



**TECHNICAL UNIVERSITY OF MOMBASA**

**TENDER NO: TUM/T/25/2020-2021**

**SUPPLY, INSTALLATION, TESTING, TRAINING AND COMMISSIONING OF  
LIBRARY BOOK DETECTION SECURITY SYSTEM FOR TECHNICAL  
UNIVERSITY OF MOMBASA**

**CLOSING/OPENING DATE& TIME: WEDNESDAY 17<sup>TH</sup> FEBRUARY, 2021 AT  
10.00AM: TENDER BOX A**

**TECHNICAL UNIVERSITY OF MOMBASA FEBRUARY 2021**

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## INTRODUCTION

Technical University of Mombasa is a public entity established under the Universities Act 2012 and the Technical University of Mombasa Charter issued in 2013. The University is under the Ministry of Education and is managed by the University Council.

The University offers training in the fields of Applied and Health Sciences, Business, Social Sciences, Engineering and Technology, and Computing. The programmes are at the levels of Certificate, Diploma, Higher Diploma, Undergraduate and Postgraduate. Through its programmes, the University is contributing to the attainment of the nations Human Resource and research. TUM maintains close linkages with public and private sectors, learning institutions and the immediate community to ensure the continued relevance of its programmes to the nation's, socio-economic and development needs. This policy is guided by the following:

### **Vision**

A Technical University of Global Excellence in Advancing Knowledge, Science and Technology.

### **Mission**

To advance knowledge and its practical application through teaching, research and innovation to serve both industry and the community.

### **Core Values**

The Council, Senate, Management, staff and students of TUM will endeavor to institutionalize and inculcate values fostering a strong corporate culture while promoting quality service delivery, cohesion in our diverse community and achieving the targeted goals. These will be realized by espousing the following values:

- **Excellence.** We strive for excellence in quality teaching, learning and research, and customer focus by continuously assessing ourselves, applying our own and international benchmarks.
- **Integrity and Professionalism.** We expect high standards of integrity, ethics and respect for one another across the institution and honor collegiality and a climate of critical professionalism among staff and students.

- **Equity.** We are committed to equity, diversity and fairness and seek to nurture and build on our diverse cultural heritage
- **Team work.** We place a high premium on teamwork and shared responsibility in working with each other and with external groups in ways that are mutually beneficial
- **Creativity, innovativeness and environmental sustainability.** We embrace innovative problem solving and promote creative value-based solutions. We cultivate a socially secure, responsive and sustainable green environment.

1.1 This Standard Tender Document has been prepared for use by public entities in Kenya

1.2 The following general directions should be observed when using the document.

- (a) Specific details should be furnished in the Invitation to Tender and in the special conditions of contract. The final documents to be provided to the tenderers should not have blank spaces or give options
- (b) The Instructions to Tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and the appendix to instructions to tenderers.

1.3 (a) Information contained in the Invitation to Tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate and shall indicate any important tender requirements.

(b) The Invitation to Tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following the invitation for expression of interest for which the invitation is issued.

**SECTION I INVITATION TO TENDER**

**DATE: 05<sup>TH</sup> FEBRUARY, 2021**

**TENDER REF NO. TENDER NO: TUM/T/25/2020-2021**

**TENDER NAME: SUPPLY, INSTALLATION, TESTING, TRAINING AND COMMISSIONING OF LIBRARY BOOK DETECTION SECURITY SYSTEM**

- 1.1 Technical University of Mombasa invites sealed bids from eligible candidates for provision Supply, Installation, Testing, Training and Commissioning of Library Book Detection Security System.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at Technical University of Mombasa, Supplies Offices during normal working hours.
- 1.3 The tender documents may be obtained by interested tenderer from Technical University of Mombasa website: [www.tum.ac.ke](http://www.tum.ac.ke) or PPIP portal <http://tenders.go.ke> free of charge. Due to COVID-19 pandemic, bidders are encouraged to download tender documents to minimize physical visit to TUM Offices.
- 1.4 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for (90) days from the closing date of the tender.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes marked with Tender name and reference number and deposited in the Tender Box at **the Administration Block 1<sup>st</sup> Floor** or to be addressed to  
**THE VICE CHANCELLOR**  
**TECHNICAL UNIVERSITY OF MOMBASA**  
**P.O. BOX 90420-80100 Mombasa, KENYA**  
*Should be deposited in the Tender Box A located at the Administration Block 1<sup>st</sup> Floor on or before Wednesday 17<sup>th</sup> February, 2021 at 10.00am. Late bids will not be accepted.*

Bulky tenders which do not fit the tender box shall be registered at the Vice Chancellor Office on 1<sup>st</sup> floor of the Administration Block.

**Bids will be opened immediately thereafter at the University Graduation (G) Square**

- 1.6 Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at **Technical University of Mombasa Main Campus**.  
**NOTE:** Only one witness per bidder will be allowed during tender opening in compliance with GoK guidelines on Covid-19 pandemic management.

**HEAD OF PROCUREMENT  
FOR: VICE CHANCELLOR**

**TECHNICAL UNIVERSITY OF MOMBASA, FEBRUARY, 2021**

## SECTION II - INSTRUCTIONS TO TENDERERS

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## SECTION II - INSTRUCTIONS TO TENDERERS

### 2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the Schedule of Requirements Section VI.
- 2.1.2 Technical University of Mombasa's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by Technical University of Mombasa to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.
- 2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

### 2.2 Eligible Goods

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

### 2.3 Cost of Tendering

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

- 2.3.2 The price to be charged for the tender document shall not exceed Kshs. 5,000/=
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.
- 2.4. The Tender Document**
- 2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers
- (i) Invitation to Tender
  - (ii) Instructions to tenderers
  - (iii) General Conditions of Contract
  - (iv) Special Conditions of Contract
  - (v) Schedule of requirements
  - (vi) Technical Specifications
  - (vii) Tender Form and Price Schedules
  - (viii) Tender Security Form
  - (ix) Contract Form
  - (x) Performance Security Form
  - (xi) Bank Guarantee for Advance Payment Form
  - (xii) Manufacturer's Authorization Form
  - (xiii) Confidential Business Questionnaire
  - (xiv) Tender Securing Declaration Form
  - (xv) Self-Declaration That the Person/Tenderer Is Not Debarred in The Matter of the Public Procurement and Asset Disposal Act 2015.
  - (xvi) Self-Declaration That the Person/Tenderer Will Not Engage in Any Corrupt or Fraudulent Practice
- 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 Technical University of Mombasa in writing or by post at the entity's address indicated in the Invitation to Tender. Technical University of Mombasa 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 Technical University of Mombasa. 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 Technical University of Mombasa 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, Technical University of Mombasa, 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, Technical University of Mombasa, 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 Technical University of Mombasa, shall be written in English language, provided that any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## 2.8 **Documents Comprising of Tender**

2.8.1 The tender prepared by the tenderers shall comprise the following components

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

## **2.9 Tender Forms**

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

## **2.10 Tender Prices**

2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract

2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the entity.

2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22

2.10.4 The validity period of the tender shall be 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 Technical University of Mombasa'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 Technical University of Mombasa'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 Technical University of Mombasa; and
- (c) a clause-by-clause commentary on Technical University of Mombasa'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 Technical University of Mombasa 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 Technical University of Mombasa 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 Technical University of Mombasa 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 but not later than thirty (30) days after the expiration of the period of tender validity prescribed by Technical University of Mombasa.
- 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 Technical University of Mombasa 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 Technical University of Mombasa,

pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by Technical University of Mombasa as non-responsive.

2.15.2 In exceptional circumstances, Technical University of Mombasa 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 Technical University of Mombasa 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 Technical University of Mombasa at the address given in the Invitation to Tender:

(b) bear, tender number and name in the Invitation for Tenders and the words, "DO NOT OPEN BEFORE," *Wednesday 17<sup>th</sup> February, 2021 at 10.00am.*

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, Technical University of Mombasa 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 Technical University of Mombasa at the address specified under paragraph 2.17.2 no later than ***Wednesday 17<sup>th</sup> February, 2021 at 10.00am***

2.18.2 Technical University of Mombasa 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 Technical University of Mombasa 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 Technical University of Mombasa 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 Technical University of Mombasa may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.19.6 Technical University of Mombasa 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 Technical University of Mombasa will open all tenders in the presence of tenderers' representatives who choose to attend, at ***Wednesday 17<sup>th</sup> February, 2021 at 10.00am*** 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 Technical University of Mombasa, at its discretion, may consider appropriate, will be announced at the opening.

2.20.3 Technical University of Mombasa 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 Technical University of Mombasa 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 Technical University of Mombasa in Technical University of Mombasa'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 Technical University of Mombasa 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 Technical University of Mombasa 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 Technical University of Mombasa 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. Technical University of Mombasa'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 Technical University of Mombasa and may not subsequently be made responsive by the tenderer by correction of the non conformity.

## **2.23 Conversion to Single Currency**

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

## **2.24 Evaluation and Comparison of Tenders**

2.24.1 Technical University of Mombasa 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 Technical University of Mombasa**



2.26.1 Subject to paragraph 2.21 no tenderer shall contact Technical University of Mombasa 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 Technical University of Mombasa 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, Technical University of Mombasa 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 Technical University of Mombasa 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 Technical University of Mombasa 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 Technical University of Mombasa 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) Technical University of Mombasa's Right to Vary quantities**

2.27.5 Technical University of Mombasa 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) Technical University of Mombasa's Right to Accept or Reject Any or All Tenders**

2.27.6 Technical University of Mombasa 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 Technical University of Mombasa's action

## **2.28 Notification of Award**

2.28.1 Prior to the expiration of the period of tender validity, Technical University of Mombasa 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, Technical University of Mombasa 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 Technical University of Mombasa notifies the successful tenderer that its tender has been accepted, Technical University of Mombasa 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 Technical University of Mombasa.

## **2.30 Performance Security**

2.30.1 Within Thirty (30) days of the receipt of notification of award from Technical University of Mombasa, 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 Technical University of Mombasa.

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 Technical University of Mombasa may make the award to the next lowest evaluated Candidate or call for new tenders.

## **2.31 Corrupt or Fraudulent Practices**

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

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

(ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of Technical University of Mombasa, 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 Technical University of Mombasa of the benefits of free and open competition;

2.31.2 Technical University of Mombasa will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

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

## **Appendix to Instructions to Tenderers**

### **Notes on the Appendix to the Instruction to Tenderers**

1. The Appendix to instructions to tenderers is intended to assist the Technical University of Mombasa in providing specific information in relation to the corresponding clause in the instructions to Tenderers included in Section II and has to be prepared for each specific procurement.
2. Technical University of Mombasa should specify in the appendix information and requirements specific to the circumstances of Technical University of Mombasa, the goods to be procured and the tender evaluation criteria that will apply to the tenders.
3. In preparing the Appendix the following aspects should be taken into consideration;
  - (a) The information that specifies and complements provisions of Section II to be incorporated
  - (b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the goods to be procured to be also incorporated
4. Section II should remain unchanged and can only be amended through the Appendix.
5. Clauses to be included in this part must be consistent with the public procurement law and the regulations.

## Appendix to Instructions to Tenderers

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

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1	The invitation is competent and qualified bidder as indicated in the website tender notice ( <a href="http://www.tum.ac.ke">www.tum.ac.ke</a> )
2.14.1	Tender security: KES 50,000.00 valid for 120 days from Tender Opening date from bank or PPRA approved insurance company.
2.15	Validity of Tenders: Tenders Shall remain valid for 90 days after date of tender opening
2.16.3	Bulky tenders which do not fit the tender box shall be received at the Vice Chancellor Office on 1 <sup>st</sup> floor of the Administration Block
2.18.1	<b><i>Wednesday 17<sup>th</sup> February, 2021 at 10.00am</i></b>
2.21	<p>A prospective tenderer requiring any clarification of the tender document may notify TUM in writing (email in PDF format or by facsimile) at the following address: One copy to: - Head of Procurement Department, P.O. Box 80420 – 80100 MOMBASA, KENYA E-mail: <a href="mailto:procurement@tum.ac.ke">procurement@tum.ac.ke</a></p> <p><b>NB: Any request for clarification must be in the firm’s letterhead and signed, and must be in reference to the specific parts of the tender document properly numbered.</b></p>
2.27.1	Particulars of post – qualification if applicable. TUM may inspect the premises and confirm details
	This framework contract is for a period of one years. The contract will be initially for one-year period which may be renewed subject to satisfactory performance.
2.30	The performance security will be 5 % of contract sum for orders of Ksh. 5M and above or as prescribed in the PPADR,2020
2.24	<p><b>Evaluation and Comparison of Tenders</b></p> <p>The following evaluation criteria shall be applied notwithstanding any other requirement in the tender document.</p> <p><b>Stage 1: Preliminary Evaluation</b></p> <p><b>Mandatory Requirements</b></p> <p>The following requirements MUST be met by the tenderer</p>

No	Requirements	YES/NO
1	Copy of Certificate of Incorporation or Form BN2 for registration	
2	Confirmation of Directors (CR. 12) for companies - This should be the one issued within six months to the tender closing date. OR Kenya Business Name Registration form (BN2) for sole proprietor or partnerships.	
3	Copy of VALID Tax compliance Certificate	
4	VALID Single Business Permit/Permit	
5	Must provide a valid copy of Manufacturer authorization	
6	Duly filled, Signed and stamped Form of Tender	
7	Duly filled, Signed and stamped Confidential Business Questionnaire	
8	Duly filled, signed and stamped Self Declaration Form	
9	Duly filled, signed and stamped Anti-Corruption Declaration form.	
10	One Original and one copy of Tender document MUST be paginated/ serialized/Numbered sequentially on all pages including attachments from the beginning of the document to the end. This includes ALL the attachments submitted by the bidder and ALL the pages already paginated by TUM.	

At this stage the tenderer's submission will either be responsive or non-responsive.

The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.

### Stage 2: Technical Evaluation

No	Requirements	YES/NO
1	At least five Contract completed in the last six (6) years three (3) must be for learning institution. Shall attach Contract/LPO and Completion Certificates/recommendation letter i. Project of similar nature and value of more than tender sum-----5 ii. Project of similar nature and of value less than tender sum -- ----- 2 iii. No completed project of similar nature -----0	25
2	On-going projects (A max of 1 No. Projects) Shall attach Notification of award or Contract Agreements/LPO i. Project of similar nature and value of more than tender sum-----5 ii. Project of similar nature and of value less than tender sum -- ----- 2 iii. No completed project of similar nature -----0	5
	<b>KEY PERSONNEL</b> <b>Project Manger</b>	5

	<p>Holder of at least a bachelor degree in Computer Engineering/Telecommunication/Computer/Electrical ----- 5</p> <p>Holder of diploma in Computer Engineering/Telecommunication/Computer/Electrical ----- 3</p> <p>Holder of certificate in Computer Engineering/Telecommunication/Computer/Electrical ----- 2</p>	
	<p>At least 1 No. degree holder of key personnel Computer Engineering/Telecommunication/Computer/Electrical</p> <p>A degree With over 5 years relevant experience ----- 2.5</p> <p>A diploma With over 5 years relevant experience ----- 2</p> <p>A degree With under 5 years relevant experience ----- 2</p> <p>A diploma with under 5 years relevant experience ----- 1</p> <p>Less than 5 years-----0</p>	2.5
	<p>At least 1No. degree/Diploma holder of key personnel Library Information Science/studies</p> <p>A degree With over 5 years relevant experience ----- 2.5</p> <p>A degree With over 5 years relevant experience----- 2</p> <p>A diploma With over 5 years relevant experience----- 1</p> <p>A degree With under 5 years relevant experience ----- 1</p> <p>A diploma with under 5 years relevant experience ----- 1</p> <p>Less than 5 years-----0</p>	2.5
3	<p>Maximum accumulative Volume of Business handled in the last five (3) years. (MUST attach LPOs/Contract and delivery note signed and stamped)</p> <p>i. Above 20 million (20pts)</p> <p>ii. 20 - 10 million (10 pts)</p> <p>iii. Below 10million (5 pts)</p>	20
4	<b>Financial Resources</b>	5

	<p><b>i.</b> Submit original bank statement for the last six (6) months</p> <p><b>Credits:</b></p> <ul style="list-style-type: none"> <li>○ Of more than 30% of tender sum-----2.5</li> <li>○ Of between 10% and 20% of tender sum-----1.5</li> <li>Below 10% of tender sum-----1</li> </ul> <p><b>ii. Evidence of Financial Resources (cash in hand, lines of credit, over draft facility etc.)</b> (Resource documents shall be certified by the respective banks or Commissioner of Oaths) Cash in hand and lines of credit:</p> <ul style="list-style-type: none"> <li>○ Of more than 30% of tender sum-----2.5</li> <li>○ Of between 10% and 20% of tender sum----- 1.2</li> <li>Below 10% of tender sum-----1</li> </ul>	
5	The supplier meeting the required item requirements / specifications (The supplier to indicate the Brand of the product they are quoting. If acceptable - 15 marks (Must duly signed and stamped Attach brochure with complete specifications of the product/system)	15
7	A copy of AGPO Registration Certificate	10
8	State of Credit period <ul style="list-style-type: none"> <li>i. Minimum proposed is 30 days 1pt</li> <li>ii. Above 30 days 5pts</li> </ul>	5
9	<b>Delivery Period for past assignment/indicated statement on delivery</b> <ul style="list-style-type: none"> <li>i. Delivery of goods within 30 days from date of receipt of Local Procurement Order (LPO) (Attached Copies of Completion certificate/letter &amp; LPO serviced) - 5Marks</li> <li>ii. Delivery of goods within 60 days from date of receipt of Local Procurement Order (LPO) (Attached Completion certificate/letter &amp; Contract/LPO serviced) - 2.5Marks</li> <li>iii. Delivery of goods in more than 60 days from date of receipt of Local Procurement Order (LPO) (Attached Completion certificate/letter &amp; Contract/LPO serviced) - 0Marks</li> </ul>	5
	<b>Total</b>	<b>100</b>
	<b>Candidates will require to score a minimum of 80% to proceed to the next stage of evaluation. Those who score below 80% will be eliminated at this stage from the entire evaluation process and will not be considered further</b>	

**Stage 3: Financial Evaluation**

The winning bidder will be the lowest bidder among those who will have passed the technical evaluation.

**Stage 4: Due Diligence**



	<p>This may entail verification of all the information provided.</p> <p><b>NB:</b></p> <ol style="list-style-type: none"> <li>1. Any information provided by the bidder may be verified by the university</li> <li>2. The University reserves the right to conduct due diligence.</li> <li>3. The University may choose to use Competitive Negotiations where necessary</li> <li>4. Bidder MUST number all the pages of their tender documents</li> </ol>
2.27.4	<p>Award Criteria: Award shall be to the lowest evaluated bidder. Contract may be awarded in whole.</p>

*(Complete as necessary)*

### 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 Technical University of Mombasa 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 Services" means all of the services that are supposed to be performed by the tenderer to Technical University of Mombasa under the Contract.
- (d) "Technical University of Mombasa" 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 Technical University of Mombasa for the provision of goods and services.

### 3.3 Country of Origin

3.3.1 For purposes of this clause, "Origin" means the place where the services were produced.

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

### 3.4 Standards

3.4.1 The services 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 Technical University of Mombasa'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

Technical University of Mombasa 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 Technical University of Mombasa'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 Technical University of Mombasa and shall be returned (all copies) to Technical University of Mombasa on completion of the Tenderer's performance under the Contract if so required by Technical University of Mombasa

### 3.6 **Patent Rights**

- 3.6.1 The tenderer shall indemnify Technical University of Mombasa 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 Technical University of Mombasa'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 Technical University of Mombasa 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 Technical University of Mombasa 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 Technical University of Mombasa 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 Technical University of Mombasa, in the form provided in the tender documents.
- 3.7.4 The performance security will be discharged by Technical University of Mombasa 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 Technical University of Mombasa or its representative shall have the right to inspect the services to confirm their conformity to the Contract specifications. Technical University of Mombasa 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 may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery. If conducted at the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to data, shall be furnished to the inspectors at no charge to Technical University of Mombasa.
- 3.8.3 Should any required documents in relation to the purchase fail to conform to the Specifications, Technical University of Mombasa may reject the report, and the tenderer shall either redo the report and its accompaniments or make alterations necessary to make specification requirements free of costs to Technical University of Mombasa.
- 3.8.4 Technical University of Mombasa's right to inspect and where necessary, reject the required documentation after submission of the documents shall in no way be limited or waived by reason of the documentation having previously been inspected and approved by Technical University of Mombasa 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 present the report in the required format and ensure that the same is free from 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 documentation shall be made by the tenderer in accordance with the terms specified by Technical University of Mombasa in its Schedule of Requirements and the Special Conditions of Contract.

### **3.11 Insurance**

3.11.1 The documents 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 Technical University of Mombasa 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 Technical University of Mombasa 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 Technical University of Mombasa's prior written consent

### **3.15 Subcontracts**

3.15.1 The tenderer shall notify Technical University of Mombasa 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 Technical University of Mombasa 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 deliverables within the period(s) specified in the Contract, or within any extension thereof granted by Technical University of Mombasa
- (b) if the tenderer fails to perform any other obligation(s) under the Contract
- (c) if the tenderer, in the judgment of Technical University of Mombasa has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

3.16.2 In the event Technical University of Mombasa 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 Technical University of Mombasa 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 deliverables within the period(s) specified in the contract, Technical University of Mombasa 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 deliverables. After this the tenderer may consider termination of the contract.

### **3.18 Resolution of Disputes**

3.18.1 Technical University of Mombasa and the tenderer shall make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract

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

### **3.19 Language and Law**

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

### **3.20 Force Majeure**

3.20.1 The tenderer shall not be liable for forfeiture of its performance security or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.



## SECTION IV - SPECIAL CONDITIONS OF CONTRACT

### Notes on Special Conditions of Contract

The clauses in this section are intended to assist Technical University of Mombasa in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract.

The provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of Technical University of Mombasa and the goods being procured. In preparing Section IV, the following aspects should be taken into consideration.

- (a) Information that complement provisions of Section III must be incorporated and
- (b) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the goods being procured must also be incorporated.

**SECTION IV - SPECIAL CONDITIONS OF CONTRACT**

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

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
3.7.1	Performance security required will be 5% of the contract value for orders of Ksh. 5M and above or as prescribed in PPADR,2020
3.9	Packing of all the goods will be at suppliers cost.
3.10	Deliveries shall be made within thirty (30) days from the date of the Local Procurement Order (LPO). The University may consider terminating an LPO/LSO which shall not be honored within 60 days. <b>The strips and other accessories shall be on when need arise basis</b>
3.10	This is a one off contract, however, the strips will be on framework contract as per PPADA,2015.
3.12.1	Payment shall be made within 60 Sixty upon delivery, inspection and acceptance.
3.13	Prices may be reviewed in the second (2nd Year) but any variation shall be guided by the monthly inflation rate provided by CBK, or Market Price Index provided by the KNBS.
3.18	In case of a dispute between the University and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of Kenya
3.19	Laws of Kenya

*(Complete as necessary)*

## SECTION V - TECHNICAL SPECIFICATIONS

### 5.1 General

- 5.1.1 These specifications describe the requirements for the services. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the services they intend to supply
- 5.1.2 Tenderers must indicate on the specifications sheets whether the services offered comply with each specified requirement.
- 5.1.3 All the dimensions and capacities of the deliverables 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. Technical University of Mombasa reserves the right to reject the deliverables, if such deviations shall be found critical to the requirements.
- 5.1.4 The tenderers are requested to present information along with their offers as follows:
- (i) Shortest possible delivery period of each product
  - (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

## 5.2 PARTICULARS

### SUPPLY, INSTALLATION, TESTING, TRAINING AND COMMISSION OF LIBRARY BOOK DETECTION SECURITY SYSTEM

**Note 1:**

1. Bidders should indicate the brand of the item being offered
2. In case of discrepancy between unit price and total, the unit price shall prevail.
3. The prices will not change in the Contract period.

Item Description	Brand	Days to Delivery	Country of Origin
Security			
Design			
Support			
Technology			
Performance			

	<p>2.Meets ADA requirements</p> <p><b>3. Signal processing way- DMPD &amp;DSP Tech</b></p>			
Energy profile	<p>1. <b>In-put voltage- AC: 220V</b></p> <p>2. <b>Out-put voltage- AC:</b> double: 15V Single: 5V Frequency-50HZ</p> <p>3. <b>Transmitting power-3.6W – 5W</b></p>			

**Note 2:**

1. Award shall be on the basis of the lowest evaluated bidder

## SECTION VI - SCHEDULE OF REQUIREMENTS

Item Description	
Security	<ol style="list-style-type: none"> <li>1. Latest technology designed for any type of Tattle tape strip</li> <li>2. Panel alarming</li> </ol>
Design	<ol style="list-style-type: none"> <li>1. Double panels</li> <li>2. <b>Detection Distance-</b> Height: 170cm Width: 75 – 120</li> <li>3. <b>Alarm</b> - Sound and light alarm</li> <li>4. Book check in/out unit for sensitize / desensitize/ demagnetizer</li> <li>5. Peoples counter</li> <li>6. UPS 1.4 KVa</li> </ol>
Support	<ol style="list-style-type: none"> <li>1. Must come with 1-year warranty</li> <li>2. Local Support</li> </ol>
Technology	<ol style="list-style-type: none"> <li>1. Latest technology based on EM Security System</li> <li>2. EM strips-25,000 as initial quantities and supplies on framework agreement</li> <li>3. <b>Material-</b> Good material like Acrylic or wood</li> <li>4. Low frequency-to minimize separation between metal objects</li> </ol>
Performance	<ol style="list-style-type: none"> <li>1. Alarm Rate -100%</li> <li>2. Meets ADA requirements</li> <li>3. <b>Signal processing way-</b> DMPD &amp; DSP Tech</li> </ol>
Energy profile	<ol style="list-style-type: none"> <li>1. <b>In-put voltage-</b> AC: 220V</li> <li>2. <b>Out-put voltage-</b> AC: double: 15V Single: 5V Frequency-50HZ</li> <li>3. <b>Transmitting power-</b> 3.6W – 5W</li> </ol>

## SECTION VIII - STANDARD FORMS

### Notes on the sample Forms

1. Form of Tender - The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
3. Tender Security Form/ Tender-Securing Declaration Form - When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to Technical University of Mombasa.
4. Contract Form - The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
5. Performance Security Form - The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to Technical University of Mombasa.
6. Bank Guarantee for Advance Payment Form - When Advance payment is requested for by the successful bidder and agreed by the Technical University of Mombasa, this form must be completed fully and duly signed by the authorized officials of the bank.
7. Manufacturers Authorization Form - When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.
8. Self-Declaration That the Person/Tenderer Is Not Debarred in The Matter of the Public Procurement and Asset Disposal Act 2015.- This form must be completed by the tenderer and submitted with the tender documents.
9. Self-Declaration That the Person/Tenderer Will Not Engage in Any Corrupt or Fraudulent Practice -This form must be completed by the tenderer and submitted with the tender documents.

8.1 **FORM OF TENDER**

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

To:  
**Vice Chancellor**  
**Technical University of Mombasa**  
**P.O. Box 90420 – 80100**  
**Mombasa**

Gentlemen and/or Ladies:

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

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

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

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

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



8.2 **CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c ) whichever applied to your type of business  
 You are advised that it is a serious offence to give false information on this form

*Part 1 – General:*

Business Name  
 .....  
 Location of business premises.  
 .....  
 Plot No..... Street/Road  
 .....  
 Postal Address ..... Tel No. .... Fax ..... E  
 mail .....

Nature of Business  
 .....  
 Registration Certificate No.  
 .....  
 Maximum value of business which you can handle at any one time – Kshs.  
 .....  
 Name of your bankers ..... Branch  
 .....

	<p><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your name in full ..... Age .....</p> <p>Nationality ..... Country of origin.....</p> <ul style="list-style-type: none"> <li>• Citizenship details .....</li> <li>• .....</li> </ul>																														
	<p><b>Part 2 (b) Partnership</b></p> <p>Given details of partners as follow</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 25%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship</th> <th style="width: 15%;">Details</th> <th style="width: 15%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship	Details	Shares	1.	.....	.....	.....	.....	.....	2.	.....	.....	.....	.....	.....	3.	.....	.....	.....	.....	.....	4.	.....	.....	.....	.....	.....
	Name	Nationality	Citizenship	Details	Shares																										
1.	.....	.....	.....	.....	.....																										
2.	.....	.....	.....	.....	.....																										
3.	.....	.....	.....	.....	.....																										
4.	.....	.....	.....	.....	.....																										
	<p><b>Part 2 (c) – Registered Company</b></p> <p>Private or Public .....</p> <p>State the nominal and issued capital of company-</p>																														

	Nominal Kshs. ....																								
	Issued Kshs. ....																								
	Given details of all directors as follows																								
	<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;">Name</td> <td style="width: 25%;">Nationality</td> <td style="width: 30%;">Citizenship Details</td> <td style="width: 20%;">Shares</td> </tr> <tr> <td>1.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5.....</td> <td></td> <td></td> <td></td> </tr> </table>	Name	Nationality	Citizenship Details	Shares	1.....				2.....				3.....				4.....				5.....			
Name	Nationality	Citizenship Details	Shares																						
1.....																									
2.....																									
3.....																									
4.....																									
5.....																									
Date .....	Signature of Candidate .....																								

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

### 8.3 TENDER SECURITY FORM

Whereas ..... [name of the tenderer]  
(hereinafter called "the tenderer") has submitted its tender dated .....  
[date of submission of tender] for the supply, installation and commissioning of  
.....[name and/or description of the equipment] (hereinafter called "the  
Tender") ..... KNOW ALL PEOPLE by these  
presents that WE ..... of ..... having our  
registered office at ..... (hereinafter called "the Bank"), are bound unto  
..... [name of Technical University of Mombasa] (hereinafter called "the  
Technical University of Mombasa") in the sum of ..... for which  
payment well and truly to be made to the said Technical University of Mombasa,  
the Bank binds itself, its successors, and assigns by these presents. Sealed  
with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ 20 \_\_\_\_\_.

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by Technical University of Mombasa during the period of tender validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the performance security in accordance with the Instructions to tenderers;

We undertake to pay to Technical University of Mombasa up to the above amount upon receipt of its first written demand, without Technical University of Mombasa having to substantiate its demand, provided that in its demand the Technical University of Mombasa will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

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

[signature of the bank] \_\_\_\_\_  
(Amend accordingly if provided by Insurance Company)

#### 8.4 CONTRACT FORM

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ between ..... [*name of Procurement entity*] of ..... [*country of Procurement entity*] (hereinafter called "Technical University of Mombasa) of the one part and ..... [*name of tenderer*] of ..... [*city and country of tenderer*] (hereinafter called "the tenderer") of the other part;

WHEREAS Technical University of Mombasa invited tenders for certain goods] and has accepted a tender by the tenderer for the supply of those goods in the sum of ..... [*contract price in words and figures*] (hereinafter called "the Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for Technical University of Mombasa

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer in the presence of \_\_\_\_\_

8.5 PERFORMANCE SECURITY FORM

To .....  
[name of Technical University of Mombasa]

WHEREAS ..... [name of tenderer] (hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. \_\_\_\_\_ [reference number of the contract] dated \_\_\_\_\_ 20 \_\_\_\_\_ to \_\_\_\_\_ supply ..... [description of goods] (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer's performance obligations in accordance with the Contract.

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

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

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed and seal of the Guarantors

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

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

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

8.6 **BANK GUARANTEE FOR ADVANCE PAYMENT FORM**

To .....  
[*name of Technical University of Mombasa*]

[*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 Technical University of Mombasa a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of ..... [*amount of guarantee in figures and words*].

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

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

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

Yours truly,

Signature and seal of the Guarantors

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

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

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

**8.7 MANUFACTURER’S AUTHORIZATION FORM**

To *[name of Technical University of Mombasa]* .....

WHEREAS .....*[ name of the manufacturer]*  
who are established and reputable manufacturers of ..... *[name and/or  
description of the goods]* having factories at ..... *[address of factory]*  
do hereby authorize ..... *[name and address of Agent]* to submit a tender,  
and subsequently negotiate and sign the Contract with you against tender No.  
..... *[reference of the Tender]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of  
Contract for the goods offered for supply by the above firm against this Invitation for  
Tenders.

\_\_\_\_\_  
*[signature for and on behalf of manufacturer]*

*Note:* This letter of authority should be on the letterhead of the Manufacturer and should  
be signed by a person competent.

**8.8 LETTER OF NOTIFICATION OF AWARD**

Address of Technical University of  
Mombasa

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

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

\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER



**8.9 TENDER-SECURING DECLARATION FORM**

(r.22) [The Bidder shall complete this Form in accordance with the instructions indicated]

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

Tender No.: [insert number of bidding process]

To: [insert complete name of Purchaser]

We, the undersigned, declare that:

- 1. 1 We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.
- 2. We accept that we will automatically be suspended from being eligible for bidding 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 Bid during the period of bid validity specified by us in the Bidding 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 the Performance Security, in accordance with the instructions to tenders.
- 3. We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of
  - (a) our receipt of a copy of your notification of the name of the successful Bidder; or
  - (b) thirty days after the expiration of our Tender.
- 4. We understand that if we are a Joint Venture, the Bid 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 Bid 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 Bidder]

Dated on ..... day of ....., ..... [Insert date of signing]

Seal or stamp

**9.1 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 Technical University of Mombasa) 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 hereinabove is true to the best of my knowledge, information and belief.

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

Bidder Official Stamp

**9.2 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 Technical University of Mombasa) 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 Technical University of Mombasa) which is Technical University of Mombasa.

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 Technical University of Mombasa)

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 hereinabove is true to the best of my knowledge information and belief.

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

Bidder's Official Stamp

9.3 FORM RB 1

REPUBLIC OF KENYA  
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

..... APPLICANT

AND

.....RESPONDENT (*Technical University of Mombasa*)

Request for review of the decision of the..... (*Name of Technical University of Mombasa*) of .....dated the...day of .....20.....in the matter of Tender No.....of .....20...

**REQUEST FOR REVIEW**

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

- 1.
- 2.
- etc.

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

- 1.
- 2.
- etc

SIGNED .....(Applicant)

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

---

**FOR OFFICIAL USE ONLY**

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

SIGNED

Board Secretary