



# UNIVERSITY OF EMBU

**TENDER NO. UoEm/Tend/09/2024 – 2025**

**FOR SUPPLY, DELIVERY, INSTALLATION,  
COMMISSIONING, TESTING AND TRAINING OF LIBRARY  
RADIO FREQUENCY IDENTIFICATION (PURE RFID)  
SECURITY MANAGEMENT SYSTEM AT THE  
UNIVERSITY OF EMBU.**

**CLOSING DATE: 16<sup>TH</sup> APRIL, 2025**

**TIME: 11.00AM**

**SITE VISIT DATE: 10<sup>TH</sup> APRIL, 2025**

**TIME: 11.00AM**

**UNIVERSITY OF EMBU**

**Embu - Meru Road,**

**P.O. Box 6 - 60100**

**Embu - Kenya**

**Tel: +254 0714243682**

**Email: [procurement@embuni.ac.ke](mailto:procurement@embuni.ac.ke)**

**Website: [www.embuni.ac.ke](http://www.embuni.ac.ke)**

## **INVITATION TO TENDER**

**PROCURING ENTITY:** *UNIVERSITY OF EMBU*

**CONTRACT NAME AND DESCRIPTION:** *UOEM/TEND/09/2024 - 2025 FOR SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING, TESTING AND TRAINING OF LIBRARY RADIO FREQUENCY IDENTIFICATION (PURE RFID) SECURITY MANAGEMENT SYSTEM AT UNIVERSITY OF EMBU*

1. University of Embu invites sealed tenders for **Supply, Delivery, Installation, Commissioning, Testing and Training of Library Radio Frequency Identification (Pure RFID) Security Management System at the University of Embu**
1. Tendering will be conducted under open competitive method *National* using a standardized tender document. Tendering is open to all **interested, eligible and qualified and bidders who have appropriate and valid accreditations.**
2. Qualified and interested tenderers may obtain further information and inspect the tender documents from the **Procurement Office** during office hours **[08:00Am to 5:00Pm]** at the address given below.
3. Tender documents will be obtained electronically **from the Website free of charge.**
4. Tender documents may be viewed and downloaded for free from the **www.embuni.ac.ke** .Tenderers who download the tender document must forward their particulars immediately to [procurement@embuni.ac.ke](mailto:procurement@embuni.ac.ke) to facilitate any further clarification or addendum.
5. All tenders must be accompanied by a tender security of **One Hundred Thousand Kenyan Shillings (Kshs. 100,000.00).**
6. The Tenderer shall **chronologically serialize all pages** of the tender documents submitted.
7. Completed tenders must be delivered to the address below on or before Electronic Tenders will not be permitted.
8. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
9. Late tenders will be rejected.
10. The addresses referred to above are:

**A. Address for obtaining further information and for purchasing tender documents**

University of Embu

Physical address: 4 Kilometers from Embu Town along the Nairobi-Meru Highway, Embu County.

**Procurement Office**, 1<sup>st</sup> Floor, of the Administration Block

P.O BOX 6 – 60100 Embu

Email: [procurement@embuni.ac.ke](mailto:procurement@embuni.ac.ke)

Tel: 0714243682

**Address for Submission of Tenders.**

University of Embu

Physical address: 4 Kilometers from Embu Town along the Nairobi-Meru Highway, Embu County.

**Tender Box** situated at the Reception Area of University of Embu Administration Block.

P.O BOX 6 – 60100 Embu

Email: [procurement@embuni.ac.ke](mailto:procurement@embuni.ac.ke)

Tel: 0714243682

**B. Address for Opening of Tenders.**

University of Embu

Physical address: 4 Kilometers from Embu Town along the Nairobi-Meru Highway, Embu County.

**Procurement Boardroom**, 1st Floor, of the University of Embu Administration Block.

**Official of the Procuring Entity issuing the invitation:**

**Vice – Chancellor**

**University of Embu**

**P.O BOX 6 – 60100 Embu**

**Date: 01/04/2025**

**NB: THE UNIVERSITY OF EMBU DOES NOT LEVY ANY FEE IN ORDER TO AWARD TENDERS;  
BEWARE OF CONMEN WHO CALL SOLICITING FOR MONEY.**

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# **PART 1 - TENDERING PROCEDURES**

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## SECTION I - INSTRUCTIONS TO TENDERERS

### Section I - Instructions to Tenderers

#### A. GENERAL

##### 1. Scope of Tender

- 1.1 The Procuring Entity, as indicated **in the TDS**, issues this tendering document for the supply and installation of the Library Security Management System as specified in Section V, Procuring Entity's Requirements. The name, identification and number of lots (contracts) of this ITT are specified **in the TDS**.

##### 2. Definitions

- 2.1 Unless otherwise stated, throughout this tendering document definitions and interpretations shall be as prescribed in the Section VI, General Conditions of Contract.
- 2.3 Throughout this tendering document:
- The term "in writing" means communicated in written form (e.g., by mail, e-mail, fax, including if specified in the **TDS**, distributed or received through the electronic-procurement system used by the Procuring Entity) with proof of receipt;
  - If the context so requires, "singular" means "plural" and vice versa; and
  - "Day" means calendar day, unless otherwise specified as "Business Day". A Business Day is any day that is an official working day of the Procuring Entity. It excludes the Procuring Entity's official public holidays.
  - "Library Security Management System" shall carry the same meaning as "Information Technology".

##### 3. Fraud and Corruption

- 3.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 "Declaration not to engage in corruption". The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.
- 3.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/ or civil sanctions may be imposed. To this effect, Tenderers shall be required to complete and sign the "Certificate of Independent Tender Determination" annexed to the Form of Tender.
- 3.3 Unfair Competitive Advantage -Fairness and transparency in the tender process require that the Firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. The Procuring Entity shall indicate in the TDS firms (if any) that provided consulting services for the contract being tendered for. The Procuring Entity shall check whether the owners or controllers of the Tenderer are same as those that provided consulting services. The Procuring Entity shall, upon request, make available to any tenderer information that would give such firm unfair competitive advantage over competing firms.
- 3.4 Tenderers shall permit and shall cause their agents (whether declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Entity to inspect all accounts, records and other documents relating to any initial selection process, pre-qualification process, tender submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Entity.

## 4 Eligible Tenderers

- 4.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter in to such an agreement supported by a Form of Intent. Public employees and their close relatives (*spouses, children, brothers, sisters and uncles and aunts*) are not eligible to participate in the tender. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Tendering process and, in the event the JV is awarded the contract, during contract execution. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the **TDS**.
- 4.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms / organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 4.3 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:
- a. Directly or indirectly controls, is controlled by or is under common control with another Tenderer; or
  - b. Receives or has received any direct or indirect subsidy from another Tenderer; or
  - c. Has the same legal representative as another Tenderer; or
  - d. Has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this Tendering process; or
  - e. Any of its affiliates participates as a consultant in the preparation of the design or technical specifications of the Library Security Management System that are the subject of the Tender; or
  - f. Or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity or Procuring Entity as Project Manager for the Contract implementation; or
  - g. Would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the TDSITT2.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
  - h. Has a close business or family relationship with a professional staff of the Procuring Entity who: -
    - i. Are directly or in directly involved in the preparation of the tendering document or specifications of the Contract, and/ or the Tender evaluation process of such Contract. or
    - ii. Would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the Tendering process and execution of the Contract.
- 4.4 A firm that is a Tenderer (either individually or as a JV member) shall not participate as a Tenderer or as JV member in more than one Tender except for permitted alternative Tenders. Such participation shall result in the disqualification of all Tenders in which the firm is involved. However, this does not limit the participation of a Tenderer as subcontractor in another Tender or of a firm as a subcontractor in more than one Tender.
- 4.5 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT4.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case maybe. This criterion also shall apply to the determination of the nationality of proposed sub-contractors or sub- consultants for any part of the Contract including related Services.
- 4.6 A Tenderer that has been debarred from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPRA [www.ppra.go.ke](http://www.ppra.go.ke).

- 4.7 Tenderers that are state-owned enterprises or institutions in Kenya may be eligible to compete and be awarded a Contract(s) only if they can establish that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of the Procuring Entity.
- 4.8 Firms and individuals may be ineligible if (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.
- 4.9 The Procuring Entity may require tenderers to be registered with certain authorities in Kenya. Such registration shall be defined in the **TDS**, but care must be taken to ensure such registration requirement does not discourage competition, nor exclude competent tenderers. Registration shall not be a condition for tender, but where a selected tenderer is not so registered, the tenderer shall be given opportunity to register before signing of the contract.
- 4.10 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided in for this purpose is be provided in “SECTION III- EVALUATION AND QUALIFICATION CRITERIA, Item 9”.
- 4.11 Pursuant to the eligibility requirements of ITT 4.11, a tenderer is considered a foreign tenderer, if it is registered in Kenya, has less than 51 percent ownership by nationals of Kenya and if it does not subcontract foreign contractors more than 10 percent of the contract price, excluding provisional sums. JVs are considered as foreign tenderers if the individual member firms are registered in Kenya have less than 51 percent ownership by nationals of Kenya. The JV shall not subcontract to foreign firms more than 10 percent of the contract price, excluding provisional sums.
- 4.12 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website [www.cak.go.ke](http://www.cak.go.ke)
- 4.13 Tenderers shall be considered ineligible for procurement if they offer goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment.
- 4.14 A Kenyan tenderer shall be eligible to tender if it provides evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

## **5 Eligible Goods and Services**

- 5.1 The Library Security Management Systems to be supplied under the Contract may have their origin in any eligible country.
- 5.2 For the purposes of this tendering document, the term “Library Security Management System” means all:
- i. the required information technologies, including all information processing and communications-related hardware, software, supplies, and consumable items that the Supplier is required to supply and install under the Contract, plus all associated documentation, and all other materials and goods to be supplied, installed, integrated, and made operational; and
  - ii. the related software development, transportation, insurance, installation, customization, integration, commissioning, training, technical support, maintenance, repair, and other services necessary for proper operation of the Library Security Management System to be provided by the selected Tenderer and as specified in the Contract.

- 5.3 For purposes of ITT 5.1 above, “origin” means the place where the goods and services making the Library Security Management System are produced in or supplied from. A Library Security Management System is deemed to be produced in a certain country when, in the territory of that country, through software development, manufacturing, or substantial and major assembly or integration of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 5.4 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement under this Act.

## **B. CONTENTS OF TENDERING DOCUMENT**

### **6 Sections of Tendering Document**

#### **PART 1 - Tendering Procedures**

Section I - Instructions to Tenderers (ITT)

Section II - Tender Data Sheet (TDS)

Section III - Evaluation and Qualification Criteria

Section IV - Tendering Forms

#### **PART 2 - Procuring Entity's Requirements**

Section V - Requirements of the Library Security Management Systems

Section VI - Technical Requirements

Section VII - Implementation Schedule

Section VIII - System Inventory Tables

Section IX - Background and Informational Materials

#### **PART 3 - Contract**

Section X - General Conditions of Contract

Section XII - Special Conditions of Contract

Section XIII - Contract Forms

- 6.1 The Invitation to Tender Notice issued by the Procuring Entity is not part of this tendering document.
- 6.2 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Tender meeting (if any), or Addenda to the tendering document in accordance with ITT 10. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.
- 6.3 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

### **7 Site Visit**

- 7.1 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Required Services and its surroundings and obtain all information that may be necessary for preparing the Tender and entering in to a contract for the Services. The costs of visiting the Site shall be the Tenderer's own expense.

### **8 Pre-Tender Meeting and a pre- arranged pretender visit of the site of the works**

- 8.1 The Procuring Entity shall specify in the **TDS** if a pre-tender conference will be held, when and where. The Procuring Entity shall also specify in the **TDS** if a pre-arranged pretender visit of the site of the works will be held and when. The Tenderer's designated representative is invited to attend a pre-arranged pretender visit of the site of the works. The purpose of the meeting will be to clarify issues and to answer questions on any



matter that may be raised at that stage.

- 8.2 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.
- 8.3 Minutes of the pre-Tender meeting and the pre-arranged pre-tender visit of the site of the works, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT 6.3. Minutes shall not identify the source of the questions asked.
- 8.4 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-Tender meeting and the pre-arranged pre-tender visit of the site of the works at the web page identified **in the TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-Tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 10 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

## **9 Clarification of Tender Documents**

- 9.1 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the TDS or raise its enquiries during the pre-Tender meeting and the pre-arranged pretender visit of the site of the works if provided for in accordance with ITT 8.4. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the TDS prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender Documents in accordance with ITT 6.3, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification resulting changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents appropriately following the procedure under ITT 10.

## **10 Amendment of Tendering Document**

- 10.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tendering document by issuing addenda.
- 10.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's webpage in accordance with ITT 8.1.
- 10.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 24.2 below.

## **C. PREPARATION OF TENDERS**

### **11 Cost of Tendering**

- 11.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

### **12 Language of Tender**

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

## 13 Documents Comprising the Tender

- 13.1 The Tender submitted by the Tenderer shall comprise the following:
- a. **Form of Tender** prepared in accordance with ITT 14;
  - b. **Price Schedules** completed in accordance with ITT 14 and ITT 16;
  - c. **Tender Security or Tender-Securing Declaration** in accordance with ITT 22;
  - d. **Alternative Tender:** if permissible, in accordance with ITT 15;
  - e. **Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 23.3;
  - f. **Eligibility of Library Security Management System:** documentary evidence established in accordance with ITT 16.1 that the Library Security Management System offered by the Tenderer in its Tender or in any alternative Tender, if permitted, are eligible;
  - g. **Tenderer's Eligibility:** documentary evidence in accordance with ITT 17 establishing the Tenderer's eligibility and qualifications to perform the contract if its Tender is accepted;
  - h. **Conformity:** documentary evidence established in accordance with ITT 18 that the Library Security Management System offered by the Tenderer conform to the tendering document;
  - i. **Subcontractors:** list of subcontractors, in accordance with ITT 18.4;
  - j. **Intellectual Property:** a list of: Intellectual Property as defined in GCC Clause 15;
    - i) All Software included in the Tender, assigning each item to one of the software categories defined in GCC Clause 1.1(C):
      - a. System, General Purpose, and Application Software; or
      - b. Standard and Custom Software;
    - iii. All Custom Materials, as defined in GCC Clause 1.1(c), included in the Tender; Any other document required **in the TDS.**
- 13.2 In addition to the requirements under ITT 13.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members indicating at least the parts of the Library Security Management System to be executed by the respective members. Alternatively, a Form of intent to execute a Joint Venture Agreement in the Library Security Management System to be executed by the respective members.
- 13.1 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender. The Tenderer shall serialize page so fall tender documents submitted.

## 14 Form of Tender and Price Schedules

- 14.1 The Tenderer shall complete the Form of Tender, including the appropriate Price Schedules, using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 21.3. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize all pages of the tender documents submitted.

## 15 Alternative Tenders

- 15.1 The TDS indicates whether alternative Tenders are allowed. If they are allowed, the **TDS** will also indicate whether they are permitted in accordance with ITT 13.3, or invited in accordance with ITT 13.2 and/or ITT 13.4.
- 15.2 When alternatives to the Time Schedule are explicitly invited, a statement to that effect will be included **in the TDS**, and the method of evaluating different time schedules will be described in Section III, Evaluation and Qualification Criteria.

- 15.1 Except as provided under ITT 15.4 below, Tenderers wishing to offer technical alternatives to the Procuring Entity's requirements as described in the tendering document must also provide: (i) a price at which they are prepared to offer an Library Security Management System meeting the Procuring Entity's requirements; and (ii) all information necessary for a complete evaluation of the alternatives by the Procuring Entity, including drawings, design calculations, technical specifications, breakdown of prices, and proposed installation methodology and other relevant details. Only the technical alternatives, if any, of the Tenderer with the Best Evaluated Tender conforming to the basic technical requirements shall be considered by the Procuring Entity.
- 15.4 When Tenderers are invited **in the TDS** to submit alternative technical solutions for specified parts of the system, such parts shall be described in Section V, Procuring Entity's Requirements. Technical alternatives that comply with the performance and technical criteria specified for the Library Security Management System shall be considered by the Procuring Entity on their own merits, pursuant to ITT 35.

## **16 Documents Establishing the Eligibility of the Library Security Management System**

- 16.1 To establish the eligibility of the Library Security Management System in accordance with ITT 5, Tenderers shall complete the country-of-origin declarations in the Price Schedule Forms, included in Section IV, Tendering Forms.

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

- 17.1 To establish its eligibility and qualifications to perform the Contracting accordance with Section III, Evaluation and Qualification Criteria, the Tenderer shall provide the information requested in the corresponding information sheets included in Section IV, Tendering Forms.
- 17.1 In the event that pre-qualification of potential Tenderers has been undertaken as stated **in the TDS**, only Tenders from pre-qualified Tenderers shall be considered for award of Contract. These qualified Tenderers should submit with their Tenders any information updating their original pre-qualification applications or, alternatively, confirm in their Tenders that the originally submitted pre-qualification information remains essentially correct as of the date of Tender submission.
- 17.2 Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and thereby help to prevent any corrupt influence in relation to the procurement process or contract management.
- 17.3 The purpose of the information described in ITT 15.1 above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.
- 17.4 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control, any changes to the information which was provided by the tenderer under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 17.5 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 17.6 If a tenderer fails to submit the information required by these requirements, its tenderer will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the

information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.

- 17.7 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:
- a. If the procurement process is still ongoing, the tenderer will be disqualified from the procurement process,
  - b. If the contract has been awarded to that tenderer, the contract award will be set aside,
  - c. the tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.
- 17.8 If a tenderer submits information pursuant to these requirements that is in complete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the tenderer.

## **18 Documents Establishing Conformity of the Library Security Management System**

- 18.1 Pursuant to ITT 11.1(h), the Tenderer shall furnish, as part of its Tender documents establishing the conformity to the tendering documents of the Library Security Management System that the Tenderer proposes to design, supply and install under the Contract.
- 18.2 The documentary evidence of conformity of the Library Security Management System to the tendering documents including:
- a) Preliminary Project Plan describing, among other things, the methods by which the Tenderer will carry out its overall management and coordination responsibilities if awarded the Contract, and the human and other resources the Tenderer proposes to use. The Preliminary Project Plan must also address any other topics **specified in the TDS**. In addition, the Preliminary Project Plan should state the Tenderer's assessment of what it expects the Procuring Entity and any other party involved in the implementation of the Library Security Management System to provide during implementation and how the Tenderer proposes to coordinate the activities of all involved parties;
  - b) Written confirmation that the Tenderer accepts responsibility for the successful integration and interoperability of all components of the Library Security Management System as required by the tendering documents;
  - c) An item-by-item commentary on the Procuring Entity's Technical Requirements, demonstrating the substantial responsiveness of the Library Security Management System offered to those requirements. In demonstrating responsiveness, the Tenderer is encouraged to use the Technical Responsiveness Checklist (or Checklist Format) in the Sample Tendering Forms (Section IV). The commentary shall include explicit cross- references to the relevant pages in the supporting materials included in the tender. Whenever a discrepancy arises between the item-by-item commentary and any catalogs, technical specifications, or other preprinted materials submitted with the tender, the item-by-item commentary shall prevail;
  - d) Support material (e.g., product literature, white papers, narrative descriptions of technologies and/or technical approaches), as required and appropriate; and
  - e) Any separate and enforceable contract(s) for Recurrent Cost items which the TDS ITT 17.2 required Tenderers to tender.
- 18.3 References to brand names or model numbers or national or proprietary standards designated by the Procuring Entity in the tendering documents are intended to be descriptive and not restrictive. Except where explicitly prohibited in the **TDS** for specific items or standards, the Tenderer may substitute alternative brand /model names or standards in its tender, provided that it demonstrates to the Procuring Entity's satisfaction that the use of the substitute(s) will result in the Library Security Management System being able to perform substantially equivalent to or better than that specified in the Technical Requirements.
- 18.4 For major items of the Library Security Management System as listed by the Procuring Entity in Section III, Evaluation and Qualification Criteria, which the Tenderer intends to purchase or subcontract, the Tenderer shall give details of the name and nationality of the proposed subcontractors, including manufacturers, for each of those items. In addition, the Tenderer shall include in its Tender information establishing compliance with the requirements specified by the Procuring Entity for these items. Quoted rates and prices will be

deemed to apply to whichever subcontractor is appointed, and no adjustment of the rates and prices will be permitted.

- 18.5 The Tenderer shall be responsible for ensuring that any subcontractor proposed complies with the requirements of ITT 4, and that any goods or services to be provided by the subcontractor comply with the requirements of ITT 5 and ITT 16.1.

## 19 Tender Prices

- 19.1 All Goods and Services identified in the Supply and Installation Cost Sub-Tables in System Inventory Tables in Section VII, and all other Goods and Services proposed by the Tenderer to fulfill the requirements of the Library Security Management System, must be priced separately and summarized in the corresponding cost tables in the Sample Tendering Forms (Section IV), in accordance with the instructions provided in the tables and in the manner specified below.
- 19.2 **Unless otherwise specified in the TDS**, the Tenderer must also tender Recurrent Cost Items specified in the Technical Requirements, Recurrent Cost Sub-Table of the System Inventory Tables in Section VII (if any). These must be priced separately and summarized in the corresponding cost table in the Sample Tendering Forms (Section IV), in accordance with the instructions provided in the tables and in the manner specified below:
- a) **If specified in the TDS**, the Tenderer must also tender separate enforceable contracts for the Recurrent Cost Items not included in the main Contract; prices for Recurrent Costs are all-inclusive of the costs of necessary Goods such as spare parts, software license renewals, labor, etc., needed for the continued and proper operation of the Library Security Management System and, if appropriate, of the Tenderer's own allowance for price increases;
  - b) prices for Recurrent Costs beyond the scope of warranty services to be incurred during the Warranty Period, defined in GCC Clause 29.4 and prices for Recurrent Costs to be incurred during the Post-Warranty Period, defined in SCC Clause 1.1. (e) (xiii), shall be quoted as Service prices on the Recurrent Cost Sub-Table in detail, and on the Recurrent Cost Summary Table in currency totals.
- 19.3 Unit prices must be quoted at a level of detail appropriate for calculation of any partial deliveries or partial payments under the contract, in accordance with the Implementation Schedule in Section VII), and with GCC and SCC Clause 12 – Terms of Payment. Tenderers may be required to provide a breakdown of any composite or lump-sum items included in the Cost Tables
- 19.4 The price of items that the Tenderer has left blank in the cost tables provided in the Sample Tender Forms (Section IV) shall be assumed to be included in the price of other items. Items omitted altogether from the cost tables shall be assumed to be omitted from the tender and, provided that the tender is substantially responsive, an adjustment to the tender price will be made during tender evaluation in accordance with ITT 31.3.
- 19.5 The prices for Goods components of the Library Security Management System are to be expressed and shall be defined and governed in accordance with the rules prescribed in the edition of incoterms **specified in the TDS**, as follows:
- a) Goods supplied from outside Kenya:  
**Unless otherwise specified in the TDS**, the prices shall be quoted on a CIP (named place of destination) basis, exclusive of all taxes, stamps, duties, levies, and fees imposed in Kenya. The named place of destination and special instructions for the contract of carriage are as specified in the SCC for GCC 1.1(e) (iii). In quoting the price, the Tenderer shall be free to use transportation through carriers registered in any eligible countries. Similarly, the Tenderer may obtain insurance services from any eligible source country;
  - b) Locally supplied Goods: Unit prices of Goods offered from within Kenya, shall be quoted on an EXW (ex- factory, ex works, ex ware house or off- the-shelf, as applicable) basis, including all customs duties, levies, fees, sales and other taxes incurred until delivery of the Goods, but excluding all VAT or sales and other taxes and duties/fees incurred for the Goods at the time of invoicing or sales transaction, if the Contract is awarded; and
  - c) Inland transportation.
- 19.6 Unless otherwise stated in the **TDS**, inland transportation, insurance and related local costs incidental to the

delivery of the Goods to the designated Project Sites must be quoted separately as a Service item in accordance with ITT 17.5, whether the Goods are to be supplied locally or from outside Kenya, except when these costs are already included in the price of the Goods, as is, e.g., the case, when ITT 17.5 (a) specifies CIP, and the named places of destination are the Project Sites.

- 19.7 The price of Services shall be separated into their local and foreign currency components and where appropriate, broken down into unit prices. Prices must include all taxes, duties, levies and fees whatsoever, except only VAT or other indirect taxes, or stamp duties, that may be assessed and/ or apply in Kenya /to the price of the Services invoiced to the Procuring Entity, if the Contract is awarded.
- 19.8 Unless otherwise specified in the **TDS**, the prices must include all costs incidental to the performance of the Services, as incurred by the Supplier, such as travel, subsistence, office support, communications, translation, printing of materials, etc. Costs incidental to the delivery of the Services but incurred by the Procuring Entity or its staff, or by third parties, must be included in the price only to the extent such obligations are made explicit in these tendering documents (as, e.g., a requirement for the Tenderer to include the travel and subsistence costs of trainees).
- 19.9 Unless otherwise specified in the **TDS**, prices quoted by the Tenderer shall be fixed during the Tenderer's performance of the Contract and not subject to increases on any account. Tenders submitted that are subject to price adjustment will be rejected.

## **20 Currencies of Tender and Payment**

- 20.1 The currency(ies) of the Tender and currencies of payment shall be the same. The Tenderer shall quote in Kenya shillings the portion of the Tender price that corresponds to expenditures incurred in Kenya currency, unless otherwise specified **in the TDS**.
- 20.2 The Tenderer may express the Tender price in any currency. If the Tenderer wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but shall use no more than **two foreign currencies** in addition to Kenyan currency.

## **21 Period of Validity of Tenders**

- 21.1 Tenders shall remain valid for the period specified **in the TDS** after the Tender submission deadline date prescribed by the Procuring Entity in accordance with ITT 23.1. A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.
- 21.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 20.1, it shall also be extended for thirty days (30) beyond the deadline of the extended validity period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 19.3.

## **22 Tender Security**

- 22.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender Security as specified **in the TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified **in the TDS**.
- 22.2 A Tender-Securing Declaration shall use the form included in Section IV, Tendering Forms.
- 22.3 If a Tender Security is specified pursuant to ITT 20.1, the tender security shall be a demand guarantee in any of the following forms at the Tenderer's option:
- a. cash;
  - b. a bank guarantee;
  - c. a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
  - d. a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya,
  - e. any other form specified in the **TDS**.

If an unconditional guarantee is issued by a non-bank financial institution located outside Kenya, the issuing non-bank financial institution shall have a correspondent financial institution located in Kenya to make it enforceable unless the Procuring Entity has agreed in writing, prior to Tender submission, that a correspondent financial institution is not required.

- 22.4 In the case of a bank guarantee, the Tender Security shall be submitted either using the Tender Security Form included in Section IV, Tendering Forms or in another substantially similar format approved by the Procuring Entity prior to Tender submission. In either case, the form must include the complete name of the Tenderer. The Tender Security shall be valid for thirty days (30) beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 19.2.
- 22.5 If a Tender Security or a Tender-Securing Declaration is specified pursuant to ITT 20.1, any Tender not accompanied by a substantially responsive Tender Security or Tender-Securing Declaration shall be rejected by the Procuring Entity as non-responsive.
- 22.6 The Tender Security shall be returned/released as promptly as possible
- a) The procurement proceedings are terminated;
  - b) The procuring entity determines that none of the submitted tenders is responsive;
  - c) A bidder declines to extend the tender validity.
  - d) Once the successful Tenderer has signed the Contract and furnished the required Performance Security.
- 22.7 The Tender Security may be forfeited or the Tender-Securing Declaration executed:
- a) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer on the Form of Tender; or
  - b) if the successful Tenderer fails to:
    - i) sign the Contract in accordance with ITT 47; or
    - ii) furnish a performance security in accordance with ITT 48.
- 22.8 Where the Tender-Securing Declaration is executed the Procuring Entity will recommend to the PPRA to debar the Tenderer from participating in public procurement as provided in the law.
- 22.9 The Tender Security or the Tender-Securing Declaration of a JV shall be in the name of the JV that submits the tender. If the JV has not been legally constituted into a legally enforceable JV at the time of Tendering, the Tender Security or the Tender-Securing Declaration shall be in the names of all future members as named in the Form of intent referred to in ITT 4.1 and ITT 11.2.
- 22.10 A tenderer shall not issue a tender security to guarantee itself.

### **23 Format and Signing of Tender**

- 23.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 11 and clearly mark it "ORIGINAL." Alternative Tenders, if permitted in accordance with ITT 13, shall be clearly marked "ALTERNATIVE". In addition, the Tenderer shall submit copies of the Tender, in the number specified in the TDS and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.
- 23.2 Tenderers shall mark as "CONFIDENTIAL" information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.
- 23.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified in the TDS and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.
- 23.4 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

- 23.5 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

## **D. SUBMISSION AND OPENING OF TENDERS**

### **24 Submission, Sealing and Marking of Tenders**

- 24.1 The Tenderer shall deliver the Tender in a single, sealed envelope (one (1) envelope process). Within the single envelope the Tenderer shall place the following separate, sealed envelopes:
- a) In an envelope marked “ORIGINAL”, all documents comprising the Tender, as described in ITT 11; and
  - b) In an envelope marked “COPIES”, all required copies of the Tender; and,
  - c) If alternative Tenders are permitted in accordance with ITT 13, and if relevant:
    - i) In an envelope marked “ORIGINAL–ALTERNATIVETENDER”, the alternative Tender; and
    - ii) in the envelope marked “COPIES – ALTERNATIVE TENDER” all required copies of the alternative Tender.

- 24.2 The inner envelopes shall:

- a) Bear the name and address of the Tenderer;
- b) Be addressed to the Procuring Entity/ Employer in accordance with ITT 23.1;
- c) Bear the specific identification of this Tendering process specified in accordance with ITT 1.1; and
- d) Bear a warning not to open before the time and date for Tender opening.

The outer envelopes shall:

- e) Be addressed to the Procuring Entity/ Employer in accordance with ITT 23.1;
- f) Bear the specific identification of this Tendering process specified in accordance with ITT 1.1; and bear a warning not to open before the time and date for Tender opening.

- 24.3 If all envelopes are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the Tender. Tenders that are misplaced or opened prematurely will not be accepted.

### **25 Deadline for Submission of Tenders**

- 25.1 Tenders must be received by the Procuring Entity at the address and no later than the date and time indicated **in the TDS**. When so specified **in the TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified **in the TDS**.
- 25.2 The Procuring Entity may, at its discretion, extend this deadline for submission of Tenders by amending the tendering documents in accordance with ITT 8, in which case all rights and obligations of the Procuring Entity and Tenderers will thereafter be subject to the deadline as extended.

### **26 Late Tenders**

- 26.1 The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with ITT 23. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

### **27 Withdrawal, Substitution, and Modification of Tenders**



- 27.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITT 21.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:
- a) prepared and submitted in accordance with ITT 21 and ITT 22 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” “MODIFICATION;” and
  - b) received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT23.

27.2 Tenders requested to be withdrawn in accordance with ITT 25.1 shall be returned unopened to the Tenderers.

27.3 No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tender sand the expiration of the period of Tender validity specified by the Tenderer on the Form of Tender or any extension thereof.

## **28 Tender Opening**

28.1 Except as in the cases specified in ITT 24 and ITT 25.2, the Procuring Entity shall conduct the Tender opening in public, in the presence of Tenderers’ designated representatives who chooses to attend, and at the address, date and time specified **in the TDS**. Any specific electronic Tender opening procedures required if electronic tendering is permitted in accordance with ITT 23.1, shall be as specified **in the TDS**.

28.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelopes with the corresponding Tender shall not be opened but returned to the Tenderer. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

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

28.4 Envelopes marked “Modification” shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening. Only Tenders that are opened and read out at Tender opening shall be considered further.

28.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and the Tender Price(s), including any discounts and alternative Tenders, and indicating whether there is a modification; the presence or absence of a Tender Security or Tender-Securing Declaration; and any other details as the Procuring Entity may consider appropriate.

28.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further in the evaluation. The Form of Tender and the Price Schedules are to be initialed by representatives of the Procuring Entity attending Tender opening in the manner specified **in the TDS**.

28.7 The Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 24.1).

28.8 The Procuring Entity shall prepare a record of the Tender opening that shall include, as a minimum:

- a) The name of the Tenderer and whether there is a withdrawal, substitution, or modification;
- b) The Tender Price, per lot if applicable, including any discounts;
- c) Any alternative Tenders; and
- d) The presence or absence of a Tender Security or a Tender-Securing Declaration.

28.9 The Tenderers' representatives who are present shall be requested to sign the minutes. The omission of a Tenderer's signature on the minutes shall not invalidate the contents and effect of the minutes. A copy of the tender opening register shall be distributed to all Tenderers upon request.

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

### **29 Confidentiality**

- 29.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until the Notification of Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 42.
- 29.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation of the Tenders or Contract award decisions may result in the rejection of its Tender.
- 29.3 Not with standing ITT 27.2, from the time of Tender opening to the time of Contract award, if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tendering process, it should do so in writing.

### **30 Clarification of Tenders**

- 30.1 To assist in the examination, evaluation, and comparison of the Tenders, and qualification of the Tenderers, the Procuring Entity may, at its discretion, ask any Tenderer for a clarification of its Tender. Any clarification submitted by a Tenderer that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the Tenders, in accordance with ITT32.
- 30.2 If a Tenderer does not provide clarifications of its Tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

### **31 Deviations, Reservations, and Omissions**

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

### **32 Determination of Responsiveness**

- 32.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 11.
- 32.2 A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that;
- a) If accepted, would:
    - i) Affect in any substantial way the scope, quality, or performance of the Library Security Management System specified in the Contract; or
    - ii) Limit in any substantial way, in consistent with the tendering document, the Procuring Entity's rights or the Tenderer's obligations under the proposed Contract; or
  - b) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.
- 32.3 The Procuring Entity shall examine the technical aspects of the Tender in particular, to confirm that all requirements of Section V, Procuring Entity's Requirements have been met without any material deviation, reservation, or omission.
- 32.4 To be considered for Contract award, Tenderers must have submitted Tenders:
- a) for which detailed Tender evaluation using the same standards for compliance determination as listed in ITT 29 and ITT 30.3 confirms that the Tenders are commercially and technically responsive, and

include the hardware, Software, related equipment, products, Materials, and other Goods and Services components of the Library Security Management System in substantially the full required quantities for the entire Library Security Management System or, if allowed in the TDS ITT 35.8, the individual Subsystem, lot or slice Tender on; and are deemed by the Procuring Entity as commercially and technically responsive; and

- b) that offer Information Technologies that are proven to perform up to the standards promised in the tender by having successfully passed the performance, benchmark, and/or functionality tests the Procuring Entity may require, pursuant to ITT 39.3.

### **33 Non-material Non-conformities**

- 33.1 Provided that a Tender is substantially responsive, the Procuring Entity may waive any nonconformity in the Tender that does not constitute a material deviation, reservation or omission.
- 33.2 Provided that a Tender is substantially responsive, the Procuring Entity may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial non-conformities in the Tender related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.
- 33.3 Provided that a Tender is substantially responsive, the Procuring Entity shall rectify quantifiable nonmaterial non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified **in the TDS**.

### **34 Correction of Arithmetical Errors**

- 34.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in anyway by any person or entity.
- 34.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:
  - a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
  - b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and
  - c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

### **35 Conversion to Single Currency**

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

### **36 Margin of Preference and Reservations**

- 36.1 A margin of preference on local contractors may be allowed only when the contract is open to international competitive tendering where foreign contractors are expected to participate in the tendering process and where the contract exceeds the value/ threshold specified in the Regulations.
- 36.2 A margin of preference shall not be allowed unless it is specified so in the **TDS**.
- 36.3 Contracts procured on basis of international competitive tendering shall not be subject to reservations exclusive to specific groups as provided in ITT 34.4.
- 36.4 Where it is intended to reserve a contract to a specific group of businesses (these groups are Small and

Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case maybe), and who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates in the **TDS** that only businesses or firms belonging to the specified group are eligible to tender. No tender shall be reserved to more than one group. If not so stated in the Invitation to Tender and in the Tender documents, the invitation to tender will be open to all interested tenderers.

### **37 Evaluation of Tenders**

- 37.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies the Procuring Entity shall determine the Best Evaluated Tender.
- 37.2 To evaluate a Tender, the Procuring Entity shall consider the following:
- a) Price adjustment due to discounts offered in accordance with ITT 14.4;
  - b) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 33;
  - c) price adjustment due to quantifiable non material non-conformities in accordance with ITT 31.3; and
  - d) any additional evaluation factors specified **in the TDS** and Section III, Evaluation and Qualification Criteria.

### **38 Preliminary Examination**

- 38.1 The Procuring Entity will examine the tenders, to determine whether they have been properly signed, whether required sureties have been furnished, whether any computational errors have been made, whether required sure ties have been furnished and are substantially complete (e.g., not missing key parts of the tender or silent on excessively large portions of the Technical Requirements). In the case where a pre-qualification process was undertaken for the Contract (s) for which these tendering documents have been issued, the Procuring Entity will ensure that each tender is from a pre-qualified Tenderer and, in the case of a Joint Venture, that partners and structure of the Joint Venture are unchanged from those in the pre-qualification.

### **39 Technical Evaluation**

- 39.1 The Procuring Entity will examine the information supplied by the Tenderers Pursuant to ITT 11 and ITT 16, and in response to other requirements in the Tendering document, considering the following factors:
- a) Overall completeness and compliance with the Technical Requirements; and deviations from the Technical Requirements;
  - b) suitability of the Library Security Management System offered in relation to the conditions prevailing at the site; and the suitability of the implementation and other services proposed, as described in the Preliminary Project Plan included in the tender;
  - c) achievement of specified performance criteria by the Library Security Management System;
  - d) compliance with the time schedule called for by the Implementation Schedule and any alternative time schedules offered by Tenderers, as evidenced by a milestone schedule provided in the Preliminary Project Plan included in the tender;
  - e) type, quantity, quality, and long-term availability of maintenance services and of any critical consumable items necessary for the operation of the Library Security Management System;
  - f) any other relevant technical factors that the Procuring Entity deems necessary or prudent to take into consideration;
  - g) any proposed deviations in the tender to the contractual and technical provisions stipulated in the tendering documents.

- 39.2 The Procuring Entity's evaluation of tenders will consider technical factors, in addition to cost factors. The Technical Evaluation will be conducted following the Criteria specified in Section III, Evaluation and Qualification Criteria, which permits a comprehensive assessment of the technical merits of each Tender. All tenders that fail to pass this evaluation will be considered non-responsive and will not be evaluated further.
- 39.3 Where alternative technical solutions have been allowed in accordance with ITT 13, and offered by the Tenderer, the Procuring Entity will make a similar evaluation of the alternatives. Where alternatives have not been allowed but have been offered, they shall be ignored.

39.4 Where the tender involves multiple lots or contracts, the tenderer will be allowed to tender for one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT 35.2. The methodology to determine the lowest evaluated tenderer or tenderers based one lot (contract) or based on a combination of lots (contracts), will be specified in Section III, Evaluation and Qualification Criteria. In the case of multiple lots or contracts, tenderer will be will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.

#### **40 Financial/ Economic Evaluation**

40.1 To evaluate a Tender, the Procuring Entity shall consider the following:

- a) price adjustment due to unconditional discounts offered in accordance with ITT 26.8; excluding provisional sums and contingencies, if any, but including Day work items, where priced competitively.
- b) Price adjustment due to quantifiable non material non-conformities in accordance with ITT 31.3;
- c) converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with ITT 33; and
- d) the evaluation factors indicated in Section III, Evaluation and Qualification Criteria.

If price adjustment is allowed in accordance with ITT 17.9, the estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.

40.1 The Procuring Entity will evaluate and compare the Tenders that have been determined to be substantially responsive, pursuant to ITT 35.4. The evaluation will be performed assuming either that:

- a) The Contract will be awarded to the Lowest Evaluated Tender for the entire Library Security Management System; or
- b) if specified **in the TDS**, Contracts will be awarded to the Tenderers for each individual Subsystem, lot, or slice if so defined in the Technical Requirements whose Tenders result in the Lowest Evaluated Tender/ Tenders for the entire System.

In the latter case, discounts that are conditional on the award of more than one Subsystem, lot, or slice may be offered in Tenders. Such discounts will be considered in the evaluation of tenders as specified **in the TDS**.

#### **41 Comparison of Tenders**

41.1 The Procuring Entity shall compare all substantially responsive Tenders in accordance with ITT 35.6 to determine the lowest evaluated cost.

#### **42 Abnormally Low Tenders and Abnormally High Tenders**

42.1 An Abnormally Low Tender is one where the Tender price in combination with other constituent elements of the Tender appears unreasonably low to the extent that the Tender price raises material concerns as to the capability of the Tenderer to perform the Contract for the offered Tender Price or that genuine competition between Tenderers is compromised.

42.2 In the event of identification of a potentially Abnormally Low Tender, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and

any other requirements of the tendering document.

- 42.3 After evaluation of the price analyses, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

### **Abnormally High Tenders**

- 42.4 An abnormally high tender price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.
- 42.5 In case of an abnormally high price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The Procuring Entity may also seek written clarification from the tenderer on the reason for the high tender price. The Procuring Entity shall proceed as follows:
- a. If the tender price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the tender depending on the Procuring Entity's budget considerations.
  - b. If specifications, scope of work and/ or conditions of contract are contributory to the abnormally high tender prices, the Procuring Entity shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.
- 42.6 If the Procuring Entity determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (*often due to collusion, corruption or other manipulations*), the Procuring Entity shall reject all Tenders and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise, before retendering.

### **43 Unbalanced or Front-Loaded Tenders**

- 43.1 If the Tender that is evaluated as the lowest evaluated cost is, in the Procuring Entity's opinion, seriously unbalanced or front loaded the Procuring Entity may require the Tenderer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the Tender prices with the scope of Library Security Management Systems, installations, proposed methodology, schedule and any other requirements of the tendering document.
- 43.2 After the evaluation of the information and detailed price analyses presented by the Tenderer, the Procuring Entity may: -
- a) Accept the Tender; or
  - b) If appropriate, require that the total amount of the Performance Security be increased, at the expense of the Tenderer, to a level not exceeding twenty percent (20%) of the Contract Price; or
  - c) Reject the Tender.

### **44 Eligibility and Qualification of the Tenderer**

- 44.1 The Procuring Entity shall determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated and substantially responsive Tender is eligible and meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.
- 44.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 15.
- 44.3 Unless otherwise specified in the **TDS**, the Procuring Entity will NOT carry out tests at the time of post-qualification, to determine that the performance or functionality of the Library Security Management System offered meets those stated in the Technical Requirements. However, if so specified in the **TDS** the Procuring Entity may carry out such tests as detailed in the **TDS**.

- 44.4 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the next lowest evaluated cost or best evaluated Tender, as the case may be, to make a similar determination of that Tenderer's qualifications to perform satisfactorily.
- 44.5 The capabilities of the manufacturers and subcontractors proposed by the Tenderer that is determined to have offered the Best Evaluated Tender for identified major items of supply or services will also be evaluated for acceptability in accordance with Section III, Evaluation and Qualification Criteria. Their participation should be confirmed with a Form of intent between the parties, as needed. Should a manufacturer or subcontractor be determined to be unacceptable, the Tender will not be rejected, but the Tenderer will be required to substitute an acceptable manufacturer or subcontractor without any change to the Tender price. Prior to signing the Contract, the corresponding Appendix to the Contract Agreement shall be completed, listing the approved manufacturers or subcontractors for each item concerned.
- 44.6 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided in for this purpose is be provided in *"SECTION III- EVALUATION AND QUALIFICATION CRITERIA*.

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

- 45.1 The Procuring Entity reserves the right to accept or reject any Tender, and to annul the Tendering process and reject all Tenders at any time prior to contract award, without there by incurring any liability to Tenderers. In case of annulment, all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

### **F. AWARD OF CONTRACT**

#### **46 Award Criteria**

- 46.1 Subject to ITT 40, the Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest/ best Evaluated Tender. The determination of the lowest/ Best Evaluated Tender will be made in accordance to one of the two options as defined in the **TDS**. The methodology options are:

The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender

- a) **When rated criteria are used:** The Tenderer that meets the qualification criteria and whose Tender:
- i) Is substantially responsive; and
  - ii) Is the Best Evaluated Tender (i.e. the Tender with the highest combined technical/ quality/ price score); or
- b) **When rated criteria are not used:** The Tenderer that meets the qualification criteria and whose Tender has been determined to be:
- i) Most responsive to the tendering document; and
  - ii) The lowest evaluated cost.

#### **47 Procuring Entity's Right to Vary Quantities at Time of Award**

- 47.1 The Procuring Entity reserves the right at the time of Contract award to increase or decrease, by the percentage (s) for items as indicated **in the TDS**.

#### **48 Notice of Intention to enter into a Contract/ Notification of award**

- 48.1 Upon award of the contract and Prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter into a Contract/ Notification of award to all tenderers which shall contain, at a minimum, the following information:
- a) The name and address of the Tenderer submitting the successful tender;

- b) The Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;
- d) the expiry date of the Standstill Period; and
- e) instructions on how to request a debriefing and/ or submit a complaint during the standstill period;

#### **49 Standstill Period**

- 49.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.
- 49.2 Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter in to a Contract with the successful Tenderer.

#### **50 Debriefing by the Procuring Entity**

- 50.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 43, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request.
- 50.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

#### **51 Letter of Award**

- 51.1 Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT44.1, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21days of the date of the letter.

#### **52 Signing of Contract**

- 52.1 Upon the expiry of the fourteen days of the Notification of Intention to enter in to contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.
- 52.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.
- 52.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period.
- 52.4 Notwithstanding ITT 47.2 above, in case signing of the Contract Agreement is prevented by any export restrictions attributable to the Procuring Entity, to Kenya, or to the use of the Library Security Management System to be supplied, where such export restrictions arise from trade regulations from a country supplying those Library Security Management System, the Tenderer shall not be bound by its Tender, provided that the Tenderer can demonstrate that signing of the Contract Agreement has not been prevented by any lack of diligence on the part of the Tenderer in completing any formalities, including applying for permits, authorizations and licenses necessary for the export of the Library Security Management System under the terms of the Contract.

#### **53 Performance Security**

- 53.1 Within twenty-one (21) days of the receipt of the Form of Acceptance from the Procuring Entity, the successful Tenderer shall furnish the performance security in accordance with the General Conditions, subject to ITT38.2 (b), using for that purpose the Performance Security Form included in Section X, Contract Forms, or another form acceptable to the Procuring Entity. If the Performance Security furnished by the successful Tenderer is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Tenderer to be acceptable to the Procuring Entity. A foreign institution



providing a Performance Security shall have a correspondent financial institution located in Kenya.

- 53.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next Best Evaluated Tender.

#### **49 Publication of Procurement Contract**

Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:

- a) Name and address of the Procuring Entity;
- b) Name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- c) The name of the successful Tenderer, the final total contract price, the contract duration.
- d) Dates of signature, commencement and completion of contract;
- e) Names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

#### **50. Adjudicator**

- 50.1 Unless **the TDS** states otherwise, the Procuring Entity proposes that the person named **in the TDS** be appointed as Adjudicator under the Contract to assume the role of informal Contract dispute mediator, as described in GCC Clause 43.1. In this case, a résumé of the named person is attached to the TDS. The proposed hourly fee for the Adjudicator is specified in the TDS. The expenses that would be considered reimbursable to the Adjudicator are also specified **in the TDS**. If a Tenderer does not accept the Adjudicator proposed by the Procuring Entity, it should state its non-acceptance in its Tender Form and make a counter proposal of an Adjudicator and an hourly fee, attaching résumé of the alternative. If the successful Tenderer and the Adjudicator nominated **in the TDS** happen to be from the same country, and this is not Kenya too, the Procuring Entity reserves the right to cancel the Adjudicator nominated **in the TDS** and propose a new one. If by the day the Contract is signed, the Procuring Entity and the successful Tenderer have not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed, at the request of either party, by the Appointing Authority specified in the SCC clause relating to GCC Clause 43.1.4, or if no Appointing Authority is specified there, the Contract will be implemented without an Adjudicator.

#### **51. Procurement Related Complaints and Administrative Review**

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

51.2 A request for administrative review shall be made in the form provided under contract forms.

## SECTION II - TENDER DATA SHEET (TDS)

The following specific data for the Library Security Management System to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions here in shall prevail over those in ITT.

| Reference to ITC Clause          | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS   |
|----------------------------------|--|
| <b>A. General</b>                |  |
| <b>ITT 1.1</b>                   | The reference number of the Request for Tenders is <b>UoEm/Tend/09/2024-2025</b><br>The Procuring Entity is <b>University of Embu</b><br>The name of the ITT is: <b>Supply, Delivery, Installation, Commissioning, Testing and Training of Library Radio Frequency Identification (Pure RFID) Security Management System at the University of Embu</b><br>The number and identification of lots (contracts) comprising this ITT is: <b>N/A</b>   |
| <b>ITT 3.3</b>                   | The firms (if any) that provided consulting services for the contract being tendered for are; <b>N/A</b>   |
| <b>ITT 4.1</b>                   | Maximum number of members in a JV shall be: <b>N/A</b>   |
| <b>ITT 4.9</b>                   | The Procuring Entity shall require tenderers to be registered with: <ol style="list-style-type: none"> <li><b>1 ICT Authority (ICTA) - ICTA 1 for System Application</b></li> <li><b>2 ICT Authority(ICTA)- ICTA 2 and above for Information Security.</b></li> </ol>  |
| <b>B. Tendering Document</b>     |  |
| <b>ITT 8.1</b>                   | For <b>Clarification of Tender purposes</b> only, the Procuring Entity's address is: <p style="text-align: center;"><b>University of Embu</b><br/><b>Physical Address: 4 Kilometers from Embu Town along the Nairobi-Meru Highway, Embu County.</b><br/><b>Procurement Office, 1<sup>st</sup> Floor, of the Administration Block</b><br/><b>P.O BOX 6 – 60100 Embu</b><br/><b>Email: <a href="mailto:procurement@embuni.ac.ke">procurement@embuni.ac.ke</a></b><br/><b>Tel: 0714243682</b></p> <p>Requests for clarification should be received by the Procuring Entity no later than 5 days before the date of submission of tenders.</p> |
| <b>ITT 8.2</b>                   | Web page: <a href="http://www.embuni.ac.ke">www.embuni.ac.ke</a>   |
| <b>ITT 8.4</b>                   | A site visit conducted by the Procuring Entity shall be held on <b>10<sup>th</sup> April, 2025 at 11.00am</b>  |
| <b>ITT 9.1</b>                   | The Procuring Entity shall publish its response at <a href="http://www.embuni.ac.ke">www.embuni.ac.ke</a>  |
| <b>C. Preparation of Tenders</b> |  |
| <b>ITT 13.1 (k)</b>              | The Tenderer shall submit with its Tender the following additional documents: <b>As per the Evaluation Criteria</b>  |
| <b>ITT 15.1</b>                  | Alternative Tenders are not permitted.   |

| Reference to ITC Clause | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS   |
|-------------------------|--|
| ITT 15.2                | Alternatives to the Time Schedule is not permitted.  |
| ITT 15.4                | Alternative technical solutions <b>SHALL NOT BE</b> permitted for the following parts of the Library Security Management System  |
| ITT 17.2                | Prequalification <b>HAS NOT</b> been undertaken.   |
| ITT 18.2 (a)            | In addition to the topics described in ITT Clause 16.2 (a), the Preliminary Project Plan must address the following topics: [ <i>modify as appropriate</i> ]:<br>(i) <b><i>Project Organization and Management Sub-Plan, including management authorities, responsibilities, and contacts, as well as task, time and resource-bound schedules (in GANTT format);</i></b><br>(ii) <b><i>Implementation Sub-Plan;</i></b><br>(iii) <b><i>Training Sub-Plan;</i></b><br>(iv) <b><i>Testing and Quality Assurance Sub-Plan;</i></b><br>(v) <b><i>Warranty Defect Repair and Technical Support Service Sub-Plan</i></b> |
| ITT 18.3                | In the interest of effective integration, cost-effective technical support, and reduced re-training and staffing costs, Tenderers are required to offer specific brand names and models for the following limited number of specific items: <b>NOT APPLICABLE</b>  |
| ITT 19.2                | The Tenderer <b>MUST NOT</b> tender Recurrent Cost Items   |
| ITT 19.2 (a)            | The Tenderer <b>MUST NOT</b> tender for contracts of Recurrent Cost Items not included in the main Contract.   |
| ITT 19.5                | The Incoterms edition is: <b>NOT APPLICABLE</b>  |
| ITT 19.5 (a)            | Named place of destination is: <b>University of Embu</b>   |
| ITT 19.6                | Named place of final destination (or Project site) is: <b>University of Embu, 4 Kilometres from Embu Town along the Nairobi-Meru Highway, Embu County.</b>   |
| ITT 19.8                | ITT 17.8 is modified as follows: ' <i>THERE IS NO MODIFICATION TO ITT 17.8</i> ']  |
| ITT 19.9                | The prices quoted by the Tenderer <b>SHALL NOT</b> be subject to adjustment during the performance of the Contract.<br>The Tender price shall be adjusted by the following factor(s): <b>NOT APPLICABLE</b><br><b><i>For Local currency; NOT APPLICABLE</i></b><br><b><i>For Foreign Currency: NOT APPLICABLE</i></b>  |
| ITT 20.1                | The Tenderer is required to quote in the currency of <b>Kenya Shillings. (KES)</b>   |
| ITT 21.1                | The Tender validity period shall be <b>91 days.</b>  |
| ITT 22.1                | A <b>Tender Security SHALL BE</b> required.<br>The type of Tender security shall be a bank guarantee or a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority or a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya in the amount of <b>Kenya shillings One Hundred Thousand (Kshs. 100,000.00) Only</b>   |
| ITT 22.3 (v)            | Other types of acceptable securities are <b>NOT APPLICABLE</b>   |
| ITT 23.1                | In addition to the original of the Tender, the number of copies is: <b>1 (One)</b>   |
| ITT 23.3                | The written confirmation of authorization to sign on behalf of the Tenderer shall consist of <b>Name, Designation and Signature of the signatory &amp; Power of Attorney if signatory is not a director of the company.</b>  |

| Reference to ITC Clause                         | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS  |
|---|---|
| <b>D. Submission and Opening of Tenders</b>     |   |
| ITT 25.1  | <p>For <u>Tender submission purposes</u> only, the Procuring Entity's address is:</p> <p style="text-align: center;">University of Embu<br/>Physical address: 4 Kilometers from Embu Town along the Nairobi-Meru Highway, Embu County.<br/><b>Tender Box</b> situated at the Reception Area of University of Embu Administration Block.<br/>P.O BOX 6 – 60100 Embu<br/>Email: <a href="mailto:procurement@embuni.ac.ke">procurement@embuni.ac.ke</a><br/>Tel: 0714243682</p> <p><b>Attention:</b></p> <p>To The Vice – Chancellor<br/>University of Embu<br/>P.O BOX 6 – 60100 Embu</p> <p>Date and time for submission of tenders is: <b>Wednesday 16<sup>th</sup> April, 2025 at 11:00 a.m.</b><br/>Tenders shall <b>not submit</b> tenders electronically.</p> |
| ITT 25.1  | Tenderers <b>SHALL NOT</b> have the option of submitting their tenders electronically.  |
| ITT 28.1  | <p>The Tender opening shall take place at</p> <p style="text-align: center;">University of Embu<br/>Physical address: 4 Kilometers from Embu Town along the Nairobi-Meru Highway, Embu County.<br/><b>Procurement Boardroom</b>, 1st Floor, of the University of Embu Administration Block<br/>P.O BOX 6 – 60100 Embu<br/>Email: <a href="mailto:procurement@embuni.ac.ke">procurement@embuni.ac.ke</a><br/>Tel: 0714243682</p> <p>Date: <b>16<sup>th</sup> April, 2025</b><br/>Time: <b>11:00AM</b></p>  |
| ITT 28.6  | The Form of Tender and Price Schedules shall be initialed by <b>ALL</b> representatives of the Procuring Entity conducting Tender opening. <i>The procedure will be that each Tender shall be initialed by all representatives and shall be numbered and coded as per the set University of Embu Coding guidelines.</i>   |
| <b>E. Evaluation, and Comparison of Tenders</b> |   |
| ITT 33.3  | The adjustment shall be based on the average price of the item or component as quoted in other substantially responsive tenders. If the price of the item or component cannot be derived from the price of other substantially responsive tenders, the Procuring Entity shall use its best estimate. If the missing Goods and Services are a scored technical feature, the relevant score will be set at zero.  |

| Reference to ITC Clause | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS   |
|-------------------------|--|
| ITT 35.1                | <b>PRICES QUOTED MUST BE IN KENYAN SHILLINGS</b>   |
| ITT 36.2                | Margin of Preference <b>shall not apply.</b>   |
| ITT 36.4                | The invitation to tender is extended to the following group that qualify for Reservations- <b>NOT APPLICABLE</b> ).  |
| ITT 40.2 (b)            | Tenderers shall <b>not be allowed</b> to quote separate prices for different lots (contracts for Subsystems, lots, or slices of the overall Library Security Management System) and the methodology to determine the lowest tenderer is specified in Section III, Evaluation and Qualification Criteria.<br><br>Discount that are conditional on the award of more than one Subsystem, lot, or slice may be offered in Tenders and such discounts <b>SHALL NOT</b> be considered in the price evaluation.  |
| ITT 44.3                | As additional qualification measures, the Library Security Management System (or components/parts of it) offered by the Tenderer with the Best Evaluated Tender may be subjected to performance benchmarks prior to Contract award.  |
| ITT 46.1                | The award will be made on the basis of <b>RATED CRITERIA</b> in accordance with Section III, Evaluation and Qualification Criteria.  |
| ITT 47.1                | The maximum percentage by which quantities may be increased is: <b>NOT APPLICABLE</b><br>The maximum percentage by which quantities may be decreased is: <b>NOT APPLICABLE</b><br>The items for which the Procuring Entity may increase or decrease the quantities are the following. <b>NONE</b>  |
| ITT 50.1                | There will be <b>NO</b> Adjudicator under this Contract.   |
| ITT 51.1                | The procedures for making a Procurement-related Complaint are detailed in the “Notice of Intention to Award the Contract” herein and are also available from the PPRA website <a href="mailto:info@ppra.go.ke">info@ppra.go.ke</a> or <a href="mailto:complaints@ppra.go.ke">complaints@ppra.go.ke</a> .<br><br>If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by email or fax), to:<br><br><b>For the attention: Procurement</b><br><br><b>Title/position: Head of Procurement</b><br><br><b>Procuring Entity: University of Embu</b><br><br><b>Email address: procurement@embuni.ac.ke</b><br><br>In summary, a Procurement-related Complaint may challenge any of the following:<br><br>(i) the terms of the Tender Documents; and<br><br>(ii) the Procuring Entity’s decision to award the contract. |

## SECTION III - EVALUATION AND QUALIFICATION CRITERIA

### 1. General Provision

- 1.1 Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
- a) For construction turnover or financial data required for each year- Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year are to be converted) was originally established.
  - b) Value of single contract- Exchange rate prevailing on the date of the contract signature.
  - c) Exchange rates shall be taken from the publicly available source identified in the ITT. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.
- 1.2 This Section contains all the criteria that the Procuring Entity shall use to evaluate Tenders and qualify Tenderers. No other factors, methods or criteria shall be used. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity should use **the Standard Tender Evaluation Report for Goods and Works** for evaluating Tenders.
- 1.3 Multiple Contracts; multiple contracts will be permitted in accordance with ITT35.6. Tenderers are evaluated on basis of Lots and the lowest evaluated tenderer identified for each Lot. The Procuring Entity will select one Option of the two Options listed below for award of Contracts.

#### **OPTION 1**

- i) If a tenderer wins only one Lot, the tenderer will be awarded a contract for that Lot, provided the tenderer meets the Eligibility and Qualification Criteria for that Lot.
- ii) If a tenderer wins more than one Lot, the tenderer will be awarded contracts for all won Lots, provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the Lots. The tenderer will be awarded the combination of Lots for which the tenderer qualifies and the others will be considered for award to second lowest the tenderers.

#### **OPTION 2**

The Procuring Entity will consider all possible combinations of won Lots [contract(s)] and determine the combinations with the lowest evaluated price. Tenders will then be awarded to the Tenderer or Tenderers in the combinations provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the won Lots.

### 2. Evaluation and contract award Criteria

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria, (ii) has been determined to be substantially responsive to the Tender Documents, and (iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

### 3. Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. The Standard Tender Evaluation Report Document for Goods and Works for evaluating Tenders provides very clear guide on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

**Price evaluation:** in addition to the criteria listed in ITT 35.5 (a)–(e) the following criteria shall apply:

- i) **Time Schedule:** time to complete the Library Security Management System from the effective date specified in Article 3 of the Contract Agreement for determining time for completion of pre-commissioning activities is: No credit will be given for earlier completion. Tenders offering a completion date beyond the maximum designated period shall be rejected.
- ii) **Alternative Technical Solutions for specified parts of the Works, if permitted** under ITT 13.4, will be evaluated as follows: \_\_\_\_\_
- iii) **Other specific additional criteria-** if permitted under ITT 36.5 (f) the relevant evaluation method, if any, shall be as follows:  
\_\_\_\_\_  
\_\_\_\_\_
- iv) **Recurrent Costs** - since the operation and maintenance of the system being procured form a major part of the implementation, the resulting recurrent costs will be evaluated according to the principles given here after, including the cost of recurrent cost items for the initial period of operation stated below, based on prices furnished by each Tenderer in Price Schedule Nos. 3.3 and 3.5. The recurrent cost factors for calculation of the implementation schedule are:
  - i) *Number of years for implementation*
  - ii) *Hardware maintenance*
  - iii) *Software licenses and updates*
  - iv) *Technical services*
  - v) *Telecommunication services, and*
  - vi) *Other services (if any).*
- v) **Recurrent cost items for post- warranty service period** if subject to evaluation shall be included in the main contractor a separate contract signed together with the main contract. Such costs shall be added to the Tender price for evaluation.

#### 4 Alternative Tenders (ITT13.1)

*An alternative if permitted under ITT 13.1, will be evaluated as follows:*

The Procuring Entity shall consider Tenders offered for alternatives as specified in Part 2- Procuring Entity's requirements. Only the technical alternatives, if any, of the Tenderer with the Best Evaluated Tender conforming to the basic technical requirements shall be considered by the Procuring Entity.

#### 5 Apply Margin of Preference

- 5.1 If the TDS so specifies, the Procuring Entity will grant a margin of preference of fifteen percent (15%) to be loaded on evaluated prices of the foreign tenderers, where the percentage of shareholding of Kenyan citizens is less than fifty-one percent (51%).
- 5.2 Contractors for such preference shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference.
- 5.3 After Tenders have been received and reviewed by the Procuring Entity, responsive Tenders shall be assessed to ascertain their percentage of shareholding of Kenyan citizens. Responsive tenders shall be classified into the following groups:
  - i) Group A: tenders offered by Kenyan Contractors and other Tenderers where Kenyan citizens hold shares of over fifty one percent (51%).
  - ii) Group B: tenders offered by foreign Contractors and other Tenderers where Kenyan citizens hold shares of less than fifty one percent (51%).

5.4 All evaluated tenders in each group shall, as a first evaluation step, be compared to determine the lowest tender, and the lowest evaluated tender in each group shall be further compared with each other. If, as a result of this comparison, a tender from Group A is the lowest, it shall be selected for the award. If a tender from Group B is the lowest, an amount equal to the percentage indicated in Item 3.1 of the respective tender price, including unconditional discounts and excluding provisional sums and the cost of day works, if any, shall be added to the evaluated price offered in each tender from Group B. All tenders shall then be compared using new prices with added prices to Group B and the lowest evaluated tender from Group A. If the tender from Group A is still the lowest tender, it shall be selected for award. If not, the lowest evaluated tender from Group B based on the first evaluation price shall be selected.

## 6 Post qualification and Contract award (ITT 39), more specifically,

- a) In case the tender was subject to post-qualification, the contract shall be awarded to the lowest evaluated tenderer, subject to confirmation of pre-qualification data, if so required.
- b) In case the tender was not subject to post-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions.
  - i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow of Kenya Shillings
  - ii) Minimum average annual construction turnover of Kenya Shillings \_\_\_\_\_ [*insert amount*], equivalent calculated as total certified payments received for contracts in progress and/ or completed within the last \_\_\_\_ [*insert of year*] years.
  - iii) At least \_\_\_\_\_ (*insert number*) of contract(s) of a similar nature executed within Kenya, or the East African Community or abroad, that have been satisfactorily and substantially completed as a prime contractor, or joint venture member or sub-contractor each of minimum value Kenya shillings \_\_\_\_\_ equivalent.
  - iv) Contractor's Representative and Key Personnel, which are specified as \_\_\_\_\_
  - v) Contractors' key equipment listed on the table "Contractor's Equipment" below and more specifically listed as [*specify requirements for each lot as applicable*] \_\_\_\_\_
  - iv) Other conditions depending on their seriousness.

### a) **History of non-performing contracts:**

Tenderer and each member of JV in case the Tenderer is a JV, shall demonstrate that Non-performance of a contract did not occur because of the default of the Tenderer, or the member of a JV in the last \_\_\_\_\_ (*specify years*). The required information shall be furnished in the appropriate form.

### b) **Pending Litigation**

Financial position and prospective long-term profitability of the Single Tenderer, and in the case the Tenderer is a JV, of each member of the JV, shall remain sound according to criteria established with respect to Financial Capability under Paragraph (i) above if all pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations in the appropriate form.

### c) **Litigation History**

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last \_\_\_\_\_ (*specify years*). All parties to the contract shall furnish the information in the appropriate form about any litigation or arbitration resulting from contracts completed or on going under its execution over the years specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.



## SECTION IV - TENDERING FORMS

### 1. FORM OF TENDER

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

#### **INSTRUCTIONS TO TENDERERS**

i) All italicized text is to help the Tenderer in preparing this form.

ii) The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address. Tenderers are reminded that this is a mandatory requirement.

iii) Tenderer must complete and sign **CERTIFICATE OF INDEPENDENT TENDER DETERMINATION** and the **SELF DECLARATION FORMS OF THE TENDERER** as listed under (s) below.

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

**Tender Name and Identification:**.....[insert identification]

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

To: ..... [Insert complete name of Procuring Entity]

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with Instructions to Tenderers (ITT 8);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4;
- c) **Tender-Securing Declaration:** We have not been debarred by the Authority based on execution of a Tender-Securing Declaration or Tender Securing Declaration in Kenya in accordance with ITT 4.8;
- d) **Conformity:** We offer to provide design, supply and installation services in conformity with the tendering document of the following: [insert a brief description of the IS Design, Supply and Installation Services];
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is: [Insert one of the options below as appropriate]  
[Option 1, in case of one lot:] Total price is: [insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies];  
Or  
[Option 2, in case of multiple lots:] (a) Total price of each lot [insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]; and (b) Total price of all lots (sum of all lots) [insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];
- f) **Discounts:** The discounts offered and the methodology for their application are:
  - i) The discounts offered are: [Specify in detail each discount offered.]
  - ii) The exact method of calculations to determine the net price after application of discounts is shown below: [Specify in detail the method that shall be used to apply the discounts];
- g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS ITT 19.1 (as amended if applicable) from the date fixed for the Tender submission deadline (specified in TDS ITT 23.1 (as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

- h) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;
- i) **One Tender per Tenderer:** We are not submitting any other Tender (s) as an individual Tenderer, and we are not participating in any other Tender (s) as a Joint Venture member, and meet the requirements of ITT 4.3, other than alternative Tenders submitted in accordance with ITT 13;
- j) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not in eligible under Laws of Kenya or official regulations or pursuant to a decision of the United Nations Security Council;
- k) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution]/ [We are a state-owned enterprise or institution but meet the requirements of ITT 4.7];*
- l) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

| Name of Recipient | Address | Reason | Amount |
|-------------------|---------|--------|--------|
|                   |         |        |        |
|                   |         |        |        |
|                   |         |        |        |

*(If none has been paid or is to be paid, indicate "none.")*

- m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- n) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive; and
- o) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- Name of the Tenderer:** *\*[insert complete name of person signing the Tender]*
- p) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the "Certificate of Independent Tender Determination" attached below.
- q) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethical Conduct for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya, copy available from **Error! Hyperlink reference not valid.** the procurement process and the execution of any resulting contract.
- r) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.
- s) We, the Tenderer, have duly completed, signed and stamped the following Forms as part of our Tender:
- i) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
  - ii) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.

- iii) Self-Declaration of the Tenderer—to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
- iv) Declaration and commitment to the code of ethics for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya. Further, we confirm that we have read and understood the full content and scope of fraud and corruption as in formed in “**Appendix1-Fraud and Corruption**” attached to the Form of Tender.

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

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

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

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

**Tenderers Stamp:** .....

(1) **TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**Instruction to Tenderer**

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

**a) Tenderer's details**

|   | <b>ITEM</b>   | <b>DESCRIPTION</b>   |
|---|---|--|
| 1 | Name of the Procuring Entity  |  |
| 2 | Reference Number of the Tender  |  |
| 3 | Date and Time of Tender Opening   |  |
| 4 | Name of the Tenderer  |  |
| 5 | Full Address and Contact Details of the Tenderer.   | 1. Country<br>2. City<br>3. Location<br>4. Building<br>5. Floor<br>6. Postal Address<br>7. Name and email of contact person. |
| 6 | Current Trade License Registration Number and Expiring date   |  |
| 7 | Name, country and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of Registering Body/Agency |  |
| 8 | Description of Nature of Business   |  |
| 9 | Maximum value of business which the Tenderer handles.   |  |
|   |   |  |

**General and Specific Details**

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

Name in full \_\_\_\_\_ Age \_\_\_\_\_

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

Citizenship \_\_\_\_\_

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

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

d) **Registered Company**, provide the following details.

(i) Private or public Company \_\_\_\_\_

(ii) State the nominal and issued capital of the Company

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

(iii) Give details of Directors as follows.

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

**Tenderers Signature:** .....

**Tenderers Stamp:** .....

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

- i) are there any person/persons in..... (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/ No.....

If yes, provide details as follows.

|   | <b>Names of Person</b> | <b>Designation in the Procuring Entity</b> | <b>Interest or Relationship with Tenderer</b> |
|---|------------------------|--|---|
| 1 |                        |  |   |
| 2 |                        |  |   |
| 3 |                        |  |   |

ii) **Conflict of interest disclosure**

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

f) **Certification**

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

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

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

.....  
(Signature)

.....  
(Date)

.....  
(Stamp)

## 1) CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

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

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

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

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

Title: \_\_\_\_\_

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

Stamp: \_\_\_\_\_

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

**(3) SELF-DECLARATION FORMS**

**FORM SD1**

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

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

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of ..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.....** for..... (*insert tender title/description*) for..... (*insert name of the Procuring entity*) and duly authorized 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 here in above is true to the best of my knowledge, information and belief.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

.....  
Bidder Official Stamp



**FORM SD2**

**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 corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

.....  
Bidder Official Stamp

**DECLARATION AND COMMITMENT TO THE CODE OF ETHICS**

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

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

Name of Authorized signatory.....

Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

**Company Seal/ Rubber Stamp :.....**

Witness

Name.....

Sign.....

Date.....

#### 4) **APPENDIX 1 - FRAUD AND CORRUPTION**

##### **1. Purpose**

1.1 The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act, 2015 (the Act) and the Public Procurement and Asset Regulations, 2020 (the Regulations) and any other relevant Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

##### **2. Requirements**

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

2.2 Section 66 of the Act describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below high light Kenya's policy of no tolerance for such practices and behavior:

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

2.2 In compliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:

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

<sup>1</sup>For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in A consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>2</sup>Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/ audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies there of as relevant; accessing and examining any other documents ,data and information (whether in hard copy or electronic format) deemed relevant for the investigation/ audit, and making copies there of as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information

## PRICE SCHEDULE FORMS

### Notes to Tenderers on working with the Price Schedules

#### 1.1 General

The Price Schedules are divided into separate Schedules as follows:

- a Grand Summary Cost Table
- b Supply and Installation Cost Summary Table
- c Recurrent Cost Summary Table
- d Supply and Installation Cost Sub-Table (s)
- e Recurrent Cost Sub-Tables (s)
- f Country of Origin Code Table

*[insert:]*

- 1.2 The Schedules do not generally give a full description of the information technologies to be supplied, installed, and operationally accepted, or the Services to be performed under each item. However, it is assumed that Tenderers shall have read the Technical Requirements and other sections of these tendering documents to ascertain the full scope of the requirements associated with each item prior to filling in the rates and prices. The quoted rates and prices shall be deemed to cover the full scope of these Technical Requirements, as well as overhead and profit.
- 1.3 If Tenderers are unclear or uncertain as to the scope of any item, they shall seek clarification in accordance with the Instructions to Tenderers in the tendering documents prior to submitting their tender.

#### 2. Pricing

- 2.1 Prices shall be filled in indelible ink, and any alterations necessary due to errors, etc., shall be initialed by the Tenderer. As specified in the Tender Data Sheet, prices shall be fixed and firm for the duration of the Contract.
- 2.2 Tender prices shall be quoted in the manner indicated and, in the currencies, specified in ITT 18.1 and ITT 18.2. Prices must correspond to items of the scope and quality defined in the Technical Requirements or elsewhere in these tendering documents.
- 2.3 The Tenderer must exercise great care in preparing its calculations, since there is no opportunity to correct errors once the deadline for submission of tenders has passed. A single error in specifying a unit price can therefore change a Tenderer's overall total tender price substantially, make the tender noncompetitive, or subject the Tenderer to possible loss. The Procuring Entity will correct any arithmetic error in accordance with the provisions of ITT 32.
- 2.4 Payments will be made to the Supplier in the currency or currencies indicated under each respective item. As specified in ITT18.2, no more than two foreign currencies may be used.

## 1. Grand Summary Cost Table

|    |   | <i>[ insert: Kenya shillings]<br/>Price</i> | <i>[ insert: Foreign Currency A]<br/>Price</i> | <i>[ insert: Foreign Currency B]<br/>Price</i> |
|----|---|---|--|--|
| 1. | Supply and Installation Costs (from Supply and Installation Cost Summary Table) |   |  |  |
| 2. | Recurrent Costs (from Recurrent Cost Summary Table)                             |   |  |  |
| 3. | Grand Totals (to Tender Submission Form)  |   |  |  |

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

\_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature of Tenderer:

## 2. Supply and Installation Cost Summary Table

Costs MUST reflect prices and rates quoted in accordance with ITT17 and

| <b>Line Item No.</b>           | <b>Subsystem / Item</b>  | <b>Supply and Installation Cost Sub-Table No.</b> | <i>[ insert: Kenya shillings]<br/>Price</i> | <i>[ insert: Local Currency]<br/>Price</i> | <i>[ insert: Foreign Currency A]<br/>Price</i> |
|--------------------------------|--------------------------|---|---|--|--|
| 1                              | Security Gates qty 2     |   |   |  |  |
| 2                              | Workstation qty 3        |   |   |  |  |
| 3                              | RFID Tags qty 40,000     |   |   |  |  |
| 4                              | Handheld Reader qty 1    |   |   |  |  |
| 5                              | Self-Service Kiosk qty 1 |   |   |  |  |
| SUBTOTALS                      |                          |   |   |  |  |
| TOTAL (To Grand Summary Table) |                          |   |   |  |  |

**Note:** - indicates not applicable. “Indicates repetition of table entry above. Refer to the relevant Supply and Installation Cost Sub-Table for the specific components that constitute each Subsystem or line item in this summary table

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

\_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature of Tenderer:

### 3. Recurrent Cost Summary Table

Costs MUST reflect prices and rates quoted in accordance with ITT 17 and ITT18.

| <b>Line Item No.</b> | <b>Subsystem / Item</b>            | <b>Recurrent Cost Sub-Table No.</b> | <i>[ insert: Kenya shilling] Price</i> | <i>[ insert: Foreign Currency A ] Price</i> | <i>[ insert: Foreign Currency B] Price</i> |
|----------------------|------------------------------------|-------------------------------------|--|---|--|
|                      |                                    |                                     |  |   |  |
|                      |                                    |                                     |  |   |  |
|                      |                                    |                                     |  |   |  |
|                      |                                    |                                     |  |   |  |
|                      | Subtotals (to Grand Summary Table) |                                     |  |   |  |

**Note:** Refer to the relevant Recurrent Cost Sub-Tables for the specific components that constitute the Sub system or line item in this summary table.

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

Date \_\_\_\_\_

Authorized Signature of Tenderer: \_\_\_\_\_

#### 4. Supply and Installation Cost Sub-Table *[insert: identifying number]*

Line-item number: *[specify: relevant line-item number from the Supply and Installation Cost Summary Table (e.g., 1.1)]*

Prices, rates, and subtotals MUST be quoted in accordance with ITT 17 and ITT18.

|  |                       |                        |          | Unit Prices / Rates              |                                  |                                      |                                     | Total Prices                     |                                  |                                      |                                      |
|--|-----------------------|------------------------|----------|----------------------------------|----------------------------------|--------------------------------------|-------------------------------------|----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|
|  |                       |                        |          | Supplied Locally                 | Supplied from outside Kenya      |                                      |                                     | Supplied Locally                 |                                  | Supplied from outside Kenya          |                                      |
| Component No.  | Component Description | Country of Origin Code | Quantity | <i>[ insert: local currency]</i> | <i>[ insert: local currency]</i> | <i>[ insert: foreign currency A]</i> | <i>[ insert foreign currency B]</i> | <i>[ insert: local currency]</i> | <i>[ insert: local currency]</i> | <i>[ insert: foreign currency A]</i> | <i>[ insert: foreign currency B]</i> |
| 1  | ---                   | --                     | --       | --                               | --                               | --                                   | --                                  |                                  |                                  |                                      |                                      |
| 2  |                       |                        |          |                                  |                                  |                                      |                                     |                                  |                                  |                                      |                                      |
| 3  |                       |                        |          |                                  |                                  |                                      |                                     |                                  |                                  |                                      |                                      |
| 4  |                       |                        |          |                                  |                                  |                                      |                                     |                                  |                                  |                                      |                                      |
| 5  |                       |                        |          |                                  |                                  |                                      |                                     |                                  |                                  |                                      |                                      |
| Subtotals (to <i>[ insert: line item]</i> of Supply and Installation Cost Summary Table) |                       |                        |          |                                  |                                  |                                      |                                     |                                  |                                  |                                      |                                      |

**Note:** - - indicates not applicable

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

\_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature of Tenderer:



**5. Recurrent Cost Sub-Table [insert: identifying number] –Warranty Period**

Lot number: [if a multi-lot procurement, insert: *lot number, otherwise state “single lot procurement”*] Line item number: [specify: *relevant line item number from the Recurrent Cost Summary Table– (e.g., y.1)*] Currency: [specify: *the currency of the Recurrent Costs in which the costs expressed in this Sub-Table are expressed*]

[As necessary for operation of the System, specify: *the detailed components and quantities in the Sub-Table below for the line item specified above, modifying the sample components and sample table entries as needed. Repeat the Sub-Table as needed to cover each and every line item in the Recurrent Cost Summary Table that requires elaboration.*]

Costs MUST reflect prices and rates quoted in accordance with ITT 17 and ITT18.

| Component No.   | Component                                     | Maximum all-inclusive costs (for costs in [ insert: currency ]) |                   |                   |    |     |    | Sub-total for [ insert: currency] |
|---|---|---|-------------------|-------------------|----|-----|----|-----------------------------------|
|   |   | Y1  | Y2                | Y3                | Y4 | ... | Yn |                                   |
| 1.  | Hardware Maintenance                          | Incl. in Warranty   | Incl. in Warranty | Incl. in Warranty |    |     |    |                                   |
| 2.  | Software Licenses & Updates                   | Incl. in Warranty   |                   |                   |    |     |    |                                   |
| 2.1   | System and General-Purpose Software           | Incl. in Warranty   |                   |                   |    |     |    |                                   |
| 2.2   | Application, Standard and Custom Software     | Incl. in Warranty   |                   |                   |    |     |    |                                   |
| 3.  | Technical Services                            |   |                   |                   |    |     |    |                                   |
| 3.1   | Sr. Systems Analyst                           |   |                   |                   |    |     |    |                                   |
| 3.2   | Sr. Programmer                                |   |                   |                   |    |     |    |                                   |
| 3.3   | Sr. Network Specialist, .... etc.             |   |                   |                   |    |     |    |                                   |
| 4.  | Telecommunications costs [to be detailed]     |   |                   |                   |    |     |    |                                   |
| 5.  | [Identify other recurrent costs as may apply] |   |                   |                   |    |     |    |                                   |
|   | Annual Subtotals:                             |   |                   |                   |    |     |    | --                                |
| Cumulative Subtotal (to [ insert: <b>currency</b> ] entry for [ insert: <b>line item</b> ] in the Recurrent Cost Summary Table) |   |   |                   |                   |    |     |    |                                   |

Name of Tenderer: \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature of Tenderer: \_\_\_\_\_



## QUALIFICATION FORMS

### 1. Form ELI-1 Tenderer Information Form

*[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

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

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

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

|   |
|---|
| 1. Tenderer's Name <i>[insert Tenderer's legal name]</i>  |
| 2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i>  |
| 3. Tenderer's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>  |
| 4. Tenderer's year of registration: <i>[insert Tenderer's year of registration]</i>   |
| 5. Tenderer's Address in country of registration: <i>[insert Tenderer's legal address in country of registration]</i>   |
| 6. Tenderer's Authorized Representative Information<br><br>Name: <i>[insert Authorized Representative's name]</i><br>Address: <i>[insert Authorized Representative's Address]</i><br>Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i><br>Email Address: <i>[insert Authorized Representative's email address]</i>   |
| 7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i><br><input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4.<br><input type="checkbox"/> In case of JV, Form of intent to form JV or JV agreement, in accordance with ITT 4.1.<br><input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing: <ul style="list-style-type: none"><li>• Legal and financial autonomy</li><li>• Operation under commercial law</li><li>• Establishing that the Tenderer is not under the supervision of the Procuring Entity</li></ul> <input type="checkbox"/> Included are the organizational chart and a list of Board of Directors. |

## 2 Form ELI-1 Tenderer's JV Members Information Form – NOT APPLICABLE

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

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

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

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

*alternative]* Page \_\_\_\_\_ of \_\_\_\_\_ pages

|  |
|--|
| 1. Tenderer's Name: <i>[insert Tenderer's legal name]</i>  |
| 2. Tenderer's JV Member's name: <i>[insert JV's Member legal name]</i>   |
| 3. Tenderer's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>   |
| 4. Tenderer's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>   |
| 5. Tenderer's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>   |
| 6. Tenderer's JV Member's authorized representative information<br>Name: <i>[insert name of JV's Member authorized representative]</i><br>Address: <i>[insert address of JV's Member authorized representative]</i><br>Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i><br>Email Address: <i>[insert email address of JV's Member authorized representative]</i>  |
| 7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i><br><input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 4.4.<br><input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and they are not under the supervision of the Procuring Entity in accordance with ITT 4.6.<br><input type="checkbox"/> Included are the organizational chart and a list of Board of Directors |

### 3 Form CON-1 Historical Contract Non-Performance and Pending Litigation.

In case a pre-qualification process was conducted this form should be used only if the information submitted at the time of pre-qualification requires updating

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

JV member Legal Name: \_\_\_\_\_

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

Age of \_\_\_\_\_ pages

| Non-Performing Contracts in accordance with Section III, Evaluation and Qualification Criteria  |                                    |   |  |
|---|------------------------------------|---|--|
| Contract non-performance did not occur during the stipulated period, in accordance with Sub- Factor 2.2.1 of Section III, Evaluation Criteria |                                    |   |  |
|   |                                    |   |  |
|   |                                    |   |  |
| Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria   |                                    |   |  |
| No pending litigation in accordance with Sub-Factor 2.2.3 of Section III, Evaluation Criteria   |                                    |   |  |
| Pending litigation in accordance with Sub-Factor 2.2.3 of Section III, Evaluation Criteria, as indicated below                                |                                    |   |  |
| Year  | Outcome as Percent of Total Assets | Contract Identification   | Total Contract Amount (current value, US\$ equivalent) |
| _____   | _____                              | Contract Identification:<br>Name of Procuring Entity:<br>Address of Procuring Entity:<br>Matter in dispute: | _____  |
| _____   | _____                              | Contract Identification:<br>Name of Procuring Entity:<br>Address of Procuring Entity:<br>Matter in dispute: | _____  |

**4 Form EXP - 1 Experience – General Experience**

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

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

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

| Starting Month / Year | Ending Month / Year | Years* | Contract Identification   | Role of Tenderer |
|-----------------------|---------------------|--------|---|------------------|
| _____                 | _____               |        | Contract name:<br>Brief Description of the Library Security Management System performed by the Tenderer:<br>Name of Procuring Entity:<br>Address: | _____            |
| _____                 | _____               |        | Contract name:<br>Brief Description of the Library Security Management System performed by the Tenderer:<br>Name of Procuring Entity:<br>Address: | _____            |
| _____                 | _____               |        | Contract name:<br>Brief Description of the Library Security Management System performed by the Tenderer:<br>Name of Procuring Entity:<br>Address: | _____            |
| _____                 | _____               |        | Contract name:<br>Brief Description of the Library Security Management System performed by the Tenderer:<br>Name of Procuring Entity:<br>Address: | _____            |
| _____                 | _____               |        | Contract name:<br>Brief Description of the Library Security Management System performed by the Tenderer:<br>Name of Procuring Entity:<br>Address: | _____            |
| _____                 | _____               |        | Contract name:<br>Brief Description of the Library Security Management System performed by the Tenderer:<br>Name of Procuring Entity:<br>Address: | _____            |

\*List calendar year for years with contracts with at least nine (9) months activity per year starting with the earliest year.

## 5. Form EXP – 2 Specific Experience

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

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

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

|  |   |  |  |
|--|---|--|--|
| <b>Similar Contract Number: ___ of ___ required.</b>                               | <b>Information</b>                      |  |  |
| Contract Identification  | _____                                   |  |  |
| Award date   | _____                                   |  |  |
| Completion date  | _____                                   |  |  |
| Role in Contract   | <input type="checkbox"/> Prime Supplier | <input type="checkbox"/> Management Contractor | <input type="checkbox"/> Subcontractor |
| Total contract amount  | _____                                   |  | US\$_____                              |
| If member in a JV or subcontractor, specify participation of total contract amount | _____ %                                 | _____  | US\$_____                              |
| Procuring Entity's Name:   | _____                                   |  |  |
| Address:   | _____<br>_____                          |  |  |
| Telephone/fax number:  | _____                                   |  |  |
| E-mail:  | _____                                   |  |  |

## 6. Form EXP – 2 (cont.) Specific Experience (cont.)

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

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

|  |                    |
|--|--------------------|
| <b>Similar Contract No. ___ [insert specific number] of [total number of contracts] ___ required</b> | <b>Information</b> |
| Description of the similarity in accordance with Sub-Factor 2.4.2 of Section III:                    |                    |
| Amount   | _____              |
| Physical size  | _____              |
| Complexity   | _____              |
| Methods/Technology   | _____              |
| Key Activities   | _____              |

## 8 Form CCC-1 Summary Sheet: Current Contract Commitments/ Work in Progress

Name of Tenderer or partner of a Joint Venture.

Tenderers and each partner to a Joint Venture tender should provide information on their current commitments on all contracts that have been awarded, or for which a Form of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued

| Name of contract | Procuring Entity, contact address/tel./fax | Value of outstanding Libr Security Management Syst (current US\$ equivalent) | Estimated completion date | Average monthly invoicing over last six months (US\$/month) |
|------------------|--|--|---------------------------|---|
| 1.               |  |  |                           |   |
| 2.               |  |  |                           |   |
| 3.               |  |  |                           |   |
| 4.               |  |  |                           |   |
| 5.               |  |  |                           |   |
| etc.             |  |  |                           |   |

## 9 Form FIN – 1 Financial Situation

### Historical Financial Performance

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

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

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

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

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



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

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

### 10. Form FIN –2 Average Annual Turnover

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

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

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

| <b>Annual turnover data (applicable activities only)</b> |                            |                        |
|--|----------------------------|------------------------|
| <b>Year</b>  | <b>Amount and Currency</b> | <b>US\$ equivalent</b> |
| _____  | _____                      | _____                  |
| _____  | _____                      | _____                  |
| _____  | _____                      | _____                  |
| _____  | _____                      | _____                  |
| _____  | _____                      | _____                  |
| <b>*Average Annual Turnover</b>                          | _____                      | _____                  |

\*Average annual turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.2.

### 11. Form F-3 Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total cash flow demands of the subject contract or contracts as indicated in Section III, Evaluation and Qualification Criteria.

| <b>Source of financing</b> | <b>Amount (US\$ equivalent)</b> |
|----------------------------|---------------------------------|
| 1.                         |                                 |
| 2.                         |                                 |
| 3.                         |                                 |
| 4.                         |                                 |

## 12 Personnel Capabilities

### i) Key Personnel

Name of Tenderer or partner of a Joint Venture

Tenderers should provide the names and details of the suitably qualified Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

|    |  |   |
|----|--|---|
| 1. | <b>Title of position: ...</b>                    |   |
|    | <b>Name of candidate:</b>                        |   |
|    | <b>Duration of appointment:</b>                  | <i>[insert the whole period (start and end dates) for which this position will be engaged]</i>    |
|    | <b>Time commitment: for this position:</b>       | <i>[insert the number of days/week/months/ that has been scheduled for this position]</i>         |
|    | <b>Expected time schedule for this position:</b> | <i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i> |
| 2. | <b>Title of position: ...</b>                    |   |
|    | <b>Name of candidate:</b>                        |   |
|    | <b>Duration of appointment:</b>                  | <i>[insert the whole period (start and end dates) for which this position will be engaged]</i>    |
|    | <b>Time commitment: for this position:</b>       | <i>[insert the number of days/week/months/ that has been scheduled for this position]</i>         |
|    | <b>Expected time schedule for this position:</b> | <i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i> |
| 3. | <b>Title of position: ...</b>                    |   |
|    | <b>Name of candidate:</b>                        |   |
|    | <b>Duration of appointment:</b>                  | <i>[insert the whole period (start and end dates) for which this position will be engaged]</i>    |
|    | <b>Time commitment: for this position:</b>       | <i>[insert the number of days/week/months/ that has been scheduled for this position]</i>         |
|    | <b>Expected time schedule for this position:</b> | <i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i> |
| 4. | <b>Title of position:</b>                        |   |
|    | <b>Name of candidate</b>                         |   |
|    | <b>Duration of appointment:</b>                  | <i>[insert the whole period (start and end dates) for which this position will be engaged]</i>    |
|    | <b>Time commitment: for this position:</b>       | <i>[insert the number of days/week/months/ that has been scheduled for this position]</i>         |
|    | <b>Expected time schedule for this position:</b> | <i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i> |

|      |  |   |
|------|--|---|
| 6... | <b>Title of position:</b>                        |   |
|      | <b>Name of candidate</b>                         |   |
|      | <b>Duration of appointment:</b>                  | <i>[insert the whole period (start and end dates) for which this position will be engaged]</i>    |
|      | <b>Time commitment: for this position:</b>       | <i>[insert the number of days/week/months/ that has been scheduled for this position]</i>         |
|      | <b>Expected time schedule for this position:</b> | <i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i> |

ii) **Candidate Summary**

|                       |                             |   |  |
|-----------------------|-----------------------------|---|--|
| <b>Position</b>       |                             | <b>Candidate</b><br><input type="checkbox"/> Prime <input type="checkbox"/> Alternate |  |
| Candidate information | Name of candidate           | Date of birth   |  |
|                       | Professional qualifications |   |  |
| Present employment    | Name of Employer            |   |  |
|                       | Address of Employer         |   |  |
|                       | Telephone                   | Contact (manager / personnel officer)   |  |
|                       | Fax                         | Email   |  |
|                       | Job title of candidate      | Years with present Employer   |  |

Summarize professional experience over the last twenty years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

| From | To | Company/Project/ Position/Relevant technical and management experien |
|------|----|--|
|      |    |  |
|      |    |  |
|      |    |  |
|      |    |  |
|      |    |  |
|      |    |  |

iii) **Technical Capabilities**

Tenderer shall provide adequate information to demonstrate clearly that it has the technical capability to meet the requirements for the Library Security Management System. With this form, the Tenderer should summarize important certifications, proprietary methodologies, and/or specialized technologies that the Tenderer proposes to utilize in the execution of the Contract or Contracts.

(iv) **Manufacturer's Authorization**

**Note:** This authorization should be written on the Form head of the Manufacturer and be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.

Invitation for Tenders Title and No.: \_\_\_\_\_ [Procuring Entity insert: **ITT Title and Number**]

To: \_\_\_\_\_ [Procuring Entity insert: **Procuring Entity's Officer to receive the Manufacture's Authorization**]

WHEREAS [insert: **Name of Manufacturer**] who are official producers of \_\_\_\_\_ [insert: **items of supply by Manufacturer**] and having production facilities at \_\_\_\_\_ [insert: **address of Manufacturer**] do here by authorize \_\_\_\_\_ [insert: **name of Tenderer or Joint Venture**] located at \_\_\_\_\_ [insert: **address of Tenderer or Joint Venture**] (hereinafter, the "Tenderer") to submit a tender and subsequently negotiate and sign a Contract with you for resale of the following Products produced by us:

We hereby confirm that, in case the tendering results in a Contract between you and the Tenderer, the above-listed products will come with our full standard warranty.

Name [insert: **Name of Officer**] in the capacity of [insert: **Title of Officer**] Signed \_\_\_\_\_

Duly authorized to sign the authorization for and on behalf of: \_\_\_\_\_ [insert: **Name of Manufacturer**]

Dated this \_\_\_\_\_ [insert: **ordinal**] day of \_\_\_\_\_ [insert: **month**], [insert: **year**]. [add Corporate Seal

(where appropriate)]

**(v) Subcontractor’s Agreement**

**Note:** This agreement should be written on the Form head of the Subcontractor and be signed by a person with the proper authority to sign documents that are binding on the Subcontractor.

Invitation for Tenders Title and No.: \_\_\_\_\_ [Procuring Entity insert: **ITT Title and Number**]

To: \_\_\_\_\_ [Procuring Entity insert: **Procuring Entity's Officer to receive the Subcontractor's Agreement**]

WHERE AS [ insert: **Name of Subcontractor**], having head offices at \_\_\_\_\_ [ insert: **address of Subcontractor**], have been informed by \_\_\_\_\_ [ insert: **name of Tenderer or Joint Venture**] located at \_\_\_\_\_ [insert: **address of Tenderer or Joint Venture**] (here in after, the “Tenderer”) that it will submit a tender in which \_\_\_\_\_ [insert: **Name of Subcontractor**] will provide [insert: **items of supply or services provided by the Subcontractor**]. We hereby commit to provide the above-named items, in the instance that the Tenderer is awarded the Contract.

Name [insert: **Name of Officer**] in the capacity of \_\_\_\_\_ [insert: **Title of Officer**]

Signed \_\_\_\_\_ Duly authorized to sign the authorization for and on

behalf of: \_\_\_\_\_ [insert: **Name of Subcontractor**]

Dated this \_\_\_\_\_ [insert: **ordinal**] day of \_\_\_\_\_ [insert: **month**], \_\_\_\_\_ [insert: **year**].

[add Corporate Seal (where appropriate)]

**vi) List of Proposed Subcontractors**

| Item | Proposed Subcontractor | Place of Registration & Qualifications |
|------|------------------------|--|
|      |                        |  |
|      |                        |  |
|      |                        |  |
|      |                        |  |
|      |                        |  |
|      |                        |  |
|      |                        |  |
|      |                        |  |
|      |                        |  |
|      |                        |  |



## 14 Conformance of Library Security Management System Materials

### D) Format of the Technical Tender

In accordance with ITT 16.2, the documentary evidence of conformity of the Library Security Management System to the tendering documents includes (but is not restricted to):

- a) The Tenderer's Preliminary Project Plan, including, but not restricted, to the topics specified in the TDS ITT 16.2. The Preliminary Project Plan should also state the Tenderer's assessment of the major responsibilities of the Procuring Entity and any other involved third parties in System supply and installation, as well as the Tenderer's proposed means for coordinating activities by each of the involved parties to avoid delays or interference.
- b) A written confirmation by the Tenderer that, if awarded the Contract, it shall accept responsibility for successful integration and interoperability of all the proposed Information Technologies included in the System, as further specified in the Technical Requirements.
- c) Item-by-Item Commentary on the Technical Requirements demonstrating the substantial responsiveness of the overall design of the System and the individual Information Technologies, Goods, and Services offered to those Technical Requirements.

In demonstrating the responsiveness of its tender, the Tenderer must use the Technical Responsiveness Checklist (Format). Failure to do so increases significantly the risk that the Tenderer's Technical Tender will be declared technically non-responsive. Among other things, the checklist should contain explicit cross-references to the relevant pages in supporting materials included in the Tenderer's Technical Tender.

**Note:** The Technical Requirements are voiced as requirements of the *Supplier* and/or the *System*. The Tenderer's response must provide clear evidence for the evaluation team to assess the credibility of the response. A response of "yes" or "will do" is unlikely to convey the credibility of the response. The Tenderer should indicate *that*—and to the greatest extent practical—*how* the Tenderer would comply with the requirements if awarded the contract. Whenever the technical requirements relate to feature(s) of existing products (e.g., hardware or software), the features should be described and the relevant product literature referenced. When the technical requirements relate to professional services (e.g., analysis, configuration, integration, training, etc.) some effort should be expended to describe how they would be rendered – not just a commitment to perform the [cut-and-paste] requirement. Whenever a technical requirement is for the Supplier to provide certifications (e.g., ISO9001), copies of these certifications must be included in the Technical Tender.

**Note:** The Manufacturer's Authorizations (and any Subcontractor Agreements) are to be included in Attachment 2 (Tenderer Qualifications), in accordance with and ITT 15.

**Note:** As a matter of practice, the contract cannot be awarded to a Tenderer whose Technical Tender deviates (materially) from the Technical Requirements – *on any Technical Requirement*. Such deviations include omissions (e.g., non-responses) and responses that do not meet or exceed the requirement. Extreme care must be exercised in the preparation and presentation of the responses to all the Technical Requirements.

- d) Supporting materials to underpin the Item-by-item Commentary on the Technical Requirements (e.g., product literature, white-papers, narrative descriptions of technical approaches to be employed, etc.). In the interest of timely tender evaluation and contract award, Tenderers are encouraged not to overload the supporting materials with documents that do not directly address the Procuring Entity's requirements.
- e) Any separate and enforceable contract(s) for Recurrent Cost items which the TDSITT17.2 required Tenderers to tender.

**Note:** To facilitate tender evaluation and contract award, Tenderers encouraged to provide electronic copies of their Technical Tender—preferably in a format that the evaluation team can extract text from to facilitate the tender clarification process and to facilitate the preparation of the Tender Evaluation Report.

ii) Technical Responsiveness Checklist (Format)

|  |   |
|--|---|
| <b>Tech. Require. No. _</b>  | <b>Technical Requirement:</b><br><i>[ insert: abbreviated description of Requirement]</i> |
| Tenderer's technical reasons supporting compliance:                        |   |
| Tenderer's cross references to supporting information in Technical Tender: |   |



**FORM OF TENDER SECURITY-[Option 1–Demand Bank Guarantee]**

**Beneficiary:** \_\_\_\_\_

**Request for Tenders No:**

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

**TENDER GUARANTEE No.:** \_\_\_\_\_

**Guarantor:** \_\_\_\_\_

1. We have been informed that \_\_\_\_\_ (here inafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (here inafter called" the Tender") for the execution of \_\_\_\_\_ under Request for Tenders No. \_\_\_\_\_ ("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ (\_\_\_\_\_) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
  - (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
  - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_  
*[signature(s)]*

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

**FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]**

**TENDER GUARANTEE No.:** \_\_\_\_\_

1. Whereas ..... [*Name of the tenderer*] (hereinafter called “the tenderer”) has submitted its tender dated ..... [*Date of submission of tender*] for the ..... [*Name and/or description of the tender*] (hereinafter called “the Tender”) for the execution of \_\_\_under Request for Tenders No. \_\_\_\_\_ (“the ITT”).
2. KNOW ALL PEOPLE by these presents that WE ..... of ..... [**Name of Insurance Company**] having our registered office at ..... (hereinafter called “the Guarantor”), are bound unto ..... [*Name of Procuring Entity*] (hereinafter called “the Procuring Entity”) in the sum of ..... (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Guarantor this \_\_\_day of \_\_\_\_\_ 20 \_\_\_.

3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
  - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
  - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document.

then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_  
*[Date]*  
\_\_\_\_\_  
*[Witness]*

\_\_\_\_\_  
*[Signature of the Guarantor]*  
\_\_\_\_\_  
*[Seal]*

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

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## **PART 2 – PROCURING ENTITY'S REQUIREMENTS**

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**SECTION V - REQUIREMENTS OF THE LIBRARY RADIO FREQUENCY IDENTIFICATION (PURE RFID) SECURITY MANAGEMENT SYSTEM**

**A) PRELIMINARY AND MANDATORY EVALUATION CRITERIA**

| <b>S/NO.</b> | <b>MANDATORY REQUIREMENTS</b>  | <b>ATTACH/SUBMIT<br/>FILL/ SIGN &amp;<br/>STAMP</b>                            |
|--------------|--|--|
| <b>MR1</b>   | Attach Copy of Certificate of Incorporation/Registration that has been in operation for more than 5 years.   | Attach   |
| <b>MR2</b>   | Attach Valid Copy of KRA Tax Compliance Certificate, which should be valid as at the date of tender opening - (To be Confirmed through TCC Checker)  | Attach   |
| <b>MR3</b>   | Provide a CR12 from the Registrar of Companies (for Limited Companies)   | Attach   |
| <b>MR4</b>   | Attach a Valid Business Permit (2025)  | Attach   |
| <b>MR5</b>   | Tender security of <b>Kshs. 100,000.00.</b> valid for <b>150 days</b> from the date of tender opening  | Attach   |
| <b>MR6</b>   | Attach <b>Valid ICTA 1</b> for System Applications   | Attach   |
| <b>MR7</b>   | Attach <b>Valid ICTA 2</b> and above for Information Security  | Attach   |
| <b>MR8</b>   | Attach valid Office of the Data Protection Commissioner (ODPC) - Data Controller Certificate   | Attach   |
| <b>MR9</b>   | Attach valid Office of the Data Protection Commissioner (ODPC) - Data Processor Certificate  | Attach   |
| <b>MR10</b>  | Software Manufacturer's Authorization or Patent Rights Declaration (Letter of authorization by the software developer if different from bidder) or proof of system ownership   | Attach   |
| <b>MR11</b>  | Provide manufacturer authorization of all active devices/equipment   | Attach   |
| <b>MR12</b>  | Attach a duly filled, signed and stamped Site Visit Certificate.   | Attach   |
| <b>MR13</b>  | Provide proof of Power of Attorney (Where Applicable)<br><br>(Power of Attorney will be provided for tenderers whose signatory of the submitted tender document is not the director of the company/partner, This should be signed and stamped by Commissioner of Oaths). | Attach   |
| <b>MR14</b>  | Signed and stamped <b>Price schedule</b> of goods  | Fill, Sign and Stamp attached Form on <b>Page 83</b>                           |
| <b>MR15</b>  | Filled, signed and stamped <b>specification schedules</b>  | Fill, Sign and Stamp attached Forms on <b>Pages 71, 73, 74, 76-77 &amp; 79</b> |
| <b>MR16</b>  | Duly filled, signed and stamped <b>Goods Delivery schedule</b>   | Fill, Sign and Stamp attached Form on <b>Page 80</b>                           |
| <b>MR17</b>  | Attach a Duly Filled, Signed and Stamped Form of Tender (The Form of Tender MUST be in the Tenderer's Letter Head)   | Fill, Sign and Stamp attached Form on <b>Page 33 - 35</b>                      |

|             |  |   |
|-------------|--|---|
| <b>MR18</b> | Tenderers Eligibility – Confidential Business Questionnaire Form   | Fill, Sign and Stamp attached Form on <b>Page 36 - 37</b>   |
| <b>MR19</b> | Disclosure of Interest Form  | Fill, Sign and Stamp attached Form on <b>Page 38</b>  |
| <b>MR20</b> | Certificate of Independent Tender Determination  | Fill, Sign and Stamp attached Form on <b>Page 39</b>  |
| <b>MR21</b> | Form SD1- Self Declaration confirming that the Person/Tenderer is not Debarred in the Matter of The Public Procurement And Asset Disposal Act 2015 | Fill, Sign and Stamp attached Form on <b>Page 40</b>  |
| <b>MR22</b> | Form SD2 Self Declaration confirming that the that the Person/Tenderer will not Engage in any Corrupt or Fraudulent Practice                       | Fill, Sign and Stamp attached Form on <b>Page 41</b>  |
| <b>MR23</b> | Declaration and Commitment to the Code of Ethics   | Fill, Sign and Stamp attached Form on <b>Page 42</b>  |
| <b>MR24</b> | Tender Securing Declaration Form   | Fill, Sign and Stamp attached Form on <b>Page 51</b>  |
| <b>MR25</b> | Serialized Bid Documents   | All pages of the submitted bid documents must be chronologically Paginated in the sequential format of 1, 2, 3, 4, 5 ..... including attachments. |
| <b>MR26</b> | An Original and Copy of the Filled Tender Document   | Submit  |

**NOTE ON DOCUMENT PREPARATION:**

1. The submitted tender documents **MUST** be properly bound. Loose documents will **NOT** be accepted and will **NOT** be evaluated leading to automatic disqualification.
2. Provide a Table of Contents at the start of the document clearly indicating each requirement and the pages the evidence is found in.

**NOTE:**

**University of Embu reserves the right to independently authenticate all the documents submitted. Any falsifications will lead to automatic disqualification.**

**NB: A bidder who will not meet all the mandatory requirements will not proceed to the technical evaluation.**

**TECHNICAL SPECIFICATION OF THE SUPPLY REQUIREMENT FOR THE LIBRARY RADIO  
FREQUENCY IDENTIFICATION SECURITY MANAGEMENT SYSTEM (PURE RFID)**

**1. RFID Security gates – (Quantity - 2 Pairs)**

Security gate should include two theft detection EAS pedestals, which are interdependent of each other and also have overlapping protection zones providing additional security. We plan to install these pedestals at one location in the library. The offer must be complete in all respects and must include all the components required for the functional of the system. Anti-theft gate should have the following specs:

- The proposed system must be able to perform optimally when located within fifteen inches (15”) of a steel beam.
- The detection systems must be shielded from external interference from light fixtures, Wi-Fi and cellular signals, etc.
- The proposed system must be able to issue visible and audible warnings.
- The proposed system must provide item security even when the library’s ILS host system or network is offline or not functioning.
- The proposed system must offer multiple install options, including: Direct mount w/ ADA-compatible threshold plate
- 840-960 MHz frequency range.
- Can be configured to detect different chip types simultaneously.
- Specific version includes an **Ethernet** interface.
- To be linked to the library database (**Koha**)
- A pedestal including 1 antenna set (4 antennas) for large detection field and 1 electronic unit (Controller) integrated into the pedestal bottom.
- Lights and buzzer located at the top of the pedestal.
- Powerful DSP (Digital Signal Processor).

| <b>RFID SECURITY GATES-TECHNICAL SPECIFICATIONS</b> |   | <b>SUPPLIER RESPONSE TO SPECIFICATIONS AS PER THE DATA SHEET</b> |
|---|---|--|
| <b>Frequency range</b>                              | 840-960 MHZ ( or customized )   |  |
| <b>FM mode</b>                                      | FHSS or fixed frequency, set by the software  |  |
| <b>RF output</b>                                    | 20-30dBm adjustable   |  |
| <b>Antenna connection qty'</b>                      | 4 SMA antenna ports, 7dbi circular polarization antenna, the height of antenna should be adjustable |  |
| <b>Communication interface</b>                      | Must support:<br>LAN、RS232、RS485、Wiegand26/34   |  |
| <b>Communication rate</b>                           | Serial port 9600 ~ 115200bps , RJ45 10Mbps  |  |
| <b>Power dissipation</b>                            | average<20W   |  |
| <b>EAS alarm</b>                                    | 3s sound and light prompt   |  |
| <b>GP I/O interface</b>                             | 12 pin + 4 pin  |  |
| <b>Reliable firmware upgrade</b>                    | Extensible upgrade mechanism  |  |
| <b>Tag Operation Performance</b>                    |   |  |
| <b>Reading distance</b>                             | 1.5-3m equipped with 7dbi antenna (tag dependent)   |  |
| <b>Air interface/ Chip Compatibility</b>            | Conform with: EPC global UHF ISO-18000-6C ( EPC G2 ) 、TK900   |  |
| <b>Mechanical and Electrical Performance</b>        |   |  |
| <b>Dimension</b>                                    | Approximately: 157(L)x44.5 (W)x13(H)cm  |  |
| <b>Power supply</b>                                 | 220V AC input   |  |
| <b>Weight</b>                                       | Not more than 20KG  |  |
| <b>Humidity</b>                                     | 5% to 95%, non-condensing   |  |
| <b>Protection grade</b>                             | At least: IEC IP51  |  |
| <b>Operation temperature</b>                        | -20 °C to +60 °C  |  |
| <b>Storage temperature</b>                          | -40°C to 80°C   |  |

## **2.RFID Staff Workstation with Antenna – (Quantity - 3)**

Staff Station is to help the library staff on services such as loan, return, tagging, sorting etc. It should be loaded with an arming/disarming module, tagging module and sorting module. The Arming/Disarming module should allow the EAS (Electronic Article Surveillance) bit inside the tag of the library material to be set/reset so as to trigger/not trigger the alarm of the EAS gate. Checking the EAS status of library material should be easy. The staff should be able to put the item on the reader and click on the view to display the information stored inside the tag and status of EAS. There should also be a feature of Auto Arming and Auto Disarm. Auto Arm/Disarm should be able to arm/disarm should be able to There should also be a feature of Auto Arming and Auto Disarm. Auto Arm/Disarm should be able to arm/disarm library material that is within the Reader range.

Library staff station with the following specifications.

- It should be small in size and economic so as to use it in any library desktop configuration
- It should be immune to metallic desks and electronic interference
- Read/Write/Anti-theft programming should be done in one single operation
- Read/Write distance of around 20 -30 CMs and programming time of 1 second
- Should be ISO 18000-6C (Class 1, Gen 2) compliant
- The programming station should interface with the Library Management Software (KOHA).



| <b>RFID STAFF WORKSTATION WITH ANTENNA -TECHNICAL SPECIFICATIONS</b> |  | <b>SUPPLIER RESPONSE TO SPECIFICATIONS AS PER THE DATA SHEET</b> |
|--|--|--|
| <b>Frequency range</b>   | 840-960 MHz ( or customized )                |  |
| <b>FM mode</b>   | FHSS or fixed frequency, set by the software |  |
| <b>Antenna connection qty'</b>                                       | Built-in 1 antenna                           |  |
| <b>Communication interface</b>                                       | USB  |  |
| <b>Reading distance</b>  | Read>100mm, Write>50mm                       |  |
| <b>Air interface/ Chip Compatibility</b>                             | ISO-18000-6B、 ISO-18000-6C ( EPC G2 )        |  |
| <b>Dimension</b>   | 139(L)*86 (W)*22(H)mm                        |  |
| <b>Power supply</b>  | USB  |  |
| <b>Weight</b>  | 80g  |  |
| <b>Humidity</b>  | 5% to 95%, non-condensing                    |  |
| <b>Protection grade</b>  | IEC IP52                                     |  |
| <b>Operation temperature</b>   | -20 °C to +60 °C                             |  |
| <b>Storage temperature</b>   | -40°C to 80°C                                |  |

### 3. Self-Adhesive RFID Tags – (Quantity - 40,000)

High quality rewritable tags which can help the library increase its efficiency and productivity while maintaining security. The tags should be small in size and should contain a memory chip that is reprogrammable. The security status should be stored directly on the tag and this guaranteed for the life of the original item they're affixed to. Tags should also automate sorting, handling and inventory management

- RFID system integrated with open-source library management software (Koha)
- The RFID chip used in the tag should have been designed specifically for Library use. i.e. it should have three sections
  - Lockable section—for item identification
  - Re-writable section for library specific use Security function (EAS) for item anti-theft (which can be activated and deactivated).
- The RFID chip should have multi read function, i.e. several tags can be read at once
- Distance for detection from pedestal should be minimum of 36 inches
- Tags should be ISO 18000-6C (Class 1, Gen 2) compliant
- Life time guaranty of the tags

| <b>SELF-ADHESIVE RFID TAGS- PERFORMANCE INDEX</b> | <b>SUPPLIER RESPONSE TO SPECIFICATIONS AS PER THE DATA SHEET</b> |  |
|---|--|--|
| <b>Protocol</b>                                   | EPC CLASS1 Gen 2 / ISO 18000 - 6C                                |  |
| <b>Chip</b>                                       | NXP G2il (EAS)   |  |
| <b>Frequency</b>                                  | 840 — 960MHZ   |  |
| <b>Memory capacity</b>                            | 256bits  |  |
| <b>Dimension</b>                                  | 98x 6 x 0 . 18mm   |  |
| <b>Work mode</b>                                  | Read/Write   |  |
| <b>Storage time</b>                               | > 10years  |  |
| <b>Erasable times</b>                             | > 100,000times   |  |
| <b>Backside sticker</b>                           | 3M   |  |

#### **4. Portable RFID Handheld Reader for Inventory and Stock taking – (Quantity – 1)**

The handheld scanner should make locating and identifying items on the shelves an easy task for librarians. It should comprise basically of a portable scanner and a base station.

The stock taking/inventory of books should be performed by sweeping the portable scanner across the spines of the books on the shelves to gather their identities. In an inventory check situation, the identities collected are compared with the database and a discrepancy report could be generated.

The Portable handheld reader with the following specifications.

- The proposed system must process results of data collection sessions or pull sessions, reading these results from the memory card and creating PC files containing lists of collected data, lists of items pulled, and lists of items not pulled.
- To be able to read items that may not be tagged with RFID, the portable handheld reader must support barcode scanning.
- The proposed portable handheld reader must have an audible tone and visible indicators to verify item has been identified. The audible tones shall be adjustable by the user.
- The proposed portable handheld reader should have a flexible swivel or movable RFID antenna for easier use.
- The proposed system must be able to scan shelves by waving a wand along the base of book shelves without having to stop for each item.
- An optional USB connection should be available on the handheld reader to link it directly with a workstation, if desired.

| <b>PORTABLE RFID HANDHELD READER<br/>FOR INVENTORY AND STOCK TAKING-<br/>PARAMETER</b> |  | <b>SUPPLIER RESPONSE<br/>TO SPECIFICATIONS<br/>AS PER THE DATA<br/>SHEET</b> |
|--|--|--|
| <b>RFID Module</b>   | Should be UHF and, 2.4G Module   |  |
| <b>UHF Module</b>  | Working Frequency: 902MHz ~ 928MHz (Default),<br>Frequency Range can be Customized, Customizing<br>range:860MHz ~ 960MHz   |  |
| <b>Protocol</b>  | EPC C1 G2(ISO18000-6C )  |  |
| <b>Reading Distance</b>  | More than 3m   |  |
| <b>2.4G Module</b>   | Working Frequency: 2.4GHz ~ 2.5GHz   |  |
| <b>Read/Write<br/>Range</b>  | Up to 80-100m, distance is adjustable, able to read 200<br>tags at one time  |  |
| <b>Bar Code Module</b>   | 1D and 2D honeywell scanner engine   |  |
| <b>Smart screen Specification Parameter:</b>   |  |  |
| <b>Processor</b>   | Cortex A9 1.2GHZ Dual Core   |  |
| <b>Operating System</b>  | At least Android 4.0   |  |
| <b>Memory Capacity</b>   | RAM: 1GB ROM: 4GB  |  |
| <b>Memory</b>  | Support 32G MICRO SD Card  |  |
| <b>Display</b>   | 4.3'' IPS Screen, Resolution 480*800, HD, Visible in<br>Sunshine, Support Capacitive Multi-Touch   |  |
| <b>Wi-Fi (Standard)</b>  | Confirm To IEEE 802.11b/g  |  |
| <b>GPRS</b>  | GPRS, EDGE, 4-band 900/1800 , 850/1900   |  |
| <b>Bluetooth</b>   | Confirm To Bluetooth 4.0   |  |
| <b>WCDMA (3G,<br/>4G)</b>  | band 850/2100 , Cat.8 HSDPA Cat.6 HSUPA  |  |
| <b>GPS Navigation</b>  | Mistake range <=10m, Support Careland, Baidu, Google,<br>Imap etc. Navigation Map  |  |
| <b>Camera</b>  | Rear 5 MPx Camera With Flashlight  |  |
| <b>Data<br/>Transportation</b>   | High Speed USB2.0 Device End Interface, 3.5 Stick Plug<br>Charging Interface   |  |
| <b>Battery</b>   | 4000mAh Li-Polymer Battery, Standby Time more than<br>150 Hours, Working Time more than 8 hours, AC charging<br>adaptor (1A), able to working after 360 hours when the |  |

|                                |   |  |
|--------------------------------|---|--|
|                                | wireless communication is closed after full charged,<br>charging time less than 4.5 hours |  |
| <b>Accessory</b>               | Lithium Battery * 1, Charger * 1, USB Data Cable * 1,<br>Case * 1                         |  |
| <b>Physical Parameter</b>      |   |  |
| <b>Device Weight</b>           | Should be less than 300g (including battery)  |  |
| <b>Device Dimension</b>        | 148×77.5×27 ± 2 mm  |  |
| <b>Environmental Parameter</b> |   |  |
| <b>Working Temperature</b>     | -20°C ~ 50°C  |  |
| <b>Storage Temperature</b>     | -20°C ~ 70°C  |  |
| <b>Storage Humidity</b>        | 10% ~ 90%RH, non-condensing   |  |
| <b>Protection Range</b>        | IP65  |  |

## 5. Self-Service (Check in/Check out) Kiosk – (Quantity – 1)

The Patron Self-Check-out station should have a touch screen and a built-in RFID reader, plus special software for personal identification, book and other media handling and circulation. After identifying the patron with a library ID card, a barcode card, or his fingerprint, the patron should be asked to choose the next action (check-out of one or several books). After choosing check-out, the patron should put the book(s) in front of the screen on the RFID reader and the display should show the book title and its ID number (other optional information can be shown if desired) which have been checked out.

It should also be possible to use the station for Check-In (return) of books. In this case the patron should identify herself, choose to return and then put one book or a stack of books onto the reader.

- Must integrated with open-source library management software (Koha)
- The proposed system's RFID self-checkout units must be able to read item-specific identification numbers, communicate to the host circulation system to update the library's inventory, and turn the RFID security feature off.
- The proposed system must use an anti-collision algorithm that does not limit the number of tags that can be simultaneously identified and read up to six inches (6") high.
- The proposed system must read the type of barcode patron cards currently in the library.
- The proposed system must have the ability to be placed on or built into the existing circulation desk with touch screen monitors that display instructions for use.
- The proposed system's self-checkout units should have customizable messages based on patron and item status. Staff members must be able to make these changes easily without going back to the vendor.
- The proposed system must display ILS system information relating to the patron or item status. Option must be available to notify a staff person whenever a patron is blocked in any part of the transaction. Notification should be in the form of a pop-up window that appears on a staff computer screen in real time.
- The proposed system must provide visual and audible feedback during the transaction.
- Self-checkout system software and hardware must meet ADA guidelines, and include features such as a large touch-screen interface, user-selectable high-contrast interface, and large type size.
- The proposed system must have the ability to display select information from the patron record, such as number of items checked out, number of items on hold, and outstanding fine information, without compromising patron privacy.
- The proposed system must have customizable instructions. Staff members must be able to make these changes easily without going back to the vendor.
- The proposed system must be able to display multiple language options on self-check unit banners, instructions, and messages. Proposer must offer a wide variety of languages to meet the current and future needs of our community and provide a list of the languages currently available. The system must allow the library to select at least three languages to be used on one self-checkout system.
- The proposed system stations must deactivate the theft or security status on the materials when checked out.
- The proposed system must allow remote access to self-check machines from staff workstations.
- The proposed system must turn on/off the security to allow secure library operation during offline situations.
- The proposed system must offer the patron the option of email receipt, or no receipt.
- The proposed system must offer the option of a repositionable stand-alone kiosk, tabletop model, or the ability to build into the existing circulation desk.

- The proposed system must provide patron/staff selectable checkout and check-in software features using a reader pad, not a handheld scanner.
- The proposed system must be capable of checking out or checking in all types of print and non-print media.
- The proposed system must allow multiple item checkouts without first choosing the number of items that you want to check out.

| <b>SELF-SERVICE (CHECK IN/CHECK OUT) KIOSK –TECHNICAL SPECIFICATIONS</b> |  | <b>SUPPLIER RESPONSE TO SPECIFICATIONS AS PER THE DATA SHEET</b> |
|--|--|--|
| <b>Frequency range</b>   | 840-960 MHz ( or customized )                                  |  |
| <b>FM mode</b>   | FHSS or fixed frequency, set by the software                   |  |
| <b>Antenna connection qty'</b>   | Built-in 1 antenna   |  |
| <b>Communication interface</b>   | Must support: LAN  |  |
| <b>Reading distance</b>  | Read>100mm, Write>50mm   |  |
| <b>Air interface/ Chip Compatibility</b>                                 | ISO-18000-6B、 ISO-18000-6C ( EPC G2 ) and 13.56MHz card reader |  |
| <b>Patron Validation</b>   | Biometric(Finger print) and 13.56MHz smart card                |  |
| <b>Power supply</b>  | 220V AC input  |  |
| <b>Humidity</b>  | 5% to 95%, non-condensing                                      |  |
| <b>Protection grade</b>  | IEC IP52   |  |
| <b>Operation temperature</b>   | -20 °C to +60 °C   |  |
| <b>Storage temperature</b>   | -40°C to 80°C  |  |

## Goods Delivery Schedule

| S/NO. | Description of Goods   | Quantity | Physical unit | Final Destination as specified in TDS | Delivery (as per Incoterms) Date |                      |   |
|-------|--|----------|---------------|---------------------------------------|----------------------------------|----------------------|---|
|       |  |          |               |                                       | Earliest Delivery Date           | Latest Delivery Date | Tenderer's offered Delivery date [to be provided by the tenderer] |
| 1     | RFID Security Gate set/pair                                  | 2        |               | University of Embu                    |                                  |                      |   |
| 2     | RFID Staff Workstation with Antenna                          | 3        |               | University of Embu                    |                                  |                      |   |
| 3     | Self-Adhesive Tags RFID tags                                 | 40,000   |               | University of Embu                    |                                  |                      |   |
| 4     | Portable RFID Handheld Reader For Inventory and Stock taking | 1        |               | University of Embu                    |                                  |                      |   |
| 5     | Self-Service Kiosks  | 1        |               | University of Embu                    |                                  |                      |   |

Sign: .....

Stamp:.....



## **B) TECHNICAL CAPACITY EVALUATION**

The bidders that will meet the Mandatory requirements shall be subjected to the technical capacity evaluation. The maximum scores attainable at the technical capacity evaluation stage shall be one hundred (100). Only bidders who attain seventy (70) marks and above out of one hundred (100) will qualify to proceed to the financial Evaluation stage

| <b>S/NO.</b> | <b>DESCRIPTION OF REQUIREMENTS</b>  | <b>MAXIMUM SCORE (100MARKS)</b> |
|--------------|---|---------------------------------|
| 1.           | <p><b>Corporate capability and past experience:</b><br/>Show Proven experience of the firm in four (4) projects of similar nature and magnitude in RFID systems in institutions of higher learning (Public/Private) for the last five (5) years</p> <p>NB. Evidence required should be copies of at least four (4) LPO's or four (4) Copies of contracts indicating that the systems were successfully supplied and installed.</p> <p>Each copy of LPO or Contracts attached -10 marks</p>  | 40                              |
| 2.           | <p><b>Delivery Plan</b><br/>Indicate your delivery period after order confirmation</p> <ul style="list-style-type: none"> <li>• Within 30 days from contract signing date: 20 points</li> <li>• Within 35 days from contract signing date: Score 15 points</li> <li>• Within 40 days from contract signing date: Score 10 points</li> <li>• Within 45 days from contract signing date: Score 5 points</li> <li>• Within 50 days from contract signing date: Score 3 points</li> <li>• Within 55 days from contract signing date – Score 2 points</li> <li>• Above 55 days from contract signing date – Score 0 points</li> </ul>  | 20                              |
| 3.           | <p><b>Transfer of Knowledge and training program</b><br/>The bidder to Provide the following:</p> <ul style="list-style-type: none"> <li>• Detailed training (<b>course outline</b>) which will include; <ul style="list-style-type: none"> <li>○ Target audience</li> <li>ii. Training objective</li> <li>iii. Topics- (<b>10 points</b>)</li> </ul> </li> <li>• Knowledge transfer <b>plan (10 points)</b></li> </ul>   | 20                              |
| 4.           | <p><b>Financial Capacity: Show proof of access to line of credit or other financial resources:</b></p> <ul style="list-style-type: none"> <li>• Provide line of credit from a reputable bank (<b>Attach letter from Financial institution with the institution's Letter head</b>) - (12 points)</li> <li>• Provide Bank statement for the last six months (<b>5 points</b>)</li> <li>• Provide Audited Accounts for the last 3 years (2022, 2023 and 2024) <b>Certified and Signed by the Auditor (3 points)</b></li> </ul> <p><b>NOTE: For purpose of the evaluation the accounts are considered to be certified if issued by a registered CPA Firm recognized by ICPAK and signed by the Companies Directors (Attach valid Certificate for Audit Firm).</b></p> | 20                              |
|              | <b>Total Marks</b>  | 100                             |
|              | <b>Pass Mark - 70marks</b>  | 70                              |

**NOTE:**

**University of Embu reserves the right to independently authenticate all the documents submitted. Any falsifications will lead to automatic disqualification.**

**NB: Only bidders who will attain a pass mark of 70 Marks will proceed to Financial Evaluation.**

**FINANCIAL EVALUATION**

**Only** the bids that attain the minimum required pass mark of 70% at the Technical Capacity Evaluation stage will be subjected to financial evaluation. The lowest evaluated bidder will be considered for award of tender.

The financial bid **MUST** be submitted in the format provided below. All prices shall be inclusive of all applicable taxes and the public procurement capacity building levy which is 0.03% of the price exclusive of taxes and shall be in Kenya Shillings (Kshs). Tenderers that meet all the evaluation criteria on technical qualification will have their bids subjected to due diligence (where applicable). Financial evaluation shall involve checking for completeness of the bill of quantities and ranking the bidders to determine the lowest evaluated bidder.

| <b>PRICE SCHEDULE FOR GOODS</b>                          |  |                 |                   |                    |                          |                            |
|--|--|-----------------|-------------------|--------------------|--------------------------|----------------------------|
| <b>S/No</b>  | <b>Item Description</b>                                      | <b>Quantity</b> | <b>Unit Price</b> | <b>Total Price</b> | <b>Country of Origin</b> | <b>Manufacturer's Name</b> |
| 1  | RFID Security Gate set/pair                                  | 2               |                   |                    |                          |                            |
| 2  | RFID Staff Workstation with Antenna                          | 3               |                   |                    |                          |                            |
| 3  | Self-Adhesive Tags RFID tags                                 | 40,000          |                   |                    |                          |                            |
| 4  | Portable RFID Handheld Reader For Inventory and Stock taking | 1               |                   |                    |                          |                            |
| 5  | Self-Service Kiosks  | 1               |                   |                    |                          |                            |
| 6  | Integrating RFID with existing ILMS(Koha)                    | 1               |                   |                    |                          |                            |
| 7  | Implementation Cost  |                 |                   |                    |                          |                            |
| <b>GRAND TOTAL</b>                                       |  |                 |                   |                    |                          |                            |
| <b>PUBLIC PROCUREMENT CAPACITY BUILDING LEVY (0.03%)</b> |  |                 |                   |                    |                          |                            |
| <b>VAT (16%)</b>   |  |                 |                   |                    |                          |                            |
| <b>TENDER SUM - (CUMULATIVE TOTAL)</b>                   |  |                 |                   |                    |                          |                            |

Sign: ..... Stamp: .....

**Notes:**

- i. Prices quoted must be in **KENYA SHILLINGS** and **inclusive of all incidental costs and applicable taxes, and the public procurement capacity building levy which is 0.03% of the price exclusive of taxes.**
- ii. Bidders **MUST** ensure that their bids do not have arithmetic errors. Any bid that shall have an arithmetic error shall be considered as non- responsive, leading to automatic disqualification.
- iii. Bidders **MUST** ensure that all calculations are estimated to two decimal places.
- iv. Bidders must quote for all the items listed in the BOQs since the tender will be awarded cumulatively. Failure to quote for any item in the BOQs will lead to automatic disqualification

**i) Implementation Schedule Table**

*[Specify desired installation and acceptance dates for all items in Schedule below, modifying the sample line items and sample table entries as needed.]*

| Line Item No. | Subsystem / Item  | Configuration Table No. | Site / Site Code | Delivery (Tenderer to specify in the Preliminary Project Plan) | Installation (weeks from Effective Date) | Acceptance (weeks from Effective Date) | Liquidated Damages Milestone |
|---------------|---|-------------------------|------------------|--|--|--|------------------------------|
| 0             | Project Plan  | --                      | --               |  | --                                       | W_                                     | no                           |
| 1             | Subsystem 1   | 1                       | ---              |  | --                                       | --                                     | --                           |
| :             | etc.  |                         |                  |  |  |  |                              |
| x             | Operational Acceptance of the System as an integrated whole | --                      | all sites        |  | --                                       | W__                                    | yes                          |
| y             | Recurrent Cost Items – Warranty Period                      | y                       | --               |  |  |  |                              |

**Note:** The System Inventory Table(s) for the specific items and components that constitute the Subsystems or item. Refer to the Site Table(s) below for details regarding the site and the site code.

-- indicates not applicable. “Indicates repetition of table entry above.



## **B. System Inventory Tables**

### **Notes on preparing the System Inventory Tables**

The System Inventory Tables detail:

- a) for each Subsystem (Deliverable) indicated in the Implementation Schedule, the Information Technologies, Materials, and other Goods and Services that comprise the System to be supplied and/or performed by the Supplier;
- b) the quantities of such Information Technologies, Materials, and other Goods and Services;
- c) the sites and the location of each on a specific site (e.g., building, floor, room, department, etc.)
- d) the cross references to the relevant section of the Technical Requirements where that item is described in greater detail.

The Procuring Entity should modify these tables, as required, to suit the particulars of the System (and Sub systems) to be supplied and installed. The sample text provided for various sections of the tables is illustrative only and should be modified or deleted as appropriate.

There are two sample formats given for the System Inventory Tables: one for the Supply and Installation cost items and the second for recurrent cost items needed (if any). The second version of the table permits the Procuring Entity to obtain price information about items that are needed during the Warranty Period.

**A. System Inventory Table (Supply and Installation Cost ITEMS) [insert: identifying NUMBER]**

Line-item number: [ specify: *relevant line-item number from the Implementation Schedule (e.g., 1.1)*]

[as necessary for the supply and installation of the System, specify: *the detailed components and quantities in the System Inventory Table below for the line item specified above, modifying the sample components and sample table entries as needed. Repeat the System Inventory Table as needed to cover each and every line item in the Implementation Schedule that requires elaboration.*]

| Component No. | Component   | Relevant Technical Specifications No. | Additional Site Information (e.g., building, floor, department, etc.) | Quantity |
|---------------|-------------|---------------------------------------|---|----------|
|               |             |                                       |   |          |
| 1.            | Subsystem 1 |                                       | --  | --       |
| 1.1           | _____       |                                       |   | --       |
| :             |             |                                       |   |          |
| 2.            | Subsystem 2 |                                       |   | --       |
| 2.1           | _____       |                                       |   | --       |
| :             |             |                                       |   |          |
|               |             |                                       |   |          |

**Note:** -- indicates not applicable. “ indicates repetition of table entry above.

**B. SYSTEM INVENTORY TABLE (RECURRENT COST ITEMS) [INSERT: IDENTIFYING NUMBER]–**

Line-item number: [specify: relevant line-item number from the Implementation Schedule (e.g., y.1)]

| Component No. | Component                               | Relevant Technical Specifications No. | Y1   | Y2   | Y3   |
|---------------|---|---------------------------------------|--|--|--|
| 1.            | Warranty Defect Repair                  |                                       | all items, all sites, included in the Supply and Install Price | all items, all sites, included in the Supply and Install Price | all items, all sites, included in the Supply and Install Price |
| 2.            | Software/Firmware Licenses and Updates: |                                       | all items, all sites, included in the Supply and Install Price | all items, all sites, included in the Supply and Install Price | all items, all sites, included in the Supply and Install Price |
| 3.            | Technical Services                      |                                       |  |  |  |
| 3.1           | Sr. Systems Analyst                     |                                       | ----days   | ----days   | ----days   |
| 3.2           | Sr. Programmer                          |                                       | ----days   | ----days   | ----days   |
| 3.3           | Sr. Network Specialist, .... etc.       |                                       | ----days   | ----days   | ----days   |
|               | ...                                     |                                       |  |  |  |

**Note:** - indicates not applicable. “ indicates repetition of table entry above.



## **1. Background and Informational Materials**

### **Notes on Background and Informational Materials**

*This section of the tendering document provides a place to gather materials that the Procuring Entity believes will help Tenderers prepare more precisely targeted technical tenders and more precise tender prices.*

*These materials MUST NOT introduce requirements for the Library Security Management System. Rather they should assist Tenderers to interpret the Technical Requirements and the General and Specific Conditions of Contract. For example, these Background and Informational Materials may describe existing Library Security Management Systems that the Library Security Management System to be supplied and installed under the Contract must integrate with. However, the specific requirement that the Supplier must integrate the Library Security Management System with other systems needs to be stated in the Technical Requirements. Similarly, these Background and Informational Materials may describe the legal and regulatory norms (including for example statutory report formats) that are relevant to the Library Security Management System. The Technical Requirements Section would need to spell out that the Supplier must ensure the Library Security Management System complies with the relevant legal and regulatory norms.*

### **Background and Informational Materials**

*Note: The following is only a sample outline. Entries should be modified, extended, and/or deleted, as appropriate for the particular System to be supplied and installed. DO NOT introduce requirements for the System in this section.*

#### **A. BACKGROUND**

##### **1 The Procuring Entity**

- 1.1 [provide: an overview of the Agency's legal basis, organizational role, and core objectives]*
- 1.2 [provide: an overview of the stakeholders to the Library Security Management System]*
- 1.3 [provide: an overview of the Procuring Entity's project management and decision-making arrangements applicable to the System and performance of the Contract]*

##### **2 The Procuring Entity's Business Objectives for the Library Security Management System**

- 2.1 [provide: an overview of the current business objectives, procedures, and processes and how they will be affected by the System]*
- 2.2 [provide: an overview of the changes in objectives, procedures, and processes to be made possible by the System]*
- 2.3 [provide: a brief description of the expected benefits of the System]*

#### **B. INFORMATIONAL MATERIALS**

##### **3 The Legal, Regulatory, and Normative Context for the Library Security Management System**

- 3.1 [provide: an overview of the laws, regulations and other formal norm which will shape the Library Security Management System.]*
- 3.2 [provide: samples of existing standardized reports, data entry forms, data formats, data coding schemes, etc. which the Library Security Management System will need to implement.]*

##### **4 Existing Library Security Management Systems/ Information Technologies Relevant to the Library Security Management System**

- 4.1 [provide: an overview of the existing Library Security Management Systems and information technologies which will establish the technological context for the implementation of the Library Security Management System.]*

4.2 *[provide: an overview of the ongoing or planned Library Security Management Systems initiatives that will shape context for the implementation of the Library Security Management System.]*

**5 Available Training Facilities to Support the Implementation of the Library Security Management System**

5.1 *[provide: an overview of the Procuring Entity's existing training facilities that would be available to support the implementation of the Library Security Management System.]*

**6 Site Drawings and Site Survey Information Relevant to the Library Security Management System**

6.1 *[provide: information of the sites at which the Library Security Management System would be implemented.]*