

**BANKI
KUU YA
KENYA**



**CENTRAL
BANK OF
KENYA**

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**TENDER
FOR COMPREHENSIVE MAINTENANCE OF AIR
CONDITIONING EQUIPMENT AT THE CENTRAL
BANK OF KENYA HEAD OFFICE**

TENDER NO. CBK/24/2012-2013

**P.O BOX 60000 – 00200
NAIROBI**

**(CLOSING DATE: TUESDAY 30TH, APRIL 2013 AT
10.30 A.M.)**

SECTION A – INVITATION TO TENDER

Tender Ref. CBK/24/2012-2013

TENDER FOR COMPREHENSIVE MAINTENANCE OF AIR CONDITIONING EQUIPMENT AT THE CENTRAL BANK OF KENYA HEAD OFFICE

- 1.1 The CENTRAL BANK OF KENYA invites sealed tenders from eligible candidates for the servicing and maintenance of Air Conditioning Equipment.
- 1.2 Complete tender documents may be obtained from the office of the Director, Department of Estates, Supplies & Transport on 5th Floor, Central Bank of Kenya Building upon payment of non-refundable fee of **Kshs 2,000.00 in** Cash or Bankers cheque between 9.00 a.m. and 1.00 p.m. during working days.
- 1.3 Interested eligible candidates may obtain further information from **the Office of the Director, Department of Estates, Supplies & Transport (Tel: +254 20 2861000/2860000 Fax: +254 20 2863497, +254 20 310604),** Central Bank Building, Haile Selassie Avenue, on 5th Floor between 9:00 a.m. and 5:00 p.m. during working days.
- 1.4 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 90 days from the closing date of the tender.
- 1.5 Completed Tender Documents in plain sealed envelopes **marked with the tender number and title** should be deposited in **the Green Tender Box (Marked Tender Box No.3)** located at the Front **Entrance to the CBK Building** on Haile Sellasie Avenue before the closing slated time on Tuesday 30th, April 2013 at 10.30 a.m.
- 1.6 Tenders must be accompanied by **Bid Bond** of at least Kshs 50,000.00 (Kenya shillings fifty thousand only) in the format specified in the tender documents. Failure to attach the bid bond will lead to automatic rejection of the tender.
- 1.7 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 **PRESENTATION ROOM ON 6TH FLOOR.**

DIRECTOR,

DEPARTMENT OF ESTATES, SUPPLIES & TRANSPORT

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SECTION B: INTRODUCTION

PRELIMINARIES AND GENERAL INFORMATION

Tenderers are required to carefully read the specifications of the services required and conditions that will apply when the contract is awarded to the successful bidder and seek any clarification required before submission of their tender.

Any act of collusion that may distort normal competitive conditions may cause the rejection of the tenders concerned. By participating in this tender, Tenderers certify not to be involved in such acts of collusion.

Tenders must be returned complete and will be opened in the presence of Tenderers or their assigned representatives at the time and venue stated in the letter of invitation to tender. Incomplete tenders or tenders received after the stated time will be returned unopened.

Tenders are invited in accordance with the documents issued. Counter-offers submitted with tenders will not be considered; letters of qualification with tenders may be ignored if they have the effect of modifying either the terms of a tender or the comparability of a tender with other tenders. Should a Tenderer, in good faith, wish to propose modifications to the terms, conditions and contents for the purpose of reducing the tender amount, then he shall contact the Employer in writing well before the date of tender opening. Should the proposed modification be approved by the Employer all Tenderers will be advised in good time for the modification of their tenders. No proposed modification will be considered unless this procedure has been adopted.

All deletions, additions and corrections to figures inserted in the tender documents are to be countersigned by the Tenderer.

2. The details of the Employer are:

Central Bank of Kenya

P.O. Box 60000 -00200

NAIROBI

Tel: 2861000

Fax: 340192

Email comms@centralbank.go.ke

SECTION C: INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

- 2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2. The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The tender document is offered to interested bidders at Kshs 2,000.00 only.

2.3 Contents of tender documents

- 2.3.1. The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders

- i) Instructions to tenderers
- ii) General Conditions of Contract
- iii) Special Conditions of Contract
- iv) Schedule of Requirements
- v) Details of service
- vi) Form of tender
- vii) Price schedules
- viii) Contract form
- ix) Confidential business questionnaire form
- x) Tender security form
- xi) Performance security form
- xii) Principal's or manufacturers authorization form

- 2.3.2. 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.

2.4 Clarification of Documents

- 2.4.1. A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents"
- 2.4.2. The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender

2.5 Amendment of documents

- 2.5.1. At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.
- 2.5.2. All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.
- 2.5.3. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.6 Language of tender

- 2.6.1. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. 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.

2.7 Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

- (a) A Tender Form and a Price Schedule completed in accordance with clause 2.8, 2.9 and 2.10 below.
- (b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished is in accordance with Clause 2.12
- (d) Confidential business questionnaire.

2.8 Form of Tender

- 2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

2.9 Tender Prices

- 2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.
- 2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:
- 2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.
- 2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.
- 2.9.6 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.10 Tender Currencies

- 2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers

2.11 Tenderers Eligibility and Qualifications.

2.11.1 Pursuant to Clause 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.

2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12 Tender Security

2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.

2.12.2 The tender security shall be at least Kshs 50,000.00(Kenya shillings fifty thousand).

2.12.2 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.3 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:

- a) A bank guarantee.
- b) Cash.
- c) Such insurance guarantee approved by the Public Procurement Oversight Authority (PPOA).
- d) Letter of credit

2.12.4 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 2.20

2.12.5 Unsuccessful tenderer's 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 the procuring entity.

2.12.6 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to clause 2.26, and furnishing the performance security, pursuant to clause 2.27.

2.12.7 The tender security may be forfeited:

(a) If a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or

(b) In the case of a successful tenderer, *if* the tenderer fails:

(i) to sign the contract in accordance with paragraph 2.26

or

(ii) to furnish performance security in accordance with paragraph 2.27.

(c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

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

2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 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.

2.14 Format and Signing of Tender

2.14.1 The tenderer 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.

2.14.2 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. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

2.14.3 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.

2.15 Sealing and Marking of Tenders

2.15.1 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.

The inner and outer envelopes shall:

(a) be addressed to the Procuring entity at the address given in the invitation to tender

(b) bear, tender number and name in the invitation to tender and the words: "DO NOT OPEN BEFORE Tuesday 30th, April 2013 at 10.30 a.m.

2.15.3 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". —

2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

2.16 Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than Tuesday 30th, April 2013 at 10.30 a.m.

2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit in the tender box shall be received and registered at the Director, Department of Estates Management Supplies and Transport (DEST).

2.17 Modification and withdrawal of tenders

2.17.1 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 tender's is received by the procuring entity prior to the deadline prescribed for the submission of tenders.

2.17.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.17.4 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 2.12.7.

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

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

2.18 Opening of Tenders

18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on Tuesday 30th, April 2013 at 10.30 a.m. and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

2.18.4 The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of tenders

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

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

Comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Preliminary Examination and Responsiveness

2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required

securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.

2.20.2 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 quantity, 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 may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

2.20.3 The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.22, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

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

2.21 Conversion to a single currency

2.21.1 Where other currencies are used, the procuring entity will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

2.22 Evaluation and comparison of tenders.

2.22.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

- (a) operational plan proposed in the tender;
- (b) deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 22.3 the following evaluation methods will be applied:

(a) ***Operational Plan.***

The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

(b) ***Deviation in payment schedule.***

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

2.22.5 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.22.6 To qualify for contract awards, the tenderer shall have the following:-

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- (d) Shall not be debarred from participating in public procurement.

2.23. Contacting the procuring entity

2.23.1 Subject to paragraph 2.19, no tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence the procuring entity in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

2.24 Award of Contract

a) Post qualification

- 2.24.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.
- 2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Procuring entity deems necessary and appropriate.
- 2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

b) **Award Criteria**

- 2.24.3 Subject to paragraph 2.28 the Procuring entity will award the contract to the successful tenderer 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.
- 2.24.4 The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.
- 2.24.5 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 Notification of award

- 2.25.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.
- 2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.26. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to clause 2.27, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.26 Signing of Contract

2.26.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

2.26.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return **it** to the Procuring entity.

2.26.3 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.

2.27 Performance Security

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

2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.26 or paragraph 2.27.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated or call for new tenders.

2.28 Corrupt or Fraudulent Practices

2.28.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

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

2.28.3 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 THE TENDERERS

The following information shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions 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.

SPECIAL NOTES TO ALL TENDERERS

1. The Tenderer is required to check the number of pages in this document and should any be found to be missing or the figures indistinct, he must inform the Employer at once and have the same rectified. Should the Tenderer be in doubt about the precise meaning of any item, words or figures, or for any reason whatsoever observe any apparent omission of words or figures, he must inform the Employer in order that the correct meaning may be decided upon before the date for the submission of the tenders.
2. The Tenderer shall not alter or otherwise qualify the text of these specifications. Any alteration or qualification made without prior notification to the Employer and receipt of his written authority will be ignored and the text of the specification as printed will be adhered to.
3. The Tenderer will be required to submit his tender in accordance with the specifications and all conditions in this tender document.
4. Tenderers are encouraged to make a site inspection at their own cost to verify the scope of the specified works before tendering. Arrangement for accessing the site during tendering will be made with the **Director, Department of Estates, Supplies & Transport (DEST)**. No claims for lack of information will be entertained after opening of the tenders.
5. The Bank will expect the highest quality of workmanship. Therefore, workmanship below the expected standards will be replaced at the cost of the Contractor.
6. All prices entered in the Bills of Quantities shall be **in Kenya Shillings** inclusive of all Government taxes and no claims for lack of understanding or omission in this regard will be accepted after the award of the tender. Therefore, Tenderers are required to ask for clarifications where and if necessary before submitting their tenders.
7. The Tenderer shall include all preliminaries e.g. insurance, security etc in the priced items. A separate claim for preliminaries will not be honoured.
8. The tender shall remain valid for 90 days from the date of tender opening.

9. Payment for the works will be made upon certified completion. No claim for advance payment will be entertained.
10. The Contractor will be required to maintain a high standard of cleanliness and housekeeping at the site. He/she will be required to cart away all debris or unwanted materials from the site with respect to these works at his own cost.
11. Security of the Bank property within the contract works will be the responsibility of the Contractor.
12. Working hours shall be Monday to Friday from 8.00am to 5.00pm except Public Holidays. Working outside these hours will be allowed only with the express authority of the Branch Manager.
13. The sites for the works are inside quiet office Buildings. The successful Tenderer will at all times make sure that the client's operations and those the users of the premises are **NOT** subjected to undue inconvenience throughout the entire contract period.
14. If the supplier has any specific conditions with regard to this tender he should specify them with the tender. Such conditions will not be accepted after the award of the tender.
15. Tenderers shall qualify for consideration of their tender only if they will have provided the following documents as part of their tender:
 - A copy of Certificate of Incorporation;
 - A copy of the current/ valid Tax Compliance Certificate issued by the Kenya Revenue authority.
 - Proof from the suppliers/manufacturers of the equipment that the bidder is authorized local dealers/service providers of the air conditioning equipment tendered for.
16. The Tenderer shall provide a Tender Security of Kshs 50,000 (Kenya shillings fifty thousand only) **from a commercial bank or insurance company approved by PPOA**. The form of Tender Security is described and format provided in this Tender Document.
17. That Bank reserves the right to award the tender to a single tenderer or split it among various tenderers depending on their technical capacity to maintain the respective types of equipment. Tenderers with technical capacity to maintain the entire lot of the equipment will have an added advantage. In this regard, tenderers are expected to quote for only those equipment that they have the technical capacity to maintain.

SECTION D: GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

In this contract the following terms shall be interpreted as indicated:

- a) "The contract" means the agreement entered into between the Procuring entity and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) "The Contract Price" means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) "The services" means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Procuring entity under the Contract.
- d) "The Procuring entity" means the Central Bank of Kenya
- e) "The contractor means the individual or firm providing the services under this Contract.
- f) "GCC" means general conditions of contract contained in this section
- g) "SCC" means the special conditions of contract
- h) "Day" means calendar day

3.2 Application

These General Conditions shall apply to the extent that they are not superceded by provisions of other part of contract.

3.3 Standards

- 3.3.1 The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements

3.5 Patent Right's

The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof .

3.6 Performance Security

Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.

- 3.6.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of:
- a) Cash.
 - b) A bank guarantee.
 - c) Such insurance guarantee approved by the Authority.
 - d) Letter of credit.
- 3.6.4 The performance security will be discharged by the procuring entity and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

3.7 Inspections and Tests

- 3.7.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 3.7.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.
- 3.7.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.
- 3.7.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.8 Payment

- 3.8.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in SCC

3.9 Prices

Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC, vary from the prices by the tenderer in its tender or in the procuring entity's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

3.10 Assignment

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

3.10 Termination for Default

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

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

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

3.12 Termination of insolvency

The procuring entity may at the any time terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

3.13 Termination for convenience

- 3.13.1 The procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.
- 3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.14 Resolution of disputes

The procuring entity's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

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 that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.15 Governing Language

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.16 Force Majeure

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

3.17 Applicable Law.

The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC

3.18 Notices

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC

A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION E: DESCRIPTION OF SERVICES

1. Scope of Work

The work involves quarterly inspection and comprehensive maintenance of 48 split air conditioners. This shall include replacement of parts at no additional cost to the Bank. All replacement parts shall be new and of the type and make of the air conditioner being serviced/repaired. For this matter, the Tenderer shall confirm availability of spare parts for the variety of air conditioners he/she offers to provide maintenance service under this tender. Failure to provide spare parts after the award of the contract shall lead to termination of the contract with penalties.

The scope of work shall therefore be comprehensive including but not limited to the following:

1. Cleaning of the filters for the indoor units.
2. Replacement of any damaged air filters for the indoor units.
3. Cleaning the evaporator and combing the evaporator fins.
4. Cleaning the condensers and combing the condenser fins.
5. Pressure testing and rectifying gas leakages together with charging of gas/refrigerant.
6. Checking and rectifying or replacing as necessary electrical controls including overload relays, control circuit boards etc. This shall however exclude replacement of automatic Voltage Switchers (AVS) which shall be replaced by the Bank at the request of the service provider.
7. Replacement of compressors if defective.
8. Replacement of condenser and evaporator fans if defective.
9. Clearing blockages and setting levels for the condensate drainage piping.
10. Replacement of condensate pumps for cassette units where defective.

Any addition or omission to the number of existing air conditioner in the signed service contract shall be agreed with the service provider before service can be

extended or reduced beyond the existing quantity of air conditioning units in the contract.

2. Commencement Date

The commencement date for the contract with the successful bidder shall be the specified at the time of signing the contract.

3. Contract Period

The Contract with the successful bidder shall be for a period of one year.

4. The Site of Works

The sites of work shall be the Central Bank of Kenya Headquarters Building and other premises at Marshall House Nairobi, Kenya School of Monetary Studies-Ruaraka, Mombasa Branch, Eldoret Branch and Kisumu Branch.

5. Schedule of Equipment

The schedule of equipment for the contract to be entered into with the successful bidder is as detailed under **Section F** of this tender document. The Tenderer is encouraged to confirm details and the condition of the air conditioning equipment before submitting his/her tender. No complaint shall be entertained after the tendering period.

6. Payment Procedures

Payment to the successful bidder shall be made **quarterly for work done on the basis of an invoice and signed job card for the completed service.** Job cards shall contain details of work done while invoices shall be for the value of work done in accordance with the contract signed with the successful bidder. Job cards shall be signed by the Bank's representative immediately after completion of each service before being forwarded for payment processing. Payment shall be made to the service provider within one month following the receipt of the invoice and signed job cards by the Bank.

7. Performance Security

The successful bidder shall at its cost, provide a Performance Security in form of a bond from a commercial bank, in a format acceptable to the Bank and for a sum equivalent to 10% of the amount quoted for the annual service. The

Performance Bond shall be required for the contract period as well as any renewal thereof.

8. Penalty for non-performance

In the event of non-performance of the service provider, the Bank will give the service provider a one month notice giving details of the shortcomings that the service provider is expected to rectify. If the service provider fails to show improvement in his/her performance during the one month notice then the Bank will terminate the contract and call up the Bank Guarantee provided by the service provider.

9. Termination of Contract

Termination of the contract shall be done by either party giving the other a one month notice or due to a force majeure.

10. Arbitration

Any dispute pertaining to the contract that cannot be resolved amicably between the two parties shall be taken to Arbitration by either party in accordance with the Laws of Kenya.

SECTION F: LIST OF AIR CONDITIONERS AND THEIR LOCATION

s/n	MAKE	CAPACITY	LOCATION	STATUS	REMARKS
1	General	24,000 BTU/Hr.	MICR	Serviceable	
2.	Tadiran	24,000 BTU/HR	MICR	Serviceable	
3.	Electra	24,000 BTU/HR	MICR	Serviceable	
4.	Carrier	24,000 BTU/HR	MICR	Serviceable	
5.	Carrier	24,000 BTU/HR	MICR	Serviceable	
6.	Carrier	24,000 BTU/HR	MICR	Serviceable	
7.	Carrier	24,000 BTU/HR	MICR	Serviceable	
8.	General	24,000 BTU/HR	COBA	Serviceable	
9.	General	24,000 BTU/HR	COBA	Serviceable	
10.	General	24,000 BTU/HR	COBA	Serviceable	
11	General	24,000 BTU/HR	COBA	Serviceable	
12	General	24,000 BTU/HR	COBA	Serviceable	
13.	General	24,000 BTU/HR	COBA	Serviceable	
14	General	2424,000 BTU/HR	COBA	Serviceable	
15.	General	2424,000 BTU/HR	COBA	Serviceable	
16.	General	24,000 BTU/HR	COBA	Serviceable	
17.	General	24,000 BTU/HR	Presentation Room	Serviceable	
18.	General	24,000BTU/HR	Presentation Room	Serviceable	
19.	General	24,000 BTU/HR	Presentation Room	Serviceable	
20.	General	24,000BTU/Hr.	Marshals Data Centre	Serviceable	
21	Daikin	24,000BTU	MICR Marshalls House 4 th floor	Serviceable	
22	Daikin	24,000BTU	MICR Marshalls House 4 th floor	Serviceable	
23	Daikin	24,000BTU	Marshalls House back up room	Serviceable	
24	Daikin	24,000BTU	Marshalls House back up room	Serviceable	
25	Carrier	24,000BTU	Marshalls house Laboratory	Serviceable	
26	Carrier	24,000BTU	Marshalls house Pharmacy	Serviceable	
27	Carrier	24,000BTU	Marshalls house Drugs store	Serviceable	
28	Carrier	24,000BTU	Marshalls house Drugs store	Serviceable	
29	General	24,000 BTU/Hr.	Board Room	Serviceable	
30	General	24,000 BTU/Hr.	Mini Board Room	Serviceable	
31	Daikin	60,000 BTU/Hr.	Marshalls House Data Centre	Serviceable	
32	Daikin	60,000 BTU/Hr.	Marshalls House Data Centre	Serviceable	
33	General	24,000 BTU/Hr.	Governor's Office	Serviceable	

34	Carrier	23,000 BTU/Hr.	Deputy Governor's Office	Serviceable	
35	Daikin	24,000 BTU/Hr.	Deputy Governor's Office	Serviceable	
36	General	24,000 BTU/Hr.	Financial Institutions Supervision	Serviceable	
37	General	24,000 BTU/Hr.	Financial Institutions Supervision	Serviceable	
38	Carrier	24,000 BTU/Hr.	PABX Room	Serviceable	
39	Carrier	24,000 BTU/Hr.	PABX Room	Serviceable	
40	Carrier	24,000 BTU/Hr.	Banking	Serviceable	
41	Carrier	24,000 BTU/Hr.	Banking	Serviceable	
42	Carrier	24,000 BTU/Hr.	Banking	Serviceable	
43	Pear	18,000 BTU/Hr.	Research	Serviceable	
44	Pear	18,000 BTU/Hr.	Currency	Serviceable	
45	Union Air	24,000 BTU/Hr.	Currency	Serviceable	
46	Coldroom & Chiller	ROOM	Staff Canteen	Serviceable	
47	Carrier	18,000 BTU/Hr.	DPF Marshals	Serviceable	
48	Carrier	18,000 BTU/Hr.	DPF Marshals	Serviceable	

NB: The bidder should tick at the remark column the item(s) they are quoting to service and maintain.

SECTION G: TENDER QUALIFICATION AND AWARD

A. Mandatory Requirements (MR)

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

No	Requirements	Response
MR 1	Provide documentary evidence of the company's Certificate of Incorporation (legal structure)	
MR 2	Provide company's current Certificate of Tax Compliance issued by Kenya Revenue Authority (KRA) valid at least upto the date of opening the tender.	
MR 3	Submit a completed company's profile using the Confidential Business Questionnaire provided in this tender document.	
MR 4	Provide a list of your major clients for whom you have provided services of similar nature in the last three (3) years. The list should contain details of the contact persons with their telephone and addresses.	
MR 5	Confirm visit of the site to verify site details before completing and submitting the tender. Tenderer should sign site attendance register.	
MR 6	To be currently registered by Ministry of Public Works under Category G and above for Refrigeration and Air Conditioning Services. Provide documentary evidence for the same.	
MR 7	Provide copies of audited accounts for the company for the last three successive accounting years.	

Tenderers must satisfy all the mandatory requirements in order to progress to the other stages of evaluation.

B. TECHNICAL EVALUATION

The tender's response will be evaluated against the technical qualification as detailed in the table below:

Table: Technical evaluation

	Evaluation Attribute	Tenderer's Response	Weighting Score	Max Score %
T1	Number of years in the business of building construction		<ul style="list-style-type: none"> • 10 Years and above: 5% • Others prorated at: $\frac{\text{Number of years} \times 5}{10}$ 	5
T2	Provide a list of all prime clients to which the company has done similar work in the last 3 years		<ul style="list-style-type: none"> • 5 or more clients: 30% • Others prorated at: $\frac{\text{Number of clients} \times 30}{5}$ 	30
T3	Number of qualified technicians with at least Artisan Grade 1 Certificate or equivalent in Refrigeration and Air conditioning field from a recognized institution (provide evidence using CV and certificates)		5 or more technicians: 30% $\frac{\text{Number of clients} \times 30}{5}$	30
T4	Financial Stability (Liquidity) a) Profitability Margin		A margin above 20% will score 20 marks; 10-19 % 15 marks and 5-9% 10 marks, 1-4% 5 marks	20
	b) Liquidity Ratio		2:1 – 15 marks; 1:1 – 10 marks; less than 1:1 no mark	15
	Total			100

Note:

- ✓ **Profitability Margin** = $\frac{\text{EBIT}}{\text{Capital} + \text{Reserves}}$
- ✓ **Current Ratio** = $\frac{\text{Current Assets}}{\text{Current Liabilities}}$
- ✓ **EBIT** = Earnings Before Interest and Taxes

C. FINANCIAL EVALUATION (PRICE)

Tenderers should note that only tenders that **score 75% and above** on the Technical Evaluation will qualify to have their financial bids evaluated. Those scoring below 75% will not be evaluated further and will be disqualified.

D. LOWEST EVALUATED TENDER (LET)

The Lowest Evaluated Tender(s) that will be recommended for the award of the contract will be the one found to be the most competitive tender under the Technical and Financial (Price) Evaluation Criteria for **each type or brand of equipment.**

SECTION H: FINANCIAL SUBMISSION

SCHEDULE: LIST OF AIR CONDITIONING EQUIPMENT TO BE MAINTAINED AT THE CENTRAL BANK HEAD OFFICE AND MARSHALLS HOUSE

s/n	MAKE	CAPACITY	LOCATION	STATUS	Annual Service fee (Kshs)
1.	General	24,000 BTU/Hr.	MICR	Serviceable	
2.	Tadiran	24,000 BTU/HR	MICR	Serviceable	
3.	Electra	24,000 BTU/HR	MICR	Serviceable	
4.	Carrier	24,000 BTU/HR	MICR	Serviceable	
5.	Carrier	24,000 BTU/HR	MICR	Serviceable	
6.	Carrier	24,000 BTU/HR	MICR	Serviceable	
7.	Carrier	24,000 BTU/HR	MICR	Serviceable	
8.	General	24,000 BTU/HR	COBA	Serviceable	
9.	General	24,000 BTU/HR	COBA	Serviceable	
10.	General	24,000 BTU/HR	COBA	Serviceable	
11.	General	24,000 BTU/HR	COBA	Serviceable	
12.	General	24,000 BTU/HR	COBA	Serviceable	
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18.	General	24,000BTU/HR	Presentation Room	Serviceable	
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22.	Daikin	24,000BTU	MICR Marshalls House 4 th floor	Serviceable	
23.	Daikin	24,000BTU	Marshalls House back up room	Serviceable	
24.	Daikin	24,000BTU	Marshalls House back up room	Serviceable	
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27.	Carrier	24,000BTU	Marshalls house Drugs store	Serviceable	
28.	Carrier	24,000BTU	Marshalls house Drugs store	Serviceable	
29.	General	24,000 BTU/Hr.	Board Room	Serviceable	
30.	General	24,000 BTU/Hr.	Mini Board Room	Serviceable	
31.	Daikin	60,000 BTU/Hr.	Marshalls House	Serviceable	

			Data Centre		
32	Daikin	60,000 BTU/Hr.	Marshals House Data Centre	Serviceable	
33	General	24,000 BTU/Hr.	Governor's Office	Serviceable	
34	Carrier	23,000 BTU/Hr.	Deputy Governor's Office	Serviceable	
35	Daikin	24,000 BTU/Hr.	Deputy Governor's Office	Serviceable	
36	General	24,000 BTU/Hr.	Financial Institutions Supervision	Serviceable	
37	General	24,000 BTU/Hr.	Financial Institutions Supervision	Serviceable	
38	Carrier	24,000 BTU/Hr.	PABX Room	Serviceable	
39	Carrier	24,000 BTU/Hr.	PABX Room	Serviceable	
40	Carrier	24,000 BTU/Hr.	Banking	Serviceable	
41	Carrier	24,000 BTU/Hr.	Banking	Serviceable	
42	Carrier	24,000 BTU/Hr.	Banking	Serviceable	
43	Pear	18,000 BTU/Hr.	Research	Serviceable	
44	Pear	18,000 BTU/Hr.	Currency	Serviceable	
45	Union Air	24,000 BTU/Hr.	Currency	Serviceable	
46	Coldroom & Chiller	ROOM	Staff Canteen	Serviceable	
47	Carrier	18,000 BTU/Hr.	DPF Marshals	Serviceable	
48	Carrier	18,000 BTU/Hr.	DPF Marshals	Serviceable	
Grand Total					

Signature of tenderer _____

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

SECTION I: NOTES ON STANDARD FORMS

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 2.9 and in accordance with the requirements included in the special conditions of contract.
2. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the procuring entity pursuant to instructions to tenderers clause 2.12.3
3. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.
4. The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the conditions of contract.
5. The principal's or manufacturer's authorisation form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

SECTION J: STANDARD FORMS

1. Form of tender
2. Price schedules
3. Contract form
4. Confidential Questionnaire form
5. Tender security form
6. Performance security form
7. Bank guarantee for advance payment

SECTION K: 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>
--

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full Age</p> <p>Nationality Country of origin</p> <ul style="list-style-type: none"> • Citizenship details • 																				
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table> <thead> <tr> <th>Name</th><th>Citizenship Details</th><th>Shares</th><th>Nationality</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	Citizenship Details	Shares	Nationality	1.	2.	3.	4.
Name	Citizenship Details	Shares	Nationality																		
1.																		
2.																		
3.																		
4.																		

Part 2 (c) – Registered Company	
Private or Public	
State the nominal and issued capital of company-	
Nominal Kshs.	
Issued Kshs.	
Given details of all directors as follows	
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.

SECTION L: FORM OF TENDER SECURITY (Sample)

WHEREAS..... (hereinafter called "the Tenderer") has submitted his tender dated.....for **COMPREHENSIVE MAINTENANCE OF AIR CONDITIONING EQUIPMENT**

KNOW ALL PEOPLE by these presents that WE, having our registered office at(hereinafter called "the Bank"), are bound unto CENTRAL BANK OF KENYA (hereinafter called "the employer") in the sum of Kshs 50,000.00 (Kenya Shillings fifty thousand only) for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents, sealed with the Common Seal of the said Bank this.....day of2013

THE CONDITIONS of this obligation are:

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

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

This guarantee will remain in force 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 said date.

(Date)

_____(Witness)

_____(Seal)

Signature of the Bank)

SECTION M: TENDER FORM

Director,
Estates, Supplies & Transport

Central Bank of Kenya

P.O. Box 60000 – 00200

NAIROBI

Dear Sir,

COMPREHENSIVE MAINTENANCE OF AIR CONDITIONING EQUIPMENT

In accordance with the Instructions to Tenderers and Specifications for the execution of the above works, we, the undersigned offer to undertake the above works (comprising of no of equipment that we are authorised dealers) to the entire satisfaction of the Bank for the annual fee of:

Amount of Tender (Annual Fee): Kshs

In words, Kenya Shillings:

.....

.....

1. We acknowledge that the Appendix to the Tender Form forms part of our tender.
2. We undertake, if our tender is accepted, to commence the works as soon as is reasonably possible after the receipt of the Letter of Acceptance.
3. We agree to abide by this tender for a period of 90 days from the date of tender opening and it shall remain binding upon us and may be accepted at any time before the expiry of this period.
4. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding Contract between us.

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

Name of Contractor:

Signature of the first Director

Address.....

.....

Date.....

Signature of the second Director

Address.....

.....

Date.....

Company Seal

.....

.....

PART N: SAMPLE FORM OF AGREEMENT

THIS AGREEMENT, is made this day of 2013 between Central Bank of Kenya whose Registered Office is situated at CBK Building on Lt. Tumbo Avenue, Nairobi (**hereinafter called the 'Employer'**) of the part and..... whose Registered office is situated at (**hereinafter called "the Contractor"**) of the other part.

WHEREAS the Employer is desirous that the Contractor executes the **COMPREHENSIVE MAINTENANCE OF AIR CONDITIONING EQUIPMENT**

(hereinafter called "the Works") and Employer has appointed the Maintenance Manager, Estates Management & Procurement Department of the Central Bank of Kenya as the Engineer for the purposes thereof and has accepted the tender submitted by the Contractor for the execution and completion of the said Works and the remedying of any defects therein in the sum of Kshs..... (Kenya Shillings:

.....
....) hereafter called the contract price.

NOW THIS CONTRACT WITNESSETH as follows:

1. The terms **Contractor, Supplier and Service Provider** where used in this contract shall have the same meaning and shall be used interchangeably.
2. The gender **he** and **she** shall be used interchangeably and shall have the same meaning.
3. The following documents shall be deemed to form and shall be read and construed as part of this Contract i.e.
 - (i) Letter of Acceptance
 - (ii) Signed contract
 - (iii) Form of Tender and Appendix to Form of Tender
 - (iv) Specifications
 - (v) Priced Bills of Quantities
4. In consideration of the payments to be made by the Employer to the Contractor as herein before mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects herein in conformity in all respects with the provisions of the Tender Specifications.

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

6. Any dispute arising out of this Contract, which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an arbitrator, the arbitrator shall be appointed by the Chairman of the Chartered Institute of Arbitrators, Kenya Branch, on the request of the applying party.

IN WITNESS whereof the Parties thereto have caused this Contract to be executed the day and year first before written.

The _____ common _____ seal _____ of _____ (Contractor)

Was hereunto affixed in the presence of:

Signed and Delivered by the said Employer:

Binding _____ Signature _____ of _____ Employer

Name _____

Date _____

In the presence of:

Name _____

Address: _____

Signature _____ Date _____

SECTION O: MANUFACTURER’S AUTHORIZATION FORM

To *[name of the Procuring entity]*

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.

PART P: FORM OF PERFORMANCE SECURITY BANK GUARANTEE

(Unconditional)

Date: _____ 2013

Contract: **COMPREHENSIVE MAINTENANCE OF AIR CONDITIONING EQUIPMENT**

To: Director,
Estates Management & Procurement
Central Bank of Kenya
P.O. Box 60000-00200
Nairobi

Dear Sir,

We refer to the Contract Agreement (*'the Contract'*) dated _____ between you and (*the name of the contractor*) **COMPREHENSIVE MAINTENANCE OF OF AIR CONDITIONING EQUIPMENT**

By this letter we, the undersigned, _____, a bank and limited liability company incorporated under the Companies Act Cap 486 of the Laws of Kenya and having its principal office at _____ (hereinafter referred to as 'the Bank') do hereby jointly and severally with the Contractor irrevocably guarantee payment owed to you by the Contractor, pursuant to the Contract, up to the sum of **Kshs (figure equivalent to 10% of contract sum) Kenya shillings (in words)**. This guarantee shall expire upon due performance by the Contractor of his obligations under the Contract.

We undertake to make payment under this Letter of Guarantee upon receipt by us of your first written demand signed by your duly authorized officer declaring the Contractor to be in default under the Contract and without cavil or argument any sum or sums within the above-named limits, without your need to prove or show grounds or reasons for your demand and without the right of the Contractor to dispute or question such demand. Our liability under this Letter of Guarantee shall be to pay to you whichever is the lesser of the sum so requested or the amount then guaranteed under this Letter in respect of any demand duly made under this Letter prior to expiry of this Letter of Guarantee.

This Letter of Guarantee shall be valid from the date of issue until the date the Contractor has duly performed all its obligations as provided in the Contract. Our liability under this Letter of Guarantee shall become null and void immediately upon its expiry, whether it is returned or not, and no claim may be made under this Letter after such expiry or after the aggregate of the sums paid by us to you shall equal the sums guaranteed under this Letter, whichever is the earlier. All notices to be given under this Letter shall be given by registered mail to the addressee at the address herein set out or as otherwise advised by and between the parties hereto.

PROVIDED always and it is hereby agreed and declared that no alteration in the terms of the said contract or in the extent or nature of the works to be carried out and no extension of time by the Engineer under the contract shall in any way release the Surety from any liability under the above written Bond.

For and on behalf of the Bank

Signed_____

(In the capacity of: 'insert title or other appropriate designation')

Witness_____

Date_____

Common Seal of the Bank _____