



**KENYA PIPELINE COMPANY LIMITED**

**P. O. BOX 73442-00200,**

**NAIROBI**

**Website: [www.kpc.co.ke](http://www.kpc.co.ke)**

**INVITATION TO TENDER NO. KPC/PU/FW/ 296/ICT/NBI/23 – 24**

**TENDER FOR FRAMEWORK CONTRACT FOR MAINTENANCE SERVICES FOR  
REGIONAL FIBER OPTIC CABLE (FOC) FOR A PERIOD OF TWO YEARS**

**APRIL 2025**

# TABLE OF CONTENTS

<b>PREFACE.....</b>	<b>vi</b>
<b>APPENDIX TO THE PREFACE.....</b>	<b>viii</b>
<b>GUIDELINES FOR PREPARATION OF TENDER DOCUMENTS.....</b>	<b>viii</b>
1. GENERAL.....	viii
2. PART 1 - TENDERING PROCEDURES .....	ix
3. PART 2 - PROCUREMENT ENTITY'S REQUIREMENTS .....	ix
4. PART 3 - CONDITIONS OF CONTRACT AND CONTRACT FORMS .....	ix
<b>INVITATION TO TENDER.....</b>	<b>xi</b>
<b>SECTION I – INSTRUCTIONS TO TENDERERS.....</b>	<b>1</b>
<b>A. General.....</b>	<b>1</b>
1. Scope of Tender .....	1
2. Definitions.....	1
3. Fraud and Corruption.....	1
4. Eligible Tenderers.....	1
5. Qualification of the Tenderer.....	3
<b>B. Contents of Tendering Document .....</b>	<b>3</b>
6. Sections of Tendering Document .....	3
7. Site Visit .....	4
8. Pre-Tender Meeting and a pre-arranged pretender visit of the site of the works.....	4
9. Clarification of Tender Documents .....	4
10. Amendment of Tendering Document.....	5
<b>C. Preparation of Tenders .....</b>	<b>5</b>
11. Cost of Tendering .....	5
12. Language of Tender .....	5
13. Documents Comprising the Tender .....	5
14. Form of Tender and Activity Schedule .....	6
15. Alternative Tenders.....	6
16. Tender Prices and Discounts.....	6
17. Currencies of Tender and Payment.....	6
18. Documents Establishing Conformity of Services .....	7
19. Documents Establishing the Eligibility and Qualifications of the Tenderer.....	7
20. Period of Validity of Tenders .....	8
21. Tender Security .....	8
22. Format and Signing of Tender.....	9
<b>D. Submission and Opening of Tenders .....</b>	<b>9</b>
23. Sealing and Marking of Tenders .....	9

24.	Deadline for Submission of Tenders.....	10
25.	Late Tenders .....	10
26.	Withdrawal, Substitution and Modification of Tenders .....	10
27.	Tender Opening .....	10
<b>E.</b>	<b>Evaluation and Comparison of Tenders.....</b>	<b>11</b>
28.	Confidentiality .....	11
29.	Clarification of Tenders .....	11
30.	Deviations, Reservations, and Omissions .....	12
31.	Determination of Responsiveness .....	12
32.	Arithmetical Errors .....	12
33.	Conversion to Single Currency .....	13
34.	Margin of Preference .....	13
35.	Evaluation of Tenders .....	13
36.	Comparison of Tenders.....	13
37.	Abnormally Low Tenders and Abnormally High Tenders .....	14
38.	Unbalanced and/or Front-Loaded Tenders .....	14
39.	Qualification of the Tenderer.....	14
40.	Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders ...	15
<b>F.</b>	<b>Award of Contract.....</b>	<b>15</b>
41.	Award Criteria .....	15
42.	Notice of Intention to enter into a Contract.....	15
43.	Standstill Period.....	15
44.	Debriefing by the Procuring Entity.....	15
45.	Letter of Award .....	15
46.	Signing of Contract.....	16
47.	Performance Security .....	16
48.	Publication of Procurement Contract .....	16
49.	Adjudicator .....	16
50.	Procurement Related Complaints .....	16
	<b>SECTION II - TENDER DATASHEET (TDS) .....</b>	<b>17</b>
	<b>SECTION III - EVALUATION AND QUALIFICATION CRITERIA .....</b>	<b>21</b>
1.	General Provision .....	21
2.	Preliminary examination for Determination of Responsiveness.....	21
3.	Tender Evaluation (ITT 34).....	21
4.	Multiple Contracts .....	21
5.	Alternative Tenders (ITT 14).....	22
6.	MARGIN OF PREFERENCE.....	22
7.	Post qualification and Contract award (ITT 39), more specifically .....	22
	<b>SECTION IV –TENDERING FORMS.....</b>	<b>2</b>
1.	<b>FORM OF TENDER.....</b>	<b>27</b>
a)	TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE 27	
b)	CERTIFICATE OF INDEPENDENT TENDER DETERMINATION .....	30
c)	SELF- DECLARATION FORM.....	31

d)	APPENDIX 1 - FRAUD AND CORRUPTION .....	34
2.	TENDERER INFORMATION FORM .....	36
3.	TENDERER'S JV MEMBERS INFORMATION FORM .....	37
	<b>OTHER FORMS .....</b>	<b>38</b>
4.	FORM OF TENDER SECURITY – DEMAND BANK GUARANTEE.....	38
5.	FORM OF TENDER SECURITY (INSURANCE GUARANTEE) .....	39
6.	FORM OF TENDER - SECURING DECLARATION.....	40
	<b>QUALIFICATION FORMS. ....</b>	<b>41</b>
7.	FOREIGN TENDERERS 40% RULE.....	41
8.	FORM EQU: EQUIPMENT .....	43
9.	FORM PER -1 .....	43
10.	FORM PER-2 .....	45
	<b>TENDERERS QUALIFICATION WITHOUT PREQUALIFICATION .....</b>	<b>47</b>
11.	FORM ELI -1.1 .....	47
12.	FORM ELI -1.2 .....	48
13.	FORM CON- 2 .....	49
14.	FORM FIN - 3.1 - Financial Situation and Performance .....	51
15.	FORM FIN - 3.2 - Average Annual Construction Turnover .....	54
16.	FORM FIN - 3.3 - Financial Resources .....	55
17.	FORM FIN - 3.4 - Current Contract Commitments / Works in Progress .....	55
18.	FORM EXP - 4.1- General Relevant Work Experience.....	56
19.	FORM EXP - 4.2(a) - Specific Work and Management Experience .....	57
20.	FORM EXP - 4.2(b) - Work Experience in Key Activities.....	58
	<b>SCHEDULE FORMS.....</b>	<b>59</b>
1.	The Specifications and Priced Activity Schedules .....	61
2.	Method Statement.....	62
4.	Others –Time Schedule .....	63
5.	NOTIFICATION OF INTENTION TO AWARD .....	64
6.	REQUEST FOR REVIEW .....	67
7.	LETTER OF AWARD .....	67
8.	FORM OF CONTRACT .....	68
9.	FORM OF TENDER SECURITY (Bank Guarantee).....	70
10.	FORM OF TENDER SECURITY (INSURANCE GUARANTEE) .....	71
11.	FORM OF TENDER- SECURING DECLARATION.....	72
	<b>PART II – PROCURING ENTITY'S REQUIREMENTS .....</b>	<b>73</b>
	<b>Section VII -Activity Schedule .....</b>	<b>74</b>

1. Objectives .....	74
2. Day work Schedule.....	74
3. Provisional Sums .....	74
PERFORMANCE SPECIFICATIONS AND DRAWINGS.....	75
<b>PART III – CONDITIONS OF CONTRACT AND CONTRACT FORM.....</b>	<b>75</b>
<b>Section VIII - General Conditions of Contract .....</b>	<b>76</b>
<b>General Provisions.....</b>	<b>76</b>
<b>1. Definitions .....</b>	<b>76</b>
Applicable Law .....	77
Language.....	77
Notices .....	77
Location .....	77
Authorized Representatives .....	77
Inspection and Audit by the PPRA.....	77
Taxes and Duties .....	77
<b>2. Commencement, Completion, Modification, and Termination of Contract .....</b>	<b>77</b>
Effectiveness of Contract.....	77
Commencement of Services .....	78
<b>Program.....</b>	<b>78</b>
Starting Date .....	78
Intended Completion Date .....	78
Modification.....	78
Value Engineering.....	78
<b>Force Majeure.....</b>	<b>78</b>
Definition .....	78
No Breach of Contract .....	78
Extension of Time.....	79
Payments .....	79
<b>Termination.....</b>	<b>79</b>
By the Procuring Entity .....	79
By the Service Provider .....	79
Payment upon Termination.....	79
<b>3. Obligations of the Service Provider.....</b>	<b>80</b>
General.....	80
Conflict of Interests.....	80
Service Provider Not to Benefit from Commissions and Discounts. ....	80

Service Provider and Affiliates Not to be Otherwise Interested in Project.....	80
Prohibition of Conflicting Activities. ....	80
<b>Confidentiality .....</b>	<b>80</b>
The Service .....	80
Service Provider's Actions Requiring Procuring Entity's Prior Approval.....	80
Reporting Obligations.....	81
Documents Prepared by the Service Provider to Be the Property of the Procuring Entity.....	81
<b>Liquidated Damages .....</b>	<b>81</b>
Payments of Liquidated Damages .....	81
Correction for Over-payment .....	81
Lack of performance penalty .....	81
Performance Security.....	81
Fraud and Corruption.....	81
Sustainable Procurement .....	82
<b>4. Service Provider's Personnel.....</b>	<b>82</b>
Description of Personnel.....	82
Removal and/or Replacement of Personnel.....	82
<b>5. Obligations of the Procuring Entity .....</b>	<b>82</b>
Assistance and Exemptions .....	82
Change in the Applicable Law .....	82
Services and Facilities .....	82
<b>6. Payments to the Service Provider .....</b>	<b>82</b>
Lump-Sum Remuneration .....	82
Contract Price .....	83
Payment for Additional Services, and Performance Incentive Compensation .....	83
Terms and Conditions of Payment.....	83
Interest on Delayed Payments .....	83
Price Adjustment.....	83
Day works .....	84
<b>7. Quality Control.....</b>	<b>84</b>
Identifying Defects .....	84
Correction of Defects, and Lack of Performance Penalty .....	84
<b>8. Settlement of Disputes .....</b>	<b>84</b>
Contractor's Claims.....	84
Matters that may be referred to arbitration.....	85
Amicable Settlement.....	85
Arbitration.....	86

Arbitration with proceedings .....	86
Failure to Comply with Arbitrator's Decision .....	87
<b>9. The Adjudicator.....</b>	<b>87</b>
<b>SECTION IX - SPECIAL CONDITIONS OF CONTRACT .....</b>	<b>88</b>
<b>Appendices .....</b>	<b>91</b>
Appendix A - Description of the Services.....	91
Appendix B - Schedule of Payments and Reporting Requirements .....	91
Appendix C - Subcontractors .....	91
Appendix D - Breakdown of Contract Price .....	91
Appendix E - Services and Facilities Provided by the Procuring Entity .....	91
<b>SECTION X –CONTRACT FORMS.....</b>	<b>92</b>
1. FORM NO. 1 - PERFORMANCE SECURITY – (Unconditional Demand Bank Guarantee) 93	
2. FORM No. 2 - PERFORMANCE SECURITY OPTION 2– (Performance Bond)....	94
3. FORM NO. 3 - ADVANCE PAYMENT SECURITY [Demand Bank Guarantee]....	96
4. FORM No. 4 - BENEFICIAL OWNERSHIP DISCLOSURE FORM .....	96

## **INVITATION TO TENDER**

**PROCURING ENTITY: KENYA PIPELINE COMPANY LTD**

**CONTRACT NAME AND DESCRIPTION: TENDER FOR FRAMEWORK CONTRACT FOR MAINTENANCE SERVICES FOR REGIONAL FIBER OPTIC CABLE (FOC) FOR A PERIOD OF TWO YEARS**

1. The Kenya Pipeline Company Ltd invites sealed tenders for the Maintenance services for the Regional Fiber Optic Cable for a period of Two years.
2. Tendering will be conducted under open National Tendering competitive method using a standardized tender document. Tendering is open to all qualified and interested Tenderers. Tenders will be awarded on the basis of framework agreement.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours between 0800 and 1700 hours from the office of the General Manager, Supply Chain, Kenpipe Plaza, Sekondi Road, Off Nanyuki Road, P. O. Box 73442 00200 NAIROBI.
4. Tender documents may be obtained electronically from the website [www.kpc.co.ke\ e-procurement](http://www.kpc.co.ke/e-procurement) at no cost.
5. Tender documents may be viewed and downloaded for free from the website the website [www.kpc.co.ke\ e-procurement](http://www.kpc.co.ke/e-procurement) at no cost. Tenderers who download the tender document must forward their particulars and detailed contact information to [email@kpc.co.ke](mailto:email@kpc.co.ke) for recording, and to facilitate any further clarifications and addenda. No other email addresses should be used.
6. Tenders must be accompanied by an Original “Tender Security” of **Kes 50,000.00** per LOT from a bank Registered in Kenya or from an Insurance Company Approved by PPRA valid for 212 days from the date of tender opening. The Original Tender Security must then be dropped in the tender box on ground floor, Kenpipe plaza, Sekondi road off Nanyuki road, Industrial Area, Nairobi on or before **7<sup>th</sup> May 2025 at 10.00 a.m.**
7. The Tenderer are encouraged to paginate and serialize the tender document (each page of the tender submission must have a number and the numbers must be in chronological order to the last page). For pagination, the number system to be used are numerical numbers, i.e., 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 ...n (where n is the last page number).
8. Completed tenders documents must be submitted electronically in PDF format and uploaded on the Supplier Relationship Management (SRM) Collaboration Folder on or before **7<sup>th</sup> May 2025 at 10.00 a.m.** Late submission will be automatically locked



out by the system.

9. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenderers' designated representatives who choose to attend will be required to join using the link provided in the Tender Data Sheet (TDS).
10. **Late tenders will be rejected.**

The addresses referred to above are:  
General Manager (Supply Chain),  
Kenya Pipeline Company Ltd,  
Kenpipe Plaza, Sekondi Road,  
Off, Nanyuki Road, Industrial Area  
P.O. Box 73442- 00100  
NAIROBI.

Telephone: 020 2606500-4  
Safaricom: 0722207667/8, 0722207678/9, 0722207681/2  
Airtel: 0734333234/35, 0734333226, 0734333215/17/19  
Email: [corporate.procurement@kpc.co.ke](mailto:corporate.procurement@kpc.co.ke);  
website: [www.kpc.co.ke](http://www.kpc.co.ke)  
link <https://e-procurement.kpc.co.ke/irj/portal>.

Bidders who are not registered in KPC SRM system should first register using this link <https://e-procurement.kpc.co.ke/irj/portal> (Instruction manual for Supplier Registration and the bidding process are available on KPC website on [www.kpc.co.ke](http://www.kpc.co.ke)).

***a. Address for Submission of Tenders.***

Completed tenders must be submitted electronically in PDF format and uploaded on the Supplier Relationship Management (SRM) Collaboration Folder, Using the link <https://e-procurement.kpc.co.ke/irj/portal>.

***b. Address for Opening of Tenders.***

Kenya Pipeline Company Ltd  
KPC Boardroom, Kenpipe Plaza, Sekondi Road,  
Off Nanyuki Rd, Industrial Area  
P.O. Box 73442, 00100  
NAIROBI.

**Name. MAUREEN MWENJE**

**Designation:**

**GENERAL MANAGER, SUPPLY CHAIN**

---

## **PART 1 - TENDERING PROCEDURES**

---

## **SECTION I - INSTRUCTIONS TO TENDERERS**

### **A. General**

#### **1. Scope of Tender**

- 1.1 This tendering document is for the delivery of Maintenance Services, as specified in Section V, Procuring Entity's Requirements. The name, identification and number of lots (contracts) of this ITT procurement are specified in the **TDS**.

#### **2. Definitions**

- 2.1 Throughout this tendering document:

- a) the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, including if specified in the **TDS**, distributed or received through the electronic-procurement system used by the Procuring Entity) with proof of receipt;
- b) if the context so requires, “singular” means “plural” and vice versa; and
- c) “Day” means calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of the Procuring Entity. It excludes the Procuring Entity's official public holidays.

- 2.2 The successful Tenderer will be expected to complete the performance of the Services by the Intended Completion Date provided in the contract.

#### **3. Fraud and Corruption**

- 3.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.

- 3.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.

- 3.3 Unfair Competitive Advantage-Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate in the **TDS** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.

- 3.4 Unfair Competitive Advantage – Fairness and transparency in the tender process

require that the Firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the contract being tendered for. The Procuring Entity shall indicate in the **TDS** firms (if any) that provided consulting services for the contract being tendered for. The Procuring Entity shall check whether the owners or controllers of the Tenderer are same as those that provided consulting services. The Procuring Entity shall, upon request, make available to any tenderer information that would give such firm unfair competitive advantage over competing firms.

3.5 Tenderers shall permit and shall cause their agents (where declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Entity to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Entity.

## **4 Eligible Tenderers**

4.1 A Tenderer may be a firm that is a private entity, a state-owned entity or institution subject to ITT 4.6, or any combination of such entities in the form of an association or subcontracting arrangement or a Joint Venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a Form of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Tendering process and, in the event the JV is awarded the Contract, during contract execution. The maximum number of JV members shall be specified in the **TDS**.

4.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.

4.3 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:

- a) Directly or indirectly controls, is controlled by or is under common control with another Tenderer; or
- b) Receives or has received any direct or indirect subsidy from another Tenderer; or
- c) Has the same legal representative as another Tenderer; or
- d) Has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this

Tendering process; or

- e) Or any of its affiliates participated as a consultant in the preparation of the Procuring Entity's Requirements (including Activities Schedules, Performance Specifications and Drawings) for the Maintenance services that are the subject of the Tender; or
- f) Or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity or Procuring Entity for the Contract implementation; or
- g) Would be providing goods, works, or maintenance services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the **TDS** ITT 2.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
- h) Has a close business or family relationship with a professional staff of the Procuring Entity or of the project implementing agency, who: (i) are directly or indirectly involved in the preparation of the tendering document or specifications of the contract, and/or the Tender evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the procurement process and execution of the Contract.

4.4A firm that is a Tenderer (either individually or as a JV member) shall not participate in more than one Tender, except for permitted alternative Tenders. This includes participation as a subcontractor. Such participation shall result in the disqualification of all Tenders in which the firm is involved. A firm that is not a Tenderer or a JV member, may participate as a sub-contractor in more than one Tender.

4.5A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub-consultants for any part of the Contract including related Services.

4.6A Tenderer that has been sanctioned by PPRA or are under a temporary suspension or a debarment imposed by any other entity of the Government of Kenya, shall be ineligible to be prequalified for, initially selected for, tender for, propose for, or be awarded a contract during such period of sanctioning. The list of debarred firms and individuals is available at the electronic address [info@ppra.go.ke](mailto:info@ppra.go.ke) .

4.7Tenderers that are state-owned enterprises or institutions in Kenya may be eligible to compete and be awarded a Contract(s) only if they can establish that they: (i) are legally and financially autonomous; (ii) operate under commercial law; and (iii) are not under supervision of the Procuring Entity.

4.8A Tenderer under suspension from tendering as the result of the operation of a

Tender-Securing Declaration or Proposal-Securing Declaration shall not be eligible to tender.

- 4.9 Firms and individuals may be ineligible if (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.
- 4.10 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided in for this purpose is be provided in “SECTION III - EVALUATION AND QUALIFICATION CRITERIA, Item 9”.
- 4.11 Pursuant to the eligibility requirements of ITT 4.10, a tender is considered a foreign tenderer, if it is registered in Kenya, has less than 51 percent ownership by nationals of Kenya and if it does not subcontract foreign contractors more than 10 percent of the contract price, excluding provisional sums. JVs are considered as foreign tenderers if the individual member firms are registered in Kenya have less 51 percent ownership by nationals of Kenya. The JV shall not subcontract to foreign firms more than 10 percent of the contract price, excluding provisional sums.
- 4.12 The Procuring Entity may require tenderers to be registered with certain authorities in Kenya. Such registration shall be defined in the **TDS**, but care must be taken to ensure such registration requirement does not discourage competition, nor exclude competent tenderers. Registration shall not be a condition for tender, but where a selected tenderer is not so registered, the tenderer shall be given opportunity to register before signature of contract.
- 4.13 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website [www.cak.go.ke](http://www.cak.go.ke)
- 4.14 A Tenderer may be considered ineligible if he/she offers goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.



## **5 Qualification of the Tenderer**

5.1 All Tenderers shall provide in Section IV, Tendering Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

5.2 In the event that prequalification of Tenderers has been undertaken as stated in ITT 18.4, the provisions on qualifications of the Section III, Evaluation and Qualification Criteria shall not apply.

## **B. Contents of Tendering Document**

### **6 Sections of Tendering Document**

6.1 The tendering document consists of Parts 1, 2, and 3, which include all the sections indicated below and should be read in conjunction with any Addenda issued in accordance with ITT 9.

#### **PART 1: Tendering Procedures**

- i) Section I-Instructions to Tenderers (ITT)
- ii) Section II-Tender Data Sheet (TDS)
- iii) Section III-Evaluation and Qualification Criteria
- iv) Section IV – Tendering Forms

#### **PART 2: Procuring Entity's Requirements**

- v) Section V- Procuring Entity's Requirements

#### **PART 3: Contract**

- vi) Section VI- General Conditions of Contract (GCC)
- vii) Section VII- Special Conditions of Contract (SCC)
- viii) Section VIII- Contract Forms

6.2 The Invitation to Tender (ITT) or the notice to prequalify Tenderers, as the case may be, issued by the Procuring Entity is not part of this tendering document.

6.3 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Tender meeting (if any), or Addenda to the tendering document in accordance with ITT 9. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.

6.4 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

## **7. Site Visit**

7.1 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Required Services and its surroundings and obtain all information that may be necessary for preparing the Tender and entering into a contract for the Services. The costs of visiting the Site shall be at the Tenderer's

own expense.

## **8 Pre-Tender Meeting and a pre-arranged pretender visit of the site of the works**

- 8.1 The Procuring Entity shall specify in the **TDS** if a pre-tender conference will be held, when and where. The Procuring Entity shall also specify in the **TDS** if a pre-arranged pretender visit of the site of the works will be held and when. The Tenderer's designated representative is invited to attend a pre-arranged pretender visit of the site of the works. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 8.2 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.
- 8.3 Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the works, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT 6.3. Minutes shall not identify the source of the questions asked.
- 8.4 The Procuring Entity shall also promptly publish anonymized (no names) Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the works at the web page identified in the **TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-Tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 10 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

## **9 Clarification of Tender Documents**

- 9.1 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the **TDS** or raise its enquiries during the pre-Tender meeting and the pre-arranged pretender visit of the site of the works if provided for in accordance with ITT 8.4. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender Documents in accordance with ITT 6.3, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents appropriately following the procedure under ITT 10.

## **10 Amendment of Tendering Document**

- 10.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tendering document by issuing addenda.



10.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's webpage in accordance with ITT 8.1.

10.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 24.2 below.

## **C. Preparation of Tenders**

### **11. Cost of Tendering**

11.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

### **12. Language of Tender**

12.1 The Tender as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and the Procuring Entity shall be written in the English language. Supporting documents and printed literature that are part of the Tender maybe in another language provided they are accompanied by an accurate translation of the relevant passages into the English language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

### **13. Documents Comprising the Tender**

13.1 The Tender shall comprise the following:

- a) **Form of Tender** prepared in accordance with ITT 14;
- b) **Schedules:** Schedules or Requirements and priced Activity Schedule completed in accordance with ITT 14 and ITT 16;
- c) **Tender Security or Tender-Securing Declaration** in accordance with ITT 21.1;
- d) **Alternative Tender:** if permissible in accordance with ITT 15;
- e) **Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 22.3;
- f) **Qualifications:** documentary evidence in accordance with ITT 19 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
- g) **Tenderer's Eligibility:** documentary evidence in accordance with ITT 19 establishing the Tenderer's eligibility to Tender;
- h) **Conformity:** documentary evidence in accordance with ITT 18, that the Services conform to the tendering document; and
- i) Any other document required **in the TDS**.

13.2 In addition to the requirements under ITT 12.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members.

Alternatively, a Form of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender, together with a copy of the proposed Agreement. The Tenderer shall chronologically serialize pages of all tender documents submitted. The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

#### **14 Form of Tender and Activity Schedule**

14.1 The Form of Tender and priced Activity Schedule shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 21.3. All blank spaces shall be filled in with the information requested.

#### **15 Alternative Tenders**

- 15.1 Unless otherwise indicated in the TDS, alternative Tenders shall not be considered. If alternatives are permitted, only the technical alternatives, if any, of the Most Advantageous Tenderer shall be considered by the Procuring Entity.
- 15.2 When alternative times for completion are explicitly invited, a statement to that effect will be included in the TDS and the method of evaluating different time schedules will be described in Section III, Evaluation and Qualification Criteria.
- 15.3 When specified in the TDS, Tenderers are permitted to submit alternative technical solutions for specified parts of the Services, and such parts will be identified in the TDS, as will the method for their evaluating, and described in Section VII, Procuring Entity's Requirements.

#### **16 Tender Prices and Discounts**

- 16.1 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Activity Schedule(s) shall conform to the requirements specified below.
- 16.2 All lots (contracts) and items must be listed and priced separately in the Activity Schedule(s).
- 16.3 The Contract shall be for the Services, as described in Appendix A to the Contract and in the Specifications (or Terms of Reference), based on the priced Activity Schedule, submitted by the Tenderer.
- 16.4 The Tenderer shall quote any discounts and indicate the methodology for their application in the Form of Tender in accordance with ITT 13.1.
- 16.5 The Tenderer shall fill in rates and prices for all items of the Services described in the in Specifications (or Terms of Reference), and listed in the Activity Schedule in Section VII, Procuring Entity's Requirements. Items for which no rate or price is entered by the Tenderer will not be paid for by the Procuring Entity when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.

16.6 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of Tenders, shall be included in the total Tender price submitted by the Tenderer.

16.7 If provided for in the TDS, the rates and prices quoted by the Tenderer shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of Clause 6.6 of the General Conditions of Contract and/or Special Conditions of Contract. The Tenderer shall submit with the Tender all the information required under the Special Conditions of Contract and of the General Conditions of Contract.

16.8 For the purpose of determining the remuneration due for additional Services, a breakdown of the lump-sum price shall be provided by the Tenderer in the form of Appendices D and E to the Contract.

## **17. Currencies of Tender and Payment**

17 The currency of the Tender and the currency of payments shall be Kenya Shillings.

## **18. Documents Establishing Conformity of Services**

18.1 To establish the conformity of the Maintenance services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that Services provided conform to the technical specifications and standards specified in Section VII, Procuring Entity's Requirements.

18.2 Standards for provision of the Maintenance services are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Procuring Entity's Requirements.

## **19. Documents Establishing the Eligibility and Qualifications of the Tenderer**

19.1 Tenderers shall complete the Form of Tender and all the Tendering Forms included in Section IV to establish their eligibility in accordance with ITT 4.

19.2 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 meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

19.3 In the event that prequalification of Tenderers has been undertaken as stated in the **TDS**, only Tenders from prequalified Tenderers shall be considered for award of Contract. The prequalified Tenderers should submit with their Tenders any information updating their original prequalification applications or, alternatively, confirm in their Tenders that the originally submitted prequalification information remains essentially correct as of the date of Tender submission.

19.4 Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether,

according to the classification established by the Procuring Entity, a Service provider or group of service providers qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and there by help to prevent any corrupt influence in relation to the procurement process or contract management.

- 19.5 The purpose of the information described in ITT 18.1 above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.
- 19.6 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 19.7 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 19.8 If a tenderer fails to submit the information required by these requirements, its tenderer will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.
- 19.9 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:
- i) If the procurement process is still ongoing, the tenderer will be disqualified from the procurement process,
  - ii) If the contract has been awarded to that tenderer, the contract award will be set aside,
  - iii) The tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other person have committed any criminal offence.
- 19.10 If a tenderer submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to

genuine error which was not attributable to the intentional act, negligence or recklessness of the tenderer.

- 19.11 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

## **20. Period of Validity of Tenders**

- 20.1 tenders shall remain valid for the Tender Validity period specified in the TDS. The Tender Validity period starts from the date fixed for the Tender submission deadline date (as prescribed by the Procuring Entity in accordance with ITT 23.1). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.
- 20.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 20, it shall also be extended for a corresponding period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 19.3.

## **21. Tender Security**

- 21.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender security, as specified in the TDS, in original form and, in the case of a Tender Security, in the amount and currency specified in the TDS.
- 21.2 A Tender Securing Declaration shall use the form included in Section IV, Tendering Forms.
- 21.3 If a Tender Security is specified pursuant to ITT 20.1, from a reputable source, and an eligible country and shall be in any of the following forms at the Tenderer's option:
- i) cash;
  - ii) a bank guarantee;
  - iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
  - iv) a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya,
- 21.4 If a Tender Security is specified pursuant to ITT 20.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Procuring Entity as non-responsive.
- 21.5 If a Tender Security is specified pursuant to ITT 20.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the contract and furnishing the Performance Security pursuant to ITT 46.
- 21.6 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the



required Performance Security. The Procurement Entity shall also return tender security to the tenderers where;

- a). The procurement proceedings are terminated
- b). All tenders were determined non-responsive and
- c). Where a bidder decline to extent the tender validity period.

21.7 The Tender Security may be forfeited or the Tender-Securing Declaration executed:

- a) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender, or any extension thereto provided by the Tenderer; or
- b) if the successful Tenderer fails to:
  - i) sign the Contract in accordance with ITT 45; or
  - ii) furnish a performance security in accordance with ITT 46.

21.8 The Tender Security or Tender-Securing Declaration of a JV must be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of Tendering, the Tender security or Tender-Securing Declaration shall be in the names of all future members as named in the Form of intent referred to in ITT 4.1 and ITT 12.2.

21.9 If a Tender Security is not required in the **TDS**, pursuant to ITT 20.1, and

- a) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer on the Form of Tender; or
- b) if the successful Tenderer fails to:
  - i) sign the Contract in accordance with ITT 45; or
  - ii) furnish a performance security in accordance with ITT 46;

the Procuring Entity may, if provided for **in the TDS**, declare the Tenderer ineligible to be awarded a contract by the Procuring Entity for a period of time as stated **in the TDS**.

## **22. Format and Signing of Tender**

22.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 12, bound with the volume containing the Form of Tender, and clearly marked "Original." In addition, the Tenderer shall submit copies of the Tender, in the number specified in the **TDS**, and clearly marked as "Copies." In the event of discrepancy between them, the original shall prevail.

22.2 Tenderers shall mark as "CONFIDENTIAL" information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

22.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified in the

TDS and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.

22.4 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

22.5 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

## **D. Submission and Opening of Tenders**

### **23. Sealing and Marking of Tenders**

23.1 Depending on the sizes or quantities or weight of the tender documents, a tenderer may use an envelope, package or container. The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:

- in an envelope or package or container marked “ORIGINAL”, all documents comprising the Tender, as described in ITT 11; and
- in an envelope or package or container marked “COPIES”, all required copies of the Tender; and
- if alternative Tenders are permitted in accordance with ITT 13, and if relevant:
  - i) in an envelope or package or container marked “ORIGINAL –ALTERNATIVE TENDER”, the alternative Tender; and
  - ii) in the envelope or package or container marked “COPIES- ALTERNATIVE TENDER”, all required copies of the alternative Tender.

23.2 The inner envelopes or packages or containers shall:

- a) bear the name and address of the Procuring Entity.
- b) bear the name and address of the Tenderer; and
- c) bear the name and Reference number of the Tender.

23.3 If an envelope or package or container is not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender. Tenders that are misplaced or opened prematurely will be rejected.

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

24 Tenders must be received by the Procuring Entity at the address and no later than the date and time specified in the **TDS**. When so specified in the **TDS**, Tenderers shall

have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified in the **TDS**.

- 25 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT 9, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

## **25. Late Tenders**

- 25.1 The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with ITT 23. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

## **26. Withdrawal, Substitution and Modification of Tenders**

- 26.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITT 21.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:
- 26.2 prepared and submitted in accordance with ITT 21 and ITT 22 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and
- 26.3 received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 23.
- 26.4 Tenders requested to be withdrawn in accordance with ITT 25.1 shall be returned unopened to the Tenderers.
- 26.5 No Tender may be withdrawn, substituted, or modified 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 Form of Tender or any extension thereof.

## **27. Tender Opening**

- 27.1 Except as in the cases specified in ITT 23 and ITT 25.2, the Procuring Entity shall, at the Tender opening, publicly open and read out all Tenders received by the deadline at the date, time and place specified **in the TDS** in the presence of Tenderers' designated representatives and anyone who choose to attend. Any specific electronic Tender opening procedures required if electronic tendering is permitted in accordance with ITT 23.1, shall be as specified **in the TDS**.
- 27.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding Tender shall not be opened, but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the “power of attorney” confirming the signature as a person duly authorized to sign on behalf of the Tenderer, the corresponding Tender will be opened. No Tender withdrawal shall be



permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

27.3 Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.

27.4 Next, envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.

27.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate.

27.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further. The Form of Tender and the priced Activity Schedule are to be initialed by representatives of the Procuring Entity attending Tender opening in the manner specified in the **TDS**.

27.7 The Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 24.1).

27.8 The Procuring Entity shall prepare a record of the Tender opening that shall include, as a minimum:

- a) The name of the Tenderer and whether there is a withdrawal, substitution, or modification;
- b) The Tender Price, per lot (contract) if applicable, including any discounts; and
- c) Any alternative Tenders;
- d) The presence or absence of a Tender Security or Tender-Securing Declaration, if one was required.

27.9 The Tenderers' representatives who are present shall be requested to sign the record. The omission of a Tenderer's signature on the record shall not invalidate the contents and effect of the record. A copy of the opening registers shall be distributed to all Tenderers upon request.

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

### **28. Confidentiality**

28.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until information on the Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 41.

22.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation or

contract award decisions may result in the rejection of its Tender.

28.3 Notwithstanding ITT 27.2, from the time of Tender opening to the time of Contract Award, if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tendering process, it should do so in writing.

## **29 Clarification of Tenders**

29.1 To assist in the examination, evaluation, and comparison of Tenders, and qualification of the Tenderers, the Procuring Entity may, at the Procuring Entity's discretion, ask any Tenderer for clarification of its Tender including breakdowns of the prices in the Activity Schedule, and other information that the Procuring Entity may require. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the Tenders, in accordance with ITT 32.

29.2 If a Tenderer does not provide clarifications of its Tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

## **30 Deviations, Reservations, and Omissions**

31.1 During the evaluation of Tenders, the following definitions apply:

- a) "Deviation" is a departure from the requirements specified in the tendering document;
- b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and
- c) "Omission" is the failure to submit part or all of the information or documentation required in the tendering document.

## **31.Determination of Responsiveness**

31.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 12.

31.2 A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a) If accepted, would:
  - i) Affect in any substantial way the scope, quality, or performance of the Maintenance services specified in the Contract; or
  - ii) Limit in any substantial way, inconsistent with the tendering document, the Procuring Entity's rights or the Tenderer's obligations under the Contract; or
- b) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.

31.2 The Procuring Entity shall examine the technical aspects of the Tender submitted in accordance with ITT 17 and ITT18, in particular, to confirm that all requirements of Section VII, Procuring Entity's Requirements have been met without any material deviation or reservation, or omission.

- 31.3 If a Tender is not substantially responsive to the requirements of tendering document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission. Non-conformities, Errors and Omissions
- 31.4 Provided that a Tender is substantially responsive, the Procuring Entity may waive any non-conformities in the Tender.
- 31.5 Provided that a Tender is substantially responsive, the Procuring Entity may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial non- conformities or omissions in the Tender related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.
- 31.6 Provided that a Tender is substantially responsive, the Procuring Entity shall rectify quantifiable non material non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified in the **TDS**.

## **32.Arithmetical Errors**

32.1 Corrected tender prices shall not be used in the evaluation of tenders, comparison of tender prices.

32.2 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in anyway by any person or entity.

32.3 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail,

## **33.Conversion to Single Currency**

33.1 For evaluation and comparison purposes, conversion of the currency (ies) of to a single currency preference shall not apply.

## **34.Margin of Preference**

34.1 Margin of preference on local service providers may be allowed if it is deemed that the services require participation of foreign tenderers. If so allowed, it will be indicated in the **TDS**.

34.2 Where it is intended to reserve the contract to specific groups under Small and Medium Enterprises, or enterprise of women, youth and/or persons living with disability, who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses/firms belonging to the specified group are eligible to tender as specified in the **TDS**. Otherwise if not so stated, the invitation will be open to all tenderers.

### **35.Evaluation of Tenders**

35.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Procuring Entity shall determine the Most Advantageous Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:

- a) Substantially responsive to the tendering document; and
- b) The lowest evaluated cost.

The evaluation and award of contracts will be based on each Service Number.

35.2 In evaluating the Tenders, the Procuring Entity will determine for each Tender the evaluated Tender cost by adjusting the Tender price as follows:

- a) Price adjustment due to discounts offered in accordance with ITT 15.4;
- b) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 33;
- c) price adjustment due to quantifiable nonmaterial non-conformities in accordance with ITT 31.3;
- d) The additional evaluation factors are specified in Section III, Evaluation and Qualification Criteria.

35.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.

35.4 In the case of multiple contracts or lots, Tenderers are allowed to tender for one or more lots and the methodology to determine the lowest evaluated cost of the lot (contract) and for combinations, including any discounts offered in the Form of Tender, is specified in Section III, Evaluation and Qualification Criteria.

### **36.Comparison of Tenders**

36.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 35.2 to determine the Tender that has the lowest evaluated cost.

### **37.Abnormally Low Tenders and Abnormally**

## **High Tenders Abnormally Low Tenders**

- 37.1 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price or that genuine competition between Tenderers is compromised.
- 37.2 In the event of identification of a potentially Abnormally Low Tender, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document.
- 37.3 After evaluation of the price analyses, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

## **Abnormally High Tenders**

- 37.4 An abnormally high tender price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.
- 37.5 In case of an abnormally high tenders, the Procurement Entity should (a) review the specifications, and conditions of tender, or correctness of the estimate or (b) possibility of a collusion, formation of cartels, or other form of fraudulent and corrupt activity in the tendering processor (c) perception of the firms on the credibility of the Procuring Entity. The Procuring Entity shall treat abnormally low and high tenders in accordance with procedures provided for in this tender document
- 37.6 If the Procuring Entity determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (often due to collusion, corruption or other manipulations), the Procuring Entity shall reject all Tenders and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise, before retendering.

## **38.Unbalanced and/or Front-Loaded Tenders**

- 38.1 If in the Procuring Entity's opinion, the Tender that is evaluated as the lowest evaluated price is seriously unbalanced and/or front loaded, the Procuring Entity may require the Tenderer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the tender prices with the scope of works, proposed methodology, schedule and any other requirements of the Tender document.
- 38.2 After the evaluation of the information and detailed price analyses presented by the



Tenderer, the Procuring Entity may as appropriate:

- a) Accept the Tender; or
- b) Require that the total amount of the Performance Security be increased at the expense of the Tenderer to a level not exceeding a 30% of the Contract Price; or
- c) agree on a payment mode that eliminates the inherent risk of the Procuring Entity paying too much for undelivered works; or
- d) reject the Tender.

### **39. Qualification of the Tenderer**

39.1 The Procuring Entity shall determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender is eligible and meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

39.1 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT18. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Tenderer that submitted the Tender.

39.2 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to

The Tenderer who offers a substantially responsive Tender with the next determination of that Tenderer's qualifications to perform satisfactorily.

### **40 Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders**

40.1 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 Tenderers. In case of annulment, all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

### **F. Award of Contract**

#### **41 Award Criteria**

41.1 The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender.

#### **42. Notice of Intention to enter into a Contract/Notification of award**

42.1 Upon award of the contract and Prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter in to a Contract/Notification of award to all tenderers which shall contain, at a minimum, the following information:

- a) The name and address of the Tenderer submitting the successful tender;
- b) The Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom

the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;

- d) the expiry date of the Stand still Period; and
- e) instructions on how to request a debriefing and/or submit a complaint during the standstill period;

### **43.Standstill Period**

43.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.

43.2 Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter into a Contract with the successful Tenderer.

### **44.Debriefing by the Procuring Entity**

44.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 43, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request. .2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

### **45.Letter of Award**

45.1 Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 42.1, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

### **46.Signing of Contract**

46.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.

46.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.

46.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period.

### **47.Performance Security**

47.1 Within twenty-one (21) days of the receipt of the Form of Acceptance from the Procuring Entity, the successful Tenderer, if required, shall furnish the Performance Security in accordance with the GCC 3.9, using for that purpose the Performance Security Form included in Section X, Contract Forms, or another Form acceptable to the

Procuring Entity. If the Performance Security furnished by the successful Tenderer is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Tenderer to be acceptable to the Procuring Entity. A foreign institution providing a bond shall have a correspondent financial institution located in Kenya, unless the Procuring Entity has agreed in writing that a correspondent financial institution is not required.

- 47.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next Most Advantageous Tender.

#### **48.Publication of Procurement Contract**

- 48.1 Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:

- a) Name and address of the Procuring Entity;
- b) name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- c) the name of the successful Tenderer, the final total contract price, the contract duration.
- d) Dates of signature, commencement and completion of contract;
- e) Names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

#### **49.Adjudicator**

- 49.1 The Procuring Entity proposes the person named **in the TDS** to be appointed as Adjudicator under the Contract, at an hourly fee specified **in the TDS**, plus reimbursable expenses. If the Tenderer disagrees with the proposed Adjudicator, the Tenderer should so state in the Tender. If, in the Form of Acceptance, the Procuring Entity has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Special Conditions of Contract at the request of either party.

#### **50.Procurement Related Complaints and Administrative Review**

- 50.1 The procedures for making a Procurement-related Complaint areas specified in the **TDS**.
- 50.2 A request for administrative review shall be made in the form provided under contract forms.



## SECTION II - TENDER DATA SHEET (TDS)

The following specific data for the Maintenance Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT Reference	A. General
ITT 1.1	<p><b>KPC/PU/FW-296/ICT/NBI/23-24</b></p> <p><b>KENYA PIPELINE COMPANY LIMITED</b></p> <p><b>REGIONAL FIBRE OPTIC CABLE MAINTENANCE SERVICES</b></p> <p>The number of LOTs comprising the tender is Five (5) as per below:-</p> <p>LOT I: FOC Maintenance Framework Contract (Mombasa – to - Voi Segment &amp; Spurs)</p> <p>LOT II: FOC Maintenance Framework Contract (Voi – to - Nairobi Segment &amp; Spurs )</p> <p>LOT III: FOC Maintenance Framework Contract (Nairobi - to - Sinendet Segment &amp; Spurs)</p> <p>LOT IV: FOC Maintenance Framework Contract (Sinendet – to – Eldoret Segment &amp; Spurs)</p> <p>LOT V: FOC Maintenance Framework Contract (Sinendet – to – Kisumu Segment &amp; Spurs)</p> <p><b>No bidder will be awarded more than two lots.</b> A bidder who happens to be the lowest evaluated bidder in more than 2 lots will be considered for the two most favorable lots.</p>
ITT 2.1 (a)	<p><b>Electronic –Procurement System</b></p> <p>The Procuring Entity shall use the following electronic-procurement system to manage this Tendering process:</p> <p>Supplier Relationship Management (SRM):</p> <p><b><a href="https://e-procurement.kpc.co.ke/irj/portal">https://e-procurement.kpc.co.ke/irj/portal</a>.</b></p>

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 2.1	The Procuring Entity is: <b>KENYA PIPELINE COMPANY LIMITED</b> The name of the Project is: <b>Regional Maintenance of Fibre Optic Cable Maintenance Services for a period of two years on a as and when required basis</b>
3.4	The firms (if any) that provided consulting services for the contract being tendered for are <b>N/A</b>
ITT 4.1	Maximum number of members in the Joint Venture (JV) shall be <b>NONE</b>
ITT 4.12	The Procuring Entity may require tenderers to be registered with <a href="mailto:corporate.procurement@kpc.co.ke">corporate.procurement@kpc.co.ke</a>
	<b>B. Contents of Tendering Document</b>
ITT 8.1	A Pre-Tender conference “ <i>shall</i> ” take place on the following date, time and place.  <b>Date: -30<sup>th</sup> April 2025</b> <b>Time: 10:00 am EAT</b> <b>Place: Pre-bid link on the KPC website under tenders tab</b>
ITT 8.2	<i>Not Applicable</i>
ITT 8.4	<i>Not Applicable</i>
ITT 9.1	For <u>Clarification of Tender purposes</u> only, the Procuring Entity’s address is:  <b>Kenya Pipeline Company Limited</b> <b>2<sup>nd</sup> Floor, Kenpipe Plaza</b> <b>P.O Box 73442-00200</b> <b>Nairobi</b> <b><u>Tel:</u> 020 260 6500-4; 0720207678/79/81 ; 0709723004/6</b>  Electronic mail address: <a href="mailto:corporate.procurement@kpc.co.ke">corporate.procurement@kpc.co.ke</a>  Requests for clarification should be received by the Procuring Entity no later than <b>Seven (7)</b> days before closing date.  Web page: <a href="http://www.kpc.co.ke">www.kpc.co.ke</a>  The Procuring Entity will respond to request for clarification in 5 days and shall publish its response at the website: <a href="http://www.kpc.co.ke">www.kpc.co.ke</a> <b>and on the SRM portal</b>

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	<b>C. Preparation of Tenders</b>
<b>ITT 13.1 (i)</b>	The Tenderer shall submit the following additional documents in its Tender as per the preliminary evaluation criteria provided in Section III 2 : <b>Preliminary Evaluation Criteria.</b>
<b>ITT 15.1</b>	Alternative Tenders <i>shall not be</i> considered.
<b>ITT 15.2</b>	Alternative times for completion <i>shall not be</i> permitted.
<b>ITT 15.3</b>	Alternative technical solutions shall be permitted for the following parts of the Services: N/A  <i>[If alternative technical solutions are permitted, the evaluation method will be as specified in Section III, Evaluation and Qualification Criteria.]</i>
<b>ITT 16.7</b>	The prices quoted by the Tenderer <i>shall not</i> be subject to adjustment during the performance of the Contract.
<b>ITT 17</b>	The currency of the Tender and the currency of payments shall be Kenya Shillings
<b>ITT 19.3</b>	Prequalification <i>has not been</i> undertaken.
<b>ITT 20.1</b>	The Tender validity period shall be <b>182</b> days.
<b>ITT 21.1</b>	<p>Tenderer shall provide a Tender Security for each Lot.</p> <p>Original Tender Security of Kes.50,000.00 from a bank Registered in Kenya or from an Insurance Company Approved by PPRA. Valid for 212 days from the date of tender opening.</p> <p>Bidders must submit a Scanned copy of the tender security with their bid document.</p> <p>The Original Tender Security must then be dropped in the tender box on ground floor, Kenpipe plaza, Sekondi road off Nanyuki road, Industrial Area, Nairobi on or before <b>7<sup>th</sup> May 2025 at 10.00 a.m.</b></p> <p><b>Bidders are advised to note any changes in tender opening date and extend their Tender Security accordingly. Tender security shall be submitted in the name of all the Joint Venture partners, if any.</b></p>
<b>ITT 22.1</b>	In addition to the original of the Tender, the number of copies is: N/A

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 22.3	<p>The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: <i>a Power of Attorney signed by at least one Director (Signed by the Donor and a Donee) and certified by a Commissioner for Oaths. Sole Proprietorships and Companies with single shareholder/directors are exempt from this requirement.</i></p>
	<p><b>D. Submission and Opening of Tenders</b></p>
ITT 23.1	<p>For <b><u>Tender submission purposes</u></b> only, the Procuring Entity's address is:</p> <p><b>The Kenya Pipeline Company Limited Kenpipe plaza, 2<sup>nd</sup> Floor Boardroom Sekondi road, off Nanyuki road, Industrial Area, Nairobi</b></p> <p>Completed tenders must be submitted electronically in PDF format and uploaded on the Supplier Relationship Management (SRM) Collaboration Folder, Using the link <a href="https://e-procurement.kpc.co.ke/irj/portal">https://e-procurement.kpc.co.ke/irj/portal</a> .</p> <p><b>Hard copies of tender documents will not be accepted</b></p> <p><b>Documents uploaded shall not exceed 100 MB for each upload.</b></p> <p><b>For Tender Security only</b> Bidders must submit a Scanned copy of the tender security with their bid document.</p> <p>The Original Tender Security <b>must</b> then be dropped in the tender box on ground floor, Kenpipe plaza, Sekondi road off Nanyuki road, Industrial Area, Nairobi.</p> <p>The deadline for Tender submission is: <b>Date : 7<sup>th</sup> May 2025</b> <b>Time: 10.00 a.m.</b></p> <p>Tenders shall be submitted electronically only. Hard copy tender documents shall not be accepted.</p>
ITT 24.1	<p><b>The deadline for Tender submission is:</b> <b>Date : 7<sup>th</sup> May 2025</b> <b>Time: 10.00 a.m.</b></p> <p>Tenderers <i>shall</i> have the option of submitting their Tenders electronically.</p>

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	<p>The electronic Tender submission procedures shall be:</p> <p><b>Completed tenders must be submitted electronically in PDF format and uploaded on the Supplier Relationship Management (SRM) Collaboration Folder, Using the link</b></p> <p><b><a href="https://e-procurement.kpc.co.ke/irj/portal">https://e-procurement.kpc.co.ke/irj/portal</a></b></p> <p>Hard copies of tender documents will not be permitted.</p> <p>Instruction manual for supplier registration and the bidding processes are available on the KPC website (<a href="http://www.kpc.co.ke">www.kpc.co.ke</a>)</p>
ITT 27.1	<p><b>The Tender opening shall take place virtually using the link provided on the KPC website: <a href="https://www.kpc.co.ke/tenders/">https://www.kpc.co.ke/tenders/</a></b></p> <p><b>Date : 7<sup>th</sup> May 2025</b>  <b>Time: 10.00 a.m.</b></p> <p>The electronic Tender opening procedures shall be:</p> <ol style="list-style-type: none"> <li>Tenders will be opened electronically at the date and time specified in the tender document.</li> <li>Tenderers representatives who wish to attend may log into the link that will be provided on the website <a href="http://www.kpc.co.ke">www.kpc.co.ke</a></li> <li>KPC representatives shall read out the tenderer's names, tender security and tender price or any other information that is appropriate.</li> <li>A tender opening record and minutes will be prepared and signed by KPC representatives.</li> <li>Tenderers may request in writing to the Managing Director for the tender opening record through the email <a href="mailto:corporate.procurement@kpc.co.ke">corporate.procurement@kpc.co.ke</a></li> </ol>
ITT 27.6	Not Applicable. This is an electronic Tender.
ITT 31.6	The manner of rectifying quantifiable nonmaterial nonconformities described below: <b>No rectification of tender prices</b>
<b>E. Evaluation and Comparison of Tenders</b>	
ITT 34.1	<p>A margin of preference and/or reservation <i>shall not</i> apply and specify the details.</p> <p>If a margin of preference applies, the application methodology shall be defined in Section III – Evaluation and Qualification Criteria.</p>
<b>F. Award of Contract</b>	

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 41.1	<p>The maximum percentage by which quantities may be increased is: <b>25%</b></p> <p>The maximum percentage by which quantities may be decreased is: <b><i>unlimited. Kenya Pipeline Company Limited reserves the right to reduce quantities in accordance with Regulation 78(4) (f) of the Public Procurement &amp; Assets Disposal Regulations 2020.</i></b></p>
ITT 49.1	<p>The Adjudicator proposed by the Procuring Entity is <b>N/A</b>.</p> <p>The procuring entity and the Contractor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract</p> <p>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 at the High Court of Kenya.</p>
ITT 50.1	<p>The procedures for making a procurement related complaint are detailed in the “Notice of Intention to Award the contract” herein and are also available from PPRA website: <a href="http://www.ppra.go.ke">www.ppra.go.ke</a></p> <p>If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to:</p> <p>For the attention: <b>General Manager Supply chain</b>  <b>Kenya Pipeline Company Limited</b>  <b>P.O BOX 73442-00200</b>  <b>Kenpipe Plaza, Sekondi Road</b>  <b>Industrial Area</b>  <b>website <a href="http://www.kpc.co.ke">www.kpc.co.ke</a></b>  <b><u>Email: <a href="mailto:email@kpc.co.ke">email@kpc.co.ke</a></u></b></p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <p>(i) the terms of the Tender Documents; and  (ii) the Procuring Entity’s decision to award the contract.</p>

## SECTION III - EVALUATION AND QUALIFICATION CRITERIA

### 1. General Provision

Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a) For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
- b) Value of single Contract-Exchange rate prevailing on the date of the contract signature.
- c) Exchange rates shall be taken from the publicly available source identified in the ITT. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.

This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity should use **the Standard Tender Evaluation Report for Goods and Works** for evaluating Tenders.

### Evaluation and contract award Criteria

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria, (ii) has been determined to be substantially responsive to the Tender Documents, and (iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

### 2. Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other requirements in the ITT, and that the tender is complete *in all* aspects in meeting the requirements of “*Part 2–Procuring Entity's Services Requirements*”, including checking for tenders with unacceptable errors, abnormally low tenders, abnormally high tenders and tenders that are front loaded. The Standard Tender Evaluation Report for Goods and Works for evaluating Tenders provides clear guidelines on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered irresponsive and will not be considered further.

## Evaluation criteria

### Mandatory Requirements for Preliminary evaluation criteria

	<b>PRELIMINARY REQUIREMENTS</b>  (Shall be submitted by all JV partners)	<b>NECESSARY FORM TO BE DULLY FILLED SIGNED AND SUBMITTED</b>	<b>COMPLIED /NOT COMPLIED</b>
1.	Certificate of Incorporation/ Registration	Forms ELI – 1.1	
2.	Valid KRA Tax Compliance Certificate (for local firms) The certificate shall be verified using the online Tax Compliance Checker		
3.	Original Tender Security of Kes.50,000.00 or equivalent in foreign currency from a bank registered by the Central Bank of Kenya or from an Insurance Company approved by PPRA. Must be valid for 212 days from the date of tender opening.  <b>Bidders are advised to note any changes in tender opening date and extend their Tender Security accordingly.</b>		
4.	Valid Telecommunication Contractor License from Communication Authority of Kenya		
5.	Duly filled, dated, stamped and signed Form of Tender. The Tenderer must prepare this Form of Tender on its letterhead clearly showing the Tenderer's complete name and business address.	Form of Tender	
6.	Self-Declaration that the Person/ Tenderer Is Not Debarred In The Matter Of The Public Procurement And Asset Disposal Act 2015.	Forms SD1,	
7.	Self-Declaration that the Person/Tenderer Will Not Engage In	Form SD2	



	Any Corrupt or Fraudulent Practice.		
8.	Commitment to the Code of Ethics/ Fraud and Corruption	Forms SD3	
9.	Duly filled confidential business questionnaire		
10.	Duly filled signed and stamped certificate of independent tender determination form.		
11.	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of a <b>Power of Attorney signed by at least one Director (Signed by the Donor and a Donee) and certified by a Commissioner for Oaths. Sole Proprietorships and Companies with single shareholder/directors are exempt from this requirement.</b>		

**(Failure to meet the above Mandatory Preliminary requirements will lead to automatic disqualification and bidders will not proceed to the next stage of evaluation)**

### **3. Evaluation of Technical aspects of the Tender**

In addition to the criteria listed in ITT 37.2(a) - c) the following factors shall apply:

Technical evaluation criteria:-

<b>ITEM</b>	<b>CRITERIA</b>	<b>BIDDERS RESPONSE</b>  <b>COMPLIED/NOT COMPLIED</b>
<b>Technical Specifications for items.</b>	Compliance to Technical Specifications of the relevant Kenyan or global industry standards of items to be supplied.	

	<p>Bidder MUST FILL price form for ALL items indicating model/brand.</p> <p>{ Include catalogues and product sheets for all items to be supplied under this framework contract }.</p>	
<b>Experience of the Firm</b>	<p>Bidders shall provide at least three (3No.) client references where they have undertaken similar Fiber maintenance services with supply and works within the last 5 years.</p> <p>(Attach signed and stamped recommendation letters from the reference clients with phone and email contacts for the contact person(s).</p>	
	<p>Evidence of Presence in the region for the LOT bid for (included evidence of office location/branch).</p>	
<b>Personnel Capacity of the bidder.</b>	<p>Two (2No.) Team leads with qualification and experience in the supervision and coordination of fiber maintenance works.</p> <p>(Attach copies of certificates &amp; CV)</p>	
	<p>Three (3No.) Certified Fiber optic technicians with at least one (1) years' experience in deployment of outdoor fiber cable installations.</p> <p>(Attach copies certificates &amp; CV)</p>	
<b>Service Level Agreement.</b>	<p>Bidders shall state their compliance to KPC's Service Level Agreement included as part of this tender and indicate any reservations to the same together with their proposed amendments if any.</p> <p>(This shall form part of contract's Service Level Agreement).</p>	

<b>Equipment and Tools</b>	Bidders are required to have the following tools per segment :1 OTDR, 1 Splicing kit, and 1 Vehicle( <b>Provide proof of ownership or leasing agreements for the equipment , tools, and vehicles</b> )	
----------------------------	--	--

**NOTE:-**

Each tender LOT shall be evaluated for Mandatory, Technical and Financial compliance to KPC's minimum requirements listed herein. An award shall be made to the lowest bid that complies with these minimum requirements for each LOT. **However, a bidder cannot win an award in more than 2 LOTs.** This will ensure that KPC engages at least three different contractors for the support and maintenance framework tasks.

1. LOT I: FOC Maintenance Framework Contract (Mombasa – to - Voi Segment & Spurs)
2. LOT II: FOC Maintenance Framework Contract (Voi – to - Nairobi Segment & Spurs)
3. LOT III: FOC Maintenance Framework Contract (Nairobi - to - Sinendet Segment& Spurs)
4. LOT IV: FOC Maintenance Framework Contract (Sinendet – to – Eldoret Segment& Spurs)
5. LOT V: FOC Maintenance Framework Contract (Sinendet – to – Kisumu Segment &Spurs)
  - a) KPC will award the tender to the lowest evaluated financial bid that meets Kenya Pipeline Company's Mandatory and Technical requirements **upto a maximum of two LOTs per bidder.**
  - b) Supply and / or Service orders will be placed through call-off order system with the contracted supplier(s). KPC shall order the items and/or services in desired quantities from the contracted supplier(s) on a need basis over the course of the framework contract.

**4 Award Criteria for Multiple Contracts [ITT 35.4]:**

Tenderers have the option to Tender for any one or more Service Lines/Lots. Tenders will be evaluated lot-wise, taking into account discounts offered, and any other LOTs awarded if any. The contract(s) will be awarded to the Tenderer or Tenderers offering the lowest evaluated cost to the Procuring Entity for each Service Line or Service Lot, subject to the selected

Tenderer(s) meeting the required qualification criteria for lot or combination of lots as the case may be. **No bidder shall however be awarded more than two LOTS.**

## **Regional Fibre Optic Cable Maintenance Price Schedule**

**The prices quoted shall be VAT inclusive.**

**Bidders shall clearly indicate the price schedules for the LOT (or LOTS if several) that that they are bidding for.**

**Each LOT shall have its own price schedule in the format below with the heading thus.**

**Where X is the LOT number e.g. LOT IV: Goods, Works and Services Price Schedule.**

### **1. LOT I: FOC Maintenance Framework Contract (Mombasa – to - Voi Segment & Spurs)**

<b>Item</b>	<b>Description</b>	<b>Quantity &amp; quality</b>	<b>Unit Price (KES.)</b>	<b>Unit Price of other incidental services payable</b>
1.	<p>Monthly Service Charge &amp; Emergency response compensation for maintenance and support.</p> <p>This shall cover preventive and corrective services :</p> <ul style="list-style-type: none"> <li>i. Quarterly Preventive maintenance carried out for the entire length of the LOT in consideration.</li> <li>ii. Incident response &amp; Corrective maintenance works necessary to permanently resolve and closeout a call off order made by KPC including but not limited to trenching and excavation works, cable splicing, testing and backfilling</li> </ul>	LOT		

	<p>to KPC supervisors satisfaction.</p> <p>iii. Parts and spares necessary to repair upto 100 meters of fiber cable damage of the 96 or 192 core cable segment of the LOT in consideration.</p> <p>Corrective and repair maintenance works beyond the 100 metre distance covered by the monthly service charge shall be charged based on the price schedules of parts and services listed herebelow.</p>			
2.	Fiber Optic Cable Single Mode G.655.E; 192No.Cores.	Metre		
3.	Fiber Optic Cable Single Mode G.655.E; 96No.Cores.	Metre		
4.	Fiber Optic Cable Single Mode G.652.D; 96No.Cores.	Metre		
5.	Armored Fiber Optic Cable Single Mode G.655.E; 192No.Cores.	Metre		
6.	Armored Fiber Optic Cable Single Mode G.655.E; 96No.Cores.	Metre		
7.	Armored Fiber Optic Cable Single Mode G.652.D; 96No.Cores.	Metre		
8.	Fiber Optic Cable Hand holes.	1No.		
9.	40mm High Density Polyethylene (HDPE) Pipe Couplers.	1No.		
10.	Splice Protection Heat Shrinkable sleeve.	1No.pack of 100		
11.	Self-fusing cable jointing tape.	1No.		
12.	Fiber optic Cleaning Swabs. [1.25mm to 2.5mm]	1No. pack of 100		

13.	5M-Single mode Fiber patch cord LC-FC.	1No.		
14.	5M-Single mode Fiber patch cord SC-FC.	1No.		
15.	5M-Single mode fiber patch cord SC-LC.	10No.		
16.	20M-Single mode fiber patch cord FC-FC.	10No.		
17.	20M-Single mode fiber patch cord LC-LC	10No.		
18.	5M-Single mode fiber patch cord FC-FC.	10No.		
19.	Cable ties 200mmx 4.8mm	1No. pack of 100pieces each.		
20.	96-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors.	1No.		
21.	96-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors	1No.		
22.	192-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors	1No.		
23.	192-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors	1No.		
24.	12-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors	1No.		
25.	12-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors	1No.		
26.	Fiber optic splice closures (Dome) – 144 fiber capacity, at least 4 port	1No.		



27.	Fiber optic splice closures (Dome) - 24	1No.		
28.	Fiber optic splice closures (Dome)- 288 fiber Capacity, at least 6 port	1No.		
29.	Silicone Sealant Glue	1No. 300mm tube		
30.	Excavation and backfilling services	Metre		
31.	Fiber Splicing & Repair Services	1No. fiber core		
32.	High Density Polyethylene (HDPE) conduits (40mm)	Metre		
33.	High Density Polyethylene (HDPE) conduits (110mm)	Metre		
34.	40mm High Density Polyethylene (HDPE) Pipe end caps	1No.		
35.	6U Wall Mount Cabinets /rack complete with accessories	1No.		
36.	Warning tape	1 Metre		
37.	Manhole Supply and Installation.	1No.		
38.	Ground Markers along the FOC links	1No.		
39.	HDPE Ducts and warning tape installation	1 Metre		
40.	Fiber Cable blowing	1 Metre		
41.	Documentation with As-Built Drawings and quality test results.	Per Site		
42.	Micro-tunneling	1 Metre		
43.	Poles Supply and Installation.	1No.		
44.	Overhead Fiber optic cable deployment.	1 Meter		
45.	Toolkit Set with the following tools.	1No.		

	a) Handheld Optical Power Meter. b) Handheld Optical Light source. c) Fusion Splicing Machine d) Handheld OTDR e) Live Fiber Identifier f) Visual Fault Locator			
46.	Fiber splicing/termination tool kit with among other items; Electrical tape, cable splitter, cable strippers, connector cleaners, rugged carrying case, foam swabs, safety glasses, economy tie labels, fiber disposal unit, pliers, kim wipes, screw drivers, utility knife and tweezers.	1No.		

2. **LOT II: FOC Maintenance Framework Contract (Voi – to - Nairobi Segment & Spurs)**

Item	Description	Quantity & quality	Unit Price (KES.)	Unit Price of other incidental services payable
1.	<p>Monthly Service Charge &amp; Emergency response compensation for maintenance and support.</p> <p>This shall cover preventive and corrective services :</p> <ul style="list-style-type: none"> <li>i. Quarterly Preventive maintenance carried out for the entire length of the LOT in consideration.</li> <li>ii. Incident response &amp; Corrective maintenance works necessary to permanently resolve and closeout a call off order made by KPC including but not limited to trenching and excavation works, cable splicing, testing and backfilling to KPC supervisors satisfaction.</li> </ul>	LOT		

	<p>iii. Parts and spares necessary to repair upto 100 meters of fiber cable damage of the 96 or 192 core cable segment of the LOT in consideration.</p> <p>Corrective and repair maintenance works beyond the 100 metre distance covered by the monthly service charge shall be charged based on the price schedules of parts and services listed herebelow.</p>			
2.	Fiber Optic Cable Single Mode G.655.E; 192No.Cores.	Metre		
3.	Fiber Optic Cable Single Mode G.655.E; 96No.Cores.	Metre		
4.	Fiber Optic Cable Single Mode G.652.D; 96No.Cores.	Metre		
5.	Armored Fiber Optic Cable Single Mode G.655.E; 192No.Cores.	Metre		
6.	Armored Fiber Optic Cable Single Mode G.655.E; 96No.Cores.	Metre		
7.	Armored Fiber Optic Cable Single Mode G.652.D; 96No.Cores.	Metre		
8.	Fiber Optic Cable Hand holes.	1No.		
9.	40mm High Density Polyethylene (HDPE) Pipe Couplers.	1No.		
10.	Splice Protection Heat Shrinkable sleeve.	1No.pack of 100		
11.	Self-fusing cable jointing tape.	1No.		
12.	Fiber optic Cleaning Swabs. [1.25mm to 2.5mm]	1No. pack of 100		
13.	5M-Single mode Fiber patch cord LC-FC.	1No.		

14.	5M-Single mode Fiber patch cord SC-FC.	1No.		
15.	5M-Single mode fiber patch cord SC-LC.	10No.		
16.	20M-Single mode fiber patch cord FC-FC.	10No.		
17.	20M-Single mode fiber patch cord LC-LC	10No.		
18.	5M-Single mode fiber patch cord FC-FC.	10No.		
19.	Cable ties 200mmx 4.8mm	1No. pack of 100pieces each.		
20.	96-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors.	1No.		
21.	96-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors	1No.		
22.	192-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors	1No.		
23.	192-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors	1No.		
24.	12-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors	1No.		
25.	12-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors	1No.		
26.	Fiber optic splice closures (Dome) – 144 fiber capacity, at least 4 port	1No.		
27.	Fiber optic splice closures (Dome) - 24	1No.		

28.	Fiber optic splice closures (Dome)- 288 fiber Capacity, at least 6 port	1No.		
29.	Silicone Sealant Glue	1No. 300mm tube		
30.	Excavation and backfilling services	Metre		
31.	Fiber Splicing & Repair Services	1No. fiber core		
32.	High Density Polyethylene (HDPE) conduits (40mm)	Metre		
33.	High Density Polyethylene (HDPE) conduits (110mm)	Metre		
34.	40mm High Density Polyethylene (HDPE) Pipe end caps	1No.		
35.	6U Wall Mount Cabinets /rack complete with accessories	1No.		
36.	Warning tape	1 Metre		
37.	Manhole Supply and Installation.	1No.		
38.	Ground Markers along the FOC links	1No.		
39.	HDPE Ducts and warning tape installation	1 Metre		
40.	Fiber Cable blowing	1 Metre		
41.	Documentation with As-Built Drawings and quality test results.	Per Site		
42.	Micro-tunneling	1 Metre		
43.	Poles Supply and Installation.	1No.		
44.	Overhead Fiber optic cable deployment.	1 Meter		
45.	Toolkit Set with the following tools.  g) Handheld Optical Power Meter. h) Handheld Optical Light source. i) Fusion Splicing Machine	1No.		

	j) Handheld OTDR k) Live Fiber Identifier l) Visual Fault Locator			
46.	Fiber splicing/termination tool kit with among other items; Electrical tape, cable splitter, cable strippers, connector cleaners, rugged carrying case, foam swabs, safety glasses, economy tie labels, fiber disposal unit, pliers, kim wipes, screw drivers, utility knife and tweezers.	1No.		

**3. LOT III: FOC Maintenance Framework Contract (Nairobi - to - Sinendet Segment& Spurs)**

<b>Item</b>	<b>Description</b>	<b>Quantity &amp; quality</b>	<b>Unit Price (KES.)</b>	<b>Unit Price of other incidental services payable</b>
1.	<p>Monthly Service Charge &amp; Emergency response compensation for maintenance and support.</p> <p>This shall cover preventive and corrective services :</p> <ul style="list-style-type: none"> <li>i. Quarterly Preventive maintenance carried out for the entire length of the LOT in consideration.</li> <li>ii. Incident response &amp; Corrective maintenance works necessary to permanently resolve and closeout a call off order made by KPC including but not limited to trenching and excavation works, cable splicing, testing and backfilling to KPC supervisors satisfaction.</li> <li>iii. Parts and spares necessary to repair upto 100 meters of fiber cable damage of the 96 or 192</li> </ul>	LOT		



	<p>core cable segment of the LOT in consideration.</p> <p>Corrective and repair maintenance works beyond the 100 metre distance covered by the monthly service charge shall be charged based on the price schedules of parts and services listed herebelow.</p>			
2.	Fiber Optic Cable Single Mode G.655.E; 192No.Cores.	Metre		
3.	Fiber Optic Cable Single Mode G.655.E; 96No.Cores.	Metre		
4.	Fiber Optic Cable Single Mode G.652.D; 96No.Cores.	Metre		
5.	Armored Fiber Optic Cable Single Mode G.655.E; 192No.Cores.	Metre		
6.	Armored Fiber Optic Cable Single Mode G.655.E; 96No.Cores.	Metre		
7.	Armored Fiber Optic Cable Single Mode G.652.D; 96No.Cores.	Metre		
8.	Fiber Optic Cable Hand holes.	1No.		
9.	40mm High Density Polyethylene (HDPE) Pipe Couplers.	1No.		
10.	Splice Protection Heat Shrinkable sleeve.	1No.pack of 100		
11.	Self-fusing cable jointing tape.	1No.		
12.	Fiber optic Cleaning Swabs. [1.25mm to 2.5mm]	1No. pack of 100		
13.	5M-Single mode Fiber patch cord LC-FC.	1No.		
14.	5M-Single mode Fiber patch cord SC-FC.	1No.		

15.	5M-Single mode fiber patch cord SC-LC.	10No.		
16.	20M-Single mode fiber patch cord FC-FC.	10No.		
17.	20M-Single mode fiber patch cord LC-LC	10No.		
18.	5M-Single mode fiber patch cord FC-FC.	10No.		
19.	Cable ties 200mmx 4.8mm	1No. pack of 100pieces each.		
20.	96-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors.	1No.		
21.	96-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors	1No.		
22.	192-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors	1No.		
23.	192-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors	1No.		
24.	12-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors	1No.		
25.	12-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors	1No.		
26.	Fiber optic splice closures (Dome) – 144 fiber capacity, at least 4 port	1No.		
27.	Fiber optic splice closures (Dome) - 24	1No.		
28.	Fiber optic splice closures (Dome)- 288 fiber Capacity, at least 6 port	1No.		

29.	Silicone Sealant Glue	1No. 300mm tube		
30.	Excavation and backfilling services	Metre		
31.	Fiber Splicing & Repair Services	1No. fiber core		
32.	High Density Polyethylene (HDPE) conduits (40mm)	Metre		
33.	High Density Polyethylene (HDPE) conduits (110mm)	Metre		
34.	40mm High Density Polyethylene (HDPE) Pipe end caps	1No.		
35.	6U Wall Mount Cabinets /rack complete with accessories	1No.		
36.	Warning tape	1 Metre		
37.	Manhole Supply and Installation.	1No.		
38.	Ground Markers along the FOC links	1No.		
39.	HDPE Ducts and warning tape installation	1 Metre		
40.	Fiber Cable blowing	1 Metre		
41.	Documentation with As-Built Drawings and quality test results.	Per Site		
42.	Micro-tunneling	1 Metre		
43.	Poles Supply and Installation.	1No.		
44.	Overhead Fiber optic cable deployment.	1 Meter		
45.	Toolkit Set with the following tools.  m) Handheld Optical Power Meter. n) Handheld Optical Light source. o) Fusion Splicing Machine p) Handheld OTDR q) Live Fiber Identifier	1No.		

	r) Visual Fault Locator			
46.	Fiber splicing/termination tool kit with among other items; Electrical tape, cable splitter, cable strippers, connector cleaners, rugged carrying case, foam swabs, safety glasses, economy tie labels, fiber disposal unit, pliers, kim wipes, screw drivers, utility knife and tweezers.	1No.		

**4. LOT IV: FOC Maintenance Framework Contract (Sinendet – to – Eldoret Segment& Spurs)**

<b>Item</b>	<b>Description</b>	<b>Quantity &amp; quality</b>	<b>Unit Price (KES.)</b>	<b>Unit Price of other incidental services payable</b>
1.	<p>Monthly Service Charge &amp; Emergency response compensation for maintenance and support.</p> <p>This shall cover preventive and corrective services :</p> <ul style="list-style-type: none"> <li>i. Quarterly Preventive maintenance carried out for the entire length of the LOT in consideration.</li> <li>ii. Incident response &amp; Corrective maintenance works necessary to permanently resolve and closeout a call off order made by KPC including but not limited to trenching and excavation works, cable splicing, testing and backfilling to KPC supervisors satisfaction.</li> <li>iii. Parts and spares necessary to repair upto 100 meters of fiber cable damage of the 96 or 192</li> </ul>	LOT		

	<p>core cable segment of the LOT in consideration.</p> <p>Corrective and repair maintenance works beyond the 100 metre distance covered by the monthly service charge shall be charged based on the price schedules of parts and services listed herebelow.</p>			
2.	Fiber Optic Cable Single Mode G.655.E; 192No.Cores.	Metre		
3.	Fiber Optic Cable Single Mode G.655.E; 96No.Cores.	Metre		
4.	Fiber Optic Cable Single Mode G.652.D; 96No.Cores.	Metre		
5.	Armored Fiber Optic Cable Single Mode G.655.E; 192No.Cores.	Metre		
6.	Armored Fiber Optic Cable Single Mode G.655.E; 96No.Cores.	Metre		
7.	Armored Fiber Optic Cable Single Mode G.652.D; 96No.Cores.	Metre		
8.	Fiber Optic Cable Hand holes.	1No.		
9.	40mm High Density Polyethylene (HDPE) Pipe Couplers.	1No.		
10.	Splice Protection Heat Shrinkable sleeve.	1No.pack of 100		
11.	Self-fusing cable jointing tape.	1No.		
12.	Fiber optic Cleaning Swabs. [1.25mm to 2.5mm]	1No. pack of 100		
13.	5M-Single mode Fiber patch cord LC-FC.	1No.		
14.	5M-Single mode Fiber patch cord SC-FC.	1No.		

15.	5M-Single mode fiber patch cord SC-LC.	10No.		
16.	20M-Single mode fiber patch cord FC-FC.	10No.		
17.	20M-Single mode fiber patch cord LC-LC	10No.		
18.	5M-Single mode fiber patch cord FC-FC.	10No.		
19.	Cable ties 200mmx 4.8mm	1No. pack of 100pieces each.		
20.	96-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors.	1No.		
21.	96-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors	1No.		
22.	192-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors	1No.		
23.	192-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors	1No.		
24.	12-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors	1No.		
25.	12-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors	1No.		
26.	Fiber optic splice closures (Dome) – 144 fiber capacity, at least 4 port	1No.		
27.	Fiber optic splice closures (Dome) - 24	1No.		
28.	Fiber optic splice closures (Dome)- 288 fiber Capacity, at least 6 port	1No.		



29.	Silicone Sealant Glue	1No. 300mm tube		
30.	Excavation and backfilling services	Metre		
31.	Fiber Splicing & Repair Services	1No. fiber core		
32.	High Density Polyethylene (HDPE) conduits (40mm)	Metre		
33.	High Density Polyethylene (HDPE) conduits (110mm)	Metre		
34.	40mm High Density Polyethylene (HDPE) Pipe end caps	1No.		
35.	6U Wall Mount Cabinets /rack complete with accessories	1No.		
36.	Warning tape	1 Metre		
37.	Manhole Supply and Installation.	1No.		
38.	Ground Markers along the FOC links	1No.		
39.	HDPE Ducts and warning tape installation	1 Metre		
40.	Fiber Cable blowing	1 Metre		
41.	Documentation with As-Built Drawings and quality test results.	Per Site		
42.	Micro-tunneling	1 Metre		
43.	Poles Supply and Installation.	1No.		
44.	Overhead Fiber optic cable deployment.	1 Meter		
45.	Toolkit Set with the following tools.  s) Handheld Optical Power Meter. t) Handheld Optical Light source. u) Fusion Splicing Machine v) Handheld OTDR w) Live Fiber Identifier	1No.		

	x) Visual Fault Locator			
46.	Fiber splicing/termination tool kit with among other items; Electrical tape, cable splitter, cable strippers, connector cleaners, rugged carrying case, foam swabs, safety glasses, economy tie labels, fiber disposal unit, pliers, kim wipes, screw drivers, utility knife and tweezers.	1No.		

5. ***LOT V: FOC Maintenance Framework Contract (Sinendet – to – Kisumu Segment & Spurs)***

<b>Item</b>	<b>Description</b>	<b>Quantity &amp; quality</b>	<b>Unit Price (KES.)</b>	<b>Unit Price of other incidental services payable</b>
1.	<p>Monthly Service Charge &amp; Emergency response compensation for maintenance and support.</p> <p>This shall cover preventive and corrective services :</p> <ul style="list-style-type: none"> <li>i. Quarterly Preventive maintenance carried out for the entire length of the LOT in consideration.</li> <li>ii. Incident response &amp; Corrective maintenance works necessary to permanently resolve and closeout a call off order made by KPC including but not limited to trenching and excavation works, cable splicing, testing and backfilling to KPC supervisors satisfaction.</li> <li>iii. Parts and spares necessary to repair upto 100 meters of fiber cable damage of the 96 or 192</li> </ul>	LOT		

	<p>core cable segment of the LOT in consideration.</p> <p>Corrective and repair maintenance works beyond the 100 metre distance covered by the monthly service charge shall be charged based on the price schedules of parts and services listed herebelow.</p>			
2.	Fiber Optic Cable Single Mode G.655.E; 192No.Cores.	Metre		
3.	Fiber Optic Cable Single Mode G.655.E; 96No.Cores.	Metre		
4.	Fiber Optic Cable Single Mode G.652.D; 96No.Cores.	Metre		
5.	Armored Fiber Optic Cable Single Mode G.655.E; 192No.Cores.	Metre		
6.	Armored Fiber Optic Cable Single Mode G.655.E; 96No.Cores.	Metre		
7.	Armored Fiber Optic Cable Single Mode G.652.D; 96No.Cores.	Metre		
8.	Fiber Optic Cable Hand holes.	1No.		
9.	40mm High Density Polyethylene (HDPE) Pipe Couplers.	1No.		
10.	Splice Protection Heat Shrinkable sleeve.	1No.pack of 100		
11.	Self-fusing cable jointing tape.	1No.		
12.	Fiber optic Cleaning Swabs. [1.25mm to 2.5mm]	1No. pack of 100		
13.	5M-Single mode Fiber patch cord LC-FC.	1No.		
14.	5M-Single mode Fiber patch cord SC-FC.	1No.		

15.	5M-Single mode fiber patch cord SC-LC.	10No.		
16.	20M-Single mode fiber patch cord FC-FC.	10No.		
17.	20M-Single mode fiber patch cord LC-LC	10No.		
18.	5M-Single mode fiber patch cord FC-FC.	10No.		
19.	Cable ties 200mmx 4.8mm	1No. pack of 100pieces each.		
20.	96-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors.	1No.		
21.	96-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors	1No.		
22.	192-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors	1No.		
23.	192-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors	1No.		
24.	12-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors	1No.		
25.	12-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors	1No.		
26.	Fiber optic splice closures (Dome) – 144 fiber capacity, at least 4 port	1No.		
27.	Fiber optic splice closures (Dome) - 24	1No.		
28.	Fiber optic splice closures (Dome)- 288 fiber Capacity, at least 6 port	1No.		

29.	Silicone Sealant Glue	1No. 300mm tube		
30.	Excavation and backfilling services	Metre		
31.	Fiber Splicing & Repair Services	1No. fiber core		
32.	High Density Polyethylene (HDPE) conduits (40mm)	Metre		
33.	High Density Polyethylene (HDPE) conduits (110mm)	Metre		
34.	40mm High Density Polyethylene (HDPE) Pipe end caps	1No.		
35.	6U Wall Mount Cabinets /rack complete with accessories	1No.		
36.	Warning tape	1 Metre		
37.	Manhole Supply and Installation.	1No.		
38.	Ground Markers along the FOC links	1No.		
39.	HDPE Ducts and warning tape installation	1 Metre		
40.	Fiber Cable blowing	1 Metre		
41.	Documentation with As-Built Drawings and quality test results.	Per Site		
42.	Micro-tunneling	1 Metre		
43.	Poles Supply and Installation.	1No.		
44.	Overhead Fiber optic cable deployment.	1 Meter		
45.	Toolkit Set with the following tools.  y) Handheld Optical Power Meter. z) Handheld Optical Light source. aa) Fusion Splicing Machine bb) Handheld OTDR cc) Live Fiber Identifier	1No.		

	dd) Visual Fault Locator			
46.	Fiber splicing/termination tool kit with among other items; Electrical tape, cable splitter, cable strippers, connector cleaners, rugged carrying case, foam swabs, safety glasses, economy tie labels, fiber disposal unit, pliers, kim wipes, screw drivers, utility knife and tweezers.	1No.		

***The tender shall be awarded to the lowest evaluated bidder who complies with the Post Qualification criteria.***

## **1. Qualification of Tenderers (ITT 39)**

### **1.1 Qualification Criteria**

The lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions

#### **1.1.1 History of non-performing contracts**

Tenderer shall demonstrate that Non-performance of a contract did not occur as a result of the default of the Tenderer, manufacturer in the last Two Years (2021 to present). The required information shall be furnished as per form CON-2].

#### **Grounds for Termination for Non-Performing Contracts**

- Where a tenderer has been issued a Purchase Order or a Contract and has failed to perform.
- Where the tenderer has received a poor performance appraisal.

#### **1.1.2 Pending Litigation**

Financial position and prospective long-term profitability of the Tenderer shall remain sound according to criteria established with respect to Financial Capability under paragraph I (i) above assuming that all pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations as per Form CON-2.

#### **1.1.3 Litigation History**

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last Two Years (2021 to present) All parties to the contract shall furnish the information on the related Form (CON-2) about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the years specified. A consistent history of awards against the Tenderer may result in rejection of the tender.



KPC may carry out due diligence as provided in Section 83 of the Public Procurement and Assets Disposal Act 2015 to verify all the documents provided as evidence of past performance by the lowest evaluated bidder relating to previous awarded contract by KPC and other public and private institutions. If in the process of carrying out due diligence the contractor is found to have provided false documents/information shall be disqualified.



## SECTION IV - TENDERING FORMS

### 1. FORM OF TENDER

#### INSTRUCTIONS TO TENDERERS

- i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign and TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE, CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER, all attached to this Form of Tender.*
- (iv) *The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
  - a) *Tenderer's Eligibility-Confidential Business Questionnaire*
  - a) *Certificate of Independent Tender Determination*
  - c) *Self-Declaration of the Tenderer.*

**Date of this Tender submission:** *[insert date (as day, month and year)*

*of Tender submission]* **ITT No.:** .....*[insert number of ITT process]*

**Alternative No.:** ..... *[insert identification No if this is a Tender for an alternative]*

**To:** ..... *[insert complete name of Procuring Entity]*

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with ITT 9;
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4;
- c) **Tender-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing Declaration or Proposal-Securing Declaration in Kenya in accordance with ITT 4.7;
- d) **Conformity:** We offer to provide the Maintenance services in conformity with the tendering document of the following: *[insert a brief description of the Maintenance services]*;
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is: *[Insert one of the options below as appropriate]*:-

**Or**

*In case of multiple Service Lines or Service Packages (a) Total price of each Service Line or Package [insert the total price of each in words and figures, indicating the various amounts and the respective currencies]; and (b) Total price of all Service Lines and Packages [insert the total price in words and figures, indicating the various amounts and the respective currencies];*

- f) **Discounts:** The discounts offered and the methodology for their application are:
- i) The discounts offered are: *[Specify in detail each discount offered.]*
  - ii) The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts];*
- g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 19.1 (as amended if applicable) from the date fixed for the Tender submission deadline (specified in TDS 23.1 (as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- h) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;
- i) **One Tender Per Tenderer:** We are not submitting any other Tender (s) as an individual Tenderer, and we are not participating in any other Tender (s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT 4.3, other than alternative Tenders submitted in accordance with ITT 14;
- j) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under Kenya's official regulations or pursuant to a decision of the United Nations Security Council;
- k) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state- owned enterprise or institution]/[We are a state-owned enterprise or institution but meet the requirements of ITT 4.6];*
- l) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].*

Name of Recipient	Address	Reason	Amount

--	--	--	--

(If none has been paid or is to be paid, indicate “none.”)

- m) *[Delete if not appropriate, or amend to suit]* We confirm that we understand the provisions relating to Standstill Period as described in this tendering document and the Procurement Regulations.
- n) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- o) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Most Advantageous Tender or any other Tender that you may receive; and
- p) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- q) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Tender Determination” attached below.
- r) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from *(specify website)* during the procurement process and the execution of any resulting contract.
- s) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
  - a) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
  - b) Certificate of Independent Tender Determination - to declare that we completed the tender without colluding with other tenderers.
  - c) Self-Declaration of the Tenderer- to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in:-

**“Appendix 1- Fraud and Corruption”** attached to the Form of Tender.

**Name of the Tenderer:** \*.....*[insert complete name of person signing the Tender]*

**Name of the person duly authorized to sign the Tender on behalf of the Tenderer:**  
 .....\*\**[insert complete name of person duly authorized to sign the Tender]*

**Title of the person signing the Tender:** ..... *[insert complete title of the person signing the Tender]* **Signature of the person named above:** .....*[insert signature of*

*person whose name and capacity are shown above* **Date signed**.....*[insert date of signing]* **day of**.....*[insert month], [insert year]*

## i) TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE

### Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

#### a) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of state which stock exchange	

### General and Specific Details



- b) **Sole Proprietor**, provide the following details.

Name in full \_\_\_\_\_ Age \_\_\_\_\_

Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_

Citizenship \_\_\_\_\_

- c) **Partnership**, provide the following details

	<b>Names of Partners</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

- d) **Registered Company**, provide the following details.

- i) Private or public Company

- ii) State the nominal and issued capital of the Company: -

Nominal Kenya Shillings (Equivalent) \_\_\_\_\_

Issued Kenya Shillings (Equivalent) \_\_\_\_\_

- iii) Give details of Directors as follows.

	<b>Names of Director</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

- (e) **DISCLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.**

- i) Are there any person/persons in.....(*Name of Procuring Entity*) who has/have an interest or relationship in this firm?  
Yes/No.....

If yes, provide details as follows.

	<b>Names of Person</b>	<b>Designation in the Procuring Entity</b>	<b>Interest or Relationship with Tenderer</b>
1			
2			
3			

- ii) **Conflict of interest disclosure**

	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	process and execution of the Contract.		

**f) Certification**

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name\_\_\_\_\_

Title or Designation\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## ii) CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the \_\_\_\_\_  
[Name of  
*Procuring Entity*] for: \_\_\_\_\_ [Name and number  
*of tender*] in response to the request for tenders made by: \_\_\_\_\_ [Name of  
*Tenderer*] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
  - a) Has been requested to submit a Tender in response to this request for tenders;
  - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
  - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b) The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5) (a) or (5) (b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) methods, factors or formulas used to calculate prices;
  - c) the intention or decision to submit, or not to submit, a tender; or
  - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5) (b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically

disclosed pursuant to paragraph (5) (b) above;

8. the terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5) (b) above.

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

*[Name, title and signature of authorized agent of  
Tenderer and Date]*

(iii) SELF-DECLARATION FORMS

FORM SD 1

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

I, ..... of Post Office  
Box.....being a  
resident of.....in the Republic  
of.....do  
hereby make a statement as follows: -

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of  
..... (*insert name of the Company*) who is a  
Bidder in respect of **Tender No. ....** for.....(*insert  
tender title/description*) for..... (*insert name of the Procuring  
entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....  
.....  
(Title)

.....  
.....  
(Signature)

.....  
.....  
(Date)

Bidder Official Stamp

## FORM SD2

### SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, ..... of P. O.  
Box.....being a resident  
of.....in the Republic  
of.....do hereby  
make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director  
of.....  
..... (*insert name of the Company*) who is a Bidder in respect  
of **Tender**  
**No**..... for ..... (*insert tender title/description*)  
for ..... (*insert name of the Procuring entity*) and duly authorized and  
competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not  
engage in any corrupt or fraudulent practice and has not been requested to pay any  
inducement to any member of the Board, Management, Staff and/or employees  
and/or agents of ..... (*insert name of the Procuring entity*) which is  
the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents/subcontractors have not  
offered any inducement to any member of the Board, Management, Staff and/or  
employees and/or agents of..... (*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive  
practice with other bidders participating in the subject tender
5. THAT what is deponed to herein above is true to the best of my knowledge information and  
belief.

.....

.....

..... (Title) (Signature)  
(Date)

**Bidder's Official Stamp**



## DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I..... (person) on behalf of (*Name of the Business/Company/Firm*) .....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized  
signatory.....

Sign.....

Position.....  
.....

Office address.....

Telephone..... E-  
mail.....

.....

Name of the  
Firm/Company.....  
.....

Date.....  
.....

*(Company Seal/ Rubber Stamp where applicable)*

Witness

Name.....  
.....

Sign.....  
.....

Date.....

## **iv) APPENDIX 1-FRAUD AND CORRUPTION**

*(Appendix 1 shall not be modified)*

### **1. Purpose**

The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

### **2. Requirements**

The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.

Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:

- 1) A person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
- 2) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
- 3) Without limiting the generality of the subsection (1) and (2), the person shall be: -
  - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
  - b) if a contract has already been entered into with the person, the contract shall be voidable;
- 4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
- 5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement: -
  - a) Shall not take part in the procurement proceedings;
  - b) Shall not, after a procurement contract has been entered into, take part in

- any decision relating to the procurement or contract; and
- c) shall not be a subcontractor for the tenderer to whom was awarded contract, or a member of the group of tenderers to whom the contract was awarded, but the subcontract or appointed shall meet all the requirements of this Act.
- 6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
- 7) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5) (a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

In compliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
  - i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - v) “obstructive practice” is:
    - deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3 e. below.
- (b) Defines more specifically, in accordance with the above procurement Act

provisions set forth for fraudulent and collusive practices as follows:

"fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.

- c) Rejects a proposal for award<sup>1</sup> of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or debar or recommend to appropriate authority(ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
- e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect<sup>2</sup> all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
- f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a "Self-Declaration Form" as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

---

<sup>1</sup>For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in A consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>2</sup>Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information

*(whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies there of as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.*

## 2 TENDERER INFORMATION FORM

*[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: [insert date (as day, month and year) of Tender submission].

ITT No.: \_\_\_\_\_ *[insert number of Tendering process]*

Alternative No.: \_\_\_\_\_ *[insert identification No if this is a Tender for an alternative]*

1. Tenderer's Name <i>[insert Tenderer's legal name]</i>
2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i>
3. Tenderer's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Tenderer's year of registration: <i>[insert Tenderer's year of registration]</i>
5. Tenderer's Address in country of registration: <i>[insert Tenderer's legal address in country of registration]</i>
6. Tenderer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Certificate of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4. <input type="checkbox"/> In case of JV, Form of intent to form JV or JV agreement or MOU, in accordance with ITT 4.1. <input type="checkbox"/> A current tax clearance certificate or tax exemption certificate in case of Kenyan tenderers issued by the the Kenya Revenue Authority in accordance with ITT 4.14. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing: <ul style="list-style-type: none"><li>• Legal and financial autonomy</li><li>• Operation under commercial law</li><li>• Establishing that the Tenderer is not under the supervision of the agency of the Procuring Entity</li></ul>
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. NOT APPLICABLE

## OTHER FORMS

### 3. TENDERER'S JV MEMBERS INFORMATION FORM

*[The Tenderer shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Tenderer and for each member of a Joint Venture]].*

Date..... *[insert date (as day, month and year) of Tender submission]*

ITT No.: ..... *[insert number of Tendering process]*

Alternative No.: ..... *[insert identification No if this is a Tender for an alternative]*

1. Tenderer's Name: <i>[insert Tenderer's legal name]</i>
2. Tenderer's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Tenderer's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Tenderer's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Tenderer's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Tenderer's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Certificate of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 4.4. <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Procuring Entity, in accordance with ITT 4.6.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership -NOT APPLICABLE



## FORM OF TENDER SECURITY-[Option 1–Demand Bank Guarantee]

**Beneficiary:**\_\_\_\_\_

**Request for Tenders No:**

\_\_\_\_\_  
**Date:**\_\_\_\_\_

**TENDER GUARANTEE No.:**

**Guarantor:**

1. We have been informed that \_\_\_\_\_ (here inafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (here inafter called " the Tender") for the execution of \_\_\_\_\_ under Request for Tenders No. ("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_ (\_\_\_\_) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
  - (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
  - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the framework agreements signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_  
[signature(s)]



*Note: All italicized text is for use in preparing this form and shall be deleted from the final product.*

## FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]

### TENDER GUARANTEE No.:

1. Whereas ..... [*Name of the tenderer*] (hereinafter called “the tenderer”) has submitted its tender dated ..... [*Date of submission of tender*] for the ..... [*Name and/or description of the tender*] (hereinafter called “the Tender”) for the execution of \_\_\_\_\_ under Request for Tenders No. \_\_\_\_\_ (“the ITT”).
2. KNOW ALL PEOPLE by these presents that WE ..... of ..... [**Name of Insurance Company**] having our registered office at ..... (hereinafter called “the Guarantor”), are bound unto ..... [*Name of Procuring Entity*] (hereinafter called “the Procuring Entity”) in the sum of ..... (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Guarantor this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
  - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
  - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document.

then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.

5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

---

*[Date ]*

---

*[Signature of the Guarantor]*

---

*[Witness]*

---

*[Seal]*

***Note: All italicized text is for use in preparing this form and shall be deleted from the final product.***

## FORM OF TENDER - SECURING DECLARATION

*[The Tenderer shall fill in this Form in accordance with the instructions indicated.]*

Date:.....[date (as day, month and year)] ITT No.:.....[number of Tendering process] Alternative No.:.....[insert identification No if this is a Tender for an alternative]

To:.....[complete name of Procuring Entity] We, the undersigned, declare that: We understand that, according to your conditions,

Tenders must be supported by a Tender-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Tendering or submitting proposals in any contract with the Procuring Entity for the period of time of [number of months or years] starting on [date], if we are in breach of our obligation(s) under the Tender conditions, because we:

- a) Have withdrawn our Tender during the period of Tender validity specified in the Form of Tender; or
- b) Having been notified of the acceptance of our Tender by the Procuring Entity during the period of Tender validity, (i) fail to sign the Contract agreement; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITT.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight days after the expiration of our Tender.

Name of the Tenderer\* \_\_\_\_\_

\_\_\_\_\_ Name of the person duly authorized to sign the

Tender on behalf of the Tenderer\*\* \_\_\_\_\_

\_\_\_\_\_ Title of the person signing the Tender \_\_\_\_\_

\_\_\_\_\_ Signature of the person named above \_\_\_\_\_

\_\_\_\_\_ Date signed \_\_\_\_\_ day of \_\_\_\_\_,

\*: In the case of the Tender submitted by joint venture specify the name of the Joint Venture as

Tenderer

**\*\*:** Person signing the Tender shall have the power of attorney given by the Tenderer attached to the Tender

*[Note: In case of a Joint Venture, the Tender-Securing Declaration must be in the name of all members to the Joint Venture that submits the Tender.]*

## QUALIFICATION FORMS

### 2 FOREIGN TENDERERS 40% RULE

Pursuant to ITT 3.9, a foreign tenderer must complete this form to demonstrate that the tender fulfils this condition.

ITEM	Description of Work Item	Describe location of Source	COST in K. shillings	Comments, if any
A	Local Labor			
1				
2				
3				
4				
5				
B	Sub contracts from Local sources			
1				
2				
3				
4				
5				
C	Local materials			
1				
2				
3				
4				
5				
D	Use of Local Plant and Equipment			
1				
2				
3				
4				
5				
E	Add any other items			
1				
2				
3				
4				
5				
6				
	TOTAL COST LOCAL CONTENT		XXXXXX	
	PERCENTAGE OF CONTRACT PRICE			

### 3. FORM EQU: EQUIPMENT

The Tenderer shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Tenderer.

Item of equipment		
Equipment information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Omit the following information for equipment owned by the Tenderer.

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rental / lease / manufacture agreements specific to the project	

#### 4. FORM PER-1 Tenderer's/Contractor's

##### Representative and Key Personnel Schedule

Tenderers should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

##### Tenderer's/Contractor' Representative and Key Personnel.

1.	<b>Title of position:</b> Contractor's Representative	
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
2.	<b>Title of position:</b> [_____]	
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
3.	<b>Title of position:</b> [_____]	
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
4.	<b>Title of position:</b> [_____]	
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>



5.	<b>Title of position:</b> <i>[insert title]</i>	
	<b>Name of candidate</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

## 5. FORM PER - 2:

Resume and Declaration - Contractor's Representative and Key Personnel.

Name of Tenderer \_\_\_\_\_

Position [#1]: <i>[title of position from Form PER-1]</i>		
Personnel informatio n	Name:	Date of birth:
	Address:	E-mail:
	Academic qualifications:	
	Professional qualifications:	
	Language proficiency: <i>[language and levels of speaking, reading and writing skills]</i>	
	Academic qualifications:	
Details	Language proficiency: <i>[language and levels of speaking, reading and writing skills]</i>	
	Address of Procuring Entity:	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Job title:	Years with present Procuring Entity:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	Role	Duration of involvement	Relevant experience
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[describe the experience relevant to this position]</i>


## Declaration

I, the undersigned..... *[insert either “Contractor's Representative” or “Key Personnel” as applicable]*, certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Tender:

Commitment	Details
Commitment to duration of contract:	<i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>
Time commitment:	<i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>

I understand that any misrepresentation or omission in this Form may:

- a) be taken into consideration during Tender evaluation;
- b) result in my disqualification from participating in the Tender;
- c) result in my dismissal from the contract.

Name of Contractor's Representative or Key Personnel: \_\_\_\_\_ *[insert name]* Signature: \_\_\_\_\_

Date: (day month year): \_\_\_\_\_

Countersignature of authorized representative of the Tenderer:

Signature: \_\_\_\_\_

Date: (day month year): \_\_\_\_\_

## TENDERERS QUALIFICATION WITHOUT PREQUALIFICATION

To establish its qualifications to perform the contract in accordance with Section III, Evaluation and Qualification Criteria the Tenderer shall provide the information requested in the corresponding Information Sheets included hereunder.

### 6. FORM EL I -1.1

**Tenderer**

#### Information Form

Date: \_\_\_\_\_

ITT No. and title:

Tenderer's name
In case of Joint Venture (JV), name of each member:
Tenderer's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Tenderer's actual or intended year of incorporation:
Tenderer's legal address [in country of registration]:
Tenderer's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of <input type="checkbox"/> Certificate of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4 <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 4.1 <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6, documents establishing: <ul style="list-style-type: none"><li>• Legal and financial autonomy</li><li>• Operation under commercial law</li><li>• Establishing that the Tenderer is not under the supervision of the Procuring Entity</li></ul> 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. -NOT APPLICABLE

## 7. FORM ELI - 1.2

### Tenderer's JV Information Form

*(to be completed for each member of Tenderer's JV)*

Date: \_\_\_\_\_

ITT No. and title:

Tenderer's JV name:
JV member's name:
JV member's country of registration:
JV member's year of constitution:
JV member's legal address in country of constitution:
JV member's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
<p>1. Attached are copies of original documents of</p> <p><input type="checkbox"/> Certificate of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 4.4.</p> <p><input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Procuring Entity, in accordance with ITT 4.6.</p> <p>2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. – NOT APPLICABLE</p>

## 8. FORM CON -2

Historical Contract Non-Performance, Pending Litigation and

Litigation History. Tenderer's Name:

Date: \_\_\_\_\_

JV Member's Name \_\_\_\_\_

ITT No. and title:

Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria

- ☐ Contract non-performance did not occur since 1<sup>st</sup> January *[insert year]* specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.1.
- ☐ Contract(s) not performed since 1<sup>st</sup> January *[insert year]* specified in Section III, Evaluation and Qualification Criteria, requirement 2.1

Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and Kenya Shilling equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria

- ☐ No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.
- ☐ Pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3 as indicated below.

<b>Year of dispute</b>	<b>Amount in dispute (currency)</b>	<b>Contract Identification</b>	<b>Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)</b>
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
		Contract Identification: Name of Procuring Entity: Address of Procuring Entity: Matter in dispute: Party who initiated the dispute: Status of dispute:	
Litigation History in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4. <input type="checkbox"/> Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4 as indicated below.			
<b>Year of award</b>	<b>Outcome as percentage of Net Worth</b>	<b>Contract Identification</b>	<b>Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)</b>



Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate “Procuring Entity” or “Contractor”]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>



## 9. FORM FIN –3.1:

### Financial Situation and Performance

Tenderer's Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Member's Name \_\_\_\_\_

ITT No. and title:

#### 6.4.1. Financial Data

Type of Financial information in _____ (currency)	Historic information for previous _____ years, _____ (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

\*Refer to ITT 15 for the exchange rate

## 15. Sources of Finance

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No .	Source of finance	Amount (Kenya Shilling equivalent)
1		
2		
3		

### Financial documents

The Tenderer and its parties shall provide copies of financial statements for years pursuant Section III, Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

- reflect the financial situation of the Tenderer or in case of JV member, and not an affiliated entity (such as parent company or group member).
- Be independently audited or certified in accordance with local legislation.
- Be complete, including all notes to the financial statements.
- Correspond to accounting periods already completed and audited.

Attached are copies of financial statements<sup>2</sup> for the years required above; and complying with the requirements.

<sup>2</sup>*If the most recent set of financial statements is for a period earlier than 12 months from the date of Tender, the reason for this should be justified.*

## 16 FORM FIN –3.2:

### Average Annual Construction Turnover

Tenderer's Name:\_\_\_\_\_

Date:\_\_\_\_\_

JV Member's Name\_\_\_\_\_

ITT No. and title:

		Annual turnover data (construction only)	
Year	Amount Currency	Exchange rate	Kenya Shilling equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>		
Average Annual Construction Turnover *			

\* See Section III Evaluation and Qualification Criteria, Sub-Factor 3.2.

## 17. FORM FIN -3.3:

### Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contractor contracts as specified in Section III, Evaluation and Qualification Criteria.

Financial Resources		
No.	Source of financing	Amount (Kenya Shilling equivalent)
1		
2		
3		

## 18. FORM FIN -3.4:

### Current Contract Commitments / Works in Progress

Tenderers and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

No.	Name of Contract	Procuring Entity's Contact Address, Tel,	Value of Outstanding Work [Current Kenya Shilling /month Equivalent]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Kenya Shilling /month)]
1					
2					
3					
4					
5					

## 19. FORM EXP - 4.1

### General Relevant Work Experience

Tenderer's Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Member's Name \_\_\_\_\_

\_\_\_\_\_ ITT No. and title: \_\_\_\_\_

\_\_\_\_\_ Page \_\_\_\_\_ of

\_\_\_\_\_ pages

Starting Year	Ending Year	Contract Identification	Role of Tenderer
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____	

		Address: _____	
--	--	----------------	--



## 20. FORM EXP - 4.2 (a)

### Specific Work and Management Experience

Tenderer's Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Member's Name \_\_\_\_\_

ITT No. and title:

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<b>Kenya Shilling</b>			
If member in a JV or sub-contractor, specify participation in total Contract amount				
Procuring Entity's Name:				
Address:				
Telephone/fax number				
E-mail:				
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:				
1. Amount				
2. Physical size of required works items				
3. Complexity				
4. Methods/Technology				
5. Construction rate for key activities				
6. Other Characteristics				

## 21. FORMEXP- 4.2 (b)

### Work Experience in Key Activities

Tenderer's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Tenderer's JV Member Name: \_\_\_\_\_

Sub-contractor's Name<sup>3</sup> (as per ITT 34): \_\_\_\_\_

ITT No. and title:

All Sub-contractors for key activities must complete the information in this form as per ITT 34 and Section III, Evaluation and Qualification Criteria, Sub-Factor 4.2.

#### 1. Key Activity No One:

	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	Kenya Shilling			
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)	Actual Quantity Performed (i) x (ii)	
Year 1				
Year 2				
Year 3				
Year 4				
Procuring Entity's Name:				
Address:				
Telephone/fax number				
E-mail:				

#### 2. Activity No. Two

3. ....

<sup>3</sup>If applicable

## **SCHEDULE FORMS**

*[The Tenderer shall fill in these Forms in accordance with the instructions indicated. The list of line items in column I of the **Activity Schedules** shall coincide with the List of Maintenance services specified in the Procuring Entity's Requirements.]*

***Below is a schedule for the items and services to be supplied under this framework contract. Supply orders of the various items and quantities shall be specified as and when need arises (call-off orders) during the period of the framework period.***

***Bidders are required bid using the unit of measure specified here below (Bidders are required to attach data sheets for the items proposed in their bids).***

<b>ITEM</b>	<b>DESCRIPTION / DETAILS</b>	<b>UNIT OF MEASUREMENT</b>	<b>BRAND / MODEL</b>	<b>DELIVERY PERIOD</b>
1.	<p><i>Monthly Service Charge &amp; Emergency response compensation for maintenance and support. This shall cover preventive and corrective services :</i></p> <p><i>i. Quarterly Preventive maintenance carried out for the entire length of the LOT in consideration.</i></p> <p><i>ii. Incident response &amp; Corrective maintenance works necessary to permanently resolve and closeout a call off order made by KPC including but not limited to trenching and excavation works, cable splicing, testing and backfilling to KPC supervisors satisfaction.</i></p> <p><i>iii. Parts and spares necessary to repair upto 100 meters of fiber cable damage of the 96 or 192 core cable segment of the LOT in consideration.</i></p> <p><i>Corrective and repair maintenance works beyond the 100 metre distance covered by the monthly service charge shall be charged based on the price schedules of parts and services listed here below.</i></p>			
2.	<i>Fiber Optic Cable Single Mode G.655.E; 192No.Cores.</i>	<i>Metre</i>		
3.	<i>Fiber Optic Cable Single Mode G.655.E; 96No.Cores.</i>	<i>Metre</i>		
4.	<i>Fiber Optic Cable Single Mode</i>	<i>Metre</i>		

	<i>G.652.D; 96No.Cores.</i>			
5.	<i>Armored Fiber Optic Cable Single Mode G.655.E; 192No.Cores.</i>	<i>Metre</i>		
6.	<i>Armored Fiber Optic Cable Single Mode G.655.E; 96No.Cores.</i>	<i>Metre</i>		
7.	<i>Armored Fiber Optic Cable Single Mode G.652.D; 96No.Cores.</i>	<i>Metre</i>		
8.	<i>Fiber Optic Cable Hand holes.</i>	<i>1No.</i>		
9.	<i>40mm High Density Polyethylene (HDPE) Pipe Couplers.</i>	<i>1No.</i>		
10.	<i>Splice Protection Heat Shrinkable sleeve.</i>	<i>1No.pack of 100</i>		
11.	<i>Self-fusing cable jointing tape.</i>	<i>1No.</i>		
12.	<i>Fiber optic Cleaning Swabs. [1.25mm to 2.5mm]</i>	<i>1No. pack of 100</i>		
13.	<i>5M-Single mode Fiber patch cord LC-FC.</i>	<i>1No.</i>		
14.	<i>5M-Single mode Fiber patch cord SC-FC.</i>	<i>1No.</i>		
15.	<i>5M-Single mode fiber patch cord SC-LC.</i>	<i>10No.</i>		
16.	<i>20M-Single mode fiber patch cord FC-FC.</i>	<i>10No.</i>		
17.	<i>20M-Single mode fiber patch cord LC-LC</i>	<i>10No.</i>		
18.	<i>5M-Single mode fiber patch cord FC-FC.</i>	<i>10No.</i>		
19.	<i>Cable ties 200mmx 4.8mm</i>	<i>1No. pack of 100pieces each.</i>		
20.	<i>96-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors.</i>	<i>1No.</i>		
21.	<i>96-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors</i>	<i>1No.</i>		
22.	<i>192-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors</i>	<i>1No.</i>		
23.	<i>192-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors</i>	<i>1No.</i>		
24.	<i>12-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors</i>	<i>1No.</i>		
25.	<i>12-Port Rack Mount Optical Distribution Frame (ODF), LC</i>	<i>1No.</i>		

	<i>complete with pigtails, adaptors</i>			
26.	<i>Fiber optic splice closures (Dome) – 144 fiber capacity, at least 4 port</i>	<i>1No.</i>		
27.	<i>Fiber optic splice closures (Dome) - 24</i>	<i>1No.</i>		
28.	<i>Fiber optic splice closures (Dome)-288 fiber Capacity, at least 6 port</i>	<i>1No.</i>		
29.	<i>Silicone Sealant Glue</i>	<i>1No. 300mm tube</i>		
30.	<i>Excavation and backfilling services</i>	<i>Metre</i>		
31.	<i>Fiber Splicing &amp; Repair Services</i>	<i>1No. fiber core</i>		
32.	<i>High Density Polyethylene (HDPE) conduits (40mm)</i>	<i>Metre</i>		
33.	<i>High Density Polyethylene (HDPE) conduits (110mm)</i>	<i>Metre</i>		
34.	<i>40mm High Density Polyethylene (HDPE) Pipe end caps</i>	<i>1No.</i>		
35.	<i>6U Wall Mount Cabinets /rack complete with accessories</i>	<i>1No.</i>		
36.	<i>Warning tape</i>	<i>1 Metre</i>		
37.	<i>Manhole Supply and Installation.</i>	<i>1No.</i>		
38.	<i>Ground Markers along the FOC links</i>	<i>1No.</i>		
39.	<i>HDPE Ducts and warning tape installation</i>	<i>1 Metre</i>		
40.	<i>Fiber Cable blowing</i>	<i>1 Metre</i>		
41.	<i>Documentation with As-Built Drawings and quality test results.</i>	<i>Per Site</i>		
42.	<i>Micro-tunneling</i>	<i>1 Metre</i>		
43.	<i>Poles Supply and Installation.</i>	<i>1No.</i>		
44.	<i>Overhead Fiber optic cable deployment.</i>	<i>1 Meter</i>		
45.	<i>Toolkit Set with the following tools. ee) Handheld Optical Power Meter. ff) Handheld Optical Light source. gg) Fusion Splicing Machine hh) Handheld OTDR ii) Live Fiber Identifier jj) Visual Fault Locator</i>	<i>1No.</i>		
46.	<i>Fiber splicing/termination tool kit with among other items; Electrical tape, cable splitter, cable strippers, connector cleaners, rugged carrying case, foam swabs, safety glasses, economy tie labels, fiber disposal unit, pliers, kim wipes, screw drivers, utility knife and tweezers.</i>	<i>1No.</i>		



## **WORK SCHEDULES AND SPECIFICATIONS**





## The Specifications and Priced Activity Schedules

Date: \_\_\_\_\_,

ITT No: \_\_\_\_\_,

Alternative No: \_\_\_\_\_

The prices quoted shall be VAT inclusive.

**Bidders shall clearly indicate the price schedules for the LOT (or LOTs if several) that they are bidding for. Each LOT shall have its own price schedule in the format below with the heading thus.**

**Where X is the LOT number e.g. LOT IV: Goods, Works and Services Price Schedule.**

Item	Description	Quantity & quality	Unit Price (KES.)	Unit Price of other incidental services payable
1.	<p>Monthly Service Charge &amp; Emergency response compensation for maintenance and support.</p> <p>This shall cover preventive and corrective services :</p> <p>iv. Quarterly Preventive maintenance carried out for the entire length of the LOT in consideration.</p> <p>v. Incident response &amp; Corrective maintenance works necessary to permanently resolve and closeout a call off order made by KPC including but not limited to trenching and excavation works, cable splicing, testing and backfilling to KPC supervisors satisfaction.</p> <p>vi. Parts and spares necessary to repair upto 100 meters of fiber cable damage of the 96 or 192 core cable segment of the LOT in consideration.</p>	LOT		

	Corrective and repair maintenance works beyond the 100 metre distance covered by the monthly service charge shall be charged based on the price schedules of parts and services listed herebelow.			
2.	Fiber Optic Cable Single Mode G.655.E; 192No.Cores.	Metre		
3.	Fiber Optic Cable Single Mode G.655.E; 96No.Cores.	Metre		
4.	Fiber Optic Cable Single Mode G.652.D; 96No.Cores.	Metre		
5.	Armored Fiber Optic Cable Single Mode G.655.E; 192No.Cores.	Metre		
6.	Armored Fiber Optic Cable Single Mode G.655.E; 96No.Cores.	Metre		
7.	Armored Fiber Optic Cable Single Mode G.652.D; 96No.Cores.	Metre		
8.	Fiber Optic Cable Hand holes.	1No.		
9.	40mm High Density Polyethylene (HDPE) Pipe Couplers.	1No.		
10.	Splice Protection Heat Shrinkable sleeve.	1No.pack of 100		
11.	Self-fusing cable jointing tape.	1No.		
12.	Fiber optic Cleaning Swabs. [1.25mm to 2.5mm]	1No. pack of 100		
13.	5M-Single mode Fiber patch cord LC-FC.	1No.		
14.	5M-Single mode Fiber patch cord SC-FC.	1No.		
15.	5M-Single mode fiber patch cord SC-LC.	10No.		

16.	20M-Single mode fiber patch cord FC-FC.	10No.		
17.	20M-Single mode fiber patch cord LC-LC	10No.		
18.	5M-Single mode fiber patch cord FC-FC.	10No.		
19.	Cable ties 200mmx 4.8mm	1No. pack of 100pieces each.		
20.	96-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors.	1No.		
21.	96-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors	1No.		
22.	192-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors	1No.		
23.	192-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors	1No.		
24.	12-Port Rack Mount Optical Distribution Frame (ODF), SC complete with pigtails, adaptors	1No.		
25.	12-Port Rack Mount Optical Distribution Frame (ODF), LC complete with pigtails, adaptors	1No.		
26.	Fiber optic splice closures (Dome) – 144 fiber capacity, at least 4 port	1No.		
27.	Fiber optic splice closures (Dome) - 24	1No.		
28.	Fiber optic splice closures (Dome)-288 fiber Capacity, at least 6 port	1No.		
29.	Silicone Sealant Glue	1No. 300mm tube		

30.	Excavation and backfilling services	Metre		
31.	Fiber Splicing & Repair Services	1No. fiber core		
32.	High Density Polyethylene (HDPE) conduits (40mm)	Metre		
33.	High Density Polyethylene (HDPE) conduits (110mm)	Metre		
34.	40mm High Density Polyethylene (HDPE) Pipe end caps	1No.		
35.	6U Wall Mount Cabinets /rack complete with accessories	1No.		
36.	Warning tape	1 Metre		
37.	Manhole Supply and Installation.	1No.		
38.	Ground Markers along the FOC links	1No.		
39.	HDPE Ducts and warning tape installation	1 Metre		
40.	Fiber Cable blowing	1 Metre		
41.	Documentation with As-Built Drawings and quality test results.	Per Site		
42.	Micro-tunneling	1 Metre		
43.	Poles Supply and Installation.	1No.		
44.	Overhead Fiber optic cable deployment.	1 Meter		
45.	Toolkit Set with the following tools.  kk) Handheld Optical Power Meter. ll) Handheld Optical Light source. mm) Fusion Splicing Machine nn) Handheld OTDR	1No.		

	oo) Live Fiber Identifier pp) Visual Fault Locator			
46.	Fiber splicing/termination tool kit with among other items; Electrical tape, cable splitter, cable strippers, connector cleaners, rugged carrying case, foam swabs, safety glasses, economy tie labels, fiber disposal unit, pliers, kim wipes, screw drivers, utility knife and tweezers.	1No.		

## **1. Method Statement**

*[Procuring Entity shall provide main features of the expected method of carrying out the contract, including indicating the material, personnel and equipment inputs].*

## **1. Background**

KPC is licensed by the communications Authority of Kenya (CAK) as Network Facilities Provider Tier 2 (NFP-T2) and runs a Fiber Optic Cable (FOC) lease business.

The fiber cable network runs from the port city of Mombasa to Nairobi and onto western Kenya to terminate in both Eldoret and Kisumu.

This project aims to procure capable, competent, and licensed telecommunications contractors to maintain segments of this network within a framework contract arrangement. The contractor shall ensure high availability of 99.9% by resolving any reported incidents within stipulated Service Level Agreement (SLA) terms of three (3No.) hours among other conditions of the agreement.

## **2. Scope and Project**

The tender has five (5No.) LOTs. Each LOT outlines the provision of the maintenance framework contract services for one of the four segments of KPC's fiber optic cable network as below.

1. LOT I: Mombasa to Voi Segment & Spurs
2. LOT II: Voi to Nairobi Segment & Spurs
3. LOT III: Nairobi to Sinendet & Spurs
4. LOT IV: Sinendet to Eldoret & Spurs
5. LOT V: Sinendet to Kisumu & Spurs

Services under each of the above LOTs shall include:

- i. Supply and delivery of fiber optic cable parts, spares and accessories.
- ii. Excavation and Backfilling works of the underground fiber optic cable.
- iii. Response to and repairs for fiber cable cuts and related incidents within the defined service level agreement terms and conditions.

Note: A bidder can tender for all lots.

#### **4. OTHERS – TIME SCHEDULE**

*(to be used by Tenderer when alternative Time for Completion is invited in ITT 14.2)*

## 5. NOTIFICATION OF INTENTION TO AWARD

*[This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender.] [Send this Notification to the Tenderer's Authorized Representative named in the Tenderer Information Form]*

1) For the attention of Tenderer's Authorized Representative Name:

.....*[insert Authorized Representative's name]*  
Address: .....*[insert Authorized Representative's Address]*

Telephone numbers: .....*[insert Authorized Representative's telephone/fax numbers]*

Email Address: .....*[insert Authorized Representative's email address]*

***[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]***

**DATE OF TRANSMISSION:** This Notification is sent by: *[email/fax]* on

*[date]* (local time) **Procuring Entity:** .....*[insert the name of the Procuring Entity]*

**Contract title:** .....*[insert the name of the contract]*

**ITT No:** .....*[insert ITT reference number from Procurement Plan]*.

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

- a) Request a debriefing in relation to the evaluation of your Tender, and/or
- b) Submit a Procurement-related Complaint in relation to the decision to award the contract.

### (i) The successful Tenderer

No.	Description and No. of Service Line or Package	<i>[insert name of successful Tenderer]</i>	<i>[insert Address of successful Tenderer]</i>	Tender price	Evaluated Tender price (if applicable)
1					



No.	Description and No. of Service Line or Package	[insert name of successful Tenderer]	[insert Address of successful Tenderer]	Tender price	Evaluated Tender price (if applicable)
2					
3					
<b>Name:</b>		[insert name of successful Tenderer]			
<b>Address:</b>		[insert address of the successful Tenderer]			
<b>Contract price:</b>		[insert contract price of the successful Tender]			

- (ii) **Other Tenderers [INSTRUCTIONS: insert names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out.]**

No.	Description and No. of Service Line or Package	[insert name of Tenderer]
1		
2		
3		
No.	Description and No. of Service Line or Package	[insert name of Tenderer]

## 2) How to request a debriefing.

**DEADLINE:** The deadline to request a debriefing expires at midnight on [insert date] (local time).

You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:

**Attention:** .....[insert full name of person, if applicable]

**Title/position:** .....[insert title/position]

**Agency:** .....[insert name of Procuring Entity]

**Email address:** .....[insert email address]

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

### **3) How to make a complaint?**

**Period: Procurement-related Complaint challenging the decision to award shall be submitted by [insert date and time].**

Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:

**Attention:** ..... [insert full name of person, if applicable]

**Title/position:** .....[insert title/position]

**Agency:** ..... [insert name of Procuring Entity]

**Email address:** ..... [insert email address]

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

In summary, there are four essential requirements:

1. You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the period stated above.
4. You must include, in your complaint, all of the information required to support the complaint.
5. The application must be accompanied by the fees set out in the Procurement Regulations, which shall not be refundable (information available from the Public Procurement

Authorit

#### 4) Standstill Period

**DEADLINE: The Standstill Period is due to end at midnight on [insert date] (local time).**

The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended as stated in Section 4

above. If you have any questions regarding this Notification

pleased don't hesitate to contact us. On behalf of the Procuring

Entity:

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title/position:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:**

## 2 Request for Review

### FORM FOR REVIEW (r.203(1))

#### PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

..... APPLICANT

AND

.....RESPONDENT (Procuring Entity)

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

#### REQUEST FOR REVIEW

I/We....., the above named Applicant(s), of address: Physical  
address..... P. O. Box 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.

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

- 1.
- 2.

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

---

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative  
Review Board on.....day of .....20.....

SIGNED

Board Secretary

### 3 LETTER OF AWARD

*[Form head paper of the Procuring Entity] [date] To: .....[name and address of the Service Provider]*

This is to notify you that your Tender dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Special Conditions of Contract]* **for the Contract Amounts *[amount in numbers and words]* *[name of currency]*, as corrected and modified in accordance with the Instructions to Tenderers, are hereby accepted by ..... (name of Procuring Entity).”** for each Service Line or Package listed on the Table below.

<b>N o .</b>	<b>Description and No. of Service Line or Package</b>	<b><i>[insert accepted Tender Price]</i></b>	<b><i>[insert completion period]</i></b>
1			
2			
3			

You are requested to arrange to sign the Framework Agreement within 28 days in accordance with the Conditions of Contract. On being instructed to commence the contract on any of the packages you have won, by a call-off notification, you will be requested to furnish for the particular Service Line or Package a Performance Security within 28 days in accordance with the Conditions of Contract, and for that purpose, using one of the Performance Security Forms included in Section VIII, Contract Forms, of the Tender Document. Please return the attached Contract duly signed Authorized Signature:

Name and Title of Signatory:

Name of Agency:

Attachment: Contract

#### 4 FORM OF CONTRACT [Form head paper of the Procuring Entity]

##### LUMP-SUM REMUNERATION

THIS FRAMEWORK AGREEMENT made the \_\_\_\_\_ [insert: **number**] day of \_\_\_\_\_ [insert: **month**], [insert: **year**].

##### BETWEEN

**KENYA PIPELINE COMPANY LIMITED** a limited liability company incorporated under the laws of the republic of Kenya whose registered office is Kenpipe Plaza, Sekondi Rd, off Nanyuki Rd, Industrial Area whose address is P.O. Box 73442-00200 Nairobi (hereinafter called “the Employer” which expression shall where the context so admits include its successors and assigns) of the one part.

##### AND

**SERVICE PROVIDER’S FULL NAME** whose registered office is (insert correct information) whose address is (hereinafter called “the Service Provider” which expression shall where the context so admits include its successors and assigns) of the other part.

**WHEREAS** Kenya Pipeline Company Limited desires to engage the Service Provider to supply, install, achieve Operational Acceptance of, and support the following System [insert: **brief description of the System**] (“the System”), and the Service Provider has agreed to such engagement upon and subject to the terms and conditions appearing below in this Framework agreement for the Contract Price of (**insert correct information**) (**insert correct information**) inclusive of all taxes.

##### WHEREAS

- a) the Procuring Entity has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (herein after called the “Services”);
- b) the Service Provider, having represented to the Procuring Entity that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....**Insert Amount**.....;

**NOW THEREFORE** the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:
  - a) This Framework agreement and the Appendices attached to the Contract Agreement
  - b) All Addenda (if any)
  - c) Special Conditions of Contract
  - d) General Conditions of Contract

- e) Letter of Acceptance
- f) Letter of Notification of Award
- g) Technical Requirements (including the approved Implementation Schedule)
- h) The Contractor's tender, form tender and original Price Schedules

The following Appendices: *[Note: If any of these Appendices are not used, the words "Not Used" should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]*

Appendix A: Description of the Services – *Not used*

Appendix B: Schedule of Payments- *Provided in the SCC*

Appendix C: Subcontractors – *Not used*

Appendix D: Breakdown of Contract Price- *Provided in the price schedule*

2. The mutual rights and obligations of the Procuring Entity and the Service Provider shall be as set forth in the Contract, in particular:
  - a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
  - b) The Procuring Entity shall make payments to the Service Provider in accordance with the provisions of the Contract.
3. In consideration of the payments to be made by the Procuring Entity to the Service Provider as specified in this Agreement, the Service Provider hereby covenants with the Procuring Entity to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. That the Service Provider shall deliver the Works during the period commencing 14 days after Project Manager's instructions to commence and continuing through for a contract period of (Insert), which includes an Implementation Period of (Insert), and a defects liability period of (Insert),, or any other period as may be subsequently agreed by the parties in writing;
5. The Procuring Entity hereby covenants to pay the Service Provider in consideration of the execution and completion of the Works 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.
6. This agreement together with the documents listed under Clause 2 above shall form the entire agreement of the parties and any amendments shall only be effective if made in writing and executed in the same manner as this agreement.

**IN WITNESS** whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Kenya on the day, month and year indicated above.

For and on behalf of *[name of*

*Procuring Entity*] *[Authorized*

*Representative*

For and on behalf of *[name of* \_\_\_\_\_

*Service Provider*] *[Authorized*

*Representative]*

*[Note: If the Service Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]*

For and on behalf of each of the Members of the Service Provider

\_\_\_\_\_  
*[name of member]*

*[Authorized*

\_\_\_\_\_  
*[name of member]*

*Representative]*

\_\_\_\_\_  
*[Authorized Representative]*



## **PART II – PROCURING ENTITY'S REQUIREMENTS**

## **SECTION VII - ACTIVITY SCHEDULE**

### **Objectives**

The objectives of the Activity Schedule are:-

- (a) to provide sufficient information on the quantities of Services to be performed to enable Tenders to be prepared efficiently and accurately; and
- (b) when a Contract has been entered into, to provide a priced Activity Schedule for use in the periodic valuation of Services executed.

In order to attain these objectives, Services should be itemized in the Activity Schedule insufficient detail to distinguish between the different classes of Services, or between Services of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Activity Schedule should be as simple and brief as possible.

### **Day work Schedule**

A Day work Schedule should be included only if the probability of unforeseen work, outside the items included in the Activity Schedule, is high. To facilitate checking by the Procuring Entity of the realism of rates quoted by the Tenderers, the Day work Schedule should normally comprise the following:

- a) A list of the various classes of Services, labor, materials, and plant for which basic day work rates or prices are to be inserted by the Tenderer, together with a statement of the conditions under which the Service Provider will be paid for services delivered on a day work basis.
- b) Nominal quantities for each item of Day work, to be priced by each Tenderer at Day work rates as Tender. The rate to be entered by the Tenderer against each basic Day work item should include the Service Provider's profit, overheads, supervision, and other charges.

### **Provisional Sums**

The estimated cost of specialized services to be carried out, or of special goods to be supplied, by other Service Providers should be indicated in the relevant part of the Activity Schedule as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Procuring Entity to select such specialized Service Providers. To provide an element of competition among the Tenderers in respect of any facilities, amenities, attendance, etc., to be provided by the successful Tenderer as prime Service Provider for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Activity Schedule inviting the Tenderer to quote a sum for such amenities, facilities, attendance, etc.

*These Notes for Preparing an Activity Schedule are intended only as information for the Procuring Entity or the person drafting the tendering document. They should not be included in the final documents.*

## PERFORMANCE SPECIFICATIONS AND DRAWINGS

(Describe Out puts and Performances, rather than Inputs,

wherever possible) Notes on Specifications

A set of precise and clear specifications is a prerequisite for Tenderers to respond realistically and competitively to the requirements of the Procuring Entity without

The tabulation below represents KPC's minimum specifications for goods, works and services under this tender. Bidders are required to respond explicitly with details of their proposals including specifying the Makes and Models of proposed solution components.

ITEM	KPC'S MINIMUM SPECIFICATIONs	BIDDER'S DETAILED PROPOSAL / RESPONSES (SPECIFY MAKE & MODEL)
Fiber Optic Cable	Single Mode fiber cable	
	Ninety-Six (96) Cores	
	ITU-T G.652.D Standard compliant	
	ITU-T G.655.E Standard compliant	
High Density Polyethylene (HDPE) conduits	40/33 Millimeter diameter	
	Black	
Optic Distribution Frames	96-Ports	
	LC adapter ports	
Joint enclosure Kits for FOC cable	Capacity for 96 fiber cores	
	Eight Fiber Optic Splice Trays each tray to hold 12No. cores	
	Waterproof	
	Accessories including labeling paper, splice protective sleeve, earthing wire and cable ties.	
Fiber Cable Connectivity, Quality testing & Acceptance.	Test for every fiber core from end to end.	
	Test by use of an Optical Source and a Power meter.	
	Attenuation of less than 0.20 dB/KM at 1550nm	
Excavation & backfilling	Apply and facilitation to obtain Right of use permits on behalf of KPC. Any invoices shall be issued directly to KPC who will in turn make payments to	

	the permit issuing authorities.	
	Trench Depth of 1.2 Meters and 0.4 Meters Width.	
	Backfilling soil must not have impurities or stones	
	Warning duct tape to be 0.6 Meters above cable	
	Fiber Protection in slopes and river, road & railway crossings through cement enveloping or slabs.	
Ground Markers along the FOC links	Erected after every one KM of the fiber cable path	
	Cement built with the inscription “ KPC-FOC ” and distance from the pipeline’s right of way interception joint.	

## SECTION B: GENERAL CONDITIONS OF CONTRACT

### 1. General Provisions

#### 1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a) The Adjudicator is the person appointed jointly by the Procuring Entity and the Service Provider to resolve disputes in the first instance, as provided for in Sub-Clause 8.2 hereunder.
- b) “Activity Schedule” is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Tender;
- c) “Completion Date” means the date of completion of the Services by the Service Provider as certified by the Procuring Entity
- d) “Contract” means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- e) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;
- f) “Day works” means varied work inputs subject to payment on a time basis for the Service Provider's employees and equipment, in addition to payments for associated materials and administration.
- g) “Procuring Entity” means the Procuring Entity or party who employs the Service Provider
- h) “Foreign Currency” means any currency other than the currency of Kenya;
- i) “GCC” means these General Conditions of Contract;
- j) “Government” means the Government of Kenya;
- k) “Local Currency” means Kenya shilling;
- l) “Member,” in case the Service Provider consist of a joint venture of more than one entity, means any of these entities; “Members” means all these entities, and “Member in Charge” means the entity specified in the SC to act on their behalf in exercising all the Service Provider' rights and obligations towards the Procuring Entity under this Contract;
- m) “Party” means the Procuring Entity or the Service Provider, as the case may be, and “Parties” means both of them;
- n) “Personnel” means persons hired by the Service Provider or by any Subcontractor as employees and assigned to the performance of the Services or any part thereof;
- o) “Service Provider” is a person or corporate body whose Tender to provide the Services has been accepted by the Procuring Entity;

- p) “Service Provider's Tender” means the completed Tendering Document submitted by the Service Provider to the Procuring Entity
- q) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- r) “Specifications” means the specifications of the service included in the Tendering Document submitted by the Service Provider to the Procuring Entity
- s) “Services” means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Specifications and Schedule of Activities included in the Service Provider's Tender.
- t) “Subcontractor” means any entity to which the Service Provider subcontracts any part of the Services in accordance with the provisions of Sub-Clauses 3.5 and 4;
- u) “Public Procurement Regulatory Authority (PPRA)” shall mean the Government Agency responsible for oversight of public procurement.
- v) “Project Manager” shall the person appointed by the Procuring Entity to act as the Project Manager for the purposes of the Contract and named in the Particular Conditions of Contract, or other person appointed from time to time by the Procuring Entity and notified to the Contractor.
- w) “Notice of Dissatisfaction” means the notice given by either Party to the other indicating its dissatisfaction and intention to commence arbitration.

## **1.2Applicable Law**

The Contract shall be interpreted in accordance with the laws of Kenya.

## **1.3Language**

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

## **1.4Notices**

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, hand delivery, or email to such Party at the address **specified in the SCC**.

## **1.5Location**

The Services shall be performed at such locations as are specified in Appendix A, in the specifications and, where the location of a particular task is not so specified, at such locations, whether in Kenya or elsewhere, as the Procuring Entity may approve.

## **1.6Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Entity or the Service Provider

may be taken or executed by the officials **specified in the SCC**.

## **1.7 Inspection and Audit by the PPRA**

Pursuant to paragraph 2.2 e. of Attachment 1 to the General Conditions, the Service Provider shall permit and shall cause its subcontractors and sub-consultants to permit, PPRA and/or persons appointed by PPRA to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by PPRA. The Service Provider's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 3.10 which provides, *inter alia*, that acts intended to materially impede the exercise of PPRA's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to PPRA's prevailing sanctions procedures).

## **1.8 Taxes and Duties**

The Service Provider, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

## **2. Commencement, Completion, Modification, and Termination of Contract**

### **2.1 Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by both parties or such other later date as may be **stated in the SCC**.

### **2.2 Commencement of Services**

The Service Provider shall start carrying out the Services thirty (30) days after the date the Contract becomes effective, or at such other date as may be **specified in the SCC**.

### **2.3 Intended Completion Date**

Unless terminated earlier pursuant to Sub-Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is **specified in the SCC**. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damages as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.

### **2.4 Modification**

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

### **2.5 Value Engineering**

2.5.1 The Service Provider may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal



shall, at a minimum, include the following;

- a) The proposed change(s), and a description of the difference to the existing contract requirements;
- b) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs, if applicable) the Procuring Entity may incur in implementing the value engineering proposal; and
- c) a description of any effect(s) of the change on performance/functionality.

2.5.2 The Procuring Entity may accept the value engineering proposal if the proposal demonstrates benefits that:

- a) accelerates the delivery period; or
- b) reduces the Contract Price or the lifecycle costs to the Procuring Entity; or
- c) improves the quality, efficiency, safety or sustainability of the services; or
- d) yields any other benefits to the Procuring Entity, without compromising the necessary functions of the Facilities.

2.5.3 If the value engineering proposal is approved by the Procuring Entity and results in:

- a) a reduction of the Contract Price; the amount to be paid to the Service Provider shall be the percentage specified in the **SCC** of the reduction in the Contract Price; or
- b) an increase in the Contract Price; but results in a reduction in lifecycle costs due to any benefit described in
  - (a) to (d) above, the amount to be paid to the Service Provider shall be the full increase in the Contract Price.

## **2.6 Force Majeure**

### **2.6.1 Definition**

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

### **2.6.2 No Breach of Contract**

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative Measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

### **2.6.3 Extension of Time**

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was



unable to perform such action as a result of Force Majeure.

### **2.6.5 Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

## **2.7 Termination**

### **2.7.1 By the Procuring Entity**

The Procuring Entity may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Sub-Clause 2.7.1:

- a) If the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Procuring Entity may have subsequently approved in writing;
- b) If the Service Provider become insolvent or bankrupt;
- c) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- d) if the Service Provider, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2 a. of Attachment 1 to the GCC, in competing for or in executing the Contract

### **2.7.2 By the Service Provider**

The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Procuring Entity, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Sub-Clause 2.7.2:

- a) If the Procuring Entity fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue; or
- b) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

### **2.7.3 Payment upon Termination**

Upon termination of this Contract pursuant to Sub-Clauses 2.7.1 or 2.7.2, the Procuring Entity shall make the following payments to the Service Provider:

- a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;

- b) except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.7.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel.

### **3. Obligations of the Service Provider**

#### **3.1 General**

The Service Provider shall perform the Services in accordance with the Specifications and the Activity Schedule, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Provider shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Procuring Entity, and shall at all times support and safeguard the Procuring Entity's legitimate interests in any dealings with Subcontractors or third parties.

#### **3.2 Conflict of Interests**

##### **3.2.1 Service Provider Not to Benefit from Commissions and Discounts.**

The remuneration of the Service Provider pursuant to Clause 6 shall constitute the Service Provider's sole remuneration in connection with this Contract or the Services, and the Service Provider shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Service Provider shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

##### **3.2.2 Service Provider and Affiliates Not to be Otherwise Interested in Project**

The Service Provider agree that, during the term of this Contract and after its termination, the Service Provider and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing goods, works, or Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

##### **3.2.3 Prohibition of Conflicting Activities**

Neither the Service Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- a) During the term of this Contract, any business or professional activities in Kenya which would conflict with the activities assigned to them under this Contract;
- b) during the term of this Contract, neither the Service Provider nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
- c) after the termination of this Contract, such other activities as may be **specified in the SCC**.

### 3.3 Confidentiality

The Service Provider, its Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Procuring Entity's business or operations without the prior written consent of the Procuring Entity.

### 3.4 Insurance

#### The Service Provider

(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Procuring Entity, insurance against the risks, and for the coverage, as shall be **specified in the SCC**; and

(b) at the Procuring Entity's request, shall provide evidence to the Procuring Entity showing that such insurance has been taken out and maintained and that the current premiums have been paid.

### 3.5 Service Provider's Actions Requiring Procuring Entity's Prior Approval

The Service Provider shall obtain the Procuring Entity's prior approval in writing before taking any of the following actions:

- a) entering into a subcontract for the performance of any part of the Services,
- b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Subcontractors"),
- c) changing the Program of activities; and
- d) any other action that may be **specified in the SCC**.

### 3.6 Reporting Obligations

The Service Provider shall submit to the Procuring Entity the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

### 3.7 Documents Prepared by the Service Provider to Be the Property of the Procuring Entity

All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider in accordance with Sub-Clause 3.6 shall become and remain the property of the Procuring Entity, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Procuring Entity, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be **specified in the SCC**.

## **3.8 Liquidated Damages**

### **3.8.1 Payments of Liquidated Damages**

The Service Provider shall pay liquidated damages to the Procuring Entity at the rate per day **stated in the SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the SCC**. The Procuring Entity may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.

### **3.8.2 Correction for Over-payment**

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Entity shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5.

### **3.8.3 Lack of performance penalty**

If the Service Provider has not corrected a Defect within the time specified in the Procuring Entity's notice, a penalty for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as described in Sub-Clause 7.2 and **specified in the SCC**.

## **3.9 Performance Security**

The Service Provider shall provide the Performance Security to the Procuring Entity no later than the date specified in the Form of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Procuring Entity and denominated in the types and proportions of the currencies in which the Contract Price is payable. The performance Security shall be valid until a date 28 day from the Completion Date of the Contract in case of a bank guarantee, and until one year from the Completion Date of the Contract in the case of a Performance Bond.

## **3.10 Fraud and Corruption**

The Procuring Entity requires compliance with the Government's Anti-Corruption laws and its prevailing sanctions. The Procuring Entity requires the Service Provider to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the tendering process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

## **3.11 Sustainable Procurement**

The Service Provider shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC**.

## **4. Service Provider's Personnel**

### **4.1 Description of Personnel**

The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix C are hereby approved by the Procuring Entity.

### **4.2 Removal and/or Replacement of Personnel**

- a) Except as the Procuring Entity may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.
- b) If the Procuring Entity finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Procuring Entity's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Entity.
- c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

## **5. Obligations of the Procuring Entity**

### **5.1 Assistance and Exemptions**

The Procuring Entity shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as **specified in the SCC**.

### **5.2 Change in the Applicable Law**

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2 (a) or (b), as the case may be.

### **5.3 Services and Facilities**

The Procuring Entity shall make available to the Service Provider the Services and Facilities listed under Appendix F.



## 6. Payments to the Service Provider

### 6.1 Lump-Sum Remuneration

6.1.1 The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Provider in carrying out the Services described in Appendix A. Except as provided in Sub-Clause 5.2, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub-Clauses 2.4 and 6.3.

6.1.2 Where the contract price is different from the corrected tender price, in order to ensure the contract or is not paid less or more relative to the contract price (*which would be the tender price*), any part payment valuation and variation orders on omissions and additions valued based on rates in the schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows:  $(\text{corrected tender price} - \text{tender price}) / \text{tender price} \times 100$ .

### 6.2 Contract Price

- a) The price payable is **set forth in the SCC**.
- b) No price will be payable in foreign currency.

### 6.3 Payment for Additional Services, and Performance Incentive Compensation

6.3.1 For the purpose of determining the remuneration due for additional Services as may be agreed under Sub-Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.

6.3.2 **If the SCC so specify**, the service provider shall be paid performance incentive compensation as set out in the Performance Incentive Compensation appendix.

### 6.4 Terms and Conditions of Payment

Payments will be made to the Service Provider according to the payment schedule **stated in the SCC**. **Unless otherwise stated in the SCC**, the advance payment (Advance for Mobilization, Materials and Supplies) shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period **stated in the SCC**. Any other payment shall be made after the conditions **listed in the SCC** for such payment have been met, and the Service Provider have submitted an invoice to the Procuring Entity specifying the amount due.

### 6.5 Interest on Delayed Payments

If the Procuring Entity has delayed payments beyond thirty (30) days after the due date stated in the **SCC**, interest shall be paid to the Service Provider for each day of delay at the rate stated in **the SCC**.

### 6.6 Price Adjustment

6.6.1 Prices shall be adjusted for fluctuations in the cost of inputs only if **provided for in the SCC**. If so provided, the amounts certified in each payment certificate, after deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amounts due in each currency. A separate formula of the type indicated below applies to each Contract currency:

$$P_c = A_c + B_c L_{mc}/L_{oc} + C_c I_{mc}/I_{oc}$$

Where:

$P_c$  is the adjustment factor for the portion of the Contract Price payable in a specific currency “c”.

$A_c$ ,  $B_c$  and  $C_c$  are coefficients specified in the **SCC**, representing:  $A_c$  the non-adjustable portion;  $B_c$  the adjustable portion relative to labor costs and  $C_c$  the adjustable portion for other inputs, of the Contract Price payable in that specific currency “c”; and

$L_{mc}$  is the index prevailing at the first day of the month of the corresponding invoice date and  $L_{oc}$  is the index prevailing 28 days before Tender opening for labor; both in the specific currency “c”.

$I_{mc}$  is the index prevailing at the first day of the month of the corresponding invoice date and  $I_{oc}$  is the index prevailing 28 days before Tender opening for other inputs payable; both in the specific currency “c”.

If a price adjustment factor is applied to payments made in a currency other than the currency of the source of the index for a particular indexed input, a correction factor  $Z_o/Z_n$  will be applied to the respective component factor of  $p_n$  for the formula of the relevant currency.  $Z_o$  is the number of units of Kenya Shillings of the index, equivalent to one unit of the currency payment on the date of the base index, and  $Z_n$  is the corresponding number of such currency units on the date of the current index.

6.6.2 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account of all changes in cost due to fluctuations in costs.

## 6.7 Day works

6.7.1 If applicable, the Day work rates in the Service Provider's Tender shall be used for small additional amounts of Services only when the Procuring Entity has given written instructions in advance for additional services to be paid in that way.

6.7.2 All work to be paid for as Dayworks shall be recorded by the Service Provider on forms approved by the Procuring Entity. Each completed form shall be verified and signed by the Procuring Entity representative as indicated in Sub-Clause 1.6 within two days of the Services being performed.

6.7.3 The Service Provider shall be paid for Dayworks subject to obtaining signed Dayworks forms as indicated in Sub-Clause 6.7.2

## 7. Quality Control

### 7.1 Identifying Defects

The principle and modalities of Inspection of the Services by the Procuring Entity shall be as **indicated in the SCC**. The Procuring Entity shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities. The Procuring Entity may instruct the Service Provider to search for a Defect and to uncover and test any service that the Procuring Entity considers may have a Defect. Defect Liability Period is as **defined in the SCC**.

## **7.2 Correction of Defects, and Lack of Performance Penalty**

- a) The Procuring Entity shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.
- b) Every time notice of a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Procuring Entity's notice.
- c) If the Service Provider has not corrected a Defect within the time specified in the Procuring Entity's notice, the Procuring Entity will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in Sub-Clause 3.8.

## **8. Settlement of Disputes**

### **8.1 Contractor's Claims**

- 8.1.1 If the Contractor considers himself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give notice to the Project Manager, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 28 days after the Contractor became aware, or should have become aware, of the event or circumstance.
- 8.1.2 If the Contractor fails to give notice of a claim within such period of 28 days, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and the Procuring Entity shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub-Clause shall apply.
- 8.1.3 The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all as relevant to such event or circumstance.
- 8.1.4 The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at another location acceptable to the Project Manager. Without admitting the Procuring Entity's liability, the Project Manager may, after receiving any notice under this Sub-Clause, monitor the record-keeping and/or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Project Manager to inspect all these records, and shall (if instructed) submit copies to the Project Manager.



8.1.5 Within 42 days after the Contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Project Manager, the Contractor shall send to the Project Manager a fully detailed claim which includes full Supporting particulars of the basis of the claim and of the extension of time and/or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:

- a) This fully detailed claim shall be considered as interim;
- b) The Contractor shall send further interim claims at monthly intervals, giving the accumulated delay and/or amount claimed, and such further particulars as the Project Manager may reasonably require; and
- c) The Contractor shall send a final claim within 28 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the Contractor and approved by the Project Manager.

8.1.6 Within 42 days after receiving a claim or any further particulars supporting a previous claim, or within such other period as may be proposed by the Project Manager and approved by the Contractor, the Project Manager shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars, but shall never the less give his response on the principles of the claim within the above defined time period.

8.1.7 Within the above defined period of 42 days, the Project Manager shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the additional payment (if any) to which the Contractor is entitled under the Contract.

8.1.8 Each Payment Certificate shall include such additional payment for any claim as has been reasonably substantiated as due under the relevant provision of the Contract. Unless and until the particulars supplied are sufficient to substantiate the whole of the claim, the Contractor shall only be entitled to payment for such part of the claim as he has been able to substantiate.

8.1.9 If the Project Manager does not respond within the time frame defined in this Clause, either Party may consider that the claim is rejected by the Project Manager and any of the Parties may refer to Arbitration in accordance with Sub-Clause 8.2 [Matters that may be referred to arbitration].

8.1.10 The requirements of this Sub-Clause are in addition to those of any other Sub-Clause which may apply to a claim. If the Contractor fails to comply with this or another Sub-Clause in relation to any claim, any extension of time and/or additional payment shall take account of the extent (if any) to which the failure has prevented or prejudiced proper investigation of the claim, unless the claim is excluded under the second paragraph of this Sub-Clause.

## **8.2 Matters that may be referred to arbitration**

**8.2.1** Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Services or abandonment of the Services or termination of the Contract by either party:

- a) The appointment of a replacement Project Manager upon the said person ceasing to act.
- b) Whether or not the issue of an instruction by the Project Manager is empowered by these Conditions.
- c) Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.
- e) Any dispute arising in respect of war risks or war damage.
- f) All other matters shall only be referred to arbitration after the completion or alleged completion of the Services or termination or alleged termination of the Contract, unless the Procuring Entity and the Contractor agree otherwise in writing.

### **8.3 Amicable Settlement**

Where a Notice of Dissatisfaction has been given, both Parties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, the Party giving a Notice of Dissatisfaction in accordance with Sub-Clause 8.1 above should move to commence arbitration after the fifty- sixth day from the day on which a Notice of Dissatisfaction was given, even if no attempt at an amicable settlement has been made.

### **8.4 Arbitration**

8.4.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 8.3 shall be finally settled by arbitration. Arbitration shall be conducted in accordance with the Arbitration Laws of Kenya.

8.4.2 The arbitrators shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Project Manager, relevant to the dispute. Nothing shall disqualify representatives of the Parties and the Project Manager from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.

8.4.3 Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for dissatisfaction given in its Notice of Dissatisfaction.

8.4.5 Arbitration may be commenced prior to or after completion of the services. The obligations of the Parties, and the Project Manager shall not be altered by reason of any arbitration being conducted during the progress of the services.

8.4.6 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.

### **8.5 Arbitration with proceedings**

8.5.1 In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following professional institutions;

- i) Law Society of Kenya or
- ii) Chartered Institute of Arbitrators (Kenya Branch)

8.5.2 The institution written to first by the aggrieved party shall take precedence overall other institutions.

8.5.3 The arbitration may be on the construction of this Contract or on any matter or thing of whatsoever nature arising there under or in connection there with, including any matter or thing left by this Contract to the discretion of the Project Manager, or the withholding by the Project Manager of any certificate to which the Contractor may claim to be entitled to or the measurement and valuation referred to in clause 23.0 of these conditions, or the rights and liabilities of the parties subsequent to the termination of Contract.

8.5.4 Provided that no arbitration proceedings shall be commenced on any claim or dispute where notice of a claim or dispute has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue giving rise to the dispute.

8.5.5 Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute shall not commence unless an attempt has in the first instance been made by the parties to settle such claim or dispute amicably with or without the assistance of third parties. Proof of such attempt shall be required.

8.5.6 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any certificate.

8.5.7 The Arbitrator shall, without prejudice to the generality of his powers, have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute which shall be submitted to him in the same manner as if no such certificate, opinion, decision requirement or notice had been given.

8.5.8 The award of such Arbitrator shall be final and binding upon the parties.

## **8.6 Failure to Comply with Arbitrator's Decision**

8.6.1 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other rights it may have, refer the matter to a competent court of law.

## **9. The Adjudicator**

9.1. Should the Adjudicator resign or die, or should the Procuring Entity and the Service Provider agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator will be jointly appointed by the Procuring Entity and the Service Provider. In case of disagreement between the Procuring Entity and the Service Provider, within 30 days, the Adjudicator shall be designated by the Appointing Authority **designated in the SCC** at the request of either party, within 14 days of receipt of such request.

9.2 The Adjudicator shall be paid by the hour at the rate **specified in the TDS and SCC**, together with reimbursable expenses of the types **specified in the SCC**, and the cost shall be divided equally between the Procuring Entity and the Service Provider, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator's decision will be final and binding.

## SECTION C - SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions of the SCC shall prevail over those in the General Conditions of Contract. For the purposes of clarity, any referenced GCC clause numbers are indicated in the left column of the SCC.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(a)	The Adjudicator is ___Not Applicable_____
1.1(w)	Project Manager is <i>ICT Manager</i>
1.1(e)	The contract name is <i>Regional Fibre Optic Cable Maintenance</i>
1.1(h)	The Procuring Entity is <i>_Kenya Pipeline Company_____</i>
1.1(m)	The Member in Charge is <i>_Insert_____</i>
1.1(p)	The Service Provider is <i>___Insert_____</i>
	<p>1.1(y) has been added.</p> <p><b>Taking Over Certificate</b></p> <p>The Taking Over Certificate is the certificate issued by the Project Manager after the Service Provider has successfully completed the scope of works in the contract.</p>
	<p>1.1(z) has been added.</p> <p><b>Completion Certificate</b></p> <p>The Completion Certificate is the certificate issued by the Project Manager at the end of the Defect Liability Period.</p>
	<p>1.1(aa) has been added.</p> <p><b>Defects Liability Period</b></p> <p>Means the period calculated from the Completion Date, or as may be extended, within which the Service Provider is liable for any defects that may develop in the works after taking over by the Procuring Entity.</p>
	<p>1.1(bb) has been added.</p> <p><b>Retention Money</b></p> <p>Means the accumulated monies which the Procuring Entity retains on each Interim Payment Certificate which shall be paid upon issuance of a Completion Certificate.</p> <p>This amount shall be 10% of each interim payment certificate.</p> <p>During the Defects Liability Period, the Procuring Entity shall hold the full retention amount.</p>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	<p>1.1 (cc) has been added</p> <p><b>Contractor:</b> Means the person(s) named as the Service Provider in the Form of Tender accepted by the Procuring Entity. Contractor and Service Provider can be used interchangeably.</p>
1.4	<p>Address of the Project Manager:</p> <p>Kenpipe Plaza, Sekondi Road off Nanyuki Road Industrial Area</p> <p>P.O. Box 73442 – 00200, Nairobi</p>
1.6	<p>The Authorized Representatives are:</p> <p>For the Procuring Entity: ICT Manager</p> <p>For the Service Provider: <i>Insert</i></p>
2.1	<p>The date on which this Contract shall come into effect on the contract signing date.</p>
2.2.2	<p>The Starting Date for the commencement of Services is 14 days after Project Manager’s instructions to commence.</p>
2.3	<p>The Intended Completion Date is <i>two years from contract execution</i></p>
2.5.3	<p>If the value engineering proposal is approved by the Procuring Entity the amount to be paid to the Service Provider shall be 0%</p>
2.6.1	<p>The following sub-clauses have been added.</p> <p>2.6.1.1</p> <p><b>Definition of Force Majeure:</b></p> <p>In this Clause, “Force Majeure” means an exceptional event or circumstance:</p> <ul style="list-style-type: none"> <li>a) Which is beyond a Party's control,</li> <li>b) Which such Party could not reasonably have provided against before entering into the Contract,</li> <li>c) which, having arisen, such Party could not reasonably have avoided or overcome, and</li> <li>d) which is not substantially attributable to the other Party.</li> </ul> <p>2.6.1.2</p> <p><b>Force Majeure Events</b></p> <p>Force Majeure may include, but is not limited to, exceptional events or</p>



Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	<p>circumstances of the kind listed below, so long as conditions (a) to (d) above are satisfied:</p> <ul style="list-style-type: none"> <li>a) war, hostilities (whether war be declared or not), invasion, act of foreign enemies,</li> <li>b) natural catastrophes such as earthquake, hurricane, typhoon or volcanic activity.</li> <li>c) rebellion, terrorism, sabotage by persons other than the Contractor's Personnel, revolution, insurrection, military or usurped power, or civil war,</li> <li>d) riot, commotion, disorder, strike or lockout by persons other than the Contractor's Personnel,</li> <li>e) munitions of war, explosive materials, ionizing radiation or contamination by radioactivity, except as may be attributable to the Contractor's use of such munitions, explosives, radiation or radioactivity, and</li> <li>f) Epidemic</li> <li>g) Pandemic</li> <li>h) Fire</li> </ul>
	<p>The following sub-clauses have been added.</p> <p>2.6.1.3</p> <p><b>Consequences of Force Majeure</b></p> <p>If the Contractor is prevented from performing his substantial obligations under the Contract by Force Majeure of which notice has been given under Sub-Clause 2.6.6 [Notice of Force Majeure], and suffers delay and/ or incurs Cost by reason of such Force Majeure, the Contractor shall be entitled subject to Sub-Clause 8.1 [Contractor's Claims] to:</p> <ul style="list-style-type: none"> <li>a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 2.6.3 [Extension of Time], and</li> <li>b) if the event or circumstance is of the kind described in sub-paragraphs (a) to (d) of Sub-Clause 2.6.1.1 [Definition of Force Majeure] and, in sub-paragraphs (c) to (e) of Sub-Clause 2.6.1.2, occurs in Kenya, payment of any such Cost, including the costs of rectifying or replacing the Service/Works and/or Goods damaged or destroyed by Force Majeure, to the extent they are not indemnified</li> </ul>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	<p>through the insurance policy referred to in Sub- Clause 3.4 [Insurance].</p> <p>The Contractor shall obtain insurance for all Force Majeure events where commercially reasonable terms are available in the market.</p>
2.6.5	<p>The clause in GCC 2.6.5 has been deleted and replaced with the following:</p> <p><b>Payments</b></p> <p>During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall not be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services after the end of such period. This notwithstanding, the Service Provider shall be paid for services offered before occurrence of the force majeure event and in reactivating the Service.</p>
	<p>A new Subclause 2.6.6 has been added:</p> <p><b>Notice of Force Majeure:</b></p> <p>If a Party is or will be prevented from performing its substantial obligations under the Contract by Force Majeure, then it shall give notice to the other Party of the event or circumstances constituting the Force Majeure and shall specify the obligations, the performance of which is or will be prevented. The notice shall be given within 14 days after the Party became aware, or should have become aware, of the relevant event or circumstance constituting Force Majeure.</p> <p>Upon notice from the affected party, the Project Manager and the Contractor shall determine and agree whether the event qualifies as Force Majeure.</p>
	<p>A new Subclause 2.6.7 has been added :</p> <p><b>Consequences of Force Majeure :</b></p> <p>The Contractor shall obtain insurance for all Force Majeure events where commercially reasonable terms are available in the market.</p>
2.7.2 (a)	<p><b>By the Service Provider</b></p> <p>The Project Manager shall make a determination on the submitted invoice and communicate the same to the Service Provider within 14 days after receipt of the same.</p> <p>Kenya Pipeline shall pay the Service Provider within 60 days of receipt of the approved invoiced amount.</p> <p>“Approved Invoice Amount” means the amount in the Service Provider’s invoice which the Project Manager has certified to be the value of the actual work done with supporting documents.</p> <p>In the event of delayed payments from the Procuring Entity, the Service</p>



Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	<p>Provider shall be entitled to interest as a first option, payable in accordance with prevailing mean commercial lending rate as determined by the Central Bank of Kenya (S140(c) PPADA 2015). The service provider will then be at liberty to terminate the contract after 180 days</p> <p><b>Effects of investigations on this contract :</b></p> <p>The parties agree that if this contract is subjected to investigations by state agencies (including but not limited to Directorate of Criminal Investigations, Ethics and Anti-Corruption Commission, Directorate of Public Prosecution, or Commission of Administrative Justice (office of the Ombudsman) parties shall abide by any directive issued by the investigating agency on the contract. KPC shall not be liable for any claims, costs, penalties, or interests arising from any such directive or outcome of the investigations. KPC undertakes to promptly notify the contractor upon commencement of the investigations.</p>
3.2.3	<p>SCC Clause 3.3 shall apply</p> <p><b>Prohibition of Conflicting Activities</b> In addition, Intellectual property rights shall vest in Kenya Pipeline Company Limited.</p> <p>KPC shall hold all ownership, title, and rights in any Custom Software developed in connection with performance of obligations under the Contract, or modifications to the system, and their associated documentation including all performance enhancing operational plans and vendors' special utilities. KPC shall have sole right to produce, publish, or otherwise use such software, modifications, and documentation developed under the contract and to authorize others to do so.</p>
3.3	<p><b>Confidentiality</b></p> <p>The clause has been amended to read as follows:</p> <p>The Service Provider, its Subcontractors, and the Personnel of either of them shall not, after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Procuring Entity's business or operations without the prior written consent of the Procuring Entity.</p>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
3.4	<p><b>The Service Provider</b></p> <p>The risks and coverage by insurance shall be:</p> <ul style="list-style-type: none"> <li>(i) Third Party motor vehicle: All vehicles that shall be used in the Contract.</li> <li>(ii) Third Party liability: 100% quantum of loss</li> <li>(iii) Procuring Entity's liability and workers' compensation: as per WIBA</li> <li>(iv) Professional liability: 100% of Contract Sum and consequential loss.</li> <li>(v) Loss or damage to equipment and property: 100% quantum of loss</li> </ul> <p>Insurance shall be placed in accordance with the insurance laws of Kenya</p>
3.5 (d)	<p><b>Service Provider's Actions Requiring Procuring Entity's Prior Approval</b></p> <p>The other actions are :- <i>All access and works at and within KPC's sites and right of way.</i></p>
3.7	<p><b>Documents Prepared by the Service Provider to Be the Property of the Procuring Entity</b></p> <p>The Service Provider shall not use plans, drawings, specifications, designs, reports, and other documents and software arising from the contract without the consent of the Procuring Entity or in any other manner that violates any applicable laws</p>
3.8.1	<p><b>Payments of Liquidated Damages</b></p> <p>The liquidated damages shall be in accordance with prevailing mean commercial lending rates as determined by the Central Bank of Kenya as provided for in the Public Procurement and Asset Disposal Act [S140(c)PPADA 2015]</p> <p>The maximum amount of liquidated damages is 10% of the final contract price.</p>
3.8.2	<p><b>Correction for Over-payment:</b></p> <p>The last sentence of this clause is not applicable</p>
3.8.3	<p><b>Lack of Performance Penalty</b></p> <p>The Performance Penalty shall be 5% of the cost of correcting the defect</p>
3.9	<p><b>Performance Security</b></p> <p>This clause has been deleted and substituted by the following:</p> <p>The performance security will be in the form of a bank guarantee from a</p>

<b>Number of GC Clause</b>	<b>Amendments of, and Supplements to, Clauses in the General Conditions of Contract</b>
	Bank in Kenya recognized by the Central Bank of Kenya in the amount(s) of 10% percent of the Contract Amount and in the same currency(ies) of the Contract Amount, and shall remain valid until a Taking Over Certificate is issued.
<b>3.11</b>	<b>Sustainable Procurement</b> The following sustainable procurement contractual provisions apply, where possible: <ul style="list-style-type: none"> <li>(i) Local sourcing for materials and labour</li> <li>(ii) Efficient use of natural resources</li> <li>(iii) Reduce packaging and waste</li> <li>(iv) Job creation</li> </ul>
<b>5.1</b>	<b>Assistance and Exemptions</b> The assistance and exemptions provided to the Service Provider are: <i>Not Applicable</i>
<b>5.3</b>	<b>Services and Facilities</b> The service and facilities to be provided are: Refer to Appendix G
<b>6.1.2</b>	<b>Lump-Sum Remuneration</b> There shall be no correction of the Tender Price.
<b>6.2(a)</b>	<b>Contract Price</b> The amount in Kenya Shillings _____.
<b>6.2(b)</b>	<b>Contract Price</b> The service provider will invoice the Procuring Entity in the currency used in the Framework agreement and the Price Schedules The Service Providers may use the following freely convertible currencies : USD GBP, Euro, KES
<b>6.3.2</b>	<b>Payment for Additional Services, and Performance Incentive Compensation</b> The performance incentive paid to the Service Provider shall be: Not Applicable
<b>6.4</b>	<b>Terms and Conditions of Payment</b>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	<p>Payments shall be made according to the following schedule:</p> <p>Payment shall be made after KPC's inspection and acceptance of the call-off order goods, works and services (100%).</p> <p>Payment shall be made within <b>30 (Thirty)</b> days of receipt of the invoice and the relevant documents.</p>
6.5	<p><b>Interest on Delayed Payments</b></p> <p>The payment-delay period after which the Procuring Entity shall pay interest to the supplier shall be 60 days upon receipt of an accepted invoice.</p> <p>Subject to the availability of funds and after valuation of the services have been done, the Procuring Entity shall make payment within sixty days from the date of receipt of the undisputed invoice. (<i>Regulation 150(1) Public Procurement and Asset Disposal (PPADA 2015) Regulations 2020.</i>)</p> <p>The interest shall be in accordance with prevailing mean commercial lending rate as determined by Central Bank of Kenya (S140(c) PPADA 2015)</p> <p><b>Effects of investigations on the resultant contract</b></p> <p>The parties agree that if the resultant contract is subjected to investigations by state agencies (including but not limited to, the Directorate of Criminal Investigations, Ethics and Anti-Corruption Commission, Directorate of Public Prosecution or Commission on Administrative Justice (Office of the Ombudsman) parties shall abide by any directive issued by the investigating agency on the contract. KPC shall not be liable for any claims, costs, penalties, or interests arising from any such directive or outcome of the investigations. KPC undertakes to promptly notify the supplier upon commencement of the investigations and the resulting directives.</p>
6.6	<p><b>Price Adjustment</b></p> <p>Not Applicable : There shall be no price adjustments</p>
7.1	<p><b>Identifying Defects</b></p> <p>The principle and modalities of Inspection of the Services by the Procuring Entity shall be according to the applicable Specifications, Codes and Standards</p> <p>Defects Liability Period shall be applicable to goods supplied under the framework contract and shall be equal to the items' manufacturer's warranty periods.</p>

<b>Number of GC Clause</b>	<b>Amendments of, and Supplements to, Clauses in the General Conditions of Contract</b>
<b>8.1.2</b>	<b>Contractor's Claims</b> The last sentence in this clause is deleted.
<b>8.1.7</b> <b>8.1.9</b>	<b>Contractor's Claims</b> Within a period of 42 days, the Project Manager shall proceed to determine (i) the extension (if any) of the Time for Completion (before or after its expiry), and/or (ii) the additional payment (if any) to which the Contractor is entitled under the Contract. There will be no Arbitration. Refer to SCC for Clause 8.2
<b>8.2</b> <b>8.3</b> <b>8.4</b> <b>8.5</b> <b>8.6</b>	<u><b>Settlement of Disputes</b></u> There shall be no Arbitration instead; The Employer and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract. 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 at the High Court of Kenya.
<b>9</b>	<b>The Adjudicator</b> Not applicable.



## **Appendices**

### **Appendix A - Description of the Services**

*Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Procuring Entity, etc.*

### **Appendix B - Schedule of Payments and Reporting Requirements**

*List all milestones for payments and list the format, frequency, and contents of reports or products to be delivered; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here “Not applicable.”*

### **Appendix C - Subcontractors**

*List under: C-1 List of approved Subcontractors (if already available); same information with respect to their Personnel as in C-1.*

**Appendix D – Breakdown of Contract Price** *List here the elements of cost used to arrive at the breakdown of the lump-sum price. This appendix will exclusively be used for determining remuneration for additional Services.*

### **Appendix E - Services and Facilities Provided by the Procuring Entity**

### **Appendix F – Framework Agreement**

## **Section X - Contract Forms**

### **Table of Forms**

1. PERFORMANCE SECURITY OPTION 1– (Unconditional Demand Bank Guarantee)
2. PERFORMANCE SECURITY OPTION 2– (Performance Bond)
3. ADVANCE PAYMENT SECURITY [Demand Bank Guarantee]
4. BENEFICIAL OWNERSHIP DISCLOSURE FORM
5. SERVICE LEVEL AGREEMENT



**FORM NO. 1 - PERFORMANCE SECURITY - (Unconditional Demand Bank Guarantee)**

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** \_\_\_\_\_ *[insert name and Address of*

Procuring Entity] **Date:** \_\_ *[Insert date of issue]*

**PERFORMANCE GUARANTEE No.:**

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. We have been informed that \_\_\_\_\_ (herein after called" the Applicant") has entered into Contract No. \_\_\_\_\_ *[dated]* \_\_\_\_\_ with the Beneficiary, for the execution of \_\_\_\_\_ (herein after called" the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.
3. At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_ ( ),<sup>1</sup> such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
4. This guarantee shall expire, no later than the.....Day of.....<sup>2</sup>, and any demand for payment under it must be received by us at this office indicated above on or before that date.
5. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

---

*[Name of Authorized Official, signature(s) and seals/stamps]*

***Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.***

**FORM No. 2 - PERFORMANCE SECURITY OPTION 2 - (Performance Bond)**

*[Note: Procuring Entities are advised to use Performance Security – Unconditional Demand Bank Guarantee instead of Performance Bond due to difficulties involved in calling Bond holder to action]*

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** \_\_\_\_\_ *[insert name and*

*Address of Procuring Entity]* **Date:** \_\_\_\_\_ *[Insert date of issue]*

**PERFORMANCE BOND No.:**

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. By this Bond \_\_\_\_\_ as Principal  
(hereinafter called “the Contractor”)  
and \_\_\_\_\_  
\_\_\_\_\_ / as Surety (hereinafter called “the Surety”), are held and  
firmly bound unto \_\_\_\_\_  
\_\_\_\_\_ / as

Obligee (herein after called “the Procuring Entity”) in the amount of  
\_\_\_\_\_ for

the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

2. WHEREAS the Contractor has entered into a written Agreement with the Procuring Entity dated the  
Day of \_\_\_\_\_, 20, for \_\_\_\_\_ in accordance with the documents, plans, specifications, and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are herein after referred to as the Contract.

3. NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise, it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Procuring Entity to be, in default under the Contract, the Procuring Entity having performed the Procuring Entity's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:
  - 1) Complete the Contract in accordance with its terms and conditions; or
  - 2) Obtain a tender or tenders from qualified tenderers for submission to the Procuring Entity for completing the Contract in accordance with its terms and conditions, and upon determination by the Procuring Entity and the Surety of the lowest responsive Tenderers, arrange for a Contract between such Tenderer, and Procuring Entity and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "Balance of the Contract Price," as used in this paragraph, shall mean the total amount payable by Procuring Entity to Contractor under the Contract, less the amount properly paid by Procuring Entity to Contractor; or
  - 3) Pay the Procuring Entity the amount required by Procuring Entity to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.
4. The Surety shall not be liable for a greater sum than the specified penalty of this Bond.
5. Any suit under this Bond must be instituted before the expiration of one year from the date of the issuing of the Taking-Over Certificate. No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Procuring Entity named herein or the heirs, executors, administrators, successors, and assigns of the Procuring Entity.
6. In testimony whereof, the Contractor has hereunto set his hand and

affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this day\_\_of\_\_\_\_20\_\_\_\_.

SIGNED ON\_\_\_\_\_on behalf of

By\_\_\_\_\_in the capacity of In the

presence of\_\_\_\_\_.SIGNED ON\_\_\_\_\_on

behalf of

By

\_\_\_\_\_i

n the capacity of In the presence of

**FORM NO. 3 - ADVANCE PAYMENT SECURITY [Demand Bank Guarantee]**

*[Guarantor letterhead*

*or SWIFT identifier*

*code] [Guarantor*

*letterhead or SWIFT*

*identifier code]*

**Beneficiary:** \_\_\_\_\_ *[Insert name and*

*Address of Procuring Entity] **Date:** \_\_ *[Insert date of*  
*issue]**

**ADVANCE PAYMENT GUARANTEE No.:** *[Insert*

*guarantee reference number] **Guarantor:** *[Insert name and**

*address of place of issue, unless indicated in the letterhead]*

1. We have been informed that \_\_\_\_\_ (herein after called “the Applicant”) has entered into Contract No. \_\_\_\_ dated \_\_\_\_\_ with the Beneficiary, for the execution of \_\_\_\_\_ (herein after called " the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum \_\_\_\_\_ ( ) is to be made against an advance payment guarantee.
3. At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ ( )<sup>1</sup> upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:
  - a) Has used the advance payment for purposes other than the costs of mobilization in respect of the Works; or
  - b) Has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.

4. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account number\_\_\_\_\_at\_.
5. The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, less provisional sums, has been certified for payment, or on the day of, 2,<sup>2</sup> whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.
6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months] [one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

*[Name of Authorized Official, signature(s) and seals/stamps]*

***Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.***

---

<sup>1</sup>*The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency (ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Procuring Entity.*

<sup>2</sup>*Insert the expected expiration date of the Time for Completion. The Procuring Entity should note that in the event of an extension of the time for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Procuring Entity might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."*

## FORM NO. 4 BENEFICIAL OWNERSHIP DISCLOSURE FORM

### **INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM**

*This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the Tenderer by meeting one or more of the following conditions:*

- Directly or indirectly holding 25% or more of the shares.*
- Directly or in directly holding 25% or more of the voting rights.*
- Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.*

Tender Reference No.: \_\_\_\_\_

\_\_\_\_\_ [insert identification no] Name of  
the Assignment: \_\_\_\_\_ [insert name of  
the assignment] to: \_\_\_\_\_ [insert complete name of Procuring  
Entity]

In response to your notification of award dated \_\_\_\_\_ [insert date of  
notification of award] to furnish additional information on beneficial  
ownership: \_\_\_\_\_ [select one option as  
applicable and delete the options that are not applicable]

I) We here by provide the following beneficial ownership information.

Details of beneficial ownership

<b>Identity of Beneficial Owner</b>	<b>Directly or indirectly holding 25% or more of the shares (Yes / No)</b>	<b>Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No)</b>	<b>Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes / No)</b>
<i>[include full name (last, middle, first), nationality,</i>			



<i>country of residence]</i>			
------------------------------	--	--	--

*OR*

- ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions: directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.*

*OR*

*We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Tenderer shall provide explanation on why it is unable to identify any Beneficial Owner]*

*Directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights.*

*Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer]”*

*Name of the Tenderer: .....\*[insert complete name of the Tenderer]*

*Name of the person duly authorized to sign the Tender on behalf of the Tenderer: \*\* [insert complete name of person duly authorized to sign the Tender]*

*Title of the person signing the Tender: ..... [insert complete title of the person signing the Tender]*

*Signature of the person named above: ..... [insert signature of person whose name and capacity are shown above]*

*Date signed ..... [insert date of signing] day of..... [Insert month], [insert year]*

## **APPENDIX F: FRAMEWORK AGREEMENT**



The Parties shall enter into this contract as a Framework Agreement within 28 days after the Contractor receives the Letter of Acceptance, unless the Particular Conditions establish otherwise. The Framework Agreement shall be based upon FORM No. 3 – FRAMEWORK AGREEMENT annexed to the Particular Conditions. The costs of stamp duties and similar charges (if any) imposed by law in connection with entry into the Framework Agreement shall be borne by the Procuring Entity.

1.2 The Framework Agreement establishes the terms and conditions that will govern the contract awarded during the term of the Framework Agreement. The Framework Agreement establishes for the procurement works by package as and when required, over the specified period of time. The Framework Agreement does not commit a Procuring Entity to procure, nor a Firm to supply. The Framework Agreement allows the Procuring Entity to call the Contractor to commence the works on a particular package in a specified location within the duration of the agreement.

1.3 This Framework Agreement does not guarantee the contractor of being called for a contract to start and no commitment is made with regard to possible number of packages to carry out.

1.4 This Framework Agreement does exclude the Procuring Entity from the right to procure the same Works from other firms.

1.5 This Framework Agreement does not stop the Procuring Entity from removing the contractor from the same Agreement.

1.6 FAs shall be established for a maximum period of three (3) years. The Procuring Entity may with the Consent of the Contractor extend this Agreement where the agreement period is less than three (3) years, if the initial engagement has been satisfactory.

**1.7 Call-off Contracts;** for work on a package to start, the Procuring Entity shall issue a notice of acceptance of a package requesting the contractor to furnish a Performance Security and to start the works thereafter, and providing the contractor with details of location where the works, are to be carried out. The call-off statement shall specify the objectives, tasks, deliverables, timeframes and price or price mechanism. The price for individual call-off contracts shall be based on the prices detailed in the Framework Agreement.

Names of all Service Lines and Packages awarded to the Tenderer.

<b>Description and No of Service Line or Package</b>	<b>Name of Tenderer</b>	<b>Address of the Tenderer</b>	<b>Awarded Tender price</b>

**SERVICE LEVEL AGREEMENT  
(SLA)**

**FRAMEWORK CONTRACT FOR THE SUPPLY OF  
FIBRE OPTIC CABLE PARTS AND SERVICES**

BETWEEN



**KENYA PIPELINE COMPANY (KPC)**

AND

**FRAMEWORK CONTRACTOR**

**This Service Level Agreement** is made this.....day of .....2025 **BETWEEN**

**KENYA PIPELINE COMPANY LIMITED** a limited liability company incorporated under the laws of the Republic of Kenya whose registered office is Kenpipe Plaza, Sekondi Rd, off Nanyuki Rd, Industrial Area whose address is P.O. Box 73442-00200 Nairobi (hereinafter called “the Procuring Entity” which expression shall where the context so admits include its successors and assigns) of the one part, **AND**

**FRAMEWORK CONTRACTOR** a limited liability company duly incorporated in Kenya with its registered office situated at XXXX, P.O Box XYZ. Kenya, in the Republic aforesaid, (*hereinafter referred to as the “Service Provider”*) of the other part.

This SLA shall take effect on the Effective Date indicated in the Signing of contract and shall remain in force for the duration of the maintenance period.

**NOW THEREFORE**, the parties hereto hereby agree as follows:

## **1. Definitions and Interpretations**

In this Agreement, unless specifically stated, words and expressions shall have the same meanings as are respectively assigned to them in the REGIONAL FRAMEWORK CONTRACT FOR FIBRE OPTIC CABLE PARTS AND SERVICES (#KPC/PU/FW-XXX(ICT)NBI/23-24) – LOT X

Unless the context or express provision otherwise requires: -

- 1.1. Service Availability means the measure of the probability that a service is available on the Dark Fibers at any given time.
- 1.2. Change Request Form means a written notification of intended works issued by the Service Provider to the KPC indicating the date, duration and expected impact to services.
- 1.3. Response time means the acknowledgment by Service Provider of a fault notification made by email or telephone from the Service Provider and which is followed by issuance of a Trouble Ticket or Fault Reference Number by the Procuring Entity.
- 1.4. Service Credits means a deduction against the Service Providers maintenance service charges for non-fulfilment of the service orders.
- 1.5. Unscheduled Maintenance means emergency or ad hoc works of an urgent nature required on the KPC Fiber cable network.
- 1.6. Incident means an unplanned interruption to service availability or reduction in the quality of service. Incident Report Number means a unique number to be issued upon reporting of an incident/complaint for purposes of tracking its resolution.
- 1.7. Incident Report means the detailed chronological report on failure including the causes of failure and actions carried out to resolve by the Procuring Entity.

- 1.8 Restoration time means the time between escalation of an incident to the Service Provider by the Procuring Entity to when the incident has been resolved or a temporary solution has been put in place.
- 1.9 Incident Status Update Interval means the time interval after the escalation of an incident whereby the Service Provider updates the Procuring Entity on the progress of the fault rectification and any support required from the Procuring Entity.
- 1.10 Incident Closure time: this is the total time extended from the period of incident restoration to allow for post restoration monitoring that may in certain circumstances call for re-opening of an incident ticket to the final closure of that ticket.
- 1.11 SC means Service Charge for any of the listed services under this framework contract.
- 1.12 MRC means Monthly recurring charges that KPC charges fiber lease clients for one core of fiber between two KPC stations that are sixty (60) Kilometers apart at the standard rate of USD.22 per core per Kilometer.
2. This SLA shall take effect on the Effective Date indicated in the contract and shall remain in force for the duration of the framework contract.

### **3. Scope of this Service Level Agreement**

The SLA will cover the following areas.

- a) Incident/ problem reporting
- b) Fault categorization
- c) Reported incident escalation procedure
- d) Maintenance of fiber network
- e) Access by Service Provider
- f) Incident resolution times
- g) Service credits & Penalties
- h) Miscellaneous provisions

#### 4. Incident/ problem reporting

4.1 When reporting an incident, KPC is required to give the following information.

- a) Description of incident
- b) Name and contacts of person reporting the incident
- c) Location of the incident
- d) Time of incident
- e) Trouble Ticket (TT) issued by KPC

4.2 All incidents should be reported through either;

- a) The Service provider's Call Center,
- b) The Service provider's service portal (website) or
- c) The Service provider's incident e-mail.

4.3 Upon reporting an incident, the procuring entity shall be issued with an Incident Report Number (IRN) for tracking the incident until it is resolved.

#### 5. Fault Categorization

- i) **Critical Fault** – will be deemed to have occurred when total loss of service will have been experienced by KPC.
- ii) **Severe Fault** – will be deemed to have occurred when a significant degradation of service will have been experienced by the KPC.
- iii) **Minor Fault** – will be deemed to have occurred when a minor degradation of service will have been experienced by the KPC.

Fault category	Description
<b>Critical Fault</b>	<ul style="list-style-type: none"><li>- Fiber cut/break</li><li>- Business Disruptions</li></ul>
<b>Severe Fault</b>	<ul style="list-style-type: none"><li>- Business Disruptions</li><li>- Poor/ faulty fiber accessories</li><li>- Faulty equipment</li></ul>
<b>Minor Fault</b>	<ul style="list-style-type: none"><li>- Business Disruptions</li><li>- Poor/ faulty fiber accessories</li><li>- Faulty equipment</li></ul>

## 6. Reporting incidents and escalation procedures

6.1 The Service Provider may escalate incidents within the stipulated SLA times as follows;

<b>Escalation Level</b>	<b>Escalation Point (Contacts)</b>
1 <sup>st</sup> Level	<b>Helpdesk:</b> <b>Tel:</b> <b>Mob:</b> <b>Email:</b> <b>Web portal:</b>
2 <sup>nd</sup> Level	<b>Name:</b> <b>Designation:</b> <b>Tel:</b> <b>Email:</b>
3 <sup>rd</sup> Level	<b>Name:</b> <b>Designation:</b> <b>Tel:</b> <b>Email:</b>
4 <sup>th</sup> Level	<b>Name:</b> <b>Designation:</b> <b>Tel:</b> <b>Email:</b>

6.2 Kenya Pipeline Company can escalate the reported incidents if the service restoration times indicated below have been exceeded.

<b>Fault Category</b>	<b>Time in Hours from the time of incident reporting</b>		
	<b>2<sup>nd</sup> Level Escalation</b>	<b>3<sup>rd</sup> Level Escalation</b>	<b>4<sup>th</sup> Level escalation</b>
<b>Critical Fault</b>	4	8	12
<b>Severe Fault</b>	6	12	24
<b>Minor Fault</b>	6	12	24

## 7. Maintenance of the Fiber Network

7.1 Unscheduled Maintenance – Where the Procuring Entity requires conducting an unscheduled or urgent maintenance activity the shall issue a Change Request Notice to the Service Provider one (1) day in advance for the service provider to plan and prepare as necessary or at the time of placing the call-off order whichever comes first.

7.2 Planned Maintenance - Where the KPC requires conducting a planned maintenance activity, the Procuring Entity shall issue a Change Request Notice to the Service Provider ten (10) days in advance or at the time of placing the call-off order whichever comes first.

## 8. Access by Service Provider

8.1 The Service Provider will be required to notify KPC of the need to access any site and facility belonging to the procuring entity for purposes of carrying out any of the service mandates stipulated in the framework contract. The notification shall be either via KPC's Service desk contacts, Service portal (website) or the fiber incident email address as below;

Access Type	Notification Time	Notification Contacts
Routine Maintenance	2 working days	Email address: <a href="mailto:foc-support@kpc.co.ke">foc-support@kpc.co.ke</a>  Telephone: 0709 723250
Emergency Access	Immediately	
Site Surveys	2 working days	

8.2 The Service Provider will be required to provide the following information.

- a) Time and date when access is required.
- b) Who to be granted access (Name, National ID. Number, and contacts)
- b) Description of works to be undertaken.

## 9. Incidence Resolution Times

The Service Provider shall resolve the reported incident as indicated in the table below.

Description	CRM – Incidence Restoration Time (Hours)
Critical Fault	3
Severe Fault	4
Minor Fault	4



## 10. Service Credits & Penalties

KPC shall impose Service Credits and penalties if the service provider fails to meet the agreed Service Availability requirements.

The penalties shall apply to service provision delays and shall be deducted from Service charges (SC) before payment is made to the Service Provider as per the below schedule.

Framework Service Type	Service Delivery Time	Penalty for response delays (Per Month / Kilometer)
Fiber Splicing & Repair Services	Within 3 Hours	Nil
	3 Hours –to- 8 Hours	KES.1,375
	8 Hours -to- 14 Hours	KES.2,750
	14 Hours -to- 36 Hours	KES. 5,500
	Above 36 Hours	KES. 5,500
Supply of spares, parts and consumables	As per call-off purchase order terms and conditions.	As per terms and conditions of the purchase order.

Note:

The Penalty for non-compliance to the response and restoration timelines shall be computed based on the distance covered under the framework contract maintenance.

*For instance, if the service provider maintains a segment of 100KM of fiber length, and an outage lasts between 3 – 8 hours before they restore the same, KPC shall levy a penalty of  $100 \times 1,375 = \text{KES.}137,500.00$  for that month during which the delayed response occurred.*

However, the service provider shall still be entitled to payments arising from any parts, spares, works and services rendered during the incident.

## 11. Miscellaneous Provisions

The Parties agree that save for the provisions contained in this SLA the provisions and contents of the contract shall apply to this SLA. All additions, amendments or variations to this Agreement shall only be binding and effective if in writing and signed by both Parties.

**IN WITNESS** whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Kenya on the day, month and year indicated above.

**SEALED** with the **COMMON SEAL** of  
**KENYA PIPELINE COMPANY LIMITED**

in the presence of: )  
)  
)  
**JOE SANG** ).....  
**MANAGING DIRECTOR** )  
)  
)  
)  
**FLORA OKOTH(MRS)** )  
**GENERAL MANAGER** ) .....  
**(COMPANY SECRETARY & LEGAL** )  
**SERVICES)** )  
)  
)  
**PIUS MWENDWA** ) .....  
**GENERAL MANAGER(FINANCE)** )  
)

**SEALED** with the **COMMON SEAL** of  
**FRAMEWORK CONTRACTOR**

in the presence of:

)

**NAME:** )

**MANAGING DIRECTOR** ) .....

)

)

**Witnessed by:** )

)

**NAME:** )

**DIRECTOR/COMPANY SECRETARY** ) .....

)

)