



UWEZO FUND OVERSIGHT BOARD - UFOB

TENDER NO. UWZ/NCB/005/2015-2016

**SUPPLY, INSTALLATION AND
COMMISSIONING OF CCTV AND BIOMETRIC
ACCESS UNITS**

RESTRICTED TENDERING METHOD- RT

**UWEZO FUND OVERSIGHT BOARD,
LONHRO HOUSE, 16TH FLOOR,
STANDARD STREET,
P.O. BOX 42009 - 00100,
NAIROBI.**

EMAIL: procurement@uwezo.go.ke

**Advertisement Date: 22nd Dec, 2015
Submission Deadline: 5th Jan, 2016**

TABLE OF CONTENTS

	Page
INTRODUCTION	3
SECTION I INVITATION TO TENDER.....	4
SECTION II INSTRUCTIONS TO TENDERERS.....	5
APPENDIX TO INSTITUTIONS TO TENDER	19
SECTION III GENERAL CONDITIONS OF CONTRACT.....	21
SECTION IV SPECIAL COND1TIONS OF CONTRACT.....	27
SECTION V SCHEDULE OF REQUIREMENTS.....	30
SECTION VI TECHNICAL SPECIFICATIONS.....	31
SECTION VI STANDARD FORMS.....	33

SECTION I – INVITATION TO TENDER

Date: 22nd December 2015

TENDER No.: UWZ/NCB/005/2015-2016 – SUPPLY, INSTALLATION AND COMMISSIONING OF CCTV AND BIOMETRIC ACCESS UNIT

- 1 Uwezo Fund is a socio economic empowerment initiative aimed at enabling women, youth and persons with disabilities access finances to promote their businesses and enterprises, thereby enhancing economic growth towards the realization of vision 2030. The Fund addresses Sustainable Development Goals No. 1 (end poverty in all its forms), No. 5 (Achieve gender equality and empower all women and girls, No. 8 (promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all) and No. 10 (Reduce inequality within and among countries) by providing affordable credit to youth women and persons with disabilities. The Fund was launched by His Excellency the President of the Republic of Kenya on 8th September 2013 and enacted through a Legal Notice No. 21 of the Public Finance Management (Uwezo Fund), Regulations, 2014.
- 2 The Uwezo Fund Oversight Board (UFOB) invites sealed tenders from eligible candidates for **Supply, Installation and Commissioning of CCTV and Biometric Access Units**
- 3 Interested eligible candidates may obtain further information from and inspect the tender documents at the procurement office, situated at the **Uwezo Fund Oversight Board Office on 16th floor, Lonrho House** during normal working hours.
- 4 Invited bidders may obtain the tender document from the Fund's offices at Lonrho House, 16th Floor upon payment of a **non-refundable fee of KES 1,000.00** payable to the Uwezo Fund Oversight Board.
- 5 Prices quoted should be net inclusive of all taxes and delivery costs, must be in Kenya Shillings and shall remain valid for **90 days** from the closing date of the tender.
- 6 Completed tender documents are to be enclosed in plain sealed envelopes, clearly marked with the tender number and tender name and be deposited

in the Tender Box at **the Reception 16th floor of Lonrho House, Standard Street** or be addressed to:-

**CHIEF EXECUTIVE OFFICER
UWEZO FUND OVERSIGHT BOARD
P.O. BOX 42009 - 00100,
STANDARD STREET, NAIROBI.**

so as to be received on or before **5th day of January 2016 at 10.00 a.m.**

- 7 Tenders will be opened immediately thereafter in the presence of candidates representatives who choose to attend at **UFOB Boardroom, 16th floor, Lonrho House.**

Head: Supply Chain Management Services
FOR: Ag. CHIEF EXECUTIVE OFFICER

SECTION II – INSTRUCTIONS TO TENDERERS

	Page
2.1 Eligible Tenderers	6
2.2 Cost of tendering	6
2.3 Contents of tender documents	7
2.4 Clarification of Tender documents	7
2.5 Amendment of tender documents	8
2.6 Language of tenders	8
2.7 Documents comprising the tender	8
2.8 Form of tender	9
2.9 Tender prices	9
2.10 Tender currencies	9
2.11 Tenderers eligibility and qualifications	9
2.12 Tender security	10
2.13 Validity of tenders	11
2.14 Format and signing of tenders	11
2.15 Sealing and marking of tenders	12
2.16 Deadline for submission of tenders	12
2.17 Modification and withdrawal of tenders	12
2.18 Opening of tenders	13
2.19 Clarification of tenders	14
2.20 Preliminary Examination	14
2.21 Conversion to other currencies	15
2.22 Evaluation and comparison of tenders	15
2.23 Contacting the procuring entity	16
2.24 Post-qualification	17
2.25 Award criteria	17
2.26 Procuring entities right to vary quantities	17
2.27 Procuring entities right to accept or reject any or all tenders	17
2.28 Notification of award	18
2.29 Signing of Contract	18
2.30 Performance security	19
2.31 Corrupt or fraudulent practices	19

SECTION II INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

- 2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the **date** of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.5,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of tender documents

- 2.3.1. The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders
- i) Instructions to tenderers
 - ii) General Conditions of Contract

- iii) Special Conditions of contract
- iv) Schedule of Requirements
- v) Details of service
- vi) Form of tender
- vii) Price schedules
- viii) Contract form
- ix) Confidential business questionnaire form
- x) Tender security form
- xi) Performance security form
- xii) Principal's or manufacturers authorization form
- xiii) Declaration form

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

2.4 Clarification of Documents

2.4.1. A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents"

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

2.5 Amendment of documents

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

2.5.2. All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

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

2.6 Language of tender

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

2.7 Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

(a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.

(b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;

(c) Tender security furnished is in accordance with Clause 2.12

(d) Confidential business questionnaire

2.8 Form of Tender

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

2.9 Tender Prices

2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:

2.9.3 Prices quoted **by** the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.

2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

2.9.6 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.10 Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers

2.11 Tenderers Eligibility and Qualifications.

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

2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12 Tender Security

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

2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.

2.12.2 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.3 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:

- a) A bank guarantee.
- b) Cash.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit

2.12.4 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 2.20

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

2.12.6 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.

2.12.7 The tender security may be forfeited:

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

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

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

or

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

(c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

2.13.1 Tenders shall remain valid for 60 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14 Format and Signing of Tender

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

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

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

2.15 Sealing and Marking of Tenders

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

(a) be addressed to the Procuring entity at the address given in the invitation to tender

(b) bear, tender number and name in the invitation to tender and the words: "DO NOT OPEN BEFORE 5th day of January 2016 at 10.00am,"

- 2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”. —
- 2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.
- 2.16 Deadline for Submission of Tenders**
- 2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than ...5th .**day January, 2016 at 10.00am.**
- 2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.
- 2.16.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the appendix.
- 2.17 Modification and withdrawal of tenders**
- 2.17.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification , including substitution or withdrawal of the tender’s is received by the procuring entity prior to the deadline prescribed for the submission of tenders.
- 2.17.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.
- 2.17.3 No tender may be modified after the deadline for submission of tenders.
- 2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer’s forfeiture of its tender security, pursuant to paragraph 2.12.7.

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

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

2.18 Opening of Tenders

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at UFOB Boardroom on the **5th day of January 2016 at 10.00am** and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

2.18.4 The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of tenders

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

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

Comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Preliminary Examination and Responsiveness

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

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

2.20.3 The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

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

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

2.21 Conversion to a single currency

2.21.1 Where other currencies are used, the procuring entity will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

2.22 Evaluation and comparison of tenders.

2.22.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

- (a) operational plan proposed in the tender;
- (b) deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 2.2.3 the following evaluation methods will be applied:

(a) ***Operational Plan.***

The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

(b) ***Deviation in payment schedule.***

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

2.22.5 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.22.6 To qualify for contract awards, the tenderer shall have the following:-

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing

(d) Shall not be debarred from participating in public procurement.

2.23. Contacting **the procuring entity**

2.23.1 Subject to paragraph 2.19, no tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence the procuring entity in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

2.24 Award of Contract

a) **Post qualification**

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

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Procuring entity deems necessary and appropriate.

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

b) **Award Criteria**

2.24.3 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.24.4 The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

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

2.25 Notification of award

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

2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.26 Signing of Contract

2.26.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

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

2.26.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.27 Performance Security

2.27.1 Within thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated or call for new tenders.

2.28 Corrupt or Fraudulent Practices

2.28.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.28.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

2.28.3 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

APPENDIX TO INSTRUCTIONS TO THE TENDERERS

Notes on the appendix to instruction to Tenderers

1. The appendix to instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to corresponding clauses in the instructions to tenderers included in section II and the appendix has to be prepared for each specific procurement
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the processing of the procurement and the tender evaluation criteria that will apply to the tenderers
3. In preparing the appendix the following aspects should be taken into consideration
 - a. The information that specifies and complements provisions of section III to be incorporated
 - b. Amendments of section II as necessitated by the circumstances of the specific procurement to be also incorporated.
4. Section II should remain intact and only be amended through the appendix.

Appendix to instructions to tenderers

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.1	➤ Only shortlisted firm are eligible
2.10	➤ Kenya Shillings
2.11	<ul style="list-style-type: none"> ➤ certificate of registration ➤ valid tax compliance ➤ power of attorney/ authorization to sign the tender document on behalf of the bidder ➤ dully signed confidential business questionnaire S33 ➤ dully completed and signed bid security declaration form ➤ list of past clients with contact details and person ➤ clearly marked technical brochures/write-ups of the items proposed to be supplied ➤ manufacturer's authorization for the equipment, where applicable ➤ warranty of 12 months ➤ confirmation of availability of spare parts for repair and service ➤ standardization certification, where applicable
2.12	➤ Dully filled and signed bid security declaration form
2.24	➤ N/A
2.30	➤ N/A

SECTION III GENERAL CONDITIONS OF CONTRACT

TABLE OF CONTENTS

Page

3.1	Definitions
3.2	Application
3.3	Standards
3.4	Use of contract documents and information
3.5	Patent Rights
3.6	Performance security
3.7	Inspections and tests
3.8	Payment
3.9	Prices
3.10	Assignment
3.11	Termination for default
3.12	Termination for insolvency
3.13	Termination for convenience
3.14	Resolution of disputes
3.15	Governing language
3.16	Force majeure
3.17	Applicable law
3.18	Notices

SECTION III GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

- a) “The contract” means the agreement entered into between the Procuring entity and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) “The services” means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Procuring entity under the Contract.
- d) “The Procuring entity” means the organization sourcing for the services under this Contract.
- e) “The contractor means the individual or firm providing the services under this Contract.
- f) “GCC” means general conditions of contract contained in this section
- g) “SCC” means the special conditions of contract
- h) “Day” means calendar day

3.2 Application

These General Conditions shall apply to the extent that they are not superceded by provisions of other part of contract.

3.3 Standards

- 3.3.1 The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements

3.5 Patent Right's

The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof .

3.6 Performance Security

Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.

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

3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of:

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

3.6.4 The performance security will be discharged by the procuring entity and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

3.7 Inspections and Tests

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

3.7.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to

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

3.7.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.

3.7.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.8 Payment

3.8.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in SCC

3.9 Prices

Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC, vary from the prices by the tenderer in its tender or in the procuring entity's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

3.10 Assignment

The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with the procuring entity's prior written consent.

3.10 Termination for Default

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

- a) if the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- b) if the tenderer fails to perform any other obligation(s) under the Contract.

- c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

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

3.12 Termination of insolvency

The procuring entity may at the any time terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

3.13 Termination for convenience

3.13.1 The procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.14 Resolution of disputes

The procuring entity's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.15 Governing Language

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.16 Force Majeure

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

3.17 Applicable Law.

The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC

3.18 Notices

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party’s address specified in the SCC

A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION IV SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

The clauses in this section are intended to assist the procuring entity in providing contract specific information in relation to corresponding clauses in the general conditions of contract.

The provisions of section IV complement the general conditions of contract included in section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the procurement of services required. In preparing section IV, the following aspects should be taken into consideration.

- a) Information that complement provisions of section III must be incorporated
- b) Amendments and/or supplements to provision of section III, as necessitated by the circumstances of the specific service required must also be incorporated

Where there is a conflict between the provisions of the special conditions of contract and the provisions of the general conditions of contract the provisions of the special conditions of contract herein shall prevail over the provisions of the general conditions of contract.

SECTION IV SPECIAL CONDITIONS OF CONTRACT

- 4.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.
- 4.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract referen	Special conditions of contract
3.6	N/A
3.8	As per the requirements
3.9	Not Allowed
23.14	As per general conditions of contract
3.17	Laws of Kenya
3.18	<p>Client: Ag. Chief Executive Officer, Uwezo Fund Oversight Board, Lonrho House, 16th Floor, Standard Street P.O. Box NAIROBI.</p> <p>Supplier:</p>

SECTION V – SCHEDULE OF REQUIREMENTS

Notes for preparing the schedule of requirements

The schedule of requirements for the services shall be included in the tender documents by the procuring entity and shall cover at the minimum a description of the goods and services to be supplied and the delivery schedule.

The objectives of schedule of requirements is to provide sufficient information to enable tenderers to prepare their tenders efficiently and accurately, in particular, the price schedule, for which information is provided.

In addition, the schedule of requirements, together with the price schedule, should serve as a bases in the event of quantity variations at the time of award of contract pursuant to instructions to tenderers clause 26.

The date or period of delivery should be carefully specified, taking into account the date prescribed herein from which the procuring entity's delivery obligations start (notice of award).

This part will include any deliverables under the service contract

1	2	3	4
Item	Description	Quantity & quality	Duration
1	Supply, installation and commissioning of CCTV surveillance system	1 unit	
2	Supply, installation and commissioning of Biometric access control system	1 unit	

SECTION VI DESCRIPTION OF SERVICES

BACKGROUND

Uwezo Fund Oversight Board intends to improve its office premises security system by installing and commissioning seven (16) CCTV cameras and biometric access on its 16th and 11th floors at Lonhro House. Eight (8) cameras will be installed on the 16th floor and eight (8) on 11th floor. Required for this work will be NVR system, CCTV cameras, cabling, 3 LCD/LED Display screens, configuratios and labour. Five biometric access points on 16th floor, two on 11th floor, hydraulic door holders on seven doors and a storage system, cabling and labour.

SPECIFICATION FOR WEB-BASED ACCESS CONTROL SYSTEM

1. SCOPE:

The modular access control system shall be a completely integrated security solution providing controlled access to the facility at specified locations through the use of high security proximity technology. The system shall provide distributed supervised inputs and outputs to allow for alarms to be detected and triggered. These inputs and outputs shall be configurable via software to control building functions such as power control. The system control panels will be fully upgradeable using flash memory firmware.

2. SYSTEM ARCHITECTURE:

The access control and alarm monitoring system shall be a flexible single-user, open-architecture facility management system. The system shall be designed using reliable state-of-the-art technology allowing for easy and economical expansion. The scaleable design shall allow for operation from an embedded Web based server without a dedicated server or PC workstation. The panel must also have the capability to operate in a hosted mode with access control software.

The system shall feature embedded Linux software that intelligently controls the reader network to provide automated data collection and configuration updates, facilitating seamless operation from controllers. All control panels shall utilize off-line distributed processing concepts including inter-controller communication if upgraded.

Connecting to the web server shall be accomplished via USB, Ethernet through a web server hub connection or Ethernet through web server direct connection.

3. SYSTEM SOFTWARE:

The software suite shall comprise various integrated software modules that allow for the full integration and retrieval of transactions from the hardware, as well as alarm monitoring, reporting, and scheduling capabilities. The software modules shall allow editing of personnel, access levels, system configuration and reporting to be controlled by a password protected user interface. System operation for individual operators shall be possible using assigned passwords only.

The user shall have the ability to perform hardware configuration changes during or after the installation which shall include functions such as door open time, door contact time, location and reader names, and access rights configuration.

The system software shall support configuration of alarms triggering the system. The system shall incorporate scheduled events activated by either time or a specific programmed event, therefore being time or event triggered. Access control functions shall include validation based on time of day, day of week, holiday scheduling, and access validation based on positive verification of card or card + PIN (Personal Identification Number).

- Zone-related Software Features
- Supervisor card unlock
- Card-related Software Features
- Time-limited access
- PIN codes
- Suspension of cards
- Multiple card access
- Card access groups
- Time patterns (schedules)
- Anti-pass back (APB) control
- Reporting
- First Card Rule (Activates the door time zone)
- Two Card Rule-Supervisor card and regular card to allow access
- Time zone card toggle for door locks
- Latching mode for door locks

4. HARDWARE:

The quantities of components shall be determined and installed by the contractor based on the requirement to provide a fully operational integrated access control system as per the intent of the specification.

Communication between components i.e. gateway controller shall be RS485.

All terminals and controllers must allow for direct Firmware upgrade from the RS485 network connection. The units must be upgradeable during normal system operation, therefore should one unit be in upgrade mode all other units will continue to operate normally. The firmware shall be stored in FLASH memory on the individual units.

4.1 System Controller:

Each controller loop shall be capable of (31) panels or 124 readers.

The standard controller configuration shall support 10,000 card capacity and 25,000 event capacity.

4.2 Door Control:

The terminals and remote readers supported by the controller shall be any combination of the following: card only, card and pin, card or pin, pin only, lockdown, disabled, supervisor, escort, limited use card, expire on date, first card rule, snow day rule, time zone toggle and anti-passback with local/global capability and hard and soft implementation.

Card Reader: The reader shall be fully sealed and potted electronics for use outdoors. It must include 3 bezels color including black, charcoal and ivory. It must have an integral optical tamper and security screw. The unit must be able to communicate with the proximity cards at a read range of 2 – 3”

Inputs: Provides 14 fully configurable four-state supervised input points. System capacity must have a total of 78 inputs

Outputs: Provides 8 SPDT Form C relay outputs rated at 10A @ 28vdc, 8 open collector’s outputs 16ma @12vdc, 4 reader LED aux output and 4 reader buzzer output.

4.3 Cards and Database:

The card and event buffer capacity shall be 10,000 card capacity and 25,000 event capacity. The firmware revision shall have on-board flash memory for field firmware revisions and feature expansion. Offline database backup shall be available. Export capabilities for card database, alarms and events. The panel shall support 128 unique card formats and 8 site codes. Maximum card format size shall be 75bit suitable for handling the card format of PIV, TWIC, and FRAC cards. The time zones support will be a minimum of 127 with 128 access levels and 255 holidays.

4.4 Reports and Analysis:

The system shall be capable of integrated reports, import/export of card database and alarms and events can be exported and saved in offline storage.

4.5 Embedded Web Server:

Supported browsers shall include Internet Explorer. The web browser control will allow full control monitor, view live events and manually control doors and readers. Secure web browsing shall be SSL and SHA-1 secure socket layer encryption.

4.6 System Information:

The system shall support Global Geographic Time Zone support and Daylight Saving Time support. The processor will be Free scale Coldfire 32-bit. The system must be CE and FCC compliant with UL-294 listing.

4.7 System Testing:

The Contractor shall demonstrate the functionality of the system upon completion of installation, and shall document the result of all tests and provide these results to the Customer.

4.7 Warranty:

All equipment and systems shall be guaranteed by the Contractor for a period of one (1) year commencing with the filing date of the Notice of Completion, provided the system has been inspected and signed off by the customer. The guarantee shall cover all costs for Warranty Service, including parts, labor, prompt field service, pick-up, transportation, and delivery.

INTEGRATED ACCESS CONTROL AND SURVEILLANCE SYSTEM

Features

Unlimited account support
Unrestricted users
Integrate access control, digital video and intrusion integration
Arm or disarm with a card read
Record and playback access or intrusion events and alarms – Multiple camera control, including PTZ
Programmable camera presets
Synchronised video playback
Alarm video popup and user verification
Synchronised video
Professional Access Control integration using access control panels
Manage cardholders through multiple locations
Multilingual software;
Available as single or five concurrent operator workstations or as Professional Edition (PE) for unrestricted number of workstations
Quick start set-up and configuration wizards
Real-time alarm/event monitoring
99 priority levels
Control and response, including acknowledge, clear, annotate, live video, recorded video
Manual override, lock and unlock doors, shunt/unshunt zones and input points – Manual override of system functions
Arm/disarm partitions and zone
Bypass/Un-Bypass Zones
Generate predefined or customised reports using easy templates
Schedule e-mail or printed reports
CCTV control interface to most popular matrix switchers
Operating systems supported: Windows® Vista Enterprise, Windows® Vista Business, Windows® XP Professional SP2 and Windows® 2003 Server

CCTV SURVEILLANCE SYSTEM HARDWARE SPECIFICATIONS

4mp IP DOME CAMERA with PoE SUPPORT		
Specification:		
System parameters	Image Sensor:	1/3" 4Megapixel CMOS Solution: OV4689+GM8138 Chipset
Effective Pixels	2512 (H)x1520(V)	
Min. Illumination	Color: 0.05LUX/F1.4, B/W: 0Lux (IR on)	
S/N Ratio	>50dB	
Backlight Compensation	BLC	

WDR	Digital WDR	
Noise Reduction	3D DNR	
Gain Control	Auto/Manual	
Day/Night	Auto(ICR) / Color / B/W	
White Balance	Auto	
Electronic Shutter Speed	Auto/Manual 1/50~1/10000	
IR distance	IR distance 30 Meters(36pcs LED)	
Adjustment Range	Pan:0° - 360°, Tilt: 0° - 90°, Rotation: 0° - 360°	
Lens	Focal Length : 2.8~12mm motorized	
Max Aperture	F1.4	
Focus control	Auto	
Angle of View	H: 107°(Wide)~35° (Tele),V: 61°(Wide)~20° (Tele)	
Lens Type	Motorized/Auto Iris(DC)	
Video	Video Compression	: H.264 High Profile / JPEG Snapshot
Resolution	Main Stream:	4M(2512*1520)/3M(2048*1536)/1080 P(1920*1080)
	Sub Stream:	352*288
Video Bitrates	1024Kbps ~ 8092Kbps	
Video Frame Rate	30fps@4M	
Audio	Compression : ADPCM	
Interface	1channel Audio in /RCA	
Network	Ethernet : RJ-45 (10/100Base-T)	
Wi-Fi	Option	
Network Protocol	IPv4, HTTP, SSL, TCP/IP, UDP, UPnP, ICMP, IGMP, SNMP, RTSP, RTP, SMTP, NTP, DHCP, DNS, PPPOE, DDNS, FTP, IP Filter, QoS, Cloud	
Network Preview	Web browser view, including IE,Chrome,Firefox	
Smart Phone	Supports iPhone, iPad, Android phone, pad,	

	Windows Mobile phone.	
Compatibility	Onvif V2.1	
Max. User Access	2 Users	
General	Power Supply :	DC12V PoE (802.3af) (optinal)
Power Consumption	<8W	
Working Environment	10°C~+55°C(14°F~131°F), 10%~90%	
Ingress Protection	IP66	
Dimensions	Φ142 x122mm	
Weight	700g	

PoE Switch (3 No.)

Product	26-port Full Gigabit Managed PoE Switch
Connector	24x 10/100/1000M copper cable RJ45 ports(all ports support M DI/MDIX)
	24x POE ports, 2 Gigabit SFP ports
PoE Power	Max output power (single port): 30W
	Total output power: 450W
	PoE Pin assignment: 1/2(+),3/6(-); 4/5(+),7/8(-) for customization
	Input Power supply: AC:90~264V/50~60Hz 450W
Network Medium	10/100Base-TX:UTP category 3/4/5 cables(Maximum 100m)
	1000Base-T:UTP Category 5 cable(Maximum 100m)
	1000Base-SX:fiber with 850nm wavelength, 550m
	1000Base-LX:fiber with 1310nm/1550nm wavelength, 80km

MTBF	100000 hours
Bandwidth	≥52Gbps
Forwarding Rate	10M:14880pps/port
	100M:148809pps/port
	1000M:1488095pps/port
MAC Address Table	Up to 16K MAC addresses
	Support auto-update, two-way learning
Port Flow Control	Back-pressure traffic control under Half-Duplex mode
	IEEE 802.3x traffic control under Full-Duplex mode
Jumbo Frame	Maximum support 9216Byte
VLAN	Support up to 4096 VLANs
	Port-based VLANs
	VLANs based on IEEE 802.1q
Spanning Tree	Support Spanning Tree Protocol
	Support Rapid Spanning Tree Protocol(RSTP)
Link Aggregation	Support 8 aggregation groups, and a maximum of 4 ports in each aggregation group
Port Mirroring	Support bi-direction port mirroring
Ring Protection	Support Ring Protection, provide real-time detecting, quick alarm, precise localization, smart blocking and auto-recovery
Port Isolation	Isolation between downlink ports without influence the communication between
	downlink and uplink ports
Multicast Control	Support IGMP Snooping
Storm Suppression	Support the suppression of broadcast storm based on forwarding rate
Security	Port-base MAC address binding
	Security restriction on port-based MAC address quantity

QOS	SP(Strict Priority)
	WFQ (Weighted Fair Queuing)
	WRR (Weighted Round Robin)
	802.1p(Port Queuing Priority)
	Differentiated Service Code Point(DSCP Priority)
Maintenance	Uploading or downloading of the configuration data
	Uploading of upgrade patch
	WEB-based reset to factory defaults
	Support port short-circuit reset to factory defaults
Management	Support WEB-based management
PoE output priority	Supported
Management	
LED Indicators	Power,Link/Act,PoE Status
Energy Saving	Comply with "EEE" Energy Efficient Ethernet
Environment	Operating Temperature: -20°C~50°C
	Storage Temperature: -40°C~70°C
	Operating Humidity: 10%~90% non-condensing
	Storage Humidity: 5%~95% non-condensing
Safety	IAF CE FCC RoHS CCC
Warranty	1 Year

STORAGE MODULE (2 No.)

Function	Performance	
System	Language	English
Operation Interface	Graphical menu operation interface(OSD menu)	

Password security	Permissions setting of administrator & user	
Video	Video input	4 channels, support CIF/HD1/D1/960H/720P AHD camera
4 x RJ45, support IPC camera with maximum of 1080P		
Video output	3 channels (1 x HDMI , 2 x CVBS,1 as ϕ 3.5 Phone Jack, 1 in the 24pin connector)	
Video display	Single picture, 4 pictures	
Signal system	PAL / NTSC	
Image compression	H.264 Main profile	
Audio	Audio input	4 channels
Audio output	2 channels (1 as ϕ 3.5 Phone Jack, 1 in the 24pin connector)	
Record format	Synchronized video & audio recording	
Recording & Storage	Video resolution	Support 4 channels CIF/HD1/D1/960H/720P AHD camera Video input
Support 4 channels 720P/1080P IP camera Video input		
Support 2 channels 720P AHD+2 channels 960H Hybrid Video input		
Support 4 channels 720P AHD+4 channels IP camera Hybrid HD Video input		
Video coding	ISO14496-10	
Video bit rate	CIF: 1536Kbps ~ 128Kbps,	
D1	2048Kbps ~ 400Kbps,	
960H	2048Kbps ~ 400Kbps,	
8 grades of image quality optional, Grade1 as best, Grade8 as lowest		
720P/1080P	4096Kbps ~ 400Kbps	

8 grades of image quality optional, Grade1 as best, Grade8 as lowest		
Audio bit rate	8KB/s	
Storage	Up to 2TB HDD/SSD and 1 SD card for backup(with 3G/4G module option)	
Alarm	Alarm input	8 channels, alarm activated by low voltage (<1V) or high voltage (>5V)
Alarm output	1 channel, 12V output	
Communication Ports	RS485	RS485×1
RS232	RS232×2	
Wireless Communication	3G	Built-in 3G (HSUPA / HSDPA / WCDMA / EVDO / TD-SCDMA) module optional
4G	Built-in 4G(TDD-LTE / FDD-LTE) module optional	
Wi-Fi	Built-in Wi-Fi(2.4 / 5.8 Ghz) optional	
GPS	Built-in GPS module. Real-time geographic coordinates, speed information	
G-Sensor	Built-in G-Sensor	
Software	PC playback	Video files playback in PC
CMSV6 / IVMS	Wireless real-time video & audio monitoring, GPS, alarm, etc.	
Software Upgrade	Upgrade through the front USB2.0 & hard disk	

NETWORK VIDEO RECORDER (2 No.)

Network Video Recorder (NVR)		
	Operating System	Embedded LINUX Operating System
Video Specification	Video Input	36CH
	Preview Resolution	1080P/960P/720P@25fps, 1080P/960P/720P@30fps
	Video Compression	H.264

	Encoding Resolution	1080P/960P/720P
	Frame Rate	1080P/960P/720P@max30fps
	Video Coding rate	512Kbps~6144Kbps,3072Kbps in default
	Video Playback	4*1080P
	Sub Stream	Cif@15fps
	Stream Type	Video Streaming/Compound Flow
	Dual Stream	support
Audio specification	Audio Compression	G.711A
	Audio Sample Rate	8KHz/16Bit
	Audio Bite Rate	64Kbps
Video Interface	Video Input	RJ45 x 36
	Video Output	1 ch VGA output,1 ch HDMI output
Video Management	Recording Mode	Alarm Recording, Timing Recording, Motion Detection Recording, Manual Recording
	Backup	U disk, Hard Drive, Mobile phone, network
Audio Interface	Audio Output	1*RCA Optional)
Alarm	Alarm Input	4ch (optional)
	Alarm Output	1ch (optional)
HDD	Interface Type	SATA x 4
	Single Disk capacity	MAX 4TB
External Interface	Network Interface	1000M Ethernet Interface
	Serial Interface	1 RS485(Optional)
	USB 2.0 Interface	2
Other Information	Power Supply	DC12V
	Working Temperature	-10~55
	Working Humidity	10%~90%

CCTV MATRIX SWITCHER (2 No.)

	64 bus matrix switcher
Video input	256 channels
Video output	64 channels
Video/Audio Index	Video input signal: 1Vp-p(75Ω), Video output signal: 1Vp-p(75Ω)
	Audio inout signal: 0.5~5Vp-p(600Ω), Audio Output Signal: Input Follower
	Video S/N: >70.5 dB, Audio S/N: >58 dB
	The Video Input Isolates: >55 dB, The Video Output Isolates: >50 dB
	The Audio Frequency Input Isolates: >58 dB, The Audio Frequency Output Isolates: >55 dB
	Video Channel Bandwidth: 12MHz , Audio Channel Bandwidth: 50Hz~30KHz
Switch Attribute	Manual/Auto cross point switch and salvos
Video/Audio switch	Synchronous switch
Switch mode	Power synchronous switch
Switch speed	PAL≤20ms; NTSC≤16.7ms
Date storage	Built-in memorizer, Non-volatile memory for a minimum of 10 years
Character overlay	Character with white bottom and black frame, no flickness
Screen display	Date, Time, Camera Title, alarm info,...etc.
Image input	Computer input(Vinet software)
IP mode	Ethernet Mode or One Channel Video Server
Power	AC220V/50W 50Hz (AC110V/50W, 60Hz)
Dimension	483mm(L) x 317mm(W) x 400mm(H)

CCTV DISPLAY LCD MONITOR (3 No.)

CCTV Display Monitor	
The main technical parameters	
Panel Type	46 "FullHD Panel
Physical resolution	1920 (H) _ 1080 (V)
Pixel pitch	0.63mm _ 0.63mm
Aspect Ratio	16:09
Response time	5ms
Brightness	500 cd/m2 Can change the LED backlight plate, the brightness can reach as high as 1500cd/m2
Contrast	1500:01:00
Viewing Angle	178 i (H) / 178 i (V)
Display Color	16.7M
Video Input	CVBS (BNC) _ 3 , S-Video (Y / C) (BNC) _ 1
PC signal input	VGA _ 1
Digital Input	DVI _ 1 , HDMI _ 1 , 1080P (1920 _ 1080) backward compatible
HD input	YPbPr _ 1 , 1080P (1920 _ 1080) backward compatible
Video Output	CVBS (BNC) _ 2
Audio Input	Earplugs _ 2
Audio Output	No
Audio Systems	2W speaker _ 1
Intelligent cooling system	Intelligent temperature control fan, self-test function, save energy, reduce noise, reduce the machine temperature, improve machine reliability
Automatic backlight system	Adaptively adjust the backlight brightness with the environment, save energy, reduce heat LCD screen, improve machine reliability; effective solution to eye fatigue, ease of long-term monitoring
System Control	English language switching, contrast, brightness, sharpness, color saturation, hue, signal switching, source browser, color temperature adjustment, re-penetrance switch operating status display
Operation	Wire, infrared remote control, remote control
Bus Control	I2C
Video Format	PAL , NTSC3.58 , NTSC4.43
Wide voltage design	100 ~ 240V AC
Power Consumption	^ 320W
Mounting holes	800mm _ 400mm (width _ height)
Weight (with packaging)	About 50kg
Installation	Comes with mounting holes, base accessories .
Storage Temperature	-20 ¼ C ~ 60 ¼ C

Operating Temperature	0 ¼ C ~ 50 ¼ C
Humidity	10 ~ 90%
Housing material	Metal shell, anti-static, anti-magnetic, anti-strong electric field interference
Quality standards	ISO9001. Chinese electrical products compulsory certification (3C)
Environmental standards	All components and packaging materials in compliance with international environmental standards

TECHNICAL EVALUATION CRITERIA FOR CCTV SYSTEM

	<u>FUNCTIONALITY (NVR)</u>	<u>MARKS</u>
1.	No of Cameras accommodated, output quality, processor speed, display supported (provide evidence/references/brochures)	<u>8</u>
2.	Back up support, zoom function, phone remote surveillance support (provide evidence/ references/brochures)	<u>7</u>
3.	No & capacity of HDD supported, support for compression mode (Provide evidence/references/brochures) *Site survey recommended	<u>10</u>
	<u>CCTV CAMERAS</u>	
4.	Resolution, Processor, Compression standard ((Provide evidence/references/brochures)	<u>10</u>
5.	Lamp, night function, image quality, email alert function, browser supported access – remotely, number of simultaneous access supported,	<u>8</u>
6.	PoE/DC12V power supply and WiFi module for option, Supports Andriod, windows smart phones ios system smart phone surveillance, Can work in low illumination of 0.5Lux/F1.2	<u>7</u>
7.	For all the product, manufacturer authorization / proof of dealership	<u>10</u>
8.	Project implementation plan/ methodology	<u>10</u>
9.	TOTAL	<u>70</u>

B. HARDWARE SPECIFICATION FOR WEB-BASED ACCESS CONTROL SYSTEM

ACCESS CONTROL MODULE (7 No.)

Specifications	
Identification Mode	Fingerprint, Mifare card, PIN+password
Card reader type	Mifare one
Identification Speed	FP identification < 0.2s
Max FP Storage	3000pieces, upgradeable to 10000pieces
FP Enroll Number Allowed	Ten for each person, 2 each recommended
FAR / FRR	< 0.001 % / < 0.1 %
Display	3.5"color TFT LCD resolution 320×240
Storage Capacity	256MB Hard Disk, support 16GB SD card
Network Interface	100/10Base-T Ethernet interface
Communication Protocol	TCP/IP
Power	DC 12V, 2A
Working Environment	Temperature 0-50deg, humidity 10%-90%
Dimension	173×131×45 (mm) wall hang installation
Photography	1.30 mega pixels, HD color camera
USB Interface	Internal USB2.0 Hi-speed interface
Notice Announcement	Remote-control announcement
USB Transfer	U disk to store, upload and download staff archives
Sound Effect	Voice Reminder, Hour Striking
Multimedia Function	Advertising and mpg file play

DOOR INGRESS (7 No.)

Specifications
· Contact Rating: 3A/AC120V,DC30V
· Input Volt.: DC 12V
· Simple and clear for operation.
· Operation temperature range -20.C 55.C
· Life: 100,000 Times
· Durable stainless steel plate
· Dimension: 86Lx86Wx29H(mm)
· Weight: 85g

MAGNETIC LOCKS (7 No.)

Specifications	
Lock Dimension	250Lx48.5Wx25H(mm)
Armature Plate Dimension	180Lx38Wx11H(mm)
Holding Force	280kg(600Lbs)
Input Voltage	12VDC+10%
Current	12V/500mA
Signal Output	Door status Output, (NO/NC/COM) (Optional: HSY-280-LED)
LED (Optional: HSY-280-LED)	red indicates the door is unlock, Green indicates the door is lock
Auto Lock Time Delay	0/3/6/9sec. (Optional: HSY-280T-LED)
Suitable	Wooden door , Glass door ,Metal door , Fireproof door
Surface Temp	< + 20 Degree
Operating Temp	-10~+55 Degree (14-131F)
Humidity	0~90%(non-condensing)
Cover Finish	Anodized aluminum
Lock Finish	Zinc
Armature Plate Finish	Zinc
Weight	2.1KG

HYDRAULIC DOOR CLOSER (7 No.)

Specifications	
Dimension:	150L*37W* 55 H(mm)
Weight of door max :	25-45kg
Max open angle:	180
Installation dimension:	132mm*19mm
Appropriate door:	500mm-1000mm
Closing speed:	180°- 20°
Speed adjustment :	0°- 20°
Certification:	CE,MA
Warranty:	2 years
Frequency of use:	350,000 cycles
Net Weight:	0.97KG

DOOR CONTROL MODULE (7 No.)

Specifications	
CPU	32bit MIPS CPU
RAM	32M bits
Flash Memory	256M bits
User	30000
Event Buffer	100000
Power / Current	DC 9.6V-14.4V, Rated Max.1A
Reader Port	12ea (26bit Wiegand, 8bit Burst for PIN)
Communication	RS485, TCP/IP
Baud Rate	38,400bps (Recommended) / 9600bps, 19,200bps, 57,600bps (selectable)
Input Port	12ea (4 Exit device, 4 Door Status,4 AUX)
Output Port	4ea (1 FORM-C Relay Output, SPDT 5A@36VDC/8A@30VAC)
	4ea (1 Aux FORM-C Relay Output, SPDT 2A@30VDC)
LED Indicator	Yes, LED indication for communication, power, status and punch card
Operating Temperature	0°to +55°C
Operating Humidity	10% to 80% relative humidity non-condensing
Dimension (L*W)mm	160(W)*106(H)(single board)
	345(W)*275(H)*70(D)(with power supply and metal box)
Certification	CE, FCC
Unit Size	160mm *106mm
Unit Packing Way	Brown box
Unit Packing Size	
273mm*228mm*65mm	
Accessories	User Manual, warranty card
Function Introduction	
Conventional Function	offline operation; real time supervision; photo display; mass storage; flexible user privilege setup; remote unlocking; multi-user supervision; quick setting; convenient checking and query; revisable and printable report form; report form; report can be exported to excel file; card + password unlocking; alarm for long time unclosing; alarm for invalid card swiping; first card unlocking; alarm for illegal break in; unlocking at definite time; e-map ,patrol, meeting, const meal etc.

Professional function	for professional users such as bank, cash house, telecom station, power supply station, prison and police station: interface locking; intimidation alarm; integrated fire control; anti-passback and anti-tail; interlocking; multi-card unlocking; emergency double locking; in door population checking; unlocking based on internal and external validation.
all-in-one-card management system	normal shift and multi-shifts time attendance management system; fixed ration dining management system; meeting attendance management system; online patrol management system and security alarm management system.
Parameter	
Communication	TCP/IP
English Software supportable database:	SQL
Description	Control 1 door, get in and out door by swiping card, or get in by swiping card and get out door by button
Power Supply	12VDC; 4-7A
Power Consumption of Circuit Board	Less than 100mA
Input Format of Reader	Wiegand 26/34 bit (All card reader with compatible protocol, such as Motorola , HID, EM , Mifare one etc)
Quantity of Readers	4 Pcs
Door Controlled	four
Door opening time extending setting	1-600 Seconds(adjustable)
Max q ' ty of controller	Unlimited
Operation Temperature	-40°C-70°C
Operation Humidity	10-90 % RH , No Condensation
Q ' ty of users	20,000 Users
Q ' ty of Event Buffers(offline)	100,000 Event Buffers
Power interruption protection measure	High Speed Memory, Records never lose
Max Distance from Reader to Controller	100M (suggestion distance 80m)
Max Distance between Controllers	
Depend on network range	
Collocations	PCB board, case, power, power line, serial port communication line, software, manual, certificate, key(2pcs), carton
Alarm for long time door open, illegal break in, intimidate	Yes

Fire and alarm linkage	If no connection with the expansion board, only has software interface alarm, and drive the computer speaker. If connected with expansion board, is able to alarm by hardware, if connected with strengthened expansion board, then is able to Security alarm
Compulsive open and close door at long time	Yes
Open door in remote distance	Yes
Inter block	No
Anti pass back and tail	Yes
Multi-card open door	Yes
Open long time at specified time	Yes
Electronic map	Yes
Urgency locking	Yes
First card unlocking	Yes
Unlock based on internal and external validation	Yes
Keypad (card+password, supper password)	Yes

TECHNICAL EVALUATION CRITERIA FOR ACCESS CONTROL SYSTEM

Features	Marks
Integrate access control, digital video and intrusion integration	6
Arm or disarm with a card read	6
Record and playback access or intrusion events and alarms – Multiple camera control, including PTZ	8
Professional Access Control integration using access control panels	5
Manage cardholders through multiple locations	3
Available as single or five concurrent operator workstations or as Professional Edition (PE) for unrestricted number of workstations	5
Real-time alarm/event monitoring	5
Manual override, lock and unlock doors, shunt/unshunt zones and input points – Manual override of system functions	8
Arm/disarm partitions and zone	6
Generate predefined or custo Unlimited account support missed reports using easy templates	5

Schedule e-mail or printed reports	3
CCTV control interface to most popular matrix switchers	5
Operating systems supported: Windows® Vista Enterprise, Windows® Vista Business, Windows® XP Professional SP2 and Windows® 2003 Server	5
TOTAL	70

REQUIREMENTS

Bidders will be required to provide the following;

Proof of experience in carrying out the proposed installations. Submit names/reference of atleast three (3) clients where similar services have been successfully implemented within the last three (3) years.

Submit three (3)CVs of key personnel proposed to take the assignment showing areas of expertise with emphasis on access control installations.

Submit a brief company profile indicating expertise in supply, delivery, installation, implementation and technical support of cctv and integrated office access control system.

Current Tax Compliance Certificate.

Certificate of Registration/Incorporation

AGPO certificate

SECTION VII- STANDARD FORMS

Notes on standard forms

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.
2. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the procuring entity pursuant to instructions to tenderers clause 12.3
3. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.
4. The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the – conditions of contract.
5. The principal's or manufacturer's authorisation form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

SECTION VI - STANDARD FORMS

1. Form of tender
2. Price schedules
3. Contract form
4. Confidential Questionnaire form
5. Tender security form
6. Performance security form
7. Bank guarantee for advance payment
8. Declaration form

FORM OF TENDER

Date _____
Tender No. _____

To.....

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos.. _____ *[insert numbers,* the of which is hereby duly acknowledged, wed, the undersigned, offer to provide. *[description of services]* in conformity with the said tender documents for the sum of . *[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).
4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day Of _____ 20
[signature] _____ *[In the capacity of]*
Duly authorized to sign tender for and on behalf of _____

PRICE SCHEDULE OF SERVICES

Name of Tenderer _____ Tender Number _____ . Page ____ of _____ .

1	2	3	4	5	6	7
Item	Description	Quantity & quality	Duration	Unit Price	Total Price EXW per item (cols. 4x5)	Unit Price of other incidental services payable
1	Supply, installation and commissioning of CCTV unit	1 unit				
2	Supply, installation and commissioning of Biometric access unit	1 unit				

Signature of tenderer _____

Stamp: _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

CONTRACT FORM

THIS AGREEMENT made the ___ day of _____ 20___ between.....[name of procurement entity] of[country of Procurement entity](hereinafter called “the Procuring entity”) of the one part and[name of tenderer] of[city and country of tenderer](hereinafter called “the tenderer”) of the other part.

WHEREAS the procuring entity invited tenders for certain materials and spares. Viz.....[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring entity’s Notification of Award.
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

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

Signed, sealed, delivered by _____ the _____ (for the tenderer)

in the presence of _____.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

<p>Part 1 General</p> <p>Business Name.....</p> <p>Location of Business Premises</p> <p>Plot No,Street/Road.....</p> <p>Postal addressTel No.Fax Email</p> <p>Nature of Business</p> <p>Registration Certificate No.</p> <p>Maximum value of business which you can handle at any one time – Kshs.....</p> <p>Name of your bankers</p> <p>Branch.....</p>

	<p style="text-align: center;">Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details</p> <p>.....</p>																				
	<p style="text-align: center;">Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		
	<p style="text-align: center;">Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		
	<p>Date.....Signature of Candidate.....</p>																				

TENDER SECURITY FORM

Whereas[name of the tenderer]

(hereinafter called “the tenderer”)has submitted its tender dated.....[date of submission of tender] for the provision of

[name and/or description of the services]

(hereinafter called “the Tenderer”).....

KNOW ALL PEOPLE by these presents that WE.....

Of.....having registered office at

[name of procuring entity](hereinafter called “the Bank”)are bound unto.....

[name of procuring entity](hereinafter called “the procuring entity”) in the sum of

for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of 20_____.

THE CONDITIONS of this obligation are:

- 1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
- 2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:

- (a) fails or refuses to execute the Contract Form, if required; or
- (b) fails or refuses to furnish the performance security, in accordance with the instructions to tenderers;

we undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

(Amend accordingly if provided by Insurance Company)

PERFORMANCE SECURITY FORM

To:

[name of the Procuring entity]

WHEREAS.....[name of tenderer]

(hereinafter called “the tenderer”) has undertaken, in pursuance of Contract No. _____ [reference number of the contract] dated _____ 20____ to

supply.....

[Description services](Hereinafter called “the contract”)

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

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of
[amount of the guarantee in words and figures],

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of
[amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ____ day of 20

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

(Amend accordingly if provided by Insurance Company)

BANK GUARANTEE FOR ADVANCE PAYMENT

To.....

[name of tender].....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the special conditions of contract, which amends the general conditions of contract to provide for advance payment,

.....

[name and address of tenderer][hereinafter called “the tenderer”] shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of
[amount of guarantee in figures and words].
We,the

[bank or financial institution], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding
[amount of guarantee in figures and words].

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the tenderer under the Contract until [date].

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

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

- 1.
 - 2.
- etc.

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

- 1.
 - 2.
- etc

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of
.....20.....

SIGNED
Board Secretary

Form of Bid-Securing Declaration

Date _____

Bid No.: _____

To: _____ [insert complete name of Employer]

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Borrower for the period of time of **12 months** starting on **the date communicated by PPOA**, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Employer during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with **ITB 38**.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed:

_[insert signature of person whose name and capacity are shown]

In the capacity of _____ [_____
insert legal capacity of person signing the Bid-Securing Declaration]

Name: _____
_[insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of: _____ [_____
insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

Corporate Seal (where appropriate)