



**TENDER FOR SUPPLY AND DELIVERY OF MAGNETIC PILLAR ROD  
DNA/RNA EXTRACTOR**

**TENDER NO: KWS/OT/BR&M/25/2019-2020  
(RETENDER)**

**CLOSING DATE AND TIME:  
29/04/2020 AT 12:00 NOON**

***KENYA WILDLIFE SERVICE*  
P.O BOX 40241-00100  
NAIROBI.**

*Website: [www.kws.go.ke](http://www.kws.go.ke)*

## **TABLE OF CONTENT:**

<b>SECTION A.INVITATION TO TENDER .....</b>	<b>3</b>
<b>SECTION B. INSTRUCTIONS TO TENDERERS.....</b>	<b>5</b>
<b>The Tender Document .....</b>	<b>5</b>
<b>Preparation of Tenders.....</b>	<b>6</b>
<b>Opening and Evaluation of Tenders.....</b>	<b>11</b>
<b>Award of Contract.....</b>	<b>14</b>
<b>Instructions to tenderers Reference.....</b>	<b>17</b>
<b>preliminary Evaluation .....</b>	<b>17</b>
<b>Technical evaluation .....</b>	<b>17</b>
<b>Award criteria.....</b>	<b>17</b>
<b>Section C:-General Conditions of Contract .....</b>	<b>17</b>
<b>SECTION D; SPECIAL CONDITIONS OF CONTRACT .....</b>	<b>22</b>
<b>SECTION E. SCHEDULE OF REQUIREMENTS AND PRICE SCHEDULE.....</b>	<b>23</b>
<b>Section F. Technical Specifications.....</b>	<b>23</b>
<b>Section G. Standard Tender Forms .....</b>	<b>26</b>
<b>iii) Tender Security Form.....</b>	<b>33</b>
<b>iv) Performance Bond Form .....</b>	<b>34</b>

## SECTION A.INVITATION TO TENDER

### NATIONAL OPEN TENDER

**Date: 07/04/2020**

**Reference: KWS/OT/BR&M /25/2019-2020**

### **Tender name: SUPPLY AND DELIVERY OF MAGNETIC PILLAR ROD DNA/RNA EXTRACTOR**

The Kenya Wildlife Service now invites sealed tenders from eligible bidders for the **supply and delivery of MAGNETIC PILLAR ROD DNA/RNA EXTRACTOR**

Candidates **MUST** prove that they qualify to participate in public procurement by providing copies of the following Mandatory documents;

- a) Copy of Certificate of Incorporation/Business registration under the companies Act
- b) Copy of a Valid Tax Compliance Certificate from Kenya Revenue Authority as at the tender closing date.
- c) Certified audited accounts for calendar year 2017 and 2018 or current certified bank statement for the last twelve (12) months or Evidence of financing agreement or Credit facility for enterprises
- d) Original Tender Security of **Ksh 200,000** (Two Hundred Thousand Shillings Only) Issued in Kenya Shillings or freely Convertible Currency in the form of bank Guarantee or an insurance Guarantee from PPRA Approved Insurance Company
- e) Certified Current CR 12 (by commission of oath) from registrar of companies or a copy of business registration certificate for sole proprietorship or the equivalent document for partnerships that clearly indicates the ownership of the companies
- f) A declaration that the bidder will not engage in any corrupt or fraudulent Practices
- g) A declaration that the bidder is not debarred from participating in procurement proceedings by the Public Procurement Regulatory Authority
- h) Fully filled Confidential Business Questionnaire
- i) All the pages in the tender document including all attachments must be serialized and properly bound. **NO LOOSE DOCUMENT** Shall be accepted. Bidders who fail to comply with this criterion will be disqualified

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

A complete set of tender documents may be obtained by downloading free of charge from KWS website [www.kws.go.ke/downloads/tenders](http://www.kws.go.ke/downloads/tenders). 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 the closing date.

Complete Tender documents in plain sealed envelopes clearly marked with the tender name and tender reference number and deposited in the tender box at the **Entrance of Main Reception (KWS Headquarters)** and addressed to

The Director General  
Kenya Wildlife Service  
P.O Box 40241-00100  
Nairobi

So as to be received on or before **29/04/2020** not later than **12.00 Noon**

All bidders MUST comply with all the instructions and rules of the tender and particularly ensure that all the forms required are properly completed. Tenders will be opened immediately thereafter at KWS **Veterinary Hall**, in the presence of tenderers' representatives who choose to attend. 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 procurement processes.

**HEAD OF SUPPLY CHAIN MANAGEMENT**  
**FOR; DIRECTOR GENERAL**

## **SECTION B. INSTRUCTIONS TO TENDERERS**

### **1. Eligible Tenderers**

- 1.1 This Invitation for Tenders is open to all tenderers eligible as described in the tender documents. 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 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**

This tender document comprises the documents listed below and addenda issued in accordance with clause 5 of these instructions to tenders.

- (i) Invitation for Tenders
- (ii) General Instructions
- (iii) Appendix to General Instructions
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of Requirements and Price Schedules
- (vi) Technical Specifications
- (vii) Tender Form
- (viii) Tender Security Form
- (ix) Contract Form
- (x) Performance bond 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. KWS will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by 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.

#### **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 All prospective candidates that have received the tender documents will be notified of the amendment in writing, and will be binding on 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**

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, except for any printed literature furnished by the tenderer which 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) A Tender Form 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 Shillings irrespective of their source.

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

11.1 Pursuant to paragraph 1, the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2. The documentary evidence of the tenderers eligibility to tender shall establish to KWS satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 1 above.

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.

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

13.1 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 and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

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;- (requires physical presence and stocks of the spares, special tools etc) and;
- (c) a clause-by-clause commentary on KWS Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

4. For purposes of the commentary to be furnished pursuant to paragraph 13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by 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 or a bank draft issued by a reputable bank located in Kenya or abroad, in the form provided in the tender documents or another form acceptable to KWS 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, but not later than thirty (30) days after the expiration of the period of tender validity prescribed by KWS.

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

## **15. Validity of Tenders**

15.1 Tenders shall remain valid for 90 days or as specified in the tender documents 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 one copy of the ORIGINAL TENDER and mark it as 'ORIGINAL'.

16.2 The original 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 letter of authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for un-amended 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 tender and mark the envelope as "ORIGINAL"

2. The inner and outer envelopes shall:

(a) Be addressed to KWS at the following address:

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

(b) Bear the organization's name the Invitation for tenders (IFT), and the words: "DO NOT OPEN BEFORE," **29/04/2020 at 12.00 noon**

(c) Be dropped in the Tender Box situated at the **reception of Kenya Wildlife Service Offices situated in Nairobi –Lang'ata Road** or posted so as to reach the above address on or before **29/04/2020 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.

18.1 Tenders must be received by KWS at the address specified under paragraph 17.2 not later than **29/04/2020 at 12:00 noon**

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

18.1 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.

1. 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.
2. 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**

All tenders will be opened in the presence of tenderers' representatives who choose to attend on **29/04/2020 at 12:00 noon** in the **KWS conference room**. Late bids will not be accepted regardless of the circumstances.

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.

2. . KWS procurement office 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 KWS will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and 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. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited.

3. KWS may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

22.4 Prior to the detailed evaluation, pursuant to paragraph 23, KWS will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. KWS's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

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

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

23.1 KWS will evaluate and compare the tenders, which have been determined to be substantially responsive, pursuant to paragraph 22.

23.2 The evaluation of a tender will exclude and not take into account:

- (a) In the case of goods manufactured in Kenya or goods of foreign origin already located in Kenya, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the tenderer; and
- (c) Any allowance for price adjustment during the period of execution of the contract, if provided in the tender.

23.3 The comparison shall be of the delivered price of the goods offered from within Kenya, such price to include all costs, as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods.

23.4 The evaluation of a tender will take into account, in addition to the tender price and the price of incidental services, the following factors, in the manner and to the extent indicated in paragraph 23.5 and in the technical specifications:

- (a) Delivery schedule offered in the tender;
- (b) Deviations in payment schedule from that specified in the Special Conditions of Contract;
- (c) The cost of components, mandatory spare parts, and service;
- (d) The availability in Kenya of spare parts and after-sales services for the equipment offered in the tender;

5. Pursuant to paragraph 23.4 the following evaluation methods will be applied:

(a) *Delivery schedule.*

(i) KWS requires that the goods under the Invitation for Tenders shall be delivered at the time specified in the Schedule of Requirements. Tenders offering deliveries longer than KWS's required delivery time will be treated as non-responsive and rejected.

(b) *Deviation in payment schedule.*

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

(c) *Spare parts and after sales service facilities.*

Tenderers must offer items with service and spares part back up. Documentary evidence and locations of such back- up must be given. Where a tenderer offers items without such back-up in the country, he must give documentary evidence and assurance that he will establish adequate back-up for items supplied.

## **6. Preference**

6.1. For purposes of section 155 (2) (3) (a)(b) (4) of the Public Procurement and Disposal Act, preferences shall be given to;

(2) Subject to availability and realization of the applicable international or local standards, only such manufactured articles, materials or supplies wholly mined and produced in Kenya shall be subject to preferential procurement.

(3) (a) Manufactured articles, material and supplies partially mined or produced in Kenya or where applicable have been assembled in Kenya; or

(b) Firms where Kenyans are shareholders.

(4) The threshold for the provision under subsection (3) (b) shall be above fifty-one percent of Kenyan shareholders.

## **24. Contacting KWS**

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

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.

## **25. Award of Contract**

### **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, production and after sales backup 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**

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. KWS'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 bond 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, incorporating all agreements between the parties.

30.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to KWS.

### **31. Performance bond**

31.1 Within fourteen (14) days of the receipt of notification of award from KWS, the successful tenderer shall furnish the performance bond in accordance with the Conditions of Contract, in the Performance bond Form provided in the tender documents, or in another form acceptable to it (KWS).

31.2 Failure of the successful tenderer to comply with the requirement of paragraph 30 or paragraph 31 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event KWS may make the award to the next lowest evaluated Candidate or call for new tenders.

### **32. Corrupt and 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.

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

### **Appendix to the General Instructions to Tenderers**

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



Instructions to tenderers Reference	Particulars Of Appendix To Instructions To Bidders
22: preliminary Evaluation	<p>Candidates <b>MUST</b> prove that they qualify to participate in public procurement by providing copies of the following Mandatory documents:</p> <ul style="list-style-type: none"> <li>a) Copy of Certificate of Incorporation/Business registration under the companies Act</li> <li>b) Copy of a Valid Tax Compliance Certificate from Kenya Revenue Authority as at the tender closing date.</li> <li>c) Certified audited accounts for calendar year 2017 and 2018 or certified bank statement for the last Six (6) months or Evidence of financing agreement or Credit facility for enterprises</li> <li>d) Original Tender Security of <b>ksh 200,000</b> (Two Hundred Thousand Shillings Only) Issued in Kenya Shillings or freely Convertible Currency in the form of bank Guarantee or an insurance Guarantee from PPRA Approved Insurance Company</li> <li>e) Certified Current CR 12 (by commission of oath) from registrar of companies or a copy of business registration certificate for sole proprietorship or the equivalent document for partnerships that clearly indicates the ownership of the companies</li> <li>f) A declaration that the bidder will not engage in any corrupt or fraudulent Practices</li> <li>g) A declaration that the bidder is not debarred from participating in procurement proceedings by the Public Procurement Regulatory Authority</li> <li>h) Fully filled Confidential Business Questionnaire</li> <li>i) All the pages in the tender document including all attachments must be serialized and properly bound. <b>NO LOOSE DOCUMENT</b> Shall be accepted. Bidders who fail to comply with this criterion will be disqualified</li> </ul> <p><i>All the mandatory documents must be provided for a bid to proceed for technical evaluation stage</i></p>
Technical evaluation	<p>The Tenderer <b>MUST</b> submits as part of its bid;</p> <ul style="list-style-type: none"> <li>a) Manufacturer's Authorization must be ON LETTER HEAD and addressed to KWS and must be tender and item specific and signed by an authorized signatory. - MANDATORY.</li> <li>b) Evidence of having supplied at least 2 local laboratories with the instrument and provide evidence of Technical support.</li> <li>c) Original Manufacturer catalogue</li> </ul>
26.1: Award criteria	The award will be made : To the lowest technical evaluated bidder

## 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 and Services 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**

- 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.
- 2. The tenderer shall not, without KWS prior written consent, make use of any document or information enumerated in paragraph 5.1 above.
- 3. Any document, other than the Contract itself, enumerated in paragraph 5.1 shall remain 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 bond**

7.1 Within fourteen (14) days of receipt of the notification of Contract award, the successful tenderer shall furnish to KWS the performance bond in the amount specified in Special Conditions of Contract.

7.2 The proceeds of the performance bond 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 bond 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 bond 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**

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.

2. 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**

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.Sub-contracts**

- 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**

- 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 negotiations any disagreement or dispute arising between them under or in connection with the contract.

- 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 forum using the laws of the Republic of Kenya.

## **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**

### **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.

#### **1. Definitions (Clause 1.1)**

**The Purchaser is:**

The Kenya Wildlife Service

P. O. Box 40241-00100

**NAIROBI**

#### **2. Inspection and Tests (Clause 8)**

The Tenderer **MUST** submit as part of its bid. All documentation catalogues and manufacturers' Authorizations must accompany the bid. :-

#### **3. Delivery and Documents (Clause 10)**

The materials and goods shall be delivered to **KWS** forensic Laboratory store.

#### **4.0 Payment (Clause 12)**

One Hundred (100) percent of the contract price of the materials and goods delivered shall be paid upon the delivery, inspection, testing and acceptance of the same by a verification and acceptance committee appointed by the purchaser.

#### **5.0 Resolution of Disputes (Clause 18)**

In case of a dispute between the Purchaser and the Supplier, the dispute shall be referred to Arbitration in accordance with the arbitration laws of Kenya.

#### **6. Notices (Clause 19)**

For the purposes of this Sub-Clause, the respective addresses are

**The Purchaser:**

**The Director General**

**Kenya Wildlife Service**

**P. O. Box 40241-00100**

**NAIROBI.**

**SECTION E. SCHEDULE OF REQUIREMENTS AND PRICE SCHEDULE (INCLUSIVE OF ALL TAXES)**

ITEM NO	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	UNIT RATE(KSHS)	TOTAL AMOUNT (KSHS)	DELIV-ERY PE-RIOD
1	Magnetic pillar rod DNA/RNA EXTRACTOR	01	UNIT			
Total						

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

## **AUTOMATED DNA & RNA EXTRACTION SYSTEM**

### **Features**

#### **EASY-TO-USE**

Comes with user friendly software; saving time and labour

#### **RAPID EXTRACTION**

Streamline your work process

#### **RELIABLE SYSTEM**

With cost effective and affordable kits for various kind of samples

#### **HIGH QUALITY NUCLEIC ACID EXTRACTION**

Using Magnetic Pillar Rod Technology

#### **SMALL FOOTPRINT**

Fits easily on lab bench top

## **Technical Specifications**



No:	Description	Parameters	Bidders proposal
1	Extraction Method	Magnetic pillar rod technology. Tablet included	
2	Capacity	1- 32 samples per batch	
3	Processing time	30- 60 mins (Kit dependent)	
4	Processing volume	Fixed volume: 100- 200µl (Kit dependent)	
5	Elution volume	Fixed volume: 60- 100µl (Kit dependent)	
6	Collection efficiency of magnetic particles	>95% depending on sample and reagent kit	
7	Heating temperature	Room temperature to 120°C	
8	Contamination control	UV light	
9	Hardware	<ul style="list-style-type: none"> <li>• Integrated microprocessor, no external PC required</li> <li>• Touch control panel</li> <li>• Tablet pairing and control</li> </ul>	
10	Operation interface	English/ Chinese language operating system	
11	Protocols	15 pre-installed protocol in instrument, unlimited in tablet	
12	Dimension (W x D x H)	440mm x 420mm x 440mm	
13	Net weight	31.5kg	
14	Power usage	AC 100- 240V, 50/ 60Hz	

15	Power consumption	600VA	
16	Operational ambient temperature	10- 40°C	
17	Reagent Adapter	Adapter to hold the pre-filled strip reagents. Holds up to 8 reagent strips.	
18	Magnetic Base	Magnetic base for standard 96-well plates and extraction plates.	

## SECTION G: SUMMARY OF 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.

6.1.1 This shall include confirmation of all the mandatory requirements including the following:

-  
6.1.1.1 *Submission of Tender Security- Checking its validity, whether it is Original; whether it is issued by a bank and or approved and acceptable insurance company in Kenya; whether it is strictly in the format required in accordance with the sample Tender Security Form(s).*

6.1.1.2 *Submission and considering Tender Form duly completed and signed.*

6.1.1.3 *Submission of Company or Firm's Incorporation/Registration Certificate.*

6.1.1.4 *That the Tender is valid for the period required.*

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

a) *Is fully filled.*

b) *Those details correspond to the related information in the bid.*

6.1.2 Checking of the following: -

6.1.2.1 *If required in the Tender Document, submission of the following-*

6.1.3 Record of unsatisfactory or default in performance obligations in any contract shall be considered. This shall include any tenderer with unresolved case(s) in its performance obligations for more than two (2) months in any contract.

6.1.4 Record of any legal proceedings between the KWS and the supplier in any contract shall be considered. This shall include any tenderer with unresolved case(s) in any contract

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

6.2 **Part II - Technical Evaluation** under Paragraph 22 of the ITT. It will include the following stages: -

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

This will include checking of the following: -

a) *Submission of brochures and all related documentation for the items*

## 6.2.2 Detailed Technical Evaluation

- a) *Evaluation of compliance of submitted brochures against KWS technical specification/requirements.*
- b) *Identifying and determining any deviation(s) from the requirements; errors and oversights.*

## 6.3 **Part III – Financial Evaluation** under Paragraph 23 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 *Taking into account the cost of any deviation(s) from the tender requirements,*

### 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 mean exchange rate ruling on the date of tender closing provided by the Central Bank of Kenya. (Visit the Central Bank of Kenya website).

***The Successful Tenderer shall be the one with the lowest evaluated price***

## **SECTION H. STANDARD TENDER FORMS**

(i) **Form of Tender**  
Date:\_\_\_\_\_

Tender N<sup>o</sup>:\_\_\_\_\_

To: THE DIRECTOR GENERAL  
KENYA WILDLIFE SERVICE  
P.O. BOX 40241-00100,  
**NAIROBI**

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda 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 KWS.

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\_\_\_\_\_.

_____	_____
<i>[Signature]</i>	<i>[In the capacity of]</i>
Duly authorized to sign tender for and on behalf of _____	

**(ii) 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 KWS to assess your eligibility to participate in the tendering process and your competence in supplying the goods and services in the tender. KWS shall verify the information provided and candidates should note that submission of false information will lead to automatic disqualification.

**A: GENERAL INFORMATION:**

1. Business Name: .....
2. Date Of Registration.....  
Indicate the form of Business:.....
3. (a) Sole Proprietor..... (b) Partner-ship..... (c) Company.....
4. What businesses are you licensed to operate?  
.....
5. Postal Address .....Tel No .....  
Fax: .....  
Cell Phone.....

Email .....Web page.....

6. Location of business premises:  
Street/Road.....Building and Floor.....Plot No  
.....

Is the premises Permanent/Temporary?..... Residen-  
tial/Office/shop/warehouse?.....

7. Current Trade License No ..... Expiring date.....
8. Who are your Principal Bankers ..... Branch .....
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 PART-	NATIONALI-	CITIZENSHIP	OWNER-
1				
2				
3				
4				

**B: ELIGIBILITY:**

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].

3. Have you fulfilled your obligations to pay taxes and social security contributions for the last three years? Yes.....No.....(*tick*)
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.....
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.....

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

6. What products/service do you want to be considered for.....
7. How many employees do you have? .....How many are Permanent? .....How many are Temporary?.....
8. What is the country of origin for those goods or services?.....
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*
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 LPO?

	NAME OF	VALUE OF	CONTACT	TEL NO
1				
2				
3				
4				
5				

11. What is the Maximum value of business which you can handle at any one time: Kshs.....
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 KWS?  
Yes .....No.....?

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

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 pre-qualification or any other tender in KWS? 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

14. Is the firm making this application currently or in previous periods been contracted to supply goods or services to KWS? 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

15. Have you at any one time been issued with a Purchase Order by the KWS and failed to deliver the goods or service without assigning any reason for your action? Yes.....No.....
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.....
17. If you are a current or previous period supplier of goods or service to KWS, 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.....
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.
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"), 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 binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_20\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by 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 bond, 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]*

**IV) 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 Of-  
ficer/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 the Procuring entity) and duly au-  
thorized and competent to make this statement.

2. THAT the aforesaid 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 herein above is true to the best of my knowledge, information  
and belief.

Title ..... Signature .....

(Date)

**Bidder Official Stamp**

**V) SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE**

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 the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid 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 the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrupt practice with other bidders participating in the subject tender

5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....  
(Title) (Signature) (Date)

**Bidder's Official Stamp**

## VI) PERFORMANCE BOND FORM

To: KWS

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 there in 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) MANUFACTURER'S AUTHORIZATION FORM

To: KWS

WHEREAS .....

*[Name of the Manufacturer]*

Who are established and reputable manufacturer

of.....

*[Name and/or description of the goods]* having factories

at.....*[Address of factory]*

do hereby authorize.....

*[Name and address of Agent]* To submit a tender, and subsequently negotiate and sign the Contract with you against tender No ..... *[Reference of the Tender]* For the above goods manufactured by us.

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

---

*[Signature for and on behalf of Manufacturer]*

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

**VIII) 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