



**THE COMMISSION ON ADMINISTRATIVE JUSTICE**

**“Office of the Ombudsman”**

**‘Hata Mnyonge ana Haki’**

**TENDER NO.CAJ /CS/01/ 2024-2025 FOR PROVISION OF COMPREHENSIVE  
CLEANING, FUMIGATION & SANITARY SERVICES**

**(RESERVED TO REGISTERED AGPO GROUP)**

**FOR PERIOD 1<sup>ST</sup> NOVEMBER, 2024 TO 31<sup>ST</sup> OCTOBER, 2025**

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## SECTION I

### INVITATION TO TENDER

#### PROCURING ENTITY: THE COMMISSION ON ADMINISTRATIVE JUSTICE

#### CONTRACT NAME PROVISION OF COMPREHENSIVE CLEANING, FUMIGATION & SANITARY SERVICES AT THE COMMISSION ON ADMINISTRATIVE (OFFICE OF THE OMBUDSMAN)

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The Commission on Administrative Justice (office of the Ombudsman) (CAJ) invites sealed tenders for the provision of Comprehensive cleaning, fumigation & Sanitary services for CAJ offices, located **NAIROBI, MOMBASA, KISUMU, ELDORET, ISIOLO, GARISSA, MERU, MAKUENI AND NYAHURURU**; for a period of one year, renewable once subject to satisfactory performance.

Tendering will be conducted under open competitive method [Open Tender] using a standardized tender document. Tendering is open to all AGPO and interested Tenderers.

1. Qualified and interested tenderers may obtain further information through [procurement@ombudsman.go.ke](mailto:procurement@ombudsman.go.ke). More details on the Services are provided in **PART 2 - Services' Requirements**, Section V - Description of Services of the Tender Document.
2. A complete set of tender documents may be viewed and downloaded from the CAJ and PPIP websites [www.ombudsman.go.ke](http://www.ombudsman.go.ke); and [www.tender.go.ke](http://www.tender.go.ke); . Tender documents obtained electronically will be free of charge. Tenderers who download the tender document must forward their particulars immediately to [procurement@ombudsman.go.ke](mailto:procurement@ombudsman.go.ke) to facilitate any further clarification or addendum. Bidder can make site visit to our offices which is (NOT MANDATORY)
3. All Tenders must be accompanied by a tender security declaration form.
4. The Tenderer shall chronologically serialize and paginate all pages of the tender documents submitted.
5. Completed tenders must be delivered to the address below on or before 18th September 2024 at 1200hrs. Electronic Tenders are NOT permitted.
6. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later.
7. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
8. Late tenders will be rejected.

The addresses submission of Tenders

Commission Secretary/CEO  
The Commission on Administrative Justice  
Office of the Ombudsman  
1<sup>st</sup> Floor, West End Towers, Waiyaki Way, Nairobi  
P.O. BOX 20414- 00200  
NAIROBI, KENYA

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## PART 1 - TENDERING PROCEDURES

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### SECTION II

#### INSTRUCTIONS TO TENDERERS

##### A. General

##### 1. Scope of Tender

1.1 This tendering document is for the delivery of Non-Consulting Services, as specified in Section V, CAJ's Requirements. The name, identification and number of this tender are specified in the **TDS**.

##### 2. Throughout this tendering document:

The terms:

- a) The term "in writing" means communicated in written form mail or by mail, including if specified **in the TDS**, distributed or received through the email with proof of receipt;
- b) if the contexts or esquires, "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 CAJ. It excludes the CAJ'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 TDS**.

##### 3. Fraud and Corruption

3.1 CAJ requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015 (the Act), 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 CAJ 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, CAJ has indicate in the **TDS** and make available to all the firms together with this tender document all Information that would in that respect gives such firm any unfair competitive advantage over competing firms.

#### 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 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. Members of a joint venture may not also make an individual tender, be a sub contract or in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the **TDS**.
- 4.2 Public Officers, of CAJ, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse in which they have a substantial or controlling interest shall not be eligible to tender or be awarded 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 CAJ regarding this Tendering process; or
  - d e or any of its affiliates participate as a consultant in the preparation of CAJ's Requirements (including Activities Schedules, Performance Specifications and Drawings) for the Non-Consulting 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 CAJ or for the Contract implementation; or
  - e would be providing goods, works, or non-consulting 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
  - f has a close business or family relationship with a professional staff of CAJ or of the project implementing agency, who:
  - g are directly or in directly involved in the preparation of the tendering document or specifications of the contract, and/or the Tender evaluation process of such contract; or
  - h Would be involved in the implementation or supervision of such contract unless the conflicts teeming from such relationship has been resolved in a manner

acceptable to CAJ throughout the procurement process and execution of the Contract.

- 4.4 A 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.
- 4.5 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4 .9.
- 4.6 A 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 pre-qualified 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 PPRA Website [www.ppra.go.ke](http://www.ppra.go.ke)
- 4.7 Tenderers 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 CAJ.
- 4.8 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 take 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.
- 4.9 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.
- 4.10 tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labour) 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 CAJ 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 the tenderer is not registered in Kenya or if the tenderer is registered in Kenya and has less than 51 percent ownership by Kenyan citizens. JVs are considered as foreign tenderers if the individual member firms are not registered in Kenya or if are registered in Kenya and have less than 51 percent ownership by Kenyan citizens. The JV shall not sub contract to foreign firms more than 10 percent of the contract price, excluding provisional sums.
- 4.12 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)

4.13 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.

4.14 A Kenyan tenderer shall be eligible to tender if it provides evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate is sued by the Kenya Revenue Authority.

## **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 pre-qualification of Tenderers has been undertaken as stated in ITT 18.3, 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 10.

#### **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) notice or the notice to pre -qualify Tenderers, as the case may be, issued by CAJ is not part of this tendering document.

6.3 Unless obtained directly from CAJ, CAJ 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 10. In case of any contradiction, documents obtained directly from CAJ 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.

#### **1. Site Visit**

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

### **8 Pre-Tender Meeting**

- 8.1 CAJ shall specify in the **TDS** if a pre-tender conference will be held, when and where. CAJ shall also specify in the **TDS** if a pre-arranged pretender site visit 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 CAJ not later than the period specified in the **TDS** before the meeting.
- 8.3 Minutes of the pre-Tender meeting and the pre-arranged pre tender visit of the site of the service, 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 ITT6.3. Minutes shall not identify the source of the questions asked.
- 8.4 CAJ shall also promptly publish anonymized (no names) Minutes of the preTender meeting and the pre-arranged pretender visit of the site of the service 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 CAJ exclusively through the issue of an Addendum pursuant to ITT10 and not through the minutes of the pre- Tender meeting. Nonattendance at the preTender 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 CAJ in writing at CAJ'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 Service if provided for in accordance with ITT 8.4. CAJ 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. CAJ 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**, CAJ shall also promptly publish its response at the webpage identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, CAJ shall

amend the Tender Documents appropriately following the procedure under ITT 8.4.

## 10. Amendment of Tender Documents

10.1 At any time prior to the deadline for submission of Tenders, CAJ 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 CAJ in accordance with ITT 6.3. CAJ shall also promptly publish the addendum on the CAJ's web page in accordance with ITT 8.4.

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

## 11. Cost of Tendering

10.4 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and CAJ 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 CAJ shall be written in the English language. Supporting documents and printed literature that are part of the Tender may be 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:** 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  
**Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 22.3;
- e **Qualifications:** documentary evidence in accordance with ITT 19 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
- f **Tenderer's Eligibility:** documentary evidence in accordance with ITT 19 establishing the Tenderer's eligibility to Tender;
- g **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**.

h The Tenderer shall chronologically serialize pages of all tender documents submitted.

13.2 In addition to the requirements under ITT 13.1, 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.

13.3 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 22.3. All blank spaces shall be filled in with the information requested.

14.2 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.

#### **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 Best Evaluated Tender shall be considered by CAJ.

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 required 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, CAJ'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 16.1.

- 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 CAJ 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 30 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**

- 17.1 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 Non-Consulting 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, CAJ's Requirements.
- 18.2 Standards for provision of the Non-Consulting Services are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality provided that it demonstrates, to CAJ's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, CAJ's Requirements.
- 18.3 Tender 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 CAJ, a Service provider or group of service providers. qualifies for a margin of preference. Further the information will enable CAJ 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 thereby help to prevent any corrupt influence in relation to the procurement processor contract management.
- 18.4 The purpose of the information described in ITT 18.3 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 CAJ as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.

18.5 The Tenderer shall provide further documentary proof, information or authorizations that CAJ may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT18.3. 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.

18.6 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to CAJ. 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 CAJ.

18.7 If a tenderer fails to submit the information required by these requirements, its tenderer will be rejected. Similarly, if CAJ 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.

18.8 If information submitted by a tenderer pursuant to these requirements, or obtained by CAJ (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 on going, 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, pending the outcome of (iii),
- iii) The tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.

18.9 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 18.9 will ensue unless the tenderer can show to the reasonable satisfaction of CAJ that any such act was not material, or was due to genuine error or which was not attributable to the intentional act, negligence or recklessness of the tenderer.

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

19.1 To establish Tenderer's their eligibility in accordance with ITT4, Tenderers shall complete the Form of Tender, included in Section IV, Tendering Forms.

19.2 The documentary evidence of the Tenderer's qualification stopper form the Contract if its Tender is accepted shall establish to CAJ's satisfaction that the Tenderer meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

- 19.3 All Tenderers shall provide in Section IV, Tendering Forms, a preliminary description of the proposed methodology, work plan and schedule.
- 19.4 In the event that pre-qualification of Tenderers has been undertaken, only Tenders from prequalified Tenderers shall be considered for award of Contract. These qualified Tenderers should submit with their Tenders any information updating their original prequalification applications or, alternatively, confirm in their Tenders that the originally submitted pre-qualification information remains essentially correct as of the date of Tender submission.
- 19.5 If pre-qualification has not taken place before Tendering, the qualification criteria for the Tenderers are specified- in Section III, Evaluation and Qualification Criteria.

## **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 CAJ in accordance with ITT 24.1). A Tender valid for a shorter period shall be rejected by CAJ as non-responsive.
- 20.2 In exceptional circumstances, prior to the expiration of the Tender validity period, CAJ 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 ITT20, 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.

## **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 21.1, 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 a cleaning services company registered and licensed by the Cleaning services 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 CAJ as non-responsive.
- 21.5 If a Tender Security is specified pursuant to ITT 21.1, 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. CAJ shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined non-responsive or a bidder declines to extend tender validity period.

- 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.
- 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 thereof to be provided by the Tenderer; or
  - b. if the successful Tenderer fails to:
  - c. sign the Contract in accordance with ITT 46; or
  - d. furnish a performance security in accordance with ITT 47.
- 21.8 Where tender securing declaration is executed, CAJ shall recommend to the PPRA that PPRA debar the Tenderer from participating in public procurement as provided in the law.
- 21.9 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 13.2.
- 21.10 A tenderer shall not issue a tender security to guarantee itself.

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

- 22.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 13, 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 initiated 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 CAJ 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:

- a. in an envelope or package or container marked "ORIGINAL", all documents comprising the Tender, as described in ITT13; and
  - b. in an envelope or package or container marked "COPIES", all required copies of the Tender; and
  - c. if alternative Tenders are permitted in accordance with ITT15, and if relevant:
  - d. 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.

The inner envelopes or packages or containers shall:

- a) Bear the name and address of CAJ.
- b) Bear the name and address of the Tenderer; and
- c) Bear the name and Reference number of the Tender.

23.2 If an envelope or package or container is not sealed and marked as required, CAJ will assume no responsibility for the misplacement or premature opening of the Tender. Tenders misplaced or opened prematurely will not be accepted.

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

24.1 Tenders must be received by CAJ 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**.

24.2 CAJ may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT9, in which case all rights and obligations of CAJ and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

## 25 Late Tenders

- 25.1 CAJ shall not consider any Tender that arrives after the dead line for submission of Tenders, in accordance with ITT 24. Any Tender received by CAJ 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 a n 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:
- a) 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
  - b) Received by CAJ prior to the deadline prescribed for submission of Tenders, in accordance with ITT 23.
- 26.2 Tenders requested to be withdrawn in accordance with ITT 25.1 shall be returned unopened to the Tenderers.
- 26.3 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, CAJ 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 CAJ 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 CAJ attending Tender opening in the manner specified **in the TDS**.

27.7 CAJ shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT25.1).

27.8 CAJ 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.
- e) Number of pages of each tender document submitted

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 tender opening register shall be distributed to Tenderer 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 42.

28.2 Any effort by a Tenderer to influence CAJ in the evaluation or contract award decisions may result in the rejection of its Tender.

28.3 Notwithstanding ITT 28.2, from the time of Tender opening to the time of Contract Award, if any Tenderer wishes to contact CAJ 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, CAJ may, at CAJ's discretion, ask any tenderer for clarification of its Tender including break downs of the prices in the Activity Schedule, and other information that CAJ may require. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by CAJ shall not be considered. CAJ'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 CAJ in the evaluation of the Tenders, in accordance with ITT32.
- 29.2 If a Tenderer does not provide clarifications of its Tender by the date and time set in CAJ's request for clarification, its Tender may be rejected.

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

- 30.1 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 CAJ'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 Non-Consulting Services specified in the Contract; or
    - ii. limit in any substantial way, inconsistent with the tendering document, CAJ'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.
- 31.3 CAJ shall examine the technical aspects of the Tender submitted in accordance with ITT 18 and ITT 19, 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.
- 31.4 If a Tender is not substantially responsive to the requirements of tendering document, it shall be rejected by CAJ and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

31.5 Provided that a Tender is substantially responsive, CAJ may waive any nonconformity in the Tender.

31.6 Provided that a Tender is substantially responsive, CAJ 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.

31.7 Provided that a Tender is substantially responsive, CAJ shall rectify quantifiable nonmaterial 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 Arithmetic Errors**

32.1 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 any way by any person or entity.

32.2 Provided that the Tender is substantially responsive, CAJ 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

32.3 Tenderers shall be notified of any error detected in their bid during the notification of a ward.

## **33 Conversion to Single Currency**

33.1 For evaluation and comparison purposes, the currency(ies) of the Tender shall be converted into a single currency **as specified in the TDS**.

## **34 Margin of Preference and Reservations**

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 CAJ 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, CAJ shall determine the Best Evaluated 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.

35.2 In evaluating the Tenders, CAJ 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 16.4;
- b) price adjustment due to quantifiable non-material non-conformities in accordance with ITT 31.3;
- c) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT33; and
- d) any additional evaluation factors specified **in the TDS** and 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. For one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT

35.5. The methodology to determine the lowest evaluated tenderer or tenderers based one lot (contract) or based on a combination of lots (contracts), will be specified in Section III, Evaluation and Qualification Criteria. In the case of multiple lots or contracts, tenderer will be will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.

## **36 Comparison of Tenders**

36.1 CAJ 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.

37.2 In the event of identification of a potentially Abnormally Low Tender, CAJ 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 CAJ determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, CAJ shall reject the Tender.

### **Abnormally High Tenders**

37.4 An abnormally high price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that CAJ is concerned that it (CAJ) 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 price, CAJ shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. CAJ may also seek written clarification from the tenderer on the reason for the high tender price. CAJ shall proceed as follows:

- i) If the tender price is abnormally high based on wrong estimated cost of the contract, CAJ may accept or not accept the tender depending on CAJ's budget considerations.
- ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, CAJ shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case maybe.

37.6 If CAJ determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (often due to collusion, corruption or other manipulations), CAJ 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 CAJ's opinion, the Tender that is evaluated as the lowest evaluated price is seriously unbalanced and/or front loaded, CAJ 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, CAJ 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 10% of the Contract Price; or c) agree on a payment mode that eliminates the inherent risk of CAJ paying too much for undelivered works; or
- d) Reject the Tender.

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

39.1 CAJ 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.

39.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 18. 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.

39.3 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 CAJ shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated cost to make a similar 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 CAJ 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 there by 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**

#### **43 Award Criteria**

43.1 CAJ 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 in to a Contract**

42.1 Upon award of the contract and Prior to the expiry of the Tender Validity Period CAJ shall issue a Notification of Intention to Enter into a Contract/Notification of a ward 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 stand still period;

#### **43 Stand still 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 CAJ has transmitted to each Tenderer the Notification of Intention to Enter in to a Contract with the successful Tenderer.

#### **44 Debriefing by CAJ**

- 44.1 On receipt of CAJ's Notification of Intention to Enter into a Contract referred to in ITT 42, an unsuccessful tenderer may make a written request to CAJ for a debriefing on specific issues or concerns regarding their tender. CAJ shall provide the debriefing within five days of receipt of the request.
- 44.2 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**

Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 43.1, upon addressing a complaint that has been filed within the Standstill Period, CAJ 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, CAJ 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 CAJ.
- 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 CAJ, 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 CAJ. If the Performance Security furnished by the successful Tenderer is in the form of a bond, it shall be issued by a bonding or cleaning services company that has been determined by the successful Tenderer to be acceptable to CAJ. A foreign institution providing a bond shall have a correspondent financial institution located in Kenya, unless CAJ 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 CAJ may award the Contract to the Tenderer offering the next Best Evaluated Tender.

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

48.1 Within fourteen days after signing the contract, CAJ 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 CAJ;
- 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 CAJ proposes the person named **in the TDS** to be appointed as adjudicator or under the Contract, at an hourly fee specified in **the TDS**, plus reimbursable expenses. If the Tenderer disagrees with this Tender, the Tenderer should so state in the Tender. If, in the Form of Acceptance, CAJ 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 Complaint**

50.1 The procedures for making a Procurement-related Complaint are as specified in the **TDS**.

## SECTION III

### TENDER DATA SHEET (TDS)

The following specific data for the cleaning, fumigation & sanitary services to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers

(ITT)Whenever there is a conflict, the provisions here in shall prevail over those in ITT.

ITT Ref	A. General
ITT1.1	The Tender reference number is CAJ/CS/01/2024-2025. The Procuring Entity is Commission on Administrative Justice (CAJ) The name of the Tender: Provision of Comprehensive cleaning, fumigation and Sanitary services.
ITT1.2 (a)	Electronic Procurement system  CAJ shall use electronic procurement system to manage this tendering process via email address and website: <a href="mailto:procurement@ombudsman.go.ke">procurement@ombudsman.go.ke</a> ; <a href="http://www.ombudsman.go.ke">www.ombudsman.go.ke</a> ; <a href="http://www.tenders.go.ke">www.tenders.go.ke</a> ;  The electronic procurement system shall be used to manage the following aspects of the tendering process: distribution of tender document, communication, clarification of issues.
ITT 2.2	The intended completion date is 31 <sup>st</sup> October ,2025
ITT 3.3	No Information to any unfair competitive advantage over competing firms.
ITT4.1	Joint venture not allowed.
	<b>B. Contents of Tendering Documents</b>
ITT 8.1	Pre-bidding shall not be done
ITT 8.2	Bidder to write in email provided any inquiries to reach on or before 13 <sup>th</sup> September, 2024
	<b>C. Preparation of Tender document</b>
ITT 13.1	Tenderer shall submit documents required in the evaluation criteria specified in the document
ITT 16.7	The prices quoted by the tenderer shall not be subjected to adjustments during the performance of the contract
IIT 20.1	The tender validity period shall be 150 days
ITT 21.1	A tender security shall not be required tenderer shall fill tender declaration form.
ITT 22.1	In addition to the original of the tender, the number of copies is one (1 No.)

ITT 22.3	Written confirmation of authorization to sign on behalf of the tenderer shall be in form of Power of attorney witnessed by Commissioner of Oaths
<b>D. Submission and Opening of tender</b>	
ITT 24.1	For tender submission purposes the address shall be The Commission Secretary/CEO Commission on Administrative Justice 1 <sup>st</sup> Floor West End Towers, Waiyaki Way P.O Box 20414- 00200 Nairobi
ITT 24.1	The deadline for the submission of the tender is on 18 <sup>th</sup> September,2024 at 1200 Hrs. Kenyan time
ITT 27.1	The tender opening shall be done on 18 <sup>th</sup> September,2024 at 1200hrs at 1 <sup>st</sup> floor wing C of west end towers
<b>E. Evaluation and comparison of tenders</b>	
ITT 31.7	For comparison purposes only, to reflect the price of missing or nonconforming item or component in the manner specified, price adjustment shall be based on highest price of the item or component as quoted by other substantially responsive bidders. If the price of the item cannot be derived then the tenderer shall be deemed non-responsive
ITT 33.1	Price shall be in Kenya currency only
ITT34.1	Margin of preference not allowed
ITT34.2	The tender is reserved to AGPO group
<b>F. Award of contract</b>	
ITT 49.1	The adjudicator proposed by CAJ shall be Public Procurement and Regulatory Authority. Fees shall be determined later
ITT 50.1	The procedure for making a procurement related complaint are available in PPRA website <a href="http://www.ppra.go.ke">www.ppra.go.ke</a> or email <a href="mailto:complaints@ppra.go.ke">complaints@ppra.go.ke</a>

## SECTION IV

### EVALUATION AND QUALIFICATION CRITERIA

#### 1. General Provision

- 1.1 Tenderer is required to state a monetary amount in Kenya Shilling only.
- 1.2 This section contains the criteria that the CAJ 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. CAJ should use **the Standard Tender Evaluation Report for Goods and Works** for evaluating Tenders.

#### 1.3 Evaluation and contract award Criteria

CAJ 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

CAJ will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below.

No	Subject	Criteria	Mandatory Requirements	Pass/ Fail
MR1	Legal Capacity	To determine capacity to enter into contract.	Must submit a Copy of Certificate of Incorporation/ Registration. Must Submit a copy of valid certificate on access to Government Procurement opportunities (AGPO) from the National Treasury. Must Provide a copy of work injury Benefit cover for its employees as evidence. Current Compliance Certificate from National Social Security Fund (NSSF). Current Compliance Certificate from National Hospital Insurance Fund (NHIF).	

MR2	Ownership Structure	Confirmation of details of directors and shareholders.	Must submit a copy of Company's CR12 accompanied with copies of directors' identification cards.	
			MUST expressly give Power of Attorney to a person who shall be the signatory of all documents and the contract.	
			Must submit a Duly filled, signed, and stamped Tender Information Form.	
			Must submit a Duly filled, signed and stamped Qualification Information Form.	
			Must submit a Duly filled, signed and stamped Tender's eligibility- confidential business questionnaire Form.	
			Must submit a duly filled, signed and stamped commitment to provide beneficial ownership disclosure form.	
MR3	Tax Compliance	Proof of the bidder has fulfilled tax obligations. certificate	Must submit a Copy of a valid tax compliance certificate.	
MR4	Price validity	The Form of Tender with the quoted prices confirming validity of 150 days from the tender closing date.	Must submit a Duly filled, signed and stamped Form of Tender.	
			Must attach dully filled, stamped, and signed tender security declaration form.	
MR5	Ethical and legal history.	Proof that the bidder has not been convicted of corruption or fraudulent practices	Must submit a Duly filled, signed and stamped Anticorruption Declaration Form.	
			Must submit a Duly filled, signed and stamped Litigation History Form.	
			Must submit a Duly filled, signed and stamped certificate of independent tender determination Form.	
			Must submit a Duly filled, signed and stamped Self declaration that the firm is not debarred in matter of the Public Procurement and Asset Disposal act, 2015 Form.	
			Must submit a Duly filled, signed and stamped Declaration and Commitment to the code of Ethics Form.	

MR6	Tender Format	The documentation Of bids submitted By the bidders	Submission of original and copy of technical tender document	
MR7	Pagination/ser ialization	To safeguard Tender documents From mutilation And manipulation	Tender document MUST be sequentially paginated/serialized on each page including all attachments	
MR8	Workers	To ensure that there is fair remuneration and practice to workforce employed	A written declaration in the company's letterhead duly signed and stamped that the service provider shall ensure compliance with fair employment laws and practices under section 55 of public procurement and asset disposal Act 2015 and PPRA circular No 07/2023. all labor laws and the minimum wage guidelines during the entire period of the contract as provided for in the Labor Institutions Act No. 12 of 2007 and the Regulation of Wages (Agricultural Industry) (Amendment) Order, 2022 see appendices attached	
MR9	Remuneration	To ensure fair remuneration	Submit the salary rates for the proposed personnel which must be within the legal framework	
MR10	Cleaning Materials	To ensure steady supply of cleaning materials	Written Commitment to guarantee adequate supply of cleaning materials	

**Only firms meeting ALL the above Mandatory Requirements (Score PASS) in all the above items will proceed to technical evaluation.**



## TECHNICAL EVALUATION REQUIREMENTS

Pass mark to proceed to financial evaluation shall be 80%.

	CRITERIA	Maximum points
1	<p><b>Company's past Experience/Operation performance – (30marks)</b></p> <p>a. The company must provide at least 5 current (2023/2024) reference letters for organizations that they are providing services to (4 Marks for each reference letter– <b>Max -20 Marks</b>)</p> <p>b. Organization structure: The company must show clear organization structure with clear duties and responsibilities of the management. <b>(5 Marks)</b></p> <p>c. Contact information: The company must indicate in writing the contact details of two key personnel in management <b>(4marks)</b> and a supervisor <b>(1mark)</b> as provided herein - Operations manager, Human Resource Manager, Supervisor, in office to be reached in case of any inquiries (indicate office location, telephone numbers, contact person, and email address)</p>	30
2	<p><b>Strength of the firm (Total 50 marks)</b></p> <p>a) Physical Facilities -Provide details/list of physical assets owned by the firm for cleaning and fumigation services and show proof of ownership (2 marks for each asset and proof of ownership) <b>(Max 10 Marks)</b></p> <p>b) Provide details of Work Program / Operation Plan / Schedule of Cleaning for the five (5) different offices <b>(5 Marks)</b></p> <p>c) Number of staff to be deployed in each specific office as provided in the scope of work schedule. This should include the intended wage rate, which shall be in accordance to the labor law. Attach evidence e.g. payroll and or payslips for wage rates paid for at least 10 workers (2 marks for each) <b>(Max 20 marks)</b></p> <p>d) Provide a list of five (5) detergents/ chemicals to be used for cleaning <b>(5 marks)</b></p> <p>e) Provide a list of five types of detergents to be used for fumigation against pest in the premises, stores and kitchenettes <b>(5 Marks)</b></p> <p>f) Provide a list of five key equipment to be used for cleaning and details of their use <b>(5marks)</b></p>	50
3	<p><b>Good will of the company (Total 20 marks)</b></p> <p>Provide the company profile/brochure detailing services rendered, scope, and other information about the company. (15 marks)</p> <p>Submit a sample check list, or any other forms used to supervise cleaning work. (5 marks)</p>	20
	<b>Total scores</b>	<b>100</b>
	<b>Pass mark</b>	<b>80</b>

Bidders who score above the pass mark of 80% shall proceed to financial evaluation.

## **B. FINANCIAL EVALUATION**

The evaluation committee will determine whether the financial proposals are complete. This shall involve financial (Premium) Comparison and checking for arithmetic errors if any and compliance to tender instructions. In case of any arithmetical errors the bidder shall be financially non-responsive. In all cases, the total price of the financial proposal as submitted shall prevail and shall include ALL the applicable taxes. The bidders shall be ranked from the lowest evaluated bidder to the highest evaluated bidder.

## **C. NEGOTIATIONS AND DUE DILIGENCE**

Negotiations may be held with the tenderer with the lowest evaluated bidder, and upon successful negotiations will be awarded the contract. If negotiations fail with the tenderer with the lowest evaluated bidder, the bidder with the second lowest evaluated bidder will be invited by the Commission for negotiations, and upon successful negotiations, be awarded the tender.

The Commission may verify the accuracy of statements provided by bidders regarding their qualification as required by the bidding documents after evaluation and before the contract is awarded.

Further the Commission may verify: -

- i. Technical competence and resources, including the availability of sufficient manpower, the qualifications and experience of key personnel or managers, available equipment, manufacturing, or facilities.
- ii. Available capacities to perform the proposed contract.
- iii. Financial position, including financial soundness, sufficient turnover, or sufficient cash flow.
- iv. Experience and satisfactory performance of similar contracts, considering relevant factors, including similar or comparable references and litigation record.

## **E. AWARD CRITERIA**

The award will be made to the lowest evaluated bidder. The contract will be for a period of one year renewable once subject to Satisfactory Performance review. Prior to the signing of the contract the successful bidder will be required to submit/agree with the procuring entity on the following: -

- a) Letter of introduction for the cleaners.
- b) Evidence of Workers' Injury Benefit (WIBA) Cleaning services Policy.
- c) Police Clearance Certificates and National IDs for all staff that will be deployed to work at all premises.
- d) Agree with the Contract Manager on a Supplier Performance Monitoring tool.

## SECTION V

### 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 CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER 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
  - b) 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 f or 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 ITT9;
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT4;
- 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 ITT21;
- d) **Conformity:** We offer to provide the Non-Consulting Services in conformity with the tendering document of the following: [insert a brief description of the Non-Consulting Services];
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item(f) below is: [insert the total price of the Tender per month in words and figures, indicating the various amounts and the respective currencies];
- f) **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;

- g) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;
- h) **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 ITT4.3, other than alternative Tenders submitted in accordance with ITT14;
- i) **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;
- j) **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];
- g) **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, r gratuity].

Name of Recipient	Address	Reason	Amount

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

- a) [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.
- l) **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;
- m) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive; and
- o) **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.
- p) **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.

q) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available

from (specify website) during the procurement process and the execution of any resulting contract.

r) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:

i) Tenderer's Eligibility; Confidential Business Questionnaire—to establish we are not in any conflict to interest.

ii) Certificate of Independent Tender Determination—to declare that we completed the tender without colluding with other tenderers. iii) Self-Declaration of the Tenderer—to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.

iv) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

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]



**Price Schedule Summary Form**

Please summarize the quoted for cleaning, fumigation & Sanitary services per month as follows.

**Price Schedule Form A**

**NB. Kindly quote for each office listed separately**

OFFICE LOCATIONS	OFFICES AREA SQUARE FEET	NO OF CREWS	AMOUNT QUOTED
WEST END TOWERS OFFICES	23101 SQ. FT	11	
ELDORET OFFICE	958.13 SQ. FT	1	
KISUMU OFFICE	1581SQ.FT	1	
MOMBASA OFFICE	1760SQ. FT	1	
GARISSA OFFICE	529SQ.FT	1	
NYAHURURU OFFICE	660 SQ.FT	1	
ISIOLO OFFICE	790 SQ. FT	1	
MERU OFFICE	1500SQ.FT	1	
MAKUENI OFFICE	1500SQ.FT	1	
TOTAL MONTHLY CLEANING,			
QUATERLY COST FOR FUMIGATION SERVICES			
TOTAL MONTHLY COST FOR PROVISION OF SANITARY SERVICES			
TOTAL VAT 16%			
TOTAL PPRA LEVY 0.03%			
TOTAL COST FOR ALL THE SERVICES			

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

Seal/Stamp \_\_\_\_\_

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

Position: \_\_\_\_\_

Authorized for and on behalf of (specify name of tenderer) \_\_\_\_\_

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

**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.

**Tenderer's details**

1	Name of the Procuring Entity	
2		
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	<ol style="list-style-type: none"> <li>1. Country</li> <li>2. City</li> <li>3. Location</li> <li>4. Building</li> <li>5. Floor</li> <li>6. Postal Address</li> <li>7. Name and email of contact person.</li> </ol>
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	If a Kenyan tenderer, he/she has provided a current tax clearance certificate or tax exemption certificate issued by the the Kenya Revenue Authority.	
11	if Company is 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**

**Sole Proprietor, provide** the following details. Name in full \_\_\_\_\_ Age \_\_\_\_\_  
 ...Nationality\_Country of Origin \_\_\_\_\_Citizenship \_\_\_\_\_

**Partnership, provide** the following details.

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

**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				

d) **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)

iii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship
1	Tenderer is directly or indirectly controls, is 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 process and execution of the Contract.		
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**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.

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

Seal/Stamp \_\_\_\_\_

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

Position: \_\_\_\_\_

Authorized for and on behalf of (specify name of tenderer) \_\_\_\_\_

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

**[Name, title and signature of authorized agent of tenderer and date]**

## **B. 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) pursuant to paragraph (5)(b) above the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed;
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

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

Seal/Stamp \_\_\_\_\_

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

Position: \_\_\_\_\_

Authorised for and on behalf of (specify name of tenderer)

\_\_\_\_\_

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

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

**SELF-DECLARATION FORMS**

**FORM SD1**

**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

**LITIGATION HISTORY**

Name of Applicant or partner of a joint venture

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Ksz.)

Signed by: \_\_\_\_\_ Position: \_\_\_\_\_ Stamped:

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

**FORM SD2**

**SELF DECLARATION THAT THE 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 dep one d to here in 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.....

Email.....

Name of the Firm/Company.....

Date.....

**(Company Seal/ Rubber Stamp where applicable)**

Witness Name .....

Sign.....

Date.....

**D. 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 Subcontractors, 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:

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;

A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;

- i) 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;
- ii) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
- iii) 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 of whom the contract was awarded, but the subcontractor appointed shall meet all the requirements  
of this Act.
- iv) 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;
- v) 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.

Incompliance 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 2.3e 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 noncompetitive levels and to deprive the procuring entity of the benefits of free and open competition.
- c) Rejects a proposal for award of a contract if PPR A 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 (I e s) 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 2

Kenya to inspect 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.

## 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>
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> <ul style="list-style-type: none"> <li>• Articles 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.</li> <li>• A current tax clearance certificate or tax exemption certificate issued by the the Kenya Revenue Authority, if tender is a Kenyan tenderer, in accordance with ITT 4.15.</li> </ul> <p style="margin-left: 40px;">In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing:</p>
2. Included are the organizational chart, a list of Board of Directors, and the beneficial owners

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

Seal/Stamp \_\_\_\_\_

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

Position: \_\_\_\_\_

Authorized for and on behalf of (specify name of tenderer) \_\_\_\_\_

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

**QUALIFICATION INFORMATION**

1.1 Constitution or legal status of Tenderer:  
 .....[attach copy]

Place of registration:  
 ..... [insert]

Principal place of business:  
 ..... [insert]

Power of attorney of signatory of Tender:  
 ..... [attach]

1.2 Total annual volume of services performed in five years, in the internationally traded currency specified **in the TDS**: .....[insert]

1.3 Services performed as a cleaning service on the provision of Services of a similar nature and over the last five years. The values should be indicated in the same\_currency used for Item 1.2 above. Also list details of Services underway or committed, including expected completion date.

Service provided and name of country	Name of Procuring Entity and contact person	Type of Services provided and year of completion	Value of contract
(a)			
(b)			

1.4 Name, address, and telephone, and facsimile numbers of banks that may provide references if contacted by the Procuring Entity.

1.5 Information regarding any litigation, current or within the last five years, in which the Tenderer is or has been involved. Other party(ies) Cause of dispute Details of litigation award Amount involved

a) \_\_\_\_\_

b) \_\_\_\_\_

1.6 Statement of compliance with the requirements of ITT 4.2.

1.7 Any additional information required

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

Seal/Stamp \_\_\_\_\_

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

Position: \_\_\_\_\_

Authorised for and on behalf of (specify name of tenderer) \_\_\_\_\_

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

6. FORM 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.

Form of equipment		
Current status	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
	Current Location	
	Details on commitments	
Source	Indicate source of equipment  Owned/Rented/Leased/Specifically manufactured	
Omit the following if the equipment is owned by the tenderer		
Owner	Name of Owner:	
	Address of the owner:	
	Telephone:	Contact name and title:

## 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] 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.]**

**DATEOFTRANSMISSION:** 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:

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

### 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.

#### 4. 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

6. [info@ppra.go.ke](mailto:info@ppra.go.ke) or Authority at [complaints@ppra.go.ke](mailto:complaints@ppra.go.ke)

**5. 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 please do not hesitate to contact us.

On behalf of the Procuring Entity:

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

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

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

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

Email: \_\_\_\_\_

**7. NOTIFICATION OF AWARD-FORM OF ACCEPTANCE**

[Form head paper of the Procuring Entity]

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

To: \_\_\_\_\_ [name and address of the Cleaning services]

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 Price of the equivalent [amount in numbers and words] [name of currency], as corrected and modified in accordance with the Instructions to Tenderers is here by accepted by us (Procuring Entity).

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section X, Contract Forms, of the tender document. Please return the attached Contract dully signed Authorized Signature

.....

Name and Title of Signatory

.....

Name of Agency: .....

Attachment: Contract

**FORM OF CONTRACT**

[Form head paper of the Procuring Entity]

**LUMP-SUM REMUNERATION**

This CONTRACT (here in after called the "Contract") is made the [day] day of the month of [month], [year], between, on the one hand, [name of Procuring Entity] (here in after called the "Procuring Entity") and, on the other hand, [name of Cleaning services] (here in after called the "Cleaning services ").

[**Note:** In the text below text in brackets is optional; all notes should be deleted in final text. If the Cleaning services consist of more than one entity, the above should be partially amended to read as follows:"... (here in after called the "Procuring Entity") and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Procuring Entity for all the Cleaning services obligations under this Contract, namely, [name of Cleaning services r] and [name of Cleaning services ] (here in after called the "Cleaning services ).]

WHEREAS

- a) the Procuring Entity has requested the Cleaning services to provide certain Services as defined in the General Conditions of Contract attached to this Contract (here in after called the "Services");
- b) the Cleaning services, 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.....;

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) The Form of Acceptance;
  - b) The Cleaning Services Tender
  - c) The General Conditions of Contract;
  - d) The Special Conditions of Contract;
  - e) The Priced Schedule of Requirements; and
  - f) The following Appendices:
    - Appendix: Negotiated and Signed Cleaning Services Policy (I e s)
2. The mutual rights and obligations of the Procuring Entity and the Cleaning services shall be as set forth in the Contract, in particular:
  - a) The Cleaning services shall carry out the Services in accordance with the provisions of the Contract; and
  - b) The Procuring Entity shall make payments to the Cleaning services in accordance with the provisions of the Contract.

IN WITNESS WHERE OF, the Parties here to have caused this Contract to be signed in the irrespective names as of the day and year first above written.

For and on behalf of.....  
[name of Procuring Entity] [Authorized Representative]

For and on behalf of [name of Cleaning services] [Authorized Representative]

**[Note:** If the Cleaning services 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 Cleaning services  
.....[name of member] [Authorized Representative] [name of member] [Authorized Representative]

**FORM OF TENDER-SECURING DECLARATION**

[The Bidder shall complete this Form in accordance with the instructions indicated]

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

Tender No.: .....[insert number of tendering process]

To: .....[insert complete name of Purchaser]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation (s) under the bid conditions, because we– (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer (s), upon the earlier of:
  - a) Our receipt of a copy of your notification of the name of the successful Tenderer; or
  - b) Thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/ in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed.....

Capacity / title (director or partner or sole proprietor, etc.)

Name..... Duly

authorized to sign the bid for and on behalf of: .....[insert

complete name of Tenderer] Dated on..... day

of..... [Insert date of signing]

Seal or stamp

## **PART II –SCHEDULE FOR CLEANING, FUMIGATION & SANITARY SERVICES SCHEDULE OF REQUIREMENTS**

The Commission intends to contract a professional cleaning service provider to provide cleaning, fumigation and sanitary services for its offices in Nairobi, Mombasa, Kisumu, Eldoret, Isiolo, Nyahururu, Garissa, Makeni and Meru for a period of one-year renewable subject to satisfactory performance.

### **Objectives of the Cleaning Service**

- I. To provide a clean and safe working environment for staff and external clients who include the general public who visit our offices for official purposes.
- II. To ensure that we conduct all our operations in a clean environment in compliance with OSHA 2007 and other relevant legislations.

### **SCOPE**

The scope of services shall include but not limited to the following tasks: -

- a) Cleaning all offices and all areas including the server rooms, stores boardrooms, Lactation room, Records room, kitchen areas and office corridors
- b) Cleaning of carpeted areas, windows, floors, and clearing of cobwebs
- c) Cleaning of washrooms where mentioned everyday
- d) Provision of sanitary bins where mentioned in the ladies and placing of urinal balls in the gents. The bins should be censored for easier use by PWD
- e) Provision of quarterly fumigation of all the commission offices
- f) Monthly general cleaning and scrubbing of the offices
- g) Provision of all the materials and equipment needed for cleaning services at the supplier costs
- h) Replenish air freshener fitted in the toilets monthly
- i) Provide report of any damage/breakage on any office items, windows in the area of operation.
- j) Maintain an insurance as may be necessary to cover all liability which the service provider may incur in respect of any personal injury or damage of property in the cause of providing the service.
- k) Conduct random physical inspection to ensure all areas designated for cleaning are thoroughly cleaned as and when required
- l) Keep a roster of all the activities undertaken in the washrooms maintained
- m) Ensure that all polished or smooth surfaces retain their shining gloss;
- n) Collect and dispose all rubbish, dirt, waste materials or refuse from the building to places designated for the purpose.
- o) Thoroughly scrub and polish floors once a week and whenever the need arises;
- p) Wipe, dust and/or clean with wet cloth all desks tops, workstations, computer surfaces, shelves etc.
- q) Thoroughly clean all offices, walls, windows, doors, corridors once a month and whenever the need arises;
- r) Cleaning of the stores and dusting the shelves twice monthly.

- s) Dusting of the file in the records once monthly.

## **SCHEDULE OF CLEANING**

Tentatively, the contractor will be expected to engage in cleaning services from 6.00 a.m. to 4.00 p.m in the evening during week days. General cleaning will be done on Saturday's between 8:00am to 1pm on a monthly basis.

The actual timetable for weekly cleaning and thorough cleaning will however be agreed on with the successful contractor. A Roster of activities undertaken especially on thorough cleaning and on fumigation should be kept.

## **EQUIPMENT AND CLEANING MATERIAL**

The contractor will be expected to use own equipment in providing the services and provide cleaning materials in quantities and quality to ensure efficient and interrupted performance of duty.

## **STAFF**

The Contractor will be expected to deploy a minimum of Eighteen (18) Cleaning Staff, 1 supervisor, 10 cleaners at the HQ, and one cleaner in each of the seven (7) Regional offices. Taking into consideration 2/3 gender balance.

The supervisor should be qualified and must have undergone relevant training.

## **UNIFORM AND BADGES**

The Contractor will be required to provide cleaning staff with decent uniform and identification badges which they will be required to put on all the time they are working for the Commission. The cleaners must wear protective gear at all times while carrying out cleaning services.

## **TERMS AND CONDITIONS OF EMPLOYMENT**

Wages paid to deployed employees must conform to the Ministry of Labor Guidelines on Minimum wages and all other terms and conditions of employment stipulated in the labor laws (including remittances of all the statutory deductions for officers deployed to CAJ).

## **GENERAL**

- i) Employees should be aged 19 years to 45years
- ii) The contractor should have adequate reserve employees for replacement on unsatisfactory performance, sickness, absence or any other reason.
- iii) The successful contractor should have thorough knowledge of its staff and must provide certificate of good conduct before engagement.

## **DESCRIPTION OF SERVICES**

The services will cover the following areas;

- Commission office premises at the Head office, on 1<sup>st</sup> floor Wing A & 2<sup>nd</sup> Floor, (Wing A, B and C West-End towers (Inside and Outside)
- Commission's kitchen areas, corridors and two stores

- CAJ office premises – Mombasa office
- CAJ office premises – Kisumu office
- CAJ office premises - Eldoret office
- CAJ office premise - Isiolo office
- CAJ office premises – Nyahururu office
- CAJ office premises - Garissa
- CAJ Offices Premises – Meru
- CAJ offices premises- Makueni

#### **OFFICE TABLES /EXECUTIVE DESKS**

- Dusting and damp wiping daily
- Polishing of tables and desks once weekly
- Dusting and damp wiping telephone and computers daily
- Disinfecting telephone handset daily

#### **DOORS AND GLASS DOOR FRAMES**

- Should be cleaned with appropriate detergent
- Doors handles should be dusted and disinfected daily
- Doors that do not close easily and hinges that make noise should be brought to the attention of the HR officer.

#### **LIGHT SWITCHES AND POWER SOCKETS**

- Switches and sockets should be free from dust and avoid dusting with damp cloth
- Cracks on switches and sockets should always be brought to the attention of the Administration Officer.

#### **TOILETS**

- Scrubbing with brush twice daily using necessary detergents
- Disinfect all areas twice daily
- Report any leakage

#### **SANITARY**

- Provide censored sanitary bins to be disposed off monthly.

#### **WINDOWS, WINDOW LATCHES & GRILLS**

- Dusted once daily and cleaned weekly
- Window latches should be cleaned daily
- Grills should be dusted daily and cleaned weekly
- Windows should be free dust and cobwebs.

#### **FLOOR**

- Daily cleaning and mopping of floor using appropriate detergent
- Scrubbing once a week or when necessary using appropriate detergent and material.
- Ensure the floor are always dry
- Tools for use will be provided by contractor.

### **CARPETED AREAS**

- Daily vacuuming
- Hooving once and as need arises

### **KITCHEN AREAS**

- Daily sweeping and mopping with necessary detergents and materials
- Scrubbing with suitable brush
- Polishing weekly
- Emptying dustbins daily and regularly

### **WASTE BINS.**

- Should be emptied daily and regularly
- Clean and disinfected daily.

### **SKIRTING**

- Damp dust daily to remove all dirt and dust.
- Scrub to remove accumulated polish

### **CORRIDORS AND ENTRANCES.**

- Daily cleaning of the floor and wiping of the skirting
- Dustbins free from dirt and properly positioned
- Electric sockets and switches free from finger mark dust and stain.

### **RECEPTION AREA**

- Clean daily and scrub once weekly
- Dump wipe and disinfect the telephone handset daily
- Empty dustbin daily and regularly
- Clean and disinfect the dustbin daily
- Dump wipe and polish the reception desk daily with the appropriate materials
- Ensure the reception is well arranged
- Dump wipe the reception seats.

### **BOARD ROOMS**

- Daily cleaning and scrubbing of the floor once weekly
- Dump wipe the table and polish daily
- Dump wipe the seats and polish weekly with appropriate detergent and material
- Ensure sockets and switches are free from dust and cobwebs
- Dust and clean all windows daily
- Empty all dustbins and disinfect daily
- Arrange the boardrooms in an orderly manner

### **OBSERVATION OF OCCUPATIONAL SAFETY AND HEALTH REGULATIONS AND PRACTICES.**

The Contractor will be required to ensure strict adherence to the occupational Health and safety regulations in the work place.

### **REFEREES**

The service provider will provide a list and letters of recommendation of the current and previous clients with similar contract for validation and engagement. References will focus on the quality of services performed and dependability.

**FINANCIAL CAPACITY**

The service provider should demonstrate the ability to financially sustain the employees and complete all aspects of the contract if awarded. The financial capacity will measure the ability of the firm to pay the salaries of the workers on time.

**ADDITIONAL INFORMATION TO TENDERERS.**

The tenderer is required to visit the site at the Head Office prior to submission of the quotation in respect of the tender to establish the magnitude of the job. The attached site visit form should be duly signed and attached to the tender document.

The successful bidder will sign a service level agreement with deliverables that will be evaluated monthly through supplier appraisal.

**NB. Kindly quote for each office listed separately (**

LOCATION	AREA SQUARE FEET	NO OF CREWS	STATUS	Cleaning costs per month	Fumigation costs per quarter	Unit cost per crew	Sanitary cost per bin
HEAD OFFICE – 2nd floor	16,949sq. ft	11	Not carpeted				
	6152sqft		Partly carpeted				
1st floor wing C							
STORE	351		Not carpeted				
ELDORET OFFICE	958.13 sq. ft	1	Not carpeted				
KISUMU OFFICE	1581sq.ft	1	Not carpeted				
MOMBASA OFFICE	1760 sq. ft	1	Not carpeted				
GARISSA OFFICE	529	1	Not carpeted				
NYAHURURU OFFICE	660	1	Not carpeted				
ISIOLO OFFICE	790 sq. ft	1	Not carpeted				
MERU OFFICE	1500 sq.ft	1	Not carpeted				
MAKUENI OFFICE	1500sq.Ft	1	Not carpeted				

## SECTION VII

### GENERAL CONDITIONS OF CONTRACT

#### A. General Provisions 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 SubClause 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 maybe, 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 there of;
- 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.
- s) "Subcontractor" means any entity to which the Service Provider subcontracts any part of the Services in accordance with the provisions of SubClauses 3.5 and 4;
- t) "Public Procurement Regulatory Authority (PPRA)" shall mean the Government Agency responsible for oversight of public procurement.
- u) "Project Manager" shall be 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.
- v) "Notice of Dissatisfaction" means the notice given by either Party to the other indicating its dissatisfaction and intention to commence arbitration.
- w) **Applicable Law** The Contract shall be interpreted in accordance with the laws of Kenya.

## 1.2 Language

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.

## 1.3 Notices

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**.

## 1.4 Location

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.

**1.5 Authorized 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**.

## 1.6 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 sub contract or sand 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, interalia, 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).

## 1.7 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 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 maybe **stated in the SCC**.

### 2.2 Commencement of Services

#### 1.2.1 Program

Before commencement of the Services, the Service Provider shall submit to the Procuring Entity for approval a Program showing the general methods, arrangements order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

#### 2.2.2 Starting Date

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 damage 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.

### **2.4.1 Value Engineering**

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.

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.

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.

## **2.5 Force Majeure**

### **2.5.1 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.

## **2.5.2 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. **2.5.3 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.

## **2.5.4 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.

## **2.6 Termination**

### **2.6.1 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 2.6.1:

- 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 becomes 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 2.2a. of Attachment 1 to the GCC, in competing for or in executing the Contract

### **2.6.2 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 2.6.2:

- 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.

### **2.6.3 Payment up on Termination**

Upon termination of this Contract pursuant to Sub-Clauses 2.6.1 or 2.6.2, 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 2.6.1, 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 Contractor 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 Contractor 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 Contractor 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' inactive 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 **The Service Provider** (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub contractors', as the case maybe) own cost but on terms and conditions approved by the Procuring Entity, cleaning services 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 cleaning services 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**

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.

### **6.2 Contract Price**

- a) The price payable is **set forth in the SCC**.
- b) Price may be payable in foreign currency, if so allowed in this document.

### **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 asset out in the Performance Incentive Compensation appendix.
- 6.3.3 Where the contract price is different from the corrected tender price, in order to ensure the contractor is not paid less or more relative to the contract price (which would be the tender price), payment valuation certificates 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:  $(\text{corrected tender price} - \text{tender price}) / \text{tender price} \times 100$ .

### **6.4 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 fact or to the payment amounts due in each currency. A separate formula of the type indicated below applies to each Contract currency:

$$Pc = Ac + Bc Lmc / Loc + Cc lmc / loc$$

Where:

Pc is the adjustment factor for the portion of the Contract Price payable in a specific currency "c".

Ac, Bc and Cc are coefficients specified in the SCC, representing: Ac the nonadjustable portion; Bc the adjustable portion relative to labor costs and Cc the adjustable portion for other inputs, of the Contract Price payable in that specific currency "c"; and

Lmc is the index prevailing at the first day of the month of the corresponding invoiced ate and Loc is the index prevailing 28 days before Tender opening for labor; both in the specific currency "c".

lmc is the index prevailing at the first day of the month of the corresponding invoice date and loc 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 Zo/Zn will be applied to the respective component factor of pn for the formula of the relevant currency. Zo 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 Zn 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 to fall 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 Day works 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 Day works subject to obtaining signed Day works 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**.

#### **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 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- Clauses 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 s 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 recordkeeping 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:

8.1.5.1 This fully detailed claim shall be considered as interim;

- a) 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
- b) 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 nevertheless 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 have been 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 framed 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**

8.3.1 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 Neither 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.
- 8.4.4 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.
- 8.4.5 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 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;
- a) Law Society of Kenya or
  - b) Chartered Institute of Arbitrators (Kenya Branch)
- 8.5.2 The institution written to first by the aggrieved party shall take precedence over all other institutions.
- 8.5.3 The arbitration maybe on the construction of this Contractor on any matter or thing of what so ever 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 been titled 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.

## **9.1 The Adjudicator**

9.1.1 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 type's **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 VIII

### SPECIAL CONDITIONS OF CONTRACT

Number of GC clause	Amendment of, and supplements to, clauses in the General Conditions of contract
1.4	Commission on Administrative Justice 1 <sup>ST</sup> Floor, West End Towers Waiyaki Way Nairobi P.O. BOX 20414 – 00200 NAIROBI, KENYA Email: <a href="mailto:procurement@ombudsman.go.ke">procurement@ombudsman.go.ke</a>
2.1	The date on which this contract shall come into effect is 1 <sup>st</sup> November, 2024
2.2.2	The starting date for the commencement of this contract is 1 <sup>st</sup> November 2024
2.3	The intended date of completion is on 31 <sup>st</sup> October, 2025.
6.4	Payments shall be done after submission of invoice, and work sheet that indicates that services were delivered daily or and periodically as indicated in the terms of reference. Tenderer shall invoice on monthly basis
6.6	Price adjustment and variation during the contract can only be effected after period of 12 months with proper justifications

**SECTION IX**

**CONTRACT FORMS**

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

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: \_Entity]

[insert name and Address of Procuring

**Date:**

[Insert date of issue]

**PERFORMANCE GUARANTEE No.:**

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

We have been informed that \_\_\_\_\_ (hereinafter called "the Applicant") has entered into Contract No. \_\_\_\_\_ dated with the Beneficiary, for the execution of \_\_\_\_\_ (herein after called "the Contract").

1. Furthermore, we understand that, according to the conditions of the Contract, performance guarantee is required.
2. At the request of the Applicant, we as Guarantor, hereby irrevocably under take to 1 pay the Beneficiary any sum or sums not exceeding in total an amount of  
( ), 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.

3. This guarantee shall expire, no later than the.... Day of....., 2...<sup>4</sup>, and any demand for payment under it must be received by us at this office indicated above on or before that date.
4. 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."

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

**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 (herein after 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 there under, 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 here under, 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 behalf of by \_\_\_\_\_ in

the capacity of In the presence of

SIGNED \_\_\_\_\_ ON

\_\_\_\_\_  
\_\_\_\_\_o

n behalf of by \_\_\_\_\_ in

the capacity of in the presence of

### FORM NO. 3 - ADVANCE PAYMENT SECURITY

#### [Demand Bank Guarantee]

[Guarantor letter head or  
SWIFT identifier code]

[Guarantor letter head 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 \_\_\_\_\_ (hereinafter 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  
1 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 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, 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]

**COMMITMENT TO PROVIDE BENEFICIAL OWNERSHIP INFORMATION**

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

1. THAT I am the Chief Executive Officer/Managing Director/Principal Officer/Director/ Authorized Officer of..... (Insert name of the Company) who is a Bidder in respect of **Tender No.....** for ..... (Insert tender title/description) advertised by ..... (Insert name of the Procuring entity) (the **Procuring Entity**) and duly authorized and competent to make this statement.
2. THAT I do hereby commit to provide Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form to the procuring entity upon receipt of notification of award in the event we are the successful tenderer in this subject procurement proceeding. I fully understand that failure to furnish the procuring entity with the Beneficial Ownership Information within the period provided for in the letter of award shall invalidate my award and may considered as refusal to enter into a written contract which is punishable under Section 41(1) (e) of the Public Procurement and Asset Disposal Act, 2015.

Name of the Firm/Company.....

Registered Physical Address of the Company.....

Postal Address.....

Telephone No..... Mobile Number

.....

Email Address .....

Name of Authorised Signatory.....

Designation .....

Signatory.....

Date.....

Official Stamp.....

**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 pursuant to Regulation 4 of the Companies (Beneficial Ownership Information) (Amendment) Regulations, 2022 . 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 legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.

Tender Reference No.: \_\_\_\_\_[insert identification no] Name of the Tender  
Title/Description: [insert name of the assignment] to: [insert complete name of  
Procuring Entity]

In response to the requirement in 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>Details of all Beneficial Owners</b>		<b>% of shares a person holds in the company Directly or indirectly</b>	<b>% of voting rights a person holds in the company</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>	<b>directly or indirectly exercises significant influence or control over the tenderer /company (Yes / No)</b>
<b>1.</b>	Full Name		Directly----- % of shares	Directly..... % of voting rights		
	National identity card number or Passport number		Indirectly----- % of shares	Indirectly-----% of voting rights		
	Personal Identification Number (where applicable)					
	Nationality					
	Date of birth [dd/mm/yyyy]					
	Postal address					
	Residential address					
	Telephone number					
	Email address					
	Occupation or profession					

<b>2.</b>	Full Name National identity card	Directly----- % of shares	Directly.....% of voting rights	

	<b>Details of all Beneficial Owners</b>	<b>% of shares a person holds in the company Directly or indirectly</b>	<b>% of voting rights a person holds in the company</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>	<b>directly or indirectly exercises significant influence or control over the tenderer /company (Yes / No)</b>
	number or Passport number	Indirectly----- % of shares	Indirectly-----% of voting rights		
	Personal Identification Number (where applicable)				
	Nationality				
	Date of birth [dd/mm/yyyy]				
	Postal address				
	Residential address				
	Telephone number				
	Email address				

	Occupation or profession					
<b>3.</b>  <b>etc.</b>						

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 5 of the Companies (Beneficial Ownership Information) (Amendment) Regulations, 2022

III) What is stated to herein above is true to the best of my knowledge, information and belief.

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]

Designation 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 this ..... [insert date of signing] day of..... [Insert month], [insert year]



**REF: PPRA/6/5 VOL. II (221)**

**27<sup>th</sup> October, 2023**

**PPRA CIRCULAR No. 07/2023**

**TO:** All Principal Secretaries/ Accounting Officers  
The Clerk, Senate  
The Clerk, National Assembly  
All Clerks, County Assemblies  
The Chief Registrar of the Judiciary  
All Regional Coordinators  
All County Commissioners  
All Heads of Constitutional Commissions and Independent Offices  
All Chief Executive Officers, State Corporations and SAGAs  
All Accounting Officers, County Departments  
All Vice Chancellors, Public Universities  
All Ambassadors/ High Commissioners, Kenya Diplomatic Missions  
All NG-CDF Fund Managers  
All NGAAF Managers  
All Managing Directors, Public Water Companies  
All Principals, Public Colleges and Tertiary Institutions  
All Public Primary and Secondary School  
All Trust Secretaries, Pension Funds for Public Entities  
All Managers, City Boards and Municipalities  
Heads of All Other Public Institutions

**COMPLIANCE WITH FAIR EMPLOYMENT LAWS AND PRACTICES -  
BIDDERS ELIGIBILITY UNDER SECTION 55 OF THE PUBLIC  
PROCUREMENT & ASSET DISPOSAL ACT, 2015**

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Public procurement plays a significant role in fostering the social economic development of a country. One of the strategies through which the Government seeks to promote the social and economic growth of our Nation is through sustainable public procurement, including the promotion and protection of the rights of every participant involved in the entire supply chain life cycle. In recognition of this, the Government of Kenya, enacted the Public Procurement and Asset Disposal Act, 2015 (the Act) pursuant to Article 227 of the Constitution of Kenya, 2010.

Article 41(1)(2)(a) of the Constitution of Kenya, 2010 entitles every person to fair labour practices, including fair remuneration. To respect this fundamental right in public procurement, Article 227(2)(d) of the Constitution, provides the basis for legislative sanctions against persons guilty of serious violations of fair employment laws and practices. This

Article of the Constitution has been incorporated in Section 55(1)(h) of the Act, and is enforceable through Section 41(1)(i).

The Public Procurement Regulatory Authority (the Authority) is mandated under Section 9 of the Act to monitor, assess and review the public procurement and asset disposal system to ensure that it respects the national values and other provisions of the Constitution, including Article 227. In the course of executing its regulatory mandate, the Authority has received complaints from procuring entities on contract implementation challenges related to contracted services such as security services, cleaning services, gardening services, and artisan services, among others. The complaints center on the contracted service providers' failure to respect their employees' right to fair labour practices including but not limited to the right to fair remuneration as set out in the published Government minimum wages regulations.

The purpose of this Circular is to therefore remind all Accounting Officers of the need for adherence to the eligibility to bid requirements set out in Section 55 of the Act. Accounting Officers should ensure that persons bidding for a contract in public procurement or asset disposal, provide evidence or information to establish that they fulfill all the eligibility requirements. The procuring entity should additionally conduct due diligence to confirm and verify the qualifications submitted by the identified successful tenderer. During contract implementation, procuring entities should put in place effective contract monitoring mechanisms to ensure that contracted service providers adhere to the terms and conditions of the contracts.

To achieve this objective, Accounting Officers are advised as follows:

1. To ensure that participating bidders demonstrate that the quoted tender sums meet the minimum basic salary as per the prescribed government minimum wages requirements for the particular category of staff plus applicable statutory housing allowance, statutory deductions and employer's contributions towards Social Health Insurance Fund (SHIF), National Social Security Fund (NSSF), the Affordable Housing Levy or such other statutory contributions required of the employer.
2. The tenderer must demonstrate that the quoted tender sums also provide for the applicable insurance covers, overhead costs and a reasonable profit margin plus the applicable Value Added Tax at the prevailing rate as at the time of tender submission.
3. To provide as a mandatory requirement in the tender documents issued to tenderers, that where a procurement process results in a bid whose total tender sum is less than the sum of 1 and 2 above taking into account the number of staff to be engaged under the contract, such a bid should be declared non-responsive irrespective of whether it had met all other mandatory eligibility and technical qualification requirements.

4. To include a clause in the resultant procurement contracts to provide that failure by contractors to remunerate employees in accordance with the published minimum wages Regulations and to comply with other applicable employment laws and practices, constitutes a serious violation of fair employment laws and practices and shall form a ground for immediate termination of the contract, encashment of performance bonds, and initiation of debarment proceedings against such contractors.
5. During contract monitoring, to ensure that service providers remunerate their staff in accordance with the prescribed government minimum wages and take appropriate corrective action where violations are detected. The Accounting Officer shall inform the Authority of any instances where bidders submit false or inaccurate information or where the contracted service providers violate fair employment laws and practices for further action pursuant to Sections 41 and 176 of the Act.

Should procuring entities lack internal capacity to constitute Inspection and Acceptance Committees or Contract Implementation Teams to effectively and efficiently manage, administer and monitor procurement contracts, Accounting Officers have the option of seeking assistance from the National Treasury or transferring such functions to other procuring entities with capacity in accordance with the Act. Procuring entities can also competitively appoint procuring agents that are duly registered and licensed by the Authority to carry out contract administration, management and monitoring on their behalf.

All Accounting Officers are required to note and bring the contents of this Circular to the attention of all officers involved in public procurement and asset disposal activities within their jurisdiction.



**Patrick K. Wanjuki**  
**DIRECTOR GENERAL**

**Copy to: Hon. J.B.N. Muturi, EGH**  
Attorney General  
Office of the Attorney General &  
Department of Justice  
Sheria House, Harambee Avenue  
**NAIROBI**

**Felix K. Koskei**  
Chief of Staff & Head of Public Service  
Office of the President  
Harambee Avenue  
**NAIROBI**

**CPA Nancy Gathungu, CBS**

Auditor General  
Office of the Auditor General  
3rd Floor, Anniversary Towers, University Way  
**NAIROBI**

**Dr. Chris Kiptoo, CBS**

Principal Secretary  
National Treasury  
The National Treasury Building  
**NAIROBI**

**Ms. Mary Mwiti**

Chief Executive Officer  
Council of Governors  
**NAIROBI**

REF: PPRA/6/5 VOL.II (224)

30<sup>th</sup> August 2024

PPRA CIRCULAR No. 01/2024

**The Clerk of the Senate**  
**The Clerk of the National Assembly**  
**The Chief Registrar of the Judiciary**  
**All Principal Secretaries and Accounting Officers of Ministries and State Departments**  
**The Solicitor General**  
**The Auditor General**  
**The Controller of Budget**  
**All Commission Secretaries, Constitutional Commissions**  
**All CEOs/Accounting Officers of State Corporations and SAGAs**  
**All Vice Chancellors, Public Universities**  
**All Ambassadors/ High Commissioners, Kenya Diplomatic Missions**  
**All County Secretaries**  
**All Clerks, County Assemblies**  
**All County Executive Committee Members for Finance**  
**All Accounting Officers, County Departments**  
**All CEOs/Accounting Officers of County Corporations/Agencies**  
**All Managing Directors, Public Water Companies**  
**All Principals of Public Colleges, Polytechnics, Technical and Vocation Training Institutions**  
**All Principals and Headmasters of Public Secondary & Primary Schools**  
**All Trust Secretaries, Pension Funds for Public Entities**  
**All Regional National Government Coordinators**  
**All County Commissioners, County Service Delivery Coordination Units**  
**All Fund Account Managers, National Government Constituency Development Funds**  
**All County Coordinators, National Government Affirmative Action Funds**  
**All Managers, City Boards and Municipalities**  
**All Heads of Project Implementation Units/Offices**  
**All Heads of Other Public Institutions**

**IMPLEMENTATION OF THE PUBLIC PROCUREMENT CAPACITY BUILDING  
LEVY ORDER, 2023**

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The Public Procurement Regulatory Authority (the Authority) is established under Section 8 of the Public Procurement and Asset Disposal Act, 2015 (the

Act) with the mandate of monitoring, assessing and reviewing the public procurement and asset disposal system to ensure compliance with the national values, the principles under Article 227 and other provisions of the Constitution of Kenya 2010, and thereby make recommendations for improvements to the system. Additionally, the Authority also promotes and supports the training of persons involved in public procurement and asset disposal proceedings.

In order, to provide funds for the capacity development of persons involved in public procurement and asset disposal proceedings through mentoring, training, and technical assistance, the Cabinet Secretary, National Treasury and Economic Planning, pursuant to Sections 24(5)(d) and 180 of the Act, issued the **Public Procurement Capacity Building Levy Order, 2023** (hereinafter referred to as 'The Levy Order, 2023') vide **Legal Notice No. 206 of 6<sup>th</sup> November, 2023**.

Paragraph 3(1) of The Levy Order, 2023 provides that, ***'there shall be paid a Levy by a supplier on all procurement contracts signed between the supplier and a procuring entity, at the rate of zero point zero three per centum (0.03%) of the value of the signed contract, exclusive of applicable taxes.'***

The Authority hereby notifies all procuring entities as follows:

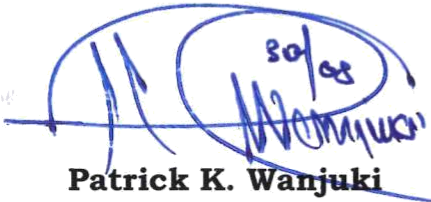
1. **The commencement date** for The Levy Order, 2023 is **1<sup>st</sup> September, 2024;**
2. The Levy Order, 2023 shall apply to all signed contracts resulting from all procurement proceedings initiated from **1<sup>st</sup> September, 2024;**
3. The Levy Order, 2023 shall also apply to any contract extensions, renewals and/or variations made from **1<sup>st</sup> September, 2024;**
4. The Levy Order, 2023 shall equally apply to contracts that are long term in nature (Term Contracts) where Local Service Orders (LSOs) or Local Purchase Orders (LPOs) are raised as and when orders are made;
5. Procuring entities shall remit the Levy amounts to **the Authority** through the **eCitizen payment platform** by the 20<sup>th</sup> day of the subsequent month; failure to which a penalty of 5% of the outstanding levy amounts shall apply for each and every month the levy amount remains unpaid; and
6. All procuring entities shall file monthly returns by the 20<sup>th</sup> day of the subsequent month on all levy amounts deducted and remitted to the Authority through the Public Procurement Information Portal (**<https://tenders.go.ke>**).

The Authority shall organise forums from September, 2024 for sensitization of procuring entities on implementation of The Levy Order 2023. The Authority will

also continuously engage and collaborate with all procuring entities to enhance compliance with the provisions/requirements of The Levy Order 2023.

For any clarifications and information on The Levy Order 2023, please contact the undersigned through **info@ppra.go.ke**.

All Accounting Officers are required to adhere to Legal Notice No. 206 of 2023 and ensure compliance to the provisions of The Levy Order 2023 by bringing it to the attention of their Procurement and Finance functions, all officers within their institutions, and other Agencies within their purview.



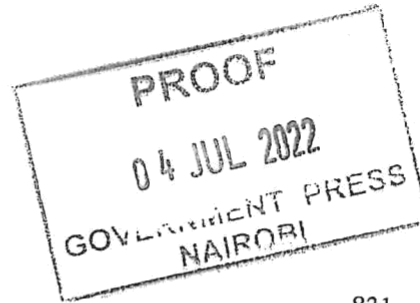
**Patrick K. Wanjuki**  
**DIRECTOR GENERAL**

**Copy to: Mr. Felix K. Koskei, EGH**  
Chief of Staff and Head of Public Service  
Executive Office of the President  
Harambee House  
**NAIROBI**  
Email: [info@headofpublicservice.go.ke](mailto:info@headofpublicservice.go.ke)

**Dr. Chris Kiptoo, CBS**  
Principal Secretary  
The National Treasury  
Treasury Building  
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**FCPA Nancy Gathungu, CBS**  
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**Ms. Mary Mwiti, MBS**  
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**SPECIAL ISSUE**

*Kenya Gazette Supplement No. 114*

831

1st July, 2022

(Legislative Supplement No. 52)

LEGAL NOTICE No. 125

**THE LABOUR INSTITUTIONS ACT**

(No. 12 of 2007)

IN EXERCISE of the powers conferred by section 46 of the Labour Institutions Act, the Cabinet Secretary for Labour makes the following Order—

**THE REGULATION OF WAGES (GENERAL) (AMENDMENT)  
ORDER, 2022**

**PART I—PRELIMINARY**

1. This Order may be cited as the Regulation of Wages (General) (Amendment) Order, 2022 and shall be deemed to have come into operation on the 1st of May 2022.

Citation and commencement.

2. The Regulation of Wages (General) Order is amended by deleting the Schedule and substituting therefor the following new Schedule—

Sub. leg.



## SCHEDULE

1. BASIC MINIMUM MONTHLY WAGES (EXCLUSIVE OF HOUSING ALLOWANCE)  
 2. MINIMUM DAILY AND HOURLY RATES (INCLUSIVE OF HOUSING ALLOWANCE)

S/NO	COLUMN 1 Occupation	COLUMN 2			COLUMN 3			COLUMN 4		
		Nairobi, Mombasa, Kisumu and Nakuru Cities			All Former Municipalities and Town Councils of Mavoko, Ruiru and Limuru			All other areas		
		Monthly contract per month	Daily Rate	Hourly rate	Monthly contract per month	Daily Rate	Hourly rate	Monthly contract per month	Daily Rate	Hourly rate
		Kshs. Cts	Kshs.Cts	Kshs.Cts	Kshs.Cts	Kshs.Cts	Kshs.Cts	Kshs.Cts	Kshs.Cts	Kshs.Cts
1.	General labourer including cleaner, sweeper, gardener, children's ayah, house servant, day watchman, messenger	15201.65	731.50	135.90	14025.40	672.00	124.20	8109.90	411.00	75.95
2.	Miner, stone cutter, turn boy, waiter, cook, logger, line cutter	16417.90	789.15	148.00	14566.40	697.90	125.90	9370.30	463.20	84.70
3.	Night watchman	16959.00	813.70	153.00	15722.60	758.35	139.20	9672.70	466.70	89.20

S/NO	COLUMN 1 Occupation	COLUMN 2 Nairobi, Mombasa, Kisumu and Nakuru Cities			COLUMN 3 All Former Municipalities and Town Councils of Mavoko, Ruiru and Limuru			COLUMN 4 All other areas		
		Monthly contract per month	Daily Rate	Hourly rate	Monthly contract per month	Daily Rate	Hourly rate	Monthly contract per Month	Daily Rate	Hourly rate
		Kshs. Cts	Kshs.Cts	Kshs.Cts	Kshs.Cts	Kshs.Cts	Kshs.Cts	Kshs.Cts	Kshs.Cts	Kshs.Cts
4.	Machine attendant, sawmill sawyer, machine assistant, mass production machinist, shoe cutter, bakery worker, bakery assistant, tailors assistant	17229.50	827.75	158.75	16033.15	775.30	140.55	12995.25	627.65	116.80
5.	Machinist (made to measure) shoe upper preparer, chaplis maker, vehicle service worker (petrol and service stations), bakery plant hand, laundry operator, junior clerk, wheel tractor driver (light)	19668.30	947.80	176.50	18399.70	885.80	147.95	15043.10	727.55	135.90

S/NO.	COLUMN 1 Occupation	COLUMN 2 Nairobi, Mombasa, Kisumu and Nakuru Cities			COLUMN 3 All Former Municipalities and Town Councils of Mavoko, Ruiru and Limuru			COLUMN 4 All other areas		
		Monthly contract per month Kshs. Cts	Daily Rate Kshs.Cts	Hourly rate Kshs.Cts	Monthly contract per month Kshs.Cts	Daily Rate Kshs.Cts	Hourly rate Kshs.Cts	Monthly contract per month Kshs.Cts	Daily Rate Kshs.Cts	Hourly rate Kshs.Cts
6	Printing machine operator, bakery machine operator, plywood machine operator, sawmill dresser, shop assistant, machine tool operator, dough maker, table hand baker or confectioner, copy typist, driver (cars and light vans)	20517.80	985.90	184.70	18936.85	910.10	168.45	15652.30	752.10	139.10
7	Pattern designer (draughts- man) garment and	23413.50	1125.70	210.90	21405.50	1029.50	169.60	18251.50	874.90	163.90

S/NO.	COLUMN 1 Occupation	COLUMN 2 Nairobi, Mombasa, Kisumu and Nakuru Cities		COLUMN 3 All Former Municipalities and Town Councils of Mavoko, Ruiru and Limuru		COLUMN 4 All other areas				
		Monthly contract per month Kshs. Cts	Daily Rate Kshs.Cts	Hourly rate Kshs.Cts	Monthly contract per month Kshs.Cts	Daily Rate Kshs.Cts	Hourly rate Kshs.Cts	Monthly contract per month Kshs.Cts	Daily Rate Kshs.Cts	Hourly rate Kshs.Cts
	dress cutter, single hand oven man, charge-hand baker, general clerk, telephone operator, receptionist, storekeeper									
8	Tailor, driver (medium sized vehicle)	25804.15	1241.85	229.70	23716.20	1142.20	211.20	21147.00	1032.55	189.55
9	Dyer, crawler tractor driver, sales man	28487.40	1366.20	256.00	26579.60	1279.00	238.10	23988.70	1151.90	211.50
10	Saw doctor, caretaker (buildings)	31525.30	1518.10	283.60	29437.30	1417.40	264.10	27423.30	1318.20	245.20

S/NO.	Occupation	Nairobi, Mombasa, Kisumu and Nakuru Cities			All Former Municipalities and Town Councils of Mavoko, Ruiru and Limuru.			All other areas		
		Monthly contract per month	Daily Rate	Hourly rate	Monthly contract month	Daily rate	Hourly rate	Monthly contract per month	Daily rate	Hourly rate
11	Cashier, driver (heavy commercial vehicles) sales-man driver	Kshs. Cts 34302.75	Kshs.Cts 1651.45	Kshs.Cts 309.10	Kshs.Cts 32280.75	Kshs.Cts 1553.90	Kshs.Cts 291.80	Kshs.Cts 30266.80	Kshs.Cts 1454.90	Kshs.Cts 272.20
12	Ungraded artisan	20517.85	986.65	184.70	18936.85	910.10	168.45	15652.60	752.10	139.95
13	Artisan Grade III	25804.20	1241.85	229.65	23716.20	1142.20	211.20	21107.00	1032.60	189.65
14	Artisan Grade II	27870.15	1366.20	256.00	26579.60	1384.30	238.10	23988.70	1151.50	211.75
15	Artisan Grade I	34302.75	1651.45	309.10	32280.75	1553.90	291.80	30266.90	1454.80	272.30

Made on the 20th June, 2022.

SIMON K. CHELUGUI,  
Cabinet Secretary for Labour.