

TENDER DOCUMENT

FOR

**SUPPLY, DELIVERY, INSTALLATION CONFIGURATION AND USER TRAINING
FOR FLEET MANAGEMENT AND TRACKING SYSTEM**

TENDER No. EWASCO/CS/003/2020-2021

ISSUED ON 4th May 2021

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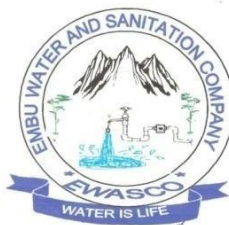
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Introduction

- 1.1 This Standard Tender Document has been prepared for use by public entities in Kenya
- 1.2 The following general directions should be observed when using the document.
 - (a) Specific details should be furnished in the Invitation to Tender and in the special conditions of contract. The final documents to be provided to the tenderers should not have blank spaces or give options
 - (b) The Instructions to Tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and the appendix to instructions to tenderers.
- 1.3
 - (a) Information contained in the Invitation to Tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate and shall indicate any important tender requirements.
 - (b) The Invitation to Tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following the invitation for expression of interest for which the invitation is issued

SECTION I – INVITATION TO TENDER



Embu Water and Sanitation Company Limited hereby invite qualified firms for the following:

Tender No	Item Description	Eligible bidders
EWASCO/CS/003/2020-2021	Supply, Delivery, Installation Configuration and User Training for Fleet management and Tracking System	OPEN

Prospective bidders may download the tender documents and Terms of reference **FREE OF CHARGE** from Embu Water and Sanitation Company Limited Website **www.embuwater.co.ke**.

Tenders in sealed envelopes clearly marked with **Tender name and Number** should be deposited in the Tender Box located in our head office located off Embu-Meru Road, Embu town next to the Kenya National Library or sent by post to:

**The Managing Director
Embu Water and Sanitation Company Limited,
P.O Box 2142-60100, EMBU
Tel: 068-2231156**

To be received by **18th May 2021 at 12.00 noon**. Tenders will be opened the same day and time in the Company's Boardroom in the presence of bidders or their representatives who choose to attend.

Bidders who download the tender documents from the website **MUST** forward the following particulars immediately via email to procurement@embuwater.co.ke including Name of Firm, Postal Address, Telephone Number, Email Address, Tender Number, and Tender Name.

Deadline for Submission: 18th May 2021 at 12.00 noon

SECTION II - INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the Schedule of Requirements Section VI.
- 2.1.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.
- 2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2.2 Eligible Goods

- 2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.
- 2.2.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components
- 2.2.3 The origin of goods is distinct from the nationality of the tenderer.

2.3 Cost of Tendering

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.3.2 The price to be charged for the tender document shall not exceed Kshs. 1,000/=
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

2.4. The Tender Document

- 2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers
- (i) Invitation to Tender
 - (ii) Instructions to tenderers
 - (iii) General Conditions of Contract
 - (iv) Special Conditions of Contract
 - (v) Schedule of requirements
 - (vi) Technical Specifications
 - (vii) Tender Form and Price Schedules
 - (viii) Tender Security Form
 - (ix) Contract Form
 - (x) Performance Security Form
 - (xi) Bank Guarantee for Advance Payment Form
 - (xii) Manufacturer's Authorization Form
 - (xiii) Confidential Business Questionnaire
- 2.4.2 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.

2.5 Clarification of Documents

- 2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.
- 2.5.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.6 Amendment of Documents

- 2.6.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.
- 2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.

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

2.7 Language of Tender

- 2.7.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and the Procuring entity, shall be written in English language, provided that 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.

2.8 Documents Comprising of Tender

- 2.8.1 The tender prepared by the tenderers shall comprise the following components
- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
 - (b) documentary evidence established in accordance with paragraph 2.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
 - (c) documentary evidence established in accordance with paragraph 2.2 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
 - (d) tender security furnished in accordance with paragraph

2.9 Tender Forms

- 2.9.1 The tenderer shall complete the Tender Form and the appropriate Price Schedule furnished in the tender documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

2.10 Tender Prices

- 2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract
- 2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the entity.
- 2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22
- 2.10.4 The validity period of the tender shall be 60 days from the date of opening of the tender.

2.11 Tender Currencies

2.11.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the Appendix to Instructions to Tenderers.

2.12 Tenderers Eligibility and Qualifications

2.12.1 Pursuant to paragraph 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.

2.12.2 The documentary evidence of the tenderers eligibility to tender shall establish to the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1

2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to the Procuring entity's satisfaction;

- (a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.
- (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;
- (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

2.13 Goods Eligibility and Conformity to Tender Documents

2.13.1 Pursuant to paragraph 2.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity the tender documents of all goods which the tenderer proposes to supply under the contract

2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

2.13.3 The documentary evidence of conformity of the goods to the tender documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristic of the goods;

- (b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the Procuring entity; and
- (c) a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

2.13.4 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

2.14 Tender Security

- 2.14.1 The tenderer shall furnish, as part of its tender, a tender security for the amount specified in the Appendix to Invitation to Tenderers.
- 2.14.2 The tender security shall be in the amount of 2 per cent of the tender price.
- 2.14.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7
- 2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to the Procuring entity and valid for thirty (30) days beyond the validity of the tender.
- 2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.22
- 2.14.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Procuring entity.
- 2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28
- 2.14.8 The tender security may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form;
- or
- (b) in the case of a successful tenderer, if the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.27
 - or
 - (ii) to furnish performance security in accordance with paragraph 2.28

2.15 Validity of Tenders

2.15.1 Tenders shall remain valid for 90 days or as specified in the Invitation to Tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

2.15.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.16 Format and Signing of Tender

2.16.1 The Procuring entity shall prepare two copies of the **technical and financial proposals** clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.16.2 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. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

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

2.17 Sealing and Marking of Tenders

2.17.1 The Tenderer shall seal the original and each copy of **Technical and Financial proposals** in separate envelopes, duly marking the envelopes as "ORIGINAL" and

“COPY.” The envelopes shall then be sealed in an outer envelope.

2.17.2 The inner and outer envelopes shall:

- (a) be addressed to the Procuring entity at the address given in the Invitation to Tender:
- (b) bear, tender number and name in the Invitation for Tenders

2.17.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

2.17.4 If the outer envelope is not sealed and marked as required by paragraph 2.17.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

2.17.5 Technical and Financial proposals shall be sealed separately as per article 2.17.1-4 above.

2.18 Deadline for Submission of Tenders

2.18.1 Tenders must be received by the Procuring entity at the address specified Under paragraph 2.17.2 on or before **18th May 2021 at 12.00 noon**

The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended

2.19 Modification and Withdrawal of Tenders

2.19.1 The tenderer may modify or withdraw its tender after the tender’s submission, 5provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring Entity prior to the deadline prescribed for submission of tenders.

2.19.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tenders.

2.19.3 No tender may be modified after the deadline for submission of tenders.

2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer’s forfeiture of its tender security, pursuant to paragraph 2.14.7

- 2.19.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.19.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.20 Opening of Tenders

- 2.20.1** The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **EWASCO boardroom 18th May 2021 at 12.00 noon** and in the location specified in the Invitation to Tender.
- 2.20.2 The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 2.20.3 The tenderers' names, tender modifications or withdrawals, tender prices, discounts and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.
- 2.20.4 The Procuring entity will prepare minutes of the tender opening.

2.21 Clarification of Tenders

- 2.21.1 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 of the tender shall be sought, offered, or permitted.
- 2.21.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.22 Preliminary Examination

- 2.22.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantify, 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 forfeited. If there is a discrepancy between words and figures the amount in words will prevail
- 2.22.3 The Procuring entity **may waive any minor informality or non-conformity** or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or effect the relative ranking of any tenderer.

2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations.

The Procuring entity’s determination of a tender’s responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

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

2.23 Conversion to Single Currency

2.23.1 Where other currencies are used, the procuring entity will convert these currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

2.24 Evaluation and Comparison of Tenders

2.24.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22

2.24.2 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

2.24.3 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.

The evaluation committee shall first conduct a preliminary evaluation to determine whether –

- (a) The tender has been submitted in the required format;
- (b) Any tender security submitted is in the required form, amount and validity period;
- (c) The tender has been signed by the person lawfully authorized to do so;
- (d) The required number of copies of the tender have been submitted;
- (e) The tender is valid for the period required; and
- (f) All required documents and information have been submitted

Stage one

	STATUTORY/MANDATORY REQUIREMENTS
A1	Duly Completed, signed and stamped Form of Tender
A2	Certificate of Incorporation/Business Registration
A3	Personal Identification Number (PIN) certificate (Attach copy)
A4	Valid Tax Compliance Certificate (Attach copy) (EWASCO reserves the right to confirm authenticity of the TCC using the online TCC checker)
A5	Current Business Permit/License (Attach copy for YR 2020)
A6	Physical location of business premises (Attach Lease Agreement and business permit showing business location)

A7	Current CR12 (Not more than 12 months old indicating the ownership of the company)
A8	Bid security from a reputable bank or approved insurance company equivalent to 2% of the Tender sum
A9	Serialization of the bid document (Pagination from start to end of the document - All pages of the submitted documents should be serialized from page 1 to the last page)

Tenders which do not satisfy any of the above requirements shall be rejected.

Stage two

Technical Evaluation

The technical evaluation committee appointed by **EWASCO** shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria provided.

Each responsive proposal will be given a technical score (TS). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score.

The Technical Evaluation (Capacity to Deliver the Service 80%)

Section 1: General requirements

	GENERAL REQUIREMENTS	SCORE
B1	Supplier Availability -Postal Address (1) Telephone Number (1) -Contact Person (1) Website (1) -Email Address (1)	5
B2	Business Ownership: (a) Provide Current CR12 showing the owners of the company (No more than 1 year old)	5
B3	Financial Documents (a) Certified Audited Accounts for the last 3 years (2018, 2019 and 2020).	5
	(b) Attach Certified Bank Statements for last 6 months	5
B4	Financial Capacity -Average cash flow of 3 Million for the last six months as per the certified bank statements - Liquidity Ratio < 2:1 - Reference letter from the bank confirming ability to access credit	5 3 2
B5	Experience -Indicate having undertaken at least 2 (two) similar assignments. (Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts) (5 Marks for each project successfully implemented)	10

Section 2: In addition to meeting the general requirements, the evaluation committee will review the technical solution offered as per the criteria below: -

Technical Solution	Score
Proposed Solution meets all the Technical requirements as indicated	10

- Technical solution offered fully matches the requirements (10 mks for one or all modules depending on the bidder) - Solution lack any of the requirements per module (0 mks)	
Bidder has provided a detailed and realistic implementation plan - More than 4 Weeks – 0 marks - 1-4 Weeks - 10 Marks	10
Post implementation support, maintenance and warranty provided and terms clearly defined - Post implementation support provided (10 mks) - No post implementation support (0 mks)	10
Detailed training plan provided for each module - Training program provided (10 mks) - No training program provided (0 mks)	10

NB: Bidders whose score is less than 70% in the Technical Evaluation will not be considered for further evaluation

Stage 3: The Financial Evaluation (20%)

- a) Bidders whose technical proposals meet the technical evaluation criterion described above shall be invited for the opening of the financial proposals. **All other financial proposals shall be returned unopened.** Any effort by a bidder to influence the evaluation or contract award decisions shall result in the rejection of the bidder's proposal.
- b) The Financial Proposals shall be opened publicly in the presence of only the Technically Responsive bidder's representatives who choose to attend. The name of the bidding firm, the technical Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The company shall prepare minutes of the public opening.
- c) The evaluation committee will determine whether the financial proposals are complete i.e. whether the bidder has priced all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.
- d) The financial proposal will be ranked according to the most economically advantageous bid based on a combined technical (St) and financial (Bid price) (Sf) scores.

The technical specification compliance will have a maximum score (St) of 80 while the bid price will have a maximum score of 20 (Sf).

The financial scores (Sf) of the other bids (F) shall be computed as follows:

- (i) To get the Technical Score (St), the score obtained by each bidder is divided by 100 and multiplied by 80

Eg. If Bidder A scored 70/100, the Technical score will be $70/100 \times 80 = 56$

- (ii) To get the Finance score (Sf), the price quoted by the lowest bidder is divided by the bid under consideration and multiplied by 20

$Sf = \text{Lowest bidder/Bid under consideration} \times 20$

Eg. If the lowest bidder quoted 1,000,000, bidder A quoted 1,500,000, the Finance score for Bidder B is $1,000,000/1,500,000*20=13.3$

Total score S = St + Sf (56+13.3=69.3)

The total scores for all bidders will be ranked in ascending order.

RECOMMENDATION(S)

The bidder with the highest combined scores (CS) will be recommended for award

2.25 Preference

2.25.1 Preference where allowed in the evaluation of tenders shall not exceed 15%

2.26 Contacting the Procuring entity

2.26.1 Subject to paragraph 2.21 no tenderer shall contact the Procuring entity on any matter related to its tender, from the time of the tender opening to the time the contract is awarded.

2.26.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender, evaluation, tender comparison, or contract award may result in the rejection of the Tenderer's tender.

2.27 Award of Contract

Post-qualification

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

2.27.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderer's qualifications submitted by the tenderer, pursuant to paragraph 2.12.3 as well as such other information as the Procuring entity deems necessary and appropriate.

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

Award Criteria

- 2.27.4 The Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

Procuring entity's Right to Vary quantities

- 2.27.5 The Procuring entity reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions

Procuring entity's Right to Accept or Reject Any or All Tenders

- 2.27.6 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action

2.28 Notification of Award

- 2.28.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.
- 2.28.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties
- 2.28.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.28, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.14

2.29 Signing of Contract

- 2.29.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.
- 2.29.2 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.
- 2.29.3 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.30 Performance Security

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

2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new tenders.

2.31 Corrupt or Fraudulent Practices

2.31.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;

- (i) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;

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

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

Notes on the Appendix to the Instruction to Tenderers

1. The Appendix to instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to the corresponding clause in the instructions to Tenderers included in Section II and has to be prepared for each specific procurement.
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the goods to be procured and the tender evaluation criteria that will apply to the tenders.
3. In preparing the Appendix the following aspects should be taken into consideration;
 - (a) The information that specifies and complements provisions of Section II to be incorporated
 - (b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the goods to be procured to be also incorporated
4. Section II should remain unchanged and can only be amended through the Appendix.
5. Clauses to be included in this part must be consistent with the public procurement law and the regulations.

Appendix to Instructions to Tenderers

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

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1	Prices shall be quoted in Kenya Shillings
2.14.1	<i>2% of the tender price</i>
2.18.1	18th May 2021, 12.00 Noon
2.29.1	<i>As in 2.18.1 above</i>

SECTION III -GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

- 3.1.1 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 Goods” means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the Procuring entity under the Contract.
 - (d) “The Procuring entity” means the organization purchasing the Goods under this Contract.
 - (e) “The Tenderer” means the individual or firm supplying the Goods under this Contract.

3.2 Application

- 3.2.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement installation and commissioning of equipment

3.3 Country of Origin

- 3.3.1 For purposes of this clause, “Origin” means the place where the Goods were mined, grown or produced.
- 3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer.

3.4 Standards

- 3.4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

3.5 Use of Contract Documents and Information

- 3.5.1 The tenderer shall not, without the Procuring entity’s prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the

Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.

3.5.2 The tenderer shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above

3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the Tenderer's performance under the Contract if so required by the Procuring entity

3.6 Patent Rights

3.6.1 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 Goods or any part thereof in the Procuring entity's country

3.7 Performance Security

3.7.1 Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security in the amount specified in Special Conditions of Contract.

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

3.7.3 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 bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the Procuring entity, in the form provided in the tender documents.

3.7.4 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 obligations under the Contract, including any warranty obligations, under the Contract

3.8 Inspection and Tests

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

3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all

reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the Procuring entity.

3.8.4 The Procuring entity's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the Procuring entity or its representative prior to the equipment delivery.

3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.9 Packing

3.9.1 The tenderer shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

3.9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract

3.10 Delivery and Documents

3.10.1 Delivery of the Goods shall be made by the tenderer in accordance with the terms specified by Procuring entity in its Schedule of Requirements and the Special Conditions of Contract

3.11 Insurance

3.11.1 The Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacturer or acquisition, transportation, storage, and delivery in the manner specified in the Special conditions of contract.

3.12 Payment

3.12.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in Special Conditions of Contract

3.12.2 Payments shall be made promptly by the Procuring entity as specified in the contract

3.13 Prices

3.13.1 Prices charged by the tenderer for goods delivered and services performed under the Contract shall not, with the exception of any price adjustments

authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

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

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

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

3.14. Assignment

3.14.1 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

3.15 Subcontracts

3.15.1 The tenderer shall notify the Procuring entity in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in the original tender or later, shall not relieve the tenderer from any liability or obligation under the Contract

3.16 Termination for default

3.16.1 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 deliver any or all of the goods 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

3.16.2 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, equipment similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar goods.

3.17 Liquidated Damages

3.17.1. If the tenderer fails to deliver any or all of the goods within the period(s) specified in the contract, the procuring entity shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the delivered price of the delayed items up to a maximum deduction of 10% of the delayed goods. After this the tenderer may consider termination of the contract.

3.18 Resolution of Disputes

3.18.1 The procuring entity and the tenderer shall make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract

3.18.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require adjudication in an agreed national or international forum, and/or international arbitration.

3.19 Language and Law

3.19.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise stated.

3.20 Force Majeure

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

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

The clauses in this section are intended to assist the procuring entity in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract.

The provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the goods being procured. In preparing Section IV, the following aspects should be taken into consideration.

- (a) Information that complement provisions of Section III must be incorporated and
- (b) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the goods being procured must also be incorporated.

4.1. Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.

42. Special conditions of contract as relates to the GCC

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
3.7.1	
3.12.1	<i>CHEQUE/RTGS</i>
3.17	N/A
3.18.1	As per the Appointing Authority for the Adjudicator: Chartered Institute of Arbitrators – Kenya Chapter

SECTION V - TECHNICAL SPECIFICATIONS

5.1 General

5.1.1 These specifications describe the requirements for goods. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc. for the products they intend to supply

5.1.2 Tenderers must indicate on the specification's sheets whether the equipment offered comply with each specified requirement.

5.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.

5.1.4 The tenderers are requested to present information along with their offers as follows:

SECTION VI -SCHEDULE OF REQUIREMENTS

EMBU WATER AND SANITATION COMPANY LTD SPECIFICATIONS FOR GPS REAL-TIME FLEET TRACKING SYSTEM FOR MOTOR VEHICLES AND MOTOR CYCLES

No.	FLEET TRACKING SYSTEM	Bidder Compliance/Remarks	Reference Page in Submitted Documents
1.	GENERAL REQUIREMENTS		
i.	Duly stamped and signed authorization by Software Developer Supplied.		
ii.	Software Developer's Literature & Brochures Supplied.		
iii.	Duly stamped and signed authorization by Hardware Manufacturer Supplied.		
iv.	Hardware Manufacturer's valid certificate for quality management system i.e. ISO supplied.		
v.	Hardware Manufacturer's Literature, Manuals & Brochures Supplied.		
vi.	Technical Specification Sheet (Appendix A) fully completed, signed, stamped and submitted.		
vii.	Any item required to meet this specification and deemed necessary for efficient or improved operation of the tracking system be included in the tender with its corresponding costs.		
2.	GPS TRACKING DEVICE SPECIFICATIONS		

i.	Units must be able to receive various signals & transmit responses via GPRS/satellite to a server having a secure password-controlled website, accessible over the internet. (i.e. able to send acquired data via GPRS/satellite connections via TCP/IP and UDP protocol).		
ii.	Suitable for both city and highway cruising on paved and unpaved (rough) roads in tropical conditions. Can operate at temperatures of up to +55deg.		
iii.	Administrator's GSM number(s) to be authorized within firmware for remote vehicle shutdown via SMS and other remote commanding.		
iv.	Device firmware to enable flexible configuration of data sending in roaming networks. Device firmware should be capable of remote upgrade or configuration of the device.		
v.	Device firmware to enable input/output detection and sending via GPRS or SMS.		
vi.	Tamper proofing with no externally visible antenna (to avoid tampering).		
vii.	Has additional appropriate power surge protector (12-35V).		
viii.	Can integrate existing vehicle alarm and speed governor systems and not impair vehicle systems.		
ix.	Indicate device make and model.		
x.	Indicate device manufacturer and country of origin.		
xi.	Device make, model & serial number indelibly marked on device.		
xii.	Capable of picking and discriminating very weak signals, multipath signal resistant and very reliable. (Min.-160 dBm).		
xiii.	Number of channels supported by the GPS module, min no. 20.		
xiv.	Memory Data holding capacity. Min 512 Kbytes and min 7500 logs. Specify.		
xv.	Voltage operation: I O to JOY (main) supporting 12/24V at ignition.		
xvi.	Internal long-lasting battery enabling continued storage and transmission of tracking data even when the main power from the vehicle is disconnected. Min. backup time 72 hours.		
xvii.	GSM module supporting all cellular communication options including: GSM (SMS), GPRS data & Cell ID Positioning for A-GPS.		
xviii.	Supports SMS (Text) and to include location, speed and other vehicle information.		
xix.	Has a built-in accelerometer which allows indication of vehicle motion or no motion based on user defined thresholds for automatic unit-based motion and impact detection and reporting.		
xx.	Has sleep mode and deep sleep mode (saving vehicles' accumulators).		

xxi.	Must be able to support GPS based mileage measurements with cumulative virtual odometer function independent of vehicle odometer. Prove of Min. 95% accuracy.		
3.	GPS (GLOBAL POSITION SYSTEM)		
i.	Bidder's/provider's Server to automatically replicate data to a Mirror Server setup and maintained by the provider at EWASCO Data center and accessible over Internet and its Intranet (LAN & WAN). (Mirror Server hardware and its Internet connectivity shall be provided by EWASCO).		
ii.	On-line OPS/Satellite capability- Real-time vehicle location and status can be obtained using web-based browser and the desktop OPS software with a suitable map indicating position, route, etc.		
iii.	Scalability- must support tracking of additional number of vehicles and users countrywide.		
iv.	Integrate a Digital Map of Kenya and have place marking capability for expansion of sites & locations within the whole country. System must have capability to upload place-marks into the web software and the place-marks must be displayed in the reports to ensure common visibility to end users and also trip replays.		
v.	Seamless integration with both Google Map and Earth with automatic export of data to display current location and historical track trails and trip replays.		
vi.	Off-line route display capability - Trip replay function on Digital vector Map, Google Maps and Google Earth.		
vii.	Indicate location accuracy of the system (specify within+ or - 10 meters).		
viii.	Collect location information real-time while vehicle is in motion and allow user requested live updates.		
ix.	Coverage - must be configured to run using GPRS which facilitates WAN connectivity.		
x.	Multiple Geo-fencing capabilities (time and coordinates) and creation of routes for vehicles and ability for triggering alarm/alerts when vehicle goes out of authorized area.		
4.	SOFTWARE		
i.	System compatibility and integration capability of your current version to the client's back end servers' MySQL5 and Oracle on windows server platform.		
ii.	Should provide data download / export module to the client's back end servers' MySQL5 and Oracle on windows server platform. The system should integrate with and customize to major KPLC IT systems. (Ease, ownership and flexibility of system customization shall be part of evaluation).		

iii.	Odometer mileage -Accurate odometer mileage readings for daily opening mileage and closing reading.		
iv.	Provision of driver ID protocol (identification by unique PFN) for use in identifying and authorizing drivers in the operation of vehicles.		
v.	Fuel management system with real-time fuel monitoring functionalities and reports 011 fuel intake/refill, consumption, sudden drops and exceptional reports and alerts. Accuracy of minimum 95% tank calibration.		
vi.	Availability of a customizable Fleet Management System module.		
vii.	Engine monitoring -Support engine monitoring for temperature, engine revving, harsh braking etc.		
viii.	Enable vehicle service scheduling and management.		
ix.	Mapping - Mapping and scheduling of categorized vehicles. Map display on location of each or all vehicles 111 geo-fenced area. Labelling of the distributed mapped vehicles with and auto-refresh map screen.		
x.	Administration -Vehicle definition in the system to include region, sub-region, business branch and depot.		
xi.	User profile management-Able to assign individual user profiles, query profile, provide profile management and profile audit trail capability.		
xii.	Must allow users at the administration level to select all the units. And the vehicle owner to view only his/her vehicle on dashboard.		
xiii.	Ability for the dashboard to display the following: Battery status, Geo-fence violations, location map, average speed and speed violations		
xiv.	System Back up memory of internal data and devices; min 2 years.		
xv.	Data Security - must protect against possible loss of data which may result from simultaneous update of the same information from more than one station and must have an easily executable routine for recovery in the event of the hardware or operating system failure.		
xvi.	Bidder/provider must have a Min of 3,000 units currently installed to vehicles and active. Provide proof by means of relevant reference.		
xvii.	Ability to send system generated alerts & scheduled reports through Email, SMS, etc.		
xviii.	Alerts generated should include Over Speed, Low battery, multiple geo-fences, GPS signal loss, due vehicle service, connection/disconnection with the server, etc.		

xix.	Capacity to create keys / fields as may be required especially for the vehicle Reg. no., Staff no., and vehicle model to enable reporting on either of them.		
xx.	Capacity to plot data in real time basis for one or more vehicles on the map at the time in different color showing details of vehicle, track, time etc.		
5.	SYSTEM STANDARD REPORTS		
i.	Provision of standard and customized downloadable and printable reports		
ii.	Processing detailed reports on: -		
	(a) Tracking devices status (online or offline)		
	(b) Various detailed vehicle activity reports		
	(c) Daily, weekly and monthly and custom period mileage reports (Min. 95% accuracy)		
	(d) Report of fleet by region, sub-region, depot, etc.		
	(e) Driver performance reports		
	(f) Fuel consumption and management reports		
	(g) Reports generated be based on daily, weekly, monthly, and customized periods.		
	(h) Vehicle performance statistical and graphical report in chart form		
	(i) Snapshot of Accident: Automatic transmission of Second by Second Pre- and Post-impact data to server. Min. 2 minutes. Data to include speed, direction, location & driver driving behavior.		
	(j) The total accumulated odometer reading of the vehicle dashboard versus the virtual odometer that is displayed on the system dashboard be a Min. of 95% accurate. Provide proof.		
	(k) Notification reports and a trail on all changes made or system maintenance details.		
6.	WARRANTY & SUPPORT SERVICE		
i.	Specimen of unit to be shown during the demo.		
ii.	Sample of unit warranty to be submitted when tendering.		
iii.	Warranty period, min 3 years.		
iv.	Warranty replacement reporting for parts that fail early.		
v.	Provide service level agreement details & costs - min. 3 years.		
vi.	System to provide online service 24 hours a day for the period of the contract.		
vii.	Must have operational and technical support to staff and capability to offer back-up service in Embu.		
7.	OTHER REQUIREMENTS		
i.	Unit must download once installed to signify commissioning.		
ii.	Training - should be offered for both functional and technical staff as necessary.		

iii.	Provide a list of the number of full-time consultants and their qualifications for the project.		
iv.	Indicate names and physical addresses of at least three major companies where you have supplied/installed more than 3,000 units in total.		
8.	DEMO-Live Presentation on the following system functionalities		
i.	Hardware unit & Surge protector presentation.		
ii.	Web-based Real-time System functionality.		
iii.	Odometer accumulation display on the dashboard and distance report by Time, day, week and month.		
iv.	GPS based mileage measurements with cumulative virtual odometer function independent of vehicle odometer. Prove of Min. 95% accuracy.		
v.	Mapping - Mapping and scheduling of vehicles. Map display on location of each or all vehicles in geo-fenced area. Labelling of the distributed mapped vehicles with and auto-refresh map screen.		
vi.	Geo-fencing/ Scheduling report by		
	(a)Time of the day		
	(b) Days of the week		
	(c) By location or route		
vii.	How digital map place-marking is affected in the web server software reports.		
viii.	Satisfactory test period as determined by the client for confirmation of availability of required reports.		
9.	INITIAL SYSTEM TEST RUN		
i.	Undertake an initial system test run for a reasonable period as part of the technical evaluation. The client to determine the specific number of test vehicles.		
ii.	The roll-out will be subject to the success of the system test run.		

Maintenance Agreements

Sample maintenance agreements must be provided in this part of the Bidder 's response for all components of the recommended solution.

Detailed Work plan and Methodology

The bidder shall provide with his tender a detailed work program clearly indicating the timelines for each activity and the expert to be involved. Consideration will be given to logical flow of activities and overall completion period for the entire exercise.

The proposed methodology should outline the measures the supplier will put in place to ensure smooth transition to the Biometric system without interrupting normal operations of the company and the schedule of trainings for the employees.

SECTION VII: COST PROPOSAL (TO BE SEALED IN A SEPARATE ENVELOPE AS PER INSTRUCTIONS TO TENDER)

	Description	Cost (Kshs)
1.	Supply and Installation, of facial Biometric System as per the specification	
2.	Annual Maintenance	
TOTAL (Inclusive of all taxes)		

Name and Address of Tenderer.....

Signature of Authorized Representative of the tenderer.....

SECTION VIII - STANDARD FORMS

Notes on the sample Forms

1. Form of Tender - The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Confidential Business Questionnaire Form - This form must be the tenderer and submitted with the tender documents. Completed by
3. Tender Security Form -When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
4. Contract Form -The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract prices.
5. Performance Security Form - The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
6. Bank Guarantee for Advance Payment Form - When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.
7. Manufacturers Authorization Form - When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

Form of Tender

To:

Name and address of procuring entity

Tender No.....

Tender Name.....

Gentlemen and/or Ladies: -

1. Having examined the Tender documents including Addenda No. (Insert numbers) the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide Insurance Services under this tender in conformity with the said Tender document 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 Insurance Cover Services in accordance with the conditions of the tender.

3. 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.

4. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract between us subject to the signing of the contract by both parties.

5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 2021

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

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 the Medical cover and has accepted a tender by the tenderer for the supply of the services in the sum of _____ [contract price in words in figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSTH 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 Details of cover
 - (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 GPA cover 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 services 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 particular indicated in Part 1 and either Part 2(a), 2(b), or 2(c)
Which ever applies to your type of business

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

Part _____ 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

Part 2(a) – Sole Proprietor:

Your name in full Age
Nationality Country of origin
Citizenship details.....

Party 2(b) – Partnership

Give details of partners as follows

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Part 2(c) – Registered Company:

Private or public
State the nominal and issued capital of the company –
Nominal Kshs.
Issued Kshs.....

Give details of all directors as follows

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Date..... Signature of Tenderer

If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

TENDER SECURITY FORM

Whereas [*name of Bidder*] (hereinafter called <the tenderer> has submitted its bid dated [*date of submission of bid*] for the provision of insurance services (hereinafter called <the tender?>

KNOW ALL PEOPLE by these presents that WE [*name of bank*] of [*name of country*], having our registered office at [*name of procuring entity*] (hereinafter called <the procuring entity> in the sum of [*state the amount*] for which payment well and truly to be made to the said procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____
_____20 _____

THE CONDITIONS of this obligation are: -

1. If the tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Form; or
2. If the tender, having been notified of the acceptance of its tender by the procuring entity during the period of tender validity
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to tenders.

We undertake to pay to the procuring entity up to the above amount upon receipt of its first written demand, without the procuring entity having to substantiate its demand, provided that in its demand the procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition(s)

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above stated date.

[Authorized Signatories and official stamp of the Bank]

(Amend accordingly if provided by Insurance Company)

PERFORMANCE SECURITY FORM

To:
[Name of 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 of insurance 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 a 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 of money 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 of 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

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO..... OF.....20.....
BETWEEN APPLICANT
ANDRESPONDENT (*Procuring Entity*)

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

REQUEST FOR REVIEW

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

- 1.
- 2.
- etc.

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

- 1.
- 2.
- etc

SIGNED (Applicant)
Dated on..... day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of20.....

SIGNED
Board Secretary