

# THE COUNTY ASSEMBLY OF KITUI



## STANDARD TENDER DOCUMENT

### PROVISION OF PLANT EQUIPMENT AND MACHINERY INSURANCE.

TENDER REFERENCE NO. CAKITUI/T/32/2019-2020  
NEGOTIATION NO: 812712

P.O. Box 694– 90200  
KITUI

EMAIL: [kituiassembly@gmail.com](mailto:kituiassembly@gmail.com)  
WEBSITE: [www.kituicountyassembly.org](http://www.kituicountyassembly.org)

NEGOTIATION NO:

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## INTRODUCTION

- 1.1 This standard tender document for procurement of insurance services has been prepared for use by public entities in Kenya in the procurement of all types of insurance covers as per the Public Procurement and Disposal Act 2005.
- 1.2 The following general directions should be observed when using the document:
  - (a) Specific details should be furnished in the invitation to tender notice and in the special conditions of contract. The final document to be provided to the tenderers should not have blank spaces or give options.
  - (b) The instructions to tenderers and the General conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and appendix to instructions to tenderers respectively.
- 1.3
  - (a) Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements.
  - (c) The invitation to tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following an invitation for expression of interest for which the invitation is issued.
- 1.4 The cover of the tender document should be modified to include:
  - I. Tender number.
  - II. Tender name.
  - III. Name of procuring entity.
  - IV. Delete name and address of PPOA.

# COUNTY ASSEMBLY OF KITUI

TEL: (044)4422914  
Email: [kituiassembly@gmail.com](mailto:kituiassembly@gmail.com)  
Website:  
[www.kituicountyassembly.org](http://www.kituicountyassembly.org)



Clerk's Office,  
Kitui County Assembly,  
P.O. Box 694-90200,  
Kitui, Kenya.

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## INVITATION TO TENDER

DATE: **12<sup>TH</sup> JUNE 2020**

TENDER REF NO. **(CAKITUI/T/32/2019-2020)**

TENDER NAME **Provision of plant equipment and machinery insurance**

- 1.1 The (*The County Assembly of Kitui*) invites sealed bids from eligible candidates for *provision of plant equipment and machinery insurance*)
- 1.2 A complete set of tender documents may be obtained by interested bidders free of charge from our website [www.kituicountyassembly.org](http://www.kituicountyassembly.org) or [Ifmis supplier portal](#) and register your details online through [kituiassembly@gmail.com](mailto:kituiassembly@gmail.com) for the purpose of records, tender clarifications or addendum.
- 1.3 Complete tender document with all the attachments **MUST** be submitted through the **IFMIS SUPPLIER PORTAL** [www.supplier.treasury.go.ke.to](http://www.supplier.treasury.go.ke.to) **be received** not later than **12:00 Noon FRIDAY 26<sup>TH</sup> JUNE 2020**.
- 1.4 **Original bid security must be deposited in the tender box before the tender closing date and time. A copy of the bid security must also be uploaded in the Ifmis supplier Portal.**

**NOTE: ALL TENDERS MUST BE SUBMITTED THROUGH THE SUPPLIER PORTAL AND MANUAL SUBMISSION WILL NOT BE ACCEPTED.**

The system will automatically LOCK OUT at the time and date of the tender closing as indicated in the IFMIS PORTAL.

CLERK OF ASSEMBLY,  
COUNTY ASSEMBLY OF KITUI,  
P.O. BOX 694- 90200,  
KITUI.

**NB:**

It is important to note that a Tenderer who makes an attempt of any kind to influence the tender outcome by soliciting for information during tender evaluation, communicating with

tender evaluators, corrupting any public officer in any form to win favour shall automatically be disqualified.

## **CLERK OF ASSEMBLY**

### **THE COUNTY ASSEMBLY OF KITUI**

Note: The invitation for tenders may be modified provided that such a modification does not substantially alter the format.

## **SECTION II - INSTRUCTION TO TENDERERS**

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

### **2.2 Cost of Tendering**

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs. Regardless of the conduct or outcome of the tendering process
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

### **2.3 Contents of Tender Document**

- 2.3.1 The tender documents comprise the documents listed below and addenda issued in accordance with clause 2.5 of these instructions to tenderers.

- (i) Instructions to Tenderers
- (ii) General Conditions of Contract
- (iii) Special Conditions of Contract
- (iv) Schedule of Requirements
- (v) Details of Insurance Cover
- (vi) Form of Tender

- (vii) Price Schedules
- (viii) Contract Form
- (ix) Confidential Business Questionnaire Form
- (x) Tender security Form
- (xi) Performance security Form
- (xii) Insurance Company's Authorization Form
- (xiii) Declaration Form

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

## **2.4 Clarification of Tender Documents**

2.4.1 A Candidate making inquiries of the tender documents may notify the Procuring entity by post, fax or by email at the procuring 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 the 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 candidates who have received the tender documents.

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

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

## **2.5 Amendment of Tender Documents**

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

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

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

## **2.6 Language of Tenders**

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

## **2.7. Documents Comprising the Tender**

- 2.7.1 The tender prepared by the tenderer shall comprise the following components:
- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below
  - (b) Documentary evidence established in accordance with paragraph 2.1.2 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
  - (c) Tender security furnished in accordance with paragraph 2.12 (if applicable)
  - (d) Declaration Form.

## **2.8. Form of Tender**

- 2.8.1 The tenderer shall complete the Tender Form and the Price Schedule furnished in the tender documents, indicating the services to be provided.

## **2.9. Tender Prices**

- 2.9.1 The tenderer shall indicate on the form of tender and the appropriate Price Schedule the unit prices and total tender price of the services it proposes to provide under the contract.
- 2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.
- 2.9.3 Prices quoted by the tenderer shall remain fixed during the Term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.20.5

## **2.10. Tender Currencies**

- 2.10.1 Prices shall be quoted in Kenya Shillings

## **2.11. Tenderers Eligibility and Qualifications**

- 2.11.1 Pursuant to paragraph 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if it's tender is accepted.
- 2.11.2 The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

## **2.12. Tender Security**

- 2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Appendix to Instructions to Tenderers.
- 2.12.2 The tender security shall not exceed 2 per cent of the tender price.



- 2.12.3 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 2.12.7
- 2.12.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form
- a) Cash.
  - b) A bank guarantee.
  - c) Such insurance guarantee approved by the Authority.
  - d) Letter of credit.
- 2.12.5 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 shall be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20.5
- 2.12.6 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
- 2.12.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30
- 2.12.8 The tender security may be forfeited:
- (a) if a tenderer withdraws its tender during the period of tender validity.
  - (b) in the case of a successful tenderer, if the tenderer fails:
    - (i) to sign the contract in accordance with paragraph 2.29 or
    - (ii) to furnish performance security in accordance with paragraph 2.30.
  - (c) If the tenderer reject correction of an arithmetic error in the tender.

## **2.13. Validity of Tenders**

- 2.13.1 Tenders shall remain valid for 60 days after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.
- 2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer granting the request will not be required nor permitted to modify its tender.

## **2.14. Format and Signing of Tenders**

- 1.5 The tender document shall be submitted through Ifmis supplier portal not later than (12:00 Noon FRIDAY 26<sup>TH</sup> JUNE 2020.)

## **2.17 Deadline for Submission of Tenders**

1.6 Tenders must be received by the Procuring entity through Ifmis supplier portal not later than (12:00 Noon THURSDAY 25<sup>TH</sup> JUNE 2020.)

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

## **2.16. Deadline for Submission of Tenders**

1.7 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 not later than (12:00 Noon FRIDAY 26<sup>TH</sup> JUNE 2020.)

2.16.1 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

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

## **2.17. Modification and Withdrawal of Tenders**

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

2.17.2 The tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. a withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

## **2.18. Opening of Tenders**

1.8 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at (12:00 Noon FRIDAY 26<sup>TH</sup> JUNE 2020.)

1.1 .and in the location specified in the invitation for tenders. The tenderers' representatives who are present shall sign a register evidencing their attendance

- 2.18.1 The tenders' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.2 The Procuring entity will prepare minutes of the tender opening, which will be submitted to tenderers that signed the tender opening register and will have made the request.

## **2.19 Clarification of Tenders**

- 2.19.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
- 2.19.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.20 Preliminary Examination and Responsiveness**

- 2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures, the amount in words will prevail
- 2.20.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.20, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations the Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.20.5 If a tender is not substantially responsive, it will be rejected by the procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

## **2.21. Conversion to single currency**

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

## **2.22. Evaluation and Comparison of Tenders**

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

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

(a) Operational plan proposed in the tender;

(b) Deviations in payment schedule from that specified in the Special Conditions of Contract

2.22.3 Pursuant to paragraph 2.22.2. The following evaluation methods will be applied.

(a) Operational Plan

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

(b) Deviation in payment schedule

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

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

## **2.23. Contacting the Procuring entity**

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

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

## **2.24 Post-qualification**

2.24.1 The Procuring entity will verify and determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.11.2, as well as such other information as the Procuring entity deems necessary and appropriate

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

## **2.25 Award Criteria**

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

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

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

## **2.26. Procuring entity's Right to accept or Reject any or all Tenders**

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

2.26.2 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.

2.26.3 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 subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.9. Simultaneously the other tenderers shall be notified that their tenders were not successful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29 the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

## **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 contract will be definitive upon its signature by the two parties.

2.28.4 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 The successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in a form acceptable to the Procuring entity.

2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated tender 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 not 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

**Notes on the Appendix to the Instruction to Tenderers**

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

### **Appendix to Instructions to Tenderers**

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

<b>Instructions to Tenderers</b>	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS</b>
<b>Tender particulars</b>	<b>CAKITUI/T/32/2019-20 – PROVISION OF PLANT EQUIPMENT AND MACHINERY INSURANCE</b>
<b>Eligibility</b>	Open to all eligible Insurance Companies only – No Insurance brokers

<b>Cost of tender document</b>	<p><b>Particulars of cost of tendering;</b>  A complete set of tender documents may be obtained by interested bidders free of charge from our website <a href="http://www.kituicountyassembly.org">www.kituicountyassembly.org</a> or Ifmis supplier portal and register your details online through <a href="mailto:kituiassembly@gmail.com">kituiassembly@gmail.com</a> for the purpose of records, tender clarification or addendum.  Completed tender document with all the attachments <b>MUST</b> be submitted through the IFMIS SUPPLIER PORTAL <a href="http://www.supplier.go.ke">www.supplier.go.ke</a> to be received not later than 1.1 (12:00 Noon FRIDAY 26TH JUNE 2020.)  . The system will automatically LOCK OUT at the time and date of the tender closing. Original bid security must be delivered at the procurement office before the tender closing time and date. Copy of the bid security must be uploaded in the Ifmis supplier portal.the IFMIS SUPPLIER PORTAL <a href="http://www.supplier.go.ke">www.supplier.go.ke</a> to be received not later than 1.1 (12:00 Noon FRIDAY 26TH JUNE 2020.)  . The system will automatically LOCK OUT at the time and date of the tender closing. Original bid security must be delivered at the procurement office before the tender closing time and date. Copy of the bid security must be uploaded in the Ifmis supplier portal.</p>
<b>Clarification</b>	<p>Bidders with clarification request must sent their request to <a href="mailto:kituiassembly@gmail.com">kituiassembly@gmail.com</a> Clarification request must be received not less than 7days prior to tender closure. All clarification response/additional information/addendum will be uploaded from <b>Kitui County Assembly Website</b>.  Bidders are advised to be checking the website from time to time before tender closure.</p>
<b>Tender security</b>	<p><b>Particulars of tender security;</b>  Kshs 20,000. From a different institution</p>
<b>Tender validity</b>	The tender validity is 90days after the opening date.
<b>Tender closing date</b>	Closing date:(12:00 Noon FRIDAY 26TH JUNE 2020.)
<b>Performance security</b>	Shall be communicated in the form of agreement
<b>Payment terms</b>	Within 30 days from the date of receipt of invoice
<b>Disputes</b>	Shall be resolved through Arbitration

## EVALUATION CRITERIA

The Evaluation shall be evaluated in three stages namely

1. Preliminary Evaluation
2. Technical Evaluation
3. Financial Evaluation



## Evaluation and Comparison of tenders;

The following **MANDATORY REQUIREMENTS** will be used during Preliminary Examination to determine responsiveness

### I: MANDATORY REQUIREMENTS;

NO	REQUIREMENTS
MR1	Submit a dully filled tender document issued including all the attachments to the bid document completely serialized/paginated e.g. 1, 2, 3, 4.....
MR2	Provide Copy of certificate of Registration/Incorporation
MR3	Provide Copy of PIN/VAT certificate
MR4	Provide copy of valid Tax Compliance Certificate from Kenya Revenue Authority
MR5	Provide valid Single Business Permit from the county of your business location
MR6	Fill the Price Schedule in the format provided duly signed by authorized person or one having power of attorney SEC-V
MR7	Submit a duly filled up Form of Tender in the format provided
MR8	Submit a duly filled up Confidential Business Questionnaire in format provided in form S33
MR9	Provide copies of ID/ CURRENT CR12 of owners/directors
MR10	Provide bid bond of Kshs 20,000 from a different institution
MR11	Demonstration of Membership of Association of Kenya Insurance (AKI) -Attach valid certificate

Note:

**TO PROCEED TO THE TECHNICAL EVALUATION STAGE, THE BIDDER MUST MEET THE ENTIRE MANDATORY REQUIREMENTS ABOVE**

### II. TECHNICAL EVALUATION.

NO	REQUIREMENTS	MAX SCORE
1	Must provide list of at least 3 organizations served in the last 3 years on credit basis @3 marks for each organization to a max of 3 Organizations Served	9
2	Provide a company profile and cvs of directors	10
3	Must attach 3 recommendation letters from corporate clients whom you have served in a similar <a href="#">assignment.</a> @5marks up to a max of 3 clients served	15
4	Proof of having done similar assignment in the past- provide copy of LSO/Contracts @3marks each LPO to max of 5 LPOs	15
5	Proof of financial capabilities (e.g., 6months current bank statement / letter of line of credit from the bank below six	15

	months statement 2marks	
6	provide at least 2 contact personnel and their contacts @5marks to a max of 2 personnel	10
7	Provide current certified audited Accounts for the last two years @8 Marks each year 2017/2018- 2018/2019	16
8	Provide Cvs of at least 2 senior managers showing their qualifications degree @5 marks, diploma-@ 3 marks below diploma 0 marks for each manager	10
	<b>Total Marks</b>	<b>100</b>

**ALL THE BIDDERS WHO SCORE 70 MARKS AND ABOVE IN THE TECHNICAL EVALUATION STAGE SHALL PROCEED TO PRICE COMPARISON STAGE (FINANCIAL EVALUATION)**

### **III: FINANCIAL EVALUATION**

The Tender Evaluation committee will compare the prices quoted by the bidders to determine the lowest responsive tender

### **IV: AWARD CRITERIA**

The Tender Evaluation Committee will recommend the award of the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily

## **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 Services” means services to be provided by the tenderer including any documents, which the tenderer is required to provide to the Procuring entity under the Contract.
- (d) “The Procuring entity” means the organization procuring the services under this Contract
- (e) “The Contractor” means the organization or firm providing the services under this Contract.
- (f) “GCC” means the General Conditions of Contract contained in this section.
- (g) “SCC” means the Special Conditions of Contract
- (h) “Day” means calendar day

### **3.2. Application**

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

### **3.3. Standards**

3.3.1 The services provided under this Contract shall conform to the standards mentioned in the schedule of requirements.

### **3.4. Use of Contract Documents and Information**

3.4.1 The Contractor shall not, without the Procuring entity’s prior written consent, disclose the Contract, or any provision thereof, 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 contractor in the performance of the Contract.

3.4.2 The Contractor shall not, without the Procuring entity’s prior written consent, make use of any document or information enumerated in paragraph 2.4.1 above.

3.4.3 Any document, other than the Contract itself, enumerated in paragraph 2.4.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the

Procuring entity on completion of the contract's or performance under the Contract if so required by the Procuring entity.

### **3.5. Patent Rights**

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

### **3.6 Performance Security**

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

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

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

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

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

### **3.7. Delivery of services and Documents**

3.7.1 Delivery of the services shall be made by the Contractor in accordance with the terms specified by the procuring entity in the schedule of requirements and the special conditions of contract

### **3.8. Payment**

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

3.8.2. Payment shall be made promptly by the Procuring entity, but in no case later than sixty (60) days after submission of an invoice or claim by the contractor

### **3.9. Prices**

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

- 3.9.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 3.9.3 Where contract price variation is allowed the variation shall not exceed 10% of the original contract price
- 3.9.4 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

### **3.10. Assignment**

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

### **3.11. Termination for Default**

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

- (a) if the Contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- (b) If the Contractor fails to perform any other obligation(s) under the Contract
- (c) If the Contract in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the contract

- 3.11.2 In the event the Procuring entity terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those un-delivered, and the Contractor shall be liable to the Procuring entity for any excess costs for such similar services. However the contractor shall continue performance of the contract to extent not terminated.

### **3.12. Termination for Insolvency**

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

### **3.13. Termination for Convenience**

- 3.13.1 The Procuring entity by written notice sent to the contractor, may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entities convenience,

the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

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

### **3.14 Resolution of Disputes**

- 3.14.1 The procuring entity and the contractor shall make every effort to resolve amicably by direct informal negotiations and disagreement or disputes arising between them under or in connection with the contract

- 3.14.2 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.

### **3.15. Governing Language**

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

### **3.16. Applicable Law**

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

### **3.17 Force Majeure**

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

### **3.18 Notices**

- 3.18.1 Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by Fax or Email and confirmed in writing to the other party's address specified in the SCC.

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

## **SECTION IV - SPECIAL CONDITIONS OF CONTRACT**

### **Notes on Special Conditions of Contract**

1. The clauses in this section are intended to assist the procuring entity in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract
2. The Provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the insurance cover required. In preparing Section IV, the following aspects should be taken into consideration.
  - (a) Information that complement provisions of Section III must be incorporated; and
  - (b) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the specific insurance cover required must also be incorporated.
3. Where there is a conflict between the provisions of the special conditions of contract and the provisions of the general conditions of contract, the provisions of the special conditions of contract shall prevail over the provisions of the general conditions of contract.
4. Any clause to be included in this section must be consistent with the applicable public procurement law and regulations.

## SECTION IV – SPECIAL CONDITIONS OF CONTRACT

### 4.1 Special Conditions of Contract as relates to the General Conditions of Contract

Reference of general conditions of contract	Special condition of contract
3.6 Performance security	10% OF THE TOTAL TENDER SUM
3.7 Delivery of Services	(AS PER THE CONTRACT)
3.8 Payment	(AS SOON AS THE INVOICE IS RECEIVED)
3.9 Price adjustment	(Specify as necessary)
3.16 Applicable law	(KENYAN LAW)
3.18 Notices	COUNTY ASSEMBLY OF KITUI P.O BOX 694-90200 KITUI



## SECTION V - SCHEDULE OF REQUIREMENTS

### Notes for preparing Schedule of Requirements.

1. The schedule of Requirements shall be included in the tender documents by the procuring entity and shall cover, at the minimum, a description of the insurance cover to be provided and full particulars of the same.
  2. The objectives of the schedule of requirements is to provide sufficient information to enable tenderers to prepare their tenders comprehensively, efficiently and accurately. In particular the price schedule for which a form is provided in Section VI must be carefully completed.
1. In addition, the schedule of requirements together with the price schedule should serve as a basis in the event of services variation at the time of award of contract pursuant to instruction to tenderers paragraph 2.26

## SECTION V - SCHEDULE OF REQUIREMENTS

1. (DETAILS OF PLANT, EQUIPMENT AND MACHINERY INSURANCE)

COUNTY ASSEMBLY OF KITUI PO BOX 694-90200 KITUI					
NO	LOCATION	ITEM DESCRIPTION	CODE	QTY	TOTAL VALUE
<b>SPEAKERS DEPARMENT</b>					
<b>SPEAKERS OFFICE</b>					
1		Executive officers desk	CAK/00/EDSK/15/002	1	144,000.00
			CAK/00/EDSK/15/002		
			CAK/00/EDSK/15/002		
2		Executive conference table	CAK/00/ETBL/15/002	1	45,000.00
3		High back leather officers chair	CAK/00/ECHR/15/030	1	76,500.00
4		leather visitors chair	CAK/00/VCHR/15/016	1	52,000.00
5			CAK/00/VCHR/15/017	1	52,000.00
6			CAK/00/VCHR/15/018	1	52,000.00
7			CAK/00/VCHR/15/019	1	

					52,000.00
8		wooden coffee table	CAK/00/CTBL/15/002	1	16,000.00
9		Executive leather sofa	CAK/00/SOFS/15/001	1	240,000.00
			CAK/00/SOFS/15/001		
			CAK/00/SOFS/15/001		
10		coat hanger	CAK/00/CH/15/009	1	5,000.00
11		metallic cabinet	CAK/00/SCAB/15/015	1	19,000.00
12		wall clock	CAK/00/WCLK/15/010	1	1,200.00
13		National flag and stand	CAK/00/FLG/15/003	1	16,000.00
14			CAK/00/FLG/15/004	1	16,000.00
15		IP phone	CAK/00/TEL/15/009	1	15,770.00
16		Air condition unit	CAK/00/AC/15/001	1	150,000.00
17		TV	CAK/00/TV/15/007	1	68,000.00
18		Lap top computer	CAK/00/LTOP/15/006	1	72,076.00
		<b>SECRETARY TO SPEAKER</b>			
19		Wooden bookshelf	CAK/00/WCAB/15/005	1	22,000.00
20		Fridge	CAK/00/FRG/15/003	1	17,495.00
21		High back chair	CAK/00/ECHR/15/053	1	10,000.00
22			CAK/00/ECHR/15/054	1	10,000.00
23		Office desk	CAK/00/DSK/15/027	1	27,000.00
24		Printer	CAK/00/PRT/15/009	1	40,000.00
25		IP phone	CAK/00/TEL/15/010	1	15,770.00
26		Air condition unit	CAK/00/AC/15/002	1	150,000.00
			CAK/00/AC/15/002		
27		Wall clock	CAK/00/WCLK/15/011	2	2,400.00
28		Lap top computer	CAK/00/LTOP/15/007	1	73,500.00
29		Water dispenser	CAK/00/WD/15/011	1	17,000.00
30		Coffee table	CAK/00/CTBL/15/003	1	16,000.00
31		3-Seater metallic link chair	CAK/00/BNCH/15/002	1	28,000.00
32		TV	CAK/00/TV/15/008	1	49,000.00
33		UPS		1	12,500.00
		<b>CHAMBER</b>			
34		Visitors chair	CAK/00/VCHR/15/042	1	13,000.00
35			CAK/00/VCHR/15/043	1	13,000.00

36			CAK/00/VCHR/15/044	1	13,000.00
37			CAK/00/VCHR/15/045	1	13,000.00
38			CAK/00/VCHR/15/046	1	13,000.00
39			CAK/00/VCHR/15/047	1	13,000.00
40			CAK/00/VCHR/15/048	1	13,000.00
41			CAK/00/VCHR/15/049	1	13,000.00
42			CAK/00/VCHR/15/050	1	13,000.00
43			CAK/00/VCHR/15/051	1	13,000.00
44			CAK/00/VCHR/15/052	1	13,000.00
45			CAK/00/VCHR/15/053	1	13,000.00
46			CAK/00/VCHR/15/054	1	13,000.00
47			CAK/00/VCHR/15/055	1	13,000.00
48			CAK/00/VCHR/15/056	1	13,000.00
49			CAK/00/VCHR/15/057	1	13,000.00
50			CAK/00/VCHR/15/058	1	13,000.00
51			CAK/00/VCHR/15/059	1	13,000.00
52			CAK/00/VCHR/15/060	1	13,000.00
53			CAK/00/VCHR/15/061	1	13,000.00
54			CAK/00/VCHR/15/062	1	13,000.00
55			CAK/00/VCHR/15/063	1	13,000.00
56			CAK/00/VCHR/15/064	1	13,000.00
57			CAK/00/VCHR/15/065	1	13,000.00
58			CAK/00/VCHR/15/066	1	13,000.00
59			CAK/00/VCHR/15/067	1	13,000.00
60			CAK/00/VCHR/15/068	1	13,000.00
61			CAK/00/VCHR/15/069	1	13,000.00
62			CAK/00/VCHR/15/070	1	13,000.00
63			CAK/00/VCHR/15/071	1	13,000.00
64			CAK/00/VCHR/15/072	1	13,000.00
65			CAK/00/VCHR/15/073	1	13,000.00
66			CAK/00/VCHR/15/074	1	13,000.00
67			CAK/00/VCHR/15/075	1	13,000.00
68			CAK/00/VCHR/15/076	1	13,000.00
69			CAK/00/VCHR/15/077	1	13,000.00
70			CAK/00/VCHR/15/078	1	13,000.00
71			CAK/00/VCHR/15/079	1	13,000.00
72			CAK/00/VCHR/15/080	1	13,000.00
73			CAK/00/VCHR/15/081	1	13,000.00
74			CAK/00/VCHR/15/082	1	13,000.00
75			CAK/00/VCHR/15/083	1	13,000.00
76			CAK/00/VCHR/15/084	1	13,000.00
77			CAK/00/VCHR/15/085	1	13,000.00
78			CAK/00/VCHR/15/086	1	13,000.00
79			CAK/00/VCHR/15/087	1	13,000.00
80			CAK/00/VCHR/15/088	1	13,000.00

81			CAK/00/VCHR/15/089	1	13,000.00
82			CAK/00/VCHR/15/090	1	13,000.00
83			CAK/00/VCHR/15/091	1	13,000.00
84			CAK/00/VCHR/15/092	1	13,000.00
85			CAK/00/VCHR/15/093	1	13,000.00
86			CAK/00/VCHR/15/094	1	13,000.00
87			CAK/00/VCHR/15/095	1	13,000.00
88			CAK/00/VCHR/15/096	1	13,000.00
89			CAK/00/VCHR/15/097	1	13,000.00
90			CAK/00/VCHR/15/098	1	13,000.00
91			CAK/00/VCHR/15/099	1	13,000.00
92			CAK/00/VCHR/15/100	1	13,000.00
93			CAK/00/VCHR/15/101	1	13,000.00
94			CAK/00/VCHR/15/102	1	13,000.00
95			CAK/00/VCHR/15/103	1	13,000.00
96			CAK/00/VCHR/15/104	1	13,000.00
97			CAK/00/VCHR/15/105	1	13,000.00
98			CAK/00/VCHR/15/106	1	13,000.00
99			CAK/00/VCHR/15/107	1	13,000.00
100			CAK/00/VCHR/15/108	1	13,000.00
101		High back chair	CAK/00/ECHR/15/049	1	40,000.00
102		Water dispenser	CAK/00/WD/15/008	1	8,000.00
103			CAK/00/WD/15/009	1	8,000.00
104			CAK/00/WD/15/010	1	8,000.00
105		TV	CAK/00/TV/15/003	1	49,000.00
106			CAK/00/TV/15/004	1	49,000.00
107		Flag with stand	CAK/00/FLG/15/001	1	16,000.00
108		Wall clock	CAK/00/WCLK/15/006	1	1,200.00
109			CAK/00/WCLK/15/007	1	1,200.00
110			CAK/00/WCLK/15/008	1	1,200.00
111		Decoder	CAK/00/DCD/15/002	1	5,950.00
112		Desktop computer	CAK/00/COM/15/011	1	56,500.00
			CAK/00/COM/15/011		
			CAK/00/COM/15/011		
113		UPS	CAK/00/UPS/15/001	1	15,000.00
114		Amplifier	CAK/00/AMP/15/001	1	18,000.00
115		Mixer	CAK/00/MIX/15/001	1	25,000.00

116		Receiver	CAK/00/RECV/15/001	1	10,000.00	
117			CAK/00/RECV/15/002	1	10,000.00	
118			CAK/00/RECV/15/003	1	10,000.00	
119		Speakers	CAK/00/SPK/15/001	1	20,000.00	
120			CAK/00/SPK/15/002	1	20,000.00	
121			CAK/00/SPK/15/003	1	20,000.00	
122			CAK/00/SPK/15/004	1	20,000.00	
123		Coffee table	CAK/00/CTB/15/001	1	5,000.00	
		<b>LEADER OF MAJORITY OFFICE</b>				
124		Work station	CAK/00/WSTN/15/020	1	21,000.00	
125		L-Shaped desk	CAK/00/DSK/15/025	1	24,000.00	
126		High back chair	CAK/00/ECHR/15/047	1	17,000.00	
127			CAK/00/ECHR/15/048	1	17,000.00	
128		Visitors chair	CAK/00/VCHR/15/041	1	13,000.00	
129		Water dispenser	CAK/00/WD/15/006	1	8,000.00	
130		Air condition unit		1	150,000.00	
131		Executive Table		1	70,000.00	
132		Wooden Cabinet		1	14,000.00	
133		Flat screen TV 32		1	36,000.00	
134		Water dispenser		1	19,000.00	
135		Wooden coat hanger		1	5,000.00	
136		3 Seater link chair		1	26,500.00	
137		High back Leather chair		1	24,000.00	
138		DSTV Decoder		1	5,500.00	
		<b>LEADER OF MINORITY OFFICE</b>				
139		High back chair	CAK/00/ECHR/15/046	1	17,000.00	
140		Visitors chair	CAK/00/VCHR/15/039	1	13,000.00	
141			CAK/00/VCHR/15/040	1	13,000.00	
142		Water dispenser	CAK/00/WD/15/005	1	8,000.00	
143		L-Shaped desk	CAK/00/DSK/15/024	1		

					24,000.00
144		Air condition unit		1	150,000.00
145		Executive Table		1	70,000.00
146		Wooden cabinet		1	14,000.00
147		Flat screen TV 32		1	36,000.00
148		Water dispenser		1	19,000.00
149		Wooden coat hanger		1	5,000.00
150		3 Seater link chair		1	26,500.00
151		High back leather chair		1	24,000.00
152		DSTV Dish		1	6,500.00
153		DSTV Decoder		1	5,500.00
	<b>COMMITTEE ROOM 2</b>				
154		TV	CAK/00/TV/15/002	1	49,000.00
155		Decoder	CAK/00/DCD/15/001	1	5,950.00
156		Water dispenser	CAK/00/WD/15/004	1	8,000.00
157		Visitors chair	CAK/00/VCHR/15/030	1	13,000.00
158			CAK/00/VCHR/15/031	1	13,000.00
159			CAK/00/VCHR/15/032	1	13,000.00
160			CAK/00/VCHR/15/033	1	13,000.00
161			CAK/00/VCHR/15/034	1	13,000.00
162			CAK/00/VCHR/15/035	1	13,000.00
163		IP Phone	CAK/00/TEL/15/007	1	15,770.00
164		Air condition unit		1	150,000.00
	<b>COMMITTEE ROOM 3</b>				
165		Water dispenser	CAK/00/WD/15/003	1	8,000.00
166		TV	CAK/00/TV/15/001	1	49,000.00
167		IP Phone	CAK/00/TEL/15/006	1	15,770.00
168		Visitors chair	CAK/00/VCHR/15/026	1	13,000.00
169			CAK/00/VCHR/15/027	1	13,000.00
170			CAK/00/VCHR/15/028	1	13,000.00
171			CAK/00/VCHR/15/029	1	13,000.00
172		Air condition unit		1	150,000.00

	<b>COMMITTEE ROOM 4</b>				
173		Water dispenser	CAK/00/WD/15/014	1	8,000.00
174		High back chair	CAK/00/ECHR/15/057	1	17,000.00
175		IP Phone	CAK/00/TEL/15/014	1	15,770.00
176		Air condition unit		1	150,000.00
	<b>CLERKS DEPARTMENT CLERKS OFFICE</b>				
177		Executive desk	CAK/00/EDSK/15/003	1	144,000.00
			CAK/00/EDSK/15/003		
			CAK/00/EDSK/15/003		
178		Executive table	CAK/00/ETBL/15/001	1	45,000.00
179		High back chair	CAK/00/ECHR/15/050	1	75,000.00
180		Coat hanger	CAK/00/CH/15/007	1	5,000.00
181		Paper shredder	CAK/00/SHRD/15/001	1	30,000.00
182		Printer	CAK/00/PRT/15/007	1	38,000.00
183		Flag with stand	CAK/00/FLG/15/002	1	16,000.00
184		Fan	CAK/00/FAN/15/002	1	7,925.00
185		Wooden book shelf	CAK/00/WCAB/15/004	1	22,000.00
186		Visitors chair	CAK/00/VCHR/15/109	1	13,000.00
187			CAK/00/VCHR/15/110	1	13,000.00
188			CAK/00/VCHR/15/111	1	13,000.00
189		Fridge	CAK/00/FRG/15/002	1	17,495.00
190		Metallic cabinet	CAK/00/SCAB/15/012	1	19,000.00
191			CAK/00/SCAB/15/013	1	19,000.00
192		TV	CAK/00/TV/15/005	1	49,000.00
193		Decoder	CAK/00/DCD/15/003	1	5,950.00
194		Wall clock	CAK/00/WCLK/15/009	1	1,200.00
195		Air condition unit	CAK/00/AC/15/004	1	150,000.00
196			CAK/00/AC/15/004		
197		Fire proof filing cabinet		1	162,400.00
198		Desktop computer-Lenovo		1	116,996.00
199		Desktop computer		1	89,000.00
200		UPS		1	12,500.00

<b>DEPUTY CLERK OFFICE</b>					
201		Executive desk	CAK/00/EDSK/15/004	1	60,000.00
			CAK/00/EDSK/15/004		
			CAK/00/EDSK/15/004		
202		Visitors chair	CAK/00/VCHR/15/120	1	13,000.00
203			CAK/00/VCHR/15/121	1	13,000.00
204			CAK/00/VCHR/15/122	1	13,000.00
205			CAK/00/VCHR/15/123	1	13,000.00
206		High back chair	CAK/00/ECHR/15/059	1	40,000.00
207		Metallic cabinet	CAK/00/SCAB/15/015	1	19,000.00
208		Lap top computer	CAK/00/LTOP/15/008	1	73,500.00
209		Coat hanger	CAK/00/CH/15/010	1	5,000.00
210		Wall clock	CAK/00/WCLK/15/013	1	1,200.00
211		Air condition unit	CAK/00/AC/15/006	1	150,000.00
			CAK/00/AC/15/006		
212		Desk top computer		1	89,000.00
213		UPS		1	12,500.00
<b>SECRETARY TO CLERK/D. CLERK</b>					
214		Desk	CAK/00/DSK/15/028	1	27,000.00
215			CAK/00/DSK/15/029	1	27,000.00
216		Photocopier	CAK/00/PHTC/15/002	1	770,478.35
217		Printer	CAK/00/PRT/15/010	1	40,000.00
218		3-Seater metallic link chair	CAK/00/BNCH/15/003	1	28,000.00
219		Visitors chair	CAK/00/VCHR/15/117	1	13,000.00
220			CAK/00/VCHR/15/118	1	13,000.00
221			CAK/00/VCHR/15/119	1	13,000.00
222		High back chair	CAK/00/ECHR/15/058	1	17,000.00
223		TV	CAK/00/TV/15/006	1	49,000.00
224		Air condition unit	CAK/00/AC/15/005	1	150,000.00
			CAK/00/AC/15/005		
225		Water dispenser	CAK/00/WD/15/013	1	8,000.00
226		Giant stapler	CAK/00/STPL/15/001	1	3,500.00
227		Wall clock	CAK/00/WCLK/15/012	1	1,200.00



		UPS		2	25,000.00
	<b>PRINCIPAL FINANCE OFFICE</b>				
228		Metallic cabinet	CAK/00/SCAB/15/006	1	19,000.00
229		Fridge	CAK/00/FRG/15/001	1	15,495.00
230		Fan	CAK/00/FAN/15/001	1	6,000.00
231		Water dispenser	CAK/00/WD/15/002	1	17,000.00
232		Wooden book shelf	CAK/00/WCAB/15/003	1	22,000.00
233		Visitors chair	CAK/00/VCHR/15/013	1	13,000.00
234			CAK/00/VCHR/15/014	1	13,000.00
235			CAK/00/VCHR/15/015	1	13,000.00
236		Coat hanger	CAK/00/CH/15/006	1	5,000.00
237		High back chair	CAK/00/ECHR/15/029	1	17,000.00
238		Executive desk	CAK/00/EDSK/15/001	1	60,000.00
			CAK/00/EDSK/15/001		
			CAK/00/EDSK/15/001		
239		desk top computer	CAK/00/COM/15/008	1	56,500.00
			CAK/00/COM/15/008		
			CAK/00/COM/15/008		
240		Wall clock	CAK/00/WCLK/15/003	1	1,200.00
241		Air condition unit	CAK/00/AC/15/008	1	150,000.00
			CAK/00/AC/15/008		
		Desk top computer-lenovo		1	116,996.00
		UPS		1	12,500.00
	<b>SECRETARY TO FINANCE</b>				
242		High back chair	CAK/00/ECHR/15/028	1	17,000.00
243		Visitors chair	CAK/00/VCHR/15/012	1	13,000.00
244		Work station	CAK/00/WSTN/15/009	1	21,000.00
245		3-Seater metallic chair	CAK/00/BNCH/15/001	1	28,000.00
246		Air condition unit	CAK/00/AC/15/007	1	150,000.00
			CAK/00/AC/15/007		
		Desktop computer		1	89,000.00
		UPS		1	12,500.00
	<b>FISCAL ANALYST</b>				
247		L-Shaped desk	CAK/00/DSK/15/025	1	24,000.00
248			CAK/00/DSK/15/026	1	

					24,000.00
249		Coat hanger	CAK/00/CH/15/008	1	5,000.00
250		Metallic cabinet	CAK/00/SCAB/15/014	1	19,000.00
251		Desktop computer	CAK/00/COM/15/012	1	56,500.00
			CAK/00/COM/15/012		
			CAK/00/COM/15/012		
252		Desktop computer	CAK/00/COM/15/013	1	19,000.00
			CAK/00/COM/15/013		
			CAK/00/COM/15/013		
253		High back chair	CAK/00/ECHR/15/051	1	17,000.00
254			CAK/00/ECHR/15/052	1	17,000.00
255		Visitors chair	CAK/00/VCHR/15/112	1	13,000.00
256		Printer	CAK/00/PRT/15/008	1	40,000.00
257		IP Phone	CAK/00/TEL/15/008	1	15,770.00
258		Desktop computer-Lenovo		1	116,996.00
259		UPS		2	25,000.00
	<b>COMMUNICATION OFFICE</b>				
260		Visitors chair	CAK/00/VCHR/15/025	1	13,000.00
261		High back chair	CAK/00/ECHR/15/038	1	17,000.00
262			CAK/00/ECHR/15/039	1	17,000.00
263			CAK/00/ECHR/15/040	1	17,000.00
264		Work station	CAK/00/WSTN/15/013	1	21,000.00
265			CAK/00/WSTN/15/014	1	21,000.00
266		IP Phone	CAK/00/TEL/15/005	1	15,770.00
267		L-Shaped desk	CAK/00/DSK/15/023	1	24,000.00
268		DSLR Camera with lens Nikon D3300 Canon 7200d	Sn. 8906774 Sn. 263074041485	2	119,998.00
269		Water dispenser	CAK/00/WD/18/016	1	24,000
	<b>REGISTRY</b>				
269		Single pedestal desk	CAK/00/DSK/15/021	1	16,450.00
270		Metallic cabinet	CAK/00/SCAB/15/009	1	19,000.00
271			CAK/00/SCAB/15/010	1	19,000.00
272			CAK/00/SCAB/15/011	1	19,000.00
273		L-Shaped desk	CAK/00/DSK/15/022	1	24,000.00
274		Work station	CAK/00/WSTN/15/012	1	21,000.00
275		IP Phone	CAK/00/TEL/15/003	1	15,770.00
276			CAK/00/TEL/15/004	1	15,770.00
277		High back chair	CAK/00/ECHR/15/036	1	17,000.00

278			CAK/00/ECHR/15/037	1	17,000.00
279		Photocopier	CAK/00/PHTC/15/001	1	350,000.00
280		Visitors chair	CAK/00/VCHR/15/021	1	13,000.00
281			CAK/00/VCHR/15/022	1	13,000.00
282			CAK/00/VCHR/15/023	1	13,000.00
283			CAK/00/VCHR/15/024	1	13,000.00
284		Wall clock	CAK/00/WCLK/15/004	1	1,200.00
285		Server cabinet	CAK/00/SVCAB/15/002	1	20,000.00
286		UPS		1	12,500.00
	<b>ADMINISTRATIVE OFFICE</b>				
287		Metallic cabinet	CAK/00/SCAB/15/008	1	19,000.00
288		High back leather chair	CAK/00/ECHR/15/033	1	17,000.00
289			CAK/00/ECHR/15/034	1	17,000.00
290			CAK/00/ECHR/15/035	1	17,000.00
291		IP Phone	CAK/00/TEL/15/001	1	15,770.00
292			CAK/00/TEL/15/002	1	15,770.00
293		L-Shaped desk	CAK/00/DSK/15/019	1	24,000.00
294			CAK/00/DSK/15/020	1	24,000.00
295		Lap top computer	CAK/00/LTOP/15/005	1	73,500.00
296		Visitors chair	CAK/00/VCHR/15/020	1	13,000.00
297		Desktop computers		2	178,000.00
298		UPS		2	25,000.00
	<b>PROCUREMENT OFFICE</b>				
299		L-Shaped desk	CAK/00/DSK/15/001	1	24,000.00
300			CAK/00/DSK/15/002	1	24,000.00
301			CAK/00/DSK/15/003	1	24,000.00
302		Desk top computer	CAK/00/COM/15/001	1	56,500.00
			CAK/00/COM/15/001		
			CAK/00/COM/15/001		
303		Printer	CAK/00/PRT/15/002	1	15,000.00
304			CAK/00/PRT/15/003	1	8,000.00
305		Metallic cabinet	CAK/00/SCAB/15/001	1	19,000.00
306			CAK/00/SCAB/15/002	1	19,000.00

307			CAK/00/SCAB/15/003	1	19,000.00
308		Visitors chair	CAK/00/VCHR/15/001	1	13,000.00
309			CAK/00/VCHR/15/002	1	13,000.00
310		Wall clock	CAK/00/WCLK/15/001	1	1,200.00
311		Water dispenser	CAK/00/WD/15/001	1	8,000.00
312		Wooden cabinet	CAK/00/WCAB/15/001	1	3,000.00
313		High back chair	CAK/00/ECHR/15/001	1	17,000.00
314			CAK/00/ECHR/15/002	1	17,000.00
315			CAK/00/ECHR/15/003	1	17,000.00
316		Binding machine	CAK/00/BDM/15/001	1	35,000.00
317		Air condition unit	CAK/00/AC/15/009	1	150,000.00
			CAK/00/AC/15/009		
318		Desk top computers		5	445,000.00
319		UPS		5	62,500.00
	<b>ICT OFFICE</b>				
320		High back chair	CAK/00/ECHR/15/004	1	17,000.00
321			CAK/00/ECHR/15/005	1	17,000.00
322			CAK/00/ECHR/15/006	1	17,000.00
323		L-Shaped desk	CAK/00/DSK/15/004	1	24,000.00
324			CAK/00/DSK/15/005	1	24,000.00
325			CAK/00/DSK/15/006	1	24,000.00
326		Metallic cabinet	CAK/00/SCAB/15/004	1	19,000.00
327		Printer	CAK/00/PRT/15/001	1	9,000.00
328		Coat hanger	CAK/00/CH/15/001	1	5,000.00
329		Visitors chair	CAK/00/VCHR/15/003	1	13,000.00
330		Air condition unit	CAK/00/AC/15/010	1	150,000.00
			CAK/00/AC/15/010		
331		Server cabinet	CAK/00/SVCAB/15/001	1	20,000.00
332		UPS		1	12,500.00
	<b>AUDIT OFFICE</b>				
333		Visitors chair	CAK/00/VCHR/15/004	1	13,000.00
334		L-Shaped desk	CAK/00/DSK/15/007	1	24,000.00
335			CAK/00/DSK/15/008	1	24,000.00

336			CAK/00/DSK/15/009	1	24,000.00
337		High back chair	CAK/00/ECHR/15/007	1	17,000.00
338			CAK/00/ECHR/15/008	1	17,000.00
339			CAK/00/ECHR/15/009	1	17,000.00
340		Desktop computers		2	178,000.00
341		UPS		2	25,000.00
<b>ACCOUNTS OFFICE</b>					
342		L-Shaped desk	CAK/00/DSK/15/010	1	24,000.00
343			CAK/00/DSK/15/011	1	24,000.00
344		Work station	CAK/00/WSTN/15/001	1	21,000.00
345		High back chair	CAK/00/ECHR/15/010	1	17,000.00
306			CAK/00/ECHR/15/011	1	17,000.00
307			CAK/00/ECHR/15/012	1	17,000.00
308		Visitors chair	CAK/00/VCHR/15/005	1	13,000.00
309			CAK/00/VCHR/15/006	1	13,000.00
310		Wooden book shelf	CAK/00/WCAB/15/002	1	22,000.00
311		Desk top computer	CAK/00/COM/15/002	1	56,500.00
			CAK/00/COM/15/002		
			CAK/00/COM/15/002		
312		Desk top computer	CAK/00/COM/15/003	1	56,500.00
			CAK/00/COM/15/003		
			CAK/00/COM/15/003		
313		Desk top computer	CAK/00/COM/15/004	1	56,500.00
			CAK/00/COM/15/004		
			CAK/00/COM/15/004		
314		Printer	CAK/00/PRT/15/004	1	38,000.00
		Water Dispenser		1	21,000.00
		Desk top computer-Lenovo		1	116,996.00
		Desktop computer		1	89,000.00
		UPS		3	37,500.00
<b>HANSARD OFFICE</b>					
315		Printer	CAK/00/PRT/15/005	1	20,000.00
316		High back chair	CAK/00/ECHR/15/013	1	17,000.00

317			CAK/00/ECHR/15/014	1	17,000.00
318			CAK/00/ECHR/15/015	1	17,000.00
319			CAK/00/ECHR/15/016	1	17,000.00
320			CAK/00/ECHR/15/017	1	17,000.00
321		Desk top computer	CAK/00/COM/15/005	1	56,500.00
			CAK/00/COM/15/005		
			CAK/00/COM/15/005		
322		Desk top computer	CAK/00/COM/15/006	1	56,500.00
			CAK/00/COM/15/006		
			CAK/00/COM/15/006		
323		Wall clock	CAK/00/WCLK/15/002	1	1,200.00
324		Lap top computer	CAK/00/LTOP/15/001	1	73,500.00
325		Work station	CAK/00/WSTN/15/002	1	84,000.00
			CAK/00/WSTN/15/002		
			CAK/00/WSTN/15/002		
			CAK/00/WSTN/15/002		
		Water Dispenser		1	21,000.00
		UPS		3	37,500.00
	<b>SECOND CLERK OFFICE</b>				
326		High back chair	CAK/00/ECHR/15/018	1	17,000.00
327			CAK/00/ECHR/15/019	1	17,000.00
328			CAK/00/ECHR/15/020	1	17,000.00
329		Work station	CAK/00/WSTN/15/003	1	21,000.00
330			CAK/00/WSTN/15/004	1	21,000.00
331			CAK/00/WSTN/15/005	1	21,000.00
		UPS		1	12,500.00
	<b>FIRST CLERK OFFICE-1</b>				
332		Work station	CAK/00/WSTN/15/006	1	21,000.00
333		L-Shaped desk	CAK/00/DSK/15/012	1	24,000.00
334			CAK/00/DSK/15/013	1	24,000.00
335		Desk top computer	CAK/00/COM/15/007	1	56,500.00
			CAK/00/COM/15/007		
			CAK/00/COM/15/007		
336		Lap top computer	CAK/00/LTOP/15/002	1	73,500.00
337			CAK/00/LTOP/15/003	1	73,500.00

338		Printer	CAK/00/PRT/15/006	1	13,000.00
339		Visitors chair	CAK/00/VCHR/15/007	1	13,000.00
340			CAK/00/VCHR/15/008	1	13,000.00
341		Coat hanger	CAK/00/CH/15/002	1	5,000.00
342			CAK/00/CH/15/003	1	5,000.00
343		High back chair	CAK/00/ECHR/15/021	1	17,000.00
		Water Dispenser		1	21,000.00
	<b>FIRST CLERK OFFICE-2</b>				
344		L-Shaped desk	CAK/00/DSK/15/014	1	24,000.00
345			CAK/00/DSK/15/015	1	24,000.00
346			CAK/00/DSK/15/016	1	24,000.00
347		High back chair	CAK/00/ECHR/15/022	1	17,000.00
348			CAK/00/ECHR/15/023	1	17,000.00
349			CAK/00/ECHR/15/024	1	17,000.00
350		Coat hanger	CAK/00/CH/15/004	1	5,000.00
351		Metallic cabinet	CAK/00/SCAB/15/005	1	19,000.00
352		Lap top computer	CAK/00/LTOP/15/004	1	73,500.00
	<b>LEGAL OFFICE</b>				
353		Visitors chair	CAK/00/VCHR/15/009	1	13,000.00
354			CAK/00/VCHR/15/010	1	13,000.00
355			CAK/00/VCHR/15/011	1	13,000.00
356		L-Shaped desk	CAK/00/DSK/15/017	1	24,000.00
357		Work station	CAK/00/WSTN/15/007	1	21,000.00
		Water Dispenser		1	21,000.00
		Desktop computers		2	178,000.00
		UPS		2	25,000.00
	<b>SERGEANT-AT-ARMS OFFICE</b>				
358		Bell	CAK/00/BELL/15/001	1	5,000.00
359			CAK/00/BELL/15/002	1	5,000.00
360		Work station	CAK/00/WSTN/15/008	1	21,000.00
		Mace	CAK/00/MACE/15/001		

361		High back chair	CAK/00/ECHR/15/025	1	17,000.00
362			CAK/00/ECHR/15/026	1	17,000.00
363			CAK/00/ECHR/15/027	1	17,000.00
364		L-Shaped desk	CAK/00/DSK/15/018	1	24,000.00
365		Coat hanger	CAK/00/CH/15/005	1	5,000.00
366		Mace box	CAK/00/MBOX/15/001		10,000.00
		Desktop computers		1	89,000.00
		UPS		1	12,500.00
		<b>CASH OFFICE</b>			
367		Work station	CAK/00/WSTN/15/010	1	21,000.00
368			CAK/00/WSTN/15/011	1	21,000.00
369		High back chair	CAK/00/ECHR/15/031	1	17,000.00
370			CAK/00/ECHR/15/032	1	17,000.00
371		Metallic cabinet	CAK/00/SCAB/15/007	1	19,000.00
372		Compact safe	CAK/00/SAFE/15/001	1	140,000.00
373		Desk top computer	CAK/00/COM/15/009	1	56,500.00
			CAK/00/COM/15/009		
374		UPS		2	25,000.00
		<b>PROCUREMENT OFFICE</b>			
375		Visitors Chair	CAK/00/VCHR/15/114	1	13,000.00
376			CAK/00/VCHR/15/115	1	13,000.00
377			CAK/00/VCHR/15/116	1	13,000.00
378		High back chair	CAK/00/ECHR/15/056	1	17,000.00
379		Work station	CAK/00/WSTN/15/021	1	21,000.00
380			CAK/00/WSTN/15/022	1	21,000.00
381			CAK/00/WSTN/15/023	1	21,000.00
382		IP Phone	CAK/00/TEL/15/013	1	15,770.00
383		Printer HP 426dn		1	62,000.00
		<b>CLERKS KITCHEN</b>			
384		Coffee table	CAK/00/CTBL/15/006	1	16,000.00
385		Micro wave	CAK/00/MCW/15/001	1	6,500.00
		<b>WORKS OFFICE</b>			
386		Work station	CAK/00/WSTN/15/015	1	21,000.00
387			CAK/00/WSTN/15/016	1	21,000.00



388			CAK/00/WSTN/15/017	1	21,000.00
389			CAK/00/WSTN/15/018	1	21,000.00
390			CAK/00/WSTN/15/019	1	21,000.00
391		Desk top computer	CAK/00/COM/15/010	1	56,500.00
			CAK/00/COM/15/010		
			CAK/00/COM/15/010		
392		High back chair	CAK/00/ECHR/15/041	1	17,000.00
393			CAK/00/ECHR/15/042	1	17,000.00
394			CAK/00/ECHR/15/043	1	17,000.00
395			CAK/00/ECHR/15/044	1	17,000.00
396		Desk top computer		1	89,000.00
397		UPS		1	12,500.00
		<b>DEPUTY SPEAKER</b>			
398		Visitors chair	CAK/00/VCHR/15/036	1	13,000.00
399			CAK/00/VCHR/15/037	1	13,000.00
400		Air condition unit		1	150,000.00
401		Executive Table		1	70,000.00
402		Wooden Cabinet		1	14,000.00
403		Flat screen TV 32		1	36,000.00
404		Wooden Coat hanger		1	5,000.00
405		3-Seater link chair		1	26,500.00
406		DSTV decoder		1	5,500.00
		<b>CHAIRMAN BUDGET</b>			
407		Visitors chair	CAK/00/VCHR/15/038	1	13,000.00
408		High back chair	CAK/00/ECHR/15/045	1	17,000.00
		<b>BOARD ROOM</b>			
409		Water dispenser	CAK/00/WD/15/012	1	8,000.00
410		Coffee table	CAK/00/CTBL/15/004	1	16,000.00
411			CAK/00/CTBL/15/005	1	16,000.00
412		IP Phone	CAK/00/TEL/15/011	1	15,770.00
413			CAK/00/TEL/15/012	1	15,770.00
414		Executive table	CAK/00/ETBL/15/003	1	75,000.00
415			CAK/00/ETBL/15/004	1	35,000.00

416		Visitors chair	CAK/00/VCHR/15/113	1	13,000.00
417		High back chair	CAK/00/ECHR/15/055	1	18,000.00
418		Air condition unit	CAK/00/AC/15/003	1	150,000.00
			CAK/00/AC/15/003		
		<b>COMMITTEE ROOM 1</b>			
419		Water dispenser	CAK/00/WD/15/007	1	800.00
			CAK/00/WD/15/007	1	
420		Wall clock	CAK/00/WCLK/15/005	1	1,200.00
421		Air condition unit		1	150,000.00
		<b>STORE</b>			
422		Lap top computer	CAK/00/LTOP/15/009	1	72,076.00
423			CAK/00/LTOP/15/010	1	72,076.00
424			CAK/00/LTOP/15/011	1	72,076.00
425			CAK/00/LTOP/18/012	1	72,076.00
426		UPS		3	37,500.00
		<b>OTHER</b>			
427		Power generator	CAK/00/GEN/15/001	1	2,713,789.26
			CAK/00/GEN/15/002		
	MCA's	Laptops		57	5,101,500.00
		Dispensers		8	192,000.00
		High back Chairs		7	350,000.00
		Laptops		11	792,000.00
		Laptops HP pavilionx360 convertable		9	1,396,800
		Laptop Hp CND544058T		1	136,000
			<b>TOTAL</b>		<b>26,533,863.61</b>

**TOTAL INSURABLE VALUE: KSH. 26,533,864/=** (Twenty-Six Million Five hundred and thirty three thousands, eight hundred and sixty four Only). When quoting the bidders are advised to show the workings.

## SECTION VI - STANDARD FORMS

### Notes on the standard Forms

1. **Form of TENDER** - The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.

2. **Price Schedule Form** -The price schedule form must similarly be completed and submitted with the tender.
3. **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.
4. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.
5. **Tender Security Form** -When required by the tender document the tenderer shall provide the tender security either in the form included hereinafter or in another format acceptable to the procuring entity.
6. **Performance security Form** -The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.

FORM OF TENDER

To: Name and address of procuring entity

Date \_\_\_\_\_  
Tender No.  
Tender Name

Gentlemen and/or Ladies:-

1. Having examined the Tender documents including Addenda No. (Insert numbers) ..... the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide Insurance Services under this tender in conformity with the said Tender document for the sum of .....  
...[Total Tender amount in words and figures]  
or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide the Insurance Cover Services in accordance with the conditions of the tender.

3. We agree to abide by this Tender for a period of .....[number] days from the date fixed for Tender opening of the Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[In the capacity of]

Duly authorized to sign tender for and on behalf of \_\_\_\_\_

## CONTRACT FORM

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ between [name of Procurement entity] of [country of Procurement entity] (hereinafter called "the Procuring entity") of the one part and [name of tenderer] of [city and country of tenderer] (hereinafter called "the tenderer") of the other part:

WHEREAS the Procuring entity invited tenders for the GPA cover and has accepted a tender by the tenderer for the supply of the services in the sum of \_\_\_\_\_ [contract price in words in figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:-

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

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer) in the presence of \_\_\_\_\_

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2(c) Which ever applies to your type of business

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

Part \_\_\_\_\_ General:

Business Name .....

Location of business premises .....

Plot No. .... Street/Road .....

Postal Address ..... Tel. No. .... Fax ..... Email .....

Nature of business .....

Registration Certificate No. ....

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

Name of your bankers ..... Branch .....

Part 2(a) – Sole Proprietor:

Your name in full ..... Age .....

Nationality ..... Country of origin .....

Citizenship details.....

Party 2(b) – Partnership

Give details of partners as follows

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

Part 2(c) – Registered Company:

Private or public .....

State the nominal and issued capital of the company –

Nominal Kshs. ....

Issued Kshs.....

Give details of all directors as follows

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

Date..... Signature of Tenderer .....

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

## TENDER SECURITY FORM

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

KNOW ALL PEOPLE by these presents that WE [*name of bank*] of [*name of country*], having our registered office at [*name of procuring entity*] (hereinafter called <the procuring entity> in the sum of [*state the amount*] for which payment well and truly to be made to the said procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20  
\_\_\_\_\_

THE CONDITIONS of this obligation are:-

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

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

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

[Authorized Signatories and official stamp of the Bank]

*(Amend accordingly if provided by Insurance Company)*

PERFORMANCE SECURITY FORM

To: .....  
[Name of procuring entity]

WHEREAS ..... [Name of tenderer]  
(Hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. \_\_\_\_\_  
\_\_\_\_\_ [Reference number of the contract] dated \_\_\_\_\_ 20 \_\_\_\_\_ to  
supply .....  
[Description of insurance services] (Hereinafter called "the Contract")

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

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of  
the tenderer, up to a total of .....  
[amount of the guarantee in words and figures], and we undertake to pay you, upon your first  
written demand declaring the tenderer to be in default under the Contract and without cavil or  
argument, any sum of money within the limits of .....  
[Amount of guarantee] as aforesaid, without your needing to prove or to show grounds or  
reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

Signature and seal of the Guarantors

\_\_\_\_\_  
[Name of bank of financial institution]

\_\_\_\_\_  
[Address]

\_\_\_\_\_  
[Date]

*(Amend accordingly if provided by Insurance Company)*



**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER