



**TENDER DOCUMENT**

**SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY - FRAMEWORK  
CONTRACT**

**RESERVED  
SPECIAL GROUPS**

**TENDER NO. KRC/PLM/FRC/001/2018-2019**

**CLOSING DATE: WEDNESDAY 10<sup>TH</sup> OCTOBER, 2018**  
**CLOSING TIME: 10:00 AM**

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**The Managing Director  
Kenya Railways  
P.O. Box 30121-00100  
NAIROBI, KENYA**

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## INTRODUCTION

### 1. INTRODUCTION

Kenya Railways (KR) is a State Corporation established in 1978 under the Kenya Railways Act (Cap 397) of the Laws of Kenya. The overall mandate of the Corporation then was to provide a coordinated and integrated system of rail and inland waterways transport services and inland port facilities within Kenya. The Act was amended through The Kenya Railways (Amendment) Act 2005 to make it possible for the Board of Directors to enter into concession agreements or other forms of management for the provision of rail transport services. Following this Amendment, KR conceded railway operations to Rift Valley Railways Ltd (K) from November 1, 2006 for 25 years for freight services and 1 year for passenger services. At the time, Kenya Railways was mandated to promote, facilitate and participate in the National and Metropolitan Railway development through:

- ❖ Developing a Standard Gauge Railway network within the country and connected to neighbouring countries
- ❖ Developing rail commuter services within and around major towns in Kenya (Nairobi, Mombasa, Nakuru, Eldoret and Kisumu)

The Corporation has since undergone numerous developments, with the 2006 Concession agreement signed with the Rift Valley Railways (Kenya) being terminated in July, 2017. Subsequently, the Corporation has taken back the role of management of the concession and operations of the Commuter Rail, in addition to that of management of non-conceded assets.

Another development is the Corporation's recent completion of the implementation of the first phase of the country's mega-flagship project, the Standard Gauge Railway (SGR), with operations of the Madaraka Express on course.

Further to this, the Corporation recently revised its Strategic Plan, now guided by the SP of 2017-2022, with our new Vision "*To be a provider of world class rail services*" and our new Mission "*To develop an integrated rail network and provide efficient and safe rail services*". With this, KR serves as a blueprint that will catapult the sector towards world-class railway infrastructure, operations and services, making KR a pace setter and reference point on railway matters in the region.

In pursuit of our new strategic vision, the purpose of KR is:

- To develop new railways projects and rehabilitate existing infrastructure and facilities through proper planning and effective project implementation.

- To ensure that efficiency is a hallmark of our operations. We ensure that available resources are deployed in providing freight and passenger services to our customers. Railway undertakings are carried out in a safe and sustainable manner for the sake of our environmental conservation, financial wellbeing of the Corporation and our customers for the overall economic prosperity of our country in the long term.

The above can only be realized by applying the core values of business currently employed at the state Corporation. These are:

- **Integrity:** We are guided by probity and highest business ethics in carrying out our business.
- **Accountability:** we are committed to being accountable and responsible to our customers and stakeholders.
- **Reliability:** We strive to be reliable, dependable and consistent in delivering world class rail services. We will deliver services within the specified time and standard to the satisfaction of our customers.
- **Safety:** We promise to pay special attention to detail in the safety and security requirements of our customers, workers and the community. We guarantee that fidelity to safety and security will underpin all our activities and operations.
- **Collaboration:** We will work jointly with stakeholders to ensure efficient service delivery and provide effective solutions to customers. We are committed to team work in pursuit of our common vision for the railways industry.

**SECTION I: INVITATION TO TENDER**

**TENDER REF NO: KRC/PLM/FRC/001/2018-2019**

**TENDER NAME: SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY**

- 1.1 Kenya Railways invites sealed bids from eligible Special Group (**Youth, Women and People with Disabilities (PWDs) for the Supply and Delivery of General Office Stationery.**
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at **Kenya Railways Headquarters P.O. Box 30121-00100, Nairobi Haile Selassie Avenue, Block C first floor, and Procurement Department** during normal working hours.
- 1.3 A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fee of Kshs 1,000/- in cash or Bankers Cheque payable to Kenya Railways. Soft Copies of the Tender Document will be Issued Free of Charge.
- 1.4 Bidders who download the document from KR Website MUST register their interest immediately by sending an email to **procure@krc.co.ke** stating their names, email, postal and telephone address.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at Kenya Railways Headquarters, Workshop Road Haile Selassie Avenue, Block C Ground Floor, or be addressed to  
**The Managing Director  
Kenya Railways  
P.O. Box 30121-00100, Nairobi.**  
so as to be received on or before **Wednesday 10th October, 2018 at 10.00 a.m.**
- 1.6 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya Shillings and shall remain valid for the contract period.
- 1.7 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at Kenya Railways Headquarters, Workshop Road Haile Selassie Avenue, Block C Ground Floor, on **Wednesday 10th October, 2018 at 10.00 a.m.**
- 1.8 Tenderer **SHALL** fill, sign and stamp the Tender Declaration Form.
- 1.9 Tenderer must serialize all the documents provided with the tender document.

## **Procurement Manager**

## SECTION II: - INSTRUCTIONS TO TENDERERS

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## **SECTION II: - INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible Tenderers**

- 2.1.1 This Invitation for **Supply and Delivery of General Office Stationery** is open to Special Group tenderers eligible as described in the Invitation to Tender. Successful tenderers shall supply the goods as and when required basis for a period of one year.
- 2.1.2 The employees, committee members, board members and their relative (spouse and children) for Kenya Railways are not eligible to participate in this tender.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.
- 2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

### **2.2 Eligible Goods**

- 2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.
- 2.2.2 For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose utility from its components.
- 2.2.3 The origin of goods is distinct from the nationality of the tenderer.

### **2.3 Cost of Tendering**

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the Procuring Entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

## **2.4 The Tender Document**

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

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

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

## **2.5 Clarification of Documents**

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

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

## **2.6 Amendment of Documents**

- 2.6.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.
- 2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.
- 2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

## **2.7 Language of Tender**

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

## **2.8 Documents Comprising of Tender**

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

## **2.9 Tender Forms**

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

## **2.10 Tender Prices**

- 2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract
- 2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the entity.
- 2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22
- 2.10.4 The validity period of the tender shall be 60 days from the date of opening of the tender.

## **2.11 Tender Currencies**

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

## **2.12 Tenderers Eligibility and Qualifications**

- 2.12.1 Pursuant to paragraph 2.1. the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.
- 2.12.2 The documentary evidence of the tenderers eligibility to tender shall establish to the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1
- 2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to the Procuring entity's satisfaction;
  - (a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.
  - (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;
  - (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance,

repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

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

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

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

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

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

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

## **2.14 Tender Security**

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

## **2.15 Validity of Tenders**

- 2.15.1 Tenders shall remain valid for 90 days or as specified in the Invitation to tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

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

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

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

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

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

## **2.17 Sealing and Marking of Tenders**

2.17.1 The Tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

2.17.2 The inner and outer envelopes shall:

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

**THE MANAGING DIRECTOR  
KENYA RAILWAYS  
P.O.BOX30121-00100  
NAIROBI**

(b) bear, tender number and name in the Invitation for Tenders and the words, "DO NOT OPEN BEFORE," (**Wednesday 10<sup>th</sup> October, 2018 at 10:00 am**)

2.17.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late".

2.17.4 If the outer envelope is not sealed and marked as required by paragraph 2.17.2, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

## **2.18 Deadline for Submission of Tenders**

2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later than (**Wednesday 10th October, 2018 at 10:00 am**).

2.18.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended

## **2.19 Modification and withdrawal of tenders**

2.19.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring Entity prior to the deadline prescribed for submission of tenders.

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

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

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

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

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



## **2.20 Opening of Tenders**

2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at (***Wednesday 10th October, 2018 at 10:00 am***) and in the location specified in the Invitation to Tender.

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

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

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

## **2.21 Clarification of tenders**

2.21.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

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

## **2.22 Preliminary Examination**

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

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

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

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

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

## **2.23 Conversion to a single currency**

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

## **2.24 Evaluation and comparison of tenders.**

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

2.24.2 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

2.24.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

## **2.25 Preference**

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

## **2.26 Contacting the Procuring Entity**

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

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

## **2.27 Award of Contract**

### **(a) Post qualification**

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

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

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

### **(b) Award Criteria**

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

### **(c) The Procuring Entity's Right to Vary quantities**

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

## **(d) The Procuring Entity's Right to accept or Reject any or All Tenders**

- 2.27.6 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action

### **2.28 Notification of award**

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

### **2.29 Signing of Contract**

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

### **2.30 Performance Security**

- 2.30.1 Within Thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new tenders.

## **2.31 Corrupt or Fraudulent Practices**

2.31.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;

(i) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;

2.31.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.31.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

## APPENDIX A - INSTRUCTIONS TO TENDERERS

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

### APPENDIX A – TENDER DATA SHEET

Instructions to tenderers (ITT)	Particulars of appendix to instructions to tenderers
<b>2.1</b>	<b>Eligible Tenderers</b>
2.1.1	<b>Eligible Tenders:</b> Reserved for Special Group Youth, Women & Persons with Disability.
<b>2.2</b>	<b>Cost of Tendering</b>
2.2.2	Price for the Hard Copy of the Tender document will be charged Kshs.1000.00. Downloaded and Soft Copies of the Tender document from KR website at <a href="http://www.krc.co.ke">www.krc.co.ke</a> will be free of charge.
<b>2.14</b>	<b>Tender Security</b>
2.14.2	Tenderers will be required to fill the Tender Securing Declaration Form attached in the tender document <b>Form 3</b>
<b>2.15</b>	<b>Validity of Tender Document</b>
2.15.1	Tender Validity will be 120 days from date of opening of tenders
<b>2.16</b>	<b>Format and Signing of Tenders</b>
2.16.1	Bidders Must Submit One (1) original and Two (2) Copies
<b>2.17</b>	<b>Sealing and Marking of Tenders</b>
2.17.2	The Tender submission address is: The Managing Director, Kenya Railways Headquarters, Haile Selassie Avenue Block C, First Floor. <b>Nairobi</b>
2.17.3	Do not open before: <b>WEDNESDAY 10<sup>TH</sup> OCTOBER, 2018 at 10:00hrs.</b>
<b>2.20</b>	<b>Opening of Tender</b>
2.20.1	Tenders will be opened in the presence of bidders who chose to attend on <b>WEDNESDAY 10<sup>TH</sup> OCTOBER, 2018 at 10:00hrs</b> at Kenya Railways Headquarters Block C, Sattima Conference Hall, 1 <sup>st</sup> Floor.
<b>2.21</b>	<b>Clarification of Tenders:-</b>
2.21.1	Clarifications may be requested not later than SEVEN (7) days before the submission date. E-mail: <a href="mailto:procure@krc.co.ke">procure@krc.co.ke</a>
<b>2.22</b>	<b>Preliminary Examination and Responsiveness</b>

2.22.2	The 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 anyway by any person or entity.
<b>2.28</b>	<b>Notification of Award</b>
2.28.2	For greater certainty, a notification of the intention to inter in to contract does not constitute a contact nor reduce the validity period for a tender security
<b>2.32</b>	<b>New Clause (Conflicts Between the Tender Document and the PPAD ACT 2015)</b>
	Conflicts between the Tender terms and Public Procurement Assets and Disposal Act 2015. In such cases The Public Procurement Assets and Disposal Act, 2015 will stand.

## APPENDIX B – EVALUATION CRITERIA

<b>A</b>	<b>PRELIMINARY EVALUATION/ MANDATORY REQUIREMENT</b>	<b>Mandatory</b>
1.	Attach a Copy of Certificate of Registration / Incorporation	<b>Mandatory</b>
2.	Attach System Generated Copy of CR12 Certificate for Incorporated Companies	<b>Mandatory</b>
3.	Copy of a Valid KRA Compliance Certificate	<b>Mandatory</b>
4.	Attach a Valid Copy of Certificate of Registration for Special Groups – Youth, Women or Person with Disability from the National Treasury	<b>Mandatory</b>
5.	Submit a filled, signed and Stamped Tender Securing Declaration Form ( <b>Form 3</b> )	<b>Mandatory</b>
6.	<p>Audited Accounts for any of the (2) two consecutive years (2015, 2016, 2017)</p> <ul style="list-style-type: none"> <li>• The Accounts must be clearly signed by the Issuing CPA and the Companies Director.</li> <li>• The Accounts must be complete (Full Audited Accounts i.e. not sections of it)</li> <li>• Any Discrepancies in the Accounts must be explained in the notes failure to which the accounts will be rejected.</li> <li>• For Purpose of the Evaluation the Accounts are considered to be Audited if issued by a registered CPA Firm recognized by ICPAK</li> </ul>	<b>Mandatory</b>
7.	Sample Viewing Certificate- Attach a Filled and Signed sample viewing certificate by the designated officer at Kenya Railways Headquarters & Railway Training Institute South B (viewing can be carried out any day before the closure of this tender between 9:00am-12 30pm, 2:00pm to 4:30pm) ( <b>Form 14</b> ).	<b>Mandatory</b>
8.	Must provide a Contact address: Physical, Postal, Telephone and Email address of the Firm (Confidential Business Questionnaire) Clearly indicating the list of Directors or Partners as applicable. ( <b>Form 2</b> )	<b>Mandatory</b>
9.	Bidder Must provide Filled, signed and Stamped Litigation history, in format provided in the tender document. ( <b>Form 11</b> )	<b>Mandatory</b>
10.	Bidder must fill, sign and Stamp the Integrity Declaration Forms provided in the Tender Document ( <b>Form 13</b> )	<b>Mandatory</b>
11.	Bidders Must Submit One (1) original and Two (2) Copies	<b>Mandatory</b>
12.	<p>Bidders should have their documents paginated to ensure compliance with Section 74 (1) (i) Public Procurement and Assets Disposal Act, 2015 (in format 1,2,3,4.....to the last page).</p> <ul style="list-style-type: none"> <li>• All pages regardless of whether there is information or not must be paginated.</li> </ul>	<b>Mandatory</b>



	<ul style="list-style-type: none"> <li>Both sides of the sheet must be paginated.</li> <li>Tender with Repeated pages, missing page numbers and other inconsistencies will be rejected.</li> <li>The Copies must have same number of pages as the original document</li> </ul>	
<p><b>Pursuant to section 79 of the Public Procurement Assets and Disposal Act, 2015 any tender not meeting the mandatory and other eligibility criteria will not proceed to the Technical Evaluation Stage.</b></p>		
<b>B</b>	<b>Technical Evaluation</b>	
1	<p><b>Firm Experience</b> Bidders must provide 3 Original Reference Letters addressed to MD Kenya Railways in a letter head of the issuing organization for similar supplies from reputable Organizations they have supplied in the Last 3 Years. Scanned Letters will be rejected. <b>(Fill form 15)</b></p>	<b>Mandatory</b>
<p><b>Only bidders meeting the Technical Requirements shall proceed to the financial evaluation stage.</b></p>		
<b>C</b>	<b>FINANCIAL EVALUATION</b>	
	<b>The financial evaluation will involve the following</b>	
1	Bidders Must provide one (1) Original Reference Letter from the applicant's bankers regarding suppliers credit position	<b>Mandatory</b>
2	Credit period (not less than 30 days)( <b>Bidders Must Indicate</b> )	<b>Mandatory</b>
3	A written undertaking that the prices shall remain valid for 12 months from date of contract in line with the Public Procurement and Assets Disposal Act 2015.	<b>Mandatory</b>
<p><b>Least Cost Basis will be used to determine the winning bidder, for bids who will have met all the above requirement financial requirements.</b></p>		

**Notes:**

- Bidders with the lowest evaluated price within the market price shall enter into framework contracts for a period of one year, renewable once.
- Bidders who will meet all the above requirements will automatically be prequalified and registered for the year 2018-2020 for this category of supplies
- Bidders with the 2<sup>nd</sup> to 3<sup>rd</sup> lowest price within the market range maybe called upon to supply the items if the suppliers engaged in the Framework Agreement Contract fail to supply the items as required under the Contract.
- Kenya Railways will carry out a market survey to establish if items price quoted for are within prevailing market rates from the known retail outlets & Public Procurement Oversight Regulatory Authority.



## **SECTION III: GENERAL CONDITIONS OF CONTRACT**

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## **SECTION III: GENERAL CONDITIONS OF CONTRACT**

### **3.1 Definitions**

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

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

### **3.2 Application**

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

### **3.3 Country of Origin**

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

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

### **3.4 Standards**

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

### **3.5 Use of Contract Documents and Information**

3.5.1 The tenderer shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision therefore, or any specification, plan,

drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.

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

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

### **3.6 Patent Rights**

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

### **3.7 Performance Security**

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

3.7.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.7.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the Procuring entity, in the form provided in the tender documents.

3.7.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Tenderer's performance obligations under the Contract, including any warranty obligations, under the Contract

### **3.8 Inspection and Tests**

3.8.1 The Procuring entity or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.

- 3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.
- 3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the Procuring entity.
- 3.8.4 The Procuring entity's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the Procuring entity or its representative prior to the equipment delivery.
- 3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

### 3.9 **Packing**

- 3.9.1 The tenderer shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.
- 3.9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract

### 3.10 **Delivery and Documents**

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

### 3.11 **Insurance**

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

### **3.12 Payment**

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

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

### **3.13 Prices**

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

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

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

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

### **3.14. Assignment**

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

### **3.15 Subcontracts**

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

### **3.16 Termination for default**

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

- (a) if the tenderer fails to deliver any or all of the goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity
- (b) if the tenderer fails to perform any other obligation(s) under the Contract
- (c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

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

### **3.17 Liquidated Damages**

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

### **3.18 Resolution of Disputes**

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

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

### **3.19 Language and Law**

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

### **3.20 Force Majeure**

3.20.1 The tenderer shall not be liable for forfeiture of its performance security or termination for default if and to the extent that it's delay in performance or other



failure to perform its obligations under the Contract is the result of an event of Force Majeure.

**SECTION IV: SPECIAL CONDITIONS OF CONTRACT**

**4.1** Special Conditions of Contract shall supplement the General Conditions Contract. Whenever there is a conflict, between the GCC and the SCC, the provision of the SCC herein shall prevail over these in the GCC.

**4.2** Special conditions of contract as relates to the GCC

<b>REFERENCE OF GCC</b>	<b>SPECIAL CONDITIONS OF CONTRACT</b>
<b>3.7</b>	<p><b>Performance Security</b></p> <ul style="list-style-type: none"> <li>• After fourteen (14) days of the notification of Intention to enter into contract award the successful tenderer shall furnish Kenya Railways with a Performance Bond amounting to 1% of the Bid Amount.</li> <li>• The performance security shall be denominated in Kenya Shillings and shall be in the form of a banker’s cheque, bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya.</li> </ul>
<b>3.9</b>	<p><b>Packaging</b></p> <ul style="list-style-type: none"> <li>• Packaging of the goods shall conform to clause 3.9.1 and as prescribed in the contract and technical specifications of the goods.</li> </ul>
<b>3.10</b>	<p><b>Delivery</b></p> <ol style="list-style-type: none"> <li>a. Delivery of the goods shall be made by the tenderer to the Corporations store and in accordance with the time schedule prescribed by the Corporation in the Local Purchase Order.</li> <li>b. If at any time during the performance of the Contract, the tenderer should encounter conditions impeding timely delivery of the Goods, the tenderer shall promptly notify the Corporation in writing of the fact of the delay, its likely duration and its causes. On receipt of the tenderer's notice, the Corporation shall evaluate the situation and may at its discretion extend the tender's time for delivery with or without liquidated damages, in which case the extension shall be ratified by the Corporation by amendment of the Local Purchase Order. However, in the event that such delayance leads the Corporation to procure the same items from other sources the tenderer shall be liable to the Corporation for any excess cost incurred for such</li> </ol>

	<p>similar goods and refusal by the tenderer shall lead to termination.</p> <p>c. Except as provided under the General Conditions of contract paragraph 3.19, a delay by the tenderer in the performance of its delivery obligations shall render the tenderer liable to the imposition of liquidated damages pursuant to paragraph 3.17 unless an extension of time is agreed upon pursuant to paragraph 2 (b) above without application of liquidated damages.</p> <p>d. Upon delivery of the Goods, the tenderer shall notify the Corporation and forward the following documents to the Corporation:</p> <ul style="list-style-type: none"> <li>i) Copies of the supplier invoice showing Goods description, quantity, unit price, total amount and Local Purchase Order number (LPO).</li> <li>ii) Delivery note giving details as (a) above.</li> <li>iii) Certificate of Origin. (where applicable)</li> </ul> <p>The Corporation with the arrival of the Goods shall receive the above documents, and if not received, the Goods will be rejected and the tenderer will be responsible for any consequent expenses.</p>
<p><b>3.12.1</b></p>	<p>The method and conditions of payment to the tenderer under this contract shall be as follows:</p> <ul style="list-style-type: none"> <li>(i) payment for the Goods shall be made in Kenya shillings</li> <li>(ii) there shall be no advance payment under this Contract</li> <li>(iii) payments will be made by the Corporation, within thirty (30) days after submission of an invoice and ETR receipt and a statement or claim by the tenderer</li> </ul>
<p><b>3.13</b></p>	<p><b>Price</b>  <b>No price variations will be allowed within 1 year of the contract.</b></p> <ul style="list-style-type: none"> <li>(a) Index mechanism to adjust prices will be based on relevant public information Cost Price Index CPI, Inflation, exchange rate and prevailing market Prices) after one year. Unit price quoted shall be inclusive of all other charges incidental to the delivery of goods to our stores.</li> <li>(b) In case of discrepancy between unit price and total price, the unit price shall prevail</li> </ul>

	(c) In case of discrepancy between prices on the tender documents and the price on the original document, the price on the original document shall prevail.
<b>3.16</b>	Kenya Railways may terminate the contract in whole or in part without prejudice to any other remedy for breach of contract.
<b>3.18</b>	Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party 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 by the chairman of the chartered Institute of Arbitrators, Kenya Branch, on the request of the applying branch.

#### **4.3 Delivery Times:-**

Deliveries shall not be made after 3.30 pm unless with special permission by the General Manager Supply Chain Management, Supply Chain Manager – Stores & Inventory or any officer authorized person(s) by Supply & Chain Management.

#### **4.4 Availability of goods**

The tenderer shall carry sufficient inventories to assure ex-stock supply of the Goods tendered for they must undertake to hold ex-stock a quarter of tender quantity at any time during the contract period. The items shall be supplied as promptly as possible and within the period specified on the Local Purchase Orders.

#### **4.5 Standards**

- (a) The supplier warrants that the Goods supplied under the contract are new, unused and conforms to the specifications indicated in the Contract and/or Local Purchase Orders. The supplier further warrants that all Goods supplied under this contract shall have no defects, arising from design, materials or workmanship (except when the design and/or material is required by the Corporation's specification) or from any act or omission of the tenderer that may develop under normal use of the supplied Goods in the Conditions prevailing in the Corporation.
- (b) If, for reasons attributed to the tenderer, these warranties are not attained in whole or in part. the supplier shall either:
  - (i) make such changes, modifications and/or additions to the goods or any part thereof as may be necessary in order to attain the contracted

warranties specified in the contract at its own cost and expense and to carry out further performance tests to the satisfaction of the Corporation, or ;

- (ii) Replace such Goods with the ones that conform to the specifications in the contract at his own costs.

#### **4.6 Ownership Transfer:-**

Ownership of the goods is transferred to Corporation after acceptance of quality of the goods. If the goods are rejected they shall be collected as promptly as possible but not later than 7 days failure to which demurrages charges shall accrue at rate of 2% of the total value and be disposed after 21 days at suppliers cost.

#### **4.7 Execution of Performance Bond.**

If the awarded bidder fails to deliver the goods within the prescribed timeline the performance bond will be executed. This will be the difference between total tender price and the total price Corporation buys from next lowest.

## **SECTION V - TECHNICAL SPECIFICATIONS**

### **5.1 General**

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

**SECTION VI: SCHEDULE OF REQUIREMENTS****SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY****CATEGORY A: KENYA RAILWAYS**

<b>No.</b>	<b>Item Description</b>	<b>Specifications Where Applicable</b>	<b>UNIT</b>	<b>QUANTITY</b>	<b>BRAND</b>	<b>Unit Cost Kshs.</b>	<b>Total Cost Kshs.</b>
1	Branded Fine Point Biro Pens (Branded Kenya Railway)	Assorted Colors (Pkt of 50 Pcs), Sample Available	NO	35,000			
2	Box Files - Big	Sample Available	NO	20,000			
3	Box Files Small	Sample Available	NO	10,000			
4	Cellotape (2 Inch)	Standard	ROLL	200			
5	Cellotape (1 Inch)	Standard	ROLL	100			
6	Cotton Twine	Standard	ROLL	100			
7	Counter Books 3Q	Sample Available	NO	1,500			
8	Eraser BR 40	Standard	NO	50			
9	Highlighters (Assorted colours)	Standard	NO	200			
10	Ink Pen	Standard	NO	53			
11	Glue Stick 43Gms (pritt glue) or equivalent	Non-toxic, easy to apply, adjustment nob on the bottom, red cape on top	NO	144			

12	Glue Stick 22Gms (pritt glue) or equivalent	Non-toxic, easy to apply, adjustment nob on the bottom, red cape on top	NO	244			
13	Marker Pens	Sample Available	NO	1,828			
14	Memo Sticker 75x125mm	Standard	PD	1,260			
15	Memo Sticker 75x75mm	Standard	PD	1,205			
16	Office Pins	Standard	PKT	300			
17	Paper Clips No.3	Standard	PKT	288			
18	Paper Clips No.4	Standard	PKT	580			
19	Paper Punch (Giant)	Standard	NO	15			
20	Paper Punch (H. Duty)	Standard	NO	15			
21	Paper Punch (Medium)	DP 800	NO	100			
22	Pencils Art. Nr. 110,	Break resistant, easy to erase and sharpen (Pkt of 12)	Pkt	30			
23	Photocopying Papers (500 sheet) (A4)	80gms,White, (500 sheets/ream)	RM	4,000			
24	Pin Trays	Standard	NO	200			
25	Pocket Files	Standard	NO	500			
26	Page Markers (Assorted Colour)	Standard	PACK	2000			



27	Rubber Bands (50g)	Standard	PKT	1000			
28	Rulers 12"	Standard	NO	500			
29	Short Hand Note Book	Standard	PD	1000			
30	Sponge Dumper	Sample Available	NO	50			
31	Spring Files (Branded)	As per Sample	NO	1,180			
32	Spring Files	As per Sample	NO	2,000			
33	Snatch Files (Assorted Colours)	A4 (Transparent/ Clear), Pkt of 12 each	NO	5,000			
34	Staple Remover	Standard (for No. 10, 26/6 & 24/6)	NO	209			
35	Staple Remover	Giant (Ref. No SR-300)	NO	100			
36	Staple Pins	Standard (Sizes 24/6-26/6)	PKT	200			
37	Stapler (Giant)	(Kangaro HD-12S/17 or its equivalent)	NO	15			
38	Stapler Standard	(Kangaro DS-435 or its equivalent)	NO	100			
39	Staples Pins (Giant)	Size (23/24)	PKT	200			
40	Urgent/Confidential Stickers	Standard	NO	50			
41	White Out	Correction Fluid, Water based, rapid drying, 20ml	NO	150			
42	Yellow Stickers 75mm x 75mm/3" x 3"	Removable self-adhesive, 100 sheets/pad, writes smoothly	Pkt	400			

43	Yellow Stickers 76mm x 1277mm/3" x 5"	Removable self-adhesive, 100 sheets/pad, writes smoothly	Pkt	400			
44	Scissors with Plastic handle	Standard	Pair	15			

**CATEGORY B: RAILWAY TRAINING INSTITUTE**

No.	Item Description	Specs Where Applicable	UNIT	QUANTITY	Brand	Unit Cost Kshs.	Total Cost Kshs.
1	Biro Pens	Assorted (Pkt of 50 Pcs)	NO	20,000			
2	Box Files Big	Sample Available	NO	20,000			
3	Box Files Small	Sample Available	NO	5,000			
4	Cellotape (2 Inch)	Standard	ROLL	600			
5	Cellotape(1 Inch)	Standard	ROLL	500			
7	Conqueror Paper	A4 In Assorted Colours	RM	200			
8	Cotton Twine	Standard	ROLL	50			
9	Counter Books 2Q	Sample Available	NO	1,200			
10	Counter Books 3Q	Sample Available	NO	1,500			
11	Counter Books 4Q	Sample Available	NO	1,600			
12	Counter Books 6Q	Sample Available	NO	1,100			
13	Delivery Book	Standard	NO	90			

14	Desk Organizer	Standard	NO	100			
15	Eraser BR 40	Standard	NO	400			
16	File Fasteners No.8	Standard	NO	1,000			
17	Flip Charts	Standard	NO	40			
18	Highlighters	Standard	NO	900			
32	Ink Pen	Standard	NO	53			
19	Jumbo Note Books	Standard	PD	1,500			
20	Loose Leaf Pads A4	Standard	PD	1,255			
21	Marker Pens	Sample Available	NO	1,828			
22	Memo Sticker 75x125mm	Standard	PD	1,260			
23	Memo Sticker 75x75mm	Standard	PD	1,205			
25	Office Glue (85gms)	Standard	NO	447			
26	Office Pins	Standard	PKT	418			
27	Paper Clips No.3	Standard	PKT	288			
28	Paper Clips No.4	Standard	PKT	580			
29	Paper Punch (Giant)	Standard	NO	23			

30	Paper Punch (H. Duty)	Standard	NO	6			
31	Paper Punch (Medium)	Dp 800	NO	70			
33	Pencils Art. Nr. 110,	Break resistant, easy to erase and sharpen (Pkt of 12)	NO	984			
34	Pental Pens	Standard	NO	1,998			
35	Photocopying Papers(500 sheet) (A4)	80gms,White, (500 sheets/ream)	RM	3,607			
36	Pin Trays	Standard	NO	111			
37	Pocket Files	Standard	NO	1,800			
38	Pritt Glue 1ltr	Standard	NO	144			
39	Pritt Glue 40g	Standard	NO	244			
40	Page Markers	Standard (Assorted Colour)	PACK	100			
41	Rubber Bands(50g)	Standard	PKT	399			
42	Ruled Paper A4	Standard	RM	312			
43	Rulers 12"	Standard	NO	484			
44	Short Hand Note Book	Standard	PD	768			
45	Sponge Dumper	Sample Available	NO	35			
46	Spring Files (Braded)	As per Sample	NO	1,180			
47	Stamp Pad	Standard	NO	194			
48	Stamp Pad Ink 30ml	Standard	NO	146			

49	Self-Inking Stamps	Standard Size of Orval, rectangular, square to include Date, Month, Year and time other information to be given to the winning bidder	NO	194			
50	Snatch Files	A4(Transparent/Clear), Pkt of 12 each	NO	2,710			
51	Staple Remover	Standard(for No. 10, 26/6 & 24/6)	NO	209			
52	Staple Remover	Giant (Ref. No SR-300)	NO	100			
53	Staple Pins	Standard (Sizes 24/6-26/6)	PKT	898			
54	Stapler (Giant)	(Kangaro HD-12S/17 or its equivalent)	NO	18			
55	Stapler Standard	(Kangaro DS-435 or its equivalent)	NO	223			
56	Staples (Giant)	Size (23/24)	PKT	40			
57	Strapping Rolls	Standard	ROLL	25			
58	Urgent/Confidential Stickers	Standard	NO	50			
59	White Out	Correction Fluid, Water based, rapid drying, 20ml	NO	205			

**Note:**

1. Bidders **MUST** indicate the brand for the items they are quoting.
2. Awards will be made to the lowest evaluated bidders for each item quoted.
3. In case of discrepancy between unit price and total price, the unit price shall prevail.
4. The quantity is only an estimate and indicative. The orders will be placed **“as and when required.”**

5. Prices quoted must be valid for at least 12 months
6. The total price will be taken to the form of tender.
7. Bidders should indicate the category they are quoting for.

## **SECTION VII-        STANDARD FORMS**

1. Form of tender
2. Confidential Questionnaire form
3. Tender Securing Declaration Form
4. Letter of acceptance
5. Form of agreement
6. Notification of intension to enter into contract
7. Contract form
8. Form of tender Security
9. Performance security form
10. Bank guarantee
11. Litigation history forms
12. Integrity declaration forms
13. Anti-corruption Declaration forms
14. Sample Viewing Certificate
15. Past Experience
16. Form RB 1

**Form 1**

**FORM OF TENDER**

Date \_\_\_\_\_

Tender No. \_\_\_\_\_

To..... [Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos... *[Insert numbers, of which is hereby duly acknowledged, we, the undersigned, offer to provide.....*  
*[Description of services]* in conformity with the said tender documents for the sum of..... *[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to..... Percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).
4. We agree to abide by this Tender for a period of .....*[number]* days from the date fixed for tender opening of the Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of intention to enter into contract, shall NOT constitute a binding Contract between us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018

*[Name]*

*[In the capacity of]*

*[Signature]*

Duly authorized to sign tender for and on behalf of \_\_\_\_\_

Stamp \_\_\_\_\_





Part 2(c) – Registered Company:

Private or public .....

State the nominal and issued capital of the company:–

Nominal Kshs: .....

Issued Kshs: .....

Give details of all directors as follows

No	Name	Nationality	Citizenship Details	Shares
1				
2				
3				
4				
5				

Date..... Signature of Tenderer .....

If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

Stamp.....

**Form 3**

**TENDER-SECURING DECLARATION FORM** (To be filled on bidder's letterhead)

TENDER FOR:

To: Kenya Railways

We, the undersigned, declare that:

1. We understand that, according to your conditions, Tenders must be supported by a Tender-Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for Tendering in any contract with the Procuring Entity for the period of time of 3 years starting on....., if we are in breach of our 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 the Procuring Entity during the period of Tender validity:
    - i) Fail or refuse to execute the Contract, if and when required, or
    - ii) Fail or refuse to furnish the Performance Security, in accordance with the ITT.
3. We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of:-
  - a. Our receipt of your notification to us of the name of the successful Tenderer; or
  - b. Thirty days after the expiration of our Tender.
4. We understand that if we are 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: in the capacity of.....

Name: .....

Duly authorized to sign the Tender for and on behalf of:.....

Dated: .....

Stamp/Seal.....

**Form 4**

**LETTER OF ACCEPTANCE (Not to be filled in at this stage)**

Kenya Railways,  
P.O BOX 30121,  
NAIROBI.

\_\_\_\_\_ (Date)

To: \_\_\_\_\_  
(Name of the Contractor)

\_\_\_\_\_  
(Address of the Contractor)

Dear Sir,

This is to notify you that your Tender dated \_\_\_\_\_

For the execution of \_\_\_\_\_

For the Contract Price of Kshs. \_\_\_\_\_  
(Figures)

(Kenya Shillings) \_\_\_\_\_  
(Amount in words)

In accordance with the Instructions to Tenderers is here by accepted.

You are hereby instructed to proceed with the execution of the said Works in accordance with the Contract documents.

Authorized Signature \_\_\_\_\_

Name and Title of Signatory \_\_\_\_\_

**Form 5**

**FORM OF AGREEMENT (Not to be filled in at this stage)**

THIS AGREEMENT, made the day \_\_\_\_\_ of 2018 between **Kenya Railways** of [or whose registered office is situated at **P.O. BOX 30121, NAIROBI**](hereinafter called “the Employer”) of the one part AND

Office is situated at \_\_\_\_\_

Of [or whose registered (Hereinafter called“ the Contractor”) of the other part WHEREAS THE Employer is desirous that the Contractor executes.....  
(Name and identification number of Contract)(Hereinafter called“ the Works”) located in.....[Place/location of the Works] and the Employer has accepted the tender submitted by the Contractor for the execution and completion of such Works and the remedying of any defects therein for the Contract Price of Kshs. ....Amount in figures], Kenya Shillings.....[Amount in words].

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and shall be read and construed as part of this Agreement i.e.
  - (i) Letter of Acceptance
  - (ii) Form of Tender
  - (iii) Conditions of Contract Part I
  - (iv) Conditions of Contract Part II and Appendix to Conditions of Contract
  - (v) Specifications
  - (vi) Drawings
  - (vii) Priced Bills of Quantities
3. In consideration of the payments to be made by the Sub Contractor to the

Contractor hereinafter mentioned, the Sub Contractor hereby covenants with the Contractor to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.

4. The Contractor hereby covenants to pay the Sub Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed the day and year first above written.

The common Seal of \_\_\_\_\_

Was hereunto affixed in the presence of \_\_\_\_\_

Signed Sealed, and Delivered by the said \_\_\_\_\_

Binding Signature of Main Contractor \_\_\_\_\_

Binding Signature of Sub Contractor \_\_\_\_\_

In the presence of (i) Name: \_\_\_\_\_

Address

Signature: \_\_\_\_\_

[ii] Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**Form 6**

**NOTIFICATION OF INTENTION TO ENTER INTO A CONTRACT**

Address of Procuring Entity

\_\_\_\_\_

\_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.
4. Please note that this Notification does not constitute a Contract.
5. You will be required to give a 1% performance bond in form of a Bank Guarantee from a Bank Registered in Kenya, prior to Contract signing.

*(FULL PARTICULARS)* \_\_\_\_\_

\_\_\_\_\_

**SIGNED FOR ACCOUNTING OFFICER**

**Form 7**

**QUALIFICATION INFORMATION CONTRACT FORM (TO BE SIGNED BY THE WINNING TENDERER AND KR)**

This Agreement made the \_\_\_day of \_\_\_\_\_20\_\_\_between..... [Name of procurement entity] of ..... [Country of Procurement entity](Hereinafter called “the Procuring entity”) of the one part and ..... [Name of tenderer] of ..... [City and country of tenderer] (Hereinafter called “the tenderer”) of the other part. WHEREAS the procuring entity invited tenders for certain materials and spares. Viz..... [Brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the spares in the sum of ..... [Contract price in words and figures]

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a. The Tender Form and the Price Schedule submitted by the tenderer;
  - b. the Schedule of Requirements;
  - c. the Terms of Reference;
  - d. the General Conditions of Contract;
  - e. the Special Conditions of Contract; and
  - f. the Procuring entity’s Notification of Award.
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ for the Procuring entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer)

In the presence of \_\_\_\_\_



**Form 8**

**FORM OF TENDER SECURITY**

WHEREAS.....(Hereinafter called“ the Tenderer”) has submitted his tender dated ..... for the construction of..... (*Name of Contract*).....

KNOW ALL PEOPLE by these presents that WE.....having our registered office at .....(hereinafter called“ the Bank or a reputable insurance company ”),are bound unto..... (Hereinafter called“ the Employer”) in the sum of (.....) for which payment well and truly to be made to the said Employer, the Bank or insurance company binds itself, its successors and assigns by these presents sealed with the Common Seal of the said Bank this..... Day of .....2018

THE CONDITIONS of this obligation are:

1. If after tender opening the tenderer withdraws his tender during the period of tender validity specified in the instructions to tenderers  
Or
2. If the tenderer, having been notified of the acceptance of his tender by the Employer during the period of tender validity:
  - (a) fails or refuses to execute the form of Agreement in accordance with the Instructions to Tenderers, if required; or
  - (b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Tenderers;

We under take to pay to the Employer upto the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

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

\_\_\_\_\_  
*[Date]*

\_\_\_\_\_  
*[Signature of the Bank or insurance company]*

\_\_\_\_\_  
*[Witness]*

\_\_\_\_\_  
*[Seal]*

**Form 9**

**PERFORMANCE SECURITY FORM (TO BE PROVIDED AFTER SIGNING OF CONTRACT)**

To: .....  
[Name of the Procuring entity]

WHEREAS..... [Name of tenderer]  
(Hereinafter called "the tenderer") has undertaken, in pursuance of Contract  
No. \_\_\_\_\_ [reference number of the contract] dated  
\_\_\_\_\_20\_\_\_\_\_ to supply.....  
[Description services](Hereinafter called "the contract")

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf  
of the tenderer, up to a total of .....  
*[Amount of the guarantee in words and figures]*, and we undertake to pay you, upon your  
first written demand declaring the tenderer to be in default under the Contract and without  
cavil or argument, any sum or sums within the limits of .....  
*[Amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or  
reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of 2018

\_\_\_\_\_  
Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

*(Amend accordingly if provided by Insurance Company)*

**Form 10**

**BANK GUARANTEE FORM**

To.....

[Name of tender].....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the special conditions of contract, which amends the general conditions of contract to provide for advance payment,.....

[Name and address of tenderer][hereinafter called "the tenderer"] shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of .....*[amount of guarantee in figures and words]*. We, the .....

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

.....  
*[Amount of guarantee in figures and words]*.

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

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

Yours truly,

Signature and seal of the Guarantors .....

*[Name of bank or financial institution]* .....

*[Address]*.....

*[Date]* .....

**Form 11**

**Litigation History Form**

Bidders must provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for or against	Name of client, cause of litigation and matter in dispute	Disputed amount (current value, Kshs. equivalent)

**(Bidders must fill this form irrespective if they have litigation or not)**

**Signature & Stamp.....**

**Date.....**

## Form 12

### *Integrity Declaration*

#### **UNDERTAKING BY TENDERER ON ANTI – BRIBERY POLICY / CODE OF CONDUCT AND COMPLIANCE PROGRAMME**

1. Each Tenderer must submit a statement, as part of the Tender documents, in either of the two given formats which must be signed personally by the Chief Executive Officer or other appropriate senior corporate officer of the Tendering company and, where relevant, of its subsidiary in the Kenya. If a Tender is submitted by a subsidiary, a statement to this effect will also be required of the parent company, signed by its Chief Executive Officer or other appropriate senior corporate officer.
2. Tenderers will also be required to submit similar No-bribery commitments from their subcontractors and consortium partners; the Tenderer may cover the subcontractors and consortium partners in its own statement, provided the Tenderer assumes full responsibility.
  - a) Payment to agents and other third parties shall be limited to appropriate compensation for legitimate services.
  - b) Each Tenderer will make full disclosure in the Tender documentation of the beneficiaries and amounts of all payments made, or intended to be made, to agents or other third parties (including political parties or electoral candidates) relating to the Tender and, if successful, the implementation of the contract.
  - c) The successful Tenderer will also make full disclosure [quarterly or semi-annually] of all payments to agents and other third parties during the execution of the contract.
  - d) Within six months of the completion of the performance of the contract, the successful Tenderer will formally certify that no bribes or other illicit commissions have been paid. The final accounting shall include brief details of the goods and services provided that they are sufficient to establish the legitimacy of the payments made.
  - e) Statements required according to subparagraphs (b) and (d) of this paragraph will have to be certified by the company's Chief Executive Officer, or other appropriate senior corporate officer.
3. Tenders which do not conform to these requirements shall not be considered.

4. If the successful Tenderer fails to comply with its No-bribery commitment, significant sanctions will apply. The sanctions may include all or any of the following:
  - a) Cancellation of the contract;
  - b) Liability for damages to the public authority and/or the unsuccessful competitors in the Tendering possibly in the form of a lump sum representing a pre-set percentage of the contract value (liquidated).
5. Tenderers shall make available, as part of their Tender, copies of their anti-Bribery Policy/Code of Conduct, if any, and of their-general or project - specific - Compliance Program.
6. The Government of Kenya has made special arrangements for adequate oversight of the procurement process and the execution of the contract, and has invited civil society and other competent Government Departments to participate in the oversight. Those charged with the oversight responsibility will have full access to all documentation submitted by Tenderers for this contract, and to which in turn all Tenderers and other parties involved or affected by the project shall have full access (provided, however, that no proprietary information concerning a Tenderer may be disclosed to another Tenderer or to the public).

**Form 13**

**ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE**

(Sections 62 of the PPAD Act, 2015)

I/We/Messrs.....

Of Street, Building, P O Box.....

.....

Contact/Phone/E mail.....

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

I/We.....

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

Tender/Tender No .....

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

Authorized Signature.....

Name and Title of Signatory .....

**FORM 14- PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST THREE YEARS AND  
VALUES OF CONTRACT/ORDERS**

**1. Name of 1st Client (Organization)**

- i. Name of Client (organization).....
- ii. Address of Client (organization).....
- iii. Name of Contract Person at the client (organization).....
- iv. Telephone No. of client .....
- v. Value of Contract .....
- vi. Duration of Contract (date) .....

**(Attach documents evidence of existence of contract)**

**2. Name of 1st Client (Organization)**

- i. Name of Client (organization).....
- ii. Address of Client (organization).....
- iii. Name of Contract Person at the client (organization).....
- iv. Telephone No. of client .....
- v. Value of Contract .....
- vi. Duration of Contract (date) .....

**(Attach documents evidence of existence of contract)**

**3. Name of 1st Client (Organization)**

- i. Name of Client (organization).....
- ii. Address of Client (organization).....
- iii. Name of Contract Person at the client (organization).....
- iv. Telephone No. of client .....
- v. Value of Contract .....



vi. Duration of Contract (date) .....

**(Attach documents evidence of existence of contract)**

**Form 15**



**SAMPLE VIEWING CERTIFICATE**

**TENDER FOR SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY FOR KENYA RAILWAY HQ & RAILWAY TRAINING INSTITUTE:**

**TENDER NO. KRC/PLM/FRC/001/2018-2019**

The tenderer **MUST** view the available samples before quoting.

I hereby certify that I have viewed the samples for items under the tender at Kenya Railway HQ and Railway Training Institute as required in the tender terms of reference.

No: KRC/PLM/FRC/001/2018-2019

1) TENDERER'S NAME .....

NAME OF BIDDER REPRESENTATIVE.....

TEL .....

SIGN .....

DATE .....

2) KR/RTI AUTHORISED REPRESENTATIVE

NAME .....

TEL .....

SIGN .....

DATE .....

STAMPED .....

**FORM RB1 REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

BETWEEN

.....APPLICANT

AND

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

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

**REQUEST FOR REVIEW**

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

- 1.
  - 2.
- Etc.

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

- 1.
  - 2.
- Etc

SIGNED ..... (Applicant)

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

---

**FOR OFFICIAL USE ONLY**

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

SIGNED:.....  
Board Secretary