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# **TENDER DOCUMENT FOR PROCUREMENT OF CHEMICALS**

**(Supply Water Treatment Chemicals & Reagents:  
Tender No. Nzowasco.30/2019-2020)**

**OPENING DATE: Friday, October 11<sup>th</sup>, 2019**

**CLOSING DATE: Friday, October 25<sup>th</sup>, 2019 at 10.30.a.m**

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## **Introduction**

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

**SECTION I      INVITATION TO TENDER**  
**DATE \_\_\_\_\_**

**TENDER REF NO.**      (Nzowasco.30/2019-2021)  
**TENDER NAME**      (Supply Water Treatment Chemicals & Reagents )

- 1.1 The (Nzowasco) invites sealed bids from eligible candidates for supply of (Water Treatment *chemicals* & Reagents).
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at (Nzowasco offices behind masinde muliro webuye campus;PROCUREMENT office) during normal working hours.
- 1.3 A complete set of tender documents may be obtained by prequalified for the year 2019-2021 candidates upon payment of non-refundable fees of (*Kes.1000*) in cash or Bankers cheque payable to (Nzoia Water Services Co.Ltd )for hard copy.
- 1.4 Completed tender documents are to be enclosed in a plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at (Nzowasco offices behind masinde muliro webuye campus) or be addressed to (Nzoia Water Services Co.Ltd Box 1010-00502 Webuye ) so as to be received on or before (Friday, 25<sup>th</sup>, October,2019,10.30a.m)
- 1.5 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for (270) days from the closing date of the tender.
- 1.6 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at (Nzowasco offices Boardroom)

**SECTION II - INSTRUCTIONS 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 Nzowasco,pre-qualified suppliers in the above category for financial year 2019-2021**

Successful tenderers shall complete the supply of chemicals by the intended completion date specified in the Schedule of Requirements Section VI.

2.1.2 The Nzowasco's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by Nzowasco to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the chemicals under this Invitation for tenders.

2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

### **2.2 Eligible Chemicals**

2.2.1 All chemicals & Reagents to be supplied under the contract shall have their origin in eligible source countries.

2.2.2 For purposes of this clause, "origin" means the place where the chemicals are mined, grown, or produced. Chemicals 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 chemicals & Reagents is distinct from the nationality of the tenderer.

## **2.3 Cost of Tendering**

2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and Nzowasco, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.3.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=

2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

## **2.4. The Tender Document**

2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers

- (i) Invitation to Tender
- (ii) Instructions to tenderers
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Tender Security Form
- (ix) Contract Form
- (x) Performance Security Form
- (xi) Bank Guarantee for Advance Payment Form
- (xii) Manufacturer's Authorization Form
- (xiii) Confidential Business Questionnaire

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

## **2.5 Clarification of Documents**

- 2.5.1 A prospective tenderer requiring any clarification of the tender document may notify Nzowasco in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (3) days prior to the deadline for the submission of tenders, prescribed by the Nzowasco. 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 Nzowasco shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

## **2.6 Amendment of Documents**

- 2.6.1 At any time prior to the deadline for submission of tenders, Nzowasco, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.
- 2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.
- 2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, Nzowasco, 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 Nzowasco, shall be written in English language, provided that any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English

translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## **2.8 Documents Comprising of Tender**

2.8.1 The tender prepared by the tenderers shall comprise the following components

- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
- (b) documentary evidence established in accordance with paragraph 2.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) documentary evidence established in accordance with paragraph 2.2 that the chemicals and ancillary services to be supplied by the tenderer are eligible chemicals and services and conform to the tender documents; and
- (d) tender security furnished in accordance with paragraph 2.14

## **2.9 Tender Forms**

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

## **2.10 Tender Prices**

2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the chemicals & Reagents it proposes to supply under the contract

2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances, delivery and offloading to the premises of the entity.

2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22

2.10.4 The validity period of the tender shall be 90 days from the date of opening of the tender.

## 2.11 **Tender Currencies**

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

## 2.12 **Tenderers Eligibility and Qualifications**

2.12.1 Pursuant to paragraph 2.1. the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

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

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

- (a) that, in the case of a tenderer offering to supply chemicals under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the chemicals' Manufacturer or producer to supply the chemicals.
- (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 **Chemicals & Reagents Eligibility and Conformity to Tender Documents**

2.13.1 Pursuant to paragraph 2.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity

to the tender documents of all chemicals & Reagents which the tenderer proposes to supply under the contract

2.13.2 The documentary evidence of the eligibility of the chemicals & Reagents shall consist of a statement in the Price Schedule of the country of origin of the chemicals 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 chemicals 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 chemicals;
- (b) a list giving full particulars, including available source and any other relevant information related to chemicals, etc., necessary for the proper and continuing functioning of the chemicals for a period of two (2) years, following commencement of the use of the chemicals Nzowasco; and
- (c) a clause-by-clause commentary on the Nzowasco's Technical Specifications demonstrating substantial responsiveness of the chemicals & Reagents and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

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

## **2.14 Tender Security**

2.14.1 The tenderer shall furnish, as part of its tender, a tender security for the amount specified in the Appendix to Invitation to Tenderers.

2.14.2 **The tender security shall be in the amount of 0.5 – 2 per cent of the tender price.**

2.14.3 The tender security is required to protect Nzowasco against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7

2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to the Nzowasco and valid for thirty (30) days beyond the validity of the tender.

**2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Nzowasco 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 Nzowasco.

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 Nzowasco on the Tender Form; or
- (b) in the case of a successful tenderer, if the tenderer fails:
  - (i) to sign the contract in accordance with paragraph 2.27
  - or
  - (ii) to furnish performance security in accordance with paragraph 2.28

## **2.15 Validity of Tenders**

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

2.15.2 In exceptional circumstances, Nzowasco 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 Tenderer shall prepare two copies of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

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

## **2.17 Sealing and Marking of Tenders**

2.17.1 The Tenderer shall seal the original and each copy of 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 Nzowasco at the address given in the Invitation to Tender:

(b) bear, tender number and name in the Invitation for Tenders and the words, “DO NOT OPEN BEFORE,” (Friday, 25<sup>th</sup> Oct, 2019 at 10.30a.m, 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, **Nzowasco will assume no responsibility for the tender’s misplacement or premature opening.**

## 2.18 **Deadline for Submission of Tenders**

Tenders must be received by Nzowasco at the address specified under paragraph 2.17.2 no later than (Thursday, 24<sup>th</sup> Oct 2019 at 10.30a.m, time of closing).

2.18.1 The Nzowasco 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 Nzowasco and candidates previously subject to the deadline will therefore be subject to the deadline as extended

## 2.19 **Modification and Withdrawal of Tenders**

2.19.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by Nzowasco 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

2.19.5 Nzowasco may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.19.6 Nzowasco shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 7 days of receiving the request from any tenderer.

## **2.20 Opening of Tenders**

Nzowasco will open all tenders in the presence of tenderers' representatives who choose to attend, at (Friday, 25<sup>th</sup> October, 2019 at 10.30a.m, time of closing) and in the location specified in the Invitation to Tender.

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

2.20.1 The tenderers' names, tender modifications or withdrawals, tender prices, discounts and the presence or absence of requisite tender security and such other details as Nzowasco, at its discretion, may consider appropriate, will be announced at the opening.

2.20.2 Nzowasco 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 Nzowasco 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 Nzowasco in the Nzowasco's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.22 Preliminary Examination**

2.22.1 Nzowasco will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantify, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures the amount in words will prevail

2.22.3 Nzowasco 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 Nzowasco 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 Nzowasco'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 Nzowasco 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 Nzowasco will convert these currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

## **2.24 Evaluation and Comparison of Tenders**

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

2.24.2 The tender evaluation committee shall evaluate the tender within 15 days of the validity period from the date of opening the tender.

2.24.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a **contract after notification of contract award shall be considered for debarment from participating in future public procurement.**

## **2.25 Preference**

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

## **2.26 Contacting Nzowasco**

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

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

## **2.27 Award of Contract**

### **(a) Post-qualification**

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

2.27.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.12.3

as well as such other information as Nzowasco deems necessary and appropriate.

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

**(b) Award Criteria**

2.27.4 Nzowasco 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.

**(c) Nzowasco's Right to Vary quantities**

2.27.5 Nzowasco reserves the right at the time of contract award to increase or decrease the quantity of chemicals & Reagents originally specified in the Schedule of requirements without any change in unit price or other terms and conditions

**(d) Nzowasco's Right to Accept or Reject Any or All Tenders**

2.27.6 Nzowasco 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 Nzowasco's action

**2.28 Notification of Award**

2.28.1 Prior to the expiration of the period of tender validity, the Nzowasco will notify the successful tenderer in writing that its tender has been accepted.

2.28.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties

2.28.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.28, the Nzowasco will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.14

## **2.29 Signing of Contract**

2.29.1 At the same time as Nzowasco notifies the successful tenderer that its tender has been accepted, the Nzowasco will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

2.29.2 The parties to the contract shall have it signed within 14 days from the date of notification of contract award unless there is an administrative review request.

2.29.3 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to Nzowasco.

## **2.30 Performance Security**

2.30.1 Within fourteen (14) days of the receipt of notification of award from the Nzowasco, 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 Nzowasco.

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

## **2.31 Corrupt or Fraudulent Practices**

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

- (i) "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a

public official in the procurement process or in contract execution; and

- (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of Nzowasco, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive Nzowasco of the benefits of free and open competition;

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

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

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

## Appendix to Instructions to Tenderers

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

<b>INSTRUCTIONS TO TENDERERS REFERENCE</b>	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
2.1.1	<i>Indicate eligible tenderers</i>
2.14.1	<i>Indicate particulars of tender Security</i>
2.18.1	<i>Indicate day, date and time of Closing</i>
2.29.1	<i>As in 2.18.1 above</i>
2.29.1	<i>Bankers cheque /bank security or insurance co.recognised by PPOA</i>

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

### **3.2 Application**

3.2.1 These General Conditions shall apply in all Contracts made by Nzowasco for the procurement and delivery of chemicals.

### **3.3 Country of Origin**

3.3.1 For purposes of this clause, “Origin” means the place where the Chemicals were mined, grown or produced.

3.3.2 The origin of Chemicals and Services is distinct from the nationality of the tenderer.

### **3.4 Standards**

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

### **3.5 Use of Contract Documents and Information**

3.5.1 The tenderer shall not, without Nzowasco'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 Nzowasco 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 Nzowasco'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 Nzowasco and shall be returned (all copies) to Nzowasco on completion of the Tenderer's performance under the Contract if so required by the Nzowasco

### **3.6 Patent Rights**

3.6.1 The tenderer shall indemnify Nzowasco against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Chemicals or any part thereof in Nzowasco's country

### **3.7 Performance Security**

Within fourteen (30) days of receipt of the notification of

3.7.1 Contract

award, the successful tenderer shall furnish to Nzowasco the performance security in the amount specified in Special Conditions of Contract.

3.7.2 The proceeds of the performance security shall be payable to the Nzowasco 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 Nzowasco and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to Nzowasco, in the form provided in the tender documents.

3.7.4 The performance security will be discharged by the Nzowasco 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 Nzowasco or its representative shall have the right to inspect and/or to test the chemicals to confirm their conformity to the Contract specifications. Nzowasco shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.

3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Chemicals' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to Nzowasco.

3.8.3 Should any inspected or tested chemicals fail to conform to the Specifications, the Nzowasco 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 Nzowasco.

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

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

### **3.9 Packing**

3.9.1 The tenderer shall provide such packing of the Chemicals 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 Chemicals shall be made by the tenderer in accordance with the terms specified Nzowasco in its Schedule of Requirements and the Special Conditions of Contract

### **3.11 Insurance**

3.11.1 The Chemicals 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 Nzowasco as specified in the contract

### **3.13 Prices**

3.13.1 Prices charged by the tenderer for chemicals delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

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

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

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

### **3.14. Assignment**

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

### **3.15 Subcontracts**

3.15.1 The tenderer shall notify Nzowasco 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 Nzowasco 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 chemicals within the period(s) specified in the Contract, or within any extension thereof granted by Nzowasco
- (b) if the tenderer fails to perform any other obligation(s) under the Contract
- (c) if the tenderer, in the judgment of Nzowasco has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

3.16.2 In the event Nzowasco 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 Nzowasco for any excess costs for such similar chemicals.

### **3.17 Liquidated Damages**

3.17.1. If the tenderer fails to deliver any or all of the chemicals within the period(s) specified in the contract, Nzowasco 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 chemicals. After this the tenderer may consider termination of the contract.

### **3.18 Resolution of Disputes**

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

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

### **3.19 Language and Law**

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

### **3.20 Force Majeure**

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

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

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

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

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

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

## SECTION IV - SPECIAL CONDITIONS OF CONTRACT

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

42. Special conditions of contract as relates to the GCC

<b>REFERENCE GCC</b>	<b>OF</b>	<b>SPECIAL CONTRACT</b>	<b>CONDITIONS OF</b>
3.7.1		<i>Indicate</i>	<i>particulars of performance security</i>
3.12.1		<i>Indicate</i>	<i>terms of payment</i>
3.18.1		<i>Indicate</i>	<i>resolutions of disputes</i>

## SECTION V - TECHNICAL SPECIFICATIONS

### 5.1 General

**5.1.1** These specifications describe the requirements for chemicals. Tenderers are requested to submit with their offers the detailed **specifications including brochures and Chlorine content as a percentage (and or specific gravity) etc for the products they intend to supply. Chlorine concentration should be 65% strength.**

5.1.2 Tenderers must indicate on the specifications sheets whether the chemicals offered comply with each specified requirement.

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

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

- (i) Shortest possible delivery period of each product
- (ii) Information on proper representative for replacement including their names and addresses.

### 5.2 PARTICULARS

**Complete this form**

<u>Item</u>	<u>Specify in days.</u>
Tender validity period	
Credit Period	
Price Validity Period	
Delivery Period	
	<u>Remarks</u>
Tax Compliant Certificate specify expiry date	
Security Bond specify source	
Specify country of origin of chemicals	
Manufacturer's authorization letter specify the name	
Kenya Bureau of standards authorization letter specify the date	

## SECTION VI - EVALUATION CRITERIA

### Stage 1 : Mandatory Requirements

- Valid Tax Compliant Certificate by tender of 9<sup>th</sup> October,2019(Attach a copy)
- Security Bond of between 0.5% to 1% in the form of bankers cheque or insurance companies recognized public procurement oversight authority-attach original.

*(Companies missing any of the above shall be non responsive)*

#### GENERAL REQUIREMENTS

### Stage 2:Other Requirements

- Past experience of at least 2 references with evidence(orders/contracts/award letters-12marks
- Credit period of 30days(4marks)60days(8marks)90days(12 marks)
- Delivery period of within 15days(12marks) 30days(8marks)45days(4marks)from the date of receipt of order.
- Price validity period of 270days(14marks) 180days(7marks)90days(3marks)

**(Pass mark is 35 marks out of 50marks)**

### **Technical Mandatory**

- Specify country of origin
- Detailed specifications including chlorine content as a percentage and or specific gravity- 65% chlorine concentration and attach specifications of aluminum sulphate.
- Manufacturer/s or source authority letter
- Attach brochures or specifications for quoted chemicals.
- Provide a sample and if tested attach a report from Kenya bureau of standards otherwise if not tested then the company reserves the right for the same to be tested from Kenya bureau of standards.

*(Must meet all the above technical)*

### **Financial**

- Arithmetic errors if any
- Pricing

## SECTION VII - PRICE SCHEDULE FOR CHEMICALS

Name of tenderer \_\_\_\_\_ Tender Number \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

### Option 1

<b>Bungoma County.</b>					
<b>NZOWASCO.03/2017-2018- WATER TREATMENT CHEMICALS &amp; REAGENTS</b>					
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE:KES.
1. A) B)	Aluminum Sulphate	Kg		-	-
	- Powder		500,000		
	- Granules		500,000		
2.	Chlorine (HTH) 65%	Kg	10,200		
	Total.				

**Note:** Quote FOR both 1A and 1A but the total quantity remains 500,000kg for the purposes of security bond. The Company may order from time to time either 1A or 1B.

### Option 11

<b>Transnziia County</b>					
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE:KES
1.	Alluminium Sulphate				
	-Powder	Kg.	250,000		
	-Granules	Kg.	250,000		
2.	Chlorine(HTH)65%	Kg	6,000		
	Total				

**Note:** Quote FOR both 1A and 1A but the total quantity remains 250,000kg for the purposes of security bond. The Company may order from time to time either 1A or 1B.

### **NOTE.**

**ONLY tender** for either option 1 or 11 and not both.

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

*Note:* In case of discrepancy between unit price and total, the price that was read during the tender opening will prevail.

*The tender will be awarded on lowest quoted per each item.*

*The company reserves the right to procure either granules or power and may vary the quantities.*

## **SECTION VIII - STANDARD FORMS**

### **Notes on the sample Forms**

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

## 8.1 **FORM OF TENDER**

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

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

\_\_\_\_\_  
*[name and address of Nzowasco]*

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. .... *[insert numbers]*.the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission ( ..... *(insert equipment description)* 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 ..... *( Nzowasco)*.

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 \_\_\_\_\_

## 8.2 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 .....

	Part 2 (a) – Sole Proprietor			
Your name in full .....	.....	Age .....	.....	.....
Nationality .....	.....	Country of origin .....	.....	.....
	<ul style="list-style-type: none"> <li>• Citizenship details .....</li> <li>.....</li> </ul>			
	Part 2 (b) Partnership			
Given details of partners as follows:				
Name	Nationality	Citizenship Details	Shares	
1. ....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....
3. ....	.....	.....	.....	.....
4. ....	.....	.....	.....	.....
	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				
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.



### 8.3 TENDER SECURITY FORM

Whereas ..... [name of the tenderer] (hereinafter called “the tenderer”) has submitted its tender dated ..... [date of submission of tender] for the supply& delivery of .....[name and/or description of the goods] (hereinafter called “the Tender”) ..... KNOW ALL PEOPLE by these presents that WE ..... of.....having our registered office at ..... (hereinafter called “the Bank”), are bound unto ..... [name of Nzowasco] (hereinafter called “the Nzowasco”) in the sum of ..... for which payment will and truly be made to the said Nzowasco, 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 Nzowasco 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 Nzowasco up to the above amount..... upon receipt of its first written demand, without Nzowasco having to substantiate its demand, provided that in its demand Nzowasco 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 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 date.

*[signature of the bank or insurance company]*

## 8.4 CONTRACT FORM

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_  
between ..... [name of Procuring entity]  
of ..... [country of Procuring entity] (hereinafter called “ Nzwasco)  
of the one part and..... [name of tenderer]  
of ..... [city and country of tenderer](hereinafter called “the  
tenderer”) of the other part;

WHEREAS the Nzwasco invited tenders for supply chemicals & reagents ] and has  
accepted a tender by the tenderer for the supply of those chemicals in the sum of  
.....  
[contract price in words and figures] (hereinafter called “theContract 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 Nzwasco’s Notification of Award
3. In consideration of the payments to be made by the Nzwasco to the tenderer as  
hereinafter mentioned, the tender hereby covenants with the Nzwasco to provide the  
chemicals and to remedy defects therein in conformity in all respects with the provisions  
of the Contract
4. Nzwasco hereby covenants to pay the tenderer in consideration of the provisions of  
the chemicals 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 \_\_\_\_\_ (Nzwasco

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

*(Amend accordingly if provided by Insurance Company)*

**8.5 PERFORMANCE SECURITY FORM**

To .....

*[name of Nzioa Water Services Co.Ltd]*

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 chemicals]* (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 figure]* 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  
you 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 \_\_\_\_\_

Signed and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

**8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM**

To .....  
[name of Nzowasco]

[name of tender] .....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, ..... [name and address of tenderer](hereinafter called “the tenderer”) shall deposit with the Nzowasco a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of ..... [amount of guarantee in figures and words].

We, the ..... [bank or financial institutions], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Nzowasco on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding ..... [amount of guarantee in figures and words]

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there-under or of any of the Contract documents which may be made between the Nzowasco and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid in full effect from the date of the advance payment received by the tenderer under the Contract until ..... [date].

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]

## 8.7 MANUFACTURER'S AUTHORIZATION FORM

To *[name of the Nzowasco]* .....

WHEREAS .....*[ name of the manufacturer]* who are established and reputable manufacturers of ..... *[name and/or description of the chemicals]* having factories at ..... *[address of factory]* do hereby authorize ..... *[name and address of Agent]* to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. .... *[reference of the Tender]* for the above chemicals manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the chemicals offered for supply by the above firm against this Invitation for Tenders.

---

*[signature for and on behalf of manufacturer]*

*Note:* This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.

**8.8 LETTER OF NOTIFICATION OF AWARD**

Address of Nzowasco

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

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 MANAGING DIRECTOR

**8.9 FORM RB 1**

**REPUBLIC OF KENYA**  
**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Nzowasco*)

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

**REQUEST FOR REVIEW**

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

- 1.
  - 2.
- etc.

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

- 1.
  - 2.
- etc

SIGNED .....(Applicant)

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

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**FOR OFFICIAL USE ONLY**

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

SIGNED  
Board Secretary