



**TENDER FOR SUPPLY OF AIRCRAFT FUEL AND  
LUBRICANTS**

**TENDER NO. KWS/OT/AW/06/2019-2020**

**CLOSING DATE AND TIME:  
27<sup>TH</sup> DECEMBER, 2019 AT 12.00 NOON**

**KENYA WILDLIFE SERVICE**

**P.O. BOX 40241 – 01000 NAIROBI.**

**Email: [hps@kws.go.ke](mailto:hps@kws.go.ke), website [www.kws.go.ke](http://www.kws.go.ke)**

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## **SECTION A. INVITATION FOR TENDERS**

Date: **10<sup>th</sup> December 2019**

Reference: **KWS/OT/AW/06/2019-2020**

Tender name: **Supply and Delivery of aircraft fuel and lubricants**

The Kenya Wildlife Service now invites sealed bids from national candidates for the **Supply and Delivery of aircraft fuel and lubricant**

Tender documents containing detailed specifications can be downloaded for free at our website; [www.kws.go.ke](http://www.kws.go.ke). Communication in regards to the tender must be in writing through email address: [hps@kws.go.ke](mailto:hps@kws.go.ke). All clarifications and/or amendments will be published in KWS website and tenderers are required to check for any addendums or amendments in the course of the bidding period prior to tender closing date.

Tender **MUST** be accompanied by an **Original bid security** of **Ksh 500,000.00** (Five Hundred Thousand Shillings only) issued in Kenya shillings or a freely convertible currency and in the form of bank guarantee, or an insurance guarantee from PPRA Approved Insurance Company and valid for a period of 120 days from the date of tender opening.

Candidates **MUST** prove that they qualify to participate in public procurement by providing the following mandatory documents: -

- i) Certificate of Incorporation for Limited companies or certificate of Registration for sole proprietorship and partnership
- ii) Copy of a Valid Tax Compliance Certificates from Kenya Revenue Authority.
- iii) Current CR 12 (Not more than one year from the date of tender closing) from the registrar of companies OR an equivalent document that clearly indicates the ownership of the company.
- iv) Type Test Certificates and their Reports and or Test Certificates and their Reports
- v) Copy of accreditation certificate for the testing laboratory as per ISO/IEC 17025
- vi) Valid and current ISO 9001 Certificates or for locally manufactured or produced goods, valid Mark of Quality Certificate or Standardization Mark Certificates from The Kenya Bureau Of Standards(KEBS)

- vii) A declaration that the bidder will 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 procurement proceeding
- viii) Audited accounts for the financial year 2016/2017 and 2017/2018 (audited accounts should have auditors opinion with practicing number) OR certified bank statement for the last twelve (12) months
- ix) Fully filled Confidential Business Questionnaire
- x) All pages in the tender document including all attachments **MUST BE SEQUENTIALLY PAGINATED (SERIALIZED)** and properly bound. **NO LOOSE DOCUMENT** shall be accepted. Bidders who fail to comply with this criterion will be disqualified.

Bids must remain valid for a period of ninety (90) days from the date of tender opening. Prices quoted should be net inclusive of all taxes and delivery. The prices must be expressed in Kenya Shillings and shall remain valid for ninety (90) days from the closing date of the tender

The completed tenders in plain sealed envelopes clearly marked "Tender Number **KWS/OT/AW/06/2019-2020 for the Supply and delivery of Aircraft fuel and lubricants**", shall be addressed to:

**The Director General,  
Kenya Wildlife Service,  
P. O. Box 40241-00100,  
NAIROBI,**

and dropped in the Tender Box situated at the **Kenya Wildlife Service (Main Reception) situated on Lang'ata road** –or posted so as to reach the above address on or before **27<sup>th</sup> December 2019 at 12:00 noon.**

Opening will be on 27<sup>th</sup> December 2019 at 12:00 noon. In the presence of bidders or their representatives who choose to attend in the **KWS conference room**. Late bids will not be accepted regardless of the circumstances.

KWS is a corrupt free organization and no one is required to provide any inducement to participate in any of its implementation processes.

**Ag. HEAD SUPPLY CHAIN MANAGEMENT**  
**FOR: DIRECTOR GENERAL, KENYA WILDLIFE SERVICE**

# **Section B. Instructions to Tenderers**

## **Introduction**

### **1. Eligible Tenderers**

- 1.1 This Invitation for Tender is open to all tenderers eligible as described in the tender document. Successful tenderers shall complete the supply of materials and goods by the intended completion date specified in the tender documents.
- 1.2 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 KWS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.
- 1.3 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

### **2. Cost of Tendering**

- 2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and KWS, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### **3. The Tender Document**

#### **3.1 Contents of the tender document**

- 5.1 The Tender documents comprise the documents listed here below and should be read together with any Addenda issued in accordance with Clause 7 of these instructions to tenderers.

- i Invitation for Tenders
- ii Instructions to tenders

- iii General Conditions of Contract
- iv Special Conditions of Contract
- v Schedule of Requirements
- vi Technical Specifications
- vii Tender Form and Price Schedules
- viii Tender Security Form
- ix Contract Form
- x Performance Security Form
- xi Bank Guarantee for Advance Payment Form
- xii Manufacturer's Authorization Form

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

#### **4. Clarification of Documents**

4.1 A prospective tenderer requiring any clarification of the tender document may notify KWS in writing or by cable (hereinafter, the term *cable* is deemed to include telex and facsimile) at the address indicated in the Invitation for tenders. KWS will respond in writing to any request for clarification of the tender documents, which it receives not later than ten (10) days prior to the deadline for the submission of tenders, prescribed by KWS. Written copies of KWS response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have purchased the tender document.

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

#### **5. Amendment of Documents**

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

- 5.2 Any Addendum will be notified in writing or by e-mail or through the KWS website to all prospective tenderers who have purchased the tender documents and will be binding upon them
- 5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, KWS, at its discretion, may extend the deadline for the submission of tenders.

## **Preparation of Tenders**

### **6. Language of Tender**

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

### **7. Documents Comprising the Tender**

- 7.1 The tender prepared by the tenderer shall comprise the following components:
- (a) The Form of Tender and a Price Schedule completed in accordance with paragraph 9,10 and 11 below.
  - (b) Documentary evidence established in accordance with paragraph 12 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
  - (c) Documentary evidence established in accordance with paragraph 13 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
  - (d) Tender security furnished in accordance with paragraph 14

### **8. Tender Form**

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

## **9. Tender Prices**

- 9.1** The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract.
- 9.2** Prices indicated on the Price Schedule shall include all duties and taxes payable in the country and charges for inland transportation, insurance, and other local costs incidental to delivery of the goods to their final destination; and
- 9.3** Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 22.

## **10. Tender Currency**

- 10.1** Prices shall be quoted in Kenya shilling unless otherwise specified in the appendix to instruction to tenderers.

## **11. Tenderer's Eligibility and Qualifications.**

- 11.1** Pursuant to paragraph 1 of section III, the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.
- 11.2** The documentary evidence of the tenderers eligibility to tender shall establish to KWS's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph I of section III.



**11.3** The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to KWS's satisfaction:

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

## **12. Goods' Eligibility and Conformity to Tender Document.**

13.1 Pursuant paragraph 2 of this section, the tenderer shall furnish, as part of its tender, documents establishing the eligibility and conformity to the tender documents of all goods, which the tenderer proposes to supply under the contract.

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

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

- (a) a detailed description of the essential technical and performance characteristics of the goods;
- (b) 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 for a period of two (2)

years, following commencement of the use of the goods by KWS;  
and

- (c) a clause-by-clause commentary on KWS's Technical Specifications demonstrating substantial responsiveness of the goods to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

13.4 For all goods offered, the tenderer shall be required to demonstrate that the goods or product conform to required standards by evidence of a Type Test Certificate and its Report, or, Test Certificates and their Reports issued by a **third party testing laboratory** accredited to ISO/IEC 17025. A copy of the accreditation certificate **of the testing laboratory** shall be submitted together with the tender. KWS reserves the right to subject the certificates 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.**

13.5 Where the tenderer proposes to supply locally manufactured goods, and any local testing body lacks the necessary accreditation certificate or ability mentioned in 13.5 notwithstanding the absence of the accreditation certificate(s)

13.6 For purposes of the commentary to be furnished pursuant to paragraph 13.3(c), 13.4 and 13.5 above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by KWS in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to **KWS's** satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

## **14. Tender Security**

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

14.2 The tender security is required to protect KWS against the risk of Tenderer's conduct, which would warrant the security's forfeiture, pursuant to paragraph 14.7

14.3 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee, a bank draft issued by a reputable bank located

in Kenya or an insurance company guarantee from any of the IRA approved companies, in the form provided in the tender documents and valid for thirty (30) days beyond the validity of the tender.

14.4 Any tender not secured in accordance with paragraph 14.1 and 14.3 will be rejected by KWS as non-responsive, pursuant to paragraph 22.

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

14.6 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 30, and furnishing the performance security, pursuant to paragraph 31.

14.7 The tender security may be forfeited:

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

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

(i) To sign the contract in accordance with paragraph 30

**Or**

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

## **15. Validity of Tenders**

15.1 Tenders shall remain valid for 90 days after date of tender opening prescribed by KWS, pursuant to paragraph 18. A tender valid for a shorter period shall be rejected by KWS as non-responsive.

15.2 In exceptional circumstances, KWS may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

## 16. Format and Signing of Tender

- 16.1 The tenderer shall prepare two copies of the tender, clearly marking each "**ORIGINAL TENDER**" and "**COPY OF TENDER,**" as appropriate. In the event of any discrepancy between them, the original shall govern.
- 16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.
- 16.3 The tender shall have no interlineation, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

## Submission of Tenders

## 17. Sealing and Marking of Tenders

- 17.1 The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as "**ORIGINAL**" and "**COPY.**" The envelopes shall then be sealed in an outer envelope.
- 17.2 The inner and outer envelopes shall:
- (a) Be addressed to KWS at the following address:  
  
**Director,  
Kenya Wildlife Service,  
P.O BOX 40241,  
Nairobi.**
  - (b) Bear, **KWS/OT/AW/06/2019-2020**, the Invitation for tenders (IFT), and the words: "**DO NOT OPEN BEFORE, 27<sup>TH</sup> DECEMBER 2019 at 12.00 NOON**"

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

17.4 If the outer envelope is not sealed and marked as required by paragraph 17.2, KWS will assume no responsibility for the tender's misplacement or premature opening.

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

(a) Tenders must be received by KWS at the address specified under paragraph 17.2 not later than **12.00 NOON** on **27<sup>TH</sup> DECEMBER 2019**

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

## **19. Modification and Withdrawal of Tenders**

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

19.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 17. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 14.7.

## **Opening and Evaluation of Tenders**

### **20. Opening of Tenders**

20.1 KWS will open all tenders in the presence of tenderers' representatives who choose to attend, at Kenya Wildlife Service-Boardroom.

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

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

20.3 KWS will prepare minutes of the tender opening.

### **21. Clarification of Tenders**

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

21.2 Any effort by the tenderer to influence KWS in its tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

### **22. Preliminary Examination**

22.1 Prior to the detailed Technical and Financial evaluation, KWS 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. KWS's determination of a Tender's responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence.

- 22.2 KWS will examine the Tenders to determine whether they conform to the Preliminary Evaluation Criteria set out in the **Summary of Evaluation Process**.
- 22.3 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 KWS and cannot subsequently be made responsive by the Tenderer by correction of any non-conformity.
- 22.4 KWS may waive any minor deviation in a Tender that does not materially depart from the requirements of the goods and or services set out in the Tender Document.
- 22.5 Such minor deviation - *shall be quantified to the extent possible, shall be taken into account in the evaluation process, and, shall be applied uniformly and consistently to all qualified Tenders duly received by KWS.*

## **23 Technical and Financial Evaluation of Tenders**

### **23.1 Technical evaluation of tenders**

23.1.1 KWS 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 as set out in the **Summary of Evaluation Process**.

### **23.2 Financial Evaluation of Tenders**

23.2.1 Upon completion of the preliminary and technical evaluation, KWS shall conduct a Financial Evaluation and comparison as set out in the **Summary of Evaluation Process**.

23.2.2 Where other currencies are used, KWS will convert those currencies to the same currency using the selling exchange

rate ruling on the date of tender closing provided by the Central Bank of Kenya.

23.2.3 Arithmetical errors will be rectified on the following basis - if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.

23.2.4 The Tenderer will be promptly notified of the correction of the arithmetical error(s). If the Tenderer does not accept the correction of the error(s), its Tender will stand rejected, and its Tender Security automatically forfeited.

## **24. Contacting Kenya Wildlife Service**

24.1 Subject to paragraph 21, no tenderer shall contact KWS-Airwing on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

24.2 Any effort by a tenderer to influence KWS in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the Tenderer's tender's bid proposal.

## **Award of Contract**

### **25. Post-qualification**

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

25.2 The determination will take into account the Tenderer's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the tenderer, pursuant to paragraph



12.3, as well as such other information as KWS deems necessary and appropriate.

- 25.3 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 KWS will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

## **26. Award Criteria**

- 26.1 Subject to paragraph 10,23 and 28 KWS will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

## **27. Kenya Wildlife Service's Right to Vary quantities**

- 27.1 KWS reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions.

## **28. KWS Reserves Right to Accept or Reject Any or All Tenders**

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

## **29. Notification of Award**

- 29.1 Prior to the expiration of the period of tender validity, KWS will notify the successful tenderer in writing that its tender has been accepted.
- 29.2 The notification of award will constitute the formation of the Contract.

29.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, KWS will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 14.

### **30. Signing of Contract**

30.1 At the same time as KWS notifies the successful tenderer that its tender has been accepted, it will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

30.2 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to KWS.

### **31. Performance Security**

31.1 Within fourteen (14) days of the date of notification of award from KWS, the successful Tenderer shall furnish KWS with a Performance Security which shall be either one or a combination of the following:

a) An original Bank Guarantee that is strictly in the form and content as prescribed in the Performance Security Form (Bank Guarantee) in the Tender Document. .

31.2 The Performance Security shall be issued by a commercial bank licensed by the Central Bank of Kenya. The bank must be located in Kenya.

31.3 The successful Tenderer shall furnish a Performance Security being the sum of ten percent (10%) of the contract price.

31.4 KWS shall seek authentication of the Performance Security from the issuing bank. It is the responsibility of the successful Tenderer to sensitize its issuing bank on the need to respond directly and expeditiously to queries from KWS. The period for response shall not exceed five (5) days from the date of KWS's query. Should there be no conclusive response by the Bank within this period,

such successful Tenderer's Performance Security may be deemed as invalid.

- 31.5 Failure of the successful Tenderer to furnish an authentic Performance Security, the award shall be annulled and the Tender Security forfeited, in which event KWS may notify the next lowest evaluated Tenderer that it's Tender has been accepted.

## **32. Corrupt Fraudulent Practices**

- 32.1 KWS requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. In pursuance of this policy, KWS:-

- (a) Defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of KWS, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive KWS of the benefits of free and open competition;
- (b) 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;
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

Furthermore, tenderers shall be aware of the provision stated in the General Conditions of Contract.

# Section C-General Conditions of Contract

## 1. Definitions

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

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

## 2. Application

2.1 These General Conditions shall apply in all Contracts made by KWS for the procurement of goods.

## 3. Country of Origin

3.1 For purposes of this Clause, "origin" means the place where the Goods were mined, grown, or produced.

3.2 The origin of Goods is distinct from the nationality of the tenderer.

#### **4. Standards**

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

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

- 5.1 The Candidate shall not, without KWS'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 KWS in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.
- 5.2 The tenderer shall not, without KWS's prior written consent, make use of any document or information enumerated in paragraph 5.1 above.
- 5.3 Any document, other than the Contract itself, enumerated in paragraph 5.1 shall remain the property of KWS and shall be returned (all copies) to KWS on completion of the tenderer's performance under the Contract if so required by KWS.

#### **6. Patent Rights**

- 6.1 The tenderer shall indemnify KWS against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in Kenya.

#### **7. Performance Security**

- 7.1 Within fourteen (14) days of receipt of the notification of Contract award, the successful tenderer shall furnish to KWS the performance security in the amount specified in Special Conditions of Contract.
- 7.2 The proceeds of the performance security shall be payable to KWS as compensation for any loss resulting from the Tenderer'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 KWS and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in

Kenya or abroad, acceptable to KWS, in the form provided in the tender documents.

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

## **8. Inspection and Tests**

- 8.1 KWS or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications. KWS shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 8.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to KWS.
- 8.3 Should any inspected or tested Goods fail to conform to the Specifications, KWS may reject the Goods, and the tenderer shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to KWS.
- 8.4 KWS's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by KWS or its representative prior to the Goods' delivery.
- 8.5 Nothing in paragraph 8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

## **9. Packing**

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

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.

## **10. Delivery and Documents**

10.1 Delivery of the Goods shall be made by the tenderer in accordance with the terms specified by KWS in its Schedule of Requirements and the Special Conditions of Contract.

## **11. Insurance**

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

## **12. Payment**

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

12.2 Payments shall be made promptly by KWS as specified in the contract.

## **13. Prices**

13.1 Prices charged by the tenderer for Goods delivered and Services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

## **14. Assignment**

14.1 The tenderer shall not assign, in whole or in part, its obligations to perform under this Contract, except with KWS's prior written consent.

## **15. Subcontracts**

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

## **16. Termination for Default**

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

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

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

## **17. Liquidated Damages**

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

## **18. Resolution of Disputes**

18.1 KWS and the tenderer 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.



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

## **19. Language and Law**

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

## **20. Force Majeure**

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

# **Section D. Special Conditions of Contract**

## **SPECIFICATIONS AND REQUIREMENTS FOR FUEL AND LUBRICANTS**

1. Must provide a letter from the manufacturer/source
2. Provide Manufacturers Safety Data Sheet (MSDS)/Product Data Sheet/ MIL Specifications.
3. State Accessibility to KWS Airwing – Should have a base at Wilson for ease of access.
4. In case there is no base at Wilson and the dealer wishes to use an alternative go-down in Wilson, then there should be a clear signed contract between the two companies which will ensure availability of the Fuel at all times.

## **General**

Special Conditions of Contract supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

### **SCC 1. Delivery and Documents**

The goods shall be delivered as per need basis.

**SCC 2. Payment**

One Hundred percent (100%) of the contract price of the materials and goods delivered shall be paid upon the delivery, inspection, testing and acceptance of the same by the Employer's Representative.

**SCC 3:- Price Variations**

No price adjustments are allowed in the contract.

**SCC 4:- Performance Security**

A performance security of a value of 10% of the contract value shall be furnished.

**SCC 6:-Delivery Point**

There shall be **one (1) delivery point** Kenya Wildlife Service-  
Airwing Wilson Airport - Langata  
Road.

**Bidders must**

Specify country of origin

Specify mode of payment

Submit certificate of origin from the manufacturer

Specify delivery period from the time of issuance of order or L/C.

**SECTION E: - SCHEDULE OF REQUIREMENTS AND PRICE SCHEDULE  
INCLUSIVE OF ALL TAXES**

| No  | ITEMS DESCRIPTION       | UNIT OF ISSUE | QTY REQUIRED | UNIT PRICE | TOAL COST | Delivery period |
|-----|-------------------------|---------------|--------------|------------|-----------|-----------------|
| 1.  | Av Gas                  | Drums         | 450          |            |           |                 |
| 2.  | Jet A-1                 | Drums         | 200          |            |           |                 |
| 3.  | Av Gas Bulk             | Litres        | 20,000       |            |           |                 |
| 4.  | Jet A-1 Bulk            | Litres        | 60,000       |            |           |                 |
| 5.  | Engine Oil Straight 100 | cartons       | 10           |            |           |                 |
| 6.  | W100 Plus               | cartons       | 180          |            |           |                 |
| 7.  | W120 Oil                | cartons       | 5            |            |           |                 |
| 8.  | Engine Oil Mobil jet 11 | cartons       | 6            |            |           |                 |
| 9.  | Hydraulic Fluid 41      | Litres        | 160          |            |           |                 |
| 10. | Grease 22 3kg           | tins          | 12           |            |           |                 |
| 11. | Grease 5/7 3kg          | tins          | 12           |            |           |                 |
| 12. | Turbine Oil 560         | cartons       | 13           |            |           |                 |
| 13. | Turbine Oil 555         | cartons       | 8            |            |           |                 |
| 14. | Grease 28 2kg           | Tins          | 25           |            |           |                 |

**NB: Please note that the goods shall be delivered as per need basis for period of one year.**

Having read, examined and understood the Tender Document including all Addenda, receipt of which we hereby acknowledge, we, the undersigned Tenderer, offer to supply, deliver, install and commission (*the latter two where applicable*) .....(*insert goods description*) for the sum of.....(*total tender price in words and figures*) or such other sums as may be ascertained in accordance with the schedule of prices inserted by me/ us above.

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

Name and Capacity of authorised person signing the Tender\_\_\_\_\_

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

Stamp of Tenderer\_\_\_\_\_

## **Section F. Technical Specifications**

### **GENERAL**

1. These specifications describe the basic requirements for goods Tenderers are requested to submit with their offers the detailed specifications, Samples drawings, catalogues, etc.for the products they intend to supply.
2. All the dimensions of the goods to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. KWS reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.
3. The tenderers are requested to present information along with their offers as follows:
  - i) Shortest possible delivery period of each product.
  - ii) Information on manufacturers including their names and addresses.

### **Detailed Technical Specifications**

All the goods to be supplied must conform to the above specifications.

## SECTION G: SUMMARY EVALUATION PROCESS

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

6.1 **Part 1 - Preliminary Evaluation** Under Paragraph 21 of the ITT. These are **mandatory** requirements.

Preliminary Evaluation under Paragraph 21 of these are mandatory requirements.

| NO | MANDATORY REQUIREMENTS  |  |
|----|---|--|
| 1. | Certificate of Registration for sole proprietorship and partnership or Incorporation certificate for Limited companies  |  |
| 2. | Copy of a Valid Tax Compliance Certificates from Kenya Revenue Authority.   |  |
| 3. | Current CR 12 (Not more than one year from the date of tender closing)<br>from the registrar of companies OR an equivalent document that clearly indicates the ownership of the company.                          |  |
| 4. | Type Test Certificates and their Reports and or Test Certificates and their Reports   |  |
| 5. | Copy of accreditation certificate for the testing laboratory as per ISO/IEC 17025   |  |
| 6. | Valid and current ISO 9001 Certificates or for locally manufactured or produced goods, valid Mark of Quality Certificate or Standardization Mark Certificates from The Kenya Bureau Of Standards(KEBS)            |  |
| 7. | A declaration that the bidder will not engage in any corrupt or fraudulent practice and a declaration that the person or his or her subcontractors are not debarred from participating in procurement proceeding. |  |

|     |  |  |
|-----|--|--|
| 8.  | Audited accounts for the financial year 2016/2017 and 2017/2018 (audited accounts should have auditors opinion with practicing number) or certified bank statement for the last twelve (12) months.  |  |
| 9.  | Fully filled Confidential Business Questionnaire   |  |
| 10. | All pages in the tender document including all attachments <b>MUST BE SEQUENTIALLY PAGINATED (SERIALIZED)</b> and properly bound. <b>NO LOOSE DOCUMENT</b> shall be accepted. Bidders who fail to comply with this criterion will be disqualified.   |  |
| 11. | An Original bid security of <b>Ksh 500,000.00</b> (Two Hundred Thousand Shillings only) issued in Kenya shillings or a freely convertible currency and in the form of bank guarantee, or an insurance guarantee from PPRA Approved Insurance Company and valid for a period of 120 days from the date of tender opening.<br>Bids must remain valid for a period of ninety (90) days from the date of tender opening. |  |

**N/B: ALL THE ABOVE MUST BE ATTACHED TO QUALIFY FOR THE TECHNICAL EVALUATION.**

## **6.2 Part II: Technical Evaluation**

Tenders will proceed to the Technical Stage only if they qualify in compliance with Part 1 above, Preliminary Evaluation under Paragraph 21 of ITT. Technical Evaluation under Paragraph 22 of the ITT will include;

6.2.1 Evaluation of the following technical information against Tender Requirements and Specifications:-

*6.2.1.1 Manufacturer's Authorization and Reports from the designated bodies for full compliance with Tender Specification*

6.2.2 Detailed Technical Evaluation

*a) Evaluation of compliance of submitted samples or brochures to technical specifications.*

- b) Identifying and determining any deviation(s) from the requirements; errors and oversights.*

**6.3 Part III – Financial Evaluation** under Paragraph 22 of the ITT.

6.3.1 This will include the following: -

- a) Confirmation of and considering Price Schedule duly completed and signed.*
- b) Checking that the Tenderer has quoted prices based on Delivery Duty Paid (DDP) terms,*

6.3.1.1 *Conducting a financial comparison, including conversion of tender currencies into one common currency,*

6.3.1.2 *Correction of arithmetical errors,*

6.3.1.3 *Taking into account the cost of any deviation(s) from the tender requirements,*

- a) Ascertaining the financial capability*

6.3.2 Confirming the following: -

6.3.2.1 *that the Supplier's offered Delivery Schedule meets KWS's requirements.*

6.3.2.2 *that the Supplier's offered Terms of Payment meets KWS's requirements.*

**\*NOTES: -**

1. For purposes of evaluation, the exchange rate to be used for currency conversion shall be the selling exchange rate ruling on the date of tender closing provided by the Central Bank of Kenya. (Visit the Central Bank of Kenya website).
2. Total tender value means the Tenderer's total tender price inclusive of Value Added Tax (V.A.T) for the goods it offers to supply.
3. The Successful Tenderer shall be the one with the lowest evaluated price.

## Section H. Standard Tender Form

### Notes on the sample Forms

1. Form of Tender - The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
3. Tender Security Form - When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
4. Contract Form - The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
5. Performance Security Form -The performance security form should not be completed by the Tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
6. Request for Review Form - Filled when an Unsuccessful bidder wishes to request the Public Procurement Administrative Review Board to review the whole or part of the tender decision that has been made by the procuring entity
7. Manufacturers Authorization Form - When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.



# i) Form of Tender

Date: \_\_\_\_\_ Tender N°:

To: THE DIRECTOR  
KENYA WILDLIFE SERVICE  
P.O. BOX 40241, NAIROBI

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addendum Nos..... *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer \_\_\_\_\_ to \_\_\_\_\_ supply \_\_\_\_\_ and deliver..... *[description of goods]* in conformity with the said tender documents for the sum of..... *[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract, in the form prescribed by Kenya Wildlife Service.
4. We agree to abide by this Tender for a period of.....*[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
6. We understand that you are not bound to accept the lowest or any tender you may receive.

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

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

Duly authorized to sign tender for and on behalf of

\_\_\_\_\_

**ii) KWS BUSINESS QUESTIONNAIRE:**

**FORM 2**

**Serial No.....**

**TENDER NO .....**

**SUPPLY AND DELIVERY**

**OF.....**

**Name of the firm .....**

**Date issued.....**

The information provided in this form will enable Kenya Wildlife Service to assess your eligibility to participate in the tendering process and your competence in supplying the goods and services in the tender. Kenya Wildlife Service shall verify the information provided and candidates should note that submission of false information will lead to automatic disqualification.

**A: GENERAL INFORMATION:**

1.1 Business Name: .....

1.2 Date of Registration

Indicate the form of Business:

1.3 (a) Sole Proprietor.....

(b) Partnership.....

(c) Company.....

1.4 What businesses are you licensed to operate?

.....

1.5 Postal Address .....

Tel No .....

Fax: .....

Cell Phone.....

Email.....

Web page.....

1.6 Location of business premises:

Street/Road.....

Building and Floor.....

Plot No .....

Is the premises Permanent/Temporary?.....

Residential/Office/shop/warehouse?.....

1.7 Current Trade License No ..... Expiring date .....

1.8 Who are your Principal Bankers ..... Branch .....

**1.9 Details of business registration: Please complete the relevant section.**

**Part 1.9 (a) – Sole Proprietor**

Your name in full .....

Are you a Kenya Citizen?.....If not, what is your Nationality .....

**Part 1.9(b) – Partnership/Registered company**

Country ..... of incorporation.....Date.....

|   | NAME OF PARTNERS/SHARE HOLDERS | NATIONALITY | CITIZENSHIP | OWNERSHIP (SHARES) |
|---|--------------------------------|-------------|-------------|--------------------|
| 1 |                                |             |             |                    |
| 2 |                                |             |             |                    |

|   |  |  |  |  |
|---|--|--|--|--|
| 3 |  |  |  |  |
| 4 |  |  |  |  |

**B: ELIGIBILITY:**

- 2.2 Have you or your principals been subject of legal proceedings for insolvency, Bankruptcy, receivership or your business activities suspended for related reasons?.....if yes, when? .....[if yes, You must present legal documentary evidence that you are cleared and your business is now solvent].
- 2.3 Have you fulfilled your obligations to pay taxes and social security contributions for the last three years? Yes ( )No( )
- 2.4 Are you or your servants or agents subject of legal proceedings( attached documentary evidence for the respective Government Agents) or have been debarred or suspended for corrupt or unethical business practice. Yes( ).No( )
- 2.5 Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement or have any Procurement Entity initiated proceedings of that nature against the firm or one of its Directors, for any reason whatsoever? Yes.....No.....

**You must attach copies of your**

1. Business Registration Certificate,
2. VAT certificate,
3. PIN Number and the recent 2 years Audited Accounts or bank statement for the last 12 months for your application to be considered.

**C: CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICE:**

2.6 What products/service do you want to be considered

for.....

2.7 How many employees do you have? .....How many are

Permanent? .....How many are Temporary?.....

2.8 What is the country of origin for those goods or

services?.....

2.9 Are you a manufacturer/wholesaler/retailer/other (please

specify).....

(a) If you are a manufacturer or a service organization, are your

products certified by the Kenya Bureau of Standards or are you

affiliated to a recognized accrediting body? Yes.....No.....[Please

attach documentary evidence of the current certification].

(b) If you are not a manufacturer, are you an authorized dealer?

Yes.....No.....please attach documentary evidence of the

authority from the manufacturer]

2.10 Who are your major customers/clients and what is their telephone contact?

- To what extend is your firm e-enabled with both your suppliers and clients and how do you intend to carry out business with KWS?
- What is your average response time to a request quotation, Delivery of goods after issuance of LOP?

|   | NAME OF ORGANIZATION | VALUE OF BUSINESS | CONTACT PERSON | TEL NO. |
|---|----------------------|-------------------|----------------|---------|
| 1 |                      |                   |                |         |
| 2 |                      |                   |                |         |
| 3 |                      |                   |                |         |
| 4 |                      |                   |                |         |
| 5 |                      |                   |                |         |

2.11 What is the Maximum value of business which you can handle at any one time: Kshs.....

2.12 If your firm is pre-qualified or awarded the tender, will you abide by the agreed delivery period and supply goods or service within the given specifications by

Kenya Wildlife Service? Yes .....No.....?

**D: PAST AND CURRENT PERFORMANCE AND EXPERIENCE**

2.13 Is this firm or its directors in any way associated with any other firm that is currently conducting business with or have applied to be considered for prequalification or any other tender in Kenya Wildlife Service? If yes, please provide the name(s) of those firm(s), their address, their nature of business and indicate the relationship with the company making this application.

| Name of Firm | Address | Nature of Business | Relationship |
|--------------|---------|--------------------|--------------|
|--------------|---------|--------------------|--------------|

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

2.14 Is the firm making this application currently or in previous periods been contracted to supply goods or services to Kenya Wildlife Service?

Yes.....No..... If yes, please indicate hereunder the financial year, the goods or services that you supplied and their total value.

| Financial Year | Goods or service supplied | Total value |
|----------------|---------------------------|-------------|
|                |                           |             |
|                |                           |             |
|                |                           |             |

2.15 Have you at any one time been issued with a Purchase Order by the Kenya Wildlife Service and failed to deliver the goods or service without assigning any reason for your action? Yes.....No.....

2.16 Have you at any one time been requested to quote for supply of goods and services and failed to return the quotation without assigning any reason for your action? Yes.....No.....

2.17 If you are a current or previous period supplier of goods or service to Kenya Wildlife Service, have you at any one time been issued



with a letter of cancellation of LPO for failure to supply goods within the agreed time or for supplying inferior goods not within the specifications? Yes.....No.....

2.18 I.....  
.....the applicant or the authorized person to make this application on behalf of [name of company].....does hereby declare that the information provided is true and correct.

2.19 The Position in the company of the person making this application.....

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

OFFICIAL STAMP HERE:

### iii) Tender Security Form

Whereas..... [name of the tenderer]  
(hereinafter called "the tenderer") has submitted its tender dated  
.....[date of submission of tender] for the supply of.....  
.....

[name and/or description of the  
goods]

(hereinafter called "the  
Tender")..... KNOW ALL  
PEOPLE by these presents that WE.....  
of..... having our registered  
office at

..... (hereinafter called "the Bank/Insurance company"),  
are bound unto  
KWS

(hereinafter called "Kenya Wildlife Service") in the sum of .....  
for which payment well and truly to be made to the said KWS, the  
Bank/Insurance company binds itself, its successors, and assigns by these  
presents. Sealed with the Common Seal of the said Bank/Insurance  
Company this \_\_\_\_ day of \_\_\_\_\_20\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by KWS during the period of tender validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to tenderers;

We undertake to pay to KWS up to the above amount upon receipt of its first written demand, without KWS having to substantiate its demand, provided that in its demand KWS will note that the amount claimed by it is

due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
*[signature of the bank/insurance company]*

**iv) DECLARATION FORM FOR NON CORRUPT PRACTICES & NON DEBARREMENT**

Date \_\_\_\_\_

To:  
DIRECTOR GENERAL  
KENYA WILDLIFE SERVICE  
P.O. BOX 40241 – 00100  
**NAIROBI**

The bidder (name and address)

.....  
.....  
.....  
.....

Declares the following:

- a) Has not been debarred from practising in public procurement
  
- b) Has not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

.....

(Signature)

(Date)

Official stamp:

.....

**(To be signed by authorized representative and officially stamped**

## v) Contract Form

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between Kenya Wildlife Service of P.O. Box 40241 NAIROBI, KENYA (hereinafter called "KWS ") of the one part and..... [name of tenderer] of..... [city and country of tenderer] (hereinafter called "the tenderer") of the other part:

WHEREAS KWS invited tenders for certain goods, viz.,..... [brief description of goods ] and has accepted a tender by the tenderer for the supply of those goods in the sum of..... [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Tender Form and the Price Schedule submitted by the tenderer;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and (f) the Notification of Award by KWS.
3. In consideration of the payments to be made by KWS to the tenderer as hereinafter mentioned, the tenderer hereby covenants with KWS to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. KWS hereby covenants to pay the tenderer in consideration of the provision of the goods and the remedying of defects therein, the

Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_(for KWS)  
Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_ (for the  
tenderer)

In the presence of \_\_\_\_\_

## vi) Performance Security Form

To: KENYA WILDLIFE SERVICE

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

AND WHEREAS it has been stipulated by you in the said Contract that the  
tenderer shall furnish you with a bank guarantee by a reputable bank for  
the sum specified therein as security for compliance with the Tenderer's  
performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to  
you, on behalf of the tenderer, up to a total  
of.....

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

of.....

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

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

Signature and seal of the Guarantors

---

[name of bank or financial institution]



---

[address]

---

[date]

**VII) REQUEST FOR REVIEW FORM (RB 1)**

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN .....APPLICANT AND

.....RESPONDENT (Procuring Entity)

Request for review of the decision of the..... (Name of the Procuring Entity) of .....dated the...day of .....20.....in the matter of Tender No.....of .....20...

**REQUEST FOR REVIEW**

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

- 1.
- 2.
- Etc.

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

- 
- 1.
- 2.
- Etc

SIGNED ..... (Applicant)

Dated on.....day of ...../...20...



FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review  
Board on

..... day of .....20.....

SIGNED

Board Secretary

## viii) Manufacturer's Authorization Form

To: KENYA WILDLIFE SERVICE

WHEREAS.....  
[name of the Manufacturer]  
who are established and reputable manufacturers  
of.....  
[name and/or description of the goods] having factories  
at..... [address of  
factory]  
Do hereby  
authorize.....  
[name and address of Agent]  
to submit a tender, and subsequently negotiate and sign the Contract  
with you against tender No.....  
.....  
[reference of the Tender] for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General  
Conditions of Contract for the goods offered for supply by the above firm  
against this Invitation for Tenders.

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[signature for and on behalf of Manufacturer]

Note: This letter of authority should be on the letterhead of the  
Manufacturer and should be signed by a competent person.