (information available from the Public Procurement Authority at complaints@ppra.go.ke or info@ppra.go.ke

v). Standstill Period

DEADLINE: The Standstill Period is due to end at midnight on *[insert date]* (local time).

The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended as stated in Section 4 above. If you have any questions regarding this Notification please do not hesitate to contact us.

On behalf of KEFRI:

Signature:_____ **Name:**_____

Title/position: _____

Telephone: _____

Email: _____

2 REQUEST FOR REVIEW

FORM FOR REVIEW (r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

..... APPLICANT

AND

.....RESPONDENT (KEFRI)

Request for review of the decision of the..... (Name of KEFRI ofdated the...day of20.....in the matter of Tender No.....of20..... for(Tender description).

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....P. O. Box 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 of20.....

SIGNED

Board Secretary

3. LETTER OF AWARD

[Form head paper of KEFRI]

.....*[date]*

To:.....*[name and address of the Service Provider]*

This is to notify you that your Tender dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words]* *[name of currency]*, as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by us (KEFRI).

You are requested to furnish the Performance Security within 28days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section X, Contract Forms, of the tender document.

Please return the attached Contract dully signed Authorized

signature:.....

Name and Title of Signatory:.....

Name of Agency:.....

Attachment: Contract

4 FORM OF CONTRACT *[Form head paper of KEFRI]* LUMP SUM

REMUNERATION

This CONTRACT (herein after called the “Contract”) is made the *[day]* day of the month of *[month],[year]*, between, on the one hand, *[name of KEFRI]* (herein after called the “KEFRI”) and, on the other hand, *[name of Service Provider]* (hereinafter called the “Service Provider”).

*[Note: In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows:“... (herein after called the “KEFRI”) and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to KEFRI for all the Service Provider's obligations under this Contract, namely, *[name of Service Provider]* and *[name of Service Provider]* (herein after called the “Service Provider”).]*

WHEREAS

- a) KEFRI has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (herein after called the “Services”);
- b) the Service Provider, having represented to KEFRI that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:
 - a) The Form of Acceptance;
 - b) The Service Provider's Tender
 - c) The Special Conditions of Contract;
 - d) The General Conditions of Contract;
 - e) The Specifications;
 - f) The Priced Activity Schedule; and
 - g) The following Appendices: *[Note: If any of these Appendices are not used, the words “Not Used” should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]*

Appendix A: Description of the Services Appendix B: Schedule of Payments
Appendix C: Subcontractors Appendix D: Breakdown of Contract Price
Appendix E: Services and Facilities Provided by KEFRI

2. The mutual rights and obligations of KEFRI and the Service Provider shall be as set forth in the Contract, in particular:

- a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
- b) KEFRI shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHERE OF, the Parties here to have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of _____ *[name of KEFRI]*

_____ *[Authorized Representative]*

For and on behalf of *[name of Service Provider]*

_____ *[Authorized Representative]*

[Note :If the Service Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]

For and on behalf of each of the Members of the Service Provider

.....*[name of member]*

.....*[Authorized Representative]*

..... *[name of member]*

.....*[Authorized Representative]*

4 FORM OF TENDER SECURITY (Bank Guarantee) *[The bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.] [Guarantor Form head or SWIFT identifier code]*

Beneficiary:.....*[KEFRI to insert its name and address]*

ITT No.:.....*[KEFRI to insert reference number for the Request for Tenders]*

Alternative No.:*[Insert identification No if this is a Tender for an alternative]* **Date:***[Insert date of issue]*

TENDER GUARANTEE No.:.....*[Insert guarantee reference number]*

Guarantor:*[Insert name and address of place of issue, unless indicated in the Form head]*

We have been informed that _____*[insert name of the Tenderer, which in the case of a joint venture shall be the name of the joint venture (whether legally constituted or prospective) or the names of all members thereof]*(hereinafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (hereinafter called "the Tender") for the execution of under Request for Tenders No. _____ ("The ITT").

Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

- (a) Has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Form of Tender ("the Tender Validity Period"), or any extension there to provide by the Applicant; or
- (b) Having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension thereto provided by the Applicant, (i) has failed to sign the contract agreement, or (ii) has failed to furnish the performance security, in accordance with the Instructions to Tenderers ("ITT") of the Beneficiary's tendering document.

This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of _____ copies of the Contract agreement signed by the Applicant and the performance security issued to the Beneficiary in relation to such Contract agreement; or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification

to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.

Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758.

[Signature(s)]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

5 FORM OF TENDER SECURITY (TENDER BOND) [The Surety shall fill in this Tender Bond Form in accordance with the instructions indicated.] BOND NO. _____

BY THIS BOND [name of Tenderer] as Principal (herein after called “the Principal”), and [name, legal title, and address of surety], authorized to transact business in Kenya, as Surety (hereinafter called “the Surety”), are held and firmly bound unto [name of KEFRI] as Obligee (hereinafter called “KEFRI”) in the sum of [amount of Bond][amount in words], for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHERE AS the Principal has submitted or will submit a written Tender to KEFRI dated the ___ day of _____, 20___, for the supply of [name of Contract](herein after called the “Tender”).

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

- c) Has withdrawn its Tender during the period of Tender validity set forth in the Principal's Form of Tender (“the Tender Validity Period”), or any extension there to provided by the Principal; or
- d) having been notified of the acceptance of its Tender by KEFRI during the Tender Validity Period or any extension there to provide by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to Tenderers (“ITT”) of KEFRI's tendering document.

then the Surety undertakes to immediately pay to KEFRI up to the above amount upon receipt of KEFRI's first written demand, without KEFRI having to substantiate its demand, provided that in its demand KEFRI shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 28 days after the date of expiration of the Tender Validity Period set forth in the Principal's Form of Tender or any extension thereto provided by the Principal.

IN TESTIMONY WHERE OF, the Principal and the Surety have caused these presents to be executed in the irrespctive names this _____ day of _____ 20___.

Principal:

Corporate Seal (where appropriate)

Surety: _____

(Signature)

(Printed name and title)

(Signature)

(Printed name and title)

6. FORM OF TENDER-SECURING DECLARATION

[The Tenderer shall fill in this Form in accordance with the instructions indicated.]

Date:.....*[date (as day, month and year)]*

ITT No.:*[number of Tendering process]*

Alternative No:..... *[insert identification No if this is a Tender for an alternative]*

To:..... *[complete name of KEFRI]* We, the undersigned, declare that: We understand that, according to your conditions, Tenders must be supported by a Tender-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Tendering or submitting proposals in any contract with KEFRI for the period of time of *[number of months or years]* starting on *[date]*, if we are in breach four obligation(s) under the Tender conditions, because we:

- a) Have withdrawn our Tender during the period of Tender validity specified in the Form of Tender; or
- b) having been notified of the acceptance of our Tender by KEFRI during the period of Tender validity, (i) fail to sign the Contract agreement; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITT.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight days after the expiration of our Tender.

Name of the Tenderer* _____

Name of the person duly authorized to sign the Tender on behalf of the Tenderer

Title of the person signing the Tender _____

Signature of the person named above _____

Date signed _____ day of _____

*: In the case of the Tender submitted by joint venture specify the name of the Joint Venture as Tenderer

** : Person signing the Tender shall have the power of attorney given by the Tenderer attached to the Tender

[Note: In case of a Joint Venture, the Tender-Securing Declaration must be in the name of all members to the Joint Venture that submits the Tender.

SECTION VIII - ACTIVITY SCHEDULE

Kenya Forestry research Institute (KEFRI) seeks to engage the services of a private contractor specialized in provision of cleaning services as indicated below: -

a) Buildings

1. Offices- general surfaces

- Floors –Terrazzo, Tiled, Parquets and Carpets
- Glasses and windows
- Mirrors
- Ceilings and roofs
- Staircases, corridors, stairways and ramps
- Walls
- Dustbins
- Sinks

2. Laboratories

3. Clinic

4. Kitchen/ kitchenettes

5. Furniture and office equipment

6. Door and door frames

7. Windows and window frames

b) Toilets/Latrines/washrooms

- Toilets seats and tiles
- Urinals
- Sinks
- Pit latrines
- Dustbins

PERFORMANCE SPECIFICATIONS

DESCRIPTION OF SERVICES

2. Minimum number of employees

S/No	STATION	NUMBER	SPECIFIC DEPLOYMENT
1	HEADQUARTERS	20	To be done during site handover.
TOTAL		20	

The successful contactor shall provide the following interior services;

- Remove from all office floor surfaces dirt, stains spills or foreign objects and ensure that the floors are maintained free from any blemish on daily basis.(Using Scrubbing machines and other acceptable cleaning equipment)
- Apply on a monthly basis an acceptable polish to all parquet and terrazzo floors.
- Wipe, dust and/or clean with wet cloth all the wooden pillars, workstations, computer surfaces, shelves and furniture and fittings within the offices.
- Wipe and disinfect all telephone headsets regularly
- Ensure that all computers, printers, photocopiers and typewriters are dusted daily and should be free from fluff
- Clean all kitchens within the office blocks, with their floors and wall free of stains, blemish and their sinks scrubbed free of food stains, where applicable stain removers to be used.
- Clean toilet bowls, urinals, sinks, walls and mirrors within the toilets at all times.
- Remove and dispose-off rubbish from toilet bins in all allocated buildings within KEFRI.
- Check the working conditions of drainage pipes, main sanitary apparatus, water pipes and make reports to the Administrative Officer regarding any faults on a daily basis for rectification.
- Ensure that all toilets are maintained free from unpleasant odours and kept sparkling clean at all times.
- Ensure adequate supply of liquid soap in the soap dispensers and liquid hand washing soap for areas without soap dispensers. Any faulty soap dispensers and/or hand dryers should be reported immediately.
- Provide toilet accessories including high quality toilet paper (White), hand washing soap, disinfectant, air freshener and maintain hand driers in working condition
- Supply moth balls and sanitary blocks to the toilets. Toilet balls supplied by the contractor should always be correctly placed.
- Mop and maintain toilet floors dry at all times
- Ensure dustbins in the toilets are emptied regularly.
- Collect and dispose all rubbish, dirt, waste materials or refuse from the building and offices to designated disposal areas.
- Clean windows and window panes regularly.
- Dust and wipe all balustrades.
- Remove rubbish, dirt, stains, cobwebs or spills or foreign objects and generally ensure that all areas are free from any blemish
- Ensure that all areas are free from any foul or unpleasant odours;
- Ensure that all polished or smooth surfaces retain their shining gloss;
- Thoroughly scrub and polish floors once a month and whenever the need arises

- Door mats & mud scrappers must be free from mud and dust and should be swept at least twice a day.
- Any other component of cleaning aimed at ensuring high standards of cleanliness in KEFRI.

All cleaning especially of toilets and offices should be carried out before 8 am, thereafter regular and continuous cleaning will follow. The contractor should also ensure that staffs are available from time to time to help in provision of adhoc labour but not limited to movement of furniture & other office/lab equipment.

2. Reporting

The successful contractor shall report to KEFRI's Administrative Officer during the execution of duties and to the Deputy Director Supply Chain Management regarding contractual obligations.

3. Detailed terms of reference.

i. Office floors

Clean all office floor surfaces including laboratories, clinic, kitchen and kitchenettes and ensure that the floors are well maintained. Apply acceptable polish to all parquet and terrazzo floors on a monthly basis.

ii. Waste disposal

Collect and dispose all rubbish, dirt, waste materials or refuse from the building, offices, labs, clinics and kitchens to designated disposal areas. Remove and dispose off rubbish from toilet bins and staff camps within KEFRI.

iii. Glasses, windows and mirrors

Using acceptable detergents and cleaning materials and equipment, clean windows, window panes, glasses and mirrors frequently.

iv. Walls, Ceilings and roofs

Remove rubbish, dirt, stains, cobwebs, spills or foreign objects and generally ensure that all areas are free from any blemish. Ensure that all polished or smooth surfaces retain their shining gloss.

v. Staircases, corridors, Stairways and Ramps

Thoroughly scrub and polish floors once a month and whenever need arises. Further, door mats & mud scrappers must be free from mud and dust and should be swept daily.

vi. Furniture and office equipment

Wipe, dust and/or clean with wet cloth all the wooden pillars, workstations, computer surfaces, shelves and furniture and fittings within the offices. Ensure all telephone headsets are wiped and regularly disinfected. Computers, printers, photocopiers and typewriters should be dusted daily and should be free from dust and fluff.

vii. Toilets/Latrines/washrooms

- Clean toilet bowls, urinals, sinks, walls and mirrors within the toilets at all times.
- Scrub, mop and maintain toilet floors dry at all times
- Liaise with Administrative officer to ensure adequate toilet accessories are placed (Tissue Papers and liquid soap, moth balls and air fresheners to be bought by KEFRI)

- Check the working conditions of drainage pipes, main sanitary apparatus, water pipes and make reports to the Administrative Officer regarding any faults on a daily basis for rectification
- Supply moth balls and sanitary blocks to the toilets. Toilet balls supplied by the contractor should always be correctly placed.
- Provide toilet accessories including high quality toilet paper (White), hand washing soap, disinfectant (harpic, jik), air freshener.

viii. Office Tables/Desks

- To be cleaned using high quality sheen provided by the contractor daily.
- Tops to be free from dust and cobwebs.
- Fax machines, computers, Telephone sets and wires should be free from dust and fluff.
- All accessories and equipment should be left in correct positions.

ix. Doors & Doorframes

- Should be free from soapy water stains & dust.
- Doors handles and locks should be free from marks, fluff and should be shiny.
- Doors that do not close easily and hinges that make noise should be brought to the attention of the Officer in charge.

x. Light Switches & Power Sockets

- Switches and sockets should be free from dust marks, fluff and stains.
- Cracks on switches and sockets should always be brought to the attention of the Officer in charge.

xi. Windows

- Should be clean leaving no streak marks or spots using windowlene or similar provided by the contractor.
- Should be free from dust and oily stains (both internally and externally).
- They should be free from dust and cobwebs

xii. Skirting

- Free from dust, carpet fluff and stains

xiii. Flower Pots

- Should be externally clean all the times.
- Plants should be watered regularly to avoid wilting
- Broken pots should be reported immediately to the Officer in charge

Xiiii Consumable Materials

The successful contractor will be required to provide the following and any other suggested consumables for use in providing contracted services;

- j) Floor Polish
- k) Detergents
- l) Insecticides
- m) Window cleaners
- n) Toilet Brushes/Toilet Bowl brushes and any other consumables that may be deemed necessary

o) Toilet papers (white) **Note low quality tissue papers shall not be accepted.**

4. Equipment

The Successful contractor will be required to provide a list of equipment and the quantities for use in providing the contracted services but shall not be limited to scrubbing machines and vacuum cleaners.

5. Staff uniform/protective gear

The Successful contractor will be required to provide its staff/employees with suitable working clothes and protective gear for the purpose of both identification and safety during performance of their duties.

6. Statutory Requirements

The successful contractor will be required to provide its staff /employees with all statutory requirements among them NHIF and NSSF.

7. Insurance

The contractor shall procure and maintain for the duration of the contract insurance protection from reputable insurance companies approved by IRA to cover the contractor's employees and contractor's liability to KEFRI and its employees, tenants and customers or any third party arising in connection with the performance of the service. A copy of the insurance certificate shall be deposited with Deputy Director HR.

8. Police Clearance Certificate

The contractor will be required to provide a list of their employees, copies of their police clearance certificates and national identity cards for the duration of their service to the Institute and in case of replacement, the new employees' records to be updated accordingly.

9. Observation of Occupational Safety and Health Regulations & Practices

The service provider will be required to ensure strict adherence to current Occupational Safety and Health regulations in the workplace.

10. Additional information to Tenderers.

The tenderer is required to visit the site prior to submission of the tender in respect of the tender to establish the magnitude of the job.

11. Inspection/Evaluation

- The Successful contractors shall accord the Head of Administration or his/her representatives' ample opportunity to inspect any work or service performed/rendered to satisfy them of the quality and standard of the work. The Contractor shall provide and permit routine free and unhindered audits, survey and inspection of the work performed by it as per definitions and descriptions of the contract.
- KEFRI Inspection and acceptance committee shall either by itself or through appointed agents conduct routine and random inspection of the services provided by the contractor, to provide a report prior to making any payments to the contractor.
- The contractor shall be informed in writing of any shortcoming in the performance of contract and shall further discuss the report and required

improvements, with both the Head of Administration and a representative from procurement department.

- There shall be Quarterly performance review meetings with KEFRI
- The service provider must report immediately to Officer in charge any breakages or blockages or any other or repair and maintenance works that require fixing.

SECTION IX - GENERAL CONDITIONS OF CONTRACT

A. General Provisions Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a) The Adjudicator is the person appointed jointly by KEFRI and the Service Provider to resolve disputes in the first instance, as provided for in Sub-Clause 8.2 hereunder.
- b) "Activity Schedule" is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Tender;
- c) "Completion Date" means the date of completion of the Services by the Service Provider as certified by KEFRI
- d) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- e) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- f) "Day works" means varied work inputs subject to payment on a time basis for the Service Provider's employees and equipment, in addition to payments for associated materials and administration.
- g) "KEFRI" means Kenya Forestry Research Institute (Procuring Entity) or party who employs the Service Provider
- h) "Foreign Currency" means any currency other than the currency of Kenya;
- i) "GCC" means these General Conditions of Contract;
- j) "Government" means the Government of Kenya;
- k) "Local Currency" means Kenya shilling;
- l) "Member," in case the Service Provider consist of a joint venture of more than one entity, means any of these entities; "Members" means all these entities, and "Member in Charge" means the entity specified in the SC to act on their behalf in exercising all the Service Provider' rights and obligations towards KEFRI under this Contract;
- m) "Party" means KEFRI or the Service Provider, as the case maybe, and "Parties" means both of them;
- n) "Personnel" means persons hired by the Service Provider or by any Subcontractor as employees and assigned to the performance of the Services or any part there of;
- o) "Service Provider" is a person or corporate body whose Tender to provide the Services has been accepted by KEFRI;
- p) "Service Provider's Tender" means the completed Tendering Document submitted by the Service Provider to KEFRI
- q) "SCC" means the Special Conditions of Contract by which the GCC may be

amended or supplemented;

- r) “Specifications” means the specifications of the service included in the Tendering Document submitted by the Service Provider to KEFRI
- s) “Services” means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Specifications and Schedule of Activities included in the Service Provider's Tender.
- t) “Subcontractor” means any entity to which the Service Provider subcontracts any part of the Services in accordance with the provisions of Sub-Clauses 3.5 and 4;
- u) “Public Procurement Regulatory Authority (PPRA)” shall mean the Government Agency responsible for oversight of public procurement.
- v) “Project Manager” shall be the person appointed by KEFRI to act as the Project Manager for the purposes of the Contract and named in the Particular Conditions of Contract, or other person appointed from time to time by KEFRI and notified to the Contractor.
- w) “Notice of Dissatisfaction” means the notice given by either Party to the other indicating its dissatisfaction and intention to commence arbitration.

1.2 Applicable Law

The Contract shall be interpreted in accordance with the laws of Kenya.

1.3 Language

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, hand delivery, or email to such Party at the address **specified in the SCC**.

1.5 Location

The Services shall be performed at such locations as are specified in Appendix A, in the specifications and, where the location of a particular task is not so specified, at such locations, whether in Kenya or elsewhere, as KEFRI may approve.

1.6 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by KEFRI or the Service Provider may be taken or executed by the officials **specified in the SCC**.

1.7 Inspection and Audit by the PPRA

Pursuant to paragraph 2.2 e. of Attachment 1 to the General Conditions, the Service Provider shall permit and shall cause its sub contract or sand sub-consultants to permit, PPRA and/or persons appointed by PPRA to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by PPRA. The Service Provider's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 3.10 which provides, inter alia, that acts intended to materially impede the exercise of PPRA's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to PPRA's prevailing sanctions procedures).

1.8 Taxes and Duties

The Service Provider, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

2 Commencement, Completion, Modification, and Termination of Contract

2.1 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both parties or such other later date as maybe **stated in the SCC**.

2.2 Commencement of Services

2.2.1 Program

Before commencement of the Services, the Service Provider shall submit to KEFRI for approval a Program showing the general methods, arrangements order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

2.2.2 Starting Date

The Service Provider shall start carrying out the Services thirty (30) days after the date the Contract becomes effective, or at such other date as may be **specified in the SCC**.

2.3 Intended Completion Date

Unless terminated earlier pursuant to Sub-Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is **specified in the SCC**. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.

2.4 Modification

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

2.4.1 Value Engineering

The Service Provider may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following;

- a) The proposed change(s), and a description of the difference to the existing contract requirements;
- b) A full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs, if applicable) KEFRI may incur in implementing the value engineering proposal; and
- c) A description of any effect(s) of the change on performance/functionality.

KEFRI may accept the value engineering proposal if the proposal demonstrates benefits that:

- a) accelerates the delivery period; or
- b) reduces the Contract Price or the lifecycle costs to KEFRI; or
- c) improves the quality, efficiency, safety or sustainability of the services; or
- d) yields any other benefits to KEFRI, without compromising the necessary functions of the Facilities.

If the value engineering proposal is approved by KEFRI and results in:

- a) a reduction of the Contract Price; the amount to be paid to the Service Provider shall be the percentage specified in the **SCC** of the reduction in the Contract Price; or
- b) an increase in the Contract Price; but results in a reduction in lifecycle costs due to any benefit described in
(a) to (d) above, the amount to be paid to the Service Provider shall be the full increase in the Contract Price.

2.5 Force Majeure

2.5.1 Definition

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.5.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not

be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and(b) has informed the other Party as soon as possible about the occurrence of such an event.

2.5.3 Extension of Time

Any period with in which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.5.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.6 Termination

2.6.1 By KEFRI

KEFRI may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through(d) of this Sub-Clause 2.6.1:

- a) If the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as KEFRI may have subsequently approved in writing;
- b) if the Service Provider become insolvent or bankrupt;
- c) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- d) if the Service Provider, in the judgment of KEFRI has engaged in Fraud and Corruption, as defined in paragraph2.2a. of AttachmentI to the GCC, in competing for or in executing the Contract

2.6.2 By the Service Provider

The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to KEFRI, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Sub-Clause 2.6.2:

- a) If KEFRI fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Service Provider that such

payment is overdue; or

- b) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

2.6.3 Payment up on Termination

Upon termination of this Contract pursuant to Sub-Clauses 2.6.1 or 2.6.2, KEFRI shall make the following payments to the Service Provider:

- a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- b) except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel.

3 Obligations of the Service Provider

3.1 General

The Service Provider shall perform the Services in accordance with the Specifications and the Activity Schedule, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Provider shall always act, in respect of any matter relating to this Contractor to the Services, as faithful adviser to KEFRI, and shall at all times support and safeguard KEFRI's legitimate interests in any dealings with Subcontractors or third parties.

3.2 Conflict of Interests

3.2.1 Service Provider Not to Benefit from Commissions and Discounts.

The remuneration of the Service Provider pursuant to Clause 6 shall constitute the Service Provider's sole remuneration in connection with this Contractor to the Services, and the Service Provider shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contractor to the Services or in the discharge of their obligations under the Contract, and the Service Provider shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

3.2.2 Service Provider and Affiliates Not to be Otherwise Interested in Project

The Service Provider agree that, during the term of this Contract and after its termination, the Service Provider and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing goods, works, or Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

3.2.3 Prohibition of Conflicting Activities

Neither the Service Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- a) During the term of this Contract, any business or professional activities in Kenya which would conflict with the activities assigned to them under this Contract;
- b) during the term of this Contract, neither the Service Provider nor their Subcontractors shall hire public employees' inactive duty or on any type of leave, to perform any activity under this Contract;
- c) After the termination of this Contract, such other activities as may be **specified in the SCC**.

3.3 Confidentiality

The Service Provider, its Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or KEFRI's business or operations without the prior written consent of KEFRI.

- 3.4 **The Service Provider** (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub contractors', as the case may be) own cost but on terms and conditions approved by KEFRI, insurance against the risks, and for the coverage, as shall be **specified in the SCC**; and (b) at KEFRI's request, shall provide evidence to KEFRI showing that such insurance has been taken out and maintained and that the current premiums have been paid.

3.5 Service Provider's Actions Requiring KEFRI's Prior Approval

The Service Provider shall obtain KEFRI's prior approval in writing before taking any of the following actions:

- a) Entering into a subcontract for the performance of any part of the Services,
- b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Subcontractors"),
- c) changing the Program of activities; and
- d) Any other action that may be specified in the SCC.

3.6 Reporting Obligations

The Service Provider shall submit to KEFRI the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

3.7 Documents Prepared by the Service Provider to Be the Property of KEFRI

All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider in accordance with Sub-Clause 3.6

shall become and remain the property of KEFRI, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to KEFRI, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be **specified in the SCC**.

3.8 Liquidated Damages

3.8.1 Payments of Liquidated Damages

The Service Provider shall pay liquidated damages to KEFRI at the rate per day **stated in the SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the SCC**. KEFRI may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.

3.8.2 Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, KEFRI shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5.

3.8.3 Lack of performance penalty

If the Service Provider has not corrected a Defect within the time specified in KEFRI's notice, a penalty for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as described in Sub-Clause 7.2 and **specified in the SCC**.

3.9 Performance Security

The Service Provider shall provide the Performance Security to KEFRI no later than the date specified in the Form of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to KEFRI, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The performance Security shall be valid until a date 28 day from the Completion Date of the Contract in case of a bank guarantee, and until one year from the Completion Date of the Contract in the case of a Performance Bond.

3.10 Fraud and Corruption

KEFRI requires compliance with the Government's Anti-Corruption laws and its prevailing sanctions. KEFRI requires the Service Provider to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the tendering process or execution of the Contract. The information disclosed must include at least the name and address of the agent

or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

3.11 Sustainable Procurement

The Service Provider shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC**.

4 Service Provider's Personnel

4.1 Description of Personnel

The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix Care hereby approved by KEFRI.

4.2 Removal and/or Replacement of Personnel

- a) Except as KEFRI may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.
- b) If KEFRI finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at KEFRI's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to KEFRI.
- c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5 Obligations of KEFRI

5.1 Assistance and Exemptions

KEFRI shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as **specified in the SCC**.

5.2 Change in the Applicable Law

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2(a) or (b), as the case may be.

5.3 Services and Facilities

KEFRI shall make available to the Service Provider the Services and Facilities listed under Appendix F.

6 Payments to the Service Provider

6.1 Lump-Sum Remuneration

The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Provider in carrying out the Services described in Appendix A. Except as provided in Sub-Clause 5.2, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub-Clauses 2.4 and 6.3.

6.2 Contract Price

- a) The price payable is **set forth in the SCC**.
- b) Price may be payable in foreign currency, if so allowed in this document.

6.3 Payment for Additional Services, and Performance Incentive Compensation

6.3.1 For the purpose of determining the remuneration due for additional Services as may be agreed under Sub-Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.

6.3.2 If the **SCC so specify**, the service provider shall be paid performance incentive compensation asset out in the Performance Incentive Compensation appendix.

6.3.3 Where the contract price is different from the corrected tender price, in order to ensure the contractor is not paid less or more relative to the contract price (*which would be the tender price*), payment valuation certificates and variation orders on omissions and additions valued based on rates in the schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows: *(corrected tender price – tender price) / tender price X 100*.

6.4 Terms and Conditions of Payment

Payments will be made to the Service Provider according to the payment schedule **stated in the SCC**. **Unless otherwise stated in the SCC**, the advance payment (Advance for Mobilization, Materials and Supplies) shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period **stated in the SCC**. Any other payment shall be made after the conditions **listed in the SCC** for such payment have been met, and the Service Provider have submitted an invoice to KEFRI specifying the amount due.

6.5 Interest on Delayed Payments

If KEFRI has delayed payments beyond thirty (30) days after the due date stated in the **SCC**, interest shall be paid to the Service Provider for each day of delay at

the rate stated in the SCC.

6.6 Price Adjustment

6.6.1 Prices shall be adjusted for fluctuations in the cost of inputs only if **provided for in the SCC**. If so provided, the amounts certified in each payment certificate, after deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amounts due in each currency. A separate formula of the type indicated below applies to each Contract currency:

$$P_c = A_c + B_c L_{mc} / L_{oc} + C_c l_{mc} / l_{oc}$$

Where:

P_c is the adjustment factor for the portion of the Contract Price payable in a specific currency "c".

A_c , B_c and C_c are coefficients specified in the SCC, representing: A_c the non-adjustable portion; B_c the adjustable portion relative to labor costs and C_c the adjustable portion for other inputs, of the Contract Price payable in that specific currency "c"; and

L_{mc} is the index prevailing at the first day of the month of the corresponding invoiced date and L_{oc} is the index prevailing 28 days before Tender opening for labor; both in the specific currency "c".

l_{mc} is the index prevailing at the first day of the month of the corresponding invoice date and l_{oc} is the index prevailing 28 days before Tender opening for other inputs payable; both in the specific currency "c".

If a price adjustment factor is applied to payments made in a currency other than the currency of the source of the index for a particular indexed input, a correction factor Z_o/Z_n will be applied to the respective component factor of p_n for the formula of the relevant currency. Z_o is the number of units of Kenya Shillings of the index, equivalent to one unit of the currency payment on the date of the base index, and Z_n is the corresponding number of such currency units on the date of the current index.

6.6.2 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account to fall changes in cost due to fluctuations in costs.

6.7 Day works

6.7.1 If applicable, the Day work rates in the Service Provider's Tender shall be used for small additional amounts of Services only when KEFRI has given written instructions in advance for additional services to be paid in that way.

6.7.2 All work to be paid for as Day works shall be recorded by the Service Provider on forms approved by KEFRI. Each completed form shall be verified and signed by KEFRI representative as indicated in Sub-Clause 1.6 within two days of the Services being performed.

6.7.3 The Service Provider shall be paid for Day works subject to obtaining signed Day works forms as indicated in Sub-Clause 6.7.2

7 Quality Control

7.1 Identifying Defects

The principle and modalities of Inspection of the Services by KEFRI shall be as **indicated in the SCC**. KEFRI shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities. KEFRI may instruct the Service Provider to search for a Defect and to uncover and test any service that KEFRI considers may have a Defect. Defect Liability Period is as **defined in the SCC**.

Correction of Defects, and Lack of Performance Penalty

- a) KEFRI shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.
- b) Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by KEFRI's notice.
- c) If the Service Provider has not corrected a Defect within the time specified in KEFRI's notice, KEFRI will assess the cost of having the Defect corrected, the Service Provider will pay this amount and a Penalty for Lack of Performance calculated as described in Sub-Clause 3.8.

8 Settlement of Disputes

8.1 Contractor's Claims

8.1.1 If the Contractor considers himself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give notice to the Project Manager, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 28 days after the Contractor became aware, or should have become aware, of the event or circumstance.

8.1.2 If the Contractor fails to give notice of a claim within such period of 28 days, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and KEFRI shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub-Clauses shall apply.

8.1.3 The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all relevant to such event or circumstance.

8.1.4 The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at another location acceptable to the Project Manager. Without admitting KEFRI's liability, the Project Manager may,

after receiving any notice under this Sub-Clause, monitor the record-keeping and /or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Project Manager to inspect all these records, and shall (if instructed) submit copies to the Project Manager.

8.1.5 Within 42 days after the Contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Project Manager, the Contractor shall send to the Project Manager a fully detailed claim which includes full supporting particulars of the basis of the claim and of the extension of time and /or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:

8.1.5.1 This fully detailed claim shall be considered as interim;

- a) The Contractor shall send further interim claims at monthly intervals, giving the accumulated delay and /or amount claimed, and such further particulars as the Project Manager may reasonably require; and
- b) The Contractor shall send a final claim within 28 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the Contractor and approved by the Project Manager.

8.1.6 Within 42 days after receiving a claim or any further particulars supporting a previous claim, or within such other period as may be proposed by the Project Manager and approved by the Contractor, the Project Manager shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars, but shall nevertheless give his response on the principles of the claim within the above defined time period.

8.1.7 Within the above defined period of 42 days, the Project Manager shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the additional payment (if any) to which the Contractor is entitled under the Contract.

8.1.8 Each Payment Certificate shall include such additional payment for any claim as has been reasonably substantiated as due under the relevant provision of the Contract. Unless and until the particulars supplied are sufficient to substantiate the whole of the claim, the Contractor shall only be entitled to payment for such part of the claim as he has been able to substantiate.

8.1.9 If the Project Manager does not respond within the time framed in this Clause, either Party may consider that the claim is rejected by the Project Manager and any of the Parties may refer to Arbitration in accordance with Sub-Clause 8.2 [Matters that may be referred to arbitration].

8.1.10 The requirements of this Sub-Clause are in addition to those of any other Sub-Clause which may apply to a claim. If the Contractor fails to comply with this or another Sub-Clause in relation to any claim, any extension of time and/or additional payment shall take account of the extent (if any) to which the failure

has prevented or prejudiced proper investigation of the claim, unless the claim is excluded under the second paragraph of this Sub- Clause.

8.2 Matters that may be referred to arbitration

8.2.1 Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Services or abandonment of the Services or termination of the Contract by either party:

- a) The appointment of a replacement Project Manager upon the said person ceasing to act.
- b) Whether or not the issue of an instruction by the Project Manager is empowered by these Conditions
- c) Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.
- e) Any dispute arising in respect of war risks or war damage.
- f) All other matters shall only be referred to arbitration after the completion or alleged completion of the Services or termination or alleged termination of the Contract, unless KEFRI and the Contractor agree otherwise in writing.

8.3 Amicable Settlement

8.3.1 Where a Notice of Dissatisfaction has been given, both Parties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, the Party giving a Notice of Dissatisfaction in accordance with Sub-Clause 8.1 above should move to commence arbitration after the fifty-sixth day from the day on which a Notice of Dissatisfaction was given, even if no attempt at an amicable settlement has been made.

8.4 Arbitration

8.4.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 8.3 shall be finally settled by arbitration. Arbitration shall be conducted in accordance with the Arbitration Laws of Kenya.

8.4.2 The arbitrators shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Project Manager, relevant to the dispute. Nothing shall disqualify representatives of the Parties and the Project Manager from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.

8.4.3 Neither Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for dissatisfaction given in its Notice of Dissatisfaction.

8.4.4 Arbitration may be commenced prior to or after completion of the services. The obligations of the Parties, and the Project Manager shall not be altered by reason of any arbitration being conducted during the progress of the services.

8.4.5 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment.

Each Party shall be responsible for paying one-half of this remuneration.

8.5 Arbitration with proceedings

8.5.1 In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following professional institutions;

- a) Law Society of Kenya or
- b) Chartered Institute of Arbitrators (Kenya Branch)

8.5.2 The institution written to first by the aggrieved party shall take precedence over all other institutions.

8.5.3 The arbitration maybe on the construction of this Contractor on any matter or thing of what so ever nature arising there under or in connection there with, including any matter or thing left by this Contract to the discretion of the Project Manager, or the withholding by the Project Manager of any certificate to which the Contractor may claim to been titled to or the measurement and valuation referred to in clause 23.0 of these conditions, or the rights and liabilities of the parties subsequent to the termination of Contract.

8.5.4 Provided that no arbitration proceedings shall be commenced on any claim or dispute where notice of a claim or dispute has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue giving rise to the dispute.

8.5.5 Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute shall not commence unless an attempt has in the first instance been made by the parties to settle such claim or dispute amicably with or without the assistance of third parties. Proof of such attempt shall be required.

8.5.6 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any certificate.

8.5.7 The Arbitrator shall, without prejudice to the generality of his powers, have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute which shall be submitted to him in the same manner as if no such certificate, opinion, decision requirement or notice had been given.

8.5.8 The award of such Arbitrator shall be final and binding upon the parties.

8.6 Failure to Comply with Arbitrator's Decision

8.6.1 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other rights it may have, refer the matter to a competent court of law.

9.1 The Adjudicator

9.1.1 Should the Adjudicator resign or die, or should KEFRI and the Service Provider agree that the Adjudicator is not functioning in accordance with the provisions of the Contract; a new Adjudicator will be jointly appointed by KEFRI and the Service Provider. In case of disagreement between KEFRI and the Service Provider, within 30 days, the Adjudicator shall be designated by the Appointing Authority **designated in the SCC** at the request of either party, within 14 days of receipt of such request.

9.2 The Adjudicator shall be paid by the hour at the rate **specified in the TDS and SCC**, together with reimbursable expenses of the type's **specified in the SCC**, and the cost shall be divided equally between KEFRI and the Service Provider, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator's decision will be final and binding.

SECTION X - SPECIAL CONDITIONS OF CONTRACT

Table 33: Special Conditions of Contract

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(a)	The Adjudicator is <i>-Registered Adjudicators as per Kenyan Laws</i>
1.1(v)	Project Manager is Senior Administrative Officer
1.1(d)	The contract name is Provision of Cleaning services at KEFRI Headquarters.
1.1(g)	Procuring Entity is Kenya Forestry Research Institute (KEFRI)
1.1(l)	The Member in Charge is _____
1.1(o)	The Service Provider is _____
1.4	<p>The addresses are:</p> <p>Procuring Entity: Kenya Forestry Research Institute (KEFRI)</p> <p>Attention: The Director</p> <p>Telex: P.O Box 20412-00200</p> <p>Tel: 0722157414/0724259781/0734251888</p> <p>City Square, Nairobi</p> <p>director@kefri.org</p> <p>Service Provider: _____</p> <p>Attention: _____</p> <p>Email address _____</p>
1.6	<p>The Authorized Representatives are:</p> <p>For Procuring Entity: Director</p> <p>For the Service Provider: _____</p>
2.1	The date on which this Contract shall come into effect is Date of Contract signing
2.2.2	The Starting Date for the commencement of Services is Immediately after signing of contract
2.3	The Intended Completion Date is Renewable for Two(2) Years
2.4.1	If the value engineering proposal is approved by KEFRI the amount to be paid to the Service Provider shall be __ % (insert appropriate percentage. The percentage is normally up to 50%) of the reduction in the Contract Price. NOT APPLICABLE

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
3.2.3	Activities prohibited after termination of this Contract are: _____ _____
3.4	The risks and coverage by insurance shall be: (i) Third Party motor vehicle _____ (ii) Third Party liability _____ (iii) KEFRI's liability and workers' compensation _____ (iv) Professional liability _____ (v) Loss or damage to equipment and property _____
3.5(d)	The other actions are _____.]
3.7	Restrictions on the use of documents prepared by the Service Provider are: _____
3.8.1	The liquidated damages rate is _____ per day The maximum amount of liquidated damages for the whole contract is _____ percent of the final Contract Price.
3.8.3	The percentage _____ to be used for the calculation of Lack of performance Penalty(ies) is _____.
5.1	The assistance and exemptions provided to the Service Provider are: Office space for storage of cleaning items
6.2(a)	The amount in Kenya Shillings. As per the contract.
6.3.2	The performance incentive paid to the Service Provider shall be: _____ _____
6.4	Payments shall be made according to the following schedule: Payment shall be made on a monthly basis and payment process shall commence upon submission of invoice and a Signed Inspection report
6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents specified in Sub-Clause 6.4, and within 30 days in the case of the final payment. The interest rate is _____.
6.6.1	Price adjustment is _____ in accordance with Sub-Clause 6.6.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	<p>The coefficients for adjustment of prices are _____:</p> <p>(a) For local currency:</p> <p>A_L is _____</p> <p>B_L is _____</p> <p>C_L is _____</p> <p>L_{mc} and L_{oc} are the index for Labor from _____</p> <p>I_{mc} and I_{oc} are the index for _____ from _____</p>
7.1	<p>The principle and modalities of inspection of the Services by KEFRI are as follows:</p> <p><i>Satisfactory cleanliness</i></p>
9.1	<p>The designated Appointing Authority for a new Adjudicator is _____</p>
9.2	<p>The Adjudicator is _____. Who will be paid a rate of _____ per hour of work? The following reimbursable expenses are recognized: _____</p>

APPENDICES

Appendix A - Description of the Services

Table 34: Description of the Services

<i>Provision of Cleaning Services</i>					
<i>No</i>	<i>Location</i>		<i>Finish type</i>	<i>Area (MP)</i>	
1	<i>Directorate, SDD R& D Block</i>	<i>Floor</i>	<i>Rubber tiles</i>	<i>16</i>	
		<i>Walls</i>	<i>Ceramic</i>	<i>52</i>	
		<i>windows</i>	<i>Clear Glass</i>	<i>8</i>	
2	<i>Research wing A</i>	<i>Ground floor</i>	<i>Floor</i>	<i>Rubber tiles</i>	<i>30</i>
		<i>1st floor</i>		<i>Rubber tiles</i>	<i>24</i>
3	<i>Research wing B</i>	<i>Ground floor</i>	<i>Floor</i>	<i>Terrazzo</i>	<i>45</i>
		<i>1st floor</i>		<i>Terrazzo</i>	<i>45</i>
		<i>Walls</i>		<i>Ceramic</i>	<i>140</i>
		<i>Windows</i>		<i>Clear Glass & Louvre panes</i>	<i>10</i>
4	<i>Training block</i>	<i>Ground floor</i>	<i>Floor</i>	<i>Terrazzo</i>	<i>16</i>
		<i>1st floor</i>		<i>Terrazzo</i>	<i>16</i>
		<i>Auditorium</i>		<i>Terrazzo</i>	<i>63</i>
		<i>Walls</i>		<i>Ceramic</i>	<i>120</i>
		<i>Windows</i>		<i>Louvre Glass panes</i>	<i>12</i>
5	<i>Procurement Block</i>	<i>Floor</i>		<i>PVC Tiles</i>	<i>24</i>
		<i>wall</i>		<i>Ceramic Tile/cement finish</i>	<i>70</i>
6	<i>Adm/HR Block</i>	<i>Ground floor</i>	<i>Floor</i>	<i>Rubber tiles</i>	<i>30</i>
		<i>1st floor</i>		<i>Rubber tiles</i>	<i>30</i>
		<i>Walls</i>		<i>Ceramic tiles</i>	
		<i>Windows</i>		<i>Clear Glass & louvre panes</i>	<i>6</i>
7.	<i>Account Block</i>	<i>Floor</i>		<i>Rubber tiles</i>	<i>15</i>

Provision of Cleaning Services				
No	Location		Finish type	Area (MP)
		<i>Walls</i>	<i>Ceramic tiles</i>	<i>38</i>
		<i>Windows</i>	<i>Clear Glass & louvre panes</i>	<i>5</i>
<i>8.</i>	<i>Insectary</i>	<i>Floor</i>	<i>Ceramic</i>	<i>8</i>
		<i>Walls</i>	<i>Ceramic</i>	<i>16</i>
		<i>Windows</i>	<i>Clear Glass & louvre panes</i>	<i>6</i>
<i>9.</i>	<i>Transport/ Garage/ Workshop</i>	<i>Walls</i>	<i>Ceramic tiles</i>	<i>48</i>
		<i>Floor</i>	<i>Rubber tiles</i>	<i>24</i>
		<i>Windows</i>	<i>Clear Glass & louvre panes</i>	<i>6</i>
Office Floor/Walls/Windows				
<i>1.</i>	<i>Directorate, SDD R& D Block</i>	<i>Director</i>	<i>Carpet</i>	<i>40</i>
		<i>B/Rm, Registry</i>	<i>PVC tiles</i>	<i>140</i>
		<i>Open Area</i>	<i>Marble tiles</i>	<i>60</i>
		<i>SDDR&D,DFBEM</i>	<i>Wood Parquet</i>	<i>64</i>
		<i>Verandah walls</i>	<i>Clear glass</i>	<i>60</i>
<i>2.</i>	<i>Adm/HR Block</i>	<i>Ground floor</i>	<i>Terrazzo</i>	<i>452</i>
		<i>1st floor</i>	<i>Terrazzo</i>	<i>452</i>
		<i>Verandah</i>	<i>Terrazzo</i>	<i>130</i>
		<i>Ramp</i>	<i>Rubber Tiles</i>	<i>15</i>
		<i>Staircases</i>	<i>Cement screed</i>	<i>20</i>
		<i>Walls</i>	<i>Plaster & painted</i>	
		<i>Verandah walls</i>	<i>Clay Amboseli blocks</i>	<i>180</i>
		<i>Windows</i>	<i>Clear Glass & louvre panes</i>	<i>224</i>
<i>3.</i>	<i>Accounts Block</i>	<i>Floor</i>	<i>PVC Tiles</i>	<i>384</i>
		<i>Verandah</i>	<i>Concrete cement screed</i>	<i>32</i>
		<i>Walls</i>	<i>Plaster & painted</i>	

<i>Provision of Cleaning Services</i>				
<i>No</i>	<i>Location</i>		<i>Finish type</i>	<i>Area (M²)</i>
		<i>Windows</i>	<i>Clear Glass & louvre panes</i>	<i>60</i>
<i>4.</i>	<i>Research wing A</i>	<i>Ground floor</i>	<i>Epoxy painting</i>	<i>645</i>
		<i>1st floor</i>	<i>Epoxy painting</i>	<i>651</i>
		<i>Walls</i>	<i>Plaster & painted</i>	
		<i>Verandah walls</i>	<i>Clay Amboseli blocks</i>	<i>200</i>
<i>5.</i>	<i>Research wing B</i>	<i>Ground floor</i>	<i>Terrazzo</i>	<i>1,191</i>
		<i>1st floor</i>	<i>Terrazzo</i>	<i>1,191</i>
		<i>Walls</i>	<i>Plaster & painted</i>	
		<i>Verandah walls</i>	<i>Clay Amboseli blocks</i>	<i>627</i>
<i>6.</i>	<i>Training block</i>	<i>Ground floor</i>	<i>Terrazzo</i>	<i>496</i>
			<i>Wood Parquet</i>	<i>270</i>
		<i>1st floor</i>	<i>Terrazzo</i>	<i>766</i>
		<i>Auditorium floor</i>	<i>Terrazzo</i>	<i>392</i>
		<i>Walls</i>	<i>Plaster & painted</i>	
		<i>Verandah walls</i>	<i>Clay Amboseli blocks</i>	<i>210</i>
<i>7.</i>	<i>Procurement Block</i>	<i>Floor</i>	<i>Concrete floor with cement screed</i>	<i>540</i>
		<i>Walls</i>	<i>Plaster & painted</i>	
		<i>Windows</i>	<i>Clear glass panes</i>	<i>16</i>
<i>8.</i>	<i>Insectary</i>	<i>Walls</i>	<i>Plaster & painted</i>	
		<i>Floor</i>	<i>Ceramic Tiles</i>	<i>40</i>
			<i>Epoxy paint</i>	<i>144</i>
		<i>Windows</i>	<i>Clear Glass & louvre panes</i>	<i>10</i>
<i>9.</i>	<i>Transport/Garage</i>	<i>Floor</i>	<i>Concrete floor with cement screed</i>	<i>524</i>
		<i>Walls</i>	<i>Plaster & painted</i>	
		<i>Windows</i>	<i>Clear Glass & louvre panes</i>	<i>38</i>
<i>10</i>	<i>Uncovered walkways</i>	<i>At Auditorium, Joining Wing A & B</i>	<i>Terrazzo</i>	<i>392</i>

<i>Provision of Cleaning Services</i>				
<i>No</i>	<i>Location</i>		<i>Finish type</i>	<i>Area (M²)</i>
11	Covered walkways	Training Block	Terrazzo	180
		Joining wing A, Account & Directorate	Concrete floor with cement screed	116
12	Mirrors			10
13	Terrazzo /cement staircases	Wing A, wing B & Training Block		64
14.	KEFRI House	Verandah	Concrete floor with plain cement screed	120
		Dining Hall	Floor -Wood parquets	240
			Wall Plastered &Painted	105
			Windows -Clear Glass	70
			Ceiling -Acoustic ceiling board	250
		Kitchen	Floor -Rubber tile	52
			Wall -Plastered &Painted	90
		Cateress Offices	Floor -PVC tiles	10
			Wall -Plastered &Painted	60
			Ceiling -Acoustic ceiling board	10
		Store Office (3No.)	Floor -Terrazzo	28
			Wall -Plastered &Painted	
			Ceiling -Acoustic ceiling board	28
Laundry	Floor -Concrete with plain cement screed	57		
	Plastered &Painted	300		
	Open area	Floor -Concrete with plain cement screed	101	
Washrooms	Floor -Rubber tiles	44		
	Wall -Ceramic tiles	90		
	Ceiling -Acoustic ceiling board	44		

Appendix B - Schedule of Payments and Reporting Requirements

- Service provide to provide reports on working conditions of drainage pipes, main sanitary apparatus, water pipes and broken pots to the Administrative Officer In Charge of cleaning regarding any faults on a daily basis for rectification.

Appendix C - Breakdown of Contract Price

List here the elements of cost used to arrive at the breakdown of the lump-sum price:

1. *Rates for Equipment Usage or Rental*
2. *Personnel (Key Personnel and other Personnel).*
3. *Cleaning Materials*

This appendix will exclusively be used for determining remuneration for additional Services.

Table 35: Cost Elements

No	Item Description	Quantities	Cost per Unit - KES
1	Floor Polish		
2	Detergents		
3	Handwashing soap		
4	Toilet paper (white)		
5	Air fresheners		
6	Moth balls		
7	Insecticide		
8	Dusters		
9	List of relevant tools and equipment		
10	Brooms		
11	Window cleaners		
12	Toilet brushes		
13	Mops		
14	Grease Stripper etc.		
15	Stewards (20) Wages as per wage guidelines		
16	Total		
17	Add 16% VAT		
	Grand total		

Other costs that should be considered in your proposal, kindly itemize

Appendix D - Services and Facilities Provided by KEFRI

Storages facilities and offices for the Supervisors

C. FORMS

SECTION XI -CONTRACT FORMS

FORM NO. 1 - PERFORMANCE SECURITY – (Unconditional Demand Bank Guarantee)

[Guarantor letterhead or SWIFT identifier code]

Beneficiary:_____ [insert name and Address of KEFRI]

Date:_____ [Insert date of issue]

PERFORMANCE GUARANTEE No.:_____

Guarantor:..... [Insert name and address of place of issue, unless indicated in the letterhead]

1. We have been informed that _____ (hereinafter called "the Applicant") has entered into Contract No. _____ dated _____ with the Beneficiary, for the execution of _____ (herein after called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.
3. At the request of the Applicant, we as Guarantor, hereby irrevocably under take to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (¹), such sum being payable in the types _____ and _____ proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
4. This guarantee shall expire, no later than the....Day of....., 2...², and any demand for payment under it must be received by us at this office indicated above on or before that date.
5. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six mont] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry _____ of _____ the guarantee.”

[Name of Authorized Official, signature(s) and seals/stamps]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

¹*The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Beneficiary.*

²*Insert the date twenty-eight days after the expected completion date as described in GC Clause 11.9. KEFRI should note that in the event of an extension of this date for completion of the Contract, KEFRI would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, KEFRI might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."*

FORM No. 2 - PERFORMANCE SECURITY OPTION 2 – (Performance Bond)

[Note: Procuring Entities are advised to use Performance Security–Unconditional Demand Bank Guarantee instead of Performance Bond due to difficulties involved in calling Bond holder to action]

[Guarantor letterhead or SWIFT identifier code] **Beneficiary:** *[insert name and Address of KEFRI]* **Date:** _____ *[Insert date of issue]*

PERFORMANCE BOND No.: _____

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. By this Bond _____ as Principal (hereinafter called “the Contractor”) and _____] as Surety (herein after called “the Surety”), are held and firmly bound unto_] as Obligee (herein after called “KEFRI”) in the amount of _____ for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.
2. WHEREAS the Contractor has entered into a written Agreement with KEFRI dated the _____ day of ____, 20_____, for _____ in accordance with the documents, plans, specifications, and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are herein after referred to as the Contract.
3. NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise, it shall remain in full force and effect. Whenever the Contractor shall be, and declared by KEFRI to be, in default under the Contract, KEFRI having performed KEFRI's obligations there under, the Surety may promptly remedy the default, or shall promptly:
 - 1) Complete the Contract in accordance with its terms and conditions; or
 - 2) Obtain a tender or tenders from qualified tenderers for submission to KEFRI for completing the Contract in accordance with its terms and conditions, and upon determination by KEFRI and the Surety of the lowest responsive Tenderers, arrange for a Contract between such Tenderer, and KEFRI and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion

arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable here under, the amount set forth in the first paragraph hereof. The term "Balance of the Contract Price," as used in this paragraph, shall mean the total amount payable by KEFRI to Contractor under the Contract, less the amount properly paid by KEFRI to Contractor; or

- 3) pay KEFRI the amount required by KEFRI to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.
4. The Surety shall not be liable for a greater sum than the specified penalty of this Bond.
5. Any suit under this Bond must be instituted before the expiration of one year from the date of the issuing of the Taking-Over Certificate. No right of action shall accrue on this Bond to or for the use of any person or corporation other than KEFRI named herein or the heirs, executors, administrators, successors, and assigns of KEFRI.
6. In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this day ____ of ____ 20 .

SIGNED ON _____

On behalf of by _____

In the capacity of In the presence of

SIGNED ON on behalf of By _____

In the capacity of In the presence of

FORM NO. 3 - ADVANCE PAYMENT SECURITY [Demand Bank Guarantee]

*[Guarantor letter head
or SWIFT identifier code]*

*[Guarantor letter head
or SWIFT identifier code]*

Beneficiary: _____ *[Insert name and Address of KEFRI]*

Date: _____ *[Insert date of issue]*

ADVANCE PAYMENT GUARANTEE No.: _____ *[Insert*

guarantee reference number] **Guarantor:** *[Insert name and address of
place of issue, unless indicated in the letterhead]*

1. We have been informed that _____ (hereinafter called "the Applicant") has entered _____ into _____ Contract No. _____ dated _____ with the Beneficiary, for the execution of _____ (herein after called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum _____ () is to be made against an advance payment guarantee.
3. At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____¹ upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:
 - a) Has used the advance payment for purposes other than the costs of mobilization in respect of the Works; or
 - b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.
4. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account number _____ at _____
5. The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract

Amount, less provisional sums, has been certified for payment, or on the day of , 2,² whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months] [one year]*, in response to the Beneficiary' s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

.....

....
[Name of Authorized Official, signature(s) and seals/stamps]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

¹*The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to KEFRI.*

²*Insert the expected expiration date of the Time for Completion. KEFRI should note that in the event of an extension of the time for completion of the Contract, KEFRI would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, KEFRI might consider adding the following ext. to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."*

FORM NO. 4 BENEFICIAL OWNERSHIP DISCLOSURE FORM

INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the Tenderer by meeting one or more of the following conditions:

- *Directly or indirectly holding 25% or more of the shares.*
- *Directly or in directly holding 25% or more of the voting rights.*
- *Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.*

Tender Reference No.: _____

_____ [insert identification no] Name of the

Assignment: _____ [insert name of
the assignment] to: _____ [insert complete name of KEFRI]

In response to your notification of award dated _____ [insert date of notification of award] to furnish additional information on beneficial ownership: _____ [select one option as applicable and delete the options that are not applicable]

l) We here by provide the following beneficial ownership information.

Table 36: Details of Beneficial Ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes / No)	Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No)	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)
[include full name (last, middle, first), nationality, country of residence]			

OR

ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions: directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.*

OR

We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Tenderer shall provide explanation on why it is unable to identify any Beneficial Owner]

Directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights.

Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer]”

Name of the Tenderer:[insert complete name of the Tenderer]_____*

*Name of the person duly authorized to sign the Tender on behalf of the Tenderer: ** [insert complete name of person duly authorized to sign the Tender]*

Title of the person signing the Tender: [insert complete title of the person signing the Tender]

Signature of the person named above: [insert signature of person whose name and capacity are shown above]

Date signed [insert date of signing] day of..... [Insert month], [insert year]