

**COAST WATER WORKS DEVELOPMENT
AGENCY**



**BIDDING DOCUMENTS
FOR
PROCUREMENT OF SECURITY SERVICES**

TENDER No.CWWDA/T/11/2019-2020

AUGUST 2019

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SECTION I – INVITATION TO TENDER



Ref: CWWDA/T/11/2019-2020/01

Date: 27th August 2019

TO:

.....

RE: INVITATION TO TENDER FOR PROVISION OF SECURITY SERVICES **TENDER NO. CWWDA/T/11/2019-2020**

This is to inform you that Coast Water Works Development Agency, a state corporation in the Ministry of Water, Sanitation and Irrigation (MWS&I), has invited you to bid for Provision of Security Services for a period of one year.

You may view a complete tender document in CWWB website www.cwwda.go.ke or at CWWB Procurement Office at Coast Water Works Development Agency, Mikindani Street (Off- Nkrumah Road) for detailed descriptions during normal office hours.

A complete set of Bidding Documents for tender in English language may be purchased upon payment of a non-refundable fee Kshs. 1,000 (Kenya Shillings One Thousand Only) or equivalent in freely convertible currency or download the tender document from the website free of charge and immediately email your name and contact details to: procurement@cwwda.go.ke for records and communication of any tender clarifications or addenda but Prequalification document is free.

Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and addressed to:

Chief Executive Officer
Coast Water Works Development Agency
Mikindani Street (Off- Nkrumah Road)
P.O. Box 90417 – 80100
MOMBASA, KENYA
Fax: +254-041-2316471
Email: info@cwwdago.ke.

be deposited in the Tender Box at the Procurement Office, Coast Water Works Development Agency, Mikindani Street off-Nkrumah Road, Mombasa, during working hours on or before **12thSeptember ,2019 at 1100hrs EA time.**

Prices quoted should be net inclusive of all taxes and delivery where applicable and must be in Kenya Shillings to remain valid for (90) days from the closing date of the tender. Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at Coast Water Services Board Boardroom.

Coast Water Works Development Agency reserves the right to accept or reject any application and is not bound to give reasons for the decision thereof.

JACOB TORUTT
CHIEF EXECUTIVE OFFICER

SECTION II – INSTRUCTIONS TO TENDERERS

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SECTION II 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 relative (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 price to be charged for the tender document shall not exceed Kshs.5,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

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
- xiii) Ant- Corruption Declaration 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 paragraph 9, 10 and 11 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 **15% 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 in the amount not exceeding 2 per cent of the tender price.

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 Authority.
- 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 as 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 paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.

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 30

or

(ii) to furnish performance security in accordance with paragraph 31.

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

2.12.8 **The tender security shall not be required for the entities owned by the youth, Women and Persons with disabilities. This is in accordance to regulation 21 of legal notice no.58 of 2011**

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 **12thSeptember ,2019 at 1100hrs EA time**"

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 **12thSeptember, 2019 at 1100hrs EA time**

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 by the procuring entity as provided for in the appendix.

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 7 days of **12thSeptember, 2019 at 1100hrs EA time** receiving the request from any tenderer.

2.18 Opening of Tenders

- 2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on 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 23, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.20.5 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, Preference and comparison of tenders.

- 2.22.1 In the evaluation of the tenders, the procuring entity shall apply 30% exclusive preference to the Youth, Women and People with disabilities.
- 2.22.2 To qualify for the preference the candidate shall provide evidence of eligibility:

- ❖ Tenderer must have legal capacity, qualifications, experience and resources where applicable
- ❖ Not insolvent, in receivership, bankrupt
- ❖ Not debarred from participating in procurement proceedings
- ❖ Small or micro enterprise (SMEs) or a disadvantaged group wishing to participate in public procurement shall apply for registration with the National Treasury or the respective county treasury
- ❖ SMEs or disadvantaged groups should be operating and located in the county
- ❖ Have at least 70% membership of youth, women or persons with disability, and the leadership is 100% youth, women or persons with disability

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

2.22.4 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.

2.22.5 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;

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

(a) **Operational Plan.**

2.22.7 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.**

2.22.8 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.

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

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 2.29 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 2.29. 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 paragraph 31, 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 2.29 or paragraph 2.30.1 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 tenderers

The following information for procurement of guarding services 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.

TD Instruction (Clause)	Particulars of Appendix to Instructions to Tenderers
2.1	Particulars of eligible tenderers: <u>The tender is open to eligible Registered Security Service Providers</u> . Registered by Kenya Security Industry Association (KSIA), Protective Industry Association (PIA) (attach a copy of Membership Certificate / Testimonial).
2.2.2	Tender document shall be downloaded free of charge from the Agencies' websites: www.cwwda.go.ke or public procurement information portal: https://tenders.go.ke
2.12.2	Tender Security will not be required for firms owned by Women, Youth and Person with Disabilities. They must fill and sign tender security declaration form
2.12.3	Form of Tender Security: Applicable The amount of tender security is Kshs. 100,000 in the form of a Guarantee issued by a Bank or Insurance Company accepted by PPRA. The tender security shall remain valid for 120 days
2.13	Validity of Tenders: Tenders Shall remain valid for 90 days
2.14.1 & 2.15.1	Tenderer to submit one (1) original and one (1) copy well bounded documents and enclosed in a plain outer envelope properly sealed, labelled and addressed as per instructions
2.16.3	Bulky tenders which do not fit in the tender box shall be delivered to the Procurement Unit
2.18	The tender closing and opening date is on -----
2.30	Particulars of Performance Security if applicable. Not applicable

2.22 Evaluation Criteria

a) Mandatory Requirements (MR)

No.	Requirements	Responsive or Non-Responsive
1	Must Submit a copy of certificate of Registration / Incorporation	
2	Must be e-citizen linked	
3	Must Submit a copy of Valid Tax Compliance certificate	
4	Duly filled and signed form of tender	
5	Proof of compliance with prevailing Labour Laws – attach Letter from the Local Labour Office and security guards payment schedules.	
6	Tender security of ksh 100,000 valid for 120 days from the closing date	
7	Valid Local Authority Licenses – Business Permit	
8	Duly filled and signed tender securing declaration form for firms under AGPO	
9	Financial Strength; Submit Audited Accounts for the last two years	
10	Valid NSSF Compliance Certificate and proof of remittance	

No.	Requirements	Responsive or Non-Responsive
11	Valid NHIF Compliance Certificate and proof of remittance	
12	Tender valid for 90 days from the date of tender opening	
13	Must Fill the Price Schedule in the format provided	
14	Must submit a self-declaration that the firm is not debarred from participating in Public Procurement	
15	Must submit a dully filled up Confidential Business Questionnaire in the format provided	
16	Must submit Firm's professional Membership either Kenya Security Industry Association (KSIA), Protective Industry Association (PIA) (attach a copy of Membership Certificate /	
17	Must fill and Submit Anti-Fraudulent Practice Declaration Form in format provided	
18	Must fill and Submit Anti-Corruption Declaration Form in format provided.	
19	An operational VHF/Radio or Mobile / Static Phone Communication equipment (attach proof of frequency allocation / Dedicated Phone Number)	
20	Insurance cover for employees and employers liability(attach copies)	

NB: At this stage, the tenderer's submission will either be responsive or nonresponsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.

b) Technical Evaluation

This section (Technical Evaluation) will carry a total of 80 marks.

TD Instructions (Clause)	No	Parameter Descriptions	Score (80 Marks)
2.22	1	Specific experience of the Security Firm in relation to this assignment.	Sub Total 30 Marks
		A Number of years the firm has been in business, incorporated or registered (one mark for each year, maximum 10 marks	10 Marks
		B Experience in similar assignments Provide the specific experience of the firm in providing guarding services for last three (3) years. Provide: <ul style="list-style-type: none"> ▪ client's names, addresses and contact person ▪ A copy of the contract/ LSO for each site/client 4 Marks for each sites up to a maximum of 5 sites/	20 Marks

TD Instructions (Clause)	No		Parameter Descriptions	Score (80 Marks)
			clients	
		C	<p>Have a current work force of at least 50 guards (attach the current NSSF employee's contribution returns or Nominal roll) (10 Marks)</p> <ul style="list-style-type: none"> ▪ 50-80 (6 marks) ▪ 81 and Above (10marks) 	10 Marks
	2		Personnel; Qualifications and Experiences of at least four Key operations Personnel as follows.	Sub Total 32 Marks
		A	<p><u>Operations Manager;</u></p> <p>i). Minimum 'O' level qualification (attach copies of academic certificates) - (2 Mark)</p> <p>ii). Risen to the rank of Chief Inspector of Police and above or equivalent position / rank in the armed forces or Have at least 5 years' experience as a Manager in private guarding services (attach evidence) - (2 Mark)</p> <p>iii). Have Certificate of good conduct (attach a copy) -(2 Mark)</p> <p>iv). Professional training on security (attach evidence) - (2 Mark)</p> <p>v). Attach his or her signed CV. - (1 Mark)</p> <p>vi). Attach a copy of Schedule of duties (1 Mark)</p>	10 Marks
		B	<p><u>Site Manager / Officer in Charge;</u></p> <p>i). Minimum 'O' level qualification (attach copies of academic certificates) - (2 Mark)</p> <p>ii). Risen to the rank of Inspector of Police and above or equivalent position / rank in the armed forces or Have at</p>	10 Marks

TD Instructions (Clause)	No	Parameter Descriptions	Score (80 Marks)
		<p>least 5 years' experience as a Site Manager / Officer In Charge in private guarding services (attach evidence) - (1Mark)</p> <p>iii). Have Certificate of good conduct (attach a copy) -(2 Mark)</p> <p>iv). Professional training on security (attach evidence) - (2 Mark)</p> <p>v). Attach his or her signed CV. - (1 Mark)</p> <p>vi). Attach a copy of Schedule of duties(1 Mark)</p>	
		<p>C <u>Two(2) Supervisors (1 for day and 1 for Night)</u></p> <p>i). Minimum 'O' level qualification (attach copies of academic certificates) - (2 Mark)</p> <p>ii). Risen to the rank of Inspector of Police and above or equivalent position / rank in the armed forces or Have at least 3 years' experience as a Supervisor in private guarding services (attach evidence) - (2 Mark)</p> <p>iii). Have Certificate of good conduct (attach a copy) -(2 Mark)</p> <p>iv). Professional training on security (attach evidence) - (2 Mark)</p> <p>v). Attach his or her signed CV. - (1 Mark)</p> <p>vi). Attach a copy of Schedule of duties (1 Mark)</p>	10 Marks
		<p>D Attach general Schedule of duties for Guards/ Receptionist (2Mark)</p>	2Marks
	3	Machinery, Tools, Equipment & Dress / Logistics	Sub Total 20 Marks

TD Instructions (Clause)	No	Parameter Descriptions	Score (80 Marks)
		<p>A At least Five (5) operational Motor vehicles /Motor cycles (attach proof of Ownership or Copy of Lease Agreement) (5Marks)</p> <ul style="list-style-type: none"> ▪ 5 (6 marks) ▪ 6 and Above (10marks) 	10 Marks
		B Availability of backup systems and ability to respond on timely basis. The bidder should provide evidence of possessing the same (4 Marks)	4 Marks
		C Availability and ownership of trained Dogs and Kennels in their premises (attach veterinary documents to proof ownership) - (3 Marks)	3 Marks
		D Kitting; All guards be fully equipped with the right tools of their trade as follows: Uniforms (Men / ladies Suit to conform with CWWDA Corporate image during Day Guard & Firms Uniform for Night Guard) (attach photographs of suits and working dress male & female. 1.5 marks x 2 (3 Marks)	3 Marks
	4	Business support	Sub Total 18 Marks
		A Proof of compliance with minimum Wage guidelines (Attach Security Guards payment schedules for the last five months or copy of pay slips.) (5Marks)	5 Marks
		B Copies of Audited accounts for 2017 and 2018 with a Turnover of not less than Kshs. 60,000,000.00 for each of the years.(6.5 Marks for each year)	13 Marks
		Grand total	100 Marks
		<p><i>NB:</i></p> <p><i>Bidders shall be required to obtain a minimum of 70% of the Marks at the Technical Evaluation to proceed to Financial Evaluation stage. Bidders who score below 70% of the marks will be eliminated at this stage and will not be considered further.</i></p>	

Financial Evaluation

Verifying the financials and checking for arithmetical errors, omissions and price comparison among the qualified tenderers in accordance with the evaluation criteria.

	<p>Award Criteria:</p> <p>i). The Lowest Financial Evaluated Bid amongst the bidders with score of 70% and above is to be recommended for award subject to clause ((ii) below</p> <p>ii). Due diligence/ Post qualification</p> <p>The tender evaluation committee shall carry out due diligence on the bidder's attributes before making the final recommendation for award CWWDA will inspect the premises and interview management to confirm all this information given.</p> <p>Award will be made to the bidder with the highest score.</p>
--	---

NB:

- **Pass Mark to qualify for financial evaluation, the bidder must score a minimum of 70% in the technical score.**
- **Technical score will account for 80 marks while Financial 20 marks**
- **The Tender Security shall not be required for entities owned by the YW&PD**

Selecting the Lowest Bidder

As the lowest financial offer is allocated the maximum price score according to the indicated weighting, the highest technical score should also receive the maximum technical weighting. The technical score of each offer should be calculated according to the formula:

$TW * \text{marks achieved}$

Highest mark

Where $TW = \text{technical weighting}$

The price score of each offer should then be calculated according to the formula:

$PW * \text{lowest price}$

Tenderer's price

Where PW = price weighting

SECTION III GENERAL CONDITIONS OF CONTRACT

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SECTION III 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 organization sourcing for the services under this Contract.
- 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 anytime 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 IV SPECIAL CONDITIONS OF CONTRACT

- 4.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.
- 4.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.6	performance security not be required
3.8	Payment will be made with the first installment being made at least 30 days after commencement of the contract
3.9	Specify price adjustments shall not be allowed
23.14	Resolution of disputes shall be by arbitration between the parties
3.17	Applicable law shall be the law of Kenya.
3.18	Indicate addresses of both parties

SECTION V – SCHEDULE OF REQUIREMENTS

- 1) Carry out free of charge Security Survey and submit a written report to Coast Water services Board to accompany the Bid Document for Evaluation.
- 2) Equipped Communication network with an updated radio room, established base (where they can be contacted in hot-lines, physical visit, email or faxes etc.
- 3) Training proof and criteria recruitment and training of their guards/guardettes, clear and an up to date list of their Clientele base.
- 4) Administrative ability to manage guard force indicating their recruitment, vetting procedures, staff development and training procedures.
- 5) Demonstrate capacity to deliver such services in terms of the number of fleet owned both Motor vehicles and motor cycles as key tools of trade.
- 6) Ability to provide alarm back-up services with clear demonstration on how to deal with emergency incidents and subsequent investigative/ administrative action after the incident.

The following shall be provided by the awarded firm: -

- a. Peak Caps/Berets
- b. Whistles and Lanyards
- c. Torches and batteries
- d. Serviceable military boots Bows and arrows (where applicable)
- e. Other security equipment like electronic metal detectors, Chemical Mace, etc must be provided especially on our major installations like mazeras,nguu tatu Baricho water works and head office .
- f. Rain Coats
- g. Sweaters
- h. Clean, presentable uniforms (shirts, ties & trousers for men and blouses, ties and skirts or trousers for ladies).
- i. Clubs
- j. Identification badges
- k. Communication equipment
- l. Umbrellas and any other protective gear
- m. Provision of communication equipment at the assignment area and all patrol vehicles must be fitted with two-way radio communications.

- n. Insurance cover to the security officers and dogs engaged in the performance of this Agreement against injury sustained by them in the course of carrying out their duties and;
- o. Sign plates indicating that the premises are being guarded by the security company and that guard dogs in use shall be utilized appropriately.

11) **DURATION**

The contract shall run for a period of 12 months with a possibility of renewal for a similar period on mutual agreement by the two parties and subject to satisfactory performance by the supplier.

The contract shall be terminated by either party or if the other party is in breach of terms of this contract herein provided after giving 30 days' notice in writing to that effect.

SECTION VI – DESCRIPTION OF SERVICES

PRICE SCHEDULE OF SERVICES

NO	DAY			NIGHTS		
	PREMISES GUARDED	NO.OF GUARDS	UNIT PRICE	NO.OF GUARDS	UNIT PRICE	TOTAL PRICE KSHS.
1	Head office	4		4		
2	Tiwi Borehole 6	2		5		
3	Baricho water office	3		6		
4	Nguu tatu	2		4		
5	Mazeras water Tanks	4		6		
6	Baricho upstream	2		4		
7	Baricho downstream	2		4		
8	Baricho Canteen/Dispensary	1		2		
9	Mwache Bridge	2		4		
10	Marere Intake	2		3		
11	showground	1		2		
12	Mwakingali	1		2		
13	Magonzoni tanks	1		2		
	Total	27		48		
GRAND TOTAL COST (KSHS.)						

Signature of tenderer _____

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

SECTION VI - STANDARD FORMS

1. Form of tender
2. Contract form
3. Confidential Questionnaire form
4. Tender security form
5. Performance security form
6. Bank guarantee for advance payment
7. Anti-Corruption Declaration form
8. Anti-Fraud Declaration form
9. Non-debarment declaration form
10. Tender Securing declaration form

FORM OF TENDER

Date _____

Tender No. _____

To:

Chief Executive Officer
Coast Water Works Development Agency
Mikindani Street – Off Nkrumah Road
P.O.Box 90417 - 80100
Mombasa

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos.. *[insert numbers, the of which is hereby duly acknowledged, wed, the undersigned, offer to provide. *[description of services]* in conformity with the said tender documents for the sum of . *[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.*
2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).
4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 20

[signature] _____ *[In the capacity of]*

Duly authorized to sign tender for and on behalf of _____

CONTRACT FORM

THIS AGREEMENT made the ___ day of ____ 20___ between.....[name of procurement entity] of[country of Procurement entity](hereinafter called "the Procuring entity") of the one part and[name of tenderer] of[city and country of tenderer](hereinafter called "the tenderer") of the other part.

WHEREAS the procuring entity invited tenders for certain materials and spares.

Viz.....[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

Signed, sealed, delivered by _____ the _____ (for the Procuring entity)

Signed, sealed, delivered by _____ the _____ (for the tenderer) in the presence of _____.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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 Email

Nature of Business

Registration Certificate No.....

Maximum value of business which you can handle at any one time – Kshs.....

Name of your bankers

Branch

Part 2 (a) – Sole Proprietor

Your name in full.....Age.....

Nationality.....Country of Origin.....

Citizenship details
.....

Part 2 (b) – Partnership

Given details of partners as follows

Name	Nationality	Citizenship details	Shares
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.

Date.....Signature of Candidate.....

TENDER SECURITY FORM

Whereas[name of the tenderer] (hereinafter called "the tenderer") has submitted its tender dated.....[date of submission of tender] for the provision of[name and/or description of the services] (hereinafter called "the Tenderer").....

KNOW ALL PEOPLE by these presents that WE.....

Of.....having registered office at [name of procuring entity](hereinafter called "the Bank")are bound unto..... [name of procuring entity](hereinafter called "the procuring entity") in the sum of for which payment well and truly to be made to the said Procuring entity, 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 the Procuring entity 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 the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity 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 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)

PERFORMANCE SECURITY FORM

To:

[name of the Procuring entity]

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

[Description services](Hereinafter called "the contract")

AND WHEREAS 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 figures],

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of

[amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of 20

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

(Amend accordingly if provided by Insurance Company)

BANK GUARANTEE FOR ADVANCE PAYMENT

To.....

[Name of tender].....

Gentlemen and/or Ladies:

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

.....

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

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

We, the

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

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

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

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

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

Request for review of the decision of the..... (*Name of the Procuring Entity*) ofdated the...day of20.....in the matter of Tender No.....of20

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 of20.....

SIGNED

Board Secretary

ANTI-CORRUPTION DECLARATION FORM

We (insert the name of the company/supplier)
declare and guarantees that no offer, gift or payment consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply; -

- a) The person shall be disqualified from entering into a contract for the procurement; or
- b) If a contract has already been entered into with the person, the contract shall be voidable at the option of CWWDA

The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy that CWWDA may have.

Name.....

Signature.....Date.....

Company Seal / Business Stamp

ANTI-FRAUDULENT PRACTICE DECLARATION FORM

We (insert the name of the company/supplier)declares and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding.

Name..... Signature.....

Date.....

Company Seal/Business Stamp

NON-DEBARMENT DECLARATION FORM

We (insert the name of the company/ supplier)declares and guarantees that no director or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name.....Signature.....Date.....

Company Seal/Business Stamp

TENDER SECURING DECLARATION FORM

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

Date: [insert date (as day, month and year) of Proposal Submission] Tender No. [Insert number of bidding process]

To: [insert complete name of Client]

I, the undersigned, declare that:

1. I understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

2. I accept that we will automatically be suspended from being eligible for bidding in any contract with the Client for the period of time of 2years starting on [insert date], if I am in breach of my obligation(s) under the bid conditions, because I –

(a) have withdrawn my Bid during the period of bid validity specified in the Information to Consultants; or

(b) having been notified of the acceptance of my Bid by the Client during the period of bid validity, fail or refuse to execute the Contract, if required, or

3. I understand that this Bid Securing Declaration shall expire if I am not the Successful Bidder, upon the earlier of:

(i) My receipt of a copy of your notification of the name of the successful

Bidder; or

(ii) Thirty days after the expiration of validity of my Tender.

Signed: [insert signature of the consultant)

Dated on day of [Insert date of signing]