

KENYA POST OFFICE SAVINGS BANK



My Bank, My Choice, My Future

TENDER FOR DATA CENTRE ENVIRONMENT MONITORING SECURITY SYSTEM

TENDER REF NO. **KPOSB/020/2018**

Release Date

30TH OCTOBER, 2018

Closing Date

13TH NOVEMBER, 2018 AT 10.00 AM

Table of Contents

INTRODUCTION	4
SECTION I – INVITATION TO TENDER	5
SECTION II: INSTRUCTIONS TO TENDERERS	6
2.1 Eligible tenderers	6
2.2 Cost of Tendering	6
2.3 Contents of tender documents	6
2.4 Clarification of Documents	7
2.5 Amendment of documents	7
2.6 Language of tender	8
2.7 Documents Comprising the Tender	8
2.9 Tender Prices	8
2.10 Tender Currencies	9
2.11 Tenderers Eligibility and Qualifications.	9
2.12 Tender Security	9
2.13 Validity of Tenders	10
2.14 Format and Signing of Tender	10
2.15 Sealing and Marking of Tenders	11
2.16 Deadline for Submission of Tenders	11
2.17 Modification and withdrawal of tenders	12
2.18 Opening of Tenders	12
2.19 Clarification of tenders	13
2.20 Preliminary Examination and Responsiveness	13
2.21 Conversion to a single currency	13
2.23. Contacting the procuring entity	15
2.24 Award of Contract	15
2.25 Notification of award	16
2.26 Signing of Contract	16
2.27 Performance Security	16
2.28 Corrupt or Fraudulent Practices	17
3.0 TECHNICAL REQUIREMENTS FOR ENVIRONMENT MONITORING SECURITY SYSTEM 18	
3.1 Capabilities	18
3.2 Notifications or alerts	18
3.3 Warranty period.....	19
A minimum of 1-year Manufacturer’s / Owners warranty whichever is higher.....	19
3.3 Training	19

3.4	System requirements.....	19
4.0	Evaluation Factors	19
4.1	General Conditions & Mandatory Requirements	19
4.2	Technical Requirements	21
5.0	FINANCIAL EVALUATION	23
5.2	Support/Maintenance Costs for 3 years.....	24
	SECTION III GENERAL CONDITIONS OF CONTRACT	25
6.1	Definitions	25
6.2	Application	25
6.3	Standards	25
6.4	Patent Right's	25
6.5	Performance Security	26
6.6	Inspections and Tests	27
6.7	Payment	27
6.8	Prices	27
6.9	Assignment	27
6.10	Termination for Default	28
6.11	Termination of insolvency.....	28
6.12	Termination for convenience.....	28
6.13	Resolution of disputes	29
6.14	Governing Language	29
6.15	Force Majeure	29
6.16	Applicable Law.....	29
6.17	Notices	29
	SECTION IV SPECIAL CONDITIONS OF CONTRACT.....	30
	SECTION V- STANDARD FORMS.....	31
	LIST OF STANDARD FORMS.....	31
	FORM OF TENDER	32
	CONTRACT FORM	34
	CONFIDENTIAL BUSINESS QUESTIONNAIRE	36
	TENDER-SECURING DECLARATION	38
	PERFORMANCE SECURITY FORM	40
	<i>(Amend accordingly if provided by Insurance Company)</i> LETTER OF NOTIFICATION OF AWARD	41
	INTEGRITY DECLARATION	44
	NON-DEBARMENT STATEMENT FORM	45

INTRODUCTION

Kenya Post Office Savings Bank herein referred to as POSTBANK, wishes to tender for the Provision of Data Centre **Environment Monitoring System (EMS)** as specified in the tender document. There have been incidents in the server room that could easily have been managed if early warning systems had been installed. When analyzing these incidents, a common threat emerges: lack of information. This lack of information leads to reactive approach towards management of down time. Stress levels are high because administrators have no real-time data at their disposal and therefore, cannot prevent such incidents from occurring. This tender seeks to source for early warning systems/solutions that will aid in identifying the threats.

The envisage system should be able to monitor performance and ensure that the banks critical equipment in the Data Centre operate optimally and are secure at all times. This involves continuously monitoring data Centre temperature, humidity, liquid/water presence, fire/smoke detection, intrusion, vibrations and motions. The new system should integrate with the current Fire Suppression System and CCTV in place. Also there are critical server's performance in the data Centre that needs to be monitored. **The bidders will require to carry out the mandatory site visit to establish the exact number of servers to be monitored and the adequate number of sensors and probes.**

In addition, the EMS is visualized to have on the minimum the following components:

Alarming and notification – The alarms set up in a system serve as a trigger. If the temperature threshold is exceeded it creates an alarm. That alarm then sends out alerts to users in some defined ways. An alert could come in the form of an email, a text message, or a ring on the phone. The alerts should allow multiple recipients definition by the users on the different platform.

Equipment and software – dedicated server, software and/or appliance. The server will act as a central repository that logs information on all configured data center room. Information from sensors is gathered and catalogued as are all the system profiles and thresholds.

Reporting analytics – The data gathered by the monitoring system is converted into standard and customized reports for Administrators to review and share with other stakeholders.

Bidders must possess the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, experience in the provision of the services, reputation, and the personnel to perform the 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.

SECTION I – INVITATION TO TENDER

Date: 30th October 2018

Tender REF No: KPOSB/020/2018

Tender Name: Tender for Environment Monitoring System (EMS)

- 1.1 Invites sealed tenders from eligible candidates for **Environment Monitoring System (EMS)**
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at Procurement Office Located on 4th floor, South Wing Postbank House, Nairobi during normal working hours.
- 1.3 Prices quoted should be inclusive of all taxes and delivery costs, 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 or be addressed to:

**The Managing Director,
Kenya Post Office Savings Bank,
P.o Box 30311-00100,
Nairobi**

So as to be received on or before 13th November, 2018 at 10.00 a.m.

- 1.5 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at the 5th Floor Conference Room South Wing Postbank House Nairobi.

SECTION II: INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

- 2.1.1. This Invitation to Tender is open/public 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 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 Postbank 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 Postbank, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.3 Contents of tender documents

- 2.3.1. The tender document comprises of the documents listed below:
- 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-Securing Declaration Form
- xi) Performance security form
- xii) Non-Debarrement Form
- xiii) 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 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

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.

2.10 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 Postbank 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 Postbank 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.

2.12.4 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Postbank 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 Postbank.

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 Postbank 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.

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, pursuant to paragraph 2.18. 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 13th November, 2018 at 10.00 a.m.**”

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, 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 under paragraph 2.15.2 no later **DO NOT OPEN BEFORE 13th 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 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 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, pursuant to paragraph 2.12.7.

2.17.5 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 all tenders in the presence of tenderers' representatives who choose to attend, **DO NOT OPEN BEFORE 13th November, 2018 at 10.00 a.m. Conference Room 5th Floor** 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 Postbank, at its discretion, may consider appropriate, will be announced at the opening.

2.18.4 Postbank 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 Postbank in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderer's 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 may 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, pursuant to paragraph 23, the Postbank 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 Postbank 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 Postbank 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 Postbank 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 Postbank 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 2.22.3 the following evaluation methods will be applied:

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

Postbank 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 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 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 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 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.

2.24.2 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**

2.24.3 Subject to paragraph 2.29 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 perform the contract satisfactorily.

2.24.4 The 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.

2.24.5 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, 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 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, Postbank 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 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 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 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 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 TECHNICAL REQUIREMENTS FOR ENVIRONMENT MONITORING SECURITY SYSTEM

3.1 Capabilities

The system should be able to monitor the following:

- Temperature
- Humidity
- Voltage (power) or UPS being down
- Air condition functionality or airflow
- Smoke
- Water leakage or flood
- Lights
- Motion
- Intrusion

Other system capabilities include but not limited to the following:

- Triggering alarm
- Automatic remedial action
- Escalation parameters or thresholds
- Auto-shutdown or restart of servers
- Integrate seamlessly with the existing CCTV and fire suppression systems

The system should allow for configuration via web browser, and remote connection.

The appliance should have its own power backup to ensure that communication and alerts are done even when mains/UPS power supply is off.

3.2 Notifications or alerts

The System should be able to issue/send alerts once thresholds/escalation status has been surpassed or malfunction detected to selected or designated persons depending on escalation levels either in the following ways:

- Voice Phone call
- Alarm sound
- E-mail

- Speech
- SMS/MMS messages
- Photo
- SNMP
- Siren/ strobe light
- Webpage alerts
- Front panel LEDs

Alarm parameters and escalation configuration should be a feature on the appliance.

3.3 Warranty period

A minimum of 1-year Manufacturer's / Owners warranty whichever is higher.

3.3 Training

The bidder to provide a class based manufacturer recommended training.

3.4 System requirements

The bidder to provide the required hardware (latest models), software and licenses. Include the detailed list of the Hardware, software, licenses and any other necessary item(s) to be supplied.

4.0 Evaluation Factors

4.1 General Conditions & Mandatory Requirements

No.	Documents to be Submitted	Bidders Response
1.	Name of Business Business Address Business Phone Number	Information required
2.	Names of Directors/Partners of Firm	Details required
3.	Indicate maximum value of business your firm has ever handled (Kshs.)	Details required
4.	Indicate Head Office Location	Details required

No.	Documents to be Submitted	Bidders Response
5.	A letter of introduction A one-page cover letter introducing the company and signed by the person(s) authorized to sign on behalf of, and bind the company to the statements made in the submission	Cover letter required
6.	Valid Current Tax Compliance Certificate (Certified copy)	Certified copy required
7.	Company Registration/incorporation certificate (Certified copy)	Certified copy required
8.	Certified copy of PIN certificate	Certified copy required
9.	Trade License	Certified copy of your Trade License
10.	Audited Accounts Reports	The last 2 years of audited Accounts
11.	Staff qualifications relevant to the project	Certified copies of certificates for technical support staff based in Kenya.
12.	Working with the Government of Kenya	Has your firm ever been barred by the government?
13.	Certificate from Manufacturer	Attached authorized certificate from manufacturer.
14.	Reference Sites	Indicate 5 Reference sites for similar works
15.	One year Warranty period	Compliance statement required
16.	The bidder to provide necessary training after upgrade.	Indicate training outline
17.	Provide a copy of Service Level Agreement.	Draft required
18.	Undertake to provide and upgrade the necessary system firmware and licenses at no extra cost.	Compliance statement required
19.	Provide monthly reports on service monitoring and performance levels.	Compliance statement required
20.	No contracting a third party for the work.	Compliance statement required

No.	Documents to be Submitted	Bidders Response
21.	Bidder Must provide documentations of the solution Bided for and relevant schematic diagrams	Evidence required
22.	Bidder to provide Hardware and software details for the solution.	Details required
23.	Site survey (to establish the exact requirements)	Attach signed and stamped site visit form

4.2 Technical Requirements

No.	Items Description	Bidders Response
1.	System features to monitor the following: <ol style="list-style-type: none"> i. Temperature ii. Humidity iii. Voltage (power) or UPS being down iv. Air condition functionality or airflow v. Smoke vi. Water leakage or flood vii. Lights viii. Motion ix. Intrusion 	
2.	Other System features are: <ol style="list-style-type: none"> a. Triggering alarm b. Automatic remedial action c. Escalation parameters or thresholds d. Safely shutdown servers running on windows, Linux, Unix e. Integrate seamlessly with the existing CCTV and fire suppression systems f. System to have its own power backup 	
3.	System notification features: <ol style="list-style-type: none"> i. Voice Phone call ii. Alarm sound 	

No.	Items Description	Bidders Response
	<ul style="list-style-type: none"> iii. E-mail iv. Speech v. SMS/MMS messages vi. Photo vii. SNMP viii. Siren/ strobe light ix. Webpage alerts x. Front panel LEDs 	
4.	System Management – HTTP, Remote connection	
5.	System event logs and integration with event logging systems	
6.	Standard reports and customization of the reports	
7.	Model/part number	
8.	Type of connections / port and interface count	
9.	Appliance Rack mountable	
10.	Number of temperature sensors (adequate)	
11.	Type and Number of rack level temperature sensors (adequate)	
12.	Type and Number of ambient room temperature sensors	
13.	Type and number of Architecture includes Circuit Transformers (CT)	
14.	Type and number of Architecture includes Energy meter	
15.	Appliance is able to monitor current and voltage parameters of the raw power	
16.	Seamless integration between appliance and the UPS SMNP card	
17.	Number of Fire/Smoke detector	

No.	Items Description	Bidders Response
18.	Length of rope sensor in metres	
19.	Number of simultaneous IP devices that can be monitored	
20.	Appliance configurable via web browser and remote	
21.	Number of fire suppression balls	
22.	Size of extractor fan in inches	
23.	Is extractor fan triggered by the monitoring appliance	
24.	The proposal to include civil works for the installation of the extractor fan	
25.	The proposal to include an integrated siren/strobe light functionality	

5.0 FINANCIAL EVALUATION

All bids should be inclusive of 16% VAT. All bidders will also present their financial proposal in a format close to the template below to facilitate ease of bids analysis.

No.	Particulars	Quantity	Unit cost Ksh.	16 % VAT	Total cost Ksh.
1	Supply, Install and commission of an Environmental Monitoring Appliance and associated accessories. Provide break down	Lot			
2	Supply, install and commissioning of an extractor fan; including connection to the Environmental Monitoring Unit and installation works	Provide details			

No.	Particulars	Quantity	Unit cost Ksh.	16 % VAT	Total cost Ksh.
3	Supply, Install and commission an Integrated Automatic Change-over mechanism for the Environmental Monitoring System of appropriate rating to change over from Mains failure to Inverter based power back up and vice versa.	Provide details			
4	Software inclusive of the licenses (if any)	As determined by the bidder			
5	Cost of Support and Service During Warranty period	Lot			
6	Training – class based				
7	Others (specify if any)	Provide details			
Grand Total (Ksh.)					

5.2 Support/Maintenance Costs for 3 years

The total period for support and maintenance is for a period of three years after warranty.

No	Items	Comprehensive Support Service Charge after Warranty period		
		Year 1	Year 2	Year 3
1.1	Hardware			
1.2	Software inclusive of licenses, patches and upgrades			
1.3	Others (specify)			
	Total			

SECTION III GENERAL CONDITIONS OF CONTRACT

6.1 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

6.2 Application

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

6.3 Standards

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

6.4 Patent Right's

6.4.1 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.

6.5 Performance Security

6.5.1 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.

6.5.2 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.

6.5.3 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.

6.5.4 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.

6.6 Inspections and Tests

- 6.6.1 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.
- 6.6.2 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.
- 6.6.3 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.
- 6.6.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

6.7 Payment

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

6.8 Prices

- 6.8.1 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.

6.9 Assignment

- 6.9.1 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.

6.10 Termination for Default

6.10.1 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.

6.10.2 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.

6.11 Termination of insolvency

6.11.1 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.

6.12 Termination for convenience

6.12.1 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.

6.12.2 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.

6.13 Resolution of disputes

6.13.1 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.

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

6.14 Governing Language

6.14.1 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.

6.15 Force Majeure

6.15.1 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.

6.16 Applicable Law.

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

6.17 Notices

6.17.1 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

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

SECTION IV SPECIAL CONDITIONS OF CONTRACT

- 7.1 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.
- 7.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.6	A performance security of 10% of the contract price in the form of a banker's cheque or guarantee will be required from the winning bidder
3.8	Payment shall be made on a Quarterly basis in arrears and payment process shall commence upon submission of invoice.
3.9	Prices shall be maintained for the entire two(3) year contract period
23.14	In case of a dispute between the purchaser and the supplier, the dispute shall be referred arbitration in accordance with the laws of Kenya.
3.17	The applicable law shall be Kenyan Law
3.18	Kenya Post Office Savings Bank P.O Box 30311-00100, NAIROBI, GPO. Suppliers contact to be furnished.

SECTION V- STANDARD FORMS

LIST OF STANDARD FORMS

1. Form of tender
2. Price schedules
3. Contract form
4. Confidential Questionnaire form
5. Tender-Securing Declaration
6. Performance security form
7. Bank guarantee for advance payment
8. Non-Debarment Statement form
9. 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 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 _____

Name in the capacity of

.....

Signature of Tenderers.....

Duly authorized to sign the Tender for and on behalf of

Dated onday of 20

.....

Signature of tenderer _____

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.

Part 1 General

Business Name

Location of Business Premises

Plot No,..... Street/Road

Postal address .. Tel No. Fax Email

Nature of Business

Registration Certificate No.....

Maximum value of business which you can handle at any one time – Kshs. ..

Name of your bankers

Branch

	<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="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship details</th> <th style="text-align: left;">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="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship details</th> <th style="text-align: left;">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-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)

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

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.....