

**BANKI
KUU YA
KENYA**



**CENTRAL
BANK OF
KENYA**

**Haile Selassie Avenue
P.O. Box 60000 - 00200 Nairobi Kenya
Telephone: 2861000/2863000
Fax 340192/250783**

Email: comm@centralbank.go.ke

TENDER DOCUMENT

**TENDER FOR SUPPLY, INSTALLATION TESTING AND COMMISSIONING
OF CCTV SUB-CONTRACT FOR PROPOSED CONSTRUCTION OF NGONG
POLICE COMPLEX FOR CENTRAL BANK OF KENYA**

TENDER NO. CBK/56/2020-2021

CLOSING DATE: 25TH MARCH, 2021 AT 10:30 A.M

GUIDELINES IN PREPARATION OF BID DOCUMENT

In preparing the bid document in response to the tender, bidders are advised to note the following:

1. **Section I – Invitation to Tender.** This section gives guidelines on how and where to seek further clarification pertaining to the tender document; the form and amount of Tender Security required; where and when the tenders should be submitted; and place where tenders will be opened.
2. **Section II – Instruction to Tenderers.** This section guides tenderers basically on how to prepare their bid and how the tendering process will be carried out upto to the award stage including notification of award to the successful bidder. “Appendix to Instruction to Tenderers” customizes clauses under Section II. Wherever there is a conflict between the provisions of the Instructions to Tenderers under Section II and the provisions of the appendix, the provisions of the appendix prevail.
3. **Evaluation Criteria:** This gives information on how the tender will be evaluated. Tenderers should be able to evaluate their bids before submission to determine in advance whether they meet the requirement of the bid or not. Through the evaluation criteria bidders will be able to note all the required documents that should be attached to the bid document.

Checklist of document required to form the bid document:

No.	Documents forming part of the bid	Tenderers Remarks
1	The main sections of the tender document that includes: Section I – Invitation to Tender; Section II – Instruction to Tenderers; and Section III – General Conditions of the Contract Remain as they are in the tender document	
2	Copy of Certificate of Incorporation or Business Registration Certificate	
3	Duly completed Confidential Business Questionnaire in the format provided in this tender document.	
4	Copy of the company’s current Certificate of Tax Compliance issued by Kenya Revenue Authority (KRA) valid at least up to the date of tender opening.	
5	Documentary evidence of liquid assets and/or availability of credit facilities of a value of at least Kshs.5 million (Kenya Shillings five Million) . (Attach copies of certified bank statements for the last six months (From 1 st September, 2020 to 28 th February, 2021) OR letter of credit line from a financial institution registered by Central Bank of Kenya that is valid. The documents so provided may be verified for authenticity).	
6	Original Tender Security (Bid Bond) of Kshs 50,000 in the form provided in this tender document valid for 150 Days from the date of tender opening	
7	Documentary evidence of the Company’s valid registration by National Construction Authority as an CCTV Installation Contractor Category NCA 6 and above	
8	Documentary evidence of the Company’s valid annual practising license from the National Construction Authority as an CCTV Installation Contractor Contractor Category NCA 6 and above	

9	Provide Manufacturer's or authorization letter confirming the bidder as dealer in the region for the proposed type of CCTV Equipment quoted. The letter(s) should indicate the make and country of manufacture of the equipment	
10	List of at least five (5) clients with references (names and telephone of contact persons) to which the company has supplied and installed similar equipment each valued at KShs.5,000,000 and above in the last 7 years. The Bank may undertake due diligence on the list. Note: Bidder to provide copies of contracts/LPOs and completion certificates/letter from the client confirming execution of the contract & amount.	
11	List of at least four (4) Qualified Technical Staff in the company in CCTV, Electronics, Communication Technology or related field.	
12	Financial proposal containing priced Bill of Quantities. Prices to be quoted inclusive of all taxes	
13	Duly filled and signed Form of Tender in the format provided in the tender document	
14	Copy of Company profile.	
15	Bidders are required to serialize all the pages of the bid document submitted including any addendum, appendixes and attachments	

SECTION 1: INVITATION FOR TENDERS

1. The Central Bank of Kenya invites sealed tenders from eligible suppliers for supply, installation, testing and commissioning of CCTV sub-contract for Proposed Construction of Ngong Police Complex in Ngong, Kajiado County.
2. Further information as pertains to this tender may be obtained during working hours (Monday to Friday) between 9:00 am and 5:00 pm using the following address: **The Director, General Services Department, Tel: +254 20 2861000/2860000, 5th Floor, Central Bank of Kenya, Haile Selassie Avenue, Nairobi, Email: supplies@centralbank.go.ke** during normal working hours.
3. A complete set of tender document containing detailed information may be downloaded from the PPIP website: www.tenders.go.ke OR **Central Bank of Kenya website: www.centralbank.go.ke at no cost.** Bidders who download the tender document are advised to register their participation in the tender using the **Email: supplies@centralbank.go.ke.**
4. Prices quoted should be net inclusive of all taxes, must be in Kenya Shillings and shall remain valid for **120 days** from the closing date of the tender.
5. Tenders must be accompanied by a **Tender Security of Kshs. 50,000.00**, valid for **150 days** from the date of tender opening. Failure to attach the Tender Security will lead to automatic rejection of the tender.
6. Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the **Green Tender Box No. 3** at the main entrance, ground floor of **Central Bank of Kenya along Haile Selassie Avenue**, so as to be received on or before **25th March, 2021 at 10.30 A.M.**
7. Tenders will be opened on **25th March, 2021 at 10.30 A.M** in the presence of the Candidates or their representatives who choose to attend the opening in the **Conference Room on Mezzanine Floor**, Central Bank of Kenya Head Office in Nairobi.
8. Bidders are required to serialize all the pages of the bid document submitted including any addendum, appendixes and attachments.

**DIRECTOR,
GENERAL SERVICES DEPARTMENT**

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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 Appendix to Instructions to Tenderers. Successful tenderers shall complete the supply, install and commissioning of the equipment by the intended completion date specified in the tender documents.
- 2.1.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under the Public Procurement and Asset Disposal Act, 2015.
- 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 involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Eligible Equipment

- 2.2.1 All equipment to be supplied and installed 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 equipment(s) are 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 equipment is distinct from the nationality of the tenderer and shall be treated thus in the evaluation of the tender.

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 Ksh 1,000.00

2.3.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.4. Contents of 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 Form
- (xiv) Declaration form

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 Tender Documents

2.5.1 A prospective tenderer making inquiries of the tender documents may notify the Procuring entity in writing or by post at the entity's address indicated in the invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives 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 Tender Documents

- 2.6.1 At any time prior to the deadline for submission of tender, the procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.
- 2.6.2 All prospective tenderers that have obtained 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 the 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 2.12 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 2.13 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 2.14
 - (e) Confidential Business Questionnaire

2.9 Tender Form

- 2.9.1 The tenderer shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the equipment to be supplied, installed and commissioned and a brief description of the equipment, 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 where applicable and total tender price of the equipment and installation it proposes to supply under the contract.

2.10.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:

- (i) the price of the equipment quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable;
- (ii) charges for inland transportation, insurance, and other local costs incidental to delivery of the goods to their final destination; and
- (iii) installation charges shall also be indicated separately for each equipment

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

2.11 Tender Currencies

2.11.1 Prices shall be quoted in the following currencies:

- (a) For equipment that the tenderer will supply from within Kenya, the prices shall be quoted in Kenya Shillings; and
- (b) For equipment that the tenderer will supply from outside Kenya, the prices may be quoted in US Dollars or in another freely convertible currency.
- (c) Cost of installation and commissioning will be in Kenya Shillings.

2.12 Tenderers Eligibility and Qualifications

2.12.1 Pursuant to paragraph 2.1. the tenderers 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.

2.12.1 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

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

- (a) that, in the case of a tenderer offering to supply equipment under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has

been duly authorized by the equipment, Manufacturer or producer to supply the equipment

- (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 Document

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

2.13.2 The documentary evidence of the eligibility of the goods shall consist of 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 equipment 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 equipment
- 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 equipment for a period of two (2) years, following commencement of the use of the equipment 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 commentary 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 and form specified in the Appendix to Instructions to Tenderers.
- 2.14.2 The tender security shall be in the amount not exceeding 2 percent 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) Cash
 - b) A bank guarantee
 - c) Such insurance guarantee approved by the Authority
 - d) Letter of credit.
- 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 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
 - 1. or
 - ii) to furnish performance security in accordance with paragraph 2.28
 - c) If the tenderer rejects correction of an arithmetic error in the tender.

2.15 Validity of Tenders

- 2.15.1 Tenderers shall remain valid for 120 days or as specified in the tender documents after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.20. 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 tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.16.2 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. 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 the tender 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 on the Invitation to Tender.

(b) bear the tender number and name in the Invitation to Tender and the words "DO NOT OPEN BEFORE (day, date at time of closing)"

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.

2.18 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 not later than (the time and date specified).

2.18.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 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

2.18.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the Appendix.

2.19 Modification and Withdrawal of Tenders

2.19.1 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 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 not 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

2.20 Opening of Tenders

2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at *(the time, and the date)* and in the following location.*(address of the procuring entity)*

The tenderers' representatives who are present shall sign a tender opening register evidencing their attendance.

2.20.2 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.

2.20.3 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 and Responsiveness

- 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 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
- 2.22.3 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 those 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 Procuring entity's evaluation of a tender will exclude and not take into account

- (a) in the case of equipment manufactured in Kenya or equipment of foreign origin already located in Kenya, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the tenderer; and
- (b) any allowance for price adjustment during the period of execution of the contract, if provided in the tender.

2.24.3 The comparison shall be of the ex-factory/ex-warehouse/off-the-shelf price of the goods offered from within Kenya, such price to include all costs, as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods.

2.24.4 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price and the price of incidental services, the following factors, in the manner and to the extent indicated in paragraph 2.23.5 and in the technical specifications:

- (a) delivery and installation schedule offered in the tender;
- (b) deviations in payment schedule from the specifications in the Special Conditions of Contract;
- (c) the cost of components, mandatory spare parts and service;
- (d) the availability in Kenya of spare parts and after-sales service for the equipment offered in the tender;

2.24.5 Pursuant to paragraph 2.24.4 the following evaluation methods will be applied

(a) *Delivery schedule*

- (i) The Procuring entity requires that the equipment under the Invitation for Tenders shall be delivered at the time specified in the Schedule of Requirements. Tenders offering deliveries longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

(b) *Deviation in payment schedule*

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

(c) *Spare parts and after sales service facilities*

Tenderers must offer items with service and spare parts back-up. Documentary evidence and locations of such back-up must be given. Where a tenderer offers items without such back-up in the country, he must give a documentary evidence and assurance that he will establish adequate back-up for items supplied.

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

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

2.25 Contacting the Procuring Entity

2.25.1 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.

2.25.2 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.

2.26 Award of Contract

(a) Post-Qualification

2.26.1 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.

2.26.2 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 tenderers 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.

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

(b) Award Criteria

2.26.4 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.

2.26.5 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.

(c) Procuring Entity's Right to Accept or Reject Any or All Tenders

2.26.6 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 tenderer of the grounds for the procuring entity's action

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

2.26.8 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.

2.26.9 A tenderer who gives false information in the tender document about is 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.

2.27 Notification of Award

2.27.1 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.

2.27.2 The notification of award will signify the formation of the Contract but will have to wait until the contract is finally signed by both parties. Simultaneous other tenderers shall be notified that their tenders have not been successful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29, the Procuring entity will simultaneously inform the other tenderers that this tenderers have not been successful

2.28 Signing of Contract

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

2.28.2 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.

2.28.3 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.

2.29 Performance Security

2.29.1 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.

2.29.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.28 or paragraph 2.29 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.

2.30 Corrupt or Fraudulent Practices

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

2.30.2 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.

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

APPENDIX TO INSTRUCTIONS TO 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.

Clause Reference	Particulars of Appendix to Instructions to Tenders
2.1.1	The eligible tenderers are manufacturers or Authorized Dealers in the region of CCTV
2.3.2	Tender document shall be downloaded from the PPIP website: www.tender.go.ke or The Bank's Website: www.centralbank.go.ke at no cost
2.4	Documents listed as "xi, Bank Guarantee for Advance Payment Form" do not form part of this tender document.
2.11.1	Prices quoted should be expressed in Kenyan Shillings.
2.14.2	Tenders must be accompanied by a Tender Security of Kshs. 50,000.00 , valid for 150 days . Failure to attach the Tender Security will lead to automatic rejection of the proposal.
2.15.1	Tender shall remain valid for 120 days after date of tender opening.
2.16.1	Only one "ORIGINAL TENDER" document will be submitted
2.17.2 (b)	The outer envelopes shall bear the tender number and name in the Invitation to Tender and the words "DO NOT OPEN BEFORE 25th March, 2021 at 10.30 am
2.18.1	Tenders to be received not later than 25th March, 2021 at 10.30 am
2.20.1	The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on 25th March, 2021 at 10.30 am The place of opening will be Central Bank of Kenya, Head Office located along Haile Selassie Avenue, Nairobi, Kenya, Mezzanine Conference Room.
2.29.1	Performance security shall be 5% of the contract amount and shall be in form of bank guarantee issued by a commercial bank registered in Kenya recognized by Central Bank of Kenya

Clause 2.6: EVALUATION CRITERIA

The received tenders will be evaluated in four stages as detailed below:

1. Stage 1: Compliance with Mandatory Requirements
2. Stage 2: Technical Evaluation on specifications
3. Stage 3: Technical Evaluation on Capacity to Deliver the contract
4. Stage 4: The Financial Evaluation
5. Recommendation of Award

Stage 1: Compliance with the Mandatory Requirements (MR)

The following mandatory requirements must be met notwithstanding other requirements in the documents:

No	Requirements	Tenderer's Response
MR 1	Provide documentary evidence of the company's Certificate of Incorporation or business registration certificate	
MR 2	Submit a duly completed Confidential Business Questionnaire in the format provided in this tender document.	
MR 3	Provide copy of the company's current Certificate of Tax Compliance issued by Kenya Revenue Authority (KRA) valid at least up to the date of tender opening.	
MR 4	Provide documentary evidence of liquid assets of 5 million (Kenya Shillings five Million) . (Attach copies of certified bank statements for the last six months (From 1 st September, 2020 to 28 th February, 2021) OR letter of credit line from a financial institution registered by Central Bank of Kenya. The documents so provided may be verified for authenticity).	
MR 5	Provide Tender Security (Bid Bond) of Kshs 50,000 in the form provided in this tender document valid for 150 Days from the date of tender opening	
MR 6	Provide documentary evidence of the Company's valid registration by National Construction Authority as CCTV Installation Contractor Category NCA 6 and above	
MR 7	Provide documentary evidence of the Company's valid annual practising license from the National Construction Authority as CCTV Installation Works Contractor Category NCA 6 and above	
MR 8	Provide Manufacturer's or authorization letter confirming the bidder as dealer in the region for the proposed type of CCTV quoted. The letter(s) should indicate the make and country of manufacture of the Equipment	

Bidders shall be required to meet all the Mandatory Requirements to progress to stage 2 on Technical Evaluation on specification.

Stage 2: Technical Evaluation on Specifications

Tenderers meeting the mandatory requirements in stage 1 above will be subjected to technical evaluation on specification of the main items offered.

On compliance with Technical Specifications, bidders shall be required to offer equipment/items which comply with the technical specifications set out in Section VI on specifications of the tender document. In this regard, the bidders will be required to submit relevant technical brochures/technical specifications with the tender document, highlighting (using a mark-pen or highlighter) the Number/model of the proposed CCTV Equipment. Such brochures/ technical specifications should indicate comprehensive relevant data of the proposed equipment/items which should include but not limited to the following:

- (i) Standards of manufacture;
- (ii) Performance ratings/characteristics;
- (iii) Material of manufacture;
- (iv) Electrical power ratings; and
- (v) All other requirements as indicated in the technical specifications of the bid.
- (vi) Country of Origin, Model/Make/Manufacturer and catalogue numbers of the Equipment they propose to supply.

The bid will then be analyzed, using the information in the technical brochures, to determine compliance with key technical specifications for the equipment as indicated in the tender document. Bidders will be required to meet the minimum technical specification of the equipment. Those not complying with any of the key technical specifications shall be disqualified while those meeting all the key technical specifications shall be progressed to third stage of evaluation on technical evaluation on capacity to deliver the contract.

Stage 3: Technical Evaluation on capacity to deliver the contract

Tenderers fully complying with the technical specification will be subjected to technical evaluation on capacity to deliver the contract based on the technical parameters given below:

	Evaluation Attribute	Weighting Score	Max Score
T1	Number of years in the business of the supply and installation of CCTV (a copy of certificate of incorporation to be provided for verification).	Each active year of registration will earn 4marks to a maximum of 5 years	20
T2	Provide a list of at least five (5) clients with references (names and telephone of contact persons) to which the company has supplied and installed similar CCTV equipment each valued at KShs.5,000,000 and above in the last 7 years . The Bank may undertake due diligence on the list. Note: Bidder to provide copies of contracts/LPOs and completion certificates/letter from the client confirming execution of the contract & amount.	Each reference client will earn 6 marks to a maximum of 5 clients.	30
T3	Provide a list of at least four (4) Qualified Technical Staff in the company relevant to CCTV, Electronics, Communication Technology or related field. For any of the personnel provided to qualify, the following requirements MUST be met: a. As a minimum, the academic qualifications of each of the personnel MUST be a certificate from a recognized institution in any of the following fields; i. CCTV ii. Electronics field iii. Communication Technology iv. Other related field b. Technical personnel to be provided: i). Site Agent; ii). 1No. Electrical/Electronics engineer. iii).2No. Technicians/engineers as CCTV/Electronics/electricians etc c. All technical staff provided MUST have as a minimum three years' post college experience in CCTV/ Electronics/Electrical, Communication technology or related field. Each personnel MUST indicate the firms he/she has worked in since graduation. d. Detailed Curriculum Vitae (CV's) of each staff MUST be attached. The Curriculum Vitae MUST state qualification, experience, and duration with the firm and active contacts of the staff. The contacts given in the Curriculum Vitae MUST be active email addresses. e. Copies of academic certificates MUST be provided. f. The role of each technical staff should be indicated Where personnel provide certificates of degrees from	Each Qualified Technical Staff will earn 7.5 marks to a maximum of 4No. Qualified Technical Staff .	30

	foreign institutions, a letter of recognition of the institution from the Commissioner of University Education of Kenya MUST be provided for the certificate to qualify.		
T4	Delivery Period	Delivery period up to three month – 20 marks Delivery period above three months up to six months – 10 marks Delivery period above six month – 0 marks	20
	Total		100

Notes:

Tenderers will be required to **score 75% and above** on the above Technical Evaluation to will qualify for Financial Evaluation.

Stage 4. Financial Evaluation

Tenderers that **score 75% and above** under Technical Evaluation on Capacity to deliver the contract will have their bids subjected to financial evaluation. Financial Evaluation shall involve checking arithmetic errors and completeness of the bill of quantities.

Stage 5: Recommendation of Award

The lowest evaluated bidders will be recommended for consideration of award of the tender.

SECTION III: GENERAL CONDITIONS OF CONTRACT

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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 to the extent that they are not superseded by provisions of other part of contract.

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 and will be treated thus in the evaluation of the tender.

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 Candidate 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 where applicable 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) Cash
 - b) Bank guarantee
 - c) Such insurance guarantee approved by the Authority
 - d) Letter of credit
- 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 equipment 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. 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 equipment 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 equipment after the equipment arrival and installation 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 and packaging of the equipment 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 equipment, documents and installation of the same 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 equipment 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 equipment delivered and installation 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 25% of the original contract price.
- 3.13.4 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

3.14. Assignment

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

3.15. 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 equipment 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 equipment.

3.17. Liquidated Damages

3.17.1 If the tenderer fails to deliver and/or install any or all of the items 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 any 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 that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

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 specified in the SCC

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.

3.21 Notices

3.21.1 Any notice given by one party to the other pursuant to this contract shall be sent to other party by post or by fax or Email and confirmed in writing to the other party's address specified.

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

SECTION IV (A): SPECIAL CONDITIONS OF CONTRACT

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 those in the GCC.

General conditions of contract reference	Special conditions of contract
3.1 (b)	The contract price will be in Kenya Shillings
3.1 (C)	The works involves Supply, installation, testing, commissioning and maintenance of CCTV Equipment
3.1 (d)	The procuring entity is Central Bank of Kenya, P. O. Box 60000 - 00200, Nairobi
3.7	Performance security shall be 5% of the contract amount and shall be in form of bank guarantee issued by a commercial bank registered in Kenya recognized by Central Bank of Kenya
3.10	1. Delivery and installation of the shall be at Ngong Police Housing Complex in Kajiado County 2. Upon delivery and installation of the equipment, the bidder shall notify the Bank and forward the following documents to the Bank through the Project Manager: (i) Copies of the supplier invoice and delivery showing equipment description, unit price, total amount and Contract Agreement
3.12	The method and conditions of payment to the bidder under this contract shall be as follows: (i) There shall be no advance payment under this contract (ii) 95% payment shall be made upon certified delivery and installation of the CCTV Equipment. (iii) 5% shall be made after the warranty period of one year. Note: Payments will be made by the Bank, within thirty (30) days after submission of an invoice and a statement or claim by the bidder.
3.13.1	No price adjustments will be allowed unless under exceptional circumstances and upon approval by the Bank
3.18	If both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred to a court of law of competent jurisdiction in Kenya
3.19	The laws of Kenya shall apply

SECTION V: BILL OF QUANTITIES

BILL NO. 1- PRELIMINARIES AND GENERAL CONDITIONS

[illegible]

BILL No 2 - ADMINISTRATION BLOCK

ITEM	DESCRIPTION	UNIT	BQ QTY.	RATE SHS.	AMOUNT SHS.
	<u>Supply, install, set to work and commission as below or equivalent.</u>				
2.1	Camera- model: Hikvision DS-2CD2132F -(W)(S) or equal equivalent 3MP 1/3" Progressive scan CMOS Support dual streams Up to 30 meters IR range S: Two-way audio and Audio/Alarm I/O, W: Support Wi-Fi IR cut filter with auto switch, DC12V & PoE Built-in Micro SD/SDHC/SDXC card slot, up to 128 GB Ingress Protection level: IP66	No.	4		
2.2	Camera- model: Hikvision DS-2CD2542FWD-I(W)(S) or equivalent Up to 4 megapixel high resolution Full HD1080p video, Dual video streams 2.8mm/4mm/6mm fixed lens, 120dB Wide Dynamic Range 3D Digital Noise Reduction, 3-axis adjustment DC12V & PoE, Support H.264+, Up to 10m IR range, IP66 weather-proof protection, IK08 vandal-proof protection S: Built-in microphone, Audio Output, Alarm IO, W: Built-in Wi-Fi, Mobile Monitoring via EZVIZ P2P or iVMS-4500	No.	6		
2.3	Custom-made 5.0M pole for for mounting of external cameras	No	2		
2.4	Trenching for above external cameras around the admin block	LM	100		
2.5	300 x300 x 450 Manhole complete with concrete cover	No	4		
2.60	28-Port switch as DLINK, Model No.DGS-3630-28SC, 4 x Combo				
-	10/100/1000BASE-T/SFP and 4 x 10 GbE SFP+ ports	No.	1		
-					
2.7	24-Port CAT.6A Voice and Data modular patch panel for 4-Pair FTP cable termination as NEXANS or approved equivalent	No.	1		
2.8	CAT.6A 4-pair FTP cable for camera outlets as NEXANS or approved equivalent	LM	1080		
2.9	NVR SERVER complete with the following: NVR Hardware configured with: 12 TB HDD with 4 GB RAM, and 55" TFT/ LG Smart Television/Monitor - Lenovo and video management software Note: The CCTV installation to have a one-off purchase licence software, where required.	NO	1		
2.10	Allow for the configuration of all the cameras within the development to be viewed on the above screen	Item	1		
	Total For Bill No. 2 Carried Forward to Main Summary Page				

BILL No 3 - HOSTEL BLOCK

ITEM	DESCRIPTION	UNIT	BQ QTY.	RATE SHS.	AMOUNT SHS.
	<u>Supply, install, set to work and commission as below or equivalent .</u>				
3.1	Camera- model: Hikvision DS-2CD2132F -(W)(S) or equal equivalent 3MP 1/3" Progressive scan CMOS Support dual streams Up to 30 meters IR range S: Two-way audio and Audio/Alarm I/O, W: Support Wi-Fi IR cut filter with auto switch, DC12V & PoE Built-in Micro SD/SDHC/SDXC card slot, up to 128 GB Ingress Protection level: IP66	No.	20		
3.2	Camera- model: Hikvision DS-2CD2542FWD-I(W)(S) or equivalent Up to 4 megapixel high resolution Full HD1080p video, Dual video streams 2.8mm/4mm/6mm fixed lens, 120dB Wide Dynamic Range 3D Digital Noise Reduction, 3-axis adjustment DC12V & PoE, Support H.264+, Up to 10m IR range, IP66 weather-proof protection, IK08 vandal-proof protection S: Built-in microphone, Audio Output, Alarm IO, W: Built-in Wi-Fi, Mobile Monitoring via EZVIZ P2P or iVMS-4500	No	10		
3.3	Custom-made 5.0M pole for for mounting of external cameras	No	6		
3.4	Trenching for above external cameras around the hostel block	LM	200		
3.5	300 x300 x 450 Manhole complete with concrete cover	No	4		
3.6	28-Port switch as DLINK, Model No.DGS-3630-28SC, 4 x Combo 10/100/1000BASE-T/SFP and 4 x 10 GbE SFP+ ports	No.	2		
3.7	24-Port CAT.6A Voice and Data modular patch panel for 4-Pair FTP cable termination as NEXANS or approved equivalent	No.	2		
3.8	CAT.6A 4-pair FTP cable for camera outlets as NEXANS or approved equivalent	LM	2600		
3.9	Carefully connect 1No core of the multimode backbone fibre in the wall cabinet provided by others and link the above cameras to the NVR in the administration block-Server room	Item	1		
Total For Bill No. 3 Carried Forward to Main Summary Page					

BILL No 4 - CLASSROOM BLOCK

ITEM	DESCRIPTION	UNIT	BQ QTY.	RATE SHS.	AMOUNT SHS.
4.1	<u>Supply, install, set to work and commission as below or equivalent .</u> Camera- model: Hikvision DS-2CD2132F -(W)(S) or equal equivalent 3MP 1/3" Progressive scan CMOS Support dual streams Up to 30 meters IR range S: Two-way audio and Audio/Alarm I/O, W: Support Wi-Fi IR cut filter with auto switch, DC12V & PoE Built-in Micro SD/SDHC/SDXC card slot, up to 128 GB Ingress Protection level: IP66	No	6		
4.2	Camera- model: Hikvision DS-2CD2542FWD-I(W)(S) or equivalent Up to 4 megapixel high resolution Full HD1080p video Dual video streams 2.8mm/4mm/6mm fixed lens 120dB Wide Dynamic Range 3D Digital Noise Reduction 3-axis adjustment DC12V & PoE Support H.264+ Up to 10m IR range IP66 weather-proof protection IK08 vandal-proof protection S: Built-in microphone, Audio Output, Alarm IO W: Built-in Wi-Fi Mobile Monitoring via EZVIZ P2P or iVMS-4500	No	8		
4.3	Custom-made 5.0M pole for for mounting of external cameras	No	2		
4.4	Trenching for above external cameras around the classroom block	LM	100		
4.5	300 x300 x 450 Manhole complete with concrete cover	No	4		
4.6	28-Port switch as DLINK, Model No.DGS-3630-28SC, 4 x Combo 10/100/1000BASE-T/SFP and 4 x 10 GbE SFP+ ports	No.	1		
4.7	24-Port CAT.6A Voice and Data modular patch panel for 4-Pair FTP cable termination as NEXANS or approved equivalent	No.	1		
4.8	CAT.6A 4-pair FTP cable for camera outlets as NEXANS or approved equivalent	LM	1300		
4.9	Carefully connect 1No core of the multimode backbone fibre in the wall cabinet provided by others and link the above cameras to the NVR in the administration block-Server room	Item	1		
-					
Total For Bill No. 4 Carried Forward to Main Summary Page					

BILL No 5 - AUDITORIUM

ITEM	DESCRIPTION	UNIT	BQ QTY.	RATE SHS.	AMOUNT SHS.
	<u>Supply, install, set to work and commision as below or equivalent .</u>				
5.1	Camera- model: Hikvision DS-2CD2132F -(W)(S) or equal equivalent 3MP 1/3" Progressive scan CMOS Support dual streams Up to 30 meters IR range S: Two-way audio and Audio/Alarm I/O, W: Support Wi-Fi IR cut filter with auto switch, DC12V & PoE Built-in Micro SD/SDHC/SDXC card slot, up to 128 GB Ingress Protection level: IP66	No	7		
5.2	Camera- model: Hikvision DS-2CD2542FWD-I(W)(S) or equivalent Up to 4 megapixel high resolution Full HD1080p video Dual video streams 2.8mm/4mm/6mm fixed lens 120dB Wide Dynamic Range 3D Digital Noise Reduction 3-axis adjustment DC12V & PoE Support H.264+ Up to 10m IR range IP66 weather-proof protection IK08 vandal-proof protection S: Built-in microphone, Audio Output, Alarm IO W: Built-in Wi-Fi Mobile Monitoring via EZVIZ P2P or iVMS-4500	NO	6		
5.3	Custom-made 5.0M pole for for mounting of external cameras	No	3		
5.4	Trenching for above external cameras around the auditorium block	LM	100		
5.5	300 x300 x 450 Manhole complete with concrete cover	No	4		
5.6	28-Port switch as DLINK, Model No.DGS-3630-28SC, 4 x Combo 10/100/1000BASE-T/SFP and 4 x 10 GbE SFP+ ports	No.	1		
5.7	24-Port Cat.6A Voice and Data modular patch panel for 4-Pair FTP cable termination as NEXANS or approved equivalent	No.	1		
5.8	Cat.6A 4-pair FTP cable for camera outlets as NEXANS or approved equivalent	LM	1400		
5.9	Carefully connect 1No core of the multimode backbone fibre in the wall cabinet provided by others and link the above cameras to the NVR in the administration block-Server room	Item	1		
Total For Bill No. 5 Carried Forward to Main Summary Page					

BILL No 6 - POLICE STATION

ITEM	DESCRIPTION	UNIT	BQ QTY.	RATE SHS.	AMOUNT SHS.
	<u>Supply, install, set to work and commission as below or equivalent.</u>				
2.1	Camera- model: Hikvision DS-2CD2132F -(W)(S) or equal equivalent 3MP 1/3" Progressive scan CMOS Support dual streams Up to 30 meters IR range S: Two-way audio and Audio/Alarm I/O, W: Support Wi-Fi IR cut filter with auto switch, DC12V & PoE Built-in Micro SD/SDHC/SDXC card slot, up to 128 GB Ingress Protection level: IP66	No	1		
2.2	Camera- model: Hikvision DS-2CD2542FWD-I(W)(S) or equivalent Up to 4 megapixel high resolution Full HD1080p video Dual video streams 2.8mm/4mm/6mm fixed lens 120dB Wide Dynamic Range 3D Digital Noise Reduction 3-axis adjustment DC12V & PoE Support H.264+ Up to 10m IR range IP66 weather-proof protection IK08 vandal-proof protection S: Built-in microphone, Audio Output, Alarm IO W: Built-in Wi-Fi Mobile Monitoring via EZVIZ P2P or iVMS-4500	NO	7		
2.3	Custom-made 5.0M pole for for mounting of external cameras	No	4		
2.4	Trenching for above external cameras around the police station	LM	100		
2.5	300 x300 x 450 Manhole complete with concrete cover	No	4		
2.60	28-Port switch as DLINK, Model No.DGS-3630-28SC, 4 x Combo 10/100/1000BASE-T/SFP and 4 x 10 GbE SFP+ ports	No.	1		
2.7	24-Port Cat.6A Voice and Data modular patch panel for 4-Pair FTP cable termination as NEXANS or approved equivalent	No.	1		
2.8	Cat.6A 4-pair FTP cable for camera outlets as NEXANS or approved equivalent	LM	800		
2.9	Carefully connect 1No core of the multimode backbone fibre in the wall cabinet provided by others and link the above cameras to the NVR in the administration block-Server room	Item	1		
Total For Bill No. 6 Carried Forward to Main Summary Page					

BILL No 7 - POLICE CANTEEN

ITEM	DESCRIPTION	UNIT	BQ QTY.	RATE SHS.	AMOUNT SHS.
	<u>Supply, install, set to work and commission as below or equivalent .</u>				
2.1	Camera- model: Hikvision DS-2CD2132F -(W)(S) or equal equivalent 3MP 1/3" Progressive scan CMOS Support dual streams Up to 30 meters IR range S: Two-way audio and Audio/Alarm I/O, W: Support Wi-Fi IR cut filter with auto switch, DC12V & PoE Built-in Micro SD/SDHC/SDXC card slot, up to 128 GB Ingress Protection level: IP66	No	4		
2.2	Camera- model: Hikvision DS-2CD2542FWD-I(W)(S) or equivalent Up to 4 megapixel high resolution Full HD1080p video Dual video streams 2.8mm/4mm/6mm fixed lens 120dB Wide Dynamic Range 3D Digital Noise Reduction 3-axis adjustment DC12V & PoE Support H.264+ Up to 10m IR range IP66 weather-proof protection IK08 vandal-proof protection S: Built-in microphone, Audio Output, Alarm IO W: Built-in Wi-Fi Mobile Monitoring via EZVIZ P2P or iVMS-4500	NO	5		
2.3	Custom-made 5.0M pole for for mounting of external cameras	No	3		
2.4	Trenching for above external cameras around the police canteen block	LM	100		
2.5	300 x300 x 450 Manhole complete with concrete cover	No	4		
2.60	28-Port switch as DLINK, Model No.DGS-3630-28SC, 4 x Combo 10/100/1000BASE-T/SFP and 4 x 10 GbE SFP+ ports	No.	1		
2.7	24-Port CAT.6A Voice and Data modular patch panel for 4-Pair FTP cable termination as NEXANS or approved equivalent	No.	1		
2.8	CAT.6A 4-pair FTP cable for camera outlets as NEXANS or approved equivalent	LM	1100		
2.9	Carefully connect 1No core of the multimode backbone fibre in the wall cabinet provided by others and link the above cameras to the NVR in the administration block-Server room	Item	1		
Total For Bill No. 7 Carried Forward to Main Summary Page					

BILL No 8 - DINING BLOCK

ITEM	DESCRIPTION	UNIT	BQ QTY.	RATE SHS.	AMOUNT SHS.
	<u>Supply, install, set to work and commission as below or equivalent.</u>				
2.1	Camera- model: Hikvision DS-2CD2132F -(W)(S) or equal equivalent 3MP 1/3" Progressive scan CMOS Support dual streams Up to 30 meters IR range S: Two-way audio and Audio/Alarm I/O, W: Support Wi-Fi IR cut filter with auto switch, DC12V & PoE Built-in Micro SD/SDHC/SDXC card slot, up to 128 GB Ingress Protection level: IP66	No	6		
2.2	Camera- model: Hikvision DS-2CD2542FWD-I(W)(S) or equivalent Up to 4 megapixel high resolution Full HD1080p video Dual video streams 2.8mm/4mm/6mm fixed lens 120dB Wide Dynamic Range 3D Digital Noise Reduction 3-axis adjustment DC12V & PoE Support H.264+ Up to 10m IR range IP66 weather-proof protection IK08 vandal-proof protection S: Built-in microphone, Audio Output, Alarm IO W: Built-in Wi-Fi Mobile Monitoring via EZVIZ P2P or iVMS-4500	NO	16		
2.3	Custom-made 5.0M pole for for mounting of external cameras	No	4		
2.4	Trenching for above external cameras around the Dining block	LM	100		
2.5	300 x300 x 450 Manhole complete with concrete cover	No	4		
2.60	28-Port switch as DLINK, Model No.DGS-3630-28SC, 4 x Combo 10/100/1000BASE-T/SFP and 4 x 10 GbE SFP+ ports	No.	1		
2.7	24-Port CAT.6A Voice and Data modular patch panel for 4-Pair FTP cable termination as NEXANS or approved equivalent	No.	1		
2.8	CAT.6A 4-pair FTP cable for camera outlets as NEXANS or approved equivalent	LM	2000		
2.9	Carefully connect 1No core of the multimode backbone fibre in the wall cabinet provided by others and link the above cameras to the NVR in the administration block-Server room	Item	1		
Total For Bill No. 8 Carried Forward to Main Summary Page					

BILL No 9 - APARTMENT BLOCK

ITEM	DESCRIPTION	UNIT	BQ QTY.	RATE SHS.	AMOUNT SHS.
	<u>Supply, install, set to work and commission as below or equivalent .</u>				
2.1	Camera- model: Hikvision DS-2CD2132F -(W)(S) or equal equivalent 3MP 1/3" Progressive scan CMOS Support dual streams Up to 30 meters IR range S: Two-way audio and Audio/Alarm I/O, W: Support Wi-Fi IR cut filter with auto switch, DC12V & PoE Built-in Micro SD/SDHC/SDXC card slot, up to 128 GB Ingress Protection level: IP66	No	5		
2.2	Camera- model: Hikvision DS-2CD2542FWD-I(W)(S) or equivalent Up to 4 megapixel high resolution Full HD1080p video Dual video streams 2.8mm/4mm/6mm fixed lens 120dB Wide Dynamic Range 3D Digital Noise Reduction 3-axis adjustment DC12V & PoE Support H.264+ Up to 10m IR range IP66 weather-proof protection IK08 vandal-proof protection S: Built-in microphone, Audio Output, Alarm IO W: Built-in Wi-Fi Mobile Monitoring via EZVIZ P2P or iVMS-4500	NO	8		
2.3	Custom-made 5.0M pole for for mounting of external cameras	No	4		
2.4	Trenching for above external cameras around the Apartment	LM	100		
2.5	300 x300 x 450 Manhole complete with concrete cover	No	4		
2.60	28-Port switch as DLINK, Model No.DGS-3630-28SC, 4 x Combo 10/100/1000BASE-T/SFP and 4 x 10 GbE SFP+ ports	No.	1		
2.7	24-Port CAT.6A Voice and Data modular patch panel for 4-Pair FTP cable termination as NEXANS or approved equivalent	No.	1		
2.8	CAT.6A 4-pair FTP cable for camera outlets as NEXANS or approved equivalent	LM	1100		
2.9	Carefully connect 1No core of the multimode backbone fibre in the wall cabinet provided by others and link the above cameras to the NVR in the administration block-Server room	Item	1		
Total For Bill No. 9 Carried Forward to Main Summary Page					

BILL No 10 - SENIOR ACCOMODATION BLOCK

ITEM	DESCRIPTION	UNIT	BQ QTY.	RATE SHS.	AMOUNT SHS.
	<u>Supply, install, set to work and commission as below or equivalent .</u>				
10.1	Camera- model: Hikvision DS-2CD2132F -(W)(S) or equal equivalent 3MP 1/3" Progressive scan CMOS Support dual streams Up to 30 meters IR range S: Two-way audio and Audio/Alarm I/O, W: Support Wi-Fi IR cut filter with auto switch, DC12V & PoE Built-in Micro SD/SDHC/SDXC card slot, up to 128 GB Ingress Protection level: IP66	No	3		
10.2	Camera- model: Hikvision DS-2CD2542FWD-I(W)(S) or equivalent Up to 4 megapixel high resolution Full HD1080p video Dual video streams 2.8mm/4mm/6mm fixed lens 120dB Wide Dynamic Range 3D Digital Noise Reduction 3-axis adjustment DC12V & PoE Support H.264+ Up to 10m IR range IP66 weather-proof protection IK08 vandal-proof protection S: Built-in microphone, Audio Output, Alarm IO W: Built-in Wi-Fi Mobile Monitoring via EZVIZ P2P or iVMS-4500	NO	8		
10.3	Custom-made 5.0M pole for mounting of external cameras	No	4		
10.4	Trenching for above external cameras around the senior accommodation block	LM	100		
10.5	300 x300 x 450 Manhole complete with concrete cover	No	4		
10.6	28-Port switch as DLINK, Model No.DGS-3630-28SC, 4 x Combo 10/100/1000BASE-T/SFP and 4 x 10 GbE SFP+ ports	No.	1		
10.7	24-Port CAT.6A Voice and Data modular patch panel for 4-Pair FTP cable termination as NEXANS or approved equivalent	No.	1		
10.8	CAT.6A 4-pair FTP cable for camera outlets as NEXANS or approved equivalent	LM	1000		
10.9	Carefully connect 1No core of the multimode backbone fibre in the wall cabinet provided by others and link the above cameras to the NVR in the administration block-Server room	Item	1		
Total For Bill No. 10 Carried Forward to Main Summary Page					

BILL No 10 - SENIOR ACCOMODATION BLOCK

ITEM	DESCRIPTION	UNIT	BQ QTY.	RATE SHS.	AMOUNT SHS.
	<u>Supply, install, set to work and commission as below or equivalent.</u>				
11.1	Camera- model: Hikvision DS-2CD2132F -(W)(S) or equal equivalent 3MP 1/3" Progressive scan CMOS Support dual streams Up to 30 meters IR range S: Two-way audio and Audio/Alarm I/O, W: Support Wi-Fi IR cut filter with auto switch, DC12V & PoE Built-in Micro SD/SDHC/SDXC card slot, up to 128 GB Ingress Protection level: IP66	No	2		
11.2	Camera- model: Hikvision DS-2CD2542FWD-I(W)(S) or equivalent Up to 4 megapixel high resolution Full HD1080p video Dual video streams 2.8mm/4mm/6mm fixed lens 120dB Wide Dynamic Range 3D Digital Noise Reduction 3-axis adjustment DC12V & PoE Support H.264+ Up to 10m IR range IP66 weather-proof protection IK08 vandal-proof protection S: Built-in microphone, Audio Output, Alarm IO W: Built-in Wi-Fi Mobile Monitoring via EZVIZ P2P or iVMS-4500	NO	4		
11.3	Custom-made 5.0M pole for mounting of external cameras	No	2		
11.4	Trenching for above external cameras around the gate houses	LM	50		
11.5	300 x300 x 450 Manhole complete with concrete cover	No	2		
11.6	28-Port switch as DLINK, Model No.DGS-3630-28SC, 4 x Combo 10/100/1000BASE-T/SFP and 4 x 10 GbE SFP+ ports	No.	2		
11.7	24-Port CAT.6A Voice and Data modular patch panel for 4-Pair FTP cable termination as NEXANS or approved equivalent	No.	1		
11.8	CAT.6A 4-pair FTP cable for camera outlets as NEXANS or approved equivalent	LM	800		
11.9	Carefully connect 1No core of the multimode backbone fibre in the wall cabinet provided by others and link the above cameras to the NVR in the administration block-Server room	Item	1		
Total For Bill No. 11 Carried Forward to Main Summary Page					

BILL No. 10 - GENERAL ITEMS

Item	Description	Qty	Unit	Rate Kshs	Cost Kshs
	Supply, install, test and commission a complete closed circuit camera (CCTV) solution as described in the specifications and Bills of Quantities: -				
12.1	Supply and installation of all necessary consumables e.g factory made cable markers, cable ties, etc for proper labeling and cable management.	1	Item		
12.2	Carry out comprehensive CCTV tests and analysis, after installations.				
	i) Record and print all the CCTV Installations system parameters.				
	ii) Submit 3 copies of the printouts.	1	Item		
	-				
Total For Bill No. 12 Carried Forward to Main Summary Page					

MAIN SUMMARY PAGE

Item	Description	Amount KSh. Cts
S.1	Total for Bill No. 1: General Conditions and Preliminaries	
S.2	Total for Bill No. 2: Total for Admin block	
S.3	Total for Bill No. 3: Total for Hostel block	
S.4	Total for Bill No. 4: Total for Classroom block	
S.5	Total for Bill No. 5: Total for Auditorium	
S.6	Total for Bill No. 6: Total for Police Station	
S.7	Total for Bill No. 7: Total for Police Canteen	
S.8	Total for Bill No. 8: Total for Kitchen, Dining & Indoor recreation	
S.9	Total for Bill No. 9: Total for Apartment block	
S.10	Total for Bill No. 10: Total for Senior Accommodation block	
S.11	Total for Bill No. 11: Total for gate houses	
S.12	Total for Bill No. 12: General Items	
S.13	Sub-Total	
S.14	Add 5% of the Sub Total in Item S.13 as Contingency	
Total Carried Forward to the Form of Tender		

B: Maintenance of the Installed CCTV System

No.	Machine	Quarterly Cost	Annual Cost (Kshs.)	Total Cost in Three Years (Kshs.)
i	Maintenance of the installed CCTV System Equipment	LS		

Note: Maintenance will involve service of the system to ensure that the installed system is kept at optimal operation during the maintenance period. Bidders are required to include in their bid a proposal for maintenance service. Maintenance will commence after the one year warranty and defect liability period.

Summary of Costs to be Transferred to the Form of Tender

No.	Description	Total Cost in Kshs.
A	Total cost for Supply and Installation of CCTV system for proposed Ngong Police Complex for CBK	
B	Total cost for three years maintenance of the installed CCTV System for Central Bank of Kenya.	
Grand Total Carried to Tender Form		

Note: Award of the tender will be to the lowest evaluated bidder for both supply, installation and three years maintenance of the CCTV

We submit our tender for the above specified equipment amounting to

KShs_____in words: Kenya Shillings_____

1. Delivery period in Weeks _____

2. Completion period shall be_____ weeks.

3. Our tender will remain valid for _____ (Not less than 120 days) from the date of tender opening)

Signature of tenderer _____

SECTION VI: TECHNICAL SPECIFICATIONS

PARTICULAR AND TECHNICAL SPECIFICATIONS FOR EQUIPMENT

A. CCTV SYSTEM

A. INTRODUCTION

- a) Surveillance CCTV systems are required to ensure effective surveillance of an area as well as create a tamperproof record for post event analysis. The System shall provide an online display of video images on TFT monitors located in central control room at the admin block or as shall be advised by the Client. The system will be used for security and supervisory purpose. The system will be able to record pictures in a network server. The recorded pictures can be played back to get archived information whose duration depends on recording speed programmed.
- 1.2 System should facilitate viewing of HD live streaming video and recorded images and controlling of all cameras by the authorized users present in the LAN.
- 1.3 System should provide inter-operability of hardware, OS, software, networking, printing, database connectivity, reporting, and communication protocols. System expansion should be possible through off-the-shelf available hardware.
- 1.4 Equipment with better specifications shall be accepted.

B. CAMERAS LEGEND

All the cameras will be IP with PoE capability.

- i) Type A
The camera shall be a colour fixed dome type for internal use.
- ii) Type B
The camera shall be a colour, fixed dome type for external use. Hence, it should be able to withstand all weather conditions.

C. SET UP

- The offered system will cover all entrances and exits and will give a detailed view of all cars entering and exiting through the designated gates.
- All designated entry points will be covered by cameras in strategic locations in order to get a comprehensive view of all entry points and activities around it.
- The main control room will be situated in Ground Floor.
- **The system will allow for 30 days storage of the recording from all cameras.**

D. SYSTEM DESIGN

- The offered System will be based on IP infrastructure.
- The offered system will allow viewing of any camera from any viewing station on the network without any limitations.
- Cameras will be connected to the network using independent LAN infrastructure and independent wireless infrastructure (where needed).
- The offered system should have an open architecture that will allow unlimited expansion for any number of cameras and works stations over the LAN or wireless network.
- The offered system will allow for secure mode of communication.
- The system will be operated through work stations and video viewing stations.
- The system will be managed through a designated management station in order to control devices and user's registration as well as registration of operational logs and alarms.
- Main controller will be sited at the main security control room and will be viewing the cameras on LCD screens
- The controller will be able to view and control all cameras from a central CCTV keyboard and workstation keyboards.

E. SYSTEM DESCRIPTION

- i. The security video system shall be an IP network-based, fully distributed digital video system. The security video system will utilize local area networks (LAN) as a transmission medium for video, configuration, as well as storage of all data. The security video system shall provide full video control at the control room, with additional full-selection capability at any point within the network from a workstation or a video console. The security video system shall provide unlimited expansion capability for the addition or modification of video inputs.
- ii. The contractor shall furnish and install all security video cameras, pan/tilt/zoom (PTZ) cameras, mounts, housings, power supply systems, coaxial cable, network cables, connectors, equipment racks, monitors and consoles, computer controlled network switchers, work stations, network storage managers, video encoders, video decoders, video consoles and keyboards, and all other hardware and software to provide a fully operational system **UNLESS** stated otherwise. The security video system shall permit normal and event monitoring of all secured areas on digital monitors as required or shown in the specifications and drawings. Video monitoring consoles shall be installed at the control room, as described in these specifications. In all cases, the equipment shall be state of the art, standardized commercial off-the-shelf, and modular. In all cases, the method of communication from remote locations within the network to the central components shall be transparent to the user. Equipment shall be selected and installed so repairs can be

accomplished on site by module replacement, using spare components whenever possible.

- iii. The intent of this specification/design is to provide the owner with a distributed networked digital security system. The security video system shall be complete and operational per the performance requirements and objectives of these specifications. The contractor shall be responsible for the coordination of related work with other trades affecting his/her work or the work of others.

F. CODES AND STANDARDS

- a) Work shall be performed in accordance with the applicable national and local codes or standards current at the commencement of installation. The following list summarizes the applicable codes and standards:
 - 1. National Electrical Safety Code, current edition
 - 2. National Fire Protection Association National Fire Codes, current edition
 - 3. EIA/TIA-568 Commercial Building Telecommunications Wiring Standard
 - 4. EIA/TIA-569 Commercial Building Standard for Telecommunications Pathways and Spaces
 - 5. EIA /TIA-606 Administrative Standards for the Telecommunications Infrastructure of Commercial Buildings
 - 6. IEEE, RS 170 variable standard
 - 7. NTSC/PAL
 - 8. IEEE, 802.3 digital data network standard
 - 9. EIT/TIA-568A premises cabling standard
 - 10. Compliant with ISO/IEC 14496 standard (also known as MPEG-4)
 - 11. Compliant with ISO/IEC 14496-10 standard (also known as MGEP-4 Part 10 or H.264)
 - 12. Compliant with International Telecommunication Union (ITU) Recommendation G.711, "Pulse Code Modulation (PCM) of Voice Frequencies"
 - 13. Electric Power Act
 - 14. Kenya Bureau of Standards (KBS)
 - 15. Institution of Electrical Engineers (LE.E) Wiring Regulations
 - 16. Current recommendation of CCITT and CC1R
- b) When more than one code or regulation is applicable, the more stringent regulation shall apply.

G. VIDEO MANAGEMENT SYSTEM CAPABILITIES

The following information describes the general architecture and basic functionality deemed essential for the IP video management system described in this specification.

- a. The IP video management system shall be built upon open, industry standards and facilitate integration with IT infrastructures and other digital and analog systems.

- b. The IP video management system shall provide an API/SDK that is capable of being used at a level consistent with a full-featured gateway. The gateway shall provide an RS232 ASCII interface, Ethernet interface, and the ability to create custom plug-ins to the system user interface.
- c. The IP video management system shall support cameras that generate a standard NSTC/PAL composite video signal.
- d. The IP video management system shall incorporate up-the-cable PTZ camera management technology as well as serial control methodologies.
- e. The IP video management system shall provide support for IP cameras from multiple manufacturers.
- f. The IP video management system shall support standard resolution and megapixel IP cameras.
- g. The IP video management system shall not limit resolution, frame rate, or number of standard-resolution or megapixel cameras that can be recorded, viewed, and managed on the system.
- h. All displays shall retain the camera's aspect ratio and accommodate 4:3, 16:9, or 16:10 monitor displays.
- i. All components of the IP video management system shall be built upon a reliable and robust Linux operating system except for the Windows workstation.
- j. The system shall be fully distributed in nature so that each system device can remain operational in a majority of modes without dependence on other devices.
- k. Multiple users shall be able to simultaneously view the same camera view or sequence. The system shall use multicast streaming video to allow multiple users to view the same video stream, though not necessarily synchronized with each other, without affecting the bandwidth of the network.
- l. Video titling shall provide for a 100-character camera site description (on/off), display time/date (on/off), set the display color (black-white), display a site message (on/off), and define the screen block position for the title.
- m. The IP video management system shall have the capability to create and execute a system script used to control and automate any system function. Scripts can be nested such that multiple actions can be taken off the same trigger. The configuration of such scripts shall be easy to use and follow the rules of drag and

drop configuration. The IP video management system shall be capable of the following actions (minimal requirements):

1. Display video from any camera to a specific monitor or screen division, including changing screen division views.
 2. Reset any monitor to its original screen division and image.
 3. Move system PTZ cameras to a specified preset location.
 4. Activate predefined patterns on system PTZ cameras.
 5. Start/stop recording an event from any indicated video source.
 6. Use script nesting, a means of running another script within any given script.
 7. Activate system relays and send an e-mail notification to any recipient through pop3.
 8. Add wait times to any script command.
- n. The scripting language shall use a system function upload, and then modify or send out a global command to all components in the system.
- o. The video management system shall support sequences running on any network monitor. Alarms or user intervention shall be capable of interrupting a running sequence
- p. Operator control of a camera or selection of monitors shall override the sequence control of camera or monitor; sequence control of a camera or selection of monitors shall not override operator control of a camera or selection of monitors.
- q. The IP video management system shall allow for programming of alarms and associated incoming alarms with related parts of the system. Alarms and other triggers can be grouped into system events. System events can be configured using Boolean logic that requires multiple entities to be true before a system event is triggered.
- r. Individual, group, or all alarms shall be disabled by special sequences, which can be initiated by the operator or automatically by time/day/date.
- s. The IP video management system shall log all alarms and events in the system manager database.
- t. All user interfaces in the IP video management system shall support language localization. Language preferences shall be associated with user settings and shall follow the user and automatically load upon user log-in, regardless of the console or workstation.
- u. The IP video management system shall provide for virtual matrix functionality, leveraging the IP network to switch any camera to any monitor as well as transmit alarms and other system messages to any console on the network.

- v. The IP video management system shall utilize a system manager to provide user and database management.
- w. The system manager software shall support database failover when using two servers by maintaining a continuously synchronized duplicate of the main database at all times.
- x. To ensure system security and integrity, the IP video management system shall incorporate a methodology for validating the authenticity of the source of any video or communication message before recording, displaying, or acting on that message. One example of such a methodology is the use of the RSA 256-bit public/private key authentication scheme. All video generated by IP cameras or video encoders shall be digitally signed using the device's public key prior to the content being recorded or displayed by a receiving device. The system manager shall retain all private keys, and messages shall be authenticated with the system manager prior to an action being carried out. In addition, this scheme shall allow for authenticating the validity and integrity of any exported video from the system; all video will be digitally signed as it is being generated by the IP camera or video encoder and prior to it being recorded to a disk drive.
- y. The IP video security system's digital recording subsystem shall incorporate a distributed, load balancing architecture and provide fault tolerance and redundancy in critical areas of concern. The hardware shall be designed such that all serviceable components can be easily replaced or maintained without the need to take the storage system off line. As a standard, all network storage devices shall provide RAID 6 redundancy to safeguard the data if a hard disk drive failure occurs.
- z. The IP video management system shall provide multilevel diagnostics of each component in all critical areas. These diagnostics shall be reported to a diagnostic console for processing. The diagnostic data shall be capable of being scripted into actionable events within the system. In addition, standard SNMP messages shall be capable of being mined by network diagnostic systems such as OpenView, Tivoli, and others for diagnostic traps and operational data.
- aa. The IP video management system shall support intelligent edge devices for video motion detection and analytics analysis. Motion detection shall allow for the configuration of:
 - i. Three independently configured groups of activity detection zones.
 - ii. Each zone can be programmed with its own specific sensitivity level and configured for a specified threshold.
 - iii. Video motion shall be capable of enabling motion-based search routines, triggering relays, or executing scripted responses.

bb. Video analytics shall utilize the processing power of the video encoder or IP camera to analyze live video on a continuous or scheduled basis. If programmed for scheduled operation, different analytic behaviours shall be capable of being loaded at different schedules or upon user command. Analytic analysis shall be capable of being done entirely within the edge device or IP camera and without requiring an analytics server for processing. Analytics behaviours shall, at a minimum, include the following features:

- i. Directional motion: Shall be capable of triggering an alarm only if an object moves in a specified direction.
- ii. Adaptive motion: Shall be capable of monitoring a moving object and only trigger an alarm if the object enters a designated area
- iii. Video vibration removal: Shall be capable of removing vibration from unstable mounting of the camera
- iv. Object removed: Shall trigger an alarm should a designated object be removed from the scene
- v. Object left behind: Shall trigger an alarm should a foreign object be deposited in the scene
- vi. Object counting: Shall maintain an accurate count of all objects entering a defined zone or objects that move in a given direction past a designated spot.
- vii. Camera sabotage: Shall trigger an alarm should it detect attempted sabotage, such as obstructing the lens or moving the camera without authorization.

cc. The IP video management system shall be able to handle future expansion of an unlimited total capacity from what is shown in the drawings, including, but not limited to, cameras, monitors, alarm circuits, and relay closures.

H. CAMERAS

Outline

They will be used to capture pictures from various strategic positions. Their locations are shown in the drawings available for viewing at the Engineers offices.

All the cameras will be terminated in an office located in first floor where control equipment will be installed.

i) Type A

- The camera shall be a colour fixed dome type for internal use.
- It shall have inbuilt auto iris, varifocal lens of 3.5 – 8mm.
- It shall be a day and night camera. Hence, it should be able to show pictures under very low light conditions as low as 0.01 lux.

- It shall have a minimum of 450TVL.
- It shall include a built-in 100Base-TX network interface for live streaming to a standard Web browser.
- The indoor CCTV camera dome system shall operate in open architecture connectivity for third-party software recording solutions.
- The indoor CCTV camera dome system shall be a discreet camera dome system consisting of a 1/4-inch high resolution color, monochrome, or color/black-white CCD camera; motorized zoom lens with optical and digital zoom; auto focus; and an enclosure consisting of a black box, lower dome, and a quick-install mounting.
- The network camera shall offer auto back focus (ABF) functionality through a push button on the camera. ABF parameters shall be configurable through a standard Web browser interface.
- The network camera shall support industry standard Power over Ethernet (PoE) IEEE 802.3af to supply power to the camera over the network. The network camera shall also offer a 24 VAC power input optional use.
- The network camera shall support standard IT protocols.
- Camera Sabotage shall detect changes in the camera field of view, including obstruction of lens (such as by cloth, spray paint, or a lens cap cover) and unauthorized movement of the camera. Such behaviours shall trigger an alarm.
- The indoor fixed dome system shall meet or exceed the following design and performance specifications.

ii) Type B

- The camera shall be a colour fixed dome type for external use. Hence, it should be able to withstand all weather conditions.
- The network camera shall offer dual video streams with up to 3 megapixel resolution (1920 x 1080) in progressive scan format. Colour and day/night models shall be available. Alarm input and relay output shall be built in for integration with hard wired external sensors. The network camera shall provide a removable, local storage medium (Mini SD) for scheduled and event-based recording of images.
- Colour and day/night models shall be available for low-light environments.
- The network camera shall be capable of firmware upgrades remotely, over the network. In addition, a built-in accessory jack shall provide hardware expansion capabilities for future accessories such as two way audio or hard drive.
- The network camera shall offer auto back focus (ABF) functionality through a push button on the camera. ABF parameters shall be configurable through a standard Web browser interface.

- The network camera shall provide advanced low-light capabilities for colour and day/night models with sensitivity down to 0.12 lux in colour and 0.03 lux in black-white (B-W)
- The network camera shall support two simultaneous, configurable video streams. H.264 and MJPEG compression formats shall be available for primary and secondary streams with selectable Unicast and Multicast protocols. The streams shall be configurable in a variety of frame rates, bit rates, and GOP (a group of pictures) structures.
- The extended platform shall give real-time video (30 ips) with HD resolution using H.264 compression for optimized bandwidth and storage efficiency.
- The network camera shall support industry standard Power over Ethernet (PoE) IEEE 802.3af to supply power to the camera over the network. The network camera shall also offer a 24 VAC power input optional use.
- The network camera shall support standard IT protocols.
- The network camera shall support open architecture best practices with a published API available to third-party network video recording and management systems.
- Camera Sabotage shall detect changes in the camera field of view, including obstruction of lens (such as by cloth, spray paint, or a lens cap cover) and unauthorized movement of the camera. Such behaviours shall trigger an alarm.
- ObjectVideo (OV) intelligent video analytics technology shall be embedded in EP network cameras with, enabling rule configuration and alarm notification when using OV Ready systems.
- The camera shall be designed, manufactured and originated either, from Israel, Japan, United Kingdom or any other European community country.
- The network camera shall meet or exceed the following design and performance specifications.

I. NETWORK STORAGE MANAGER (NSM)

- a) The network storage manager shall record video and audio streams from IP cameras on the network.
- b) The network storage manager shall not use a separate network video recorder (NVR) server to run the NVR software. Instead, the server functions and storage elements shall be integrated into a purpose-built chassis.
- c) The network storage manager shall use RAID 6 parity across the storage drives to protect recorded data against a hard disk drive failure.
- d) The network storage manager's chassis shall be designed for video surveillance recording applications and encompass redundancy at all vital points:

- i) Redundant, hot swappable power supply modules
 - ii) Redundant, hot swappable mid-plane fans
 - iii) Hot swappable O/S drive
 - iv) Hot swappable rear exhaust fan
- e) The network storage manager's chassis shall be designed for online service and maintenance and cannot be removed from the rack when needing to replace hard disk drives, fans, power supplies, or operating system drives.
- f) The network storage manager shall use the SAS protocol to support direct attached storage expansion boxes. The network storage manager shall allow up to seven storage expansion boxes that can be connected to a network storage manager to increase retention durations.
- g) The direct attached storage boxes shall support a mechanism to daisy-chain storage boxes together through an SAS cable. All enclosure management and diagnostic messaging shall flow through the SAS connector to the host network storage manager.
- h) The network storage manager shall be built upon a reliable and robust Linux operating system/windows server 2008.
- i) The network storage manager shall use distributed load balancing across other network storage managers configured in a storage pool and provide automatic network failover from any box to any box. Based on the configuration, it shall be possible to create an N + N failover scheme within the storage pool. The duration of time shall not exceed 90 seconds between the time a unit fails and when its associated cameras become equally distributed onto remaining storage managers.
- j) The network storage manager shall support a guaranteed recording throughput of 250 Mbps per storage device with a minimum of 64 Mbps of read throughput. This throughput shall be guaranteed under normal and error (RAID rebuild) conditions.
- k) The network storage manager shall support any number of cameras as long as the maximum throughput required is under 250Mbps.
- l) The network storage manager shall support the recording of MPEG-4, H.264 baseline, H.264 main profile, and H.264 high profile streams from standard resolution and megapixel cameras.
- m) The network storage manager shall support continuous, scheduled, alarm/event (including analytics alarms), motion, and manual recording. Pre- and post-alarm periods shall be programmable up to the total capacity of the system.

- n) The network storage manager shall support bookmarking and locking/unlocking of video content on the drives.
- o) The network storage manager shall support privacy tools that allow administrators to establish maximum retention durations for normal, alarm, and locked video.
- p) The network storage manager shall support an intelligent video grooming protocol that can reduce the frame rate of recorded video as the video ages. Administrators shall have the flexibility to determine whether to groom alarm video or leave it at its real-time level.
- q) The network storage manager shall have the ability to reports all diagnostic events, including software status diagnostics to a centralized user interface. In addition, SNMP traps shall be available for monitoring using a third-party SNMP management console.
- r) The network storage manager shall be fully manageable from a remote workstation, including the ability to configure settings and update firmware and software.
- s) The network storage manager shall operate normally at altitudes between -50 and 10,000 feet and shall withstand vibrations of 0.25 G up to 200 HZ at a sweep rate of 0.5 octaves per minute. The unit shall operate normally at temperature ranges of 10° to 35°C and shall be designed to withstand humidity between 20% and 80% non-condensing with a humidity gradient of 10% per hour.

J. VIDEO MANAGEMENT SOFTWARE

Video management software enables more effective management of video from multiple cameras for live monitoring and recording. Video management software is, therefore, an important component of an IP Surveillance system.

It should be capable of;

- a. Multi-camera viewing,
- b. High-quality recording,
- c. Playback and event management.
- d. Simultaneous viewing and recording of live video from multiple cameras
- e. Several recording modes:
- f. H.264, MPEG-4 and Motion JPEG for optimized quality and bandwidth.
- g. Alarm management functions
- h. Frame rate control
- i. Camera management e.g. Automatic firmware upgrades.
- j. Full scalability

K. LCD MONITORS

OUTLINE

They will be used to display multiscreen and spot screen of live and /or recorded pictures.

- 1 It shall be a colour monitor with a minimum of 500TVL.
- 2 It shall have SVHS and audio facility.
- 3 It shall have inbuilt switchable power supply to allow operation between 110 and 260VAC or better.
- 4 It shall have dual standards supporting both NTSC and PAL.
- 5 It shall incorporate composite and Y/C (S-VHS) video, HDMI, VGA and Component inputs as standards.
- 6 It shall have loop through facility.

L. FLOOR EDGE PoE SWITCH

This is a standalone wiring closet switch that facilitates the deployment of secure converged applications while maximizing investment protection for evolving network and application requirements. Combining 10/100/1000 and Power over Ethernet (PoE) configurations with 10 Gigabit Ethernet uplinks, PoE switch enhances worker productivity by enabling applications such as IP telephony, wireless, and video.

- **Device Type:** Switch - 24 ports - L3 - Managed
- **Enclosure Type:** Rack-mountable - 1U
- **Ports:** 24 x 10/100/1000 + 2 x X2
- **Routing Protocol:** RIP-1, RIP-2, static IP routing, RIPng
- **Remote Management Protocol:** SNMP 1, RMON 1, RMON 2, RMON 3, RMON 9, Telnet, SNMP 3, SNMP 2c, HTTP, SSH-2
- **Compliant Standards:** IEEE 802.3, IEEE 802.3u, IEEE 802.3z, IEEE 802.1D, IEEE 802.1Q, IEEE 802.3ab, IEEE 802.1p, IEEE 802.3af, IEEE 802.3x, IEEE 802.3ad (LACP), IEEE 802.1w, IEEE 802.1x, IEEE 802.1s
- **Authentication Method:** Kerberos, RADIUS, TACACS+, Secure Shell v.2 (SSH2)
- **Status Indicators:** Link activity, port transmission speed, port duplex mode, bandwidth utilization %, power, link OK, system

- Full duplex capability with Layer 2 and 3 switching
- Auto-sensing per device,
- IP-routing, DHCP support, power over Ethernet (PoE), auto-negotiation
- VLAN support and IPv6 support with DHCP snooping and Dynamic Trunking Protocol (DTP) support
- Trivial File Transfer Protocol (TFTP) support with Access Control List (ACL) support and Quality of Service (QoS) capability.

SECTION VII - STANDARD FORMS

Notes on the sample Forms

7.1. **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.

7.2. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.

7.3 **Tender Security:** When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the procuring entity pursuant to instructions to tenderers clause 12.3

7.4 **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 and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the – conditions of contract.

7.5. **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 price.

7.6. **Letter of Notification of Award** - Letter of Notification of Award shall not be completed by the tenderer at the time of submitting the tender. Letter of Notification of Award shall be completed after contract award and should incorporate the accepted contract price.

7.7. **FORM RB 1** - FORM RB 1 shall not be completed by the tenderer at the time of submitting the tender. The FORM RB 1 shall be used by the bidders in case of appeal.

7.8. **Declaration Form** - This form must be completed by the tenderer and submitted with the tender documents.

7.1 FORM OF TENDER

Date _____
Tender No. CBK/56/2020-2021

To: _____

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver, Assets Tag Labels 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 deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of 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. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

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

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

7.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

<i>Part 1 – General:</i> Business Name Location of business premises. Plot No..... Street/Road Postal Address Tel No. Fax E mail Nature of Business Registration Certificate No. Maximum value of business which you can handle at any one time – Kshs. Name of your bankers Branch
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	Part 2 (a) – Sole Proprietor Your name in full Age Nationality Country of origin..... 1.8.1 Citizenship details																								
	Part 2 (b) Partnership Given details of partners as follows: <table border="1"> <thead> <tr> <th>Name</th><th>Nationality</th><th>Citizenship Details</th><th>Shares</th></tr> </thead> <tbody> <tr> <td>1.</td><td></td><td></td><td></td></tr> <tr> <td>2.</td><td></td><td></td><td></td></tr> <tr> <td>3.</td><td></td><td></td><td></td></tr> <tr> <td>4.</td><td></td><td></td><td></td></tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.				2.				3.				4.							
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	Part 2 (c) – Registered Company Private or Public State the nominal and issued capital of company- Nominal Kshs. Issued Kshs. Given details of all directors as follows <table border="1"> <thead> <tr> <th>Name</th><th>Nationality</th><th>Citizenship Details</th><th>Shares</th></tr> </thead> <tbody> <tr> <td>1.....</td><td></td><td></td><td></td></tr> <tr> <td>2.....</td><td></td><td></td><td></td></tr> <tr> <td>3.....</td><td></td><td></td><td></td></tr> <tr> <td>4.....</td><td></td><td></td><td></td></tr> <tr> <td>5.....</td><td></td><td></td><td></td></tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.....				2.....				3.....				4.....				5.....			
Name	Nationality	Citizenship Details	Shares																						
1.....																									
2.....																									
3.....																									
4.....																									
5.....																									
Date Signature of Candidate																									

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

7.3 TENDER SECURITY FORM

Whereas[name of the tenderer](hereinafter called "the tenderer")has submitted its tender dated.....[date of submission of tender] for the provision of[name and/or description of the services](hereinafter called "the Tenderer").....

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

Of.....having registered office at[name of procuring entity](hereinafter called "the Bank")are bound unto.....[name of procuring entity](hereinafter called "the procuring entity") in the sum offor which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this_____ day of 20_____.

THE CONDITIONS of this obligation are:

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

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

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

[signature of the bank]

(Amend accordingly if provided by Insurance Company)

7.4 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] dated20...to supply.....[Description on 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)

7.5 CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20 _____ between
CENTRAL BANK OF KENYA] (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 goods] and has accepted a
tender by the tenderer for the supply of those goods in the sum of
..... [*contract price in words and figures*] (hereinafter called "the
Contract Price).

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 tender hereby covenants with the Procuring entity to
provide the goods 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
provisions of the goods 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 _____

7.6 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

7.7 FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

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

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

REQUEST FOR REVIEW

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

- 1.
- 2.
- etc.

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

- 1.
- 2.
- etc

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

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

SIGNED
Board Secretary

7.8 DECLARATION FORM

To _____ Date _____

The tenderer i.e. (name and address) _____
_____ declare the following:

- a) Has not been debarred from participating in public procurement.
- b) Has not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

Title

Signature

Date

(To be signed by authorized representative and officially stamped)