

KENYA CIVIL AVIATION AUTHORITY



TENDER NO. KCAA/044/2019-2020

**TENDER FOR SUPPLY AND DELIVERY
OF ASSORTED ICT WORKING TOOLS**

DATE OF NOTICE: TUESDAY, 10TH MARCH, 2020

**CLOSING DATE: WEDNESDAY, 25TH MARCH, 2020
AT 11.A.M**

NOTE

- 1) All bidders must note that KCAA communicates only in writing to all interested bidders during the entire tendering process**

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SECTION I: INVITATION FOR TENDERS

DATE OF NOTICE: TUESDAY 10TH MARCH 2020

TENDER REFERENCE: NO. KCAA/044/2019-2020

TENDER NAME: TENDER FOR SUPPLY AND DELIVERY OF ASSORTED ICT WORKING TOOLS:

- 1.1 KCAA **invites** sealed bids from all interested candidates for the **Tender for Supply and Delivery of Assorted ICT working tools.**
- 1.2 Interested Eligible Candidates may obtain further information from and inspect the tender documents at KCAA Procurement Office on ground floor, Aviation House, Jomo Kenyatta International Airport during normal office working hours (8.00am-1.00pm, 2.00pm – 5.00pm). *Bidders may also view and download the bidding document from KCAA website: www.kcaa.or.ke or from supplier.treasury.go.ke and immediately forward their particulars for records and for the purposes of receiving any further tender clarifications and/or addendums to or procurement@kcaa.or.ke*
- 1.3 A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fee of one thousand Kenya shillings (**Ksh 1,000.00**) in cash or bankers cheque payable to Director General, Kenya Civil Aviation Authority. Bidders who download the tender document will not be required pay.
- 1.4 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings or easily convertible foreign currency and shall remain valid for a period of 90 days from the closing date of the tender.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at **Ground Floor, Aviation House, Jomo Kenyatta International Airport** or be addressed to:

**The Director General,
Kenya Civil Aviation Authority,
P.O Box 30163-00100, Nairobi**

So as to be received on or before **Wednesday, 25th March, 2020 at 11.00 am.**

- 1.6 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at **KCAA Auditorium on ground floor, KCAA Aviation House , JKIA, Nairobi.**

**Manager Procurement
For: Director General**

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SECTION II - INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

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

2.2 Eligible Goods

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

2.3 Cost of Tendering

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.3.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be pre-qualified.

2.4. The Tender Document

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

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

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

2.5 Clarification of Documents

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

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

2.6 Amendment of Documents

2.6.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.

2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.

2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.7 **Language of Tender**

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

2.8 **Documents Comprising of Tender**

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

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

2.9 **Tender Forms**

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

2.10 **Tender Prices**

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

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

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

2.10.4 The validity period of the tender shall be 120 days from the date of opening of the tender.

2.11 Tender Currencies

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

2.12 Tenderers Eligibility and Qualifications

2.12.1 Pursuant to paragraph 2.1. The tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.12.2 The documentary evidence of the tenderers eligibility to tender shall establish to the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1

2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to the Procuring entity's satisfaction;

- (a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.
- (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;
- (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

2.13 Goods Eligibility and Conformity to Tender Documents

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

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

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

- (a) a detailed description of the essential technical and performance characteristic of the goods;

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

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

2.14 Tender Security

2.14.1 The tenderer shall furnish, as part of its tender, a tender security for the amount specified in the Appendix to Invitation to Tenderers.

2.14.2 The tender security shall be in the amount of 0.5 – 2 per cent of the tender price.

2.14.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7

2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to the Procuring entity and valid for thirty (30) days beyond the validity of the tender.

2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.22

2.14.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Procuring entity.

2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28

2.14.8 The tender security may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or
- (b) in the case of a successful tenderer, if the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.27
 - Or
 - (ii) to furnish performance security in accordance with paragraph 2.28

2.15 **Validity of Tenders**

2.15.1 Tenders shall remain valid for 120 days or as specified in the Invitation to tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

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

2.16 **Format and Signing of Tender**

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

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

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

2.17 **Sealing and Marking of Tenders**

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

2.17.2 The inner and outer envelopes shall:

- (a) Be addressed to the Procuring entity at the address given in the Invitation to Tender:
- (c) Bear, tender number and name in the Invitation for Tenders and the words, **"DO NOT OPEN BEFORE," Wednesday, 25th March, 2020 at 11.00am.**

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

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

2.18 **Deadline for Submission of Tenders**

2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later than **Wednesday, 25th March, 2020 at 11.00am.**

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

2.19 **Modification and Withdrawal of Tenders**

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

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

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

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

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

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

2.20 Opening of Tenders

2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **Wednesday, 25th March, 2020 at 11.00am.**

2.20.2 and in the location specified in the Invitation to Tender.

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

2.20.3 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.

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

2.21 Clarification of Tenders

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

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

2.22 Preliminary Examination

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

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

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

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

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

2.23 Conversion to Single Currency

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

2.24 Evaluation and Comparison of Tenders

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

2.24.2 The tender evaluation committee shall evaluate the tender within 15 days of the validity period from the date of opening the tender.

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

2.25 Preference

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

2.26 Contacting the Procuring entity

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

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

2.27 Award of Contract

(a) Post-qualification

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

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

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

(b) Award Criteria

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

(c) Procuring entity's Right to Vary quantities

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

(d) Procuring entity's Right to accept or reject any or All Tenders

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

2.28 Notification of Award

2.28.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.28.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties

2.28.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.28, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.14

2.29 Signing of Contract

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

2.30 Performance Security

- 2.30.1 Within fourteen (14) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.
- 2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new tenders.

2.31 Corrupt or Fraudulent Practices

- 2.31.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;
- (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;
- 2.31.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 2.31.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

Appendix to Instructions to Tenderers

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

Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.1	Tender is open to all interested eligible bidders.
2.10	Tender should be in Kenya shillings or any other easily convertible foreign currency.
2.12	Bidders are required to submit a tender security of Kshs. 350,000.00 valid for 120 days from the date of closing of the tender.
2.13.1	Tender shall remain valid for a period of 120 days from the date of opening.
2.14	Bidders shall provide 1 ORIGINAL copy of the tender document clearly marked Original and 1 other copy marked COPY and all placed in one envelope. Tender reference and closing date must be quoted on the envelope
2.15	This tender is based on one-envelope bid system. (Both technical and financial in one envelope)
2.16.1	Deadline for Submission of Tenders /Closing date shall be Wednesday, 25th March, 2020 at 11.00 am.
2.16.3	Bulky tenders which will not fit in the tender box shall be received and recorded at the Procurement Manager's Office, on Ground Floor, Aviation House, Jomo Kenyatta International Airport.
2.22	Evaluation of the tenders shall be done using the criteria set out in the document.
2.20	The bidding documents will be opened in public immediately after the time of closing the tender.
2.22	Due diligence: KCAA shall perform a due diligence during Tender evaluation process which may include but not limited to: Interviewing technical staff Verification of company premises Visiting referees sites Verification of performance at refereed sites
2.24	The successful bidder shall provide a performance security of 10% of The Contract value.

EVALUATION CRITERIA

Kenya Civil Aviation Authority will consider the following three categories of criteria to evaluate the tenders and tenderers.

- a) Mandatory tender requirements
- b) Technical capability assessment will be carried out using the specifications provided and may include due diligence where applicable.
- c) Financial Evaluation: The lowest evaluated bidder in financial who has met the mandatory technical specifications will be considered the winning bidder.

a) MANDATORY REQUIREMENTS

The submission of the following mandatory items will be required in the determination of the completeness of the bid and responsiveness of bidders. Bids that do not contain all the information required will be declared non-responsive and shall not be evaluated further.

No.	Documents to be submitted
1.	Ineligibility: - Bidders and associated firms who have existing ongoing contracts with KCAA which have delayed beyond the original scheduled completion period in the contract or having none performing records or terminated contracts are not eligible to participate.
2.	Project commitment/plan – Bidders MUST attach sample project plan/work programme clearly indicating the expected completion of the project within shortest time possible . Please note, there shall be no extension of period.
3.	Provide copy of the company Business permit issued by the County Government of operation
4.	Copy of company registration/incorporation certificate
5.	Tender security of Kshs. 350,000.00 - in form of a bank guarantee or a banker's cheque from a reputable bank in Kenya or from insurance companies allowed by public procurement Oversight Authority and valid for 120 days from the date of closing of the
6.	Attach a Valid Tax Compliance certificate
7.	Correctly duly filled, stamped and signed Form of Tender with a validity period of 120 days
8.	Written power of attorney of the signatory of the tender to commit the tenderer.
9.	Correctly Dully filled confidential questionnaire (Indicate all the directors and respective shares)
10.	1 Original & 1 copy of bid documents (Ensure serialization/pagination of ALL pages for the bid submitted)
11.	Audited Financial statements for the last two years (2018 or 2017 & 2016)
12.	Duly signed Sworn Anti-corruption affidavit by the commissioner for oaths
13.	Provide evidence of having successfully supplied and delivered similar items with a value of contract over Kshs. 8Million and above per contract (attach at least three contracts/LPOs) and three corresponding completion certificates/recommendation letters.
14.	Attach warranty for one year and above for the applicable tools being proposed
15.	Attach a Manufacturers Authorization (provide authentic letter / certificate from the
16.	Submit a statement in the bidder's letter head that the company is not insolvent, in receivership, bankrupt or in the process of being wound up.
17.	Submit a statement in the bidder's letter head indicating that the person or his or her sub-contractor, if any is not debarred from participating in procurement proceedings
18.	Submit a statement in the bidder's letter head indicating that the person participating in procurement proceedings has not been convicted of corrupt or fraudulent practices
19.	<i>Bidders must quote for all items and comply with all technical specifications for the items in the lot.</i>

b) Technical Evaluation

Technical capability assessment will be carried out using the specifications provided and may include due diligence where applicable. **Bidders MUST meet all the technical specifications to proceed to the financial evaluation stage.**

(a) FINANCIAL EVALUATION:

The winning bidder will be the lowest evaluated bidder among those who will have passed the mandatory and technical evaluation as outlined in **(a & b)** above except where the bidder has not satisfied all other requirements stated in the bid document.

SECTION III: GENERAL CONDITIONS OF CONTRACT

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SECTION III:

GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

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

3.2 Application

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

3.3 Country of Origin

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

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

3.4 Standards

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

3.5 Use of Contract Documents and Information

3.5.1 The tenderer shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.

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

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

3.6 **Patent Rights**

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

3.7 **Performance Security**

3.7.1 Within Fourteen (14) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security in the amount specified in Special Conditions of Contract.

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

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

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

3.8 **Inspection and Tests**

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

3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination If conducted on the premises of the tenderer or its subcontractor(s), all reasonable

facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the Procuring entity.

3.8.4 The Procuring entity's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the Procuring entity or its representative prior to the equipment delivery.

3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.9 **Packing**

3.9.1 The tenderer shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

3.9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract

3.10 **Delivery and Documents**

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

3.11 **Insurance**

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

3.12 **Payment**

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

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

3.13 Prices

- 3.13.1 Prices charged by the tenderer for goods delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.
- 3.13.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 3.13.3 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.
- 3.13.4 Price variation request shall be processed by the procuring entity within 30 days of receiving the request.

3.14. Assignment

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

3.15 Subcontracts

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

3.16 Termination for default

- 3.16.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part
- (a) if the tenderer fails to deliver any or all of the goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity
 - (b) if the tenderer fails to perform any other obligation(s) under the Contract
 - (c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract
- 3.16.2 In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate,

equipment similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar goods.

3.17 Liquidated Damages

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

3.18 Resolution of Disputes

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

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

3.19 Language and Law

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

3.20 Force Majeure

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

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

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

42. Special conditions of contract as relates to the GCC

General conditions of contract reference	Special conditions of contract
3.8	Payment shall be made upon full delivery, inspection and acceptance of the goods/services in the contract.
3.9	Prices charged by the contractor under the Contract shall be fixed as per the tenderer’s quoted price in its tender. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.
23.14	In case of a dispute between the purchaser and the supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of Kenya.
3.17	The applicable law shall be Kenyan Law
3.18	Kenya Civil Aviation Authority, P.O Box 30163-00100, NAIROBI, GPO. Suppliers contact to be furnished at contract signing.

SECTION V: TECHNICAL SPECIFICATIONS.

5.1 General

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

5.2 PARTICULARS OF TECHNICAL SPECIFICATIONS

SCOPE

The scope of this tender includes supply, delivery and installation of the equipment while ensuring the following minimum specifications with associated warranty are met.

Technical Specifications

- a) Bidders **MUST** respond in writing against each requirement in the vendors' response column. Writing '**Complied**', '**Yes**' '**Meets the Specifications**' or **simply ticking (✓)** will not be accepted.
- b) Bidders to attach the necessary brochures and /data sheets for validation purposes.

1. DESKTOP COMPUTERS

Instructions to Bidders

1. All Mandatory Specifications **MUST BE MET**.
2. Bidders **MUST** respond in writing against each requirement in the vendors' response column. Writing 'Complied', 'Yes' 'Meets the Specifications 'or simply ticking (√) will not be accepted.
3. Bidders **MUST** provide device drivers and documentation.

No	Item	Specifications Required	Score	Vendor's Response
Mandatory Requirements				
1.	Make and Model	Indicate make and model of the desktop.	Mandatory	
2.	Brochure	Bidders MUST provide/attach a product brochure/ datasheet/ catalogue of the desktop they are providing	Mandatory	
3.	Processor Type	At least Intel Core i7-9700 Processor 3.0 GHz, up to 4.8 GHz with Intel Turbo Boost technology 12 MB cache, 8 cores Intel UHD Graphics 630 Supports Intel vPro technology	Mandatory	
4.	System Memory	At least 8 GB total system memory (4 GB x 2)	Mandatory	
5.	Storage HDD	At least 500 GB, 7.2 K rpm, 6.35 cm (2.5 in) Optical	Mandatory	
6.	Optical Drives	DVD+/-R/RW (In built or External)	Mandatory	
7.	Operating System	Microsoft Windows 10 Professional Installed with Volume Licensing.	Mandatory	
8.	Office suite	Microsoft Office 2019 with Volume license for the desktops.	Mandatory	
9.	Media Devices	HD audio with Realtek ALC221 codec. DTS studio Sound Audio Management. Microphone and Headphone front ports (3.5mm) Line-out and Line-in rear Ports (3.5mm) Multi streaming capable; internal speakers	Mandatory	
10.	Monitor	At least 20" LED Backlit LCD Monitor Intel HD 4600 Graphics	Mandatory	
11.	Power Supply	AC mains: 240V with a tolerance +5V and -5V 50Hz	Mandatory	

12.	UPS	At least 750 VA, Nominal Input and Output Voltage=230V, 3Output Connections, Input Frequency=50/60 Hz +/- 3 Hz (auto sensing) with Audible Alarm with 1 year warranty -See attached Detailed specifications	Mandatory	
13.	Form Factor	Tower	Mandatory	
14.	External Hard disk	500 GB external hard disk with Every Computer	Mandatory	
15.	Graphic Card	1 GB Graphics Card with a Minimum Pixel Resolution of 1400x1280	Mandatory	
16.	Pointing device	2 Button USB scroll Midnight grey Mouse with mouse pad (Same brand as the Computer)	Mandatory	
17.	Mouse Pad	Branded Mouse Pad with Gel Wrist Rest	Mandatory	
18.	Keyboard	PS/2 or USB Optical Keyboard	Mandatory	
19.	Communication Interface	Network Interface Intel 1217 LM Gigabit Network Connection	Mandatory	
20.	Wireless Communication	Wireless LAN Interface	Mandatory	
21.	I/O Interface	At least 4 USB ports 4 USB 2.0 1 nine pin serial port GA ou-Stereo line in -microphone-in (front) -Speakers/line-out and headphone (front) - 3 PCI expansion slots. 1 RJ -45	Mandatory	
22.	Warranty	1 Year	Mandatory	
23.	Delivery Period	4 Weeks	Mandatory	

2. LAPTOP SPECIFICATIONS

Instructions to Bidders

1. All Mandatory Specifications **MUST BE MET**.
2. Bidders **MUST** respond in writing against each requirement in the vendors' response column. Writing '**Complied**', '**Yes**' '**Meets the Specifications**' or simply ticking (√) will not be accepted.
3. Bidders **MUST** provide device drivers and documentation.

Item	Specifications Required	Score	Vendor's Response
Make and Model	Indicate make and model of the laptop	Mandatory	
Brochure	Bidders MUST provide/attach a product brochure/ datasheet/ catalogue of the laptop they are providing	Mandatory	
Processor	Intel Core i7-8565U processor. 1.8 GHz base frequency, up to 4.6 GHz with Intel Turbo Boost Technology 16 GB Intel Optane memory 8 MB L3 cache and 4 cores Intel UHD Graphics 620	Mandatory	
Memory	At least 8 GB DDR3L System Memory	Mandatory	
Storage	1 TB 5400 RPM	Mandatory	
Operating System	Microsoft Windows 10 Professional Installed with License	Mandatory	
Battery	Long Life 3-cell, 45 Wh Li-ion	Mandatory	
Dimensions/Display	NON TOUCH SCREEN - 9.6 cm (15.6 in) diagonal HD SVA eDP anti-glare LED-backlit slim	Mandatory	
Mouse	3 Button Mouse - Same Brand as the Laptop	Mandatory	
Mouse Pad	Branded Mouse Pad with Gel Wrist Rest	Mandatory	
Graphics	Intel UHD Graphics 620	Mandatory	
Power Adapter	220-240V Smart 65 W External AC power adapter	Mandatory	
Optical Drives	DVD+/-R/RW (In built or Extenal)	Mandatory	

	Webcam	720p HD and IR Camera	Mandatory	
	Network	Intel Dual Band Wireless-AC 9560 802.11ac (2x2) WLAN and Bluetooth 5 Combo, non-vPro Realtek RTL8821CE 802.11ac (1x1) WLAN and Bluetooth 4.2 Combo Realtek RTL8822BE 802.11ac (2x2) WLAN and Bluetooth 4.2 Combo Realtek RTL8111HSH-CG 10/100/1000 GbE NIC	Mandatory	
	Ports	<ul style="list-style-type: none"> ▪ (1) USB 3.1 Type-C Gen 1 (Power Delivery, DisplayPort) ▪ (2) USB 3.1 Gen 1 ▪ (1) USB 2.0 (Powered port) ▪ (1) HDMI 1.4b ▪ (1) RJ-45/Ethernet port ▪ (1) Headphone/microphone combo jack ▪ (1) AC power port 	Mandatory	
	Memory card reader	(1) SD Card reader	Mandatory	
	Security Lock	At least 1.5 Meters 4-Digit Password Security Laptop Lock	Mandatory	
	Bag	Executive Genuine Leather Laptop Bag - Same Brand as the Laptop	Mandatory	
	Warranty	1 Year Warranty	Mandatory	
	Delivery Period	4 Weeks	Mandatory	

3. TABLET COMPUTER.

Instruction to Bidders

1. **ALL** requirements (1-15) Mandatory.
2. Bidders **MUST** respond in writing against each requirement in the vendors' response column. Writing '**Complied**', '**Yes**' '**Meets the Specifications** 'or **simply ticking (√)** will not be accepted.
3. Bidders **MUST** provide device drivers and documentation.

No.	Item	Mandatory Specification	Vendor's Response
1.	Make and Model	Indicate make and model of the tablet.	
2.	Brochure	Bidders MUST provide/attach a product brochure/ datasheet/ catalogue of the Tablet they are providing	
3.	Platform / Operating system	At least Android Jelly bean	
4.	Design	Tablet Form Factor	
5.	Display Size	At least 9.7" WXGA TFT Technology.	
6.	Memory	At least 32 GB Internal Memory.	
7.	Chipset	At least 1.4 GHz Quad Core CPU Clock Rate.	
8.	Messaging:	SMS / MMS, Email (POP3, IMAP4, SMTP, Exchange ActiveSync), Predictive Text Input T9, Email, vCard/vCalendar, Instant Messaging	
9.	Connectivity	BT 4.0 LE, 2.0 High speed USB, USB Mass Storage, Android Browser, SyncML(DS) OMA DATA SYNC, SyncML (DM) 1.1.2, FOTA, WIFI 802.11a/b/g/n Channel bonding.	
10.	Band:	GSM : 850 / 900 / 1,800 / 1,900 MHz 3G :850 / 900 / 1,800 / 1,900 / 2,100 MHz GPRS Network & Data:850/900/1800/1900 EDGE Network & Data : Data:850/900/1800/1900	
11.	Battery	At least 7000mAh Battery Capacity,	
12.	Camera Resolution	At least 5 Megapixels Camera Resolution (Rear), at least 1.9 Megapixels (front).	
13.	Screen type	C-Type Touch Screen	
14.	Accessories	Carry Tablet Case with Embedded key pad and necessary connectors. Power adapter. Screen protector.	
15.	Warranty	At least 1 Year	

4. UPS (950VA)

Instruction to Bidders

1. All Mandatory Specifications **MUST BE MET**.
2. Bidders **MUST** respond in writing against each requirement in the vendors' response column. Writing '**Complied**', '**Yes**' '**Meets the Specifications** 'or **simply ticking (√)** will not be accepted.
3. Bidders **MUST** provide device drivers and documentation.

No	Item	Description	Scores	Vendors Response
1.	Make and Model	Indicate make and model of the UPS.	Mandatory	
2.	Brochure	Bidders MUST provide/attach a product brochure/ datasheet/ catalogue of the UPS they are providing	Mandatory	
3.	UPS type	Smart UPS	Mandatory	
4.	Power output Ports	Minimum 4	Mandatory	
5.	Output Power Capacity	At least 950 VA	Mandatory	
6.	Max Configurable Power	At least 950 VA	Mandatory	
7.	Frequency (sync to mains)	50 Hz - 60 Hz nominal	Mandatory	
8.	Warranty	At least 1 Year	Mandatory	
9.	Nominal Output Voltage	240V	Mandatory	
10.	Output Voltage Distortion	Less than 5% at full load	Mandatory	
11.	Nominal Input Voltage	240V	Mandatory	
12.	Battery Type	Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leak proof	Mandatory	
13.	Interface Port(s)	DB-9 RS-232, SmartSlot, USB or RJ45	Mandatory	
14.	Available SmartSlot Interface Quantity	1	Mandatory	
15.	Control panel	LED status display with load and battery bar-graphs and On Line : On Battery : Replace Battery : and Overload Indicators	Mandatory	
16.	Audible Alarm	Alarm when on battery : distinctive low battery alarm : configurable delays	Mandatory	
17.	Delivery period	Four weeks	Mandatory	

5. HEAVY DUTY PHOTOCOPYING MACHINE

Instructions to Bidders

- a) All Specifications **MUST BE MET**.
- b) Bidders **MUST** respond in writing against each requirement in the vendors' response column. Writing '**Complied**', '**Yes**' '**Meets the Specifications** 'or **simply ticking (√)** will not be accepted.
- c) Bidders **MUST** provide device drivers and documentation.
- d) Bidders will be required to **install and successfully test** the Photocopier.

HEAVY DUTY PHOTOCOPYING MACHINE TECHNICAL SPECIFICATIONS

	Specifications	Description	Score	Vendors response
1	Model of the photocopier	Must specify the make and model of the photocopier to be provided	Mandatory	
2	Manufacturer's authorization letter	Attach Manufacturers Authorization Letter	Mandatory	
3	Copying/Print Technology	Monochrome(B/W) multifunctional for A3 format	Mandatory	
4	Duplex Unit	Duplex as standard supports A5R – 305 x 457 mm, 60 – 256 g/m2	Mandatory	
5	Copying speed	At least 80/40 ppm, A4/A3	Mandatory	
6	Interfaces	USB 2.0 (Hi-Speed) x4, USB Host 2.0, Fast Ethernet 10BaseT/ 100BaseTX/1000BaseT	Mandatory	
7	Media Feed	Include duplex automatic media feed tray	Mandatory	
8	Power source	240v, 50-60 HZ	Mandatory	
9	Warranty	One year	Mandatory	
10	Brochure	Bidders must attach a product brochure	Mandatory	
11	Resolution	1,200 x 1,200 dpi, 2-bit depth for print quality of 4,800 dpi equivalent x 1,200 dpi	Mandatory	
12	Warm-up time from power on	Approx. 30 seconds or less	Mandatory	
13	Time to first page	Approx. 4.7 seconds or less	Mandatory	
14	Memory	4.5 GB RAM + 8 GB SSD + 320 GB HDD	Mandatory	
15	Zoom	25-400% (in 1% step)	Mandatory	
16	Paper size	A6-A3	Mandatory	
17	Paper trays	Minimum three by pass and duplex trays	Mandatory	
18	Paper input capacity	150-sheet multi-purpose tray, 60 – 300 g/m2 (banner 136 – 165 g/m2), A6R – 305 x 457 mm, banner max. 305 x 1,220 mm; 2x 1,500-sheet high-capacity paper deck, 60 – 256 g/m2, A4, B5; 2x 500-sheet universal paper cassette, 60 – 256 g/m2, A5R – 305 x 457 mm incl. custom paper sizes; Max. input capacity with options: 7,650 sheets A4	Mandatory	
19	Paper output capacity	Minimum 500 sheets	Mandatory	
20	Document sorter	Must be installed and be part of the copier	Mandatory	

21	Stapling Unit/Binding unit	Must be installed and be part of the Photocopier	Mandatory	
	Print functions		Mandatory	
22	Print speed	At least 80ppm, A4/A3	Mandatory	
23	Resolution	2400 dpi equivalent x 600dpi	Mandatory	
24	Interface	USB 2.0, Ethernet (1000 Base – T, 100 Base-TX, 10 Base-T)	Mandatory	
25	Memory	Minimum 1 GB RAM, 80 GB HDD	Mandatory	
26	Network protocol	Minimum TCP/IP, IPX/SPX, LINUX	Mandatory	
27	Support environment	All current windows operating systems, MAC OSXVERSION 10.4 or higher, UNIX, LINUX, as well as other operating systems on request.	Mandatory	
	Scanner		Mandatory	
28	Scan speed	At least 180 images per minute	Mandatory	
29	Scan resolution	At least 600 dpi	Mandatory	
30	Scan size Max	A3	Mandatory	
31	Bundled drivers	Network TWAN	Mandatory	
32	Network protocol	TCP/IP	Mandatory	
33	File types	PDF (high compression, encrypted, PDF/A, Searchable PDF), JPEG, TIFF, XPS	Mandatory	
34	Scan to e-mail	SMTP, TCP/IP	Mandatory	
	Consumables		Mandatory	
35	Staple cartridge	10 packets Spare staple cartridges	Mandatory	
36	Tonner kit	10 spare tonner kit	Mandatory	

6. STANDARD PHOTOCOPYING MACHINE

Instructions to Bidders

- e) All Specifications **MUST BE MET**.
- a) Bidders **MUST** respond in writing against each requirement in the vendors' response column. Writing '**Complied**', '**Yes**' '**Meets the Specifications** 'or **simply ticking (√)** will not be accepted.
- b) Bidders **MUST** provide device drivers and documentation.
- c) Bidders will be required to **install and successfully test** the Photocopier.

	ITEM	REQUIREMENTS	Score	Vendor's response.
1.	Make and Model	Indicate make and model of the photocopier.	Mandatory	
2.	Brochure	Bidders MUST provide/attach a product brochure/ datasheet/ catalogue of the photocopier they are providing	Mandatory	
3.	Copying / Print technology	Laser Monochrome	Mandatory	
4.	Duplex copying/printing	Two-sided copying Automatic (standard)	Mandatory	
5.	Copying Speed	At least 45/22 pages per minute A4/A3	Mandatory	
6.	Interfaces	USB 2.0 (Hi-Speed) Fast Ethernet 10Base-T/100BaseTX/1000BaseT	Mandatory	
7.	Media Feed	Include Duplex Automatic media feed tray;	Mandatory	
8.	Power source	240V, 50 -60 HZ	Mandatory	
9.	Warranty	At least 1 Year	Mandatory	
10.	Resolution	600x600 dpi	Mandatory	
11.	Zoom	25 - 400 % in 1 % steps	Mandatory	
12.	Minimum Memory	2048 MB RAM + 160 GB HDD	Mandatory	
13.	Paper size	A6-A3	Mandatory	
14.	Paper Trays	Minimum three (3) bypass and Duplex trays.	Mandatory	
15.	Paper Input capacity.	Minimum 500 sheets.	Mandatory	
16.	Paper output capacity.	Minimum 500 sheets.	Mandatory	

17.	Warm up time	23 seconds or less	Mandatory	
18.	First output speed	3.8 seconds or less	Mandatory	
	Printer			
19.	Print speed	At least 45/22 pages per minute A4/A3	Mandatory	
20.	Resolution	600 x 600 dpi	Mandatory	
21.	Interface	USB 2.0 (Hi-Speed), Fast Ethernet 10Base-T/100BaseTX/1000BaseT	Mandatory	
22.	Memory	2048 MB RAM + 160 GB HDD	Mandatory	
23.	Network protocol	Minimum TCP/IP, IPX/SPX	Mandatory	
24.	Support environment	All current Windows operating systems, Mac OS X Version 10.4 or higher, UNIX LINUX , as well as other operating systems on request.	Mandatory	
	Scanner			
25.	Scan speed	Colour: 80 images per minute, b/w: 160 image per minute, (A4, 300dpi with DP-772)	Mandatory	
26.	Resolution	600 dpi	Mandatory	
27.	Maximum size	A3	Mandatory	
28.	Scan to e-mail	Scan-to-email, Scan-to-FTP, Network TWAIN, Scan-to-USB	Mandatory	

7. STANDARD PRINTER

Mandatory Requirements

1. All Specifications **MUST BE MET**.
2. Bidders **MUST** respond in writing against each requirement in the vendors' response column. Writing '**Complied**', '**Yes**' '**Meets the Specifications** 'or **simply ticking (√)** will not be accepted.
3. Bidders **MUST** provide device drivers and documentation.

No	Item	Specification	Score	Vendors Response
1.	Make and Model	Indicate make and model of the printer.	Mandatory	
2.	Brochure	Bidders MUST provide/attach a product brochure/ datasheet/ catalogue of the printer they are providing	Mandatory	
3.	Print speed black	At least 35 ppm	Mandatory	
4.	First page out black	As fast as 8.0 sec	Mandatory	
5.	Print Resolution	Up to 1200 x 1200 dpi	Mandatory	
6.	Print technology	Laser	Mandatory	
7.	Duplex printing	Automatic	Mandatory	
8.	Recommended monthly print volume	750 to 3000 pages	Mandatory	
9.	Memory standard	At least 128 MB	Mandatory	
10.	Processor speed	At least 600 MHz or higher	Mandatory	
11.	Print languages	PCL 5c; PCL 6; postscript level 3 emulation with automatic language switching	Mandatory	
12.	Paper trays standard	At least two (2)	Mandatory	
13.	Input Voltage	240V	Mandatory	
14.	Paper handling standard input	50-sheet multipurpose tray, 250-sheet input tray 2	Mandatory	
15.	Paper handling standard output	150-sheet output bin	Mandatory	
16.	Media sizes standard	Tray 1: Letter, legal, statement, executive, index cards, envelopes [No. 10 (Com), No. 7-3/4 (Monarch)]; tray 2: Letter, legal, executive; optional tray 3: Letter, legal, executive	Mandatory	
17.	Media types	Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, transparencies, heavy media	Mandatory	

18	Connectivity standard	1 Hi-Speed USB 2.0; 1 Gigabit Ethernet 10/100/1000	Mandatory	
19	Spare Toner (Quantity one) for each printer.	Black	Mandatory	
20	Compatible Operating systems	Microsoft® Windows® 10,8.1, 7 (32-bit/64-bit), Windows Vista® (32-bit/64-bit), Windows® XP (32-bit/64-bit), Windows® Server 2003 (32-bit/64-bit), Windows® 2000, Mac OS X v 10.3.9, 10.4, 10.5, 10.6, UNIX, Linux	Mandatory	
21	Accessories	Power cord, USB cable print cable, Jet direct Gigabit Ethernet networking cable (5M original); LaserJet Black Print Cartridge; CD (includes software and User's Guide); power cord; support flyer	Mandatory	
22	Warranty	At least 1 year	Mandatory	

8. HEAVY DUTY PRINTER

Mandatory Requirements

1. All Specifications **MUST BE MET**.
2. Bidders **MUST** respond in writing against each requirement in the vendors' response column. Writing '**Complied**', '**Yes**' '**Meets the Specifications** 'or **simply ticking (√)** will not be accepted.
3. Bidders **MUST** provide device drivers and documentation.

No	Item	Specification	Marks	Vendors Response
1.	Make and Model	Indicate make and model of the printer.	Mandatory	
2.	Brochure	Bidders MUST provide/attach a product brochure/ datasheet/ catalogue of the printer they are providing	Mandatory	
3.	Print speed black	At least 45ppm	Mandatory	
4.	First page out (black)	As fast as 8.5 sec	Mandatory	
5.	Duplex printing	Automatic	Mandatory	
6.	Print resolution black	At least 1200×1200 dpi	Mandatory	
7.	Print technology	Laser	Mandatory	
8.	Monthly duty cycle	Up to 175,000 pages	Mandatory	
9.	Recommended monthly print volume	3,000 to 12,000 pages	Mandatory	
10	Memory standard	128MB	Mandatory	
11	Memory Maximum	640MB	Mandatory	
12	Processor Speed	At least 540Mhz	Mandatory	
13	Print Languages	PCL 6, PCL 5e, postscript level 3 emulation, direct PDF (v 1.4) printing (with at least 128 MB printer memory)	Mandatory	
14	Input Voltage	240 V	Mandatory	
15	Paper trays standard	At least 2	Mandatory	
16	Paper handling standard input	100-sheet multi-purpose tray, 500-sheet input tray	Mandatory	
17	Paper handling standard output	100-sheet rear output bin, 500-sheet top output bin	Mandatory	

18	Media sizes standard	Letter, legal, executive, statement, 8.5 x 13 in, custom 3.0 x 5.0 to 8.5 x 14 in, envelope (Com10, Monarch #7-3/4)	Mandatory	
19	Media types	Paper (bond, color, letterhead, plain, preprinted, pre-punched, recycled, rough, light), envelopes, labels, cardstock, transparencies, user-defined	Mandatory	
20	Connectivity	Embedded Jet direct (Gigabit Ethernet) print server, 1 Hi-Speed USB 2.0,	Mandatory	
21	Compatible operating systems	Microsoft® Windows® 10, 8.1 7 Mac OS , Linux	Mandatory	
22	Included accessories	USB cable, software & documentation on CD-ROM, getting started guide and flyer	Mandatory	
23	Spare Toner (Quantity one) for each printer.	BLACK	Mandatory	
24	Warranty	At least 1 year	Mandatory	

9. COLOUR PRINTER.

Mandatory Requirements

1. All Specifications **MUST BE MET**.
2. Bidders **MUST** respond in writing against each requirement in the vendors' response column. Writing '**Complied**', '**Yes**' '**Meets the Specifications** 'or **simply ticking (√)** will not be accepted.
3. Bidders **MUST** provide device drivers and documentation.

No	Requirements	Specifications	Score	Vendors Response
1.	Make and Model	Indicate make and model of the printer.	Mandatory	
2.	Brochure	Bidders MUST provide/attach a product brochure/ datasheet/ catalogue of the printer they are providing	Mandatory	
3.	Print technology	Colour laser printing technology	Mandatory	
4.	Print Quality (Colour, Best Quality)	At least to 600 x 600 dpi	Mandatory	
5.	Print Speed (Colour, Normal Quality, A4)	Up to 14 ppm	Mandatory	
6.	Print Speed (Black, Normal Quality, A4)	Up to 21 ppm	Mandatory	
7.	Processor Speed	At least 750MHZ	Mandatory	
8.	Memory	At least 128MB	Mandatory	
9.	Number of Paper Trays	At least Two (2)	Mandatory	
10.	Standard Media Sizes	A4, A5, A6, B5 (JIS), 16K; 10 x 15 cm, postcards (JIS single, JIS double); envelopes (DL, C5, B5)	Mandatory	
11.	First page out, A4 size	Less than 18.5 sec	Mandatory	
12.	Paper handling	Single-sheet priority feed slot, At least 150-sheet input tray, 125-sheet face-down output bin	Mandatory	
13.	Recommended Monthly Page Volume	250 to 1500 pages	Mandatory	
14.	Printer Languages	HP PCL 6, HP Postscript level 3 emulation	Mandatory	

15.	Network interface	At least 10/100Base-TX with RJ45 connector	Mandatory	
16.	Standard Connectivity	Hi-Speed USB 2.0	Mandatory	
17.	Minimum System Requirements	Windows 10, Windows 8.1, Windows 7, Linux, and Mac	Mandatory	
18.	Software included	Print drivers	Mandatory	
19.	Accessories	Power cable, CD(user guide, printer software), getting started guide, output tray extension	Mandatory	
20.		TWO SETS of SPARE Toners	Mandatory	
21.	Warranty	At least 1 year	Mandatory	
22.	Delivery period	Four weeks	Mandatory	

10. PORTABLE PROJECTOR SPECIFICATIONS

Instruction to Bidders

1. All Specifications **MUST BE MET**.
2. Bidders **MUST** respond in writing against each requirement in the vendors' response column. Writing '**Complied**', '**Yes**' '**Meets the Specifications** 'or **simply ticking (√)** will not be accepted.
3. Bidders **MUST** provide device drivers and documentation.

No.	Item	Specification	Score	Vendor's Response
Mandatory Requirements				
1.	Make and Model	Indicate make and model of the projector.	Mandatory	
2.	Brochure	Bidders MUST provide/attach a product brochure/ datasheet/ catalogue of the projector they are providing	Mandatory	
3.	Color and light Output	Minimum 4000/4500 Lumens	Mandatory	
4.	Power cable	Minimum: 1.5mm, 3m, three core flex cable	Mandatory	
5.	Technology	DLP	Mandatory	
6.	Projector bag	Executive, padded and fitting projector bag	Mandatory	
7.	HDMI Cable	15 Meters HDMI cable with covering sheath.	Mandatory	
8.	Connections	VGA x 2, HDMI 1.4a, HDMI w/MHL, S-Video, Composite video, RCA stereo audio in (L/R), 3.5mm stereo audio in, VGA out, 3.5mm stereo audio out, RS-232, 12V screen controller, RJ45/LAN	Mandatory	
9.	Lamp	SP-LAMP-092 with a life of at least 3000 hrs	Mandatory	
10.	Wireless USB adaptor for wireless connection to the projector	Wireless Adapter compatible with the projector	Mandatory	
11.	Pointing device	Laser pointer / Light pen	Mandatory	
12.	Warranty	Lamp = 6 months Projector = 1 Years	Mandatory	

Other projector requirements.				
13.	Keystone	+/- 40	Mandatory	
14.	Contrast	8000	Mandatory	
15.	Resolution	WXGA(1280 x 800)	Mandatory	
16.	Native Aspect Ratio	16 X 10	Mandatory	
17.	3D	Supports 3D content from Blu-ray, cable boxes, dish services and more (over HDMI) at 144Hz and PC-based 3D content at 120Hz.	Mandatory	
18.	Speaker	1 x 10W	Mandatory	
19.	Control	1 x LAN RJ-45	Mandatory	
20.	Operation Power Supply	240 V 50 ~ 60 Hz	Mandatory	
21.	Accessories	Remote Control	Mandatory	
		Operating Instructions	Mandatory	
		Quick Reference Manual	Mandatory	
		Lithium Battery	Mandatory	
		RGB Cable	Mandatory	
		Lens Cap	Mandatory	
		Power Cord	Mandatory	

11. CEILING MOUNTED PROJECTOR SPECIFICATIONS

Instruction to Bidders

1. All Specifications **MUST BE MET**.
2. Bidders **MUST** respond in writing against each requirement in the vendors' response column. Writing '**Complied**', '**Yes**' '**Meets the Specifications** 'or **simply ticking (√)** will not be accepted.
3. Bidders **MUST** provide device drivers and documentation.

No.	Item	Specification	Score	Vendor's Response
Mandatory Requirements				
1.	Make and Model	Indicate make and model of the projector.	Mandatory	
2.	Brochure	Bidders MUST provide/attach a product brochure/ datasheet/ catalogue of the projector they are providing	Mandatory	
3.	Color and light Output	Minimum 4000/4500 Lumens	Mandatory	
4.	Power cable	Minimum: 1.5mm, 3m, three core flex cable	Mandatory	
5.	Technology	DLP	Mandatory	
6.	Projector bag	Executive, padded and fitting projector bag	Mandatory	
7.	HDMI Cable	15 Meters HDMI cable with covering sheath.	Mandatory	
8.	Connections	VGA x 2, HDMI 1.4a, HDMI w/MHL, S-Video, Composite video, RCA stereo audio in (L/R), 3.5mm stereo audio in, VGA out, 3.5mm stereo audio out, RS-232, 12V screen controller, RJ45/LAN	Mandatory	
9.	Lamp	SP-LAMP-092 with a life of at least 3000 hrs	Mandatory	
10.	Wireless USB adaptor for wireless connection to the projector	Wireless Adapter compatible with the projector	Mandatory	

11.	Pointing device	Laser pointer / Light pen	Mandatory	
12.	Warranty	Lamp = 6 months Projector = 1 Years	Mandatory	
Other projector requirements.				
13.	Keystone	+/- 40	Mandatory	
14.	Contrast	8000	Mandatory	
15.	Resolution	WXGA(1280 x 800)	Mandatory	
16.	Native Aspect Ratio	16 X 10	Mandatory	
17.	3D	Supports 3D content from Blu-ray, cable boxes, dish services and more (over HDMI) at 144Hz and PC-based 3D content at 120Hz.	Mandatory	
18.	Speaker	1 x 10W	Mandatory	
19.	Control	1 x LAN RJ-45	Mandatory	
20.	Operation Power Supply	240 V 50 ~ 60 Hz	Mandatory	
21.	Accessories	Remote Control	Mandatory	
		Operating Instructions	Mandatory	
		Quick Reference Manual	Mandatory	
		Lithium Battery	Mandatory	
		RGB Cable	Mandatory	
		Lens Cap	Mandatory	
		Power Cord	Mandatory	

12. PAPER SHREDDER

TECHNICAL SPECIFICATIONS

Instruction to Bidders

1. All Specifications **MUST BE MET**.
2. Bidders **MUST** respond in writing against each requirement in the vendors' response column. Writing '**Complied**', '**Yes**' '**Meets the Specifications**' or simply ticking (√) will not be accepted.
Bidders **MUST** provide device drivers and documentation.

No	Item	Specification	Score	Vendors Response
1.	Make and Model	Indicate make and model of the shredder.	Mandatory	
2.	Brochure	Bidders MUST provide/attach a product brochure/ datasheet/ catalogue of the shredder they are providing	Mandatory	
3.	Feed opening	At least 260mm	Mandatory	
4.	Sheet capacity (70g/m ² 80g/m ²):	At least 21-23 Sheets	Mandatory	
5.	Shred size	At least 4x40mm	Mandatory	
6.	Should also destroy:	<ul style="list-style-type: none">• Paper clips• Credit Cards• CD's / DVD's	Mandatory	
7.	Bin capacity	100 litres.	Mandatory	
8.	Cut type	Cross-cut	Mandatory	
9.	Warranty	1 year	Mandatory	
10.	Input Voltage	240V	Mandatory	

13. SPECIFICATION FOR A SCANNER

Mandatory

Instruction to Bidders

1. All Specifications **MUST BE MET**.
2. Bidders **MUST** respond in writing against each requirement in the vendors' response column. Writing '**Complied**', '**Yes**' '**Meets the Specifications** 'or **simply ticking (√)** will not be accepted.
3. Bidders **MUST** provide device drivers and documentation. Bidders **MUST** provide drivers and documentation.

No	Item	Specification	Marks	Vendors Response
1.	Make and Model	Indicate make and model of the scanner.	Mandatory	
2.	Brochure	Bidders MUST provide/attach a product brochure/ datasheet/ catalogue of the scanner they are providing	Mandatory	
3.	Scanner type	Flatbed (Paper size at least A4)	Mandatory	
4.	Scan resolution, optical	Up to 2400 dpi	Mandatory	
5.	Scan speed in preview mode	<10 sec	Mandatory	
6.	Control panel	3 front-panel buttons (Scan, Copy, Scan to PDF)	Mandatory	
7.	Connectivity, standard	Hi-Speed USB 2.0	Mandatory	
8.	Compatible operating systems	-Microsoft® Windows® 10 - Windows® 8, Windows® 7 (32-bit and 64-bit), Mac OS X v10.3.9, 10.4.11, 10.5, 10.6	Mandatory	
9.	Mac compatible	Yes	Mandatory	
10.	Warranty	At least 1 year	Mandatory	
11.	Other accessories	Power supply adapter/power cord	Mandatory	
12.		USB cable;	Mandatory	
13.		Setup and Support Guide	Mandatory	

SECTION VII - PRICE SCHEDULE FOR GOODS – LOT 1

Title of Tender: Supply and delivery of Assorted ICT working tools as per the Technical Specifications provided.

Name of Tenderer:

Tender Number: KCAA/044/2019-2020

LOT 1				
No	Item Description	Qty	Unit cost	Total Cost
1.	Supply of Desktop computers as per specifications and the following associated accessories/components (listed as a to d)	72		
a)	At least 19" LCD Display for the computers	72		
b)	Supply APC 950 VA APC smart UPS or Equivalent For Each Desktop	72		
c)	Total Microsoft Windows 10 Volume licenses required for Desktops	72		
d)	Total Microsoft Office 2019 Volume licenses required for Desktops	72		
2.	Extra 950VA UPS	20		
3.	HEAVY DUTY NETWORK PRINTER	1		
	Extra Toners for heavy duty Network Printers	1		
4.	STANDARD NETWORK PRINTER	12		
	Extra Toners For Standard Network Printers	12		
5.	COLOR NETWORK PRINTERS	3		
	Extra Toners For Color Network Printers	3 sets		
6.	SCANNERS	1		
	Grand Total Cost Lot 1 (Inclusive of VAT)			

PLEASE NOTE AND COMPLY WITH THE FOLLOWING:

- a) *The award of contract will be done based on EACH lot (from lot 1 to lot 3)*
- b) *All prices to be inclusive of all taxes.*
- c) *In case of discrepancy between unit price and total, the unit price shall prevail.*
- d) *Bidders to quote all lots or any lot they are eligible and interested.*
- e) *Bidders must quote for all items and comply with all technical specifications for the items in the lot.*

Authorized Official:

Name

Signature,

date and official stamp

SECTION VII - PRICE SCHEDULE FOR GOODS – LOT 2

Title of Tender: Supply and delivery of Assorted ICT working tools as per the Technical Specifications provided.

Name of Tenderer:

Tender Number: KCAA/044/2019-2020

No	Item Description	Quantity	Unit Cost	Total Cost
LOT 2				
1.	Supply of LAPTOPS as per specifications and the following associated accessories/components (listed as a to d)	45		
a)	Total Microsoft Windows 10 Volume licenses required for Laptops	45		
b)	Total Microsoft Office 2019 Volume licenses required for Laptops	45		
c)	At least 2 Meters 4-Digit Password Security Laptop Lock	45		
d)	Executive Genuine Leather Laptop Bag - Same Brand as the Laptop	45		
2.	TABLET COMPUTER as per specifications and the following associated accessories/components (listed as a to b)	14		
a)	Casing with Key board	14		
b)	Tempered glass protector	14		
3.	PORTABLE PROJECTOR	1		
4.	CEILING MOUNTED PROJECTOR	1		
5.	HEAVY DUTY SHREDDERS	6		
Grand Total Cost (Inclusive of VAT) to be transferred to the form of tender				

PLEASE NOTE AND COMPLY WITH THE FOLLOWING:

- a) *The award of contract will be done based on **EACH lot (from lot 1 to lot 3)***
- b) *All prices to be inclusive of all taxes.*
- c) *In case of discrepancy between unit price and total, the unit price shall prevail.*
- d) *Bidders to quote all lots or any lot they are eligible and interested.*
- e) *Bidders must quote for all items and comply with all technical specifications for the items in the lot.*

Authorized Official:

Name

Signature,

date and official stamp

SECTION VII - PRICE SCHEDULE FOR GOODS – LOT 3

Title of Tender: Supply and delivery of Assorted ICT working tools as per the Technical Specifications provided.

Name of Tenderer:

Tender Number: KCAA/044/2019-2020

MANDATORY PRICE SCHEDULE LOT 3

No	Item Description	Quantity	Unit Cost	Total Cost
a)	Heavy Duty Photocopying Machine	3		
b)	Extra Toners for the Heavy Duty Photocopying	3		
c)	Standard Photocopying Machine	6		
d)	Extra Toners for Standard Photocopying Machine	6		
	Grand Total Cost Lot 3 (Inclusive of VAT) – to be transferred to the form of tender			

PLEASE NOTE AND COMPLY WITH THE FOLLOWING:

- f) The award of contract will be done based on **EACH lot (from lot 1 to lot 3)***
- g) All prices to be inclusive of all taxes.*
- h) In case of discrepancy between unit price and total, the unit price shall prevail.*
- i) Bidders to quote all lots or any lot they are eligible and interested.*
- j) Bidders must quote for all items and comply with all technical specifications for the items in the lot.*

Authorized Official:

Name

Signature,

date and official stamp

SECTION VIII - STANDARD FORMS

Notes on the sample Forms

1. Form of Tender-The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Confidential Business Questionnaire Form -This form must be completed by the tenderer and submitted with the tender documents.
3. Tender Security Form-When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
4. Contract Form-The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
5. Performance Security Form - The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
6. Bank Guarantee for Advance Payment Form - When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.
7. Confidential Business Questionnaire Form
8. Anti-Corruption Affidavit Form

8.1 FORM OF TENDER – LOT 1

Date _____

Tender No. KCAA/044/2019-2020

To: Kenya Civil Aviation Authority P.O BOX 30163-00100, Nairobi

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos..... *[insert numbers]* of which is hereby duly acknowledged, we the undersigned, offer for **Supply and delivery of Assorted ICT working Tools** under **LOT 1** 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 _____ 2020
[signature] *[In the capacity of]*

Duly authorized to sign tender for and on behalf of _____

FORM OF TENDER – LOT 2

Date _____

Tender No. KCAA/044/2019-2020

To: Kenya Civil Aviation Authority P.O BOX 30163-00100, Nairobi

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos..... [insert numbers) of which is hereby duly acknowledged, we the undersigned, offer for Supply and delivery of Assorted ICT working Tools under **LOT 2** 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 _____ 2020

[signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

FORM OF TENDER – LOT 3

Date _____

Tender No. KCAA/044/2019-2020

To: Kenya Civil Aviation Authority P.O BOX 30163-00100, Nairobi

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos..... [insert numbers) of which is hereby duly acknowledged, we the undersigned, offer for Supply and delivery of Assorted ICT working Tools under **LOT 3** 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 _____ 2020

[signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

<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> <p style="padding-left: 40px;">• Citizenship details.....</p>																																	
<p>Part 2 (b) Partnership</p>																																	
<p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%;">Name</th> <th style="width: 15%;">Shares</th> <th style="width: 15%;">Nationality</th> <th style="width: 20%;">Citizenship</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.....</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Name	Shares	Nationality	Citizenship	1.....					2.....					3.....					4.....									
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3.....																																	
4.....																																	
<p>Part 2 (c) – Registered Company</p>																																	
<p>Private or Public</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal Kshs.</p> <p style="padding-left: 40px;">Issued Kshs.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 25%;">Name</th> <th style="width: 15%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 30%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5.....</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Name	Nationality	Citizenship Details	Shares	1.....					2.....					3.....					4.....					5.....				
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1.....																																	
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4.....																																	
5.....																																	
<p>Date</p>		<p>Signature of Candidate</p>																															

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

8.3 TENDER SECURITY FORM

Whereas [*Name of the tenderer*]
(Hereinafter called "the tenderer") has submitted its tender dated
[*Date of submission of tender*] for the supply, installation and commissioning of
..... [*Name and/or description of the equipment*] (Hereinafter called
"the Tender") KNOW ALL PEOPLE by these
presents that WE of having our registered office
at (Hereinafter called "the Bank"), are bound unto
[*Name of 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 tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[*Signature of the bank*]

(Amend accordingly if provided by Insurance Company)

8.4 CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20 _____ between
..... [*name of Procurement entity*] of [*Country of Procurement entity*]
(Hereinafter called "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 goods] and has accepted a
tender by the tenderer for the supply of those goods in the sum of
[*Contract price in words and figures*] (Hereinafter called "the Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are
respectively assigned to them in the Conditions of Contract referred to:

2. The following documents shall be deemed to form and be read and construed as
part of this Agreement viz:

- (a) The Tender Form and the Price Schedule submitted by the tenderer
- (b) The Schedule of Requirements
- (c) The Technical Specifications
- (d) The General Conditions of Contract
- (e) The Special Conditions of contract; and
- (f) 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 tender hereby covenants with the Procuring entity to
provide the goods 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
provisions of the goods and the remedying of defects therein, the Contract Price or
such other sum as may become payable under the provisions of the Contract at the
times and in the manner prescribed by the contract.

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

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

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

(Amend accordingly if provided by Insurance Company

BANK GUARANTEE FOR ADVANCE PAYMENT FORM

To
[Name of procuring entity]

[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 institutions], 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 there-under 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 in full effect from the date of the advance payment received by the tenderer under the Contract until [Date].

Yours truly,

Signature and seal of the Guarantors

[Name of bank or financial institution]

[Address]

[Date]

8.6 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*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

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

- 1.
- 2.
- etc.

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

- 1.
- 2.
- etc

SIGNED (Applicant) Dated on.....day of/...20.....

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on
day of2020

SIGNED
Board Secretary

REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT

CHAPTER 15 LAWS OF KENYA

AND

IN THE MATTER OF

THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT, 2015

I, holder of Identity card no.....and care of P. O. Box and being a resident of in the Republic of Kenya do hereby make oath and state as follows: -

1. **THAT** I am the Chief Executive/Managing Director/Principal Officer /Director of (name of the Candidate) which is a Candidate in respect of Tender Number to supply goods, render services and/or carry out works for Kenya Civil Aviation Authority and duly authorized and competent to make this Affidavit.
2. **THAT** the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Civil Aviation Authority, which is the procuring entity.
3. **THAT** the aforesaid Candidate, its servants and/or agents have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Civil Aviation Authority.

4. **THAT** the aforesaid candidate has not committed any offence under the Laws of Kenya or the Procurement Laws or been debarred from participating in any tenders by virtue of non-performance/poor-performance or any other legal reason and is not undergoing any adverse disciplinary action/claim before the Public Procurement and Disposal Authority.
5. **THAT** the aforesaid candidate, its directors and shareholders have not been convicted of corrupt or fraudulent practices in any court of competent jurisdiction within the Republic of Kenya.
6. **THAT** the aforesaid candidate has not defaulted in his/her/their/its tax obligations per the tax laws of the Republic of Kenya.
7. **THAT** the aforesaid candidate has not been in breach of the employment laws of the Republic of Kenya.
8. **THAT** what is deponed to hereinabove is true to the best of my knowledge information and belief.

SWORN at by the said }

..... }

Name of Chief Executive/Managing Director/ }

Principal Officer/Director }

on this day of 20... }

} _____

} DEPONENT

Before me }

Commissioner for Oaths }