



**TENDER NO. KP11/9A.3/OT/TPT/FA/03/23-24  
FOR PROVISION OF THIRD PARTY GARAGES, THREE  
(3) YEAR FRAMEWORK FOR SUPPLY OF TRANSPORT  
FLEET UNITS REPAIRS AND MAINTENANCE SERVICES  
IN SOUTH NYANZA REGION**

**DATE: 18/06/2024**

**ALL TENDERERS ARE ADVISED TO READ CAREFULLY THIS  
TENDER DOCUMENT IN ITS ENTIRETY BEFORE MAKING ANY BID**

TENDER DOCUMENT FOR SUPPLY/PROVISION OF GOODS/SERVICES  
(E-PROCUREMENT OPEN TENDER SYSTEM)

THE KENYA POWER & LIGHTING COMPANY PLC  
CENTRAL OFFICE, STIMA PLAZA,  
KOLOBOT ROAD, PARKLANDS,  
P.O. BOX 30099-00100,  
NAIROBI,  
KENYA.

Telephones: +254-020-3201000; 3644000 Pilot Lines

Telephones: +254 -720-600070/1-5/; -711 031.../.....Cellular

Website: [www.kplc.co.ke](http://www.kplc.co.ke)

Email **1: OObisa@kplc.co.ke**  
**2. MOmondi3@kplc.co.ke**

*This tender document is NOT for SALE. No part of this document shall be changed, modified, amended, reproduced, copied or distributed without written permission from KPLC.*

## **Preface**

Pursuant to Section 70 of the Public Procurement and Asset Disposal Act, 2015 (PPADA), this Standard Tender Document (STD) for Framework Agreement for Goods/Services has been prepared by Kenya Power based on The Public Procurement Regulatory Authority's Standard Tender Document for "Procurement of Goods/Services" (February 2021) and the Standard Tender Document for Preparing Framework Agreements (February 2021).

## **ABBREVIATIONS**

AO	Accounting Officer
CBK	Central Bank of Kenya
FWA	Framework Agreement
FWAGP	Framework Agreement General Provisions
FWASP	Framework Agreement Special Provisions
FY	Financial / Fiscal Year
GTP	Guaranteed Technical Particulars
IFT	Invitation for Tenders
ITT	Instructions to Tenderers
JV	Joint Venture
NCB	National competitive tender
PPADA	Public Procurement and Asset Disposal Act, 2015
PPADR	Public Procurement and Asset Disposal Regulations 2020
PPRA	Public Procurement Regulatory Authority
R	Responsive
NR	Not-Responsive
MFB	Request for Quotation
STD	Standard Tender Documents
TDS	Tender Data Sheet
TEC	Tender Evaluation Committee

## Table of Contents

<b>PART 1 – Tendering Procedures</b> .....	<b>7</b>
Section I. Instructions to Tenderers .....	7
Section II. Tender Data Sheet (TDS).....	33
Section III. Evaluation and Qualification Criteria .....	40
Section IV. Tendering Forms.....	56
<b>PART 2 – Supply / Service Requirements</b> .....	<b>91</b>
Section V. Schedule of Requirements .....	91
Section VI: Technical Specifications / Details of Service .....	94
Section VII - Framework Agreement Forms .....	93
<b>PART 3 – Framework Agreement General Provisions (FWAGP)</b> .....	<b>100</b>
Section VIII. Framework Agreement General Provisions (FWAGP) .....	101
Section IX. Framework Agreement Specific Provisions (FWASP) .....	108
<b>PART 4: Secondary Procurement</b> .....	<b>112</b>
Section X-Secondary Procurement Method(s) .....	113
Section XI – Formation of Call-off Contract .....	115
Section XII – Award of Call-off Contract .....	116
Section XIII – Complaint About Award of Call-off Contract .....	117
Section XIV: Call-off Contract General Conditions of Contract.....	118
Section XV: Special Conditions of Call-off Contract (SCC) .....	129
<i>NB: Buyer to update Table of SCC as per specific contract provisions</i> <b>Error! Bookmark not defined.</b>	
Section XVI: Secondary Procurement Forms.....	135

## INVITATION FOR TENDER

**DATE: 18/06/2024**

**TENDER NO: KP11/9A.3/OT/TPT/FA/03/23-24**

### **NAME: PROVISION OF THIRD PARTY GARAGES, THREE (3) YEAR FRAMEWORK FOR SUPPLY OF TRANSPORT FLEET UNITS REPAIRS AND MAINTENANCE SERVICES IN SOUTH NYANZA REGION**

#### **1.1 Introduction.**

The Kenya Power & Lighting Company Plc (KPLC) invites bids from eligible Tenderers for **Provision of Third Party Garages Three Year Framework for supply of Transport Fleet Units Repairs and Maintenance Services Interested** Eligible Tenderers may obtain further information from the General Manager- Supply Chain, The Kenya Power & Lighting Company Plc at Stima Plaza, 3<sup>rd</sup> Floor, Kolobot Road, and P.O. Box 30099 – 00100 Nairobi, Kenya.

#### **1.2 Obtaining tender documents.**

1.2.1 Tender documents detailing the requirements may be obtained from the KPLC E-Procurement Portal under **RFx 1000002691**

1.2.2 Prospective bidders may also download the tender document from KPLC's website ([www.kplc.co.ke](http://www.kplc.co.ke)) free of charge.

#### **1.3 Submission of Tender documents**

Completed Tenders are to be submitted in electronic format on the KPLC's E-procurement portal on the due date and time published on the portal. Tenderers are required to visit the portal from time to time for revised closing dates and addendums. The Tender is to be submitted **ONLINE** on or before the submission date and time indicated on the **KPLC tendering portal**.

#### **1.4 Prices**

Offered Price should be inclusive of all taxes, duties, levies and delivery costs to the premises (where applicable) of KPLC or other specified site must be in Kenya Shillings and shall remain valid for **One Hundred and Eighty (180) days** from the closing date of the tender. *Please note that prices indicated on the KPLC tendering portal should be exclusive of VAT.*

#### **1.5 Opening of submitted Tenders**

Tenders will be opened promptly thereafter in the presence of the Tenderer's or their representatives who choose to attend in KPLC Auditorium at Stima Plaza, Kolobot Road, Parklands, Nairobi

#### **1.6 Pre Bid**

N/A



## **PART 1 – Tendering Procedures**

### **Section I. Instructions to Tenderers**

#### **Table of Clauses**

<b>A. General.....</b>	<b>9</b>
1. Scope of Tender .....	7
2. Source of Funds .....	11
3. Corrupt and Fraudulent Practices.....	11
4. Eligible Tenderers .....	11
5. Eligible Goods/Services and Related Services .....	14
<b>B. Contents of the IFT Document.....</b>	<b>14</b>
6. Sections of Tendering Document.....	14
7. Clarification of Tendering Document.....	15
8. Amendment of Tendering Document .....	16
<b>C. Preparation of Tenders.....</b>	<b>16</b>
9. Cost of Tendering .....	16
10. Language of Tender .....	16
11. Documents Comprising the Tender .....	16
12. Form of Tender and Price Schedules .....	17
13. Alternative Tenders.....	15
14. Tender Prices and Discounts.....	17
15. Currencies of Tender and Payment.....	19
16. Documents Establishing the Eligibility and Conformity of the Goods/Services and Related Services .....	19
17. Documents Establishing the Eligibility and Qualifications of the Tenderer .....	19
18. Period of Validity of Tenders .....	20
19. Tender Security .....	20
20. Format and Signing of Tender .....	21
<b>D. Submission and Opening of Tenders.....</b>	<b>22</b>
21. Sealing and Marking of Tenders .....	22
22. Deadline for Submission of Tenders.....	23
23. Late Tenders.....	23
24. Withdrawal, Substitution, and Modification of Tenders .....	23
25. Tender Opening .....	24
<b>E. Evaluation and Comparison of Tenders .....</b>	<b>25</b>



---

26.	Confidentiality .....	25
27.	Clarification of Tenders .....	26
28.	Deviations, Reservations, and Omissions .....	24
29.	Determination of Responsiveness.....	24
30.	Non-conformities, Errors and Omissions .....	25
31.	Arithmetical Errors .....	25
32.	Conversion to Single Currency.....	25
33.	Margin of Preference .....	26
34.	Evaluation of Tenders .....	26
35.	Comparison of Tenders.....	27
36.	Abnormally Low Tenders .....	27
37.	Abnormally High Tenders .....	28
38.	Post-Qualification of the Tenderer(s) .....	28
39.	Procuring Entity’s Right to Accept Any Tender, and to Reject Any or All Tenders .	28
<b>F. Conclusion of a Framework Agreement.....</b>		<b>31</b>
40.	Framework Agreement Criteria .....	29
41.	Notification to Award a Framework Agreement .....	29
42.	Obligation to Procure .....	29
43.	Stand-still Period.....	29
44.	Signing of the Framework Agreement.....	29
45.	Publication of the Conclusion of Framework Agreement Notice.....	29
46.	Procurement Related Complaint .....	30

## Section I. Instructions to Tenderers

### A. General

#### 1. Scope of Tender

- 1.1 In connection with the Invitation for Tenders (IFT), **specified in the Tender Data Sheet (TDS)**, the Purchaser, **as specified in the TDS**, issues this Invitation for Tender (IFT) for the supply/provision of Goods/Services/Services under Framework Agreement (FWA) as specified in Section V, Schedule of Requirements. The name and identification of this IFT are **specified in the TDS**.
- 1.2 Throughout this Tender Document:
- (a) **“in writing”** means communicated in written form (e.g. by mail, e-mail, including if specified **in the TDS**, distributed or received through the electronic-procurement system used by KPLC) with proof of receipt;
  - (b) if the context so requires, **“singular”** means **“plural”** and vice versa;
  - (c) **“Day”** means calendar day, unless otherwise specified as **“Business Day”**. A Business Day is any day that is an official working day. It excludes t official public holidays;
  - (d) **“Call-off Contract”** means a contract awarded, under a Framework Agreement, through a Secondary Procurement process, for the Supply/Provision of Goods/Services, and any Related Services. The parties to the contract are KPLC and Supplier;
  - (e) **“Closed Framework Agreement”**: A Closed Framework Agreement is where no new firm(s) may conclude Framework Agreement(s) during the Term of the Framework Agreement;
  - (f) **“Country”** means Kenya;
  - (g) **“Delivery Period”** is the specified period from the date of formation of a Call-off contract for delivery of the Goods/Services, as per the applicable Incoterms.
  - (h) **“Framework Agreement (FWA)”** means the agreement between KPLC and Supplier(s) (the successful Tenderer(s)) to establish the terms and procedures governing the award of Call-off contracts under the agreement;
  - (i) **“FWA Supplier”** means a Supplier;
  - (j) **“Goods/Services”** means all Goods/Services, materials or items that the Supplier is required to supply/provide to KPLC under a Call-off Contract placed under a Framework Agreement. Details of such Goods/Services are set out in Section V: Supply Requirements, and the Framework Agreement and particularly described in a Call- off Contract. Where appropriate, for the purpose of interpretation, the definition for Goods/Services includes Related Services;
  - (k) **“Lead Procuring Entity”** when named in the Framework Agreement, a Lead Procuring Entity is a party to the Framework Agreement, in its capacity as: (a) the lead Entity acting on

**NOTE: TABLE 2**

---

- behalf of all participating Procurement Entities in managing and administering the Framework Agreement, and (b) as KPLC in its own right;
- (l) **“Multi-User Framework Agreement”** means a Framework Agreement where there is more than one Procuring Entities permitted to procure through a Call-off Contract;
  - (m) **“Multi-Supplier Framework Agreement”** means where more than one Tenderer (Supplier) concludes a Framework Agreement for the Supply/Provision of each item/Lot;
  - (n) **“Primary Procurement”** means the procurement process that results in concluding a Framework Agreement(s) with a successful Tenderer(s), as described in this IFT;
  - (o) **“Procurement Agent”** when named in the Framework Agreement, is a party to the Framework Agreement, but only in its capacity to conclude the Framework Agreement(s) with successful Suppliers, and, as the Entity responsible for managing and administering the Framework Agreement, on behalf of KPLC or Procurement Entities, once it has been concluded. A Procurement Agent is not KPLC under the Framework Agreement;
  - (p) **“KPLC”** means The Kenya Power and Lighting Company PLC or its successor(s) and assign(s) where the context so admits (hereinafter abbreviated as KPLC)
  - (q) **“The Procuring Entity”** means KPLC, the entity that conducts public procurement under the Public Procurement and Asset Disposal Act, 2015;
  - (r) **“Related Services”** if applicable, means the services incidental to the Supply/Provision of the Goods/Services, such as insurance, installation, training, initial maintenance and other such obligations of the Supplier, as specified in Framework Agreement Section V: Schedule of Requirements, and specifically described in a Call-off Contract;
  - (s) **“Secondary Procurement”** means the process described in the Framework Agreement and followed by KPLC to select an FWA Supplier, and award a Call-off Contract for the Supply/Provision of Goods/Services through a *mini-competition*;
  - (t) **“Single-User Framework Agreement”** means a Framework Agreement where only one User (Entity) concludes the FWA;
  - (u) **“Single-Supplier Framework Agreement”** means a Framework Agreement where only one Tenderer (Supplier) concludes a Framework Agreement for the Supply/Provision of each item/Lot;
  - (v) **“Supplier”** means a Tenderer that has concluded a Framework Agreement through the Primary Procurement process and may be considered for the award of a Call-off Contract, to deliver the Goods/Services, and, if applicable, Related Services, as and when required. A Supplier may also be referred to as a “FWA Supplier”;
  - (w) **“Term”** means the duration of a Framework Agreement starting on the Commencement Date.

**NOTE: TABLE 2**

---

**2. Source of Funds**

- 2.1 The Procuring Entity intends to apply a portion of its Budgetary Allocations to eligible payments under Call-off Contracts to be awarded under the Framework Agreement(s) for which this Tender document is issued.

**3. Corrupt and Fraudulent Practices**

- 3.1 KPLC requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.
- 3.2 KPLC requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.
- 3.3 Unfair Competitive Advantage - Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, KPLC shall indicate in the **Tender Data Sheet** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms

**4. Eligible Tenderers**

- 4.1 A tenderer is eligible to bid for this contract only if the tenderer satisfies the following criteria: -
- a) the tenderer has the legal capacity to enter into a contract for procurement or asset disposal;
  - b) the tenderer is not insolvent, in receivership, bankrupt or in the process being wound up;
  - c) the tenderer, if a member of a regulated profession, has satisfied all the professional requirements;
  - d) the tenderer and his or her sub-contractor, if any, is not debarred;
  - e) the tenderer has fulfilled tax obligations;
  - f) the tenderer has not been convicted of corrupt or fraudulent practices;
  - g) is not guilty of any serious violation of fair employment laws and practices.
- 4.2 In addition the tenderer shall be considered ineligible to bid, where in case of a corporation, private company, partnership or other body, the tenderer, their spouse, child or sub-contractor has substantial or controlling interest and is found to be in contravention of the provisions of section 4.1 above
- 4.3 A Tenderer may be a firm that is a private entity, an individual, a state-owned enterprise or institution subject to ITT 4.9, or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent.

**NOTE: TABLE 2**

- 
- 4.4 Public Officers and Board members of KPLC, their close relatives (Spouses or Children), are not eligible to participate in the tender.
- 4.5 In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Tendering process and, in the event the JV is awarded the Contract, during contract execution.
- 4.6 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:
- a) directly or indirectly controls, is controlled by or is under common control with another Tenderer; or
  - b) receives or has received any direct or indirect subsidy from another Tenderer; or
  - c) has the same - representative or ownership as another Tenderer; or
  - d) has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of KPLC regarding this Tendering process; or
  - e) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods/Services that are the subject of the Tender; or
  - f) or any of its affiliates has been hired (or is proposed to be hired) by KPLC or Procuring Entity for the Contract implementation; or
  - g) would be providing Goods/Services, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the TDS ITT 1.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or has a close business or family relationship with a professional staff of KPLC (or of the project implementing agency, who:
    - i. are directly or indirectly involved in the preparation of the tendering document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
    - ii would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to KPLC throughout the Tendering process and execution of the Contract.
- 4.7 A tenderer shall not be involved in corrupt, coercive, obstructive, collusive or fraudulent practice. A tenderer that is proven to have been involved in any of these practices shall be automatically disqualified
- 4.8 A firm that is a Tenderer (either individually or as a JV member) shall not submit more than one Tender, except for permitted alternative Tenders. This includes participation as a subcontractor. Such participation shall result in the disqualification of all Tenders in which the firm is involved. A firm that is not a Tenderer or a JV member, may participate as a subcontractor in more than

**NOTE: TABLE 2**

one Tender. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender.

- 4.9 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub consultants for any part of the Contract including related Services.
- 4.10 A Tenderer that has been debarred by the PPRA from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the PPRA's website [www.ppra.go.ke](http://www.ppra.go.ke)
- 4.11 Tenderers that are state-owned enterprises or institutions may be eligible to compete and be awarded a Contract(s) only if they are (i) a legal public entity of the state Government and/or public administration, (ii) financially autonomous and not receiving any significant subsidies or budget support from any public entity or Government, and (iii) operating under commercial law and vested with legal rights and liabilities similar to any commercial enterprise to enable it compete with firms in the private sector on an equal basis. Public employees and their close relatives are not eligible to participate in the tender.
- 4.12 Tenderers may be ineligible if their countries of origin (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of Goods/Services or contracting for supply of Goods/Services or services from that country, or any payments to any country, person, or entity in that country. A tenderer shall provide such documentary evidence of eligibility satisfactory to KPLC, as KPLC shall reasonably request.
- 4.13 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 KPLC to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the Goods/Services under this Invitation for tenders.
- 4.14 Where the law requires tenderers to be registered with certain authorities in Kenya, such registration requirements shall be defined in the TDS.
- 4.15 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website [www.cak.go.ke](http://www.cak.go.ke).

**NOTE: TABLE 2**

4.16 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

**5. Eligible Goods/Services and Related Services**

5.1 For purposes of this ITT, the term “Goods/Services” includes commodities, raw material, machinery, equipment, and industrial plants; and “related services” include services such as insurance, installation, training, and initial maintenance.

5.2 The term “origin” means the country where the Goods/Services have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

5.3 A procuring entity shall ensure that the items listed below shall be sourced from Kenya and there shall be no substitutions from foreign sources. The affected items are:

- a) motor vehicles, plant and equipment which are assembled in Kenya;
- b) furniture, textile, foodstuffs, oil and gas, information communication technology, steel, cement, leather, agro-processed products, sanitary products, and other Goods/Services made in Kenya;  
or
- c) Goods/Services manufactured, mined, extracted or grown in Kenya.

5.4 Any Goods/Services, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

**B. Contents of the IFT Document**

**6. Sections of Tendering Document**

6.1 The Tender document consists of Parts 1 and 2, which include all the sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITT 8.

**PART 1 Tendering Procedures**

- Section I - Instructions to Tenderers (ITT)
- Section II – Tender Data Sheet (TDS)
- Section III - Evaluation and Qualification Criteria
- Section IV - Tendering Forms
- Section V - Schedule of Requirements
- Section VI – Technical Specifications
- Section VII - Framework Agreement Forms
- Section VIII – Framework Agreement General Provisions

**NOTE: TABLE 2**

---

- Section IX – Framework Agreement Specific Provisions

**PART 2 SECONDARY PROCUREMENT**

- Section X - Secondary Procurement Methods
- Section XI – Formation of Call off Contracts
- Section XII – Communicating Award of call off contracts
- Section XIII– Complaint about award of call off contract
- Section XIV – Call off contract General Conditions
- Section XV – Call off contract Specific Conditions
- Section XVI – Secondary Procurement Forms

- 6.2 The notice of Invitation for Tender (IFT) or the notice to the prequalified Tenderers issued by KPLC is not part of the tendering document.
- 6.3 Unless obtained directly from KPLC, KPLC is not responsible for the completeness of the document, responses to requests for clarification, the minutes of the pre-tender meeting (if any), or addenda to the tendering document in accordance with ITT 7.
- 6.4 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

**7. Clarification of Tendering Document**

- 7.1 A Tenderer requiring any clarification of the Tender Document shall contact KPLC in writing at KPLC's address specified in the **TDS** or raise its enquiries during the pre-Tender meeting if provided for in accordance with ITT 6.2. KPLC will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. KPLC shall forward copies of its response to all tenderers who have acquired the Tender documents in accordance with ITT 5.3, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, KPLC shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, KPLC shall amend the Tender Documents following the procedure under ITT 8.
- 7.2 KPLC shall specify in the **TDS** if a pre-tender conference will be held, when and where. The Tenderer's designated representative is invited to attend a pre-Tender meeting. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 7.3 The Tenderer is requested to submit any questions in writing, to reach KPLC not later than the period specified in the **TDS** before the meeting.
- 7.4 Minutes of the pre-Tender meeting, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will



**NOTE: TABLE 2**

be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT 6.3. Minutes shall not identify the source of the questions asked.

- 7.5 KPLC shall also promptly publish anonymized (*no names*) Minutes of the pre-Tender meeting at the web page identified **in the TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-Tender meeting shall be made by KPLC exclusively through the issue of an Addendum pursuant to ITT 7 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

## **8. Amendment of Tendering Document**

- 8.1 At any time prior to the deadline for submission of Tenders, KPLC may amend the tendering documents by issuing addenda.
- 8.2 Any addendum issued shall be part of the tendering documents and shall be communicated in writing to all who have obtained the Tender Document from KPLC in accordance with ITT 6.2. KPLC shall also promptly publish the addendum on KPLC's web page in accordance with ITT 7.5.
- 8.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, KPLC may, at its discretion, extend the deadline for the submission of Tenders, pursuant to ITT 22.2.

## **C. Preparation of Tenders**

### **9. Cost of Tendering**

- 9.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, in relation to this Primary Procurement process, (and if successful any Secondary Procurement process) and KPLC shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

### **10. Language of Tender**

- 10.1 The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and KPLC, shall be written in English Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages into the English Language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

### **11. Documents Comprising the Tender**

- 11.1 The Tender shall comprise the following:
- (a) Form of Tender prepared in accordance with ITT 12;
  - (b) Price Schedules: completed in accordance with ITT 12 and ITT 14;
  - (c) Tender Security or Tender-Securing Declaration, in accordance with ITT 19;
  - (d) Alternative Tender: if permissible, in accordance with ITT 13;
  - (e) Authorization: written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT20.3;

**NOTE: TABLE 2**

- (f) Qualifications: documentary evidence in accordance with ITT 17.2 establishing the Tenderer qualifications to perform the Contract if its Tender is accepted;
  - (g) Tenderer Eligibility: documentary evidence in accordance with ITT16.1 establishing the Tenderer eligibility to tender;
  - (h) Eligibility of Goods/Services and Related Services: documentary evidence in accordance with ITT 16, establishing the eligibility of the Goods/Services and Related Services to be supplied / provided by the Tenderer;
  - (i) Conformity: documentary evidence in accordance with ITT16.2 that the Goods/Services and Related Services conform to the tender document; and
  - (j) any other document required in the TDS.
- 11.2 In addition to the requirements under ITT 11.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender, together with a copy of the proposed Agreement.
- 11.3 The Tenderer shall furnish in the Form of Tender information on commissions gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Tender.

**12. Form of Tender and Price Schedules**

- 12.1 The Form of Tender and Price Schedules shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize pages of all tender documents submitted.

**13. Alternative Tenders**

- 13.1. Alternative Tenders shall not be permitted in this Primary Procurement process unless otherwise stated in the **TDS**.

**14. Tender Prices and Discounts**

- 14.1 The prices and discounts quoted by the Tenderer in the Form of Tender and in the Price Schedules shall conform to the requirements specified below.
- 14.2 Tenderers shall provide their prices in the Price Schedules, as specified **in the TDS**.
- 14.3 The price to be quoted in the Form of Tender in accordance with ITT 12.1 shall be the total price of the tender, excluding any discounts offered.
- 14.4 The tenderer shall quote any discounts and indicate the methodology for their application in the Form of Tender, in accordance with ITT 14.1.
- 14.5 For the purpose of Secondary Procurement, the price(s) offered by the Tenderer shall be treated as set out in the Framework Agreement Specific Provisions.

**NOTE: TABLE 2**

- 14.6 The terms EXW, CIP, DDP and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of Commerce, as specified **in the TDS**.
- 14.7 Prices shall be quoted as specified in each Price Schedule included in **Section IV**, Tender Forms. The disaggregation of price components is required solely for the purpose of facilitating the comparison of Tenders by KPLC. This shall not in any way limit KPLC's right to award a Call-off contract on any of the terms offered. Prices shall be entered in the following manner:
- a) For Goods/Services manufactured in Kenya:
    - i. the price of the Goods/Services quoted EXW (ex-works, ex- factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods/Services;
    - ii. any sales tax and other taxes which will be payable on the Goods/Services (if a Call-off Contract is awarded to the Tenderer as an FWA Supplier); and
    - iii. the price for inland transportation, insurance, and other local services required to convey the Goods/Services to their final destination (Project Site) (if a Call-off Contract is awarded to the Tenderer as an FWA Supplier) specified in the TDS.
  - b) For Goods/Services manufactured outside Kenya to be imported:
    - i. the price of the Goods/Services quoted DDP named place of destination, in Kenya, as specified in the TDS;
    - ii. the price for inland transportation, insurance, custom duties and other local services required to convey the Goods/Services from the named place of destination to their final destination (Project Site) (if a Call-off Contract is awarded to the Tenderer as an FWA Supplier), specified in the TDS;
  - c) For Goods/Services manufactured outside Kenya already imported:
    - i. the price of the Goods/Services, including the original import value of the Goods/Services, plus any mark-up (or rebate); plus, any other related local cost, and custom duties and other import taxes already paid or to be paid on the Goods/Services already imported;
    - ii. the custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the Goods/Services already imported;
    - iii. the price of the Goods/Services obtained as the difference between (i) and (ii) above;
    - iv. any sales and other taxes which will be payable on the Goods/Services (if a Call-off Contract is awarded to the Tenderer as an FWA Supplier); and
    - v. the price for inland transportation, insurance, and other local services required to convey the Goods/Services from the named place of destination to their final destination (Project Site) (if a Call-off Contract is awarded to the Tenderer as an FWA Supplier), specified in the TDS.
  - d) for Related Services, other than inland transportation and other services required to convey the Goods/Services to their final destination, whenever such Related Services are specified in the Schedule of Requirements, the price of each item comprising the Related Services (inclusive of any applicable taxes).

**NOTE: TABLE 2**

---

**15. Currencies of Tender and Payment**

- 15.1 The currency (ies) of the Tender, the currency (ies) of award and the currency (ies) of contract payments shall be the same.
- 15.2 The Tenderer shall quote in **Kenya shillings**. If allowed in the TDS, the Tenderer may express the Tender price in any currency, provided it shall use no more than two foreign currencies in addition to the Kenya Shilling.
- 15.3 The rates of exchange to be used by the Tenderer shall be based on the exchange rates provided by the Central Bank of Kenya on the date 30 days prior to the actual date of tender opening.

**16. Documents Establishing the Eligibility and Conformity of the Goods/Services and Related Services**

- 16.1 To establish the eligibility of the Goods/Services and Related Services in accordance with ITT 5, Tenderers shall complete the country of origin declarations in the Price Schedule Forms, included in Section IV, Tendering Forms.
- 16.2 To establish the conformity of the Goods/Services and Related Services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that the Goods/Services conform to the technical specifications and standards specified in Section V, Schedule of Requirements.
- 16.3 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods/Services and Related Services, demonstrating substantial responsiveness of the Goods/Services and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Section V, Schedule of Requirements.
- 16.4 The Tenderer shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods/Services during the period specified in the TDS following commencement of the use of the Goods/Services by KPLC.
- 16.5 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by KPLC in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to KPLC's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section V, Schedule of Requirements.

**17. Documents Establishing the Eligibility and Qualifications of the Tenderer**

- 17.1 To establish Tenderer's their eligibility in accordance with ITT 4, Tenderers shall complete the Letter of Tender, included in Section IV, Tender Forms.
- 17.2 The documentary evidence of the Tenderer's qualifications to Award a Framework Agreement, and/or to perform any Call-off contract(s) if awarded, shall establish to KPLC's satisfaction:

**NOTE: TABLE 2**

- (a) that, if required in the TDS, a Tenderer that does not manufacture or produce the Goods/Services it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Tender Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods/Services to supply these Goods/Services in Kenya;
- (b) that, if required **in the TDS**, in case of a Tenderer not doing business within the Kenya, the Tenderer is or will be (if award a Call-off Contract(s)) represented by an Agent in the country equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.
- (c) that the Tenderer meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

### **18. Period of Validity of Tenders**

- 18.1 Tenders shall remain valid for the Tender Validity period specified in the TDS. The Tender Validity period starts from the date fixed for the Tender submission deadline (as prescribed by KPLC in accordance with ITT 22.1). A Tender valid for a shorter period shall be rejected by KPLC as non-responsive.
- 18.2 In exceptional circumstances, prior to the expiration of the Tender validity period, KPLC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 19, it shall also be extended for a corresponding period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 24.
- 18.3 Tenders shall remain valid for the Tender Validity period specified in the TDS. The Tender Validity period starts from the date fixed for the Tender submission deadline (as prescribed by KPLC in accordance with ITT 22.1). A Tender valid for a shorter period shall be rejected by KPLC as non-responsive.
- 18.4 In exceptional circumstances, prior to the expiration of the Tender validity period, KPLC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 19, it shall also be extended for a corresponding period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 24.

### **19. Tender Security**

- 19.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender Security, as specified **in the TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified **in the TDS**.
- 19.2 The Tender Security or Tender-Securing Declaration shall cover the Minimum Quantity or Value specified in the FWA Tender Data Sheet. A Tender Security or Tender-Securing Declaration shall use the form included in Section IV, Tendering Forms.
- 19.3 If a Tender Security is specified pursuant to ITT 19.1, the Tender Security shall be a demand guarantee in any of the following forms at the Tenderer option:

**NOTE: TABLE 2**

---

- a) a bank guarantee;
  - b) guarantee by a deposit taking micro-finance institution, Sacco society, the Youth Enterprise Development Fund or the Women Enterprise Fund.
- 19.4 If an unconditional guarantee is issued by a non-Bank financial institution located outside Kenya, the issuing non-Bank financial institution shall have a correspondent financial institution located in Kenya to make it enforceable unless KPLC has agreed in writing, prior to Tender submission, that a correspondent financial institution is not required. In the case of a bank guarantee, the Tender Security shall be submitted either using the Tender Security Form included in Section IV, Tendering Forms, or in another substantially similar format approved by KPLC prior to Tender submission. The Tender Security shall be valid for thirty (30) days beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 22.2.
- 19.5 If a Tender Security is specified pursuant to ITT 19.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by KPLC as non-responsive.
- 19.6 If a Tender Security is specified pursuant to ITT 19.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer signing the FWA. KPLC shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined non-responsive or a Tenderer declines to extend tender validity period.
- 19.7 The Tender Security of the successful Tenderers in the Primary Procurement Process shall be returned as promptly as possible once the successful Tenderer in the Secondary Procurement has signed the initial Call-off Contract and furnished the required Performance Security.
- 19.8 The Tender Security may be forfeited or the Tender Securing Declaration executed:
- a) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender, or any extension thereto provided by the Tenderer; or
  - b) if the successful Tenderer fails to:
    - i) sign a Call-off Contract in accordance with ITT 44; or
    - ii) furnish a Performance Security in accordance with GCC7.
- 19.9 Where tender securing declaration is executed, KPLC shall recommend to the PPRA that PPRA debars the Tenderer from participating in public procurement as provided in the law.
- 19.10 The Tender Security or Tender-Securing Declaration of a JV must be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of Tendering, the Tender Security or Tender-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITT4.3 and ITT 11.2.
- 19.11 A tenderer shall not issue a tender security to guarantee itself.

## **20. Format and Signing of Tender**

- 20.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 11 and clearly mark it "ORIGINAL." Alternative tenders, if permitted in accordance with ITT 13, shall be clearly marked "ALTERNATIVE." In addition, the Tenderer shall submit copies of the tender, in the

**NOTE: TABLE 2**

number **specified in the TDS** and clearly mark them “COPY.” In the event of any discrepancy between the original and the copies, the original shall prevail.

- 20.2 Tenderers shall mark as “CONFIDENTIAL” information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.
- 20.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified in the TDS and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.
- 20.4 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by each members' legally authorized representatives.
- 20.5 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

#### **D. Submission and Opening of Tenders**

##### **21. Sealing and Marking of Tenders**

- 21.1 Depending on the sizes or quantities or weight of the tender documents, a tenderer may use an envelope, package or container or electronic as specified in the **TDS**. The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to KPLC and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:
  - a) in an envelope or package or container marked “ORIGINAL”, all documents comprising the Tender, as described in ITT 11; and
  - b) in an envelope or package or container marked “COPIES”, all required copies of the Tender; and
  - c) if alternative Tenders are permitted in accordance with ITT 13, and if relevant:
    - i. in an envelope or package or container marked “ORIGINAL –ALTERNATIVE TENDER”, the alternative Tender; and
    - ii. in the envelope or package or container marked “COPIES- ALTERNATIVE TENDER”, all required copies of the alternative Tender.
- 21.2 The inner and outer envelopes shall:
  - (a) bear the name and address of KPLC.
  - (b) bear the name and address of the Tenderer; and
  - (c) bear the name and Reference number of the Tender.

**NOTE: TABLE 2**

---

- 21.3 Where a tender package or container cannot fit in the tender box, KPLC shall:
- a) Specify in the TDS where such documents should be received.
  - b) maintain a record of tenders received and issue acknowledgement receipt note to each tenderer specifying time and date of receipt.
  - c) Ensure all tenders received are handed over to the tender opening committee for opening at the specified opening place and time.
- 21.4 If an envelope or package or container is not sealed and marked as required, KPLC will assume no responsibility for the misplacement or premature opening of the Tender. Tenders misplaced or opened prematurely will not be accepted.

## **22. Deadline for Submission of Tenders**

- 22.1 Tenders must be received by KPLC at the address and no later than the date and time specified in the TDS. When so specified in the TDS, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified in the TDS.
- 22.2 KPLC may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT 7.5, in which case all rights and obligations of KPLC and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

## **23. Late Tenders**

- 23.1. KPLC shall not consider any Tender that arrives after the deadline for submission of Tenders. Any Tender received by KPLC after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

## **24. Withdrawal, Substitution, and Modification of Tenders**

- 24.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITT 20.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:
- a) prepared and submitted in accordance with ITT 20 and 21 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and
  - b) received by KPLC prior to the deadline prescribed for submission of Tenders, in accordance with ITT 22.
- 24.2 Tenders requested to be withdrawn in accordance with ITT 23.1 shall be returned unopened to the Tenderers.



**NOTE: TABLE 2**

---

24.3 No Tender may be withdrawn, substituted, or modified 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 Form of Tender or any extension thereof.

**25. Tender Opening**

25.1 Except as in the cases specified in ITT 23, KPLC shall, at the Tender opening, publicly open and read out all Tenders received by the deadline at the date, time and place specified in the TDS in the presence of Tenderers' designated representatives who choose to attend, including to attend any specific electronic tender opening procedures if electronic tendering is permitted in accordance with ITT 21.1, shall be as specified in the TDS.

25.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding Tender shall not be opened, but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the "power of attorney" confirming the signature as a person duly authorized to sign on behalf of the Tenderer, the corresponding Tender will be opened. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

25.3 Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.

25.4 Next, envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.

**NOTE: TABLE 2**

---

Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security, if required; and any other details as KPLC may consider appropriate.

- 25.5 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further for evaluation. The Form of Tender and pages of the Bills of Quantities are to be initialed by the members of the tender opening committee attending the opening. The number of representatives of KPLC to sign shall be specified in the TDS.
- 25.6 KPLC shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 23.1).
- 25.7 KPLC shall prepare a record of the Tender opening that shall include, as a minimum:
- a) the name of the Tenderer and whether there is a withdrawal, substitution, or modification;
  - b) the Tender Price, per lot (contract) if applicable, including any discounts;
  - c) any alternative Tenders;
  - d) the presence or absence of a Tender Security or Tender-Securing Declaration, if one was required;
  - e) number of pages of each tender document submitted.
- 25.8 The Tenderers' representatives who are present shall be requested to sign the record. The omission of a Tenderer signature on the record shall not invalidate the contents and effect of the record. A copy of the tender opening register shall be issued to a Tenderer upon request.

## **E. Evaluation and Comparison of Tenders**

### **26. Confidentiality**

- 26.1 Information relating to the evaluation of Tenders and recommendation to Award a Framework Agreement(s), shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until the Notification to Award the Framework Agreement is transmitted to the successful tenderer in accordance with ITT 41.1.
- 26.2 Any effort by a Tenderer to influence KPLC in the evaluation or decision to Award a Framework Agreement(s) may result in the rejection of its Tender.
- 26.3 Notwithstanding ITT 26.2, from the time of Tender opening to the time of the Framework Agreement being concluded, if any Tenderer wishes to contact KPLC on any matter related to the Tendering process, it should do so in writing.

**NOTE: TABLE 2**

---

**27. Clarification of Tenders**

- 27.1 To assist in the examination, evaluation, comparison of the Tenders, and qualification of the Tenderers, KPLC may, at its discretion, ask any Tenderer for a clarification of its Tender. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by KPLC shall not be considered. KPLC's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Tender shall be sought, offered, or permitted except to confirm the correction of arithmetic errors discovered by KPLC in the Evaluation of the Tenders, in accordance with ITT 31.
- 27.2 If a Tenderer does not provide clarifications of its Tender by the date and time set in KPLC's request for clarification, its Tender may be rejected.

**28. Deviations, Reservations, and Omissions**

- 28.1 During the evaluation of Tenders, the following definitions apply:
- (a) "Deviation" is a departure from the requirements specified in the tendering document;
  - (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and
  - (c) "Omission" is the failure to submit part or all of the information or documentation required in the tendering document.

**29. Determination of Responsiveness**

- 29.1 KPLC's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 11.1.
- 29.2 A substantially responsive Tender is one that meets the requirements of the Tender document without material deviation, reservation, or omission. Mandatory responsiveness requirements include meeting eligibility criteria specified in ITT 4, signature of the Tender by authorized signatory, provision of the required securities and manufacturers authorization (where applicable). Additional responsiveness requirements are indicated in the TDS. A material deviation, reservation, or omission is one that:
- a) if accepted, would:
    - i. affect in any substantial way the scope, quality, or performance of the Goods/Services and Related Services specified in the Contract; or
    - ii. limit in any substantial way, inconsistent with the tendering document, KPLC's rights or the Tenderer obligations under the Contract; or
  - b) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.
- 29.3 KPLC shall examine the technical aspects of the Tender submitted in accordance with ITT 16 and ITT 17, in particular, to confirm that all requirements of Section V, Schedule of Requirements have been met without any material deviation or reservation, or omission.

**NOTE: TABLE 2**

---

29.4 If a Tender is not substantially responsive to the requirements of tendering document, it shall be rejected by KPLC and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

**30. Non-conformities, Errors and Omissions**

30.1 Provided that a Tender is substantially responsive, KPLC may waive any non-conformities in the Tender.

30.2 Provided that a Tender is substantially responsive, KPLC may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial non- conformities or omissions in the Tender related to documentation requirements. Such omission shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.

30.3 Provided that a Tender is substantially responsive, KPLC shall rectify quantifiable nonmaterial non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified in the TDS. The adjustment shall be based on the average price of the item or component as quoted in other substantially responsive Tenders. If the price of the item or component cannot be derived from the price of other substantially responsive Tenders, KPLC shall use its best estimate.

**31. Arithmetical Errors**

31.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

31.2 Provided that the Tender is substantially responsive, KPLC shall handle errors on the following basis:

a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive .

b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total Tender price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and

c) if there is a discrepancy between words and figures, the amount in words shall prevail.

31.3 Tenderers shall be notified of any error detected in their Tender during the notification of award.

**32. Conversion to Single Currency**

32.3 For evaluation and comparison purposes, the currency(ies) of the Tender shall be converted in a single currency as specified in the TDS.

**NOTE: TABLE 2**

---

**33. Margin of Preference**

- 33.1 A margin of preference may be allowed on locally manufactured Goods/Services only when the contract is open to international tendering, where the tender is likely to attract foreign Goods/Services and where the contract exceeds the threshold specified in the Regulations.
- 33.2 For purposes of granting a margin of preference on locally manufactured Goods/Services under international competitive tendering, KPLC shall not subject the items listed below to international tender and hence no margin of preference shall be allowed. The affected items are:
- a) motor vehicles, plant and equipment which are assembled in Kenya;
  - b) furniture, textile, foodstuffs, oil and gas, information communication technology, steel, cement, leather agro-processing, sanitary products, and other Goods/Services made in Kenya; or
  - c) Goods/Services manufactured, mined, extracted or grown in Kenya.
- 33.3 A margin of preference shall not be allowed unless it is specified so in the TDS.
- 33.4 Contracts procured on basis of international competitive tendering shall not be subject to reservations to specific groups as provided in ITT 33.5.
- 33.5 Where it is intended to reserve a contract to a specific group of businesses (these groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case may be), and who are appropriately registered as such by the authority to be specified in the TDS, KPLC shall ensure that the invitation to tender specifically indicates that only businesses or firms belonging to the specified group are eligible to tender as specified in the TDS. No tender shall be reserved to more than one group. If not so stated in the Tender documents, the invitation to tender will be open to all interested tenderers.

**34. Evaluation of Tenders**

- 34.1 KPLC shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria in deciding to Award a Framework Agreement(s). No other evaluation criteria or methodologies shall be permitted.
- 34.2 KPLC will evaluate and compare only the Tenders determined to be substantially responsive in accordance with ITT 29.
- 34.3 To evaluate a Tender, KPLC shall consider the following:
- (a) evaluation will be done for Items or Lots, as specified in the TDS; and the Tender Price as quoted in accordance with ITT 14;
  - (b) price adjustment for correction of arithmetic errors in accordance with ITT 31.1;
  - (c) price adjustment due to unconditional discounts offered in accordance with ITT 14.4;
  - (d) price adjustment due to quantifiable nonmaterial nonconformities in accordance with ITT 30.3; and;
  - (e) the additional evaluation factors are specified in Section III, Evaluation and Qualification Criteria.

**NOTE: TABLE 2**

- 34.4 The Purchaser reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors which are in excess of the requirements of the Tender documents or otherwise result in unsolicited benefits for the Purchaser will not be taken into account in Tender evaluation.
- 34.5 If applicable, the estimated effect of the price adjustment provisions in the Framework Agreement(s) (which determines the Contract Price for a Call-off Contract), applied over the Term of the Framework Agreement, shall not be taken into account in the Primary Procurement Tender evaluation.
- 34.6 KPLC's evaluation of a Tender will exclude and not take into account:
- (a) in the case of Goods/Services manufactured in Kenya, sales and other similar taxes, which will be payable on the Goods/Services if a Call-off Contract is awarded to the Tenderer;
  - (b) in the case of Goods/Services manufactured outside Kenya, already imported or to be imported, customs duties and other import taxes levied on the imported Goods/Services sales and other similar taxes, which will be payable on the Goods/Services if the Call-off Contract is awarded to the Tenderer;
  - (c) if applicable, any allowance for price adjustment during the period of execution of the Call-off Contract, if provided in Section IX: Framework Agreement Specific Provisions.
- 34.7 The Procuring Agency's evaluation of a Tender may require the consideration of other factors, in addition to the Tender Price quoted in accordance with ITT 14. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods/Services and Related Services or geographic location. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Tenders, unless otherwise specified in the TDS from amongst those set out in Section III, Evaluation and Qualification Criteria.

### **35. Comparison of Tenders**

- 35.1 KPLC shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 29 to determine the ranking of the Tenders based on the lowest evaluated cost. The comparison shall be on the basis of DDP (place of final destination) prices for imported Goods/Services and EXW prices, custom duties plus cost of inland transportation and insurance to place of destination, for Goods/Services manufactured within Kenya, together with prices for any required installation, training, commissioning and other Related Services.

### **36. Abnormally Low Tenders**

- 36.1 An Abnormally Low Tender is one where the Tender price, in combination with other constituent elements of the Tender, appears unreasonably low to the extent that the Tender price raises material concerns with KPLC as to the capability of the Tenderer to perform the Contract for the offered Tender price.
- 36.2 In the event of identification of a potentially Abnormally Low Tender by the evaluation committee, KPLC shall seek written clarification from the Tenderer, including a detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, delivery schedule, allocation of risks and responsibilities and any other requirements of the tendering document.

**NOTE: TABLE 2**

36.3 After evaluation of the price analysis, in the event that KPLC determines that the Tenderer has failed to demonstrate its capability to perform the contract for the offered Tender price, KPLC shall reject the Tender.

**37. Abnormally High Tenders**

37.1 An abnormally high price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that KPLC is concerned that it (KPLC) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.

37.2 In case of an abnormally high tender price, KPLC shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. KPLC may also seek written clarification from the tenderer on the reason for the high tender price. KPLC shall proceed as follows:

- i) If the tender price is abnormally high based on wrong estimated cost of the contract, KPLC may accept or not accept the tender depending on KPLC's budget considerations.
- ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, KPLC shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.

37.3 If KPLC determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (often due to collusion, corruption or other manipulations), KPLC shall reject all Tenders and shall institute or cause relevant Government Agencies to institute an investigation on the cause of the compromise, before retendering.

**38. Post-Qualification of the Tenderer(s)**

38.1 Before concluding a Framework Agreement(s), KPLC shall determine to its satisfaction whether the eligible Tenderer(s) with substantially responsive Tender(s) meets the qualifying criteria specified in **Section III**, Evaluation and Qualification Criteria.

38.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 17. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors (other than specialized subcontractors if permitted in the Tender document), or any other firm(s) different from the Tenderer.

38.3 An affirmative determination shall be a prerequisite for the conclusion of the Framework Agreement (s) to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event KPLC shall proceed to the next lowest evaluated Tender to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

**39. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders**

39.1 KPLC reserves the right to accept or reject any Tender, and to annul the Tendering process and reject all Tenders at any time prior to the conclusion of a Framework Agreement(s), without thereby incurring any liability to Tenderers. In case of annulment, all Tenderers shall be

**NOTE: TABLE 2**

notified with reasons and all Tenders submitted and specifically, tender securities, shall be promptly returned to the Tenderers.

**F. Conclusion of a Framework Agreement**

**40. Framework Agreement Criteria**

- 40.1 This is a closed Framework Agreement. No new firm(s) may Award Framework Agreement(s) during the Term of the Framework Agreement.
- 40.2 KPLC shall specify in the TDS and Section III - Evaluation and Qualification Criteria, the Criteria that will apply in the selection of Tenderer(s), with whom a Framework Agreement(s) may be concluded.

**41. Notification to Award a Framework Agreement**

- 41.1 Prior to the expiration of the Tender Validity Period, KPLC shall transmit to the successful Tenderer(s) a Notification to Award a Framework Agreement attaching the Framework Agreement for signature by the Tenderer.

**42. Obligation to Procure**

- 42.1 The conclusion of a Framework Agreement shall not impose any obligation on KPLC to procure any Goods/Services under the Framework Agreement.

**43. Stand-still Period**

- 43.1 Signing of the Framework Agreement shall not be done earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied candidate to launch a complaint.
- 43.2 Where standstill period applies, it shall commence when KPLC has transmitted to each Tenderer the Notification to Award a Framework Agreement to the successful Tenderer(s).

**44. Signing of the Framework Agreement**

- 44.1 Upon the expiry of the fourteen days of the Notification Award a Framework Agreement and upon the parties meeting their respective statutory requirements, KPLC shall send the successful Tenderer(s) the Framework Agreement.
- 44.2 Within fourteen (14) days of receipt of the Framework Agreement, the successful Tenderer shall sign, date, and return it to KPLC.
- 44.3 The Framework Agreement shall be entered into within the period specified in the notification of award and before expiry of the tender validity period.

**45. Publication of the Conclusion of Framework Agreement Notice**

- 45.1 Within fourteen days after signing of the Framework Agreements, KPLC shall publish and publicize the Framework Agreements at its notice boards, entity website; and on the Website of the Authority in manner and format prescribed by the Authority. At the minimum, the notice shall contain the following information:



**NOTE: TABLE 2**

---

- a) name and address of KPLC;
- b) name and reference number of the Framework Agreements, a summary of its scope and the selection method used;
- c) the name of the successful Tenderers and the duration of the Framework Agreement;
- d) dates of signature, commencement and completion of the Framework Agreement;

**46. Procurement Related Complaint**

46.1 The procedures for making a Procurement-related Complaint are as specified in the TDS.

**NOTE: TABLE 2**

**Section II. Tender Data Sheet (TDS)**

The following specific data for the Goods/Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

ITT Clause Reference	Details
	<b>A. General</b>
ITT 1.1	The reference number of the Invitation for Tenders (IFT) is: <b>KP11/9A.3/OT/TPT/FA/03/23-24</b>
ITT 1.1	The Procuring Entity is: <b>The Kenya Power And Lighting Co. PLC</b>
ITT 1.1	The name of the IFT is: <b>PROVISION OF THIRD PARTY GARAGES, THREE (3) YEAR FRAMEWORK FOR SUPPLY OF TRANSPORT FLEET UNITS REPAIRS AND MAINTENANCE SERVICES IN SOUTH NYANZA REGION</b> The identification number of the IFT is: <b>KP11/9A.3/OT/TPT/FA/03/23-24</b> The number, identification and names of the lots/ items/Service comprising this IFT are: <b>Lots 1-4</b> Details of the Services being procured are as tabulated below; <b>Are as shown in the schedule of requirements</b>
ITT 1.2(a)	<b>Electronic – Procurement System</b> KPLC shall use the following electronic-procurement system to manage this tendering process: <b>SAP Tendering Portal on <a href="http://www.kplc.co.ke">www.kplc.co.ke</a></b> (NB: Bidders are required to log on and register via this link to be able to participate in this tender) The electronic-procurement system shall be used to manage the following aspects of the tendering process: <b>(Issuing Tendering document, submission of Tenders, opening of Tenders)</b> Proof of receipt will be done via the bidder’s <b>Submitted Response Number</b> for <b>RFx 1000002691</b>
ITT 1.2(m)	A minimum of <b>seven (7)</b> tenderers must be selected to conclude a Framework Agreement.
ITT 3.1	The declaration not to engage in corruption is provided for in Section IV under clause ... <b>2</b> ... of the Self-Declaration form <b>SD1&amp; SD2</b>
ITT 4.1	This Invitation to Tender is open to ..... <b>All garages registered within Kisii, Migori, Homabay and Nyamira County</b>
ITT 4.1(d) & 4.10	1. A list of debarred firms and individuals is available on the PPRA’s website: <a href="http://www.ppra.go.ke">www.ppra.go.ke</a> 2. Tenderers with any record of unethical practice or unsatisfactory or default in performance shall not be considered for evaluation, award or otherwise. For avoidance of doubt, this shall include any tenderer with unresolved case(s) in its conduct or performance obligations for more than two (2) months in any contract.
ITT 4.3 & 4.8	Maximum number of bidders in a Joint Ventures is ----- <b>TWO</b> ---and bid must be accompanied by duly-filled JV Agreement
ITT 4.4	Definition of relative shall be as provided for under <b>Section 59(2)(b)</b> of the Public Procurement and Asset Disposal Act, 2015
ITT 5.1	Only Goods/Services manufactured in Kenya are eligible
	<b>A. Contents of the IFT Document</b>

**NOTE: TABLE 2**

<b>ITT Clause Reference</b>	<b>Details</b>
<b>ITT 7.1</b>	<p>For <b>Clarification of Tender purposes</b> only, KPLC's address is:</p> <p style="padding-left: 40px;">General Manager, Supply Chain &amp; Logistics,            The Kenya Power and Lighting Company PLC,            Stima Plaza, 3<sup>rd</sup> Floor            Kolobot Road, Parklands            P.O Box 30099 - 00100            Nairobi, Kenya            Telephone:+254-20-3201821</p> <p>Electronic mail address and copy to <a href="mailto:OObisa@kplc.co.ke">OObisa@kplc.co.ke</a>; <a href="mailto:DObiero@kplc.co.ke">DObiero@kplc.co.ke</a>; Website: <a href="http://www.kplc.co.ke">www.kplc.co.ke</a></p>
<b>ITT 7.2</b>	<p>A <b>Pre-bid meeting</b> will be held on .....N/A... ..... (Day) .....N/A..... (Date)            .....N/A..... at Stima Plaza-Auditorium at .....N/A.....(Time)</p>
<b>ITT 7.3</b>	<p>KPLC will publish its response at the website on <a href="http://www.kplc.co.ke">www.kplc.co.ke</a>            The inquiries must be received by KPLC at least <b>seven (7) days</b> before tender closing date.</p>
<b>ITT 14.2</b>	<p>Local Tenderers shall quote on <b>Delivered Duty Paid (DDP) only or Delivered At Place (DAP)</b> for foreign tenderers.</p>
<b>ITT 15.2</b>	<p>The price offered by local bidders <b>must be in Kenya Shillings or freely transferrable currency for foreign tenderers</b>. The CBK selling rate on the date of tender opening shall be used for purposes of converting the foreign currency into Kenya Shillings for evaluation purposes.</p>
<b>ITT 16.2</b>	<p>The documentary evidence of conformity of the Goods/Services to the Tender Document may be in the form of literature, drawings and data, and shall consist of: -</p> <ol style="list-style-type: none"> <li>1) Pursuant to Clause 16.2, the Tenderer shall furnish, as part of its Tender, documents establishing the eligibility and conformity to the Tender Document of all Goods/Services that the Tenderer proposes to supply under any Call-off contract.</li> <li>2) The documentary evidence of the eligibility of the Goods/Services shall consist of a statement in the Price Schedule of the country of origin of the Goods/Services and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.</li> <li>3) The documentary evidence of conformity of the Goods/Services to the Tender Document may be in the form of literature, drawings and data, and shall consist of: -             <ol style="list-style-type: none"> <li>a. a detailed description of the essential technical and performance characteristics of the Goods/Services whether in brochures, catalogues, drawings or otherwise;</li> <li>b. a list giving full particulars, including available source and current prices of spare parts, special tools and other incidental apparatus necessary for the proper and continuing functioning of the Goods/Services for a minimum period of one (1) year</li> <li>c. , following commencement of the use of the Goods/Services by KPLC, and;</li> <li>d. <b>Duly completed Schedule of Guaranteed Technical Particulars (GTP)</b> as per Technical Specifications (Section VI).</li> </ol> </li> </ol>

**NOTE: TABLE 2**

<b>ITT Clause Reference</b>	<b>Details</b>
	<p>e. Pursuant to ITT 16.2 and 38.3 successful tenderers shall be required to submit GTPs including a technical drawing for <b>approval before manufacture</b>.</p> <p>4) Specifications demonstrating substantial responsiveness of the Goods/Services and service to those specifications and, if any, a statement of deviations and exceptions to the provisions of the Technical Specifications.</p> <p>5) For all Goods/Services offered, the Tenderer shall be required to demonstrate that the Goods/Services or products conform to required standards by evidence of a <b>Type Test Certificate</b> and its Report, or, Test Certificates and their Reports issued by a third party testing <b>laboratory accredited to ISO/IEC 17025</b>. A copy of the <b>accreditation certificate to ISO/IEC 17025 of the testing laboratory</b> shall be submitted together with the tender. KPLC reserves the right to subject the certificate(s) to authentication. Type Test Certificates and Type Test Reports shall NOT be more than five (5) years old prior to the Date of the Tender document.</p> <p>6) Where the Tenderer proposes to supply locally manufactured Goods/Services, and any local (i.e. Kenyan) testing body lacks the necessary accreditation certificate or ability mentioned in 4 above, the certificate issued by such local testing body shall be accepted within the meaning of number 4 notwithstanding the absence of the accreditation certificate(s).</p> <p>7) Where in any case not provided for in clauses 4 and 5 above, the acceptance of Goods/Services for purposes of evaluation or otherwise shall be at the sole discretion of KPLC. However, the Tenderer shall submit satisfactory evidence prior to application of this sub-paragraph.</p> <p>8) For purposes of the documentary and other evidence to be furnished pursuant to sub-paragraphs 3, 4, 5 and 6 above, the Tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by KPLC in its Technical Specifications, are intended to be descriptive only and not restrictive. The Tenderer may adopt higher standards, brand names, and or catalogue numbers in its Tender, provided that it demonstrates to KPLC's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.</p> <p>9) <b>Warranty:</b> Tenderers must also provide a Warranty that warrants that:</p> <p>a) The Goods/Services to be supplied / provided under the intended contract are new, unused, of the most recent or current specification and incorporate all recent improvements in design and materials unless provided otherwise in the Tender.</p> <p>b) The Warranty shall also warrant that the Goods/Services in the Tenderer's bid have no defect arising from manufacture, materials or workmanship or from any act or omission of the Tenderer that may develop under normal use of the Goods/Services under the conditions obtaining in Kenya.</p> <p>c) The Warranty will remain valid for ..... after the Goods/Services, or any portion thereof as the case may be, have been delivered to the final destination indicated in the contract.</p>
<b>ITT 17</b>	<p>1) Pursuant to clause 17, the Tenderer shall furnish, as part of its Tender, <b>documents establishing the Tenderer's eligibility</b> to tender and its qualifications to perform the contract if its Tender is accepted.</p> <p>2) The documentary evidence of the Tenderer's eligibility to tender shall establish to KPLC's satisfaction that the Tenderer, at the time of submission of its Tender, is from an eligible source country as defined under clause 5.1.</p>

**NOTE: TABLE 2**

<b>ITT Clause Reference</b>	<b>Details</b>
	<p>3) The documentary evidence of the Tenderer’s qualifications to perform the contract if its Tender is accepted shall be established to KPLC’s satisfaction –</p> <ul style="list-style-type: none"> <li>a) that the Tenderer has the financial capability necessary to perform the contract. The Tenderer shall be required to provide the documents as specified Section III, Evaluation and Qualification Criteria including a current <b>Tax Compliance Certificate</b> issued by the relevant tax authorities and <b>Audited Financial Accounts</b> for the <b>last three (3) FYs</b>, audited by an auditor with a valid ICPAK practicing license.</li> <li>b) that the Tenderer has the technical and production capability necessary to perform the contract and meets the technical requirements specified in Section III &amp; VI.</li> <li>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, spare parts and stocking obligations prescribed in the Conditions of Contract and or in the Technical Specifications.</li> <li>d) Tenderer shall submit names of previous customers of similar Goods/Services and <b>reference letters or completion certificates</b> confirming completion of orders on schedule by tenderer from KPLC and / or at least <b>four (4)</b> other previous customers of ..... (<i>New manufacturers to KPLC will be exempted from this requirement but will be subject to all other requirements given in Section III and physical verification</i>).</li> </ul>
<b>ITT 18</b>	Tender Shall remain valid for <b>one hundred and eighty (180) days</b> after date of tender opening. A Tender valid for shorter period shall be rejected.
<b>ITT 19</b>	<p>A Tender Security <b>shall Not be required.</b></p> <p><b>A Performance Security of 2.5% will be required from any successful tenderer who’s amount exceed Kshs. 5Million</b></p>
<b>ITT 20</b>	The tendering documents are to be submitted in electronic format on the KPLC SAP tendering portal on <a href="http://www.kplc.co.ke">www.kplc.co.ke</a>
<b>ITT 20.3</b>	<p>The written confirmation of authorization to sign on behalf of the tenderer shall consist of;</p> <ul style="list-style-type: none"> <li>(a) A company resolution in case of a Director signing (not applicable where the company has got only one director, or where all Directors have signed)</li> <li>(b) <b>Power of Attorney</b> where a person other than the director signing accompanied by a company resolution.</li> </ul>
	<b>D. Submission and Opening of Tenders</b>
<b>ITT 21</b>	Mode of submission will be electronic through the KPLC SAP tendering portal
<b>ITT 22</b>	Tenders must be received by KPLC by the date and time specified in KPLC’s tendering portal in <b>PDF form.</b>
<b>ITT 24</b>	Withdrawals, substitution or modifications can be done through the KPLC tendering portal before the tender closing time

**NOTE: TABLE 2**

<b>ITT Clause Reference</b>	<b>Details</b>
<b>ITT 25</b>	Public opening will be done through the KPLC tendering portal at Stima Plaza, Auditorium as specified in the KPLC Tendering Portal.
<b>E. Evaluation and Comparison of Tenders</b>	
<b>ITT 28</b>	Deviations, reservations or omissions shall not apply
<b>ITT 29.2</b>	<p>a. Prior to the detailed Technical and Financial evaluation, KPLC will determine the substantial responsiveness of each Tender. For purposes of this tender, a substantially responsive Tender is one that conforms to the requirements of Preliminary Evaluation. KPLC’s determination of a Tender’s responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence.</p> <p>b. KPLC will examine the Tenders to determine whether they conform to the Preliminary Evaluation Criteria set out in the Section III - Evaluation Criteria.</p> <p>c. Notwithstanding the contents of the foregoing sub-paragraphs, if a Tender is not substantially responsive, it will be rejected at the earliest stage of evaluation by KPLC and cannot subsequently be made responsive by the Tenderer by correction of any non-conformity.</p>
<b>ITT 29.3</b>	KPLC will evaluate and compare the Tenders that have been determined to be substantially responsive in compliance to the Technical requirements set out in the Tender Document
<b>ITT 30</b>	The manner to rectify quantifiable non-material non-conformities shall be addressed under Section III Evaluation and Qualification Criteria
<b>ITT 31 &amp; 32</b>	<p>a. Upon completion of the preliminary and technical evaluation, KPLC shall conduct a Financial Evaluation and comparison as set out in Section III-Evaluation Criteria.</p> <p>b. Where other currencies are used, KPLC will convert those currencies to the same currency using the selling exchange rate prevailing on the date of tender closing provided by the Central Bank of Kenya.</p> <p>c. Arithmetical errors shall not be corrected. The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.</p>
<b>ITT 33.3</b>	Margin of Preference is /not [ <i>choose whichever is appropriate</i> ] applicable for this tender.
<b>ITT 34</b>	<p>1. Evaluation of tenders shall be done [<i>insert either on lot basis or per item</i>]</p> <p>2. The consideration of other factors during the evaluation, in addition to the Tender Price quoted, include the factors set out below as more fully described in Section III – Evaluation and Qualification Criteria.</p>
<b>ITT 38.3</b>	1. Pursuant to ITT 16.2 and 38.3 successful tenderers shall be required to submit GTPs including a technical drawing for <b>approval before manufacture.</b>
<b>F. Conclusion of a Framework Agreement</b>	
<b>ITT 40.2</b>	<p>KPLC shall award the Framework Agreements in the Primary Procurement and the subsequent Call-off contracts in the Secondary Procurement following the criteria set out here below:</p> <p><b>1) Award of Framework Agreements (Primary Procurement):</b></p>

**NOTE: TABLE 2**

<b>ITT Clause Reference</b>	<b>Details</b>
	<p>a) KPLC shall select a minimum of seven (7) Tenderers who meet the evaluation and qualification criteria and whose Tenders have been determined to be substantially responsive to Award the Framework Agreement;</p> <p>b) All technically compliant Tenderers shall be ranked in terms of <b>lowest evaluated price per item / lot</b>, with the first ranked being the lowest evaluated price, the second ranked being the second lowest evaluated price per item / lot, and so on.</p> <p><b>2) Award of First Call-off Contracts (Secondary Procurement):</b></p> <p>a) Award shall be to the tenderer(s) with the lowest evaluated price per ..... following the procedure described in (1) above and Section X, clause 1.1.</p> <p>b) Each successful Tenderer shall be awarded a maximum of items / lots [<i>Delete whichever is inapplicable</i>] per item / lot [<i>Delete whichever is inapplicable</i>]. No tenderer will be awarded more than ..... item / lot [<i>Delete whichever is inapplicable</i>]. Consequently, the subsequent shall be awarded based on the highest quantity and lowest price per item / lot until all the items / lots are awarded provided that the price of the subsequent lowest tenderer is within the prevailing market price subject to (c) and (d) below. In case of a tie, the award will be split amongst the bidders</p> <p>c) KPLC shall also take into consideration the following:</p> <ul style="list-style-type: none"> <li>i. Delivery capability as per information given in the Capacity Declaration form;</li> <li>ii. The monthly production capacity;</li> <li>iii. Timely Delivery as per delivery schedule and satisfactory performance of at least 50% delivery on previous orders;</li> </ul> <p><b>3) Award of subsequent Call-off Contracts (Secondary Procurement):</b></p> <p>a) KPLC will prepare a Mini-competition Financial Bids (MFB) and invite all eligible Suppliers holding a Framework Agreement selected following criteria number one (1) above to submit competitive bids following the procedure in Section X, clause 1.2;</p> <p>b) KPLC shall award to the Supplier whose Financial Bid is determined to have the lowest evaluated price per item / lot [<i>Delete whichever is inapplicable</i>] provided that no tenderer will be awarded more than .....item / lot. Consequently, the subsequent items / lots shall be awarded based on the highest quantity and lowest price per item / lot until all the items / lots are awarded provided that the price of the subsequent lowest Supplier is within the prevailing market price.</p> <p>c) In the event there is no other qualified subsequent supplier, the award will revert to the supplier with the lowest evaluated price per item / lot [<i>Delete whichever is inapplicable</i>]. In case of a tie, the award will split equally amongst the suppliers.</p> <p>d) KPLC shall also take into consideration Timely Delivery as per delivery schedule and satisfactory performance on previous orders. (NB: Suppliers with more than 50% outstanding orders per size will not qualify for award of Call-off contract).</p> <p><b>Note:</b> In the event the successful Tenderer is not able to sign the FWA with KPLC, the award shall be annulled and the Purchaser may award the next lowest evaluated Tenderer of that particular item / lot whose offer is substantially responsive and is determined to be qualified to perform a Call-off contract satisfactorily.</p>

**NOTE: TABLE 2**

<b>ITT Clause Reference</b>	<b>Details</b>
<b>ITT 41</b>	1) Simultaneously, and without prejudice to the contents of clause 41, on issuance of Notification to Award a Framework Agreement to the successful Tenderer, KPLC shall notify each unsuccessful Tenderer. 2) A notification of the tender outcome does not reduce the validity period for any tender security whether the Tenderer is successful or not, except where such tender security is officially released to the Bank and/or the Tenderer and such Bank discharged of all its obligations by KPLC prior to the expiry of its stated validity period
<b>ITT 44</b>	<b>Signing the Framework Agreement</b> 1. The Tenderer shall sign, date and return the Framework Agreement within <i>Seven [7] days</i> of receipt of the same. 2. In the event the successful bidder is not able to sign a contract with the Purchaser the award shall be annulled and the Purchaser may award to the next lowest evaluated bidder of that particular Lot whose offer is substantially responsive and is determined to be qualified to perform the contract satisfactorily.



### **Section III. Evaluation and Qualification Criteria**

This Section contains the criteria that KPLC shall use to Award a Framework Agreement(s). The criteria and methodology described is to evaluate Tenders and qualify Tenderers. No other factors, methods or criteria shall be used other than specified in this IFT document for the Primary Procurement process.

#### **Contents**

<b>1.</b>	<b>Evaluation of Tenders (ITT 34) .....</b>	<b>40</b>
<b>2.</b>	<b>Criteria to Award a Framework Agreement(s) (ITT 40) .....</b>	<b>47</b>
<b>3.</b>	<b>Post Qualification Criteria (ITT 38) .....</b>	<b>48</b>

### **3.0 Evaluation of Tenders (ITT 34)**

Evaluation of duly submitted tenders will be conducted along the following stages: -

#### **3.1 Part 1 - Preliminary Evaluation Criteria under ITT 29.2. These are mandatory requirements.** This shall include confirmation of the following: -

3.1.1 *Submission of Tender Security - Checking its validity, whether it is Original; whether it is authentic, whether it is sufficient, whether it is issued by a local bank or Microfinance; Institution, whether it is strictly in the format required in accordance with the sample Tender Security Form(s). N/A*

3.1.2 *Submission of duly filled Manufacturer's Capacity Declaration form (Form 3.1).N/A*

3.1.3 *Confirming that the Tender is valid for the period required and the following: -*

3.1.4 *Submission and considering Tender Form duly completed, signed and stamped and the following:*

- a) *Certificate of Independent Tender determination*
- b) *Self-Declaration forms (Form SD1 & SD2)*
- d) *Declaration and Commitment to the code of Ethics*

3.1.5 *Submission and considering the following: -*

- a) *Company or Firm's Registration Certificate*
- b) *PIN Certificate or equivalent for foreign tenderers.*
- c) *Valid Tax Compliance Certificate or equivalent for foreign tenderers.*
- d) *Names with full contact as well as physical addresses of previous customers of ..... , **reference letters or completion certificate** issued within the last four years confirming completion of orders on schedule by tenderer from KPLC or at least **four (4) other previous customers** of ..... (New manufacturers will be exempted from this requirement but subjected to all other clauses in this section)*

3.1.6 *Submission and considering the Confidential Business Questionnaire: -*

- a) *Is fully filled, signed and stamped.*
- b) *That details correspond to the related information in the bid.*
- c) *That the Tenderer is not ineligible as per ITT 4.*

3.1.7 *Submission and considering the Certificate of Confirmation of Directors (CR12) which should be not more than 12 months old or equivalent for foreign tenderers.*

3.1.8 *Submission of Copies of relevant Type Test Certificates and their Reports or Test Certificate and their Reports from the designated bodies. N/A*

**NOTE: TABLE 2**

---

3.1.9 *Submission of a copy of accreditation certificate for the testing body to ISO/ IEC 17025 (Applicable for firms without KEBS certification). N/A*

3.1.10 *Submission of a copy of:-*

- a) *Manufacturer's Warranty Form, duly filled, signed and stamped. N/A*
- b) *a copy of the Manufacturer's valid quality management system certification i.e. ISO 9001:2015 for Goods/Services and/or valid KEBS Diamond Mark of Quality and/or Standardization Mark Certificate for Goods/Services manufactured in Kenya. N/A*
- c) *Technical Drawings and Catalogues and/or Brochures N/A*
- d) *Schedule of Guaranteed Technical Particulars (GTPs) as per tender specifications.*
- f) *Duly filled 40% Local Content form for Goods/Services manufactured / assembled in Kenya (To be filled by foreign Manufacturer's / tenderers for Goods/Services manufactured and /or assembled in Kenya)*

3.1.11 *Submission of duly completed and signed Guaranteed Lead Time (GLT) Form. N/A*

3.1.12 *Checking submission of duly filled Financial Situation and Historical Financial Performance Form (Form 3.3) and Audited Financial Statements for **the last three (3)** financial years and a copy of the Auditor's/Audit's firm valid ICPAK practicing license or equivalent for foreign tenderers.*

3.1.14 *Submission of duly filled **Historical Contract Default in performance and/or unresolved cases** form (Form 3.2). Record of unethical practices or unsatisfactory or default in performance obligations in any contract shall be considered. This shall include any tenderer with unresolved case(s) in its conduct or performance obligations for more than two (2) months in any contract where the failure to resolve is not attributable to KPLC.*

3.1.15 *Notwithstanding the above, considering any outstanding orders/Supplier Performance Review Scheme (SPRS) where applicable and the production capacity indicated by the Tenderer.*

Tenders will proceed to the Technical Stage only if they qualify in compliance with Part 1 above, Preliminary Evaluation under ITT 29.2.

**3.2 Part II - Technical Evaluation Criteria under ITT 29.3.**

3.2.1 Stage 1 of II – Technical Evaluation Criteria under clause 29.3 of the ITT. Evaluation of the relevancy of the following technical information against Tender requirements and Specifications: -

3.2.1.1 *For Goods/Services manufactured outside Kenya, applicable relevant ISO 9001:2015 valid certification N/A*

3.2.1.2 *For Goods/Services manufactured in Kenya - valid KEBS Mark of Quality Certificate and / or KEBS Standardization Mark Certificate. N/A*

**NOTE: TABLE 2**

---

- 3.2.1.2 *Type Test reports and certificates from the relevant International or National Testing/Standards Authority or ISO/IEC 17025 accredited independent laboratory for full compliance with Tender Specifications. N/A*
- 3.2.1.3 *The accreditation certificate for the testing laboratory to ISO/ IEC 17025 (**Applicable for firms without KEBS Certification**) N/A*
- 3.2.1.6 *As contained in the following documents –*
- a) *Manufacturer’s Warranty duly filled, signed, and stamped. N/A*
  - b) *Drawings and Catalogues and/ or Brochures. N/A*
  - c) *Schedule of Guaranteed Technical Particulars as per Technical Specifications. N/A*
- 3.2.1.7 *Historical financial performance: Considering the submitted audited financial statements are those that are reported within the **last three financial years** and the latest is not more than eighteen (18) calendar months from the date of the tender document. Confirming the **auditor/audit firm has a valid ICPAK Practicing License.***
- 3.2.1.8 *Submission of duly filled service Level Agreement Form as attached*
- 3.2.1.9 *Evaluation of demonstration of ability of the offered service to comply with the details of service (where required) the procuring entity shall carry out due diligence/site visit as part of the evaluation process*
- 3.2.2.0 *Confirmation of compliance of previous contacts in accordance with its/their terms and conditions where applicable*

**Table 1: Mandatory Technical Requirements for LOTS 1, 2, 3 & 4 (Against Tender Requirements and Technical Specifications).** Verification and consideration of the following:

-

**NOTE: TABLE 2**

<b>FLEET REPAIRS/MAINTENANCE SERVICES TECHNICAL EVALUATION CRITERIA</b>				
	<b>NAME OF FIRM:</b>	<b>TOWN:</b>		
	<b>CONTACT PERSON:</b>	<b>TEL NO:</b>		
	<b>COUNTY:</b>	<b>KP DEPOT</b>		
<b>A</b>	<b>TECHNICAL EVALUATION</b>			
	<b>Item Description</b>	<b>STATUS</b>	<b>Maximum Score</b>	<b>Actual Score</b>
<b>(i)</b>	<b>Premises/Security/Safety</b>			
1	Perimeter wall (stone =5, Timber/sheet =3, other 2)		5	
2	Workshop floor space in square metres (>1000=5, >600=4, >300=3, >100=2, <100=1)		5	
3	Security guards (Day & night = 4, Night =3, shared 2 )		4	
4	Alarm system/electric fence (Both =2, one =1)		2	
5	Fire fighting equipment (Water =2, Powder =2)		4	
			<b>20</b>	
<b>(ii)</b>	<b>General Mechanical Repairs Capacity</b>			
1	Tool boxes & general hand tools (Evaluate adequacy & quality of tools against volume of operations)		8	
2	Trolley jack ( 3-Ton = 2, 5-Ton =2, 10-Ton 1)		5	
3	Safety stands (>12=4, >8=3, >4=2, <4=1)		4	
4	Greasing equipment (High pressure =3, others =1)		3	
5	Inspection ramp/pit. Permanent =2/Makeshift =1, Well lit =1, clean/dry =1)		4	
6	Electricians (Diploma =3, craft = 2, trade test =1, not certified=1/2) - Base scoring on 2 most qualified.		6	
7	Mechanics/Technicians (Diploma =2, craft =1-1/2, trade test =1, not certified=1/2) - Base scoring on 5 most qualified.		10	
8	Other tools & equipment (Evaluators to assess facility)		5	
			<b>45</b>	
<b>(iii)</b>	<b>BODY WORKS CAPACITY</b>			
1	Panel Beating painting equipment (body jack = 2, body files = 1, hammers =1, grinder =1)		5	
2	Spray painting equipment (Tools: Air compressor =2, spray gun =1, gas masks 1, spray booth =2/set activity area =1)		6	
3	Spray painters (two>2, one=1)		2	
4	Panel beaters (two>2, one=1)		2	
5	Welders (one >1)		1	
6	Arc welding Machine		1	
7	Gas welding equipment		3	
			<b>20</b>	
<b>(iv)</b>	<b>UNITS OVERHAUL CAPACITY</b>			
1	Units overhaul experience, evidence of previous work (Engine: Major=3/partial=2, diff =1, gearbox =2, dedicated activity work space = 2)		5	
2	Engine removal/installation hoist/crane (check functionality)		3	
3	Torgue Wrench (check state)		3	
4	Gearbox/diff unit trolley		2	
5	Engine test bench		2	
			<b>15</b>	
	<b>Maximum Total Score</b>		<b>100</b>	
<b>NB: Top Candidates evaluated in order of Merit subject to the maximum number of service providers required for each depot as detailed in the schedule of requirements - Section IV.</b>				

	<b>TECHNICAL EVALUATION ( FOR MOTOCYCLE GARAGES)</b>	<b>STATUS</b>	<b>RATING (MARKS)</b>	<b>SCORE</b>
<b>A</b>	<b><u>Security</u></b>			
	Perimeter wall/security guards/alarm system/electric fence.		20	
<b>B</b>	<b><u>Body works:</u></b> Gas welding, painting		30	
<b>C</b>	<b><u>W/Shop tools and equipment</u></b>			
	Tool boxes & accessories		20	
<b>D</b>	<b><u>Staff</u></b>			
	Mechanics/electrician/painters		30	
	<b>TOTAL</b>		<b>100</b>	

**NOTE: TABLE 2**

<b>PLANT HYDRAULIC/PNEUMATIC SERVICES</b>				
<b>NAME OF FIRM:</b>			<b>TOWN:</b>	
<b>CONTACT PERSON:</b>			<b>TEL NO:</b>	
<b>COUNTY:</b>			<b>KP DEPOT</b>	
<b>Item Description</b>		<b>Status</b>	<b>Max. Score</b>	<b>Score</b>
<b>Security / Safety</b>				
1	Perimeter wall (stone =8, Timber/sheet =5, other 2)		8	
2	Workshop floor space in square metres (>1000=7, >600=5, >300=4, >100=3, <100=2)		7	
3	Security guard (day & night =4, night = 3, shared = 2)		4	
4	Alarm system/CCTV system (both = 3, one = 2)		3	
5	Fire-fighting equipment (water & powder = 3, either = 2)		3	
<b>Sub total</b>			<b>25</b>	
<b>Equipment</b>				
1	Hose cutting machine (hydraulic = 4, manual = 2)		4	
2	Hose crimping machine (hydraulic = 5, manual = 2)		5	
3	Steel pipe bending machine		4	
4	Hydraulic assembly test bench		5	
5	Flaring tool kit		3	
6	Bench vice		3	
7	Welding equipment		3	
8	Greasing equipment (high pressure = 2, others= 1)		3	
9	Tool boxes & general hand tools (Evaluate adequacy & quality of tools against volume of operations)		5	
10	Strategic stocks of hoses, pipes and fittings (Evaluate adequacy & quality of tools against volume of operations)		10	
<b>Sub total</b>			<b>45</b>	
<b>Technical personnel (Scoring based on two and four most qualified personnel)</b>				
1	Plant electricians (Degree = 5, diploma=4, Craft/Cert = 3, others = 1)		10	
2	Plant mechanics (Degree = 5, diploma=4, Craft/Cert = 3, others = 1)		20	
<b>Sub total</b>			<b>30</b>	
<b>Total Maximum Score</b>			<b>100</b>	
<b>NB: Top Candidates evaluated in order of Merit subject to the maximum number of service providers required for each depot as detailed in the schedule of requirements - Section IV.</b>				

<b>ENGINEERING/MACHINING SERVICES EVALUATION</b>				
<b>NAME OF FIRM:</b> _____		<b>TOWN:</b> _____		
<b>CONTACT PERSON:</b> _____		<b>TEL NO:</b> _____		
<b>COUNTY:</b> _____		<b>KP DEPOT</b> _____		
<b>A</b>	<b>TECHNICAL EVALUATION</b>			
	<b>Item Description</b>	<b>STATUS</b>	<b>Maximum Score</b>	<b>Actual Score</b>
<b>(i)</b>	<b>Security/Safety</b>			
1	Masonry walled enclosed engineering shop with steel doors	<b>Mandatory</b>		
2	Engineering shop space in square metres (>30=10, >20=7, >12=5, ≥8=3, <8=0)		10	
3	Security guards (Day & night = 4, Night =3, shared		4	
4	Security Alarm system, CCTV system (Both=2,		2	
5	Fire fighting equipment (Water =2, Powder =2)		4	
			<b>20</b>	
<b>(ii)</b>	<b>Equipment/Machines (Automated/programable=2, Other=1,</b>			
1	Multipurpose lathe machine		2	
2	Milling machine		2	
3	Surface grinder		2	
4	Engine cylinder boring equipment		2	
5	Crankshaft journal rebuilding equipment		2	
6	Shaping machine		2	
7	Crankshaft grinding equipment		2	
8	Con rod aligning equipment		2	
9	Engine line bore equipment		2	
10	Valve grinding equipment		2	
11	Cylinder head re-facing equipment		2	
12	Multipurpose drilling equipment		2	
13	Heavy duty press		2	
14	Cylinder head pressure testing equipment		2	
15	Engine block pressure testing equipment		2	
			<b>30</b>	
<b>(iii)</b>	<b>Other Equipment</b>			
1	Steam cleaner		2	
2	Welding equipment		2	
3	Feeler Gauge		2	
4	Micrometer Srew gauge		2	
5	Vernier Calipers		2	
6	Bench grinder		2	
7	Cut-off Saws		2	
8	Other Equipment/Machines (2 points each for max		6	
			<b>20</b>	
<b>(iv)</b>	<b>Technical Personnel/staffing</b>			
1	Machinists/Technicians (Engineering Degree/Diploma =6, craft =4, trade test =2, not certified=1) - Scoring to be based on 5 most		<b>30</b>	
	<b>Total Maximum Score</b>		<b>100</b>	
<b>NB: Top Candidates evaluated in order of Merit subject to the maximum number of service providers required for each depot as detailed in the schedule of requirements - Section IV.</b>				





**NOTE: TABLE 2**

**NOTES TO TABLE 1:**

1. Where the Tenderer’s offer fails to satisfy any one or more of the requirements as per the Criteria in Table 1 above, that Tenderer will be declared to have failed “*Failed on Mandatory Technical Requirements.*”
2. The Tenderer shall not qualify for further evaluation.
3. Where the Tenderer’s offer complies with all the requirements in Table 1 above, that offer shall proceed for further evaluation as per criteria set out in Table 2.

Tenders will proceed to the Detailed Technical Stage only if they qualify in compliance with Part II clause 3.2.1 above, and Preliminary Evaluation under ITT 29.2.

<b>NOTES:</b>				
<b>1</b>	<b>TENDERERS SHALL BE CONSIDERED FOR PROVISION OF SERVICES AS PER THE FOLLOWING TIERS BASED ON THE TECHNICAL SCORE: 70% AND ABOVE - ALL REPAIRS INCLUDING UNIT OVERHAULS, 50% - 69% - GENERAL REPAIRS EXCLUDING UNIT OVERHAULS, 30%-49% MINOR GENERAL REPAIRS</b>			
<b>2</b>	<b>MINOR REPAIRS REFER TO REPAIR SCOPES COSTING BELOW Ksh 50,000.00</b>			
<b>C</b>	<b>FINANCIAL EVALUATION</b>			
<b>1</b>	This shall involve negotiations on the quoted labour rates to enable achieve fair rates in the given market.			
<b>2</b>	The procuring entity shall reject any offered rates established to be above the prevailing fair market rates			
<b>D</b>	<b>TENDER AWARD CRITERIA</b>			
<b>1</b>	Successful tenderers shall be awarded 3-year framework contracts for provision of the required services alongside other service providers.			

**3.2.2 Stage 2 of Part II – Detailed Technical Evaluation under ITT 29.3**

**Table 2: Detailed Technical Requirements (against Tender Requirements and Technical Specifications).**

3.2.2.1 Verification and consideration of the following: - full compliance to the Schedule of Guaranteed Technical Particulars as per Technical Specifications

**TABLE 2**

	<b>Criteria</b>	<b>KPLC Requirement</b>	<b>Bidder's Offer – Yes or No</b>
1	Full compliance to the Schedule of Guaranteed Technical Particulars (GTPs) as per Technical Specifications	Required as per specifications	

**3.2.3 Further Technical Evaluation.**

*These are mandatory requirements. The Tenderer shall provide duly filled Capacity Declaration Form as per KPLC requirements and provide additional technical evidence (attach photos as proof where necessary) to facilitate determination of capacity responsiveness: -*

**TABLE 3: CAPACITY DECLARATION FORM (where applicable)**

**Form 3.1 Manufacturer's Capacity Declaration Form**

No.	Capacity Detail / Requirement		KPLC Requirement	Manufacturer to indicate	Meets capacity (Yes / No)
1	<b>Monthly Production capacity</b>	Item code .....	Minimum .....pcs		
		Item code .....	Minimum .....pcs		
		Item code .....	Minimum .....pcs		
2	<b>Delivery Period after issuance of Purchase Order</b>	Item code .....	Maximum .... months		
		Item code .....	Maximum.....months		
		Item code .....	Maximum.....months		
3	<b>No. of Ready Stocks</b>	Item code .....	State		
		Item code .....	State		

**NOTE: TABLE 2**

No.	Capacity Detail / Requirement				KPLC Requirement		Manufacturer to indicate		Meets capacity (Yes / No)
		Item code .....			State				
4	<b>Valid Quality Certifications</b>				Valid ISO 9001:2015, KEBS SM/DM, Type Test Reports				
5	<b>Relevant Testing Instruments / Equipment with valid Calibration Certificates</b>	a).....			Valid Certificate				
		b).....			Valid Certificate				
		c).....			Valid Certificate				
		d).....			Valid Certificate				
		e).....			Valid Certificate				
6	<b>Manufacturing Experience (From date plant was established)</b>				Minimum <b>One Year</b>				
7	<b>Quality Assurance Plan (QAP)</b>				Attach QAP				
8	<b>Previous Four (4) Completed contracts in the last four years</b>				Attach Evidence				
	<b>No.</b>	<b>Contract Name</b>	<b>Date</b>	<b>Value (Kshs)</b>	<b>Order Quantity</b>	<b>Quantity Delivered</b>	<b>% Delivered</b>	<b>Country</b>	
	<b>Country(ies) of Export</b>				Minimum no. of continent(s) is/are ..... <i>[Specify]</i>				
<b>Overall Criteria Score</b>									<b>Pass / Fail</b>

**Form 3.2 - Historical Contract Default in performance and/or unresolved cases**

Tenderer's Legal Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Member Legal Name: \_\_\_\_\_

ITT No.: \_\_\_\_\_

<b>Contract Date</b>	<b>Contract Identification / Name</b>	<b>Non-Performed Value / undelivered quantity in Kshs)</b>	<b>Reason for Default in Performance</b>

**Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria**

Contract non-performance did not occur since 1<sup>st</sup> January [*insert year*] specified in Section III, Evaluation and Qualification Criteria, Clause 3.1.14 & 3.1.15.

Contract(s) not performed since 1<sup>st</sup> January [*insert year*] specified in Section III, Evaluation and Qualification Criteria, Clause 3.1.14

**Pending Cases and /or Litigation, in accordance with Section III, Evaluation and Qualification Criteria**

No unresolved cases in accordance with Section III, Evaluation and Qualification Criteria, (Yes/No)

No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, (Yes/No)

State any unresolved cases or pending litigation in accordance with Section III, Evaluation and Qualification Criteria, (if Yes above)

-----

-----

**NOTE: TABLE 2**

**Form 3.3 - Financial Situation and Historical Financial Performance**

Tenderer's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

JV Member Legal Name: \_\_\_\_\_ ITT No.: \_\_\_\_\_

To be completed by the Tenderer and, if JV, by each member

Financial information in Kshs or equivalent	Historic information for previous _____ ( ) years (Kshs in 000s)				
	Year 1	Year 2	Year 3	Avg.	Avg. Ratio [Optional]
<b>Information from Balance Sheet</b>					
Total Assets (TA)					
Total Liabilities (TL)					
Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
<b>Information from Income Statement</b>					
Total Revenue (TR)					
Profits Before Taxes (PBT)					

Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:

- a) Must reflect the financial situation of the Tenderer or member to a JV, and not sister or parent companies.
- b) Historic financial statements must be audited by a certified accountant.
- c) Historic financial statements must be complete, including all notes to the financial statements.
- d) Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

Name of Tenderer \_\_\_\_\_

Name and Designation of authorized person signing the Tender \_\_\_\_\_

Signature of authorized person signing the Tender \_\_\_\_\_

Date and Stamp \_\_\_\_\_

**Notes to Table 3 above:**

1. **KPLC, at its discretion, may visit the lowest evaluated bidders to verify all/ some of the information given above as a criteria for qualification of award**

Tenderers will proceed to Financial Evaluation stage only if they qualify in compliance with Parts I and II i.e. Preliminary and Technical Evaluation stages.

**3.3 Part III – Financial Evaluation Criteria under ITT 35.1. These are mandatory requirements.**

3.3.1 This will include the following: -

- a) *a) A Performance Security of **Kshs.2.5%** of the Total Value awarded shall be submitted by the successful tenderers upon tender award*
- b) *Confirmation of and considering Price Schedule duly completed and signed.*  
*(Note: In case of a price discrepancy between those entered in the SRM portal and those on the price schedule uploaded as an attachment, the latter shall prevail)*
- c) *Taking into account the cost of any deviation(s) from the tender requirements.*
- e) *Considering information submitted in the Confidential Business Questionnaire against other information in the bid including: -*
  - i) *Declared maximum value of business*
  - ii) *Shareholding and citizenship for preferences where applicable.*
- f) *Conducting a financial comparison, including conversion of tender currencies into one common currency.*

3.3.2 Confirming the following: -

- 3.3.2.1 *that the Supplier's offered Delivery Schedule meets KPLC's requirements.*
- 3.3.2.2 *that the Supplier's offered Terms of Payment meets KPLC's requirements.*

**\*NOTES: -**

1. **Total tender value** means the Tenderer's total tender price inclusive of Value Added Tax (V.A.T) for the Goods/Services it offers to supply.
2. For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the tender document. The copies should be certified by the Bank issuing the statements. The certification should be original.

### **3.4 Criteria to Award a Framework Agreement(s) (ITT 40)**

The Successful Tenderer (s) shall be the one with the lowest evaluated cost subject to the award criteria set out under clause 40.2 indicated in the Tender Data Sheet (TDS).

### **3.5 Post Qualification Criteria (ITT 38)**

After determining the substantially responsive Tender which offers the lowest-evaluated cost in accordance with **ITT 34**, KPLC may carry out the post-qualification of the Tenderer in accordance with **ITT 38**, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Tenderer's qualifications.

- 3.5.1 KPLC will determine to its satisfaction whether the Tenderer selected as having submitted the lowest evaluated responsive Tender is qualified to satisfactorily perform the Contract.
- 3.5.2 The determination will take into account the Tenderer's financial, technical and production capabilities/ resources. It will be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, as well as such other information as KPLC deems necessary and appropriate.
- 3.5.3 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 KPLC will proceed to the next lowest evaluated Tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.
- 3.5.4 Successful tenderers will be required to submit GTPs including a technical drawing for **approval before manufacture**.



## **Section IV. Tendering Forms**

### **Table of Forms**

#### **1. FORM OF TENDER**

### **Primary Procurement - Framework Agreement Goods/Services**

*The Tenderer must prepare the Letter of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and address.*

*Note: All italicized text is for use in preparing this form and shall be deleted from the final products.*

Date: \_\_\_\_\_ [*insert date (as day, month and year) of Tender Submission*]

#### **Framework Agreement - Goods/Services**

Invitation for Tender No.: \_\_\_\_\_ [*insert identification*]

Tender Name: \_\_\_\_\_ [*insert Tender Name*]

To: The Kenya Power & Lighting Company Plc,

Stima Plaza,

Kolobot Road, Parklands,

P.O Box 30099 – 00100,

Nairobi, Kenya.

- a) **No reservations:** We have examined and have no reservations to the IFT document, including addenda issued in accordance with Instructions to Tenderers (**ITT 8**);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with **ITT 4**;
- c) **Eligible Goods/Services and Related Services:** If we Award a Framework Agreement, the Goods/Services and Related Services that we may supply under a Call-off Contract awarded under the Framework Agreement, shall be sourced from an eligible country in accordance with **ITT 5**. The Goods/Services and Related Services shall be sourced from [*insert name of the country(ies)*]
- d) **Tender Securing Declaration:** [*select OPTION 1 or 2 as applicable*]  
**OPTION 1**  
“We have neither been suspended nor declared ineligible by KPLC based on execution of a Tender-Securing Declaration in Kenya with **ITT 19** or  
**OPTION 2**  
“We have been suspended or declared ineligible by the following entities based on execution of a Tender-Securing Declaration or Proposal-Securing Declaration in Kenya in accordance with **ITT 19** [*insert name of entities*]”;
- e) **Conformity:** We offer to supply, in conformity with the IFT document and in accordance with **Section V- Schedule of Requirements**, the following Goods/Services: [*insert a brief description of the Goods/Services and Related Services*];

- f) **Tender Price:** *[Select one of the following four options with respect to Tender Price]*  
**For Multi Supplier FWA**  
The total price of our Tender, (i) **Including** custom duties and import taxes sales, Value Added Tax (VAT) and other taxes payable (ii) excluding any discounts offered in item (g) below is:  
  
In case of only one lot, total price of the Tender Kshs \_\_\_\_\_  
**[insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies];**  
In case of multiple lots, total price of all lots (sum of all lots)  
Kshs \_\_\_\_\_ **[insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];**
- g) **Unconditional Discounts:** The unconditional discounts offered are: [Specify in detail each unconditional discount offered.]  
  
The exact method of calculations to determine the net price after application of unconditional discounts is shown below: [Specify in detail the method that shall be used to apply the discounts];
- h) **Tender Validity Period:** Our Tender shall be valid for \_\_\_\_\_ days as specified in **TDS 18.1** (as amended, if applicable) from the date fixed for the Tender submission deadline specified in **TDS 22.1** (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- i) **Performance Security:** If our Tender is accepted and we Award a Framework Agreement, we understand that we may be required, as a condition of a subsequent Call-off Contract, to obtain a performance security;
- j) **One Tender per Tenderer:** We are not submitting any other Tender(s) as an individual Tenderer, and we are not participating in any other Tender(s) as a Joint Venture member, or as a subcontractor, and meet the requirements of **ITT 4.5**;
- k) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPA;
- l) **State-Owned Enterprise or Institution:** *[select the appropriate option and delete the other]*  
*[We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of **ITT 4.3**];*
- m) **Not Bound to Procure:** We understand that there is no obligation on KPLC to procure any Goods/Services, and/or Related Services from any FWA Supplier during the Term of the Framework Agreement.
- n) **No expectation of Call-off Contract:** We confirm that no undertaking or any form of statement, promise, representation or obligation has been made by KPLC in respect of the total quantities or value of the Goods/Services that may be ordered by it, or any participating KPLC, in accordance with this Framework Agreement. We acknowledge and agree that we have not submitted this Tender on the basis of any such undertaking, statement, promise or representation. If we Award a Framework Agreement, we have no legitimate expectation of being awarded a Call-off Contract under the Framework Agreement.
- o) **Not Bound to Accept:** In relation to this Primary Procurement, we understand that you are not bound to accept any Tender that you may receive.

- p) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- q) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent tender Determination” attached below.
- r) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethical Conduct for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya, copy available from [www.pppra.go.ke](http://www.pppra.go.ke) during the procurement process and the execution of any resulting contract.
- s) We, the Tenderer, have fully completed and signed the following Forms as part of our Tender:
- (i) Tenderer’s Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
  - (ii) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
  - (iii) Self-Declaration of the Tenderer – to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
  - (iv) Declaration and commitment to the code of ethics for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya,
- t) Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “**Appendix 1- Fraud and Corruption**” attached to the Form of Tender.

**Name of the Tenderer:** \_\_\_\_\_  
[insert complete name of person signing the Tender]

**Name of the person duly authorized to sign the Tender on behalf of the Tenderer:**  
\_\_\_\_\_  
[insert complete name of person duly authorized to sign the Tender]

**Title of the person signing the Tender:** \_\_\_\_\_  
[insert complete title of the person signing the Tender]

**Signature of the person named above:** \_\_\_\_\_  
[insert signature of person whose name and capacity are shown above]

**Date signed** \_\_\_\_\_ [insert date of signing] \_\_\_\_\_ **day of** [insert month], \_\_\_\_\_ [insert year].

## 2. TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

### Instruction to Tenderer

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

### PART 1 – General Details

#### a) Tenderer's details

	ITEM	DESCRIPTION <i>[Insert Details here below]</i>
1	Name of Procuring Entity	<b><i>Kenya Power &amp; Lighting Company Plc</i></b>
2	Reference Number of the Tender	.....
3	Name of Tender	.....
4	Name of the Tenderer	.....
5	Full Address and Contact Details of the Tenderer.	1. Business Name ..... 2. Country ..... 3. County ..... 4. City / Town ..... 5. Physical Location ..... 6. Plot No. .... Street / Road ..... 7. Building (if applicable) ..... Floor ..... 8. Postal Address ..... 9. Email ..... 10. Telephone No(s) .....
6	Current Business Permit Registration Number and Expiring date	No..... Expiry Date .....
7	Description of Nature of Business	..... .....
8	Registration Certificate No.	.....
9	Name of Banker	.....
10	Name of Tenderer's contact person(s) and contacts ( <i>Email, and telephone number</i> )	Name ..... Designation ..... Email ..... Tel No. ....
11	Maximum value of business which the Tenderer handles at any time.	Kshs .....

**PART 2 - General and Specific Details**

b) **Sole Proprietor**, provide the following details.

Name in full \_\_\_\_\_ ID / Passport No. \_\_\_\_\_

Business name (If applicable) \_\_\_\_\_ Reg. No. \_\_\_\_\_

Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_

Citizenship \_\_\_\_\_

c) **Partnership**, provide the following details.

	<b>Names of Partners</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

Business name (If applicable) \_\_\_\_\_

Date of Registration of Partnership Deed \_\_\_\_\_

d) **Registered Company**, provide the following details. If director is a company is a company, give details of human directors until human directors are disclosed:

i) Private or Public Company \_\_\_\_\_

ii) State the nominal and issued capital of the Company: -

• Nominal in Kenya Shillings (Equivalent) \_\_\_\_\_

• Issued Kenya Shillings (Equivalent) \_\_\_\_\_

iii) Give details of Directors as follows. (If director is a company, give details of human directors of the company director)

	<b>Names of Director</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

e) **DISCLOSURE OF INTEREST**-Interest of the Firm in KPLC.

i) Are there any person/ persons in ..... **KPLC** ..... (Name of KPLC) who has/ have an interest or relationship in this firm. Yes/No ..... If

yes, provide details as follows.

	<b>Names of Person</b>	<b>Designation in KPLC</b>	<b>Interest or Relationship with Tenderer</b>
1			
2			
3			

ii) Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of KPLC regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing Goods/Services, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of KPLC who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of KPLC who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to KPLC throughout the tendering process and execution of the Contract.		

**f) Certification**

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name: \_\_\_\_\_

Title or Designation \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*NOTES TO THE TENDERERS ON THE QUESTIONNAIRE**

1. *The address and contact person of the Tenderer provided above shall at all times be used for purposes of this tender.*
2. *The details on this Form are essential and compulsory for all Tenderers. **Failure to provide all the information requested shall lead to the Tenderer's disqualification.***
3. *For foreign Tenderers please give the details of nominal and issued share capital in the currency of the country of origin of the Tenderer.*





**4. SELF-DECLARATION FORMS**

**FORM SD1**

**SELF DECLARATION THAT THE PERSON /TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

I, ....., of Post Office Box ..... being a resident of ..... in the Republic of ..... do hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/ Managing Director/ Principal Officer/ Director of ..... (*insert name of the Company*) who is a Bidder in respect of Tender No..... for ..... (*insert tender title/description*) for ..... (*insert name of KPLC*) and duly authorized and competent to make this statement.
2. THAT the afore said Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to here in above is true to the best of my knowledge, information and belief.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

Bidder's Official Stamp

**FORM SD1 & SD2**

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015; THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.**

Date \_\_\_\_\_

**To:**

The Kenya Power & Lighting Company Plc,  
P.O Box 30099 – 00100,  
Stima Plaza, Kolobot Road, Parklands,  
Nairobi,  
KENYA.

I, .....of P. O. Box.....being a resident of  
.....in the Republic of..... do hereby make a statement as follows: -

1. THAT I am the Chief Executive/ Managing Director/ Principal Officer/ Director of.....  
..... (insert name of the Company) who is a Bidder in respect of Tender No. ....  
..... for ..... (insert tender title/description) for ..... (insert name of KPLC) and duly authorized and competent to make this statement.
2. THAT the afore said Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT the afore said Bidder, its servants and/ or agents/ subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ..... (insert name of KPLC) which is KPLC.
4. THAT the aforesaid Bidder, its servants and/ or agents/ subcontractor shave not offered any inducement to any member of the Board, Management, Staff and/ or employees and/ or agents of  
..... (name of KPLC).
5. THAT the aforesaid Bidder will not engage/ has not engaged in any corrosive practice with other bidders participating in the subject tender.
6. THAT the aforesaid bidder does not have any conflict of interest or pecuniary interest with any other tenderer participating in this tender
7. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

Bidder's Official Stamp

## 5. APPENDIX 1 - FRAUD AND CORRUPTION

*(Appendix 1 shall not be modified)*

### 1. Purpose

- 1.1 The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

### 2. Requirements

- 2.1 The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.

- 2.2 Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:

- 1) a person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
- 2) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
- 3) Without limiting the generality of the subsection (1) and (2), the person shall be—
  - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
  - b) if a contract has already been entered into with the person, the contract shall be voidable;
- 4) The voiding of a contract by KPLC under subsection (7) does not limit any legal remedy KPLC may have;
- 5) An employee or agent of KPLC or a member of the Board or committee of KPLC who has a conflict of interest with respect to a procurement:-
  - a) shall not take part in the procurement proceedings;
  - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
  - c) shall not be a subcontractor for the bidder to whom was awarded contract, or a member of the group of bidders to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
- 6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to KPLC;
- 7) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5)(a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

- 2.3 In compliance with Kenya's laws, regulations and policies mentioned above, KPLC:

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
  - i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

- ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - v) “obstructive practice” is:
    - deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3 e. below.
- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:
- "fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of KPLC or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive KPLC of the benefits of free and open competition.
- c) Rejects a proposal for award<sup>1</sup> of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
  - d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or debar or recommend to appropriate authority (ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
  - e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect<sup>2</sup> all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
  - f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

**Notes to Tenderers:**

- i) The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.
- ii) All italicized text is to help Tenderer in preparing this form.
- iii) Tenderer must complete and sign and TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE, CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER, all attached to this Form of Tender.
- iv) The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.
  - Tenderer's Eligibility-Confidential Business Questionnaire
  - Certificate of Independent Tender Determination
  - Self-Declaration of the Tenderer

## 6. DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

Date \_\_\_\_\_

**To:**

The Kenya Power & Lighting Company Limited,  
P.O Box 30099 – 00100,  
Stima Plaza, Kolobot Road, Parklands,  
Nairobi,  
KENYA.

I, .....(*person*) on behalf of (*Name of the Business/ Company/ Firm*) ..... declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Officeaddress.....Telephone.....

Email.....

Name of the Firm/Company.....

Date.....

*(Company Seal/ Rubber Stamp where applicable)*

Witness

Name.....

Sign.....

Date.....

### 7. LOCAL CONTENT (40% RULE)

Pursuant to the provisions in the Public Procurement and Disposal Act, 2015, a Foreign Tenderer must complete this form to demonstrate that the quotation fulfils this condition

ITEM	Description of Work Item	Describe location of Source	COST in K. shillings	Comments, if any
<b>A</b>	<b>Local Labor</b>			
1				
2				
3				
4				
5				
<b>B</b>	<b>Sub contracts from Local sources</b>			
1				
2				
3				
4				
5				
<b>C</b>	<b>Local materials</b>			
1				
2				
3				
4				
5				
<b>D</b>	<b>Use of Local Plant and Equipment</b>			
1				
2				
3				
4				
5				
<b>E</b>	<b>Add any other items</b>			
1				
2				
3				
4				
5				
6				
	TOTAL COST LOCAL CONTENT		XXXXX	
	TOTAL TENDER SUM		XXXXX	

**8. TENDER SECURITY FORM – (BANK GUARANTEE)**

**(To Be Submitted On Bank’s Letterhead)**

**Date:**

**To:**

The Kenya Power & Lighting Company Plc,  
Stima Plaza,  
Kolobot Road, Parklands,  
P.O Box 30099 – 00100,  
Nairobi, Kenya.

**WHEREAS** ..... (*name of the Tenderer*) (*hereinafter called “the Tenderer”*) has submitted its Tender dated ..... for the supply, installation and commissioning of..... (*please insert KPLC tender no. and name*) (*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 The Kenya Power and Lighting Company Limited (*hereinafter called “KPLC” which expression shall where the context so admits include its successors-in-title and assigns*) in the sum of ..... for which payment well and truly to be made to the said KPLC, the Bank binds itself, its successors, and assignees by these presents.

We undertake to pay you, upon your first written demand declaring the Tenderer to be in breach of the tender requirements and without cavil or argument, the entire sum of this guarantee being ..... (*amount of guarantee*) as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This 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 date below.

This guarantee is valid until the .....day of.....20.....

**EITHER**

**SEALED** with the )  
**COMMON SEAL** )

of the said **BANK** )  
this .....day )  
of .....20.... )

\_\_\_\_\_  
**BANK SEAL**

in the presence of: - )  
\_\_\_\_\_ )  
)  
and in the presence of: - )



\_\_\_\_\_ )  
  
OR

**SIGNED** by the **DULY AUTHORISED REPRESENTATIVE(S)/ ATTORNEY(S)** of the **BANK**

\_\_\_\_\_  
Name(s) and Designation of duly authorised representative(s)/ attorney(s) of the Bank

\_\_\_\_\_  
Signature(s) of the duly authorised person(s)

**NOTES TO TENDERERS AND BANKS**

1. *Please note that no material additions, deletions or alterations regarding the contents of this Form shall be made to the Tender Security to be furnished by the Tenderer. If any are made, the Tender Security shall not be accepted and shall be rejected by KPLC. For the avoidance of doubt, such rejection will be treated as non-submission of the Tender Security where such Security is required in the tender.*
2. *It is the responsibility of the Tenderer to sensitize its issuing bank on the need to respond directly and expeditiously to queries from KPLC. The period for response shall not exceed three (3) days from the date of KPLC's query. Should there be no*
3. *Conclusive response by the Bank within this period, such Tenderer's Tender Security shall be deemed as invalid and the bid rejected.*
3. ***The issuing bank should address its response or communication regarding the bond to KPLC at the following e-mail address – “[guarantees@kplc.co.ke](mailto:guarantees@kplc.co.ke)”***
4. *The Tender validity period is one eighty (180) days as set out in the Invitation to Tender (at Section I of the Tender document) or as otherwise may be extended by KPLC. Therefore, the Tender Security must at all times be valid for at least 30 days beyond the tender validity period.*

**9. TENDER SECURITY FORM (SACCO SOCIETY, DEPOSIT TAKING MICRO FINANCE INSTITUTIONS, WOMEN ENTERPRISE FUND & YOUTH ENTERPRISE FUND)**

**(To Be Submitted On Institutions Letterhead)**

**Date:**

**To:**

The Kenya Power & Lighting Company Plc,  
Stima Plaza,  
Kolobot Road, Parklands,  
P.O Box 30099 – 00100,  
Nairobi, Kenya.

**WHEREAS**.....(hereinafter called “the Tenderer”) has undertaken, in pursuance of your Tender Number.....(*reference number of the Tender*) and its Tender dated .....(*insert Tenderer’s date of Tender taken from the Tender Form*) to supply .....(*description of the Goods/Services*) (hereinafter called “the Contract);

**AND WHEREAS** it has been stipulated by you in the said Contract that the Tenderer shall furnish you with an Institution’s guarantee by an acceptable Institution for the sum specified therein as security for compliance of the Tenderer’s performance obligations in accordance with the Contract;

**AND WHEREAS** we have agreed to give the Tenderer a Guarantee;

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

This guarantee is valid until the .....day of.....20....

EITHER

**SEALED** with the )  
**COMMON SEAL** )  
of the said **INSTITUTION** )

)  
this .....day )  
)  
of .....20.... )  
in the presence of: - )  
\_\_\_\_\_ )

\_\_\_\_\_  
INSTITUTION SEAL

and in the presence of: - \_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ )

OR

**SIGNED** by the **DULY AUTHORISED REPRESENTATIVE(S)/ ATTORNEY(S)** of the **INSTITUTION**

\_\_\_\_\_  
Name(s) and Designation of duly authorised representative(s)/ attorney(s) of the **Institution**.

\_\_\_\_\_  
Signature(s) of the duly authorised person(s)

**NOTES TO SUPPLIERS AND INSTITUTIONS**

- 1. Please note that no material additions, deletions or alterations regarding the contents of this Form shall be made to the Tender Security to be furnished by the Tenderer. If any are made, the Tender Security shall not be accepted and shall be rejected by KPLC. For the avoidance of doubt, such rejection will be treated as non-submission of the Tender Security where such Security is required in the tender.*
- 2. It is the responsibility of the Tenderer to sensitize its issuing institution on the need to respond directly and expeditiously to queries from KPLC. The period for response shall not exceed three (3) days from the date of KPLC's query. Should there be no conclusive response by the institution within this period, such Tenderer's Tender Security shall be deemed as invalid and the bid rejected.*
- 3. The issuing institution should address its response or communication regarding the Tender Security to KPLC at the following e-mail address – “[guarantees@kplc.co.ke](mailto:guarantees@kplc.co.ke)”*
- 4. The Tender validity period is one eighty (180) days as set out in the Invitation to Tender (at Section I of the Tender document) or as otherwise may be extended by KPLC. Therefore, the Tender Security must at all times be valid for at least 30 days beyond the tender validity period.*

## **10. TENDER SECURITY – (LETTERS OF CREDIT)**

The Mandatory Conditions to be included in the Letters are in two parts, A and B.

### ***Part A***

**Form of Documentary credit - “Irrevocable Standby”**

**Applicable rules - “Must be UCP Latest Version”** i.e. UCP 600 (2007 REVISION) ICC Publication No. 600.

**Place of expiry -** At the counters of the advising bank.

**The SBLC should be available – “By Payment”**

**Drafts should be payable at - “SIGHT”**

### **Documents required -**

1. Beneficiary’s signed and dated statement demanding for payment under the letter of credit no..... (*Insert LC No.*) as.....(*Name of applicant*) (hereinafter called the “Tenderer”) indicating that the “Tenderer” has defaulted in the obligations of the Tenderer as stated by the Beneficiary.
2. The Original Letter of Credit and all amendments, if any.

### **Additional Conditions -**

1. All charges levied by any bank that is party to this documentary credit are for the account of the applicant.
2. There should be no conditions requiring compliance with the specific regulations or a particular country’s Law and regulations.

**Charges -** All bank charges are for the account of the applicant.

\*Confirmation instructions – (See notes below)

### **Part B**

The proceeds of these Letters are payable to KPLC -

- a) if the Tenderer withdraws its Tender after the deadline for submitting Tenders but before the expiry of the period during which the Tenders must remain valid.
  - b) if the Tenderer fails to enter into a written contract in accordance with the Tender Document
  - c) if the successful Tenderer fails to furnish the performance security in accordance with the Tender Document.
- 
- a) if the Tenderer fails to extend the validity of the tender security where KPLC has extended the tender validity period in accordance with the Tender Document.

**NOTES TO TENDERERS AND BANKS.**

1. *Please note that should the Tender Security (LC) omit any of the above conditions the LC shall not be accepted and shall be rejected by KPLC. For the avoidance of doubt, such rejection will be treated as non-submission of the LC where such LC is required in the Tender.*
2. *It is the responsibility of the Tenderer to sensitize its issuing bank on the need to respond directly and expeditiously to any queries from KPLC. The period for response shall not exceed three (3) days from the date of KPLC's query. Should there be no conclusive response by the Bank within this period, such Tenderer's Tender Security shall be deemed as invalid and the bid rejected.*
3. ***The issuing bank should address its response or communication regarding the bond to KPLC at the following e-mail address – “[guarantees@kplc.co.ke](mailto:guarantees@kplc.co.ke)”***
4. *The Tender validity period is one eighty (180) days as set out in the Invitation to Tender (at Section I of the Tender document) or as otherwise may be extended by KPLC. Therefore, the Tender Security must at all times be valid for at least 30 days beyond the tender validity period.*
5. *All Guarantees issued by foreign banks must be confirmed by a local bank in Kenya.*

**11. FORM OF TENDER-SECURING DECLARATION (for disadvantaged groups tenders)**

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

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

Tender No.:.....*[insert number of tendering process]*

To:.....*[insert complete name of*

*Purchaser]* I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of .....*[insert number of months or years]* starting on .....*[insert date]*, if we are in breach of our obligation(s) under the bid conditions, because we – (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
  - a) our receipt of a copy of your notification of the name of the successful Tenderer; or
  - b) thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....  
..

Capacity / title (director or partner or sole proprietor, etc.) .....  
.....

Name:  
.....

Duly authorized to sign the bid for and on behalf of: .....*[insert complete name of Tenderer]*. Dated on ..... day of ..... *[Insert date of signing]*.

Seal or stamp.

## 12. MANUFACTURER'S AUTHORIZATION FORM

**(To Be Submitted On Manufacturer's Letterhead)**

**To:**

The Kenya Power & Lighting Company Plc,  
Stima Plaza, Kolobot Road, Parklands,  
P.O Box 30099 – 00100,  
Nairobi, Kenya.

**WHEREAS WE** .....(*name of the manufacturer*) who are established and reputable manufacturers of .....  
(*name and description of the Goods/Services*) having factories at .....(*full address and physical location of factory(ies) where Goods/Services to be supplied / provided are manufactured*) do hereby confirm that .....  
(*name and address of Supplier*) is authorized by us to transact in the Goods/Services required against your Tender ..... (*insert reference number and name of the Tender*) in respect of the above Goods/Services manufactured by us.

DATED THIS..... DAY OF.....20.....

\_\_\_\_\_  
Signature of duly authorised person for and on behalf of the Manufacturer.

\_\_\_\_\_  
Name and Designation of duly authorised person signing on behalf of the Manufacturer

### **NOTES TO TENDERERS AND MANUFACTURERS**

1. *Only a competent person in the service of the Manufacturer should sign this letter of authority.*
2. *\*This form is not applicable for this tender*

### 13. MANUFACTURER'S WARRANTY FORM

**To Be Submitted On Manufacturer's Letterhead)**

**To:**

The Kenya Power & Lighting Company Plc,  
Stima Plaza, Kolobot Road, Parklands,  
P.O Box 30099 – 00100,  
Nairobi, Kenya.

**RE: MANUFACTURER'S WARRANTY FOR GOODS/SERVICES REQUIRED UNDER  
TENDER NO ..... TO BE SUPPLIED / PROVIDED BY  
.....(indicate your name or the supplier you have authorized)**

**WE HEREBY WARRANT THAT:**

- a) The Goods/Services to be supplied / provided under the contract are new, unused, of the most recent or current specification and incorporate all recent improvements in design and materials unless provided otherwise in the Tender.
- b) The Goods/Services in the Tenderer's bid have no defect arising from manufacture, materials or workmanship or from any act or omission of the Tenderer that may develop under normal use of the Goods/Services under the conditions obtaining in Kenya.

The Warranty will remain valid for \_\_\_\_\_ after the Goods/Services, or any portion thereof as the case may be, have been delivered and accepted to the final destination indicated in the contract.

DATED THIS..... DAY OF.....20.....

\_\_\_\_\_  
Signature of duly authorised person for and on behalf of the Manufacturer.

\_\_\_\_\_  
Name and Capacity of duly authorised person signing on behalf of the Manufacturer.

#### **NOTES TO TENDERERS AND MANUFACTURERS**

- 1. Only a competent person in the service of the Manufacturer should sign this letter of authority.
- 2. Provide full contact details including physical address, e-mail, telephone numbers and the website on the Warranty.



## 14. TENDERER'S JV MEMBERS INFORMATION FORM

*[The Tenderer shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Tenderer and for each member of a Joint Venture]].*

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

IFT No.: *[insert number of Tendering process]*

Alternative No.: *[insert identification No if this is a Tender for an alternative]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Tenderer's Name: <i>[insert Tenderer's legal name]</i>
2. Tenderer's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Tenderer's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Tenderer's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Tenderer's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Tenderer's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 4.3. <input type="checkbox"/> In case of a Government-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and absence of dependent status, in accordance with ITT 4.3.
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

**15. PRICE SCHEDULE FORMS**

<b>LOT 1</b>	<b><u>SECTION V - PRICE SCHEDULE FOR GOODS &amp; SERVICES</u></b>									
<b>a</b>	<b><i>Price schedule: Fleet repairs &amp; maintenance Services -Values to be VAT EXCLUSIVE</i></b>									
<b>b</b>	<b>Motor Cycle Service Labour</b>									
<b>c</b>	<b>General Labour charge rate (Ksh/hour)</b>									
<b>d</b>	<b><i>Labour schedule: Specific services</i></b>									
	<b>Item description</b>	<b>MAJOR ENGINE OVERHAUL</b>	<b>PARTIAL ENGINE OVERHAUL</b>	<b>MAIN GEARBOX OVERHAUL</b>	<b>DIFFERENTIAL UNIT OVERHAUL</b>	<b>SERVICE A- 5000Kms</b>	<b>SERVICE B- 10,000kms</b>	<b>SERVICE C - 40,000 Kms</b>	<b>INJECTOR PUMP SERVICE</b>	<b>TOWING AND RECOVERY PER KM</b>
1	Saloons/Station Wagons									
2	2WD Pick-ups/2WD SUV<2500CC									
3	2WD Pick-ups/2WD SUV> 2500cc									
4	4WD/4WD SUV <2500cc									
5	4WD/4WD SUV >2500CC<3500CC									
6	4WD/4WD SUV>3500CC									
7	Light Trucks <6 Tons G.V.W									
8	Medium Trucks >6Tons <14 Tons G.V.W									

9	Heavy Duty Trucks 14 < 24								
<b>Notes: 1</b>									
1	<b>Spare/replacement parts and other maintenance materials shall be quoted for at prevailing market prices on 'as and when required' basis</b>								
2	<b>Labour quotations for out of scope repair items shall be based on applicable labour hours multiplied by the general labour charge rate quoted in item (a) above</b>								
3	<b>Due diligence shall be carried out by the procuring entity to establish tenderer's capacity to carry out repair/maintenance items quoted for before the tender is awarded.</b>								
4	<b>Subject to the tenderer's due diligence score in note 3 above, the fleet repairs &amp; maintenance awards shall be for one or more of 4 categories: Unit overhauls, minor general repairs, major general repairs or/and motorcycle repairs.</b>								
5	<b>Upon tender award, a fleet unit repair services supplier shall issue a defect report/quotation for necessary repairs/maintenance items upon carrying out checks stipulated in the applicable service schedule below. Such repairs shall only be carried out upon confirmation and approval by the procuring entity.</b>								

NO.	LOT 2- PLANT AND EQUIPMENTS						
	ITEM DESCRIPTION	MAJOR SYSTEM SERVICE	SYSTEM INSPECTION OILS TOP UP	MAIN GEARBOX OVERHAUL	SERVICE A -5000Kms	SERVICE B - 10,000kms	SERVICE C - 40,000 Kms Power Take Off Pump Services
1	HIAB CRANE						
2	STREET LIGHTING BUCKET						
3	TELELOGGER						
4	LIVELINE CRANE						
5	FORK LIFT						
6	TRACTOR						
7	Trailer						

**LOT 3 - PRICE SCHEDULE FOR HYDRAULIC AND PNEUMATICS SYSTEMS REPAIRS & MAINTENANCE SERVICES**

	<b>Item Description</b>		<b>Bidders Offer</b>
(a)	General Labour charge rate (Ksh/Hour)		
(b)	Spare parts		Prevailing Market Prices
(c)	Routine/Regular Repairs/Maintenance tasks		Attach Schedule in the format below
	<b>TASK DESCRIPTION</b>		<b>PRICE (KSH)-FOR LABOUR ONLY</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

**LOT 4- PRICE SCHEDULE FOR ENGINEERING/MACHINE SERVICES**

PART-A	ENGINEERING/MACHINING SERVICES PRICE SCHEDULE			
	Item Description	Unit	Unit Price (Ksh) VAT Exclusive	
			4-Cylinder	6 Cylinder
1	Re-bore engine block re engine block cylinders	each		
2	Re-sleersleeving with sleeves supplied	each		
3	Homing engine cylinders	each		
4	Pressure testingsure testing engine block	each		
5	Pressure testing cylinder head	each		
6	Engine block Line bore	each		
7	Crank shaft grinding/cutting	each		
8	Crankshaft polishing	each		
9	Cylinder head refacing	each		
10	Engine block refacing	each		
11	Supply & Fit camshaft valve guides	each		
12	Fit supplied camshaft bushes	each		

<b>PART -B</b>	<b>Item Description</b>	<b>Unit</b>	<b>Price(Ksh) VAT Exclusive</b>
1	Fit con rod bushes	each	
2	Aligning con rod	each	
3	Rethread axle tube-per thread set	each	
4	Rebuild and rethread rear wheel hub per stud	each	
5	Rethread tractor joint housing	each	
6	Crank shaft rebuilding per journal C1	each	
7	shaft oil seal seat fill and polish rear c/shaft oil seal Refill a	each	
8	Machine and fit valve seats	each	
9	Valve grinding	each	
10	Machine and fit dowel pins	each	

Name of Tenderer \_\_\_\_\_

Name and Designation of authorized person signing the Tender \_\_\_\_\_

Signature of authorized person signing the Tender \_\_\_\_\_

Stamp of Tenderer and date

---

**\*NOTES: -2**

- 1. The Tenderer shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items of the Price Schedules shall coincide with the List of Goods/Services specified by KPLC in Section V - Schedule of Requirements and TDS. The quantities are estimated to cover the first call -off the one-year FWA period.**
  - 2. The offered unit price MUST be rounded to two decimal places. Where the Tenderer fails to round the offered unit price as required, then, the offered unit price shall be rounded down-wards to two decimal places and used for the purposes of this tender.**
  - 3. The unit prices indicated on the KPLC tendering portal should be exclusive of VAT and the quoted BASE PRICE shall be used in the first Secondary Procurement to award the first Call-off contract only.**
-



- 4. Bidders should use the prevailing VAT rate. However, prices entered in the KPLC-SRM tendering portal should be exclusive of VAT. In case of discrepancies between the price keyed in the SRM portal and those on this price schedule uploaded as an attachment, the latter shall prevail.**
  - 5. The Bidder's grand totals should be the same as the tender sum indicated in the Tender Form.**
-





## **PART 2 – Supply / Service Requirements**

### **Section V. Schedule of Requirements**

#### **Contents**

<b><u>SCHEDULE OF REQUIREMENTS</u></b> .....	<b>92</b>
<b><u>Section VI: Technical Specifications</u></b> .....	<b>94</b>
1. <b><u>PART B – DETAILED TECHNICAL SPECIFICATIONS (DTS)</u></b> .....	<b>95</b>
2. <b>Drawings</b> .....	<b>96</b>
3. <b><u>Inspections and Tests</u></b> .....	<b>92</b>

## SCHEDULE OF REQUIREMENTS

### Part A - Brief Schedule of Details on Services Required

**Tender number:** KP11/9A.3/OT/TPT/FA/03/23-24

**Tender name:** PROVISION OF THIRD PARTY GARAGES, THREE (3) YEAR FRAMEWORK FOR SUPPLY OF TRANSPORT FLEET UNITS REPAIRS AND MAINTENANCE SERVICES IN SOUTH NYANZA REGION

**Table 1: Brief Schedule of Estimated Requirements per Lot for the Framework period**

<b>SCHEDULE OF REQUIREMENTS FOR LOT 1,2,3,4</b>		
<b>Item Description</b>	<b>Number Required</b>	<b>Tick category applied for</b>
Motor Vehicles & Plant units General Mechanical Repairs & Maintenance Services Providers	As per schedule - Appendix I	
Motor Cycles Repairs & Maintenance services Providers	As per schedule - Appendix I	
Hydraulic and Pneumatic systems repairs & Maintenance services Providers	Maximun 3 in each in each of the following towns: Kisii, Migori Nyamira, Homabay and environs in South Nyanza Region	
Engineering/Machining Services Providers	Maximun 3 in each in each of the following towns: Kisii, Migori Nyamira, Homabay and environs in South Nyanza Region	

## **Part B – Delivery Schedule of Services Required**

### **\*NOTES:**

1. All deliveries shall be made on as and when required basis to the successful bidders on Framework contract for a period of **Three (3) Years**

## **Section VI: Technical Specifications / Details of Service**

Technical specifications describe the basic requirements for Goods/Services. In addition to the information and documentation in the Tender Document regarding the technical aspects of this tender, all Tenderers shall comply with the following -

### **PART A - GENERAL REQUIREMENTS**

1. Technical documentation shall be in English language. The specific items on offer shall be marked clearly for the Goods/Services they intend to supply. The type reference or model number(s) of the item(s) on offer must be clearly indicated in the bid.
  2. The Tenderer shall submit the Schedule of Guaranteed Technical Particulars (GTP) completed and signed by the Manufacturer. In submitting the GTP, cross-references should be made to the documents submitted.
  3. Deviations from the tender specifications, if any, shall be explained in detail in writing, with supporting data including calculation sheets, detailed drawings and certified test reports and submitted together with the Tender. In submitting the deviations, cross-references should be made to the documents submitted. KPLC reserves the right to reject the Goods/Services if such deviations shall be found critical to the use and operation of the Goods/Services.
  4. Detailed contact information including title, e-mail, facsimile, telephone or any other form of acceptable communication of the testing and standards body used shall be provided.
  5. Where Type Test Certificates and their Reports and or Test Certificates and their Reports are translated into English, all pages of the translations must be signed and stamped by the testing authority.
1. A Copy of the manufacturer's valid quality management system certification i.e. ISO 9001 shall be submitted for evaluation. For locally manufactured Goods/Services, valid KEBS Mark of Quality Certificate or KEBS Standardization Mark Certificate will also be accepted.

The following text should be read together with part 4.4 of the Specifications document for  
..... *[insert item(s) description]* attached to this IFT.

## **1. PART B – DETAILED TECHNICAL SPECIFICATIONS (DTS)**

The Detailed Technical Specifications are as shown below;



## 2. Drawings

This IFT document includes *[insert “the following” or “no”]* drawings.

*[If documents shall be included, insert the following List of Drawings]*

<b>List of Drawings</b>		
<b>Drawing No.</b>	<b>Drawing Name</b>	<b>Purpose</b>
N/A	N/A	N/A

**(See Technical Specifications for detailed requirements)**

### **3. Inspections and Tests**

Inspections and tests as well as site visits shall be performed as specified in the Technical Specifications

## **Section VII - Framework Agreement Forms**

### **Contents**

Notification to Award a Framework Agreement.....	94
Framework Agreement Form .....	95
Notification of Intention to Award Framework Agreement.....	97

# Notification to Award a Framework Agreement

*[KPLC Letter head]*

*[Date]*

To: *[name and address of successful Tenderer]*

**Notification to Award a Framework Agreement**  
**Framework Agreement No. *[FWA reference number]***

This is to notify you that your Tender dated *[insert date]* to Award a Framework Agreement in relation to the Supply/Provision of *[Short title for Goods/Services]* is hereby accepted by our Entity.

Please sign, date and return the Framework Agreement within *[insert the applicable period for signing of the FWA in accordance of the ITT]* days of receipt of the same.

**Authorized Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title/position:** \_\_\_\_\_  
**Name of Entity:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

Attachment: Framework Agreement

## A. Framework Agreement Form

*[This form will be completed by KPLC in accordance with the instructions provided in italicized text. The italicized text will be deleted from the final document.]*

***Note:** the terminology in relation to the parties to the Framework Agreement changes from the terminology used in relation to the parties involved in the IFT Primary Procurement process. In the Primary Procurement process KPLC is responsible for establishing the FWA(s). However, the parties to the FWA will be the “KPLC” who will be responsible for managing and administering the FWA. In the FWA, **the successful Tenderer(s)** is called the “**Supplier**”. This covers the Supplier’s capacity as both a holder of an FWA and as a Supplier under a Call off Contract.]*

This Framework Agreement [*insert reference number of the Framework Agreement*] is made for the Supply/Provision of [*Brief description of Goods/Services and services*]

on the [*insert: **number***] day of [*insert: **month***], [*insert: **year***]

between

[For Single User Framework Agreement]

**KPLC**, a corporation incorporated under the laws of Kenya and having its principal place of business at [*insert Lead KPLC’s address*] as KPLC in its own right under the framework agreement and as the Entity responsible for the management and administration of the Framework Agreement and **the Supplier** [*insert name of the Supplier*], a corporation incorporated under the laws of [*insert country of Supplier*] and having its principal place of business at [*insert Supplier’s address*] (Supplier).

This Framework Agreement is subject to the provisions described in the Sections listed below, and any amendments.

This Framework Agreement concludes a **Standing Offer** by the Supplier to supply the specified Goods/Services to KPLC during the Term of the Framework Agreement, as and when KPLC wishes to procure them, through a **Call-off Contract**.

The following documents shall be deemed to form and be read and construed as part of this Framework Agreement and, where indicated, to any Call-off Contract awarded under this Framework Agreement.

**Section VII:** Framework Agreement General Provisions

**Section IX:** Framework Agreement Specific Provisions

**Section X:** List of Procurement Entities (if applicable)

IN WITNESS whereof, the Parties to this Framework Agreement have caused this Framework Agreement to be executed in accordance with the laws of *[insert the name of the Framework Agreement governing law country]* on the day, month and year indicated above.

“For and on behalf of KPLC:”

For and on behalf of the Supplier:

Signed: *[insert signature of authorized representative(s) of the Supplier]* Full name: *[name of person signing]*

In the capacity of: *[insert title or other appropriate designation]* In the presence of *[insert identification official of witness]*

**NOTIFICATION OF INTENTION TO AWARD FRAMEWORK AGREEMENT**

This Notification of Intention to Award the Framework Agreement shall be sent to each Tenderer that submitted a Tender. Send this Notification to the Tenderer's Authorized Representative named in the Tender Information Form on the format below.

-----

**FORMAT**

1. For the attention of Tenderer's Authorized Representative

- i) Name: \_\_\_\_\_ *[insert Authorized Representative's name]*
- ii) Address: \_\_\_\_\_ *[insert Authorized Representative's Address]*
- iii) Telephone: \_\_\_\_\_ *[insert Authorized Representative's telephone/fax numbers]*
- iv) Email Address: \_\_\_\_\_ *[insert Authorized Representative's email address]*

*[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]*

2. Date of transmission: \_\_\_\_\_ *[email]* on *[date]* \_\_\_\_\_ (local time)

This Notification is sent by \_\_\_\_\_ *(Name and designation)* \_\_\_\_\_

---

3. Notification of Intention to Award the Framework Agreement

- i) Employer: \_\_\_\_\_ *[insert the name of the Employer]*
- ii) Project: \_\_\_\_\_ *[insert name of project]*
- iii) Tender title: \_\_\_\_\_ *[insert the name of the contract]*
- iv) Country: \_\_\_\_\_ *[insert country where ITT is issued]*
- v) ITT No: \_\_\_\_\_ *[insert ITT reference number from Procurement Plan]*

This Notification of Intention to Award the Framework Agreement (Notification) notifies you of our decision to award the above Framework Agreement. The transmission of this Notification begins the Standstill Period. During the Standstill Period, you may:

4. Request a debriefing in relation to the evaluation of your tender

Submit a Procurement-related Complaint in relation to the decision to award the contract.

a) The successful tenderers

S/No.	Name of Successful Tenderer	Address of the successful Tenderer	Tender Price as read out nt
1			
2			
3			
4			
5			
6			
7 (etc.)			

b) Other Tenderers

Names of all unsuccessful Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out. For Tenders not evaluated, give one main reason the Tender was unsuccessful.

S/No.	Name of Tender	Tender Price as read out	Tender's evaluated price (Note a)	Reason Why Not Responsive
1				
2				
3				
4				
5				

**(Note a) State NE if not evaluated**

5. How to request a debriefing

- a) DEADLINE: The deadline to request a debriefing expires at midnight on *[insert date]* (local time).
- b) You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award Framework Agreement.
- c) Provide the Tender name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:
  - I) Attention: \_\_\_\_\_ *[insert full name of person, if applicable]*
  - ii) Title/position: \_\_\_\_\_ *[insert title/position]*
  - ii) Agency: \_\_\_\_\_ *[insert name of Employer]*
  - iii) Email address: \_\_\_\_\_ *[insert email address]*
- d) If your request for a debriefing is received within the 3 Days deadline, we will provide the debriefing within five (3) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (3) Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.
- e) The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.
- f) If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Days from the date of publication of the Framework Agreement Award Notice.

6. How to make a complaint

- a) Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, *[insert date]* (local time).
- b) Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:
  - I) Attention: \_\_\_\_\_ *[insert full name of person, if applicable]*
  - ii) Title/position: \_\_\_\_\_ *[insert title/position]*



- iii) Agency: \_\_\_\_\_ [*insert name of Employer*]
- iv) Email address: \_\_\_\_\_ [*insert email address*]
- c) At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award Framework Agreement. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.
- d) Further information: For more information refer to the Public Procurement and Disposals Act 2015 and its Regulations available from the Website [www.ppra.go.ke](http://www.ppra.go.ke) or email [complaints@ppra.go.ke](mailto:complaints@ppra.go.ke).

You should read these documents before preparing and submitting your complaint.

- e) There are four essential requirements:
  - i) You must be an ‘interested party’. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award Framework Agreement.
  - ii) The complaint can only challenge the decision to award Framework Agreement.
  - iii) You must submit the complaint within the period stated above.
  - iv) You must include, in your complaint, all of the information required to support your complaint.

**7. Standstill Period**

- i) DEADLINE: The Standstill Period is due to end at midnight on [*insert date*] (local time).
- ii) The Standstill Period lasts ten (14) Days after the date of transmission of this Notification of Intention to Award Framework Agreement.
- iii) The Standstill Period may be extended as stated in paragraph Section 5 (d) above.

If you have any questions regarding this Notification please do not hesitate to contact us.

On behalf of the Employer:

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title/position:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**PART 3 – Framework Agreement General Provisions (FWAGP)**

## **Section VIII. Framework Agreement General Provisions (FWAGP)**

### **Table of Clauses**

#### **SECTION VIII: FRAMEWORK AGREEMENT GENERAL PROVISIONS**

<b>1. Definitions.....</b>	<b>102</b>
<b>2. Framework Agreement documents.....</b>	<b>103</b>
<b>3. Suppliers obligations .....</b>	<b>103</b>
<b>4. Continued Qualification and Eligibility .....</b>	<b>104</b>
<b>5. Term.....</b>	<b>104</b>
<b>6. Representative.....</b>	<b>104</b>
<b>7. Role of Lead Procurement Entity or Procurement Agent.....</b>	<b>Error! Bookmark not defined.</b>
<b>8. Contract Price .....</b>	<b>105</b>
<b>9. Performance Security .....</b>	<b>105</b>
<b>10 Language .....</b>	<b>105</b>
<b>11. Notices.....</b>	<b>105</b>
<b>12. Fraud and Corruption.....</b>	<b>Error! Bookmark not defined.</b>
<b>13. Confidential Information .....</b>	<b>105</b>
<b>14. Governing Law .....</b>	<b>106</b>
<b>15 Change to the Framework Agreement .....</b>	<b>106</b>
<b>16. Termination of the Framework Agreement .....</b>	<b>106</b>
<b>17. Consequence of the expiry or termination .....</b>	<b>106</b>
<b>18. Dispute resolution in relation to Framework Agreement .....</b>	<b>106</b>
<b>19. Dispute resolution in relation to Call-off Contracts.....</b>	<b>107</b>

## Section VIII. Framework Agreement General Provisions (FWAGP)

### 1. Definitions

1.1 The following words and expressions shall have the meaning hereby assigned to them:

- a) **“Base Price”** is the Framework Agreement (FWA) unit price prior to any price adjustment in accordance with FWA Specific Provision FWAGP 8.1.
- b) **“Business Day”** is any day that is an official working day of KPLC. It excludes KPLC’s official public holidays.
- c) **“Call-off Contract”** is a contract awarded under a Framework Agreement, through a Secondary Procurement process, for the Supply/Provision of Goods/Services, and any Related Services.
- d) **“Closed Framework Agreement”** is where no new firm(s) may conclude Framework Agreement(s) during the Term of the Framework Agreement.
- e) **“Commencement Date”** is the date this Framework Agreement is signed by both parties, being the commencement of the Term.
- f) **“Contract Price”** is the price payable to the Supplier as specified in the Call-off Contract, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- g) **“Day”** means calendar day.
- h) **“Goods/Services”** means all Goods/Services, materials, items, commodities, raw material, machinery, equipment, and/or other materials, as specified in the FWA Specific Provisions, that the Supplier is required to supply to KPLC under a Call-off Contract. Where appropriate, for the purpose of interpretation, the definition for Goods/Services includes Related Services.
- i) **“In Writing”** means communicated or recorded in written form. It includes, for example: mail, e-mail, or communication through an electronic procurement system (provided that the electronic system is accessible, secure, ensures integrity and confidentiality, and has sufficient audit trail features).
- j) **“Incoterms”** means the international commercial terms for Goods/Services published by the International Chamber of Commerce (ICC).
- k) **“Lead Procuring Entity”**, when named in the Framework Agreement, means a party to the Framework Agreement, as Procuring Entity in its own right under the framework agreement and as the Entity responsible for the management and administration of the Framework Agreement for use by the other participating Procurement Entities as specified in the FWA Specific Provisions. All communications, including notices, in relation to the Framework Agreement, are to be addressed to the Lead Procuring Entity. All communications, including notices, in relation to a Call-off Contract, are to be addressed to Procuring Entity named in the Call-off Contract.
- l) **“Multi-User Framework Agreement”** means a Framework Agreement where there is more than one Procuring Entity permitted to procure through a Call-off Contract, as specified in the FWA Specific Provisions;
- m) **“Procurement Agent”**, when named in the Framework Agreement, is a party to the Framework Agreement, but only in its capacity as the Entity responsible for managing and administering the

Framework Agreement for use by the participating Procurement Entities. All communications, including notices, in relation to the Framework Agreement, are to be addressed to the Procurement Agent.

- n) **“Procuring Entity”** is KPLC and/or the Entity that is permitted to procure Goods/Services from a Supplier under a Call-off Contract awarded through a Framework Agreement. Where appropriate, for the purpose of interpretation of the Framework Agreement, the term Procuring Entity includes Lead Procuring Entity, or Procurement Agent.
- o) **“Related Services”** means the services incidental to the Supply/Provision of the Goods/Services, such as insurance, installation, training, initial maintenance and other such obligations of the Supplier, excluding inland transportation and other services required in Kenya to convey the Goods/Services to their final destination.
- p) **“Secondary Procurement”** is the method used to select a Supplier and award a Call-off Contract under this Framework Agreement.
- q) **“Single-User Framework Agreement”** means a Framework Agreement where there is only one Procuring Entity, as specified in the FWA Specific Provisions.
- r) **“Supplier”** means the person, private or government entity, or a combination of the above, who has concluded a Framework Agreement to supply to KPLC, from time to time, and as and when required, the Goods/Services, and, if applicable, Related Services, under a Call-off Contract.
- s) **“Term”** means the duration of this Framework Agreement as described in the FWA Specific Provisions starting on the Commencement Date.

## 2) Framework Agreement documents

- 2.1 This Framework Agreement (FWA) shall be read as a whole. Where a document is incorporated by reference into this Framework Agreement, it shall be deemed to form, and be read and construed, as part of this Framework Agreement.
- 5.2 This Framework Agreement comprises the documents specified in the **FWA Specific Provisions**.

## 3) Suppliers Obligations

- 3.1 The Supplier shall offer to supply (standing offer) to the KPLC, the Goods/Services, including any Related Services if applicable described in the Framework Agreement: Schedule of Requirements, for the Term of this Framework Agreement, in accordance with the terms and conditions stipulated in this Framework Agreement.
- 3.2 During the Term of the Framework Agreement, the Supplier shall continue to be eligible and qualified, and the Goods/Services shall continue to be eligible, as per the qualification and eligibility criteria stipulated in the Primary Procurement process and the provisions of sub-paragraphs 3a. to 3c. below. The Supplier shall notify KPLC immediately, in writing, if it ceases to be qualified and/or ceases to be eligible, or the Goods/Services cease to be eligible.
- 3.3 The Supplier undertakes to supply the Goods/Services under a Call-off Contract. The Goods/Services supplied / provided shall be:
  - a) of the quality, type and as otherwise specified in the Framework Agreement, **Section V: Schedule of Requirements**,
  - b) at the Contract Price specified in the Call-off Contract, and

c) in such quantities, at such times and to such locations as specified in the Call-off Contract.

3.4 If specified in the **FWA Specific Provisions**, at any point during Term of the Framework Agreement should technological advances be introduced by the Supplier for the Goods/Services originally offered by the Supplier in its Tender and still to be delivered, the Supplier shall offer to KPLC of the Call-off Contracts the latest versions of the available Goods/Services having equal or better performance or functionality at no additional cost to KPLC.

3.5 The Supplier agrees that the Call-off Contract General Conditions of Contract set out in the Framework Agreement, and Call-off Contract Special Conditions of Contract set out in a Call-off Contract, shall apply to the Supply/Provision of Goods/Services.

#### **4) Continued Qualification and Eligibility**

4.1 The Supplier shall continue to have the nationality of an eligible country as specified in the **FWA Specific Provisions**. A Supplier or subcontractor shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with, the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be.

4.2 All Goods/Services and Related Services to be supplied / provided under a Call-off Contract shall continue to have their origin in eligible Countries as specified in the **FWA Specific Provisions**. For the purpose of this provision, origin means the country where the Goods/Services have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components. Ineligible Countries, if any, are listed in the **FWA Specific Provisions**.

4.3 KPLC may require, during the Term of the Framework Agreement, evidence of the Supplier's continued qualification and eligibility, and the Goods/Services continued eligibility. Failure to provide such evidence, as requested, may result in the Supplier being disqualified from participating in a Secondary Procurement process, and/or being awarded a Call-off Contract, and/or the termination of the Framework Agreement.

#### **5) Term**

5.1 This Framework Agreement shall commence on the Commencement Date and, unless terminated earlier in accordance with the provisions of this Framework Agreement, or the general law, shall continue until the end of the Term specified in the **FWA Specific Provisions**.

#### **6. Representative**

6.1 The representatives for each party, who shall be the primary point of contact for the other party in relation to matters arising from this Framework Agreement, are specified in the FWA Specific Provisions. Should the representative be replaced, the party replacing the representative shall promptly inform the other party In Writing of the name and contact details of the new representative. Any representative appointed shall be authorized to make decisions on the day to day operation of the Framework Agreement.

#### **7. Role of Lead Procurement Entity or Procurement Agent**

7.1 Where there is a Lead Procurement Entity or Procurement Agent that is a party to the Framework Agreement, their role is to manage and administer the Framework Agreement(s) for use by the participating Procuring Entities. All communications, including notices, in relation to the Framework Agreement are to be made to the Lead Procuring Entity or Procurement Agent. The Lead KPLC or

Procurement Agent is responsible for all matters pertaining to the Framework Agreement including, for example, amendments, suspension and termination of the Framework Agreement. For matters relating to individual Call-off Contracts, all communications, including notices, must be made to KPLC named in the Call-off Contract.

- 7.2 Where no Lead Procuring Entity or Procurement Agent has been appointed the named KPLC is responsible for managing and administering the Framework Agreement and the provisions in **FWAGP 6.1** above, in relation to communications and notices etc., apply to KPLC.

## **8 Contract Price**

- 8.1 The Contract Price for each Call-off Contract shall be determined as specified in the **FWA Specific Provisions**.

## **9 Performance Security**

- 9.1 KPLC may require a Performance Security from the Supplier in relation to the performance of a specific Call-off Contract. In this event, the Supplier shall comply with the relevant provisions relating to Performance Security contained in the **Call-off Contract Special Conditions of Contract**.

## **10 Language**

- 10.1 This Framework Agreement, and any Call-off Contract, as well as all correspondence and documents relating to this Framework Agreement, and any Call-off Contract, exchanged by KPLC and Supplier, shall be written in **English**.

## **11 Notices**

- 11.1 The Goods/Services supplied / provided under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the Special Conditions of Contract. Such insurance shall be arranged and paid for by the supplier.
- 11.2 Where delivery of the Goods/Services is required by KPLC on a CIF, CIP, DDP basis, the Supplier shall arrange and pay for marine insurance, naming KPLC as the beneficiary. Where delivery is on an FOB or C&F basis, marine insurance shall be the responsibility of KPLC

## **12 Fraud and Corruption**

- 12.1 The Government of Kenya requires that tenderers under the contracts financed from public funds, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the following terms shall be interpreted as indicated:
- a. **“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
  - b. **“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the benefits of free and open competition.
- I) KPLC 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.

### **13. Confidential Information**

- 13.1 KPLC and the Supplier shall keep confidential and shall not, without the consent in writing from the other, divulge to any third party any documents, data, or other information furnished directly by either party in connection with the Framework Agreement.
- 13.2 The obligation of a party under **FWAGP 13.1** above shall not apply to information that:
- a) now, or in future, enters the public domain through no fault of that party
  - b) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party
  - c) Otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

### **14. Governing Law**

- 14.1 This Framework Agreement, and any Call-off Contracts, shall be governed by, and interpreted in accordance with, the laws of Kenya, unless otherwise specified in the FWA Specific Provisions, or the Special Conditions of Contract as set out in any Call-off Contract.

### **15. Change to the Framework Agreement**

- 15.1 Any change to this Framework Agreement, including an extension of the Term, must be In Writing and signed by both parties. A change can be made at any time after this Framework Agreement has been signed by both Parties, and before it expires.

### **16. Termination of the Framework Agreement**

- 16.1 KPLC, without prejudice to any remedy for breach of the Framework Agreement, may terminate this Framework Agreement immediately, by notice In Writing to the Supplier, if:
- (a) in the judgement of KPLC, the Supplier has engaged in Fraud and Corruption, or
  - (b) during the Term of the Framework Agreement, the Supplier ceases to be qualified or eligible as per **FWAGP 4**. or
  - (c) the Supplier purports to assign, or otherwise transfer or dispose of this Framework Agreement, in whole, or in part, without the prior written consent of KPLC, or
  - (d) the Supplier becomes bankrupt or otherwise insolvent.
- 16.2 KPLC may terminate this Framework Agreement, in whole or in part, by notice In Writing sent to the Supplier, at any time, for its convenience. The notice of termination shall specify that the termination is for KPLC's convenience, the extent to which the performance of the supplier under the Framework Agreement is terminated, and the date upon which such termination becomes effective.

### **17. Consequence of the expiry or termination**

- 17.1 Upon expiry, or earlier termination of this Framework Agreement, all Call-off Contracts entered into under this Framework Agreement shall continue in full force and effect unless otherwise terminated under the Call-off Contract General or Specific Conditions of Contract. However, no further Call off Contracts shall be awarded once the Framework Agreement is terminated.



## **18. Dispute resolution in relation to Framework Agreement**

- 18.1 In the case of a dispute arising out of, or in connection with this Framework Agreement, the Parties shall, in good faith, make every reasonable effort to communicate and cooperate with each other with a view to amicably resolving the dispute.
- 18.2 Where parties have exhausted the process described in **FWAGP 19.1**, the parties may, by mutual agreement, nominate and refer the dispute to an adjudicator/mediator to assist in the resolution of the dispute. Parties will meet their own costs associated with such a referral and split the costs of the adjudicator/mediator. In appointing the adjudicator/mediator parties should agree whether or not the adjudicator's/mediator's decision is to be final and binding.

## **19. Dispute resolution in relation to Call-off Contracts**

- 19.1 KPLC and the Supplier for a Call-off Contract shall make every effort to resolve amicably by direct informal negotiation of any disagreement or dispute arising between them under or in connection with the Contract.
- 19.2 If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either KPLC or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this provision shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods/Services under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the **FWA Specific Provisions**.
- 19.2 Notwithstanding any reference to arbitration herein,
- a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
  - b) KPLC shall pay the Supplier any monies due the Supplier.

## Section IX. Framework Agreement Specific Provisions (FWASP)

The following Framework Agreement Specific Provisions (FWASP) shall supplement and/or amend the Framework Agreement General Provisions (FWAGP). Whenever there is a conflict between the FWAGP and FWASP, the provisions of the FWASP shall prevail.

*[This section is to be completed by the Purchasing Entity as per the instructions provided in italicized text. The italicized text should be deleted from the final document.]*

FWAGP Clause	Description
<b>FWAGP 1.1 (i) Goods/Services</b>	This Framework Agreement relates to KPLC and supply, under a separate Call-off Contract, of <i>[insert short title that describes the type of Goods/Services, and any Related Services]</i> . The Goods/Services, and Related Services, are more fully described in <b>Section V: Schedule of Requirements</b> including, where applicable: list of Goods/Services, list of Related Services and <b>Section VI: Technical Specifications / Details of Service, Drawings and Inspections and Tests.</b>
<b>FWAGP 1.1 (l), (m) &amp; (s) Single / Multi-User</b>	“This is a Single-User Framework Agreement.”
<b>FWAGP 2.2 Framework Agreement Documents</b>	This Framework Agreement comprises the following documents.: <ul style="list-style-type: none"> <li>a) Framework Agreement, including all Sections,</li> <li>b) Notice of Conclusion of a Framework Agreement, and</li> <li>c) Letter of Tender (from Primary Procurement process)</li> <li>d) Technical Specifications / Details of Service</li> <li>e) Approved Guaranteed Technical Particulars (GTPs) &amp; Drawings</li> <li>f) Manufacturer’s Warranty</li> <li>g) Delivery Schedule</li> <li>h) Manufacturer’s Authorization (<i>where applicable</i>)</li> <li>i) JV Member’s Information Form (<i>where applicable</i>)</li> </ul>
<b>FWAGP 3.4 Supplier’s Obligations</b>	<i>[For rapidly changing technologies such as information systems (computers, software, communication technology etc.) specify that this requirement applies.]</i>
<b>FWAGP 4. Eligibility</b>	At the present time, firms, Goods/Services from the following countries are excluded from this Framework Agreement as being ineligible.  <i>[[insert a list of the countries following approval by PPA to apply the restriction or state “none”].]</i>

<p><b>FWAGP 5.1</b> <b>Term</b></p>	<p>The Term of this Framework Agreement is [<i>enter number of years</i>] years. [NOTE: <i>the maximum Term permissible is One Year</i>] from the Commencement Date</p>
<p><b>FWAGP 6.1</b> <b>Representatives</b></p>	<p><b><u>KPLC’s Representatives</u></b></p> <p>The name and contact details of KPLC’s Representative under this Framework Agreement, and the address for notices in relation to this Framework Agreement, are:</p> <p>For <b><u>notices</u></b>, the Purchaser’s address shall be:</p> <p style="padding-left: 40px;">General Manager, Supply Chain &amp; Logistics, The Kenya Power and Lighting Company PLC, Stima Plaza, 3<sup>rd</sup> Floor Kolobot Road, Parklands P.O Box 30099 - 00100 Nairobi, Kenya Telephone:+254-20-3201821</p> <p style="padding-left: 40px;">Electronic mail address: .....@kplc.co.ke and copy to .....@kplc.co.ke; .....@kplc.co.ke; Website: <b><u>www.kplc.co.ke</u></b></p>
<p><b>FWAGP 6.1</b> <b>Representatives</b></p>	<p><b><u>Supplier’s Representatives</u></b></p> <p>The name and contact details of the Supplier’s Representative, for the purposes of this Framework Agreement, and the address for notices in relation to this Framework Agreement are:</p> <p>Name: .....</p> <p>Title/position: .....</p> <p>Address: .....</p> <p>Phone: .....</p> <p>Mobile: .....</p> <p>E-mail: .....</p>

<p><b>FWAGP 8.1</b> <b>Contract Price</b></p>	<p>The Contract Price that will apply to KPLC under a Call-off Contract shall be:</p> <p><b>The Base Price for the first Call-off contracts and quoted price in the MFB for subsequent Mini-competitions:</b></p> <p>The successful competitive quotation subject to the provisions below.</p> <p>And any additional price for inland transportation and other services not included in the Base Price required in Kenya to convey the Goods/Services to their final destination specified in MFB.</p>
<p><b>FWAGP 8.1</b> <b>Contract Price</b></p>	<p><b>Adjustments to the Base Price</b></p> <p>“The Base Price offered by the Supplier, as stipulated in the FWA, or the price offered after mini-competition, shall apply to the Call-off Contract. The Base Price shall not be subject to any price adjustment during a Secondary Procurement, and/or an award of a Call-off Contract.”]</p>
<p><b>FWAGP 3.1 &amp; 8.1 Contract Price</b></p>	<p>if after the date of 28 days prior to date of Tender submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Kenya where the Project Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Period and/or the Base Price, then such Delivery Period and/or Base Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Framework Agreement. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with <b>FWAGP 8.1</b>.</p>
<p><b>FWAGP 20.2</b> <b>Dispute Resolution in relation to Call-off Contract</b></p>	<p>The rules of procedure for arbitration proceedings shall be as follows:</p> <p>a. <i>[describe the proceedings that are to apply e.g.]</i></p> <p>KPLC and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.</p> <p>If, after twenty-eight (28) days from the commencement of such informal negotiations, KPLC and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in the Special Conditions of Contract. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and/or national and international arbitration.</p>
<p><b>FWAGP 9.1</b></p>	<p>A Performance Security shall be required for the Call-off Contract.</p>

	<p>The amount of the Performance Security shall be: <b>10% of the Call-off Contract Price.</b></p> <p>If the unconditional guarantee is issued by a financial institution located outside the Purchaser's Country, the issuing financial institution shall have a correspondent financial institution located in the Purchaser's Country to make it enforceable.</p>
<b>FWAGP 9.1</b>	The Performance Security shall be in the form of: a Bank Guarantee

## **PART 4: Secondary Procurement**

This Section contains the methods and the criteria that KPLC shall use to conduct a Secondary Procurement process to select a Supplier and award a Call-off Contract under this Framework Agreement. No other factors, methods or criteria shall be used other than specified in this IFT document for the Secondary Procurement process.

*[KPLC shall select the criteria deemed appropriate for the Secondary Procurement process, using the samples text provided below or other acceptable wording, and delete the text in italics.*

*The Secondary Procurement methodology(ies) to be described in this Section must be consistent with the Secondary Procurement method(s) set out in the Invitation for Tenders which resulted in the conclusion of the Framework Agreement.]*

# Section X-Secondary Procurement Method(s)

## 1. Secondary Procurement Method(s)

The Secondary Procurement method(s) that apply to the selection of a Supplier for the award of a Call-off Contract under this Framework Agreement [is/are] ***Direct Selection based on balanced division of supply and competitive quotations through mini-competition:***

- (i) direct selection based on balanced division of supply
- (ii) competitive quotations through **mini-competition**,

The procedure for the application of the procurement methods outlined under paragraph 1 above are the following.

### 1.1 Direct selection based on balanced division of supply:

1.1.1. This method will be applicable for the ***first Call-off Contract(s) only***.

1.1.2. The first Call-off Contract(s) will be awarded to the Supplier who has the **lowest evaluated base price per item/lot** as quoted in the Primary Procurement following the Criteria to Award a Framework Agreement outlined in the **TDS ITT 40.2** and in accordance with the division of supply here below:

- a) ***No supplier will be allocated more than ..... item / lot. However, in the event there is no other qualified subsequent supplier, the award will revert to the supplier with the lowest evaluated base price subject to (b) and (c) below.***
- b) ***KPLC shall also take into consideration Timely Delivery as per delivery schedule and satisfactory performance on previous orders. (NB: Suppliers with more than 50% outstanding orders per size will not qualify for award of Call-off contract).***
- c) ***Number of items tendered for and/or available for the contract as per information given in the price schedule and Capacity Declaration Form.***

1.1.3. The first Supplier will be awarded Call-off Contracts until the total value/quantity of all Call-off Contracts awarded reaches the upper value/quantity limit as per 1.1.2 above.

1.1.4. A second supplier, whose Framework Agreement has the second lowest evaluated cost, will then be awarded the subsequent Call-off Contracts until the total value/quantity of all Call-off Contracts awarded reaches the upper value/quantity limit as per 1.1.2 above and so on.

### 1.2 Competitive Financial Bids (Mini-competition):

1.2.1. This method will be applicable for the award of ***Subsequent Call-off Contract(s)***

1.2.2. KPLC will prepare a **Mini-competition Financial Bids (MFB) as and when required** and invite all eligible Suppliers holding a Framework Agreement that includes the Goods/Services to be procured under the Call-off contract, to submit competitive quotations.

1.2.3. KPLC shall award to the Supplier whose Financial Bid is determined to

have the lowest evaluated price per item / lot subject to the award criteria set out in the TDS.

The Mini-competition Financial Bid will include:

- (a) the Goods/Services, and any Related Services, to be delivered
- (b) delivery location(s)
- (c) delivery date(s) or schedule
- (d) quantity
- (e) any additional requirement for inland transportation and other services in Kenya to convey the Goods/Services to their final destination specified in MFB not included in the BasePrice,
- (f) details of any inspections or tests that are additional to those described in theFramework Agreement
- (g) the criteria to be applied to the evaluation of quotations
- (h) the award criteria, e.g.: KPLC shall award the Call-off Contract to the Supplier whose Tender(s) has been determined to be substantially responsive to the Financial Bid; and the lowest evaluated cost.
- (i) deadline for submission of quotations
- (j) reference the Call-off Contract Terms and Conditions of supply, which are to applyto the procurement
- (k) request to Suppliers to demonstrate that they continue to be eligible and qualified tosupply / provide the Goods/Services
- (l) *any other relevant information.*

Suppliers are not permitted to quote a price, excluding any additional price for inland transportation and other services required in Kenya to convey the Goods/Services to their final destination specified in mini-competition not included in the Base Price, that is higher than the Base Price stated in the Framework Agreement, or as adjusted by the agreed price adjustment formula, if applicable and any changes in any Laws and Regulations in accordance with FWAGP 14.1



## Section XI – Formation of Call-off Contract

### 2. Formation of Call-off Contract

KPLC shall confirm that the selected Supplier continues to be qualified and eligible in accordance with Framework Agreement prior to the formation of the Call-off Contract. The Call-off Contract is formed when one of the following conditions are met depending on the method of selection used for the Secondary procurement.

*[Describe the procedure(s) that applies to the formation of the Call-off Contract. Be specific.e.g.]*

**2.1 For competitive quotations through mini-competition using a Financial Bid,** the Call-off contract is formed when: *[select one of the three Options]*

OPTION 1

“KPLC issues, the Letter of Award of Call-off Contract to the successful Supplier.”  
*[add if applicable:* “Following the formation of contract, through offer and acceptance, KPLC and Supplier shall sign a Call-off Contract as per the form contained in the Framework Agreement.”*] OR*

OPTION 2

“KPLC transmits, to the successfulSupplier, a Call-off Contract for signature and return, and the Call-off Contract is signed by both KPLC and the Supplier. The date that the Call-off Contract is formed, is the date that the last signature is executed.”

**2.2 For direct selection based on location or balanced division of supply,** the Call-off contract is formed when KPLC transmits, to the successful Supplier, a Call-off Contract for signature and return, and theCall-off Contract is signed by both KPLC and the Supplier. The date that the Call-off Contract is formed, is the date that thelast signature is executed, or the date agreed by the parties.

## **Section XII – Award of Call-off Contract**

### **3. Communication and Award of Call-off Contract**

*[Describes the process to announce the award of a Call-off Contract ]*

KPLC shall, at the same time as awarding the contract, communicate the award of the Call-off Contract through a Notification of Award / Letter of Award in the case of:

- a. Direct Selection to all FWA Suppliers for the items included in the Call-off Contract.
- b. selection based on competitive quotations (through mini-competition) to all Suppliers invited to submit quotations.

The communication must be by the quickest means possible, e.g. by email, and include, as a minimum, the following information:

- c. the name and address of the successful Supplier
- d. the quantity/volume of Goods/Services being procured
- e. the contract price
- f. a statement of the reason(s) the recipient Supplier was unsuccessful.

---

## **Section XIII – Complaint About Award of Call-off Contract**

### **4. Complaint About Award of Call-off Contract**

An unsuccessful Supplier may complain about the decision to award a Call-off Contract. In this case the process for making a complaint will be in accordance with the provisions in the Public Procurement and Asset Disposal Act, 2015 and Public Procurement and Asset Disposal Regulations, 2020.

---

## Section XIV: Call-off Contract General Conditions of Contract

### Table of Clauses

1.	Definitions.....	120
2.	Application.....	121
3.	Country of Origin.....	121
4.	Standards.....	121
5.	Use of Contract Documents and Information .....	121
6.	Patent Rights .....	121
7.	Performance Security.....	121
8.	Inspections and Tests .....	122
9.	Packing.....	122
10.	Delivery and Transfer of Risk.....	122
11.	Insurance .....	123
12.	Transportation.....	123
13.	Incidental Services .....	123
14.	Spare Parts .....	124
15.	Warranty .....	124
16.	Payment.....	125
17.	Prices.....	125

---

<b>18.</b>	Change Orders .....	125
<b>19.</b>	Contract Amendments .....	125
<b>20.</b>	Assignment .....	125
<b>21.</b>	Subcontracts .....	125
<b>22.</b>	Delays in the Supplier’s Performance.....	126
<b>23.</b>	Liquidated Damages .....	126
<b>24.</b>	Termination for Default .....	126
<b>25.</b>	Force Majeure .....	127
<b>26.</b>	Termination for Insolvency.....	127
<b>27.</b>	Termination for Convenience .....	127
<b>28.</b>	Resolution of Disputes .....	125
<b>29.</b>	Governing Language.....	128
<b>30.</b>	Applicable Law .....	128
<b>31.</b>	Notices .....	128
<b>32.</b>	Taxes and Duties.....	128

## **Section XIV: Call-off Contract General Conditions of Contract (GCC)**

### **1. Definitions**

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

- a. "The Contract" means the agreement entered into between KPLC and the Supplier, 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 Supplier under the contract for the full and proper performance of its contractual obligation;
- c. "The Goods/Services" means equipment, machinery, related Accessories, spare-parts and/or other materials which the Supplier is required to supply to KPLC under the contract;
- d. "The Services" means services ancillary to the Supply/Provision of the Goods/Services such as transportation and insurance and any other incidental services, such as installation, commissioning, the operational and maintenance training of the supplied / provided equipment and other such obligations of the supplier covered under the Contract.
- e. "KPLC" means KPLC of the Republic of Kenya purchasing the Goods/Services.
- f. "The Supplier" means the individual or organization supplying the Goods/Services and services under this contract.
- g. "KPLC's Country" is Kenya.
- h. "The Delivery Site" where applicable, means the place or places where Supply/Provision of Goods/Services to deliver and performance of services to be complete.
- i. "Day" means calendar day.
- j. "Public funds" include:
  - (i) funds from government budget, Metropolitan Assembly budgets, Municipal Assembly budgets or District Assembly budgets;
  - (ii) funds from government Foundations;
  - (iii) funds from government Trust Funds;
  - (iv) funds from domestic loans and foreign loanstaken or guaranteed by government;
  - (v) funds from state foreign aid;
  - (vi) revenue received from the economic activity of state or local government agencies or other legal persons in public law financed from the Government budget, Metropolitan Assembly budgets, District Assembly budgets or Government foundations.

### **2. Application**

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the contract.

### **3. Country of Origin**

- 3.1 All Goods/Services and services supplied / provided under the contract shall have their origin in Kenya or in eligible countries as specified in Special Condition of Contract.
- 3.2 For purposes of this clause “origin” means the place where the Goods/Services are mined, grown, produced or manufactured, or from which the Services are supplied / provided . Goods/Services are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.3 The origin of Goods/Services and Services is distinct from the nationality of the Supplier.

### **4. Standards**

- 4.1 The Goods/Services supplied / provided under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods/Services’ country of origin, such standards shall be the latest issued by the concerned institution.
- 4.2 Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the Goods/Services and materials to be furnished or tested, the provisions of the latest current edition or revision of the relevant shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

### **5. Use of Contract Documents and Information**

- 5.1 The Supplier shall not, without KPLC’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of KPLC in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The Supplier shall not, without KPLC’s prior written consent, make use of any document or information enumerated in sub-clause 5.1 except for purposes of performing the Contract.
- 5.3 Any document, other than the Contract itself, enumerated in sub-clause 5.1 shall remain the property of KPLC and shall be returned (all copies) to KPLC on completion of the Supplier’s performance under the Contract if so required by KPLC.

### **6. Patent Rights**

- 6.1 The Supplier shall indemnify KPLC against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods/Services or any part thereof in KPLC’s country.

### **7. Performance Security**

- 7.1 Within fourteen (14) days after the Supplier’s receipt of notification of award of the contract, the successful Tenderer shall furnish performance security to KPLC in the amount specified in the Special Conditions of Contract and in the form specified in **Section XV**

- 7.2. The proceeds of the performance security shall be payable to KPLC as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to KPLC and shall be in the form of an unconditional bank guarantee issued by a bank in Kenya acceptable to KPLC and in the form provided in the Tender Documents or another form acceptable to KPLC.
- 7.4 The performance security will be discharged by KPLC and returned to the Supplier not later than 28 days after expiring of one year of warranty period following the date of issue of certificate of final acceptance of equipment after installation and commissioning of equipment at the final destination.

## **8 Inspections and Tests**

- 8.1 KPLC or its Representative shall, at no extra cost, have the right to inspect and/or to test the Goods/Services to confirm their conformity to the Contract. The Special Conditions of Contract and/or the Technical Specifications shall specify what inspections and tests KPLC requires and where they are to be conducted. KPLC shall notify the Supplier in writing of the identity of any representatives retained for these purposes within 21 days after award of the Contract.
- 8.2 The inspections and tests may be conducted on the premises of the Supplier or its sub-Supplier(s), at point of delivery, and/or at the Goods/Services' final destination. If conducted on the premises of the Supplier or its sub-Suppliers(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to KPLC.
- 8.3 Should any inspected or tested Goods/Services fail to conform to the Specifications, KPLC may reject the Goods/Services, and the Supplier shall either replace the rejected Goods/Services or make alterations necessary to meet specification requirements free of cost to KPLC.
- 8.4 KPLC's right to inspect, test and, where necessary, reject the Goods/Services after the Goods/Services' arrival in KPLC's country shall in no way be limited or waived by reason of the Goods/Services having previously been inspected, tested and passed by KPLC or its Representative prior to the Goods/Services' shipment from the country of origin.
- 8.5 Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.
- 8.6 A Certificate of Acceptance shall be issued by KPLC after necessary inspection and tests of the Goods/Services supplied / provided as specified in SCC.

## **9. Packing**

- 9.1 The Supplier shall provide such packing of the Goods/Services as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods/Services' final destination and the absence of heavy handling facilities at all points in transit.
- 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, including additional requirements, if any, as Specified in the Special Conditions of Contract (SCC), and in any subsequent instructions issued by KPLC.



## **10. Delivery and Transfer of Risk**

- 10.1 Delivery of the Goods/Services shall be made by the Supplier in accordance with the terms specified by KPLC in its Schedule of Requirements. The details of shipping and/or other documents to be furnished by the supplier are specified in the Special Conditions of Contract.
- 10.2 For purposes of the Contract, “FOB,” “C&F,” “CIF,” “CIP,” “DDP” “EXW” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of the International Rules the Interpretation of the Trade Terms (INCOTERMS)<sup>5</sup> published by the International Chamber of Commerce (ICC), Paris.
- 10.3 Documents to be submitted by the Supplier are specified in Special Condition of Contract. The Interpretation of the Trade Terms (INCOTERMS) published by the International Chamber of Commerce (ICC), Paris. Documents to be submitted by the Supplier are specified in Special Condition of Contract.

## **11. Insurance**

- 11.1 The Goods/Services supplied / provided under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the Special Conditions of Contract. Such insurance shall be arranged and paid for by the supplier.
- 11.2 Where delivery of the Goods/Services is required by KPLC on a CIF, CIP, DDP basis, the Supplier shall arrange and pay for marine insurance, naming KPLC as the beneficiary. Where delivery is on an FOB or C&F basis, marine insurance shall be the responsibility of KPLC.

## **12. Transportation**

- 12.1 Where the Supplier is required under the Contract to deliver the Goods/Services FOB, transport of the Goods/Services, up to and including the point of putting the Goods/Services on board the vessel at the specified port of loading, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.
- 12.2 Where the Supplier is required under the Contract to deliver the Goods/Services C&F, CIP, DDP or CIF or to a specified destination within Kenya, transport of the Goods/Services to the port of discharge or such other point in the country of destination including insurance and storage, as shall be specified in the Contract shall be arranged and paid for by the Supplier, and the related cost thereof shall be included in the Contract Price.
- 12.3 Where the Supplier is required to effect delivery under any other terms, the Supplier shall be required to meet all transport and storage expenses until delivery.
- 12.4 In all of the above cases, transportation of the Goods/Services after delivery shall be the responsibility of KPLC.
- 12.5 Where the Supplier is required under the Contract to deliver the Goods/Services CIF or CIP or DDP or C&F, no further restriction shall be placed on the choice of the ocean carrier. Where the Supplier is required under the Contract (i) to deliver the Goods/Services FOB, and (ii) to arrange on behalf and at the expense of KPLC for ocean transportation on specified conference vessels or on national flag carriers of KPLC’s country, the Supplier may arrange for such transportation on alternative carriers if the specified conference vessels or national flag carriers are not available to transport the Goods/Services within the time period(s) specified in the Contract.

**13. Incidental Services**

- 13.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- a. performance or supervision of on-site assembly and/or startup of the supplied / provided Goods/Services;
  - b. furnishing of tools required for assembly and/or maintenance of the supplied / provided Goods/Services;
  - c. furnishing of a detailed operations and maintenance manual for each, appropriate unit of the supplied / provided Goods/Services;
  - d. performance or supervision or maintenance and/or repair of the supplied / provided Goods/Services, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
  - e. training of KPLC's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied / provided Goods/Services

**14. Spare Parts**

- 14.1 As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier.
- a. such spare parts as KPLC may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
  - b. in the event of termination of production of the spare parts:
    - i. advance notification to KPLC of the pending termination, in sufficient time to permit KPLC to procure needed requirements; and
    - ii. following such termination, furnishing at no cost to KPLC, the blueprints, drawings, and specifications of the spare parts, if requested

**15. Warranty**

- 15.1 The Supplier warrants that the Goods/Services supplied / provided under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods/Services supplied / provided under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or materials is required by KPLC's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied / provided Goods/Services in the conditions prevailing in the country of final destination.
- 15.2 The warranty shall remain valid for .....after the Goods/Services, or any portion thereof as the case may be, have been delivered to the final destination indicated in the Contract and installed and commissioned to the satisfaction of KPLC.

- 15.3 KPLC shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the Supplier shall, within the period as specified in SCC and with all reasonable speed, repair or replace the defective Goods/Services or parts thereof, without costs to KPLC other than, where applicable, the cost of inland delivery of the repaired or replaced Goods/Services or parts from EXW or to the final destination
- 15.5 If the Supplier, having been notified, fails to take remedial action within forty-two (42) days from date of receipt of notice, KPLC may proceed to take such action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which KPLC may have against the Supplier under the Contract.

## **16. Payment**

- 16.1 Prices charged by the Supplier for Goods/Services and services delivered and services performed under the Contract shall not vary from the prices quoted by the Supplier in its Tender, with the exception of any price adjustments authorized in Special Conditions of Contract or in KPLC's request for Tender validity extension, as the case may be.

## **17. Prices**

- 17.1 Prices charged by the Supplier for Goods/Services and services delivered and services performed under the Contract shall not vary from the prices quoted by the Supplier in its Tender, with the exception of any price adjustments authorized in Special Conditions of Contract or in KPLC's request for Tender validity extension, as the case may be.

## **18. Change Orders**

- 18.1 KPLC may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:
- a. drawings, designs, or specifications, where Goods/Services to be furnished under the Contract are to be specifically manufactured for KPLC;
  - b. the method of shipment or packing;
  - c. the place of delivery; and/or
  - d. the Services to be provided by the Supplier.
- 18.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment may be made in the Contract Price or delivery schedule, or both, and the Contract may accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of KPLC's change order.

## **19. Contract Amendments**

- 19.1 Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made, except by written amendment signed by the parties.

## **20. Assignment**

- 20.1 The Supplier shall not assign, in whole or in part, its obligations to perform under the Contract, except with KPLC's prior written consent

## **21. Sub-contracts**

- 21.1 The Supplier shall notify KPLC 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 Supplier from any liability or obligation under the Contract.
- 21.2 Subcontracts must comply with the provisions of GCC Clause 3

## **22. Delays in the Supplier's Performance**

- 22.1 Delivery of the Goods/Services and performance of services shall be made by the Supplier in accordance with the time schedule specified by KPLC in the Schedule of Requirements.
- 22.2 Except as provided under GCC clause 25, an unexcused delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to any or all of the following sanctions: forfeiture of its performance security, imposition of liquidated damages, and/or termination of the Contract for default.
- 22.3 If at any time during performance of the Contract, the Supplier or its sub-supplier(s) should encounter conditions impeding timely delivery of the Goods/Services and performance of Services, the Supplier shall promptly notify KPLC in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, KPLC shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance, with or without liquidated damages, in which case, the extension shall be ratified by the parties by amendment of the Contract.

## **23. Liquidated Damages**

- 23.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods/Services or to perform within the time period(s) specified in the Contract, KPLC shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to (0.5%) of the contract price of the delayed Goods/Services for each week of delay until actual delivery, up to a maximum deduction of (10%) percent of the delayed Goods/Services Contract Price. Once the maximum is reached, KPLC may consider termination of the Contract pursuant to GCC Clause 24.

## **24. Termination for Default**

- 24.1 KPLC may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, terminate the Contract in whole or in part:
- a. if the Supplier fails to deliver any or all of the Goods/Services within the time period(s) specified in the Contract, or any extension thereof granted by KPLC pursuant to GCC Clause 22; or
  - b. if the Supplier fails to perform any other obligation(s) under the Contract.
- 24.2 In the event KPLC terminates the Contract in whole or in part, pursuant to GCC paragraph 24.1 and 24.3 below, KPLC may procure, upon such terms and in such manner as it deems appropriate, Goods/Services or services similar to those undelivered, and the Supplier shall be liable to KPLC for any excess costs for such similar Goods/Services or services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
- 24.3 Termination for Corrupt or Fraudulent Practices

KPLC may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, terminate the Contract in whole or in part if the Supplier, in the judgment of KPLC has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

For the purpose of this clause:

- 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, and includes collusive practice among Tenders (prior to or after Tender submission) designed to establish Tender prices at artificial non- competitive levels and to deprive the benefits of free and open competition.

## **25. Force Majeure**

- 25.1 For purposes of this Contract, “Force Majeure” means an event beyond the control of the parties to the Contract and not involving either party’s fault or negligence and not foreseeable.
- 25.2 If, at any time during the existence of the Contract, either party is unable to perform in whole or part any obligation under this Contract because of such events which include, but are not restricted to, acts of God, acts of Government in its sovereign capacity, war, revolutions, hostility, civil commotions, strikes, fires, floods, epidemics, quarantine restrictions, freight embargoes, explosions, then the date of fulfillment of Contract shall be postponed during the period when such circumstances are operative.
- 25.3 The party which is unable to perform its obligations under the present Contract shall, within fourteen (14) days of occurrence of the Force Majeure event, inform the other party with suitable documentary evidence. Non-availability of raw materials from regular sources shall not be an excuse for the Supplier for not performing its obligations under this clause.
- 25.4 Any waiver/extension of time in respect of the delivery/acceptance of any instalment or part of the Goods/Services shall not be deemed to be a waiver/extension of time in respect of the remaining deliveries.
- 25.5 If such inability to perform continues for a period of more than three (3) months, each party shall have the right to be released from further performance of the Contract, in which case, neither party shall have the right to claim damages from the other. All prior performance shall be subject to Contract terms.
- 25.6 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of Force Majeure.
- 25.7 If a Force Majeure situation arises, the Supplier shall promptly notify KPLC in writing of such condition and the cause thereof. Unless otherwise directed by KPLC in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event

## **26. Termination for Insolvency**

- 26.1 KPLC may at any time terminate the Contract by giving written notice to the Supplier, without compensation to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent, provided

that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to KPLC.

## **27. Termination for Convenience**

- 27.1 KPLC, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for KPLC's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective
- 27.2 The Goods/Services that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by KPLC at the Contract terms and prices. For the remaining Goods/Services, KPLC may elect:
- a. to have any portion completed and delivered at the Contract terms and prices; and/or
  - b. to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods/Services and Services and for materials and parts previously procured by the Suppliers.

## **28. Resolution of Disputes**

- 28.1 KPLC and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 28.2 If, after twenty-eight (28) days from the commencement of such informal negotiations, KPLC and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in the Special Conditions of Contract. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and/or national and international arbitration

## **29. Governing Language**

- 29.1 The Contract shall be written in the language as specified in SCC. Subject to GCC Clause 30, the version of the Contract written in English language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the English language.

## **30. Applicable Law**

- 30.1 The Contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the Special Conditions of Contract.

## **31. Notices**

- 30.1 The Contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the Special Conditions of Contract

## **32. Taxes and Duties**

- 32.1 A Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods/Services to the final destination.

## Section XV: Special Conditions of Call-off Contract (SCC)

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in General Conditions of Contract. The corresponding clause number in the General Conditions is indicated in parentheses. Where sample provisions are furnished, they are only illustrative of the provisions that KPLC should draft specifically for each procurement.

GCC Reference Clause	No.	Particulars of SCC
<b>1. Definitions (GCC Clause 1)</b>	1.	<p>a. Procuring Entity is: <b>Kenya Power &amp; Lighting Company Plc</b> P.O. BOX 30099-00100, NAIROBI, <u>KENYA.</u></p> <p>b. The Supplier is:..... ..... <i>[Name and Address of Supplier]</i></p> <p>c. The Delivery site is: ..... ..... <i>[Insert name and address of delivery site if applicable]</i></p>
<b>2. Country of Origin (GCC Clause 3)</b>	2.	<p>Any country of the World. <i>[Otherwise specify restrictions as applicable]</i></p>
<b>3. Performance Security (GCC Clause 7)</b>	3.	<p>The Performance Security shall be the sum of ten percent (10%) of the contract price and shall be valid for a minimum of sixty (60) days after satisfactory delivery of Goods/Services.</p> <p><i>[Five (5) to ten (10) percent of the Contract Price would be reasonable; it should not exceed ten (10) percent in any case. The following provisions should be used in the case of Goods/Services having warranty obligation.]</i></p>
	3.2	<p>The validity of Performance Security shall be one (1) year after the final installation and commissioning of the Goods/Services and the issue of final acceptance certificate to the Suppliers.</p> <p>After delivery and acceptance of the Goods/Services, the performance security shall be reduced to two (2) percent of the Contract Price to cover the Supplier's Warranty obligations in</p>

GCC Reference Clause	No.	Particulars of SCC
		<p>accordance with Clause GCC 15.2. The supplier shall promptly extend the validity suitably to cover agreed extension of the warranty period of the supplied / provided Goods/Services.</p>
<p><b>4. Inspection and Tests (GCC Clause 8)</b></p>	<p>4.1</p>	<p>Inspection and tests prior to shipment of Goods/Services at final acceptance are as follows:</p> <p>a. The time limit for inspection and tests and the issuance of Certificate of acceptance and/or rejection should be no later than... ..days of the completion of inspection and tests.  <i>[Specify the time limit for inspection and tests and the issuance of Certificate of acceptance and/or rejection in no later than 28-56 days [as applicable] of the completion of inspection and tests.]</i></p> <p>a) <i>Factory Inspection Tests – FAT</i> shall be conducted prior to shipment / Delivery of Goods/Services.</p>
<p><b>5. Packing (GCC Clause 9)</b></p>	<p>5.1</p>	<p>Additional requirement for packing and marking as per GCC Clause 9.2 are as follows:</p> <p>a. The Goods/Services shall be packed in good conditions suitable for road/rail dispatch. Hazard in transit to the final destination shall include rough handling and storage in tropical conditions. Each item shall be marked permanently by impressing or stamping with the following as per the KPLC specifications: “Property of KPLC,” Manufacturer’s name, Date of treatment, KS Standard, length of item and item diameter.</p> <p>b. ....</p> <p><i>[Specify additional requirements for packing, marking and so on, if necessary.]</i></p>
<p><b>6. Delivery and Documents (GCC Clause 10)</b></p>	<p>6.1</p>	<p>For Goods/Services Supplied / provided from abroad:</p> <p>a. Upon shipment, the Supplier shall notify KPLC and the Insurance Company by e-mail the full details of the shipment, including contract number, description of Goods/Services, quantity, the vessel, (or the flight number), the bill of lading number and date, port of loading, date of shipment, port of discharge, etc. The Supplier shall mail the following documents to KPLC, with a copy to the Insurance Company:</p> <p>i. Copies of the Supplier’s invoice showing Good’s</p>



GCC Reference Clause	No.	Particulars of SCC
		<p>description, quantity, unit price and total amount;</p> <p>ii. Original and <i>[insert number as required]</i> copies of the negotiable, clean on board, bill of lading (Consignmentnote) marked “freight prepaid” and <i>[insert number as required]</i> copies of non-negotiable bill of lading (Consignment note);</p> <p>iii. Copies of the packing list identifying contents of eachpackage;</p> <p>iv. Insurance Certificate;</p> <p>v. Manufacturer’s or Supplier’s Warranty Certificate;</p> <p>vi. Inspection Certificate issued by the nominated inspection agency, and the supplier’s factory inspection report; and</p> <p>vii. Certificate of origin certified/verified by the manufacturing company in case of Goods/Services manufactured locally. <i>[Other similar documents should be listed, depending upon the Incotermretained, or irrelevant document can be deleted.]</i></p>
	6.2	The documents as per clause 6.1 shall be received by KPLC at least one week before arrival of Goods/Services at the port or place of arrival and, if not received, the Supplier will be responsible for anyconsequent expenses.
	6.3	<p>For Goods/Services within Kenya: Upon delivery of the Goods/Services to the transporter, the Supplier shall notify KPLC and mail the following documents to KPLC:</p> <p>i. Copies of the Supplier’s invoice showing Goods/Services’ description, quantity, unit price and total amount;</p> <p>ii. Delivery note, transport receipt, railway receipt;</p> <p>iii. Manufacturer’s or Supplier’s Warranty Certificate;</p> <p>iv. Inspection Certificate issued by the nominated inspection agency, and the Supplier’s factory inspection report; and</p> <p>v. Certificate of Origin</p>
	6.4	The documents as per sub-clause 6.3 shall be received by KPLC before arrival of the Goods/Services and, if not received, the Supplier will be responsible for any consequentexpenses.

GCC Reference Clause	No.	Particulars of SCC
<b>7. Insurance (GCC Clause 11)</b>	7.1	The insurance shall be in an amount equal to 110 percent of the CIP value of the Goods/Services from “Warehouse” to “Warehouse” on “All Risks” basis, including War Risks and Strikes.
<b>8. Incidental Services (GCC Clause 13)</b>	8.1	<p>Incidental services to be provided are:</p> <ul style="list-style-type: none"> <li>i. Installation and commissioning of equipment;</li> <li>ii. Operational and maintenance training of equipment.</li> <li>iii.[insert any other additional requirement].</li> </ul> <p><i>[Selected services covered under GCC Clause 13 and/or other should be specified with the desired features. The price quoted in the Tender price or agreed with the selected Supplier shall be included in the Contract Price. If no incidental services are required state “not applicable”]</i></p>
<b>9. Transportation (GCC Clause 12)</b>	9.1	<p>The Supplier shall be responsible for providing safe transportation and meet all transport expenses until delivery to the KPLC stores ready for unloading. The terms shall be strictly on Delivered Duty Paid (DDP).</p> <p><i>a. .... [specify other additional requirements.]</i></p>
<b>10. Warranty (GCC Clause 15)</b>	10.1	<p>The manufacturer shall warrant its goods against defects in material and workmanship within a period of ..... from the date of delivery, providing for joint inspection between Kenya Power and the manufacturer to determine any item that is defective to facilitate replacement and disposal of such defective items free of cost.</p> <p><i>[Insert appropriate months/years as per Technical Specification or Schedule of Requirements or as per the nature of the Goods/Services]</i></p> <p>The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:</p> <ul style="list-style-type: none"> <li>a. make such changes, modification, and/or additions to the</li> </ul>

GCC Reference Clause	No.	Particulars of SCC
		<p>Goods/Services or any part thereof as may be necessary in order to attain the contractual guarantees specified in the contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4.1 or</p> <p>b. Pay liquidated damages to KPLC with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be (0.1 to 0.5%) per week. <i>[The rate should be higher than the adjustment rate used in the Tender evaluation under ITT 28.5 (f) or (g).]</i></p>
	10.2	The period for correction of defects in the warranty period is: 50% time of the delivery schedule of the particular Goods/Services.
	10.3	..... [specify other suitable conditions for warranty, if necessary].
<b>11. Payment (GCC Clause 16)</b>	11.1	<p>Payment for Goods/Services and Services supplied / provided shall be made in Kenya Shillings, as follows;</p> <p>i. The credit period shall be thirty (30) days from satisfactory delivery and submission of invoice together with other required and related documents.</p>
<b>12. Prices (GCC Clause 17)</b>	12.1	<p>Tender Prices may be adjusted only in the case of Tender validity extension requested by KPLC. <i>[To be inserted only if price is subject to adjustment under GCC Clause 17.1)</i></p>
	12.2	KPLC shall not entertain Contract Price variation due to the effect of any notice of notification of exchange rate variation of any convertible currency.
<b>13. Liquidated Damages (GCC Clause 23)</b>	13.1	<p>Applicable rate for the Liquidated damages is : 0.1% to 0.5% per day. <i>[Applicable as per the nature of the Goods/Services. Applicable rates shall not exceed one-half (0.5) percent per day, and the maximum shall not exceed ten (10) percent of the delayed good's Contract Price.]</i></p>

GCC Reference Clause	No.	Particulars of SCC
<p><b>14. Resolution of Disputes (GCC Clause 28)</b></p>	<p>14.1</p>	<p>The dispute resolution mechanism to be applied pursuant to clause 28.2 of the General Conditions of Contract shall be as follow:</p> <ul style="list-style-type: none"> <li>a. in the case of a dispute between KPLC and a Supplier which is a national of Kenya, the dispute shall be referred to adjudication/arbitration; and</li> <li>b. in the case of dispute between KPLC and the Foreign Supplier, the dispute shall be settled by arbitration in accordance with the provisions of the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules.</li> </ul>
<p><b>15. Governing Language (GCC Clause 29)</b></p>	<p>15.1</p>	<p>The governing Language shall be English.</p>
<p><b>16. Notices (GCC Clause 31)</b></p>	<p>16.1</p>	<p>For the notice purposes KPLC and Supplier's address shall be as follows:</p> <p>KPLC's address for notice purposes:  .....  .....  .....</p> <p>Supplier's address for notice purposes:  .....  .....  .....</p>

## **Section XVI: Secondary Procurement Forms**

### **Secondary Procurement Forms**

#### **Contents**

Request for Quotation_____	136
MFB ANNEX 1: KPLC Requirements_____	137
Schedule of Requirements_____	139
Delivery Schedule _____	140
Evaluation Criteria_____	141
MFB ANNEX 2: Supplier Quotation Form_____	143
Financial Bid Form_____	145
Quotation for Goods/Services: Price Schedule_____	149
Certificate of Independent Quotation Determination _____	150
Self Declaration Form_____	151
Foreign Supplier 40% Rule_____	152
Sample Letter of Award of Call-off Contract_____	153
MFB ANNEX 3: Form 1: Call-off Contract for the Supply/Provision of Goods/Services_____	154
Form 2: Manufacturer’s Warranty Form_____	156
Form 3: Performance Security_____	157
Form 4: Performance Security (LC)_____	159
Form 5: Draft Notification of Regret_____	160
Form 6: Supplier Evaluation Form_____	161
Appendix I: Technical Specifications, Drawings, Inspections and Tests_____	163
Appendix II: Table of Changes_____	1

## **Section XVI: Secondary ProcurementForms**

## Mini-Competition Financial Bid (MFB) Secondary Procurement under Framework Agreement

<b>From:</b>	<i>Kenya Power &amp; Lighting Company Plc</i>
<b>KPLC Representative:</b>	General Manager, Supply Chain & Logistics, The Kenya Power and Lighting Company PLC, P.O Box 30099 - 00100 Nairobi, Kenya Telephone: +254-20-3201821  ATT: <i>[Insert Buyer's name]</i>
<b>Title/Position:</b>	<i>[Insert Buyer / Representative's title or position]</i>
<b>Telephone:</b>	<i>[Insert Representatives telephone number]</i>
<b>Email:</b>	<i>[Insert Representatives or group email address]</i>

<b>To:</b>	<i>[Insert Supplier's legal name]</i>
<b>Supplier's Representative:</b>	<i>[Insert name of Supplier's Representative]</i>
<b>Title/Position:</b>	<i>[Insert Representatives title or position]</i>
<b>Address:</b>	<i>[Insert Supplier's address]</i>
<b>Telephone:</b>	<i>[Insert Representatives telephone number]</i>
<b>Email:</b>	<i>[Insert Representatives email address]</i>

<b>Framework Agreement (FWA):</b>	<i>[Insert short title of FWA]</i>
<b>FWA Date:</b>	<i>[Insert FWA Date]</i>
<b>FWA Reference No.</b>	<i>[Insert FWA reference]</i>

<b>MFB Ref No.:</b>	<i>[Insert RFX reference]</i>
<b>MFB Date:</b>	<i>[Insert date of MFB]</i>
<b>MFB Closing Date:</b>	<i>[Insert closing date of MFB]</i>
<b>MFB issued:</b>	This MFB has been transmitted by: <b>SAP Tendering Portal on <a href="http://www.kplc.co.ke">www.kplc.co.ke</a></b> <b>RFX No. ....</b>

**Attachments:**

Annex 1: KPLC Requirements

Annex 2: Quotation Form and Evaluation Criteria

Annex 3: Call-off Contract for Supply/Provision of Goods/Services *[this may be the Call-off Contract Form or another acceptable template]*

## **Annex 1 – KPLC Requirements**

### **1. Mini-competition Financial Bid**

Dear *[insert name of Supplier's Representative]*,

#### **1. Mini-competition Financial Bid (MFB)**

- a. With reference to above Framework Agreement (FWA), you are invited to submit your most competitive bid in this Secondary Procurement process. The bid is for the Goods/Services *[add if applicable: “and the Related Services,”]* described in Annex 1: KPLC/Lead Entity/Procurement Agent's Requirements, attached to this MFB.

#### **2. Price**

- a. Your bid must be submitted in the format contained in Annex 2: Supplier Quotation Form.
- b. Your bid, excluding any additional price for inland transportation and other services required in KPLC's Country to convey the Goods/Services to their final destination specified in MFB not included in the Base Price, cannot be higher than the Base Price for the Goods/Services *[add if applicable: “and Related Services,”]* as established in the Framework Agreement: Price Schedules adjusted for any change in Laws and Regulations in accordance with FWA Specific Provisions. *[OR use the following text if the Base Price is subject to a price adjustment: Your bid cannot be varied during the call-off contract term for the Goods/Services [add if applicable: “and Related Services,”] as established in the Framework Agreement: Price Schedules, adjusted by applying the price adjustment formula and any adjustment for change in Laws and Regulations in accordance with FWA Specific Provisions”]*
- c. The price for any additional inland transportation and other services required in KPLC's Country to convey the Goods/Services to their final destination specified in MFB not included in the Base Price shall be quoted.
- d. The price that you quote shall be fixed and shall not be subject to any further adjustment.
- e. The bid shall be in the same currency(ies) specified in the Framework Agreement: Price Schedules.
- f. The bid will be valid for a period of *[insert number of calendar days]*

#### **3. Performance Security *[delete if no performance security is required]***

- a. If your bid is successful, you will be required to provide a Performance Security in accordance with the Call-off Contract.

#### **4. Clarifications**

- a. If you require clarification(s) regarding this MFB, send your request in writing (email or hard copy *or through e-procurement system* if available) to our above-named Representative before *[insert date and time]*. We shall forward copies of our response to all Suppliers including a description of the inquiry but without identifying its source.

#### **5. Submission of Financial Bid**

- a. Bids are to be submitted in the form attached at Annex 2 and *[insert method e.g. in hard copy with 3 copies, by email, through e-procurement system]*.
- b. The deadline for submission of Bids is *[insert time, day, month, year]*.
- c. The address for submission of Bids is:

Attention: *[insert full name of person, if applicable]*

Street Address: *[insert street address and number]*

Floor/ Room number: *[insert floor and room number, if applicable]*

City: *[insert name of city or town]*

Kenya Post GPS Code: *[insert Kenya Post GPS code, if applicable]*Country: *[insert name of country]*

## 6. Opening of Financial Bids

- a. Financial Bids will be opened in the presence of Suppliers, or their representatives who choose to attend, at *[insert time]* on *[insert day, month, year same as or immediately after the deadline for the submission of Bids.]*

## 7. Evaluation of Bids

- a. Financial Bids will be evaluated *[select either “item-wise” or “lot-wise”]* and according to the criteria and methodology described in the Framework Agreement: Secondary Procurement.

## 8. Contract

- a. Attached, as Annex 3 to this MFB, is the draft Call-off Contract that will apply to this Secondary Procurement. If successful, you will be required to sign a Call-off Contract on the same, or similar terms. *[Instructions: complete a draft Call-off Contract for this procurement and attach it to this MFB]*

On behalf of KPLC:

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title/position:** \_\_\_\_\_



**2. SCHEDULE OF REQUIREMENTS**

*(KPLC will complete the list of items to be same as those on Part 2 Table A. Schedule of Requirements and Technical Specifications and tenderer should complete columns D and E).*

Table A

<b>A Item</b>	<b>B Description Goods/Services/works/services (Procuring Entity to select one)</b>	<b>C Quantity</b>	<b>Delivery Point D</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
ETC.			

Signature \_\_\_\_\_  
And seal/Stamp

Name \_\_\_\_\_

Position \_\_\_\_\_

Position:

Authorized for and on behalf of (specify name of tenderer)

Name: \_\_\_\_\_

Date \_\_\_\_\_

**3. DELIVERY SCHEDULE**

**Part A – Delivery Schedule of Goods/Services Required**

MFB No. ....

MFB Name: .....

All deliveries shall be made to KPLC Stima Plaza at Administration Office Basement Floor upon issuance of LPO and sample approval.

The contract shall be for one (1) year after commencement and actual delivery schedule shall be as specified in the local purchase order (LPO)

**Part B – Guaranteed Lead Time (GLT) for materials**

No	Description	Qty	Unit of Measure	Delivery Location	KPLC's Projected GLT (Total time from order to delivery)	Bidder's GLT (Total time from LPO to delivery)		
1								
2								
3								
4								
<i>Disclosure of Information on Delivery Performance for Previous Orders (Last 2 years)</i>								
No.	Purchase Order	Company	Date	Item Code	Item Details	Quantity on Order	Quantity Delivered	% Delivered
1								
2								
% Delivered								

Yours sincerely,

\_\_\_\_\_  
Name of Tenderer

\_\_\_\_\_  
Signature of duly authorized person signing the Tender

\_\_\_\_\_  
Stamp or Seal of Tenderer

#### **4. EVALUATION CRITERIA**

##### **a) MANDATORY REQUIREMENTS**

The following requirements are mandatory and the criteria for the evaluation:

1. *Submit the Form of Quotation duly completed and Signed with the following:*
  - a) *Duly filled and signed Certificate of Independent Quotation Determination*
  - b) *Duly filled and signed Self-declaration form*
2. *Valid Trading License / Business Permit*
3. *Submit Valid Tax Compliance Certificate*
4. *Submit CR12 form*
5. *Submit Certificate of Incorporation or equivalent*
6. *Delivery Schedule and Guaranteed Lead Time. Suppliers with more than 50% outstanding orders will not be eligible for award.*
7. *The validity period of the Financial Bid shall be 180 days from the date of Bid opening.*
8. *Submission of a copy of:-*
  - a) *Manufacturer's Warranty Form, duly filled, signed and stamped.*
  - b) *Approved schedule of Guaranteed Technical Particulars (GTPs)*
  - c) *Approved Technical Drawings*

##### **b) TECHNICAL REQUIREMENTS**

1. *Confirmation of the Manufacturer's Warranty Form.*
2. *Confirmation of the approved Schedule of Guaranteed Technical Particulars (GTPs)*
3. *Confirmation of the approved Technical Drawings.*
4. *Delivery performance – Suppliers must have delivered at least 50% of outstanding LPOs*

##### **c) FINANCIAL REQUIREMENTS**

1. *Submit duly filled, signed, and stamped price schedule*
2. *Prices quoted shall be based on Delivery Duty Paid (DDP) terms and in Kenya Shillings.*
3. *Confirmation of and considering Price Schedule duly completed and signed.*  
*(Note: In case of a price discrepancy between those entered in the SRM portal and those on the price schedule uploaded as an attachment, the latter shall prevail)*
4. *Taking into account the cost of any deviation(s) from the tender requirements.*
5. *Conducting a financial comparison, including conversion of tender currencies into one common currency.*
6. *Confirming the Supplier's offered Delivery Schedule meets KPLC's requirements.*

##### **d) AWARD CRITERIA**

1. *The successful supplier shall be the one with the lowest evaluated price per lot subject to the award Criteria set out under Section X – Secondary Procurement Method, **clause 1.2.3** and the **TDS ITT 40.2**.*

**OTHER REQUIREMENTS.**

1. Only main offers shall be considered. Alternative offers are not acceptable.
2. Save when responding to KPLC's request for a clarification, bidders shall not contact or discuss any aspect of their tenders with KPLC after closing date & before receipt of notification of award of tenders or letters of regret as applicable. Any such contact could lead to disqualification of the tenders.
3. Award Criteria will be to the lowest evaluated supplier per lot / item (*Choose one*).
4. No bidder will be awarded more than ..... lots per ..... unless there is no other qualified supplier.

## **MFB ANNEX 2: SUPPLIER QUOTATION FORMS**

### **FINANCIAL BID AND QUALIFICATION DOCUMENTS**

*Instructions to Supplier. Supplier must complete and submit as part of the Form of quotation.*

- (i) SCHEDULE OF REQUIREMENTS TABLE
- (ii) DELIVERY SCHEDULE
- (iii) PRICE SCHEDULE
- (iv) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
- (v) SELF-DECLARATION FORM
- (vi) FOREIGN TENDERER 40% RULE *(where provided)*

1. **Tenderers are advised to read carefully** these instructions and the Conditions of Contract in Part 3: Contract, before preparing the quotation. The standard forms in this MFB may be photocopied for completion but the Tenderer is responsible for their accurate reproduction. The term Tenderer shall mean the firm or person invited to submit a quotation. The term Quotation herein shall mean the quotation submitted as usually understood in public procurement.
2. **Validity of Quotations:** The quotation will be held valid for \_\_\_\_\_ days from the date of submission.
3. **The Quotation shall consist of** completed Tables A, B and C and the Form of Quotation all indicated in Part 2 of this Request for Quotations, and documents to evidence Eligibility and Conformity to Technical Specifications.
4. **Sealing and Marking of Quotations:** Quotations in one “one original” should be sealed in a single envelope, clearly marked with the **Quotation Reference Number** in the MFB, the Tenderer's name and the name of the KPLC. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.
5. **Submission of Quotations:** Quotations, and any alternatives if allowed as per Item 11 below, should be submitted to the address below, on or before the date and time indicated in sub-item 4 below. Late quotations will be rejected.

#### Address for Submission of Quotations.

- 1) Name of Procuring Entity \_\_\_\_\_
- 2) Mailing Address: Postal Address (include name of Officer to be attentional)  
\_\_\_\_\_
- 3) Physical address for hand or Courier Delivery to an office or Quotation Box (City, Street Name, Building, Floor Number and Room)  
\_\_\_\_\_
- 4) Date of Submission (deadline): \_\_\_\_\_ *(day, month and year).*  
Time of Submission (deadline): \_\_\_\_\_ *(Kenya time).*
6. **Opening of Quotations:** Quotations will be opened immediately after the closing date and time specified in item 5 (4) above, by at least three appointed officials of the KPLC.
7. **Tenderer Eligibility:** Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract to cover each of the following: (i) valid trading license (ii) certificate of registration, and (iii) valid tax compliance certificate. (iv) AGPO Certificate (where applicable). The Tenderer shall

also complete attached forms to confirm eligibility and non-existence of a conflict of interest in relation to this procurement requirement by signing the attached Forms.

8. **Invitation not transferable:** This invitation is not transferable to other firms or individuals not so invited.
9. **Goods/Services Eligibility:** Tenderer must submit as evidence documents to show the country of origin of any Goods/Services to be supplied / provided or incorporated in the work or services
10. **Technical Specifications:** Documentary evidence to show that the Goods/Services meet the technical specifications.
11. **Alternative Quotations:** Tenderers **are permitted/not permitted** (*select one*) to submit alternative quotations for Goods/Services/alternative technical solutions for specified parts of the Works or Services (*select one*). Only the alternatives, if any, of the Tenderer with the winning quotation conforming to the basic technical requirements shall be considered by the KPLC.
12. **Currency:** Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected if not allowed. The KPLC shall allow/not allow quotations in foreign currency (*KPLC to select one*).
13. **Evaluation of Quotations:** The evaluation of quotations will be conducted using the procedure set out below:
  - i) Preliminary examination to determine Tenderer eligibility: (i) valid trading license / Business Permit (ii) certificate of registration, and (iii) tax compliance certificate (iv) valid AGPO Certificate (where applicable);
  - ii) Technical examination to determine Goods/Services eligibility, Delivery capacity, compliance with technical specifications and commercial responsiveness. Quotations failing this stage will be rejected and not considered in next stage.
  - iii) Financial comparison of quotations to determine the lowest evaluated quotation. In case foreign currency is allowed, for comparison purposes only, foreign currency quotations will be converted to Kenya shillings using the exchange rates published by the Central Bank of Kenya on the day of submission of quotations.
14. **Lowest Evaluated Quotation:** The lowest evaluated quotation shall be recommended for award of contract.
15. **Award of contract:** Award of contract shall be by placement of a Letter of Acceptance or Local Purchase Order in accordance with Part 3: Contract. The currency of award and payment shall be currency in which the quotation was submitted. Unsuccessful tenderers who responded will be notified of the accepted quotation, indicating the name and the amount of the accepted quotation
16. **Right to Reject:** The KPLC reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

1. **FINANCIAL BID FORM** [To be completed by Tenderer]

<b>Financial Bid Addressed to (KPLC)</b>	The Kenya Power & Lighting Company Plc, P.O Box 30099 – 00100, Stima Plaza, Kolobot Road, Parklands, Nairobi, KENYA.
Date of Quotation	
Quotation Reference Number:	
Subject of Quotation	

1. We have examined and have no reservations to the Request for Quotation document, and understand its full content and intent.
2. In compliance with your request for quotations dated \_\_\_\_\_, referenced above, we offer to \_\_\_\_\_ (specify one of supply Goods/Services, complete the works or provide the services) to cover and conform to our pricing listed in the attached in Table B. Quotation Submission TABLE at a total price of Kenya Shillings \_\_\_\_\_ (in words) \_\_\_\_\_  
  
OR in Foreign Currency (if allowed), Currency \_\_\_\_\_ amount \_\_\_\_\_ (in words) \_\_\_\_\_
3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: INSTRUCTIONS TO TENDERERS.
4. We also confirm that the \_\_\_\_\_ (Goods/Services to be supplied / provided / works to be constructed/services to be provided (select one) conform to the **SCHEDULE OF REQUIREMENTS TABLE** below and in conformity with technical specifications listed in PART 2: SCHEDULE OF REQUIREMENTS of this MFB Document.
5. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from \_\_\_\_\_ (specify website) during the procurement process and the execution of any resulting contract.
6. We confirm that the prices quoted are fixed and firm for the duration of the validity period and performance of the contract and will not be subject to revision or variation.
7. The validity period of our quotation is: \_\_\_\_\_ days from the time and date of the submission deadline (number to be same as in the instructions to Tenderers).
8. We confirm we are not submitting any other Quotation as an individual or firm, and we are not participating in any other Quotation as a Joint Venture member or as a subcontractor.

- 
9. We, along with any of our subcontractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
  10. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
  11. We hereby certify and confirm that the Quotation is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Quotation Determination” attached below.
  12. We, the Tenderer, have completed fully and signed the **FORM FOR DISCLOSURE OF INTEREST-** interest of the firm in the KPLC, attached below.

The Delivery/Completion period offered is: \_\_\_\_\_ days from date of acceptance of Quotation. The warranty period offered is \_\_\_\_\_ years.

Quotation Authorized by (Supplier’s Representative:

Name and designation \_\_\_\_\_

Signature and Official Stamp: \_\_\_\_\_



## 2. PRICE SCHEDULE

MFB No. ....

Name: .....

No	Description	Qty	Unit of Measure	Delivery Location	Unit Price DDP Vat Excl.	Total price DDP Vat Excl.
1						
2						
3						
4						
5						
6						
7						
8						
etc.						
<b>SUB TOTAL</b>						
<b>VAT</b>						
<b>GRAND TOTAL VAT Inclusive</b>						

Yours sincerely,

\_\_\_\_\_  
Name of Supplier

\_\_\_\_\_  
Signature of duly authorized person signing the MFB

\_\_\_\_\_  
Stamp or Seal of Supplier

**NOTES: -**

1. Where the Tenderer fails to round the offered unit price as required, then, the offered unit price shall be rounded down-wards to two decimal places and used for the purposes of this MFB.
2. Prices quoted should be inclusive of all taxes and delivery costs to the required site (where applicable) and must be in Kenya Shillings or a freely convertible currency in Kenya and shall remain valid for One hundred and eighty (180) days from the closing date of the MFB. *Please note that prices indicated on the KPLC SRM portal should be exclusive of VAT*

---

### 3. CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation to **KPLC** for:  
\_\_\_\_\_ [Name and number of quotation] in response to the request for  
tenders made by: \_\_\_\_\_ [Name of Tenderer] do hereby make the following statements  
that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer;
4. For the purposes of this Certificate and the quotation, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
  - a) has been requested to submit a quotation in response to this request for quotations;
  - b) could potentially submit a quotation in response to this request for quotations based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
  - a) The Tenderer has arrived at the quotation independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) methods, factors or formulas used to calculate prices;
  - c) the intention or decision to submit, or not to submit, a quotation; or
  - d) the submission of a quotation which does not meet the specifications of the request for quotations; except as specifically disclosed pursuant to paragraph (5) (b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. the terms of the quotation have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

[Name, title and signature of authorized agent of Tenderer and Date]

---

#### 4. SELF-DECLARATION FORM

We, the Tenderer \_\_\_\_\_ (*insert name*) submitting our Quotation in respect of Quotation No \_\_\_\_\_ for \_\_\_\_\_ (*insert quotation Title Description*) for **KPLC** (*insert Name of Procuring Entity*)

**DECLARE AS FOLLOWS:**

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above quotation as defined and/or described in the following:
  - i) the MFB for the above Quotation;
  - ii) Kenya's Public Procurement and Asset Disposal Act, 2015) and its attendant Regulations;
  - iii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and
  - iv) any such other Acts or Regulations of Government of Kenya;
- b) have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of ..... (*name of the procuring entity*);
- c) have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject quotation;
- d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief.

**Name of the Tenderer:** ..... [*Insert complete name of tenderer signing the quotation*]

**Name of the person duly authorized to sign the quotation on behalf of the Tenderer:** ..... [*Insert complete name of person duly authorized to sign the quotation*]

**Title of the person signing the Quotation:** ..... [*Insert complete title of the person signing the quotation*]

**Signature of the person named above:** ..... [*Insert signature of person whose name and capacity are shown above*]

**5. FOREIGN SUPPLIER 40% RULE (where applicable)**

*(not to be included in the MFB for Supply/Provision of Goods/Services, supply and installation of plant and equipment, insurance, purchase of property, and other MFB where this rule may not be practical).*

Pursuant to the provisions in the Public Procurement and Disposal Act, 2015, a Foreign Tenderer must complete this form to demonstrate that the quotation fulfils this condition

ITEM	Description of Work Item	Describe location of Source	COST in K. shillings	Comments, if any
A	Local Labor			
1				
2				
3				
4				
5				
B	Sub contracts from Local sources			
1				
2				
3				
4				
5				
C	Local materials			
1				
2				
3				
4				
5				
D	Use of Local Plant and Equipment			
1				
2				
3				
4				
5				
E	Add any other items			
1				
2				
3				
4				
5				
6				
	TOTAL COST LOCAL CONTENT		XXXXX	
	TOTAL CONTRACT PRICE		XXXXX	

---

## 6. Sample Letter of Award of Call-off Contract

*[modify as appropriate]*

*[use letterhead paper of KPLC]*

*[date]*

To: *[name and address of the Supplier]*

Subject: **Notification of Award of Call-off Contract No.** . . . . .

In reference to the Framework Agreement *[insert reference number and date]*

*[For mini-competition, add the following: “and your Quotation *[insert reference number and date]* has been accepted.”]*

please find inclosed herewith the Call-off Contract. You are requested to sign the Call-off contract within *[insert no of days]*.

*[Insert the following if Performance Security is required: “You are also requested to furnish a Performance Security within *[insert no of days]* in accordance with the Conditions of Call-off Contract, using for that purpose one of the Performance Security Forms included in the Framework Agreement Secondary Procurement Forms. “]*

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Entity: \_\_\_\_\_

**Attachment: Call-off Contract**

## Annex 3:

# Form No. 1 - Call-off Contract for the Supply/Provision of Goods/Services

<b>Framework Agreement (FWA):</b>	<i>[insert short title of FWA]</i>
<b>FWA Date:</b>	<i>[insert FWA date]</i>
<b>FWA reference number:</b>	<i>[insert FWA reference number]</i>
<b>Goods/Services:</b>	<i>[short title for type of Goods/Services]</i>

*The successful supplier shall fill in this form in accordance with the instructions indicated]*

THIS AGREEMENT made the \_\_\_\_\_ *[insert: number]* day of \_\_\_\_\_ *[insert: month]*, *[insert: year]*. BETWEEN (1) \_\_\_\_\_ *[insert complete name of Procuring Entity]* and having its principal place of business at *[insert: address of Procuring Entity]* (hereinafter called “Procuring Entity”), of the one part; and (2) \_\_\_\_\_ *[insert name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at \_\_\_\_\_ *[insert: address of Supplier]* (hereinafter called “the Supplier”), of the other part.

3. WHEREAS KPLC invited quotations for certain Goods/Services and ancillary services, viz.,

*[insert brief description of Goods/Services and Services]* and has accepted a quotation by the Supplier for the supply of those Goods/Services and Services, KPLC and the Supplier agree as follows:

i) In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

ii) The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other contract documents.

- (a) Letter of Award of Call-off Contract
- (b) Supplier’s Price Schedule (if applicable)
- (c) Addenda No. (if any)
- (d) Special Conditions of Call-off

Contractand by reference the

following documents:

- (e) Framework Agreement,
- (f) Section VIII- Framework Agreement General Provisions,
- (g) Section IX- Framework Agreement Specific Provisions
- (h) Section V: Schedule of Requirements *[insert relevant items from section V as applicable to the Call-off contract such as technical specifications, any drawings, and inspection and tests]*
- (i) Section XV: Call-off Contract General Provisions

- 
- iii) *[List any other document]* In consideration of the payments to be made by KPLC to the Supplier as specified in this Agreement, being KSHs ..... the Supplier hereby covenants with KPLC to provide the Goods/Services and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Goods/Services will be delivered [months/weeks/days] after the Commencement Date.
  5. The Commencement Date shall be the working day immediately following the fulfilment of all the following: -
    - a) Execution of this Contract Agreement by KPLC and the Supplier.
    - b) Issuance of the Performance Bond by the Supplier and confirmation of its authenticity by KPLC.
    - c) Issuance of the Purchase Order by KPLC to the Supplier.
    - d) Where applicable, opening of the Letter of Credit by KPLC. (Supplier must issue instructions for opening of the Letter of Credit within one (1) month of issuance of the Purchase Order.
  6. KPLC hereby covenants to pay the Supplier in consideration of the provision of the Goods/Services and Services 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.
  7. IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Kenya on the day, month and year indicated above.
  - 8.

**For and on behalf of KPLC**

Signed: \_\_\_\_\_ *[insert signature]*

in the capacity of \_\_\_\_\_ *[insert title or other appropriate designation]*

In the presence of \_\_\_\_\_ *[insert identification of official witness]*

**For and on behalf of the Supplier**

Signed: \_\_\_\_\_ *[insert signature of authorized representative(s) of*

*the Supplier]* in the capacity of

\_\_\_\_\_ *[insert title or other*

*appropriate designation]* in the presence of

\_\_\_\_\_ *[insert identification of official witness]*

**Attachment**

1. Special Conditions of Call-off Contract
2. Supplier's Price Schedule (if applicable)
3. *[Any other documents]*

---

**FORM NO. 2 - MANUFACTURER'S WARRANTY FORM**

**To Be Submitted On Manufacturer's Letterhead)**

**To:**

The Kenya Power & Lighting Company Plc,  
Stima Plaza, Kolobot Road, Parklands,  
P.O Box 30099 – 00100,  
Nairobi, Kenya.

**RE: MANUFACTURER'S WARRANTY FOR GOODS/SERVICES REQUIRED  
UNDER CONTRACT NO ..... TO BE SUPPLIED / PROVIDED BY  
.....(indicate your name or the supplier you have authorized)**

**WE HEREBY WARRANT THAT:**

- c) The Goods/Services to be supplied / provided under the contract are new, unused, of the most recent or current specification and incorporate all recent improvements in design and materials unless provided otherwise in the Tender.
- d) The Goods/Services in the Tenderer's bid have no defect arising from manufacture, materials or workmanship or from any act or omission of the Tenderer that may develop under normal use of the Goods/Services under the conditions obtaining in Kenya.

The Warranty will remain valid for \_\_\_\_\_ after the Goods/Services, or any portion thereof as the case may be, have been delivered and accepted to the final destination indicated in the contract.

DATED THIS..... DAY OF.....20.....

\_\_\_\_\_  
Signature of duly authorised person for and on behalf of the Manufacturer.

\_\_\_\_\_  
Name and Capacity of duly authorised person signing on behalf of the Manufacturer

**NOTES TO TENDERERS AND MANUFACTURERS**

- 6. *Only a competent person in the service of the Manufacturer should sign this letter of authority.*
- 7. *Provide full contact details including physical address, e-mail, telephone numbers and the website on the Warranty.*



**FORM NO. 3 - PERFORMANCE SECURITY FORM (BANK GUARANTEE)**

**(To Be Submitted On Bank’s Letterhead)**

**Date:**

**To:**

The Kenya Power & Lighting Company Plc,  
Stima Plaza,  
Kolobot Road, Parklands,  
P.O Box 30099 – 00100,  
Nairobi, Kenya.

**WHEREAS**..... (hereinafter called “the Supplier”) has undertaken, in pursuance of your Contract Number..... (*reference number of the Contract*) dated ..... (*insert Supplier’s date of quotation taken from the Quotation Form*) to supply ..... (*description of the Goods/Services*) (hereinafter called “the Contract);

**AND WHEREAS** it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by an acceptable bank for the sum specified therein as security for compliance of the Supplier’s performance obligations in accordance with the Contract;

**AND WHEREAS** we have agreed to give the Supplier a guarantee;

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

This guarantee is valid until the .....day of.....20....

EITHER

**SEALED** with the )  
**COMMON SEAL** )  
of the said **BANK** )  
)

this .....day )  
)  
of .....20.... )

\_\_\_\_\_  
BANK SEAL

in the presence of :- )  
 )  
\_\_\_\_\_ )  
 )  
and in the presence of:- )  
 )  
\_\_\_\_\_ )

OR

**SIGNED** by the **DULY AUTHORISED REPRESENTATIVE(S)/ ATTORNEY(S)** of the **BANK**

\_\_\_\_\_  
Name(s) and Designation of duly authorised representative(s)/ attorney(s) of the Bank

\_\_\_\_\_  
Signature(s) of the duly authorised person(s)

**NOTES TO SUPPLIERS AND BANKS**

1. *Please note that no material additions, deletions or alterations regarding the contents of this Form shall be made to the Performance Security Bond (the Bond) to be furnished by the successful Tenderer/ Supplier. If any are made, the Bond may not be accepted and shall be rejected by KPLC. For the avoidance of doubt, such rejection will be treated as non-submission of the Bond where such Bond is required in the tender and Contract.*
2. *KPLC shall seek authentication of the Performance Security from the issuing bank. It is the responsibility of the Supplier to sensitize its issuing bank on the need to respond directly and expeditiously to queries from KPLC. The period for response shall not exceed three (3) days from the date of KPLC’s query. Should*
7. *there be no conclusive response by the Bank within this period, such Supplier’s Performance Security may be deemed as invalid and the Contract nullified.*
8. *The issuing Bank should address its response or communication regarding the bond to KPLC at the following e-mail address – “[guarantees@kplc.co.ke](mailto:guarantees@kplc.co.ke)”*

## **FORM NO. 4 - PERFORMANCE SECURITY (LC)**

***Mandatory Conditions that should appear on the Performance Security (LC).***

**Form of Documentary credit - “Irrevocable Standby”**

**Applicable rules - “Must be UCP Latest Version”** i.e. UCP 600 (2007 REVISION) ICC Publication No. 600.

**Place of expiry -** At the counters of the advising bank.

**The SBLC should be available – “By Payment”**

**Drafts should be payable at - “SIGHT”**

**Documents required -**

1. Beneficiary’s signed and dated statement demanding for payment under the letter of credit no..... *(Insert LC No.)* as..... *(Name of Applicant)* (hereinafter called the “Supplier”) indicating that the “Supplier” has defaulted in the performance and adherence to and performance of the contract between the Beneficiary and the Supplier.
2. The Original Letter of Credit and all amendments, if any.

**Additional Conditions -**

1. All charges levied by any bank that is party to this documentary credit are for the account of the Applicant.
2. (Include) that there should be no conditions requiring compliance with the specific regulations or a particular country’s laws and regulations.

**Charges -** All bank charges are for the account of the Applicant.

Confirmation instructions – (See notes below)

### **NOTES TO SUPPLIERS AND BANKS**

1. *Please note that should the Performance Security (LC) omit any of the above conditions the LC shall not be accepted and shall be rejected by KPLC. For the avoidance of doubt, such rejection will be treated as non-submission of the LC where such LC is required in the tender and Contract.*
2. *KPLC may seek authentication of the Performance Security (LC) from the issuing bank. It is the responsibility of the Supplier to sensitize its issuing bank on the need to respond directly and expeditiously to queries from KPLC. The period for response shall not exceed three (3) days from the date of KPLC’s query. Should there be no conclusive response by the Bank within this period, such Supplier’s Performance Security (LC) may be deemed as invalid and the Contract nullified.*
9. *The issuing bank should address its response or communication regarding the bond to KPLC at the following e-mail address – “[guarantees@kplc.co.ke](mailto:guarantees@kplc.co.ke)”*
10. *All Guarantees issued by foreign.*

**FORM NO. 5 - DRAFT LETTER OF NOTIFICATION OF REGRET**

To: (Name and full address of the Unsuccessful Supplier).....

Date:

Dear Sirs/ Madams,

RE: NOTIFICATION OF REGRET IN RESPECT OF MFB NO. ....

We refer to your quotation dated..... and regret to inform you that following evaluation, your quotation is unsuccessful. It is therefore not accepted. The brief reasons are as follows:-

1. ....
2. ....
3. .... etc...

The successful bidder was \_\_\_\_\_.

However, this notification does not reduce the validity period of your Tender Security. In this regard, we request you to relook at the provisions regarding the Tender Security, Signing of Contract and Performance Security as stated in the Instructions to Tenderers.

You may collect the tender security from our Legal Department (Guarantees Section), on the 2nd Floor, Stima Plaza, Kolobot Road, Parklands, Nairobi only after expiry of twenty-five (25) days from the date hereof on Mondays and Wednesdays ONLY between 9.00 a.m to 12.30 pm and 2.00p.m to 4.00p.m.

It is expected that by that time KPLC and the successful bidder will have entered into a contract pursuant to the Public Procurement and Asset Disposal Act, 2015 (or as may be amended from time to time or replaced). When collecting the Security, you will be required to produce the original or certified copy of this letter.

We thank you for the interest shown in participating in this tender and wish you well in all your future endeavors.

Yours faithfully,

FOR: THE KENYA POWER & LIGHTING COMPANY PLC

GENERAL MANAGER, SUPPLY CHAIN & LOGISTICS

**FORM NO. 6 - SUPPLIER EVALUATION FORM**

*(This form is for information only and not to be filled in by any bidder. It is for official use by KPLC to evaluate performance of Suppliers during the contract period)*

Name of Firm.....Date.....

Category of Product/Service (e.g. Conductors) .....

Period of evaluation.....

1. COST OF SERVICE/PRODUCT	Rating guidelines				Supplier Score	Procurement Score	User Score	Comments	Totals
	Did the vendor assist in or advice on ways of reducing the costs?	YES:4	PARTIALLY:2	NO:0					10
	How closely did your final costs correspond to your expectation at the beginning of the project/tender?	YES:2	PARTIALLY:1	NO:0					10.00%
	Did the company stick to the agreed transaction/contract rates?	YES:4	PARTIALLY:2	NO:0					
									<b>Totals</b>
<b>2.ON TIME DELIVERY OF PRODUCT OR SERVICE</b>									
	Did the vendor perform work in compliance with contract terms and agreements?	YES:6	PARTIALLY:3	NO:0					10
	Was the vendor prompt and effective in correction of situations and conditions?	YES:2	PARTIALLY:1	NO:0					10.00%
	Are you able to track service level agreements and determine duration of incidents from the vendor?	YES:2	PARTIALLY:1	NO:0					
									<b>Totals</b>
<b>3. FLEXIBILITY TO RESPOND TO UNEXPECTED DEMAND OF SERVICE</b>									
	Was the vendor willing to change their product/service on special needs?	YES:6	PARTIALLY:3	NO:0					6
									6.00%
<b>4. QUALITY</b>									<b>Totals</b>
	When performing their duties, was there - rework or returns caused by non-conformance to quality?	NO:6	PARTIALLY:3	YES:0					14
	Was the quality of service delivered equal to KPLC minimum requirements?	YES:8	PARTIALLY:4	NO:0					14.00%
<b>5.RESPONSIVENESS</b>									<b>Totals</b>
	Was the vendor well responsive to information requests, issues, or problems that arose in the course of service?	YES:2	PARTIALLY:1	NO:0					14
	Was the vendor open to feedback on low quality of service levels and willing to act on this?	YES:6	PARTIALLY:3	NO:0					14.00%
	Is it easy to reach staff members of suppliers in case of a request or query? (are communication channels clear?)	YES:6	PARTIALLY:3	NO:0					
									<b>Totals</b>
<b>6. CUSTOMER SUPPORT</b>									
	Did the vendor offer effective customer support?	YES:10	PARTIALLY:4	NO:0					18
	In case of reported problems/issues, were there follow ups by the vendor to ensure the problem is fully resolved during support?	YES:8	PARTIALLY:4	NO:0					18.00%

1. COST OF SERVICE/PRODUCT	Rating guidelines				Supplier Score	Procurement Score	User Score	Comments	Totals
<b>7. COMMUNICATION SKILLS</b>	<b>Rating guidelines</b>								<b>Totals</b>
	Are you satisfied with the attitude, courtesy, and professionalism of this vendor's staff? Written or spoken?	YES:2	PARTIALLY:1	NO:0					6
	Are the vendor's staff well equipped and skilled in handling requests / issues? Are you rotated too much among staff on an issue?	YES:4	PARTIALLY:2	NO:0					6.00%
<b>8. DOCUMENTATION AND ACCOUNTING</b>	<b>Rating guidelines</b>								<b>Totals</b>
	Are you satisfied with how the Vendor presents documentation (invoices & licenses etc) when required to do so, to necessitate finalization of contract renewals and payments?	YES:6	PARTIALLY:3	NO:0					10
	Was problem documentation (incident reports) presented promptly by the vendor and was it complete?	YES:4	PARTIALLY:2	NO:0					10.00%
<b>9. VALUE ADD</b>	<b>Rating guidelines</b>								<b>Totals</b>
	Did the vendor go over and above in optimizing service delivery process for effective services delivery?	YES:6	PARTIALLY:3	NO:0					12
	Did the vendor go over and above and offer training or knowledge to assist with better systems support?	YES:6	PARTIALLY:3	NO:0					12.00%
									<b>Totals</b>
									<b>Score:</b>
<b>Totals</b>									100.0
<b>Maximum Score</b>							100.0		100.00%
<b>VENDOR'S TOTAL SCORE</b>									
<b>VENDOR'S PERCENTAGE SCORE</b>									
<b>ISSUES FOR FOLLOW UP -</b>									
Evaluation Done by: _____ Name _____ Department _____ Date _____									
Checked/Validated by _____									

**Score in Percentage %** .....

**PERFORMANCE LEVEL DEFINATION;**

- ≥75% - KP1 GREEN
- 50% - KP2 AMBER
- 25% - KP3 YELLOW
- ≥25% - KP4 RED

**RATING:** 75% - V Good, 50% - Good, 25% - Fair, Below 25% - Poor

**Appendix I:**  
**Technical Specifications / Details of Service, Drawings, Inspections**  
**and Tests**  
*(To be attached)*

