

**KENYA POST OFFICE SAVINGS BANK**



**My Bank, My Choice, My Future**

**TENDER FOR THE SUPPLY, REPAIR & MAINTENANCE OF NOTE COUNTING  
MACHINES.**

**TENDER REF NO. **KPOSB/015/2018****

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**Release Date**

**30<sup>th</sup> October, 2018**

**Closing Date**

**13<sup>th</sup> November, 2018 at 10.00am**

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## **INTRODUCTION**

Kenya Post Office Savings Bank herein referred to as Postbank, wishes to tender for the **Supply, Repair & Maintenance of Note Counting Machines** as specified in the tender document.

Bidders must possess the necessary professional, technical qualifications, competence, financial resources and experience in the provision of these services, reputation and the technical personnel to implement this contract. They should also have legal capacity to enter into the contract and that they have continuously fulfilled obligations to pay taxes and social security contributions.

## **BACKGROUND**

Postbank wishes to contract a reliable firm to supply, repair & maintain note counting machines. The repair & maintenance will also be done to the **current/existing three different types** of note counting machines (**Talaris Ntegra, MSD 1000 & DeLaRUE**). Comprehensive maintenance of note counting machines will be done **twice in a year** for a **contract period of four years**.

The detailed specifications for the supply, repair and maintenance of note counting machines are provided here below.

## 1.0: INVITATION TO TENDER

Date: **30<sup>th</sup> October, 2018**

Tender REF No: **KPOSB/015/2018**

**Tender Name: Tender for the Supply, Repair & Maintenance of Note Counting Machines.**

1.1 The bank invites sealed tenders from eligible candidates for **Tender for the Supply, Repair & Maintenance of Note Counting Machines.**

1.2 Interested eligible candidates may obtain further information from Procurement Office Located on 4<sup>th</sup> floor, South Wing Postbank House, Nairobi during normal working hours.

1.3 Prices quoted should be inclusive of **all taxes and delivery costs**, and must be expressed in Kenya shillings and shall remain valid for a period of **90 days** from the closing date of the tender.

1.4 **Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the Tender Box Located at Ground Floor, Postbank House and addressed to:**

**The Managing Director,**

**Kenya Post Office Savings Bank,**

**P.O. Box 30311-00100,**

**Nairobi.**

**So as to be received on or before **13<sup>th</sup> November, 2018** at 10.00 a.m.**

1.5 Tenders will be opened immediately thereafter.

## **2.0: 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. Postbank employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.1.3. 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 Postbank, 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. 1,000/=

### ***2.3 Contents of tender documents***

2.3.1 The tender document comprises of the documents listed below;

- i) Instructions to tenderers
- ii) Schedule of Requirements
- iii) Details of service
- iv) Form of tender
- v) Confidential business questionnaire form
- vi) Tender-Securing Declaration Form
- vii) Performance security form
- viii) Non-Debarment Form

ix) Integrity 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 Postbank in writing or by post, fax or email at the entity's address indicated in the Invitation to Tender document. Postbank 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 Postbank 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 Postbank 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, Postbank, 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, Postbank, 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 Postbank, 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 which must be completed accordingly in the format herein.
- (b) Documentary evidence established and certified as required in the mandatory, compliance and technical requirements.
- (c) Tender security furnished as required here in.
- (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 type of note counting machine to be provided.

## ***2.9 Tender Prices***

2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices for the maintenance of note counting machine it proposes to provide plus unit costs of the spare parts **all VAT inclusive**.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the note counting machine, spare parts & maintenance including all 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.

## *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 Tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform.

2.11.2 The documentary evidence of the tenderers qualifications to perform if its tender is accepted shall establish to the Postbank satisfactorily that the tenderer has the financial and technical capability necessary to perform the task.

## *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 Kshs. 100,000.**

2.12.3 The tender security is required to protect the Postbank against the risk of Tenderer's conduct which would warrant the security's forfeiture.

2.12.4 The tender security shall be denominated in Kenya Shillings and shall be in the form of:

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

2.12.5 Any tender not secured as stated herein will be rejected by the Postbank as non-responsive.

2.12.6 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 Postbank.

2.12.7 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, and furnishing the performance security as stated herein.

2.12.8 The tender security may be **forfeited**:

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

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

(i) to sign the contract.

**or**

(ii) to furnish performance security.

**or**

(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 **90 days** or as specified in the invitation to tender after date of tender opening prescribed by the Postbank. A tender valid for a shorter period shall be rejected by the Postbank as nonresponsive.

2.13.2 In exceptional circumstances, the Postbank 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. **All pages of the tender shall be well serialized and 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 Postbank 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 13<sup>th</sup> November, 2018 at 10.00 a.m**”
- 2.15.2 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”. —
- 2.15.3 If the outer envelope is not sealed and marked as required, Postbank 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 Postbank at the address specified in the invitation to tender and marked **DO NOT OPEN BEFORE 13<sup>th</sup> November 2018 at 10.00 a.m.**

2.16.2 Postbank may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents as may be necessary, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the dead line as extended.

2.16.3 Bulky tenders which will not fit in the tender box shall be received by the Postbank 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 Postbank 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.

**2.17.5 NOTE: Postbank may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.**

2.17.6 Postbank 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 Postbank will open the tenders on the date and time indicates in the invitation to tender immediately after the closing of the tender.

### ***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 Postbank 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 Postbank 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 will be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

2.20.3 The Postbank 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, the Postbank will determine the substantial responsiveness of each tenderer 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 Postbank and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

## ***2.21 Currency***

2.21.1 Tender to be done in **Kenya shillings only**.

## ***2.22 Evaluation and comparison of tenders.***

2.22.1 Postbank will evaluate and compare the tenders which have been determined to be substantially responsive.

2.22.2 The comparison shall be of the price including all costs as well as all taxes payable on the implementation of the

2.22.3 Postbank evaluation of a tender will take into account, in addition to the tender price, the following factors, 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.

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

Postbank requires that the machines, their repair and maintenance under the Invitation for Tenders shall be performed at the time that will be specified in the Schedule of Requirements. Tenderers offering to perform longer than the procuring entity have 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. Postbank may consider/reject 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 support the contract being procured.
- (b) Legal capacity to enter into a contract.
- (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) Is not debarred from participating in public procurement.

**2.23 *Contacting the procuring entity***

2.23.1 No tenderer shall contact the Postbank 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 Postbank 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 Postbank will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender and is qualified to supply the system 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, 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 Postbank will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

### **b) Award Criteria**

2.24.4 Postbank 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 supply the requirements of this tender.

**2.24.5 Postbank 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 Postbank determines that none of the tenderers is responsive; Postbank shall notify each tenderer who submitted a tender.**

2.24.6 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, Postbank 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 Postbank. 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**, Postbank will promptly notify each unsuccessful Tenderer and will discharge its tender security upon Signing of Contract

2.26.1 At the same time as the Postbank 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 Postbank, the successful tenderer shall furnish the bank with 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 Postbank.

2.27.2 Failure of the successful tenderer to comply with the requirement of contract signing as indicated above, shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event Postbank may make the award to the next lowest evaluated or call for new tenders.

### **2.28 Corrupt or Fraudulent Practices**

2.28.1. Postbank 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 Postbank 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.

## **3.0 MANDATORY REQUIREMENTS.**

No.	Documents to be Submitted	
1	Valid Current Tax Compliance Certificate (Certified copy)	
2	Company Registration/incorporation certificate (Certified copy)	
3	Warranty for the supplied items: spare parts & machine should be Minimum of one year- <b>Indicate</b>	
4	The Bidder <b><u>MUST</u></b> provide Authorization letter from the manufacturer.	
5	At least <b>three</b> Commendation letters from Commercial bank/ recognized Financial institutions	

6	The bidder <b>Must</b> provide credentials/qualifications of at least five technicians with relevant knowledge and experience in note counting repair and maintenance.	
7	The bidder to provide a Bid Bond of Kshs. 100,000.	
8	The firm must be able to provide a standby note counting machine within eight hours upon notification for repair.	
9	The bidder must train the users and provide training manual.	

#### 4.0. Bidders Compliance with Specifications.

No.	Description	Bidders Compliance with Specifications – Yes/No.
1	Machine Must have the latest <b>currency/fake detection</b> device such as: UV, MG, IR and/or Picture Sensor (CIS)	
2	Machine Must be able to support <b>multi – currency</b> : five international – USD, EUR, GBP, S.A Rands etc including KSHS and ability to be adjusted to over ten currencies when need arises.	
3	Ability to <b>Upgrade</b> machines to accommodate features changes of new Currencies and support <b>remote</b> management through network.	
4	<b>Number of Pockets</b> – two	
5	<b>Hopper Capacity</b> – minimum 500 notes	
6	<b>Stacker Capacity</b> - minimum 200 notes	
7	<b>Rejected notes Capacity</b> – minimum 100 notes.	
8	Minimum <b>speed</b> 700 pieces per minute for value counting.	
9	Machine Must have <b>dust control</b> /protection device – <b>explain</b> its operation.	
10	Machine <b>weight</b> – maximum of 14 kgs.	
11	Machine Operation Mode: single denomination, sorting, mix counting & piece counting.	
12	Firm’s ability to provide stand-by machine for use in case repair cannot be done within <b>one day</b> upon notification.	
13	Machine <b>Warranty</b> with full maintenance, service and Spare parts – <b>Minimum of one year.</b>	
14	The firm’s ability to repair and maintain the bank existing machines - <b>explain</b> : i) Talaris Ntegra ii) DeLaRUE iii) MSD 1000	
15		

#### Notes:

- i) Bidders must indicate compliance with specifications and in case of any variation; the bidder must indicate the effects against standard requirement including costs.

**ii) For the existing note counting machines (Talaris, DeLaRUE & MSD 1000) the bidder must indicate/explain how he will repair and service them: including his arrangements to sub-contact for supply of spare parts.**

**5.0. Technical Requirements:**

No.	Description	Maximum Score
1	Evidence of the company's existence for over 5 years in sales, repair and maintenance of note counting machines.	5
2	Number of staff with relevant qualifications and experience (minimum 3 years experience) <b>attach evidence eg CVs:</b> i) 5 staff – 5 marks ii) 6 – 10 staff – 10 marks iii) Over 10 staff – 15 marks	15
3	Complete company's profile showing: i) Physical address – 2 marks ii) company structure – 2 marks iii) duties and responsibilities of staff – 2 marks iv) communication/relationship management structure – 4 marks	10
4	Firm's presence in towns where we have regional offices for faster responses: Kisumu, Nakuru, Mombasa, Nyeri and Nairobi, <b>attach evidence of the representatives and their qualifications.</b>	10
5	At least five commendation letters with evidence such as <b>LPO</b> from financial corporations or commercial banks.	10
6	i) Audited Financial statement for <b>2015 &amp; 2016</b> with minimum turnover of kshs. 20 million – 10 marks ii) Latest certified bank statement for the last three months – 10 marks	20
7	Manufacturer's Machine Specification	5
8	Certified copy of Insurance cover for workman's compensation. (Attach evidence) under the WIBA law	5
9	Commitment to open a corporate account with the bank if awarded the works by Postbank: attach commitment letter.	10
11	Service Response: i) Within 4 hours upon notification – 10 marks ii) Within 6 hours upon notification – 4 marks	10
12		

**NB. Cut – off points is 70 marks. Bidders who score below 70 marks will not proceed to the next level of evaluation.**

## 5.0 FINANCIAL EVALUATION.

- i) All prices **must** be 16% VAT Inclusive: price of the machine, spare parts and maintenance.
- ii) The cost of the note counting machine will be evaluated at 40%: the lowest bidder will score the maximum 40%.
- iii) The cost of the spare parts will be evaluated at 30%: the lowest bidder will score a maximum 30%.
- iv) The cost of the bi-annual maintenance will be evaluated at 30%: the lowest bidder will score a maximum 30%.
- v) The total financial score is 100%.

### 6.0. Financial Proposals to be reported as follows:

#### i) Unit Cost of New Note Counting Machine.

No.	Description	Unit Cost	VAT	Total Cost VAT Incl.

#### ii) Bi-Annual Comprehensive Maintenance for New and Existing Machines.

No.	Bi-annual Maintenance	Cost Per Note Counting Machine	VAT	Total Cost VAT Incl.

iii) Cost of Spare Parts and Repair for every model of note counting machine, must be provided

as in the table below. The models are:

- i) Talaris,
- ii) MSD 1000
- iii) DeLaRue)

**Note counter spare parts**

	DESCRIPTION	Unit Cost VAT Incl. (Kshs)		
		Talaris	MSD 1000	DeLaRue
1	One way bearing reverse roller assembly			
2	lower cover sensor			
3	Full recalibration of sensors			
4	Transport idler rollers assembly			
5	Hopper guides			
6	Reloading/software upgrade			
7	AFE board			
8	Display board			
9	Mains smps board			
10	Upper shelter sensor			
11	Feed shaft assembly			
12	Gate roller assembly			
13	Top cover latch			
14	MG array assembly			
15	MG head assembly			
16	Feed rollers			
17	Picker rollers			
18	O-rings			
19	Pinch idler assembly			
20	Output sensor			
21	Clutch assembly			
22	Main pc board			

<b>23</b>	<b>Motor transport for power board</b>			
<b>24</b>	<b>Note guide</b>			
<b>25</b>	<b>DSP board</b>			
<b>26</b>	<b>Mecha board</b>			
<b>27</b>	<b>Mains smps board</b>			
<b>28</b>	<b>Pinch roller assembly A</b>			
<b>29</b>	<b>Pinch roller assembly B</b>			
<b>30</b>	<b>Feed motor</b>			
<b>31</b>	<b>Transport motor</b>			
<b>32</b>	<b>Main control board</b>			
<b>33</b>	<b>Transport belt</b>			
	<b>TOTAL COSTS</b>			

**NB. These are the standard costs to be used in evaluation.**

**iv) New model to be Provided (Cost of spare parts)**

<b>No.</b>	<b>Type of Spare Part</b>	<b>Units</b>	<b>Unit Cost VAT Incl</b>	<b>Total Cost VAT Incl.</b>
1				
2				
3				
4				
5				
6				

**LIST OF STANDARD FORMS**

1. Form of tender
2. Confidential Questionnaire form
3. Tender-Securing Declaration
4. Performance security form

5. Non-Debarment Statement form

6. Integrity 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, of which is hereby duly acknowledged, we, 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 (Performance Bond) in a sum equivalent to **10%** 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 \_\_\_\_\_

Name ..... in the capacity of  
.....

Signature of Tenderers.....

Duly authorized to sign the Tender for and on behalf of .....

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

Signature of tenderer \_\_\_\_\_

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

**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><b>Part 1 General</b></p> <p>Business Name .....</p> <p>Location of Business Premises .....</p> <p>Plot No.,..... Street/Road .....</p> <p>Postal address .. Tel 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>
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	<p><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details .....</p>																									
	<p><b>Part 2 (b) – Partnership</b></p> <p>Given details of partners as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....
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	<p><b>Part 2 (c) – Registered Company</b></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 style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....
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	<p>Date.....Signature of Candidate.....</p>																									

## **TENDER-SECURING DECLARATION**

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

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

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

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for tendering in any public procurement tenders with any public entity for the period of time determined by the Public Procurement Oversight Authority, if we are in breach of our obligation(s) under the tendering conditions, because we:
  - a) Have withdrawn our tender during the period of tender validity specified in the Tender Data Sheet;  
or
  - b) having been notified of the acceptance of our Tender by the Procuring Entity during the period of tender validity fail or refuse to execute the contract; or fail or refuse to furnish the performance security, if so required.
3. We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon our receipt of your notification or regret of the tender award letter; or thirty-eight days after the expiration of our Tender, whichever is earlier.
4. We understand that if we are a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and if the Joint Venture has not been legally constituted at the time of tendering, the Tender Securing Declaration shall be in the names of all envisaged partners as named in the letter of intent.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Tender Securing Declaration]*

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

**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)

**INTEGRITY DECLARATION**

I/We/Messrs.....of ..... Street/avenue,  
..... Building, P. O. Box.....Code ....., of ..... (town), ..... (Nationality), Phone  
..... E-mail ..... declare that Public Procurement is based on a free and fair  
competitive tendering process which should not be open to abuse.

I/We ..... declare that I/We  
will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their  
relations or business associates, in connection with

Tender name: .....

Tender No. ....

For/or in the subsequent performance of the contract if I/We am/are successful.

Dated this ..... day of ..... 20.....

Authorized Signature.....Official Stamp .....

Name and Title of Signatory.....

**NON-DEBARMENT STATEMENT FORM**

I/We/Messrs..... of ..... Street/avenue,  
..... Building, P. O. Box.....Code ....., of ..... (town), ..... (Nationality), Phone:  
..... E-mail ..... declare that I/We /Messrs .....  
are not debarred from participating in public procurement by the Public Procurement Oversight Authority  
pursuant to section 41 of the Public Procurement and Disposal Act, 2015.

Dated this ..... day of ..... 20.....

Authorized Signature.....Official Stamp .....

Name and Title of Signatory.....