

**BANKI  
KUU YA  
KENYA**



**CENTRAL  
BANK OF  
KENYA**

Haile Selassie Avenue  
P. O. Box 60000 Nairobi Kenya  
Telephone 2860000 Telex 22324  
Fax 310604/340192

**SUPPLY AND DELIVERY OF 2015 WALL & DESK CALENDARS  
AND DIARIES FOR CENTRAL BANK OF KENYA**

**TENDER NO. CBK/17/2014-2015**

**CLOSING DATE: 26<sup>TH</sup> SEPTEMBER, 2014 AT 10.30 A.M**

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## SECTION I: INVITATION TO TENDER

**Tender Ref. No. CBK/17/ 2014-2015**

**Tender Name: Supply and Delivery of 2015 Wall & Desk Calendars and Diaries for Central Bank of Kenya**

1. The Central Bank of Kenya invites sealed tenders from eligible candidates for **Supply and Delivery of 2015 Wall & Desk Calendars and Diaries.**
2. A complete set of tender documents containing detailed information may be obtained from Central Bank of Kenya, Head Office, along Haile Selassie Avenue, Department of Procurement and Logistics in 5<sup>th</sup> Floor for free or be downloaded from the Website, [www.centralbank.go.ke](http://www.centralbank.go.ke). However, those who download the tender are advised to sign a tender register at Supplies Office on Fifth Floor CBK Building before the tender closing date.
3. Completed Tender Documents in plain sealed envelopes **marked with the tender number and title** should be deposited in the **Green Tender Box No. 3** located at the main **entrance to the CBK Building** on Haile Selassie Avenue before the closing date and time on **26<sup>th</sup> September, 2014 at 10.30 A.M.** Late bids will not be accepted and will be returned unopened.
4. Tenders will be opened immediately thereafter in the presence of the tenderers representatives who may choose to attend the opening at the **Central Bank of Kenya, DEST Conference Room on 5<sup>th</sup> FLOOR.**
5. Prices quoted should be inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of **120 days** from the closing date of the tender.
6. No tender security is required for this tender.
7. Further information as pertains to this tender may be obtained from the Office of the Director, Department of Procurement and Logistics (Tel: +254 20 2861000/2860000 Fax: +254 20 2863497, +254 20 310604), Central Bank Building, Haile Selassie Avenue, on 5<sup>th</sup> Floor between 9:00 am and 5:00 pm during working days.

**DIRECTOR,**

**ESTATES, SUPPLIES AND TRANSPORT**

## SECTION II: TECHNICAL SPECIFICATIONS

### 2.1 General

2.1.1 These specifications describe the requirements for goods. Tenderers are requested to submit with their offers the detailed specifications for the products they intend to supply.

2.1.2 The tenderers are requested to present information along with their offers on shortest possible delivery period of each product,

2.1.3 The tenderers Must be incorporated or registered firm. Documentary evidence of the company's Certificate of Incorporation / Registration should be provided.

2.1.4 The tenderers must be up-to date in payment of taxes. Proof of payment of tax required by providing valid copy of the company's Certificate of Tax Compliance issued by Kenya Revenue Authority (KRA)

2.1.5 The tenderers should have sound financial ability. Copies of audited accounts for the last two years should be provided.

2.1.6 The tenderers should have at least three years of experience in the business of printing and supply of calendars and diaries.

2.1.7 The tenderers should provide a list of clients and references for which successful printing services has been provided.

2.1.8 The tenderers should provide sample of all quoted items that comply with sample(s) provided.

### 2.2 Technical Specifications, specific to each item

The minimum specification for each item below should be met. Failure to meet any of the technical specific features of the item will lead to disqualification for that specific item. The Samples submitted will be evaluated to determine whether it meets technical specifications provided and a decision made on whether the sample is acceptable or not. The sample provided should represent the item quoted for in all characteristics.

#### Item 1: Wall Calendars

	Specifications	Bidder's Response	Compliance YES/NO
1	Size - A2		
2	Leaves - Matte Art Paper 170gsm		

3	13 leaves printed on one side only		
4	Full color printing on all leaves		
5	Wire-o-wire Top Bond with hanger and suspender		

Note: Artwork to be provided by Central Bank.

#### Item 2: Desk Calendars

	Specifications	Bidder's Response	Compliance YES/NO
1	Size - 21*15.5CM for calendar leaves. Stand - 21*16.5CM		
2	13 leaves printed full color on both side		
3	Wire-o-wire, stand with triangle-shape bottom		

Note: Artwork to be provided by Central Bank.

#### Item 3: A4 Branded Secretarial Diaries

	Specifications	Bidder's Response	Compliance YES/NO
1	Size - 22.5x30cm		
2	Duly gilding at the edges of the cover page		
3	Week to view		
4	One date to a page		
5	Monthly tabbing		
6	Tear Off perforation		
7	Cover design – As per Client's specs(Sample provided)		
8	Cover material & Color - As per sample		
9	CBK Logo to be embossed [screen printing] on front outer cover		
10	A page with CBK addresses on one side and CBK mission and vision on the other		
11	Inside paper – cream bond		
12	Monthly Planner		

Note: Sample provided by Central Bank.

**Item 4: Pocket Diaries**

	<b>Specifications</b>	<b>Bidder's Response</b>	<b>Compliance YES/NO</b>
1	Size – 9x17cm		
2	Duly gilding at the edges of the cover page		
3	Week to view		
4	Three dates to a page		
5	Cover design – As per Client's specs(sample Provided)		
6	Cover material & Color - As per sample		
7	CBK Logo to be embossed [screen printing] on front outer cover		
8	A page with CBK addresses on one side and CBK mission and vision on the other		

Note: Sample provided by Central Bank.

**Item 5: B5 Branded Executive Diaries**

	<b>Specifications</b>	<b>Bidder's Response</b>	<b>Compliance YES/NO</b>
1	Size – 19.5x25cm		
2	Duly gilding at the edges of the cover page		
3	Two dates to a page		
4	Monthly tabbing		
5	Tear Off perforation		
6	Cover design – As per Client's specs(Sample Provided)		
7	Cover material & colour - As per sample		

8	CBK Logo to be embossed [screen printing] on front outer cover		
9	A page with CBK addresses on one side and CBK mission and vision on the other		
10	Monthly Planner		

Note: Sample provided by Central Bank.

**Item 6: A5 Classic Diaries**

	Specifications	Bidder's Response	Compliance YES/NO
1	Size – 15.4x21.3cm		
2	Duly gilding at the edges of the cover page		
3	Two dates to a page		
4	Monthly tabbing		
5	Tear Off perforation		
6	Cover design – As per Client's specs(Sample Provided)		
7	Cover material & colour - As per sample		
8	CBK Logo to be embossed [screen printing] on front outer cover		
9	A page with CBK addresses on one side and CBK mission and vision on the other		
10	Monthly Planner		

Note: Sample provided by Central Bank.

The Successful bidder(s) after signing the contract will be required to provide a fully printed sample that matches the sample provided by the Procuring Entity to Central Bank of Kenya, Department of Procurement and Logistics. The sample provided will be approved by the Bank before the whole consignment awarded is supplied. The consignment supplied thereafter will be as per the sample approved in all respect.

### SECTION III: SCHEDULE OF REQUIREMENTS AND PRICES

Item Code	Description	Unit	Quantity	Unit Price	Total price
01	Wall Calendars	No.	16000		
02	Desk Calendars	No.	2000		
03	A4 Branded Secretarial Diaries	No.	100		
04	Pocket Diaries	No.	1600		
05	B5 Branded Executive Diaries	No.	400		
06	A5 Classic Diaries	No.	2000		

Delivery schedule In Weeks \_\_\_\_\_

Signature of tenderer \_\_\_\_\_

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



## SECTION IV: EVALUATION CRITERIA

The received tenders will be evaluated in four stages as detailed below:

1. Stage 1: Compliance with Mandatory Requirements
2. Stage 2: Compliance with Technical specifications as provided in section II.
3. Stage 3: Compliance with Technical Requirements on Capacity to Deliver the contract
4. Stage 3: The Financial Evaluation

### Stage 1: Mandatory Requirements (MR)

The following mandatory requirements must be met notwithstanding other requirements in the document:

No	Requirements	Tenderers Response
MR 1	Provide documentary evidence of the company's Certificate of Incorporation / Registration	
MR 2	Provide valid copy of the company's Certificate of Tax Compliance issued by Kenya Revenue Authority (KRA)	
MR3	Provide Sample of each item quoted	
MR4	Provide copies of audited accounts for the last two years	

**Bidders complying with all the above requirements will proceed to the second stage of technical evaluation.**

### STAGE 2: Evaluation on Technical specification for each product offered;

The Sample(s) submitted will be evaluated to determine whether it meets technical specifications given in **section II** of this document, and represents the item quoted for in all characteristics. The sample must have a plain label bearing the tender number and product code as indicated in the price schedule without indication of the bidder's details. Bidders meeting the technical specifications will be subjected to stage 3 of the evaluation.

### Stage 3: Technical Evaluation on Capacity to Deliver the contract

Tenderers meeting all the technical specification per item in stage two shall have their bids subjected to the Technical Evaluation on capacity to deliver the goods based on parameters given in the table below.

	Evaluation Attribute	Weighting Score	Max Score %	Tenderer's Response
T1	Number of years in the printing business	<ul style="list-style-type: none"> <li>• 3 Years and above: <b>20%</b></li> <li>• Others prorated at:  <math display="block">\frac{\text{Number of years} \times 20}{3}</math> </li> </ul>	<b>20</b>	
T2	Provide a list of clients and give references for which successful printing services has been provided	<ul style="list-style-type: none"> <li>• 5 or more clients: <b>25%</b></li> <li>• Others prorated at:  <math display="block">\frac{\text{Number of clients} \times 25}{5}</math> </li> </ul>	<b>25</b>	
T3	Provision of sample of quoted items that comply with sample provided	30 marks if sample comply with sample provided. Otherwise no marks	<b>30</b>	
T4	Delivery period	<ul style="list-style-type: none"> <li>• Shortest delivery period quoted by any bidder. <b>10%</b></li> <li>• Others  <math display="block">\frac{\text{Shortest delivery period quoted} \times 10}{\text{Delivery period quoted by the bidder}}</math> </li> </ul>	<b>10</b>	
T5	<b>Financial Stability</b>			
	a) Profitability Margin	A margin above 10% will score 10 marks; 5-10 % 5 marks and below 5% 3 marks	<b>10</b>	
	b) Liquidity Ratio	2:1 – 5 marks; 1:1 – 3 marks; less than 1:1 no mark	<b>5</b>	
	<b>Total</b>		<b>100</b>	

**Note:**

$$\checkmark \text{ Profitability Margin} = \frac{\text{EBIT}}{\text{Gross Revenue/Sales}}$$

$$\checkmark \text{ Current Ratio} = \frac{\text{Current Assets}}{\text{Current Liabilities}}$$

$$\checkmark \text{ EBIT} = \text{Earnings Before Interest and Taxes}$$

**Only bidders scoring 75% and above at this stage will proceed to the final stage of financial evaluation.**

**Stage 5: FINANCIAL EVALUATION**

Bidder scoring 75% and above in stage three will be subjected to financial evaluation. The financial evaluation will be on item by item basis and the lowest bidder for each item will be recommended for award.

## SECTION V: OTHER CONDITIONS

### 5.1. Payment Terms

The method and conditions of payment to the bidder under this contract shall be as follows:

- (i) payment for the Goods shall be made in Kenya shillings upon certified deliveries
- (ii) there shall be no advance payment under this contract
- (iii) payments will be made by the Bank, within thirty (30) days after submission of an invoice and a statement or claim by the bidder.

### 5.2 Delivery of Goods

2.2 Delivery of the goods shall be made by the bidder to the Bank's premises (At the Department of Procurement and Logistics in 5<sup>th</sup> Floor).

2.2.4 Upon delivery of the Goods, the bidder shall notify the Bank and forward the following documents to the Bank:

- (i) Copies of the supplier invoice showing Goods description, quantity, unit price, total amount and Local Purchase Order number (LPO).
- (ii) Delivery note giving details as (a) above.

#### **(iii). Delivery Times:-**

Deliveries shall not be made after **3.00 PM**

Note: The Successful bidder after signing the contract will be required to provide a fully printed sample that matches the sample provided by the Procuring Entity to Central Bank of Kenya, Department of Procurement and Logistics. The sample provided will be approved by the Bank before the whole consignment awarded is supplied. The consignment supplied thereafter will be as per the sample approved in all respect.

## SECTION VI: STANDARD FORMS

### Notes on the sample Forms

6.1. **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.

6.2. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.

6.3. **Letter of Notification of Award** - Letter of Notification of Award shall not be completed by the tenderer at the time of submitting the tender. Letter of Notification of Award shall be completed after contract award and should incorporate the accepted contract price.

## 6.1 FORM OF TENDER

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

To: \_\_\_\_\_  
\_\_\_\_\_  
*[name and address of procuring entity]*

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. .... *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply 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 ..... *( Procuring entity)*.

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

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

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

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

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

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

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

## 6.2 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

<p><i>Part 1 – General:</i></p> <p>Business Name .....</p> <p>Location of business premises. ....</p> <p>Plot No..... Street/Road .....</p> <p>Postal Address ..... Tel No. .... Fax ..... E mail .....</p> <p>Nature of Business .....</p> <p>Registration Certificate No. ....</p> <p>Maximum value of business which you can handle at any one time – Kshs. ....</p> <p>Name of your bankers ..... Branch .....</p>
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	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full ..... Age .....</p> <p>Nationality ..... Country of origin.....</p> <p>• Citizenship details .....</p>																								
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table border="1"> <thead> <tr> <th>Name</th><th>Nationality</th><th>Citizenship Details</th><th>Shares</th></tr> </thead> <tbody> <tr> <td>1. ....</td><td></td><td></td><td></td></tr> <tr> <td>2. ....</td><td></td><td></td><td></td></tr> <tr> <td>3. ....</td><td></td><td></td><td></td></tr> <tr> <td>4. ....</td><td></td><td></td><td></td></tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1. ....				2. ....				3. ....				4. ....							
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1. ....																									
2. ....																									
3. ....																									
4. ....																									
	<p>Part 2 (c) – Registered Company</p> <p>Private or Public .....</p> <p>State the nominal and issued capital of company-</p> <p>Nominal Kshs. ....</p> <p>Issued Kshs. ....</p> <p>Given details of all directors as follows</p> <table border="1"> <thead> <tr> <th>Name</th><th>Nationality</th><th>Citizenship Details</th><th>Shares</th></tr> </thead> <tbody> <tr> <td>1.....</td><td></td><td></td><td></td></tr> <tr> <td>2. ....</td><td></td><td></td><td></td></tr> <tr> <td>3. ....</td><td></td><td></td><td></td></tr> <tr> <td>4. ....</td><td></td><td></td><td></td></tr> <tr> <td>5 .....</td><td></td><td></td><td></td></tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.....				2. ....				3. ....				4. ....				5 .....			
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1.....																									
2. ....																									
3. ....																									
4. ....																									
5 .....																									
<p>Date ..... Signature of Candidate .....</p>																									

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

### 6.3 LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

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

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

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

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

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

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

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

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

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

\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER