



KenGen
KENYA ELECTRICITY GENERATING COMPANY PLC

KGN-ADM-010-2025

RFx 5000016717

**TENDER FOR PROCUREMENT OF CLEANING, GARDENING
AND GARBAGE MANAGEMENT SERVICES FOR TWO YEARS
AT NGONG WIND AND GARISSA SOLAR POWER STATIONS**

(Reserved for AGPO Group (Women))

**Kenya Electricity Generating Company PLC
Stima Plaza Phase III, Kolobot Road, Parklands
P.O. BOX 47936-00100
NAIROBI.
Website: www.kengen.co.ke**

March, 2025

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INVITATION TO TENDER

Kenya Electricity Generating Company PLC; P.O Box 47936-00100

CONTRACT NAME AND DESCRIPTION: KGN-ADM-010-2025 - TENDER FOR PROCUREMENT OF CLEANING, GARDENING AND GARBAGE MANAGEMENT SERVICES FOR TWO YEARS (2025 – 2027) AT NGONG WIND AND GARISSA SOLAR POWER STATIONS.

The *Kenya Electricity Generating Company PLC* invites sealed tenders for the provision of services, for

TENDER FOR PROCUREMENT OF CLEANING, GARDENING AND GARBAGE MANAGEMENT SERVICES FOR TWO YEARS (2025 – 2027) AT NGONG WIND AND GARISSA SOLAR POWER STATIONS.

Tendering will be conducted under **OPEN TENDERING METHOD (Reserved for Women Enterprises)**.

Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours. 8am and 5pm starting at the date of advert at the office of:

General Manager, Supply Chain

Tel: (254) (020) 3666000

Email: tenders@kengen.co.ke; jmbugua@kengen.co.ke; mgichuru@kengen.co.ke;

More details on the Services are provided in **PART 2 - Services' Requirements**, Section V - Description of Services of the Tender Document.

1. Tender documents may be viewed and downloaded for free from the website (WWW.KENGEN.CO.KE). Tenderers who download the tender document must forward their particulars immediately to (tenders@kengen.co.ke, 0711036000 and P.O.BOX 47936-00100 postal address) to facilitate any further clarification or addendum.
2. Bidders who are unable to download the tender documents from the website may collect them from any KenGen Supply Chain Office upon payment of a non-refundable fee of KShs.1, 000.00 paid via Mpesa, pay bill no. 400200 and account no. 01120069076000, then share the MPesa message to KenGen Finance office staff for receipt and issuance of official receipt or through a banker's cheque and payable to the address given below.
3. All Tenders must be accompanied by a "**Tender Security Securing Declaration**" as part of the bid document.
4. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
5. There shall a **MANDATORY Site Visit** starting from 10.00 a.m. as indicated in the table below;

No	Stations	Site Visit Date	Venue
1	Ngong Wind Power Station	1 st April, 2025	Ngong Wind Power Station Starting at 10:00 a.m. to 4.00 p.m.
2	Garissa Solar Power Plant	3 rd April, 2025	Garissa Solar Power Station, Garissa Starting at 10:00 a.m. to 4.00 p.m.

Bidders are advised to keep time and take care of their own cost to the sites.

6. Completed tenders must be delivered to the address below on or before **9th April, 2025 at 2.00 p.m.J.** Electronic Tenders <https://eprocurement.kengen.co.ke:50001/irj/portal> be permitted.

7. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
9. Late tenders will be rejected.
10. The addresses referred to above are:

A. **Address for obtaining further information and for purchasing tender documents**

General Manager-Supply Chain
Kenya Electricity Generating Company PLC
Stima Plaza Phase III, Kolobot Road, Parklands
P.O. BOX 47936-00100
Ground Floor

B. **Address for Opening of Tenders.**

General Manager-Supply Chain
Kenya Electricity Generating Company PLC
Stima Plaza Phase III, Kolobot Road, Parklands
P.O. BOX 47936-00100
Ground Floor

NOTE: Public Procurement Capacity Building Levy

- Pursuant to the enactment of the Legal Notice No. 206 on Public Procurement and Asset Disposal Act 2015, Section 3 (1), KenGen shall retain the Public Procurement Capacity Building Levy at the rate of zero point zero three per centum (0.03%) of the value of the signed contract effective 1st September 2024. Payment of the submitted invoices shall therefore be made minus this Levy.

KenGen adheres to high standards of integrity in its business operations.

Report any unethical behavior immediately to any of the provided anonymous hotline service.

- 1) Call Toll Free: 0800722626;
- 2) Free-Fax: 00800 007788;
- 3) Email: kengen@tip-offs.com
- 4) Website: www.tip-offs.com

GENERAL MANAGER, SUPPLY CHAIN

PART I - TENDERING PROCEDURES

SECTION I -INSTRUCTIONS TO TENDERERS

A. General

I. Scope of Tender

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

2 Throughout this tendering document:

2.1 The terms:

- a) The term “in writing” means communicated in written form (e.g., by mail, e-mail, fax, including if specified **in the TDS**, distributed or received through the electronic- procurement system used by the Procuring Entity) with proof of receipt;
- b) if the 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 the Procuring Entity. It excludes the Procuring Entity's official public holidays.

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

3. Fraud and Corruption

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

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

- 3.4 Unfair Competitive Advantage-Fairness and transparency in the tender process require that the Firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. The Procuring Entity shall indicate in the **TDS** firms (if any) that provided consulting services for the contract being tendered for. The Procuring Entity shall check whether the owners or controllers of the Tenderer are same as

those that provided consulting services. The Procuring Entity shall, upon request, make available to any tenderer information that would give such firm unfair competitive advantage over competing firms.

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 the Procuring Entity, 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 the Procuring Entity regarding this Tendering process; or
 - e or any of its affiliates participated as a consultant in the preparation of the Procuring Entity's Requirements (including Activities Schedules, Performance Specifications and Drawings) for the 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 the Procuring Entity or Procuring Entity for the Contract implementation; or
 - g 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
 - h has a close business or family relationship with a professional staff of the Procuring Entity or of the project implementing agency, who:
 - i. are directly or 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

- ii. 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 the Procuring Entity 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
- 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 the Procuring Entity.
- 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 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided in for this purpose is be provided in “SECTION III-EVALUATION AND QUALIFICATION CRITERIA, Item 9”.
- 4.11 Pursuant to the eligibility requirements of ITT 4.10, a tender is considered a foreign tenderer, if 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

- 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 I: 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 the Procuring Entity is not part of this tendering document.
- 6.3 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Tender meeting (if any), or Addenda to the tendering document in accordance with ITT 10. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.

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

7. **Site Visit**

7.1 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine 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 The Procuring Entity shall specify in the **TDS** if a pre-tender conference will be held, when and where. The Procuring Entity shall also specify in the **TDS** if a pre-arranged pretender 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 the Procuring Entity not later than the period specified in the **TDS** before the meeting.

8.3 Minutes of the pre-Tender meeting and the pre-arranged 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 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the 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 the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT10 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

9 **Clarification of Tender Documents**

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

10 **Amendment of Tender Documents**

- 10.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tendering document by issuing addenda.
- 10.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's 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, the Procuring Entity shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 24.2 below.

C. Preparation of Tenders

I 1 Cost of Tendering

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

I 2 Language of Tender

- 12.1 The Tender as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and the Procuring Entity shall be written in the English language. Supporting documents and printed literature that are part of the Tender 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.

I 3 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 with ITT 15;
 - e **Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 22.3;
 - f **Qualifications:** documentary evidence in accordance with ITT 19 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
 - g **Tenderer's Eligibility:** documentary evidence in accordance with ITT 19 establishing the Tenderer's eligibility to Tender;
 - h **Conformity:** documentary evidence in accordance with ITT 18, that the Services conform to the tendering document; and
 - i Any other document required in the **TDS**.

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 the Procuring Entity.
- 15.2 When alternative times for completion are explicitly invited, a statement to that effect will be included **in the TDS** and the method of evaluating different time schedules will be described in Section III, Evaluation and Qualification Criteria.
- 15.3 When specified **in the TDS**, Tenderers are reemitted to submit alternative technical solutions for specified parts of the Services, and such parts will be identified **in the TDS**, as will the method for their evaluating, and described in Section VII, Procuring Entity's Requirements.

16. Tender Prices and Discounts

- 16.1 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Activity Schedule (s) shall conform to the requirements specified below.
- 16.2 All lots (contracts) and items must be listed and priced separately in the Activity Schedule(s).
- 16.3 The Contract shall be for the Services, as described in Appendix A to the Contract and in the Specifications (or Terms of Reference), based on the priced Activity Schedule, submitted by the Tenderer.
- 16.4 The Tenderer shall quote any discounts and indicate the methodology for their application in the Form of Tender in accordance with ITT 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 the Procuring Entity when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.
- 16.6 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 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, Procuring Entity'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 the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Procuring Entity's Requirements.

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 the Procuring Entity, a Service provider or group of service providers. qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and 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 the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.

18.4 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under 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 the Procuring Entity. In submitting the information required pursuant to these requirements, the

Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.

- 18.7 If a tenderer fails to submit the information required by these requirements, its tenderer will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.
- 18.8 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:
- i) If the procurement process is still 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 in complete, 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 the Procuring Entity 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 the Procuring Entity'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 pre-qualification 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 the Procuring Entity in accordance with ITT 24.1). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

20.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with 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 an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
- iv) a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya,

21.4 If a Tender Security is specified pursuant to ITT 20.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Procuring Entity as non-responsive.

21.5 If a Tender Security is specified pursuant to ITT 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. The Procuring Entity 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 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, the Procuring Entity 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 initialed by the person signing the Tender.

D. Submission and Opening of Tenders

23 Sealing and Marking of Tenders

- 23.1 Depending on the sizes or quantities or weight of the tender documents, a tenderer may use an envelope, package or container. The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:
- a. in an envelope or package or container marked "ORIGINAL", all documents comprising the Tender, as described in ITT 13; 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 ITT 15, and if relevant:
 - i. in an envelope or package or container marked "ORIGINAL-ALTERNATIVE TENDER", the alternative Tender; and
 - ii. in the envelope or package or container marked "COPIES-ALTERNATIVE TENDER", all required copies of the alternative Tender.

The inner envelopes or packages or containers shall:

- a) Bear the name and address of the Procuring Entity.
 - b) Bear the name and address of the Tenderer; and
 - c) Bear the name and Reference number of the Tender.
- 23.2 If an envelope or package or container is not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender. Tenders misplaced or opened prematurely will not be accepted.

24 Deadline for Submission of Tenders

24.1 Tenders must be received by the Procuring Entity at the address and no later than the date and time specified **in the TDS**. When so specified **in the TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified **in the TDS**.

24.2 The Procuring Entity 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 the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

25 Late Tenders

25.1 The Procuring Entity shall not consider any Tender that arrives after the dead line for submission of Tenders, in accordance with ITT 24. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

26 Withdrawal, Substitution and Modification of Tenders

26.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by 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 the Procuring Entity 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, the Procuring Entity shall, at the Tender opening, publicly open and read out all Tenders received by the deadline at the date, time and place specified **in the TDS** in the presence of Tenderers' designated representatives and anyone who choose to attend. Any specific electronic Tender opening procedures required if electronic tendering is permitted in accordance with ITT 23.1 shall be as specified **in the TDS**.

- 27.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding Tender shall not be opened, but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the “power of attorney” confirming the signature as a person duly authorized to sign on behalf of the Tenderer, the corresponding Tender will be opened. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.
- 27.3 Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.
- 27.4 Next, envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.
- 27.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate.
- 27.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further. The Form of Tender and the priced Activity Schedule are to be initialed by representatives of the Procuring Entity attending Tender opening in the manner specified **in the TDS**.
- 27.7 The Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT25.1).
- 27.8 The Procuring Entity shall prepare a record of the Tender opening that shall include, as a minimum:
- a) The name of the Tenderer and whether there is a withdrawal, substitution, or modification;
 - b) The Tender Price, per lot (contract) if applicable, including any discounts; and
 - c) any alternative Tenders;
 - d) The presence or absence of a Tender Security or Tender-Securing Declaration, if one was required.
 - 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 the Procuring Entity 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 the Procuring Entity on any matter related to the Tendering process, it should do so in writing.

29 Clarification of Tenders

29.1 To assist in the examination, evaluation, and comparison of Tenders, and qualification of the Tenderers, the Procuring Entity may, at the Procuring Entity's discretion, ask any tenderer for clarification of its Tender including break downs of the prices in the Activity Schedule, and other information that the Procuring Entity may require. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the Tenders, in accordance with ITT32.

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

30 Deviations, Reservations, and Omissions

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

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

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

31.3 The Procuring Entity 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 the Procuring Entity 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, the Procuring Entity may waive any non-conformity in the Tender.
- 31.6 Provided that a Tender is substantially responsive, the Procuring Entity may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial non- conformities or omissions in the Tender related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.
- 31.7 Provided that a Tender is substantially responsive, the Procuring Entity 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 Arithmetical 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, the Procuring Entity shall handle errors on the following basis:
- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
 - b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive .and
 - c) If there is a discrepancy between words and figures, the amount in words shall prevail
- 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 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Procuring Entity shall determine the 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, the Procuring Entity will determine for each Tender the evaluated Tender cost by adjusting the Tender price as follows:
- a) Price adjustment due to discounts offered in accordance with ITT 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 ITT 33; 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 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 35.2 to determine the Tender that has the lowest evaluated cost.

37 Abnormally Low Tenders and

Abnormally High Tenders

Abnormally Low Tenders

- 37.1 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price.
- 37.2 In the event of identification of a potentially Abnormally Low Tender, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price

analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document.

- 37.3 After evaluation of the price analyses, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

Abnormally High Tenders

- 37.4 An abnormally high price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.

- 37.5 In case of an abnormally high price, the Procuring Entity 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. The Procuring Entity may also seek written clarification from the tenderer on the reason for the high tender price. The Procuring Entity shall proceed as follows:

- i) If the tender price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the tender depending on the Procuring Entity's budget considerations.
- ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, the Procuring Entity 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 the Procuring Entity determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (*often due to collusion, corruption or other manipulations*), the Procuring Entity shall reject all Tenders and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise, before retendering.

38 Unbalanced and/or Front-Loaded Tenders

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

- 38.2 After the evaluation of the information and detailed price analyses presented by the Tenderer, the Procuring Entity may as appropriate:

- a) Accept the Tender; or
- b) require that the total amount of the Performance Security be increased at the expense of the Tenderer to a level not exceeding 10% of the Contract Price; or
- c) agree on a payment mode that eliminates the inherent risk of the Procuring Entity paying too much for undelivered works; or
- d) Reject the Tender.

39 Qualification of the Tenderer

- 39.1 The Procuring Entity shall determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender is eligible and meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.
- 39.2 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 the Procuring Entity 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 The Procuring Entity reserves the right to accept or reject any Tender, and to annul the Tendering process and reject all Tenders at any time prior to Contract Award, without 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 The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender.

42 Notice of Intention to enter in to a Contract

- 42.1 Upon award of the contract and Prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter 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 the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter in to a Contract with the successful Tenderer.

44 Debriefing by the Procuring Entity

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

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, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

46 Signing of Contract

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

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

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

47 Performance Security

47.1 Within twenty-one (21) days of the receipt of the Form of Acceptance from the Procuring Entity, the successful Tenderer, if required, shall furnish the Performance Security in accordance with the GCC 3.9, using for that purpose the Performance Security Form included in Section VIII, Contract Forms, or another Form acceptable to the Procuring Entity. If the Performance Security furnished by the successful Tenderer is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Tenderer to be acceptable to the Procuring Entity. A foreign institution providing a bond shall have a correspondent financial institution located in Kenya, unless the Procuring Entity has agreed in writing that a correspondent financial institution is not required.

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

48 Publication of Procurement Contract

- 48.1 Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:
- a) Name and address of the Procuring Entity;
 - b) Name and reference number of the contract being awarded, a summary of its scope and the selection method used;
 - c) The name of the successful Tenderer, the final total contract price, the contract duration.
 - d) Dates of signature, commencement and completion of contract;
 - e) Names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

49 Adjudicator

- 49.1 The Procuring Entity proposes the person named **in the TDS** to be appointed as adjudicator 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, the Procuring Entity has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Special Conditions of Contract at the request of either party.

50 Procurement Related Complaints and Administrative Review

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

SECTION II - TENDER DATA SHEET (TDS)

The following specific data for the Non-Consulting 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 Reference	A. General
ITT 1.1	The reference number of the Invitation for <i>Tenders</i> is: [KGN- ADM- 010- 2025] The Procuring Entity is: Kenya Electricity Generating Company Plc. The name of the Contract is: TENDER FOR PROCUREMENT OF CLEANING, GARDENING AND GARBAGE MANAGEMENT SERVICES FOR TWO YEARS (2025 – 2027) AT NGONG WIND AND GARISSA SOLAR POWER STATIONS

Electronic –Procurement System

The tender **MUST** be submitted through our e-procurement platform found at www.kengen.co.ke
(<https://eprocurement.kengen.co.ke:50001/irj/portal>)

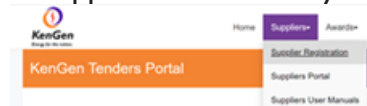
SUBMISSION OF TENDERS:

Electronic submission shall be permitted through our e-procurement platform found at www.kengen.co.ke (<https://eprocurement.kengen.co.ke:50001/irj/portal>)

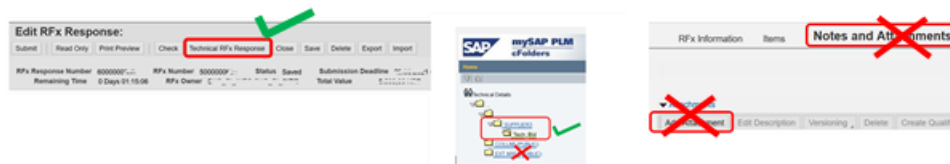
1. For suppliers registering for the first time using the link

[https://supplierregistration.kengen.co.ke:4302/slc_selfreg\(bDI1biZjPTMwMCZkPWlpbg==\)/bspwdapplication.do#VIEW_ANCHOR-ROS_TOP](https://supplierregistration.kengen.co.ke:4302/slc_selfreg(bDI1biZjPTMwMCZkPWlpbg==)/bspwdapplication.do#VIEW_ANCHOR-ROS_TOP) ensure the

“**Public Tender**” checkbox is ticked so that the login details are sent to suppliers automatically



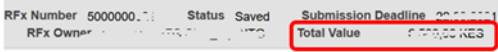


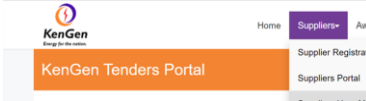




It is a mandatory requirement that all documents are uploaded to the SRM System through the link: <https://eprocurement.kengen.co.ke:50001/irj/portal>, log-in to access the published events under ‘**RFx and Auctions**’ tab.



After clicking on the Event Number, then click on Register (for Open tenders), then click on ‘**Create Response**’, bidders to click on ‘**Technical RFx Response**’ tab to access the cfolder page to upload your document.

Instructions to Bidders: Caution on Uploading Bid Documents

- a. **Preferred Submission Method:** Bidders are advised to use the C-Folder for submitting their tenders. This platform is specifically designed to handle bulky technical bid documents of up to 99MB per file.
 - b. **Exceeding File Size Limit:** In the event that the bid response exceeds the 99MB limit: -
 - i. Bidders should try to compress the pdf file first to file size less than 99MB and if compressing doesn't reduce the file size consider option (ii) below.
 - ii. Split the documents into two or more separate files before submission. This ensures the integrity of the tendering process and accurate evaluation of all necessary information.
 - c. Bids uploaded on **Notes and Attachments" Tab** may have a transmission failure and the bid may not be successfully received through the system and KenGen will not be held accountable for failure to transmit on eProcurement portal.
- **Assistance and Inquiries:** For any questions or further assistance, bidders are encouraged to reach out to the team at least 24 hours before submission deadline

	through eprocurement@kengen.co.ke ; or tenders@kengen.co.ke ; or visit our office through the Karibu Centre.																								
ITT 1.2(a)	<ul style="list-style-type: none"> Prices MUST be entered under item tab of the RFx and MUST be similar to the prices in the price Schedule.  <ul style="list-style-type: none"> Bidders should confirm on the supplier portal that the status of their RFx response shows “Submitted” and not “Saved” to ensure their RFx response is submitted. <table border="1" data-bbox="373 488 1358 591"> <thead> <tr> <th>Event Number</th> <th>Event Description</th> <th>Event Type</th> <th>Event Status</th> <th>Start Date</th> <th>End Date</th> <th>Response Number</th> <th>Response Status</th> </tr> </thead> <tbody> <tr> <td>5000000000</td> <td>Test Bid Invite: Invitation to Bidders</td> <td>Open Tendering</td> <td>Published</td> <td></td> <td>22.09.2024</td> <td>6000000000</td> <td>Saved </td> </tr> <tr> <td>5000000000</td> <td>Test 4: Test Bid Invite in supplier portal</td> <td>Open Tendering</td> <td>Published</td> <td></td> <td>15.02.2024</td> <td>6000000000</td> <td>Submitted </td> </tr> </tbody> </table> <ul style="list-style-type: none"> Bidders who have submitted their bids should not click on WITHDRAW but click on EDIT to amend their bid response with appropriate changes if they desire to do so. <ul style="list-style-type: none"> Manuals to guide on the bidding process are accessible via the 	Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	5000000000	Test Bid Invite: Invitation to Bidders	Open Tendering	Published		22.09.2024	6000000000	Saved 	5000000000	Test 4: Test Bid Invite in supplier portal	Open Tendering	Published		15.02.2024	6000000000	Submitted 
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5000000000	Test 4: Test Bid Invite in supplier portal	Open Tendering	Published		15.02.2024	6000000000	Submitted 																		
ITT 3	Eligibility: This tender is reserved to Special Groups - Women																								
Site Visit	<p>There shall be a MANDATORY Site Visit starting from 10.00 a.m. as indicated in the table below;</p> <table border="1" data-bbox="387 1115 1382 1442"> <thead> <tr> <th>No</th> <th>Stations</th> <th>Site Visit Date</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Ngong Wind Power Station</td> <td>1st April, 2025</td> <td>Ngong Wind Power Station Starting at 10:00 a.m. to 4.00 p.m.</td> </tr> <tr> <td>2</td> <td>Garissa Solar Power Plant</td> <td>3rd April, 2025</td> <td>Garissa Solar Power Station, Garissa Starting at 10:00 a.m. to 4.00 p.m.</td> </tr> </tbody> </table> <p><i>Bidders are advised to keep time and take care of their own cost to the sites.</i></p>	No	Stations	Site Visit Date	Venue	1	Ngong Wind Power Station	1 st April, 2025	Ngong Wind Power Station Starting at 10:00 a.m. to 4.00 p.m.	2	Garissa Solar Power Plant	3 rd April, 2025	Garissa Solar Power Station, Garissa Starting at 10:00 a.m. to 4.00 p.m.												
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ITT 13.8	Tender Prices Prices indicated in the tender form shall be inclusive of all applicable taxes and insurance																								
ITT 10.1 (g)	Tender eligibility and qualifications Proof of eligibility, qualification documents of evidence (see evaluation criteria)																								
ITT 3.5	Joint venture shall not be required in this tender.																								
ITT 3.7	A list of debarred firms and individuals is available on the PPRA’s website: www.ppra.go.ke																								
	B. Contents of Tendering Document																								
ITT 6	For Clarification of Tender purposes only, the Procuring Entity’s address is: Attention: General Manager, Supply Chain Kenya Electricity Generating Company PLC, 9th Floor, KenGen Pension Plaza II,																								

	<p>Kolobot Road, Parklands, P.O. Box 47936, 00100 NAIROBI. tenders@kengen.co.ke; cc jmbugua@kengen.co.ke</p> <p>Requests for clarification should be received by the Procuring Entity no later than: 3 days before tender closing date. Web page: [www.kengen.co.ke].</p>
	C. Preparation of Tenders
ITT 12.1	Alternative Tenders shall not be considered
ITT 13.5	The prices quoted by the Tenderer shall not be subject to adjustment during the performance of the Contract.
ITT 14.2	Foreign currency requirements Not allowed
ITT 17.1	The Tender validity period shall be 154 days .
ITT 18.1	A <i>Tender Security</i> “ shall not ” be required. For this tender. Bidders MUST submit a signed Tender Securing Declaration Form .
ITT 19.1	<p>Tender submission</p> <p>The tender MUST be submitted through our e-procurement platform found at www.kengen.co.ke (https://eprocurement.kengen.co.ke:50001/irj/portal)</p> <p>SUBMISSION OF TENDERS:</p> <ul style="list-style-type: none"> • Tender documents must be submitted online through KenGen E-Procurement web portal found on the KenGen website (www.kengen.co.ke) • Bidders who are interested in this tender MUST ensure that they are registered in the E-Procurement Portal. Please ensure compliance to the following; • For suppliers registering for the first time ensure the “Public Procurement” checkbox is ticked so that the login details are sent to suppliers automatically • Prices to be entered under item of the RFX shall be similar to be prices in the price schedule.
ITT 19.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: a Tender specific Power of Attorney
	D. Submission and Opening of Tenders
20.4	<p>For Tender submission purposes only, the Procuring Entity’s address is:</p> <p>General Manager, Supply Chain Kenya Electricity Generating Company PLC, 9th Floor, KenGen Pension Plaza II, Kolobot Road, Parklands, P.O. Box 47936, 00100 NAIROBI. tenders@kengen.co.ke; jmbugua@kengen.co.ke; mgichuru@kengen.co.ke;</p> <p>The deadline for Tender Online submission is:</p> <p>Date: 9th April, 2025 at 2.00 p.m.</p> <p>Tender documents Must be submitted through our e-procurement platform found at www.kengen.co.ke (https://eprocurement.kengen.co.ke:50001/irj/portal)</p>
ITT 24.1	The Tender opening shall take place at Online Kenya Electricity Generating Company PLC, Ground Floor, KenGen Pension Plaza I,

**Kolobot Road, Parklands,
P.O. Box 47936, 00100
NAIROBI.**

Date and time: **9th April, 2025 at 2.30 p.m.**

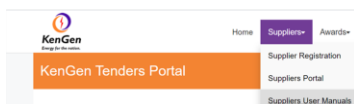
Note; In an effort to curb the spread of the COVID-19 pandemic the following measures shall apply:

- **Where bidders or their representatives choose to attend the bid opening, KenGen shall limit the persons to a maximum of 5 people, whom shall be nominated by the bidders present for the opening session.**
- **The tender opening shall be conducted in a spacious environment and observing a social distance of at least 1.5 meters away from each other. Screening and registration of all attendees shall take place in all sessions.**
- **Failure to attend the bid opening shall not invalidate the process. Bidders can request for the tender opening minutes of the tender opening session through the following email address tenders@kengen.co.ke**

E. Evaluation and Comparison of Tenders

ITT 31.1	Where other currencies are used, the procuring entity will convert these currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya before comparing all the responsive tenders.
ITT 33.3	A margin of preference and/or reservation <i>shall not apply.</i>
ITT 31.2	Preliminary Examination Tender sum as submitted and read out during tender opening is absolute and shall not be subject to correction, adjustment or amendment on any way Sec.82 of PPADA 2015, Subject to section 79(2)(b) of the Act, any error 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 substance of the tender and shall lead to disqualification of the tender as non-responsive.
	Due Diligence KenGen may at its own discretion conduct due diligence on the eligible bidders to establish their ability to perform the contract before award of the contract.

Manuals to guide on the bidding process are accessible via the KenGen Tenders Portal.



1.3 Evaluation and contract award Criteria

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

2 Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other 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. The Standard Tender Evaluation Report Document for Goods and Works for evaluating Tenders provides very clear guide on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered non- responsive and will not be considered further.

STAGE I MANDATORY REQUIREMENTS

No	Mandatory requirements
MR 1	Valid copy of Certificate of Incorporation / Registration certificate
MR 2	A copy of Valid Tax Compliance Certificate and KRA PIN Certificate
MR 3	Copy of CR 12 issued within 6 months before tender closure date (where applicable)/Not Applicable to sole Proprietors)
MR 5	Valid & Current AGPO certificate for target groups i.e. Women
MR 6	A copy of valid Business Permit
MR 7	Duly filled, signed and stamped Letter of Undertaking that the service provider shall comply with labour laws and wage regulation guidelines. for the cluster(s)/schedule(s) bid for (Refer to Appendix 1)
MR 8	Duly filled, signed and stamped Letter of Undertaking that the service provider shall comply with the user requirements for remuneration as per the cluster(s)/schedule(s) bid for (Refer to Appendix 2)
MR 10	Duly filled, signed and stamped Letter of Undertaking to engage a minimum number of staff for the cluster(s)/schedule(s) bid for (Refer to Appendix 3 and 4).
MR 11	Provide a valid Compliance Certificate from the National Social Security Fund (NSSF)
MR 12	Provide a valid Compliance Certificate from the National Hospital Insurance Fund (NHIF)/ Social Health Authority (SHA).
MR 13	Duly filled, signed and stamped Form of Tender
MR 14	Duly filled, signed and stamped price schedules. *Prices quoted to be inclusive of VAT and other relevant taxes*.

MR 15	Duly filled and stamped Addendum(s)/Clarification(s) issued must be attached (Where Issued)
MR 16	The Tender MUST be submitted be in the required format and serialized/paginated from the first page to the last page on each page of the bid submitted, Sec.74.1.i. of the PPADA, 2015.
MR 17	The tender has been dully signed by the person lawfully authorized to do so through the tender specific power of Attorney FORM
MR 18	Duly filled, signed and stamped Confidential Business Questionnaire & stamped
MR 19	Tender documents Must be submitted through our e-procurement platform found at www.kengen.co.ke (https://eprocurement.kengen.co.ke:50001/irj/portal)
MR 20	Duly filled, signed and stamped Self Declaration form that the tenderer is not debarred in the matter of PPADA 2015
MR 21	Duly filled, signed and stamped Self Declaration form that the tenderer will not engage in any corrupt or Fraudulent Practice.
MR 22	Duly filled, signed and stamped Certificate of Independent Tender Determination
MR 23	Duly filled, signed and stamped Declaration and Commitment to The Code of Ethics
MR 24	Duly filled, signed and stamped Tender Securing Declaration form attached in the standard forms of this tender document.
MR 25	Attach Site Visit Certificate(s) for KenGen Premises and/or Stations visited and bid for duly signed by a KenGen Representative.
MR 26	Copy of a valid Certificate of Workplace registration under Occupational Safety and Health Act, 2007 (OSHA)
MR 27	Must Provide a copy of current work injury Benefit insurance cover under Work Injuries Benefits Act, 2012 (WIBA). Evidence is copy of a valid policy document or the cover note.

Failure to submit any of the above requirements shall lead to automatic disqualification from further evaluation.

Any inconsistencies noted in any of the above requirements shall lead to automatic disqualification. KENGEN reserves the right to verify and authenticate the above information with the relevant authority and any forgery in any one of the above shall lead to disqualification and render the tenderer's bid non-responsive. Further, note that you may be required to produce the right to carry out independent investigations to carry out the accuracy of information provided.

STAGE 2: TECHNICAL EVALUATION ON CAPACITY TO DELIVER THE CONTRACT

Technical evaluation shall be carried out only if the tender is determined to be responsive to the preliminary examination.

Bidder must demonstrate conformance to all the technical specifications and requirements as per section V of the tender document, and as tabulated below.

TECHNICAL REQUIREMENTS

NO	REQUIREMENTS	TENDERER'S RESPONSE YES/ NO
TR 1	<p>Copy of a valid NEMA License for garbage management and transportation for area/s of current operation or show proof of agreement with a duly licensed garbage and waste management handler(s).</p> <p>Note: <i>The successful bidder shall be required to provide a valid NEMA license specific to the relevant area of award within three Months. However, the successful bidder shall be required to provide proof of registration (e.g., official receipt) within one month after contract signing.</i></p>	
TR 2	<p>Permit /License from relevant county government to transport and dump waste to designated dumpsite for area/s of current operation or show proof of agreement with a duly licensed garbage and waste management handler.</p> <p>Note: <i>The successful bidder shall be required to provide a valid NEMA license specific to the relevant area of award within Three Months. However, the successful bidder shall be required to provide proof of registration (e.g official receipt) within one month after contract signing.</i></p>	
TR 3	<p>Proof of fleet capacity for a dedicated Garbage Collection Vehicle having both NEMA and County Authority licenses – (at least 1 Vehicle) Attach copies of log books, whether owned or leased. Also, where vehicle is outsourced, attach a copy of a valid lease agreement.</p>	
TR 4	<p>Tools, Machinery and Equipment Duly signed and stamped tools, machinery and equipment schedule indicating that the service provider shall provide the required tools, machinery and equipment for the cluster(s)/schedule(s) bid for. (Refer to Appendix 6).</p>	
TR 5	<p>Consumables and Materials Duly signed and stamped consumables and materials schedule committing to supply the required consumables and materials for the cluster(s)/schedule(s) bid for. (Refer to Appendix 7).</p>	
TR 6	<p>Work Program</p> <p>Provide a detailed work program of cleaning activities/ gardening activities. Work program to at least include the following:</p> <ol style="list-style-type: none"> 1. Supervisor's daily checklist 2. Number of staff to be deployed 3. Equipment, Tools and Machines to be used 4. Safety and emergency measures 5. Chemicals, consumables and detergents to be used (where applicable) 6. Garbage Management (including disposal) 7. Cleaning and gardening practices and routines (as applicable to schedule bid for) 	
TR 8	<p>Submit checklist for cleaning services/ gardening activities as applicable in cluster(s)/schedule(s) bid for</p> <ol style="list-style-type: none"> a) Buildings: e.g. Offices, Washrooms, Workshops, Laboratories e.t.c b) Compounds e.g. lawns, steam lines, gardens, playgrounds, well pads e.t.c 	
TR 9	<p>Staff Competence</p>	
	<p>Manager</p> <p>Must hold a minimum Diploma in housekeeping, hospitality, management or an equivalent course. Must have One (1) year relevant experience.</p>	

		Proof of Training in First Aid and/or Fire Marshals (Attach copies of CVs and certificates) Note: Applicable to areas that require a Manager	
	Supervisor;	Must hold a minimum Certificate level in housekeeping, hospitality, management or an equivalent course. Must have at least six (6) Months relevant experience. Proof of Training in First Aid and/or Fire Marshals (Attach copies of CVs and certificates) Note: Applicable to areas that require a Supervisor	
TR 10	Provide duly signed and stamped copy of company's/firm's current staff policy.		
TR 11	Provide duly signed and stamped copy of company's/firm's current training schedule/ calendar indicating relevant courses in hospitality and housekeeping to be undertaken by employees.		
TR 12	Provide duly signed and stamped. copy of company's/firm's current safety policy		
TR 13	Provide evidence of Physical address/ Office and contact details e.g. copy of lease agreement, copy of recent electricity bill, copy of recent water bill, e.t.c.		
TR 14	A valid financing commitment for this specific procurement issued by a recognized financial institution (Including SACCOs, Deposit taking Micro-finance and Youth or Women Enterprise fund).		
TR 15	Service Level Agreement The bidder must include a draft service level agreement (SLA) which shall be aligned with KenGen's requirement upon award		

Tenderers are required to meet all of the above technical requirements. Failure to meet any of the above requirements shall lead to automatic disqualification from further evaluation.

STAGE 3. FINANCIAL EVALUATION

Financial evaluation shall involve checking completeness of financial bids.

1. Financial evaluation and award shall be to the **lowest evaluated responsive bidder per cluster/schedule**
2. Bidders shall bid for all items in the respective SCHEDULE (S) they are participating in.
3. A bidder that **OMITS ANY PRICING ITEM/S** in a SCHEDULES(S) bid shall be declared non-responsive.
4. 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 (ref Section 74(2) of Public Procurement and Asset Disposal Regulations 2020)

STAGE 4: DUE DILLIGENCE

KenGen will prior to award of the tender determine to its satisfaction whether the selected bids will qualify to perform the contract satisfactorily by carrying out a due diligence visit through visit to tenderers and /or conducting background checks by contacting submitted referees.

SECTION IV - TENDERING FORMS

I. **FORM OF TENDER**

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

INSTRUCTIONS TO TENDERERS

- i) All italicized text is to help the Tenderer in preparing this form.
- ii) The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address. Tenderers are reminded that this is a mandatory requirement.
- iii) Tenderer must complete and sign **CERTIFICATE OF INDEPENDENT TENDER DETERMINATION** and the **SELF DECLARATION FORMS OF THE TENDERER** as listed under (s) below.

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

Tender Name and Identification.....[insert identification]

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

To:[Insert complete name of Procuring Entity]

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with 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 one of the options below as appropriate]

Option 1, in case of one lot: Total price is:[insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies];

Or

Option 2, in case of multiple lots:(a)Total price of each lot[insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]; and (b) Total price of all lots (sum of all lots) [insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];

- f) **Discounts:** The discounts offered and the methodology for their application are:
- i) The discounts offered are: [Specify in detail each discount offered.]
- ii) The exact method of calculations to determine the net price after application of discounts is shown below: [Specify in detail the method that shall be used to apply the discounts];
- g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 19.1 (as amended if applicable) from the date fixed for the Tender submission deadline (specified in TDS 23.1(as amended if applicable),and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

- h) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;
- i) **One Tender Per Tenderer:** We are not submitting any other Tender(s) as an individual Tenderer, and we are not participating in any other Tender(s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT 4.3, other than alternative Tenders submitted in accordance with ITT 14;
- j) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under Kenya's official regulations or pursuant to a decision of the United Nations Security Council;
- k) **State-owned enterprise or institution:** *[select the appropriate option and delete the other]* *[We are not a state-owned enterprise or institution]* / *[We are a state-owned enterprise or institution but meet the requirements of ITT 4.6];*
- l) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, 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.
- m) **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;
- n) **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 I - Fraud and Corruption”** attached to the Form of Tender.

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

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

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

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

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

i) TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

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

a) Tenderer's details

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

General and Specific Details

b) Sole Proprietor, provide the following details.

Name in full _____ Age _____

Nationality _____ Country of Origin _____

Citizenship _____

c) Partnership, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

--	--	--	--	--

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

i) Private or public Company _____

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

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

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

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

If yes, provide details as follows.

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

ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tenderer 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		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	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 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?		

f) Certification

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

Full Name _____

Title or Designation _____

(Signature)

(Date)

ii) CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the _____
_____ [Name of Procuring Entity] for: _____

_____ [Name and number of tender] in response to the request for tenders made by: _____ [Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

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

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

Name _____

Title _____

Date

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

iii) SELF-DECLARATION FORMS

FORM SDI

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

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

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

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

Bidder Official Stamp

FORM SD2

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

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

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

mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

.....

Sign.....

Date.....

FORMAT OF POWER OF ATTORNEY

We..... (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Mrs. / Ms (name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for the project/goods/works/services“.....”, including signing and submission of all documents and providing information / responses to the Kenya Electricity Generating Company PLC, ("KenGen"), representing us in all matters before KenGen, and generally dealing with KenGen in all matters in connection with our Proposal for the said project/goods/works/services.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us

..... (Signature)(Name, Title and Address)

Accepted

..... (Signature)(Name, Title and Address of the Attorney)

iv) APPENDIX I-FRAUD

v) + AND CORRUPTION

(Appendix I shall not be modified)

1. Purpose

- 1.1 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

- 2.1 The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.
- 2.2 Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:
- 1) A person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
 - 2) A person referred to under sub section (1) who contravenes the provisions of that subsection commits an offence;
 - 3) Without limiting the generality of the subsection (1) and (2), the person shall be: -
 - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
 - b) if a contract has already been entered into with the person, the contract shall be voidable;
 - 4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
3. 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 tender to whom was awarded contract, or a member of the group of tenders to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
4. 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;

- 4.1 If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5) (a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. etc.

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

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
- i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v) "obstructive practice" is:
 - a) 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
 - b) 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.
 - c) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:

"fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.
 - d) Rejects a proposal for award¹ of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
 - e) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or recommend to appropriate authority(ies) for sanctioning and debarment of a firm or individual, as applicable under the Act and Regulations;
 - f) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect²all 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.

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

² Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/ audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/ audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

2. TENDERER INFORMATION FORM

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

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

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

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

1. Tenderer's Name:*[insert Tenderer's legal name]*
2. In case of JV, legal name of each member:*[insert legal name of each member in JV]*
3. Tenderer's actual or intended country of registration:*[insert actual or intended country of registration]*
4. Tenderer's year of registration:*[insert Tenderer's year of registration]*
5. Tenderer's Address in country of registration:*[insert Tenderer's legal address in country of registration]*
6. Tenderer's Authorized Representative Information
Name:*[insert Authorized Representative's name]*
Address.....*[insert Authorized Representative's Address]*
Telephone:.....*[insert Authorized Representative's telephone/fax numbers]*
Email Address:.....*[insert Authorized Representative's email address]*
7. Attached are copies of original documents of..... *[check the box(es) of the attached original documents]*
 - 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.
 - In case of JV, Form of intent to form JV or JV agreement, in accordance with ITT 4.1. In case of state-owned enterprise or institution, in accordance with ITT4.6 documents establishing:
 - i) Legal and financial autonomy
 - ii) Operation under commercial law
 - iii) Establishing that the Tenderer is not under the supervision of the agency of the Procuring Entity
 - A current tax clearance certificate or tax exemption certificate in case of Kenyan tenderers issued by the Kenya Revenue Authority in accordance with ITT 4.14.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

13. FORM FIN – 3.1:

DECLARATION

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

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

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

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

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

Name of Contractor's Representative or Key Personnel: _____ *[insert name]*

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Tenderer:

Signature: _____

Date: (day month year): _____

11. FORM CON -2

Historical Contract Non-Performance, Pending Litigation and Litigation History

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

<p>Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria</p> <p><input type="checkbox"/> Contract non-performance did not occur since 1st January [insert year] specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.1.</p> <p><input type="checkbox"/> Contract(s) not performed since 1st January [insert year] specified in Section III, Evaluation and Qualification Criteria, requirement 2.1</p>			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and Kenya Shilling equivalent)
[insert year]	[insert amount and percentage]	<p>Contract Identification: [indicate complete contract name/number, and any other identification]</p> <p>Name of Procuring Entity: [insert full name]</p> <p>Address of Procuring Entity: [insert street/city/country]</p> <p>Reason(s) for nonperformance: [indicate main reason(s)]</p>	[insert amount]
<p>Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria</p> <p><input type="checkbox"/> No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.</p> <p><input type="checkbox"/> Pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3 as indicated below.</p>			

13.

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
Litigation History in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4. <input type="checkbox"/> Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
[insert year]	[insert percentage]	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Entity: [insert full name] Address of Procuring Entity: [insert street/city/country] Matter in dispute: [indicate main issues in dispute] Party who initiated the dispute: [indicate "Procuring Entity" or "Contractor"] Reason(s) for Litigation and award decision [indicate main reason(s)]	[insert amount]

Financial Situation and Performance

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. _____ and title: _____

Financial Data

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

*Refer to ITT 15 for the exchange rate

13. FORM FIN – 3.1:

Sources of Finance

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

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

Financial documents

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

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

Attached are copies of financial statements for the _____ years required above; and complying with the requirements

³If the most recent set of financial statements is for a period earlier than 12 months from the date of Tender, the reason for this should be justified.

15. FORM FIN-3.3:

Financial Resources

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

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

16 FORMFIN-3.4:

Current Contract Commitments / Works in Progress

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

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

SCHEDULE FORMS

[The Tenderer shall fill in these Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Activity Schedules** shall coincide with the List of Non-Consulting Services specified in the Procuring Entity's Requirements.]

SCHEDULE I - NGONG POWER STATION

LOCATION OF PREMISES

Ngong Power Station is located within Ngong Hills Forest Reserve. It is approximately 5 kilometers from Ngong Town and 35 kilometers from Nairobi CBD.

ITEM	AREA OF ASSIGNMENT	DESCRIPTION OF WORKS (SCOPE OF WORK)	COST PER MONTH (KSHS.)	TOTAL ANNUAL COST (KES)
	1.0 Office & Compound within stone Perimeter wall			
1.1	Power Station Office, Turbines (30), Control Room, Station Compound, Two Pit Latrines, guard house, furniture & fittings, equipment, curtains & window blinds Maintenance and continuous refill of foam Soap, hand lotion, hand towels and 2 ply pure white interleaf toilet tissue and 2 ply pure white jumbo toilet tissue.	As per specification and scope of cleaning works		
1.2	Garbage Collection and Disposal	As per specification and scope of cleaning works		
1.3	Four (4) Refurbished Containers (40 ft by 10ft) (Work to commence once operational)	As per specification and scope of cleaning works		
	2.0 Road Network			
2.1	The road network will cover from the junction to the power station (at the signpost) and all turbines access roads	As per specification and scope of cleaning works		
	SUB TOTAL in Kenya Shillings			
	16% VAT			

	TOTAL per Month inclusive of 16% VAT	
	TOTAL Per year inclusive of 16% VAT (contract period)	
	TOTAL for TWO YEARS inclusive of 16% VAT (contract period)	

AS AND WHEN REQUIRED SUPPLIES AT NGONG POWER STATION		
Area of Assignment	Description of Works (Scope of Work)	TOTAL COST (KSHS.) PER UNIT Inclusive of 16% VAT (KES.)
Supply and install hand towel dispenser (per unit)	As per specification	
Supply and install Soap dispensers (per unit)	As per specification	
Supply and install Foam Soap dispensers (per unit)	As per specification	
Supply and Install Lotion Dispensers		
Supply and Install Jumbo size tissue dispensers in the toilets (per unit)	As per specification	
Supply and Install Interleaf size tissue 2 ply size dispensers in the toilets (per unit)	As per specification	
Supply and Install auto dispensing wall-mounted air fresheners (per unit)	As per specification	
Fumigation Quarterly	As per specification	
Desludging Services I no. 10,000 liters capacity per trip	As per specification	
Desludging Services I no. 20,000 liters capacity per trip	As per specification	
Supply and delivery of water for general use inclusive of transport and incidental costs I no. 5000liters	As per specification	
Supply and delivery of water for general use inclusive of transport and incidental costs I no. 10000liters	As per specification	

STAFF REQUIREMENTS

NO	STATION	NO OF STAFF	
1	NGONG STATION	Supervisor	1
		Staff Cleaners	2
Total			3

Tenderer's Name: _____

Authorized Signature: _____

Date: _____

Company Rubber Stamp: _____

SCHEDULE 2 - GARISSA SOLAR PLANT

LOCATION OF PREMISES

Garissa Solar Plant is located approximately 17 kilometers from Garissa Town off the Garissa-Mwingi Road. It comprises a double story block that accommodates control rooms, offices, hall, meeting rooms and washrooms and has a compound with trees and flowering plants.

ITEM	AREA OF ASSIGNMENT	DESCRIPTION OF WORKS (SCOPE OF WORK)	COST PER MONTH (KSHS.)	TOTAL ANNUAL COST (KES)
1.0 Office & Compounds				
1.1	<p>The Solar Plant Building with Offices on:</p> <p>Ground floor-Approximate area is 1,050SqM.</p> <ul style="list-style-type: none"> -Reception area -Pantry /canopy area -spare parts hall -Control room -Ladies and Gents washrooms, three cubicles each - staff activity hall -Gym hall -Corridor and lobby area -switch gear room -relay room -main store hall -water hydrant room <p>First floor- Approximate area is 1,150SqM</p> <ul style="list-style-type: none"> Conference Room -Document Room -Training Center Room -Reference Room -Meeting Room -Three corridors -Ladies and Gents washrooms three cubicles each -Two urinals 	As per specification and scope of cleaning works		
1.2	Garbage Collection, waste Disposal and vegetation control within the main	As per specification and scope of		

	office and staff quarters compound	cleaning works		
1.4	Sanitary Services 6 bins changed twice a week Ground Floor- 3bins First Floor – 3bins			
2.0 Road Network				
2.1	The road network will cover cabro road access to the offices and houses withing the compound	As per specification and scope of cleaning works		
SUB TOTAL in Kenya Shillings				
16% VAT				
TOTAL per Month inclusive of 16% VAT				
TOTAL for ONE YEAR inclusive of 16% VAT				
TOTAL for TWO YEARS inclusive of 16% VAT (contract period)				
AS AND WHEN REQUIRED SUPPLIES AT GARISSA SOLAR PLANT				
Area of Assignment	Description of Works (Scope of Work)	TOTAL COST (KSHS.) PER UNIT /QUARTER/ SERVICE Inclusive of 16% VAT (KES.)		
Supply and install hand towel dispenser (per unit)	As per specification			
Supply and install Soap dispensers (per unit)	As per specification			
Supply and install Foam Soap dispensers (per unit)	As per specification			
Supply and Install Lotion Dispensers	As per specification			
Supply and Install Jumbo size tissue dispensers in the toilets (per unit)	As per specification			
Supply and Install Interleaf size tissue 2 ply size dispensers in the toilets (per unit)	As per specification			
Supply and Install auto dispensing wall-mounted air fresheners (per unit)	As per specification			
Desludging Services Ino. 10,000 liters capacity per trip	As per specification			
Desludging Services	As per specification			

Ino. 20,000 liters capacity per trip		
--------------------------------------	--	--

STAFF REQUIREMENTS

NO	STATION	NO OF STAFF	
1	GARISSA SOLAR PLANT	Supervisor	1
		Staff Cleaners	5
Total			6

Tenderer's Name: _____

Authorized Signature: _____

Date: _____

Company Rubber Stamp: _____

EQUIPMENT AND COMSUMABLES LIST

NOTE: Major items of Contractor’s Equipment and consumables proposed for carrying out the Works. List all information requested below.

a. MACHINERY

Name of Machinery	NO	Make	Condition (New/ Good)	Owned, leased, or to be purchased
Garbage Collection Vehicles (NEMA Licensed)	1			
Floor Scrubbers and polishers	1			
Dry vacuum cleaners	1			
Wet and dry suction machines	1			
Motorized Grass cutter	1			
Power Handheld Drill	1			
Wheelbarrow	1			
Ladder – 20 ft	1			

Please list any other materials that maybe necessary and not mentioned above.

***Commit to provide the above listed by signing here below**

Tenderer's Name: _____

Date: _____

b. EQUIPMENT

Name of Equipment	Minimum No.	Condition (New or Good)	Owned, leased, or to be purchased
Mopping buckets	5		
Mop heads	3		
Window Squeezers	1		
Floor Squeezers	3		
Hard Broom	3		
Soft Broom	3		
Dustpan	3		
Dusters	3		
Ladders	1		
Extension cables	1		
Floor Polish trays	1		
Absorbent Towel Dusters	3		
Web mops	1		
Hand Brushes	3		
Helmets	3		
Caution signs	2		
Toilet Brushes	3		
Gloves	3		
Wheelbarrow	1		
Slasher	1		
Panga	1		
Jembes	1		
Rakes	1		
Shears	1		
Secateurs	1		
Sprinklers	1		
Spade	1		
Feather dusters	1		
Hose pipe (20 metres)	1		
File smooth	1		
File rough	1		
Any other (please specify)			

Please list any other materials that maybe necessary and not mentioned above.

****Commit to provide the above listed by signing here below***

Tenderer's Name: _____

Date: _____

c. CONSUMABLES

Item Description	Brand name	Proposed monthly quantities	Quality certifying body e.g KEBS
Toilet papers			
Hand paper Towels			
Strippers			
Disinfectants			
Automatic discharging air freshener			
Industrial Degreasers			
Terrazzo solvent			
Hand washing foam/ soap			
Soda Ash			
Moth balls/Urinal Mat			
100% Cotton Rags			
Steel Wool			
Floor polish			
Floor Maintainer			
Kerol disinfectant			
Branded Bin liners- Domestic waste			
Toilet Cleaner detergent			
Furniture cleaner			
Window Cleaner			
Scouring powder			
Bleaching agent			
Polishing Agent			
Wax/polish for corridor			
Industrial detergent powder			
Scouring pad			
Furniture polish			
Floor dusting towel			
Hand towel			
Soul stripper			
Buff Polish			
Shining pad			
Hand lotion			

a. Please list any other materials that maybe necessary and not mentioned above.

b. Material Safety Data Sheet must be provided. These shall be verified and approved by KenGen before use

****Commit to provide the above listed by signing here below***

Tenderer's Name: _____

Date: _____

1. Work Methodology

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

2. **Work Plan**

[Procuring Entity shall provide main features of the work plan that the Tenderer should provide in the tender for carrying out the contract, from beginning to the end].

3. Other Time Schedule

(to be used by Tenderer when alternative Time for Completion is invited in ITT14.2)

1 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.]

DATE OF TRANSMISSION:..... This Notification is sent by: [email/fax] on [date] (local time)

Procuring Entity:[insert the name of the Procuring Entity]

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

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

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

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

I). The successful Tenderer

Name:	[insert name of successful Tenderer]
Address:	[insert address of the successful Tenderer]
Contract price:	[insert contract price of the successful Tender]

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

Name of Tenderer	Tender price	Evaluated Tender price (if applicable)
[insert name]	[insert Tender price]	[insert evaluated price]
[insert name]	[insert Tender price]	[insert evaluated price]
[insert name]	[insert Tender price]	[insert evaluated price]

Name of Tenderer	Tender price	Evaluated Tender price (if applicable)
<i>[insert name]</i>	<i>[insert Tender price]</i>	<i>[insert evaluated price]</i>
<i>[insert name]</i>	<i>[insert Tender price]</i>	<i>[insert evaluated price]</i>

iii). 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.

iv. 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 Stand still Period and received by us before the Stand still 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 Authority at info@ppra.go.ke or complaints@ppra.go.ke)

v). 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: _____

Title/position: _____

Telephone: _____

Email: _____

2 REQUEST FOR REVIEW

FORM FOR REVIEW (r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (Procuring Entity)

Request for review of the decision of the..... (Name of the Procuring Entity ofdated the...day of20.....in the matter of Tender No.....of20..... for(Tender description).

REQUEST FOR REVIEW

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

- 1.
- 2.

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

- 1.
- 2.

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

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of20.....

SIGNED

Board Secretary

3. LETTER OF AWARD

[Form head paper of the Procuring Entity]

.....*[date]*

To:.....*[name and address of the Service Provider]*

This is to notify you that your Tender dated*[date]*forexecutionofthe*[nameoftheContractandidentificationnumber, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words]* *[name of currency]*, as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by us (Procuring Entity).

You are requested to furnish the Performance Security within 28days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section VIII, Contract Forms, of the tender document.

Please return the attached Contract dully signed

AuthorizedSignature:.....

Name and Title of Signatory:.....

Name of Agency:.....

Attachment: Contract

4 FORM OF CONTRACT

[Form head paper of the Procuring

Entity] **LUMP SUM**

REMUNERATION

This CONTRACT (herein after called the "Contract") is made the [day] day of the month of [month], [year], between, on the one hand, [name of Procuring Entity] (herein after called the "Procuring Entity") and, on the other hand, [name of Service Provider] (hereinafter called the "Service Provider").

[**Note:** In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows: "... (herein 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 Service Provider's obligations under this Contract, namely, [name of Service Provider] and [name of Service Provider] (herein after called the "Service Provider").]

WHEREAS

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

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 Service Provider's Tender
 - c) The Special Conditions of Contract;
 - d) The General Conditions of Contract;
 - e) The Specifications;
 - f) The Priced Activity Schedule; and
 - g) The following Appendices: [**Note:** If any of these Appendices are not used, the words "Not Used" should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]

Appendix A: Description of the

Services Appendix B: Schedule of

Payments Appendix C:

Subcontractors Appendix D:

Breakdown of Contract Price

Appendix E: Services and Facilities Provided by the Procuring Entity

2. The mutual rights and obligations of the Procuring Entity and the Service Provider shall be as set forth in the Contract, in particular:
 - a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - b) The Procuring Entity shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHERE OF, the Parties here to have caused this Contract to be signed in their respective 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 Service Provider]

_____ [Authorized Representative]

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

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

..... [name of member]

..... [Authorized Representative]

..... [name of member]

..... [Authorized Representative]

4 FORM OF TENDER SECURITY (Bank Guarantee) *[The bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.] [Guarantor Form head or SWIFT identifier code]*

Beneficiary:.....*[Procuring Entity to insert its name and address]*
ITT No.:.....*[Procuring Entity to insert reference number for the Request for Tenders]*
Alternative No.:*[Insert identification No if this is a Tender for an alternative]* **Date:***[Insert date of issue]*
TENDER GUARANTEE No.:.....*[Insert guarantee reference number]*

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

We have been informed that ___*[insert name of the Tenderer, which in the case of a joint venture shall be the name of the joint venture (whether legally constituted or prospective) or the names of all members thereof]* (hereinafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (hereinafter called "the Tender") for the execution of _____ under Request for Tenders No. _____ ("The ITT").

Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (_____) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

- (a) Has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Form of Tender ("the Tender Validity Period"), or any extension there to provide by the Applicant; or
- (b) Having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension thereto provided by the Applicant, (i) has failed to sign the contract agreement, or (ii) has failed to furnish the performance security, in accordance with the Instructions to Tenderers ("ITT") of the Beneficiary's tendering document.

This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the Contract agreementsignedbytheApplicantandtheperformancesecurityissuedtothe Beneficiary in relation to such Contract agreement; or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the

end of the Tender Validity Period.

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

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758.

[Signature(s)]

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

5 FORM OF TENDER SECURITY (TENDER BOND) [*The Surety shall*

fill in this Tender Bond Form in accordance with the instructions indicated.] BOND NO.

BY THIS BOND [*name of Tenderer*] as Principal (herein after called “the Principal”), and [*name, legal title, and address of surety*], **authorized to transact business in Kenya**, as Surety (hereinafter called “the Surety”), are held and firmly bound unto [*name of Procuring Entity*] as Obligee (hereinafter called “the Procuring Entity”) in the sum of [*amount of Bond*][*amount in words*], for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHERE AS the Principal has submitted or will submit a written Tender to the Procuring Entity dated the ___ day of _____, 20____, for the supply of [*name of Contract*](herein after called the “Tender”).

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

- c) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Form of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
- d) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension there to provide by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to Tenderers (“ITT”) of the Procuring Entity's tendering document.

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

The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 28 days after the date of expiration of the Tender Validity Period set forth in the Principal's Form of Tender or any extension thereto provided by the Principal.

IN TESTIMONY WHERE OF, the Principal and the Surety have caused these presents to be executed in the irrespctive names this _____ day of _____ 20_____.

Principal: _____
Corporate Seal (where appropriate)

Surety: _____

(Signature)

(Signature)

(Printed name and title)

(Printed name and title)

6 FORM OF TENDER-SECURING DECLARATION

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

Date:.....*[date (as day, month and year)]*

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

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

To:..... *[complete name of Procuring Entity]* We, the undersigned, declare

that: We understand that, according to your conditions, Tenders must be supported by a Tender-

Securing Declaration.

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

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

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

Name of the Tenderer* _____

Name of the person duly authorized to sign the Tender on behalf of the Tenderer** _____

Title of the person signing the Tender _____

Signature of the person named above _____

Date signed _____ day of _____, _____

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

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

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

PART II – PROCURING ENTITY'S REQUIREMENTS

SECTION V - ACTIVITY SCHEDULE

Objectives

The objectives of the Activity Schedule are

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

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

Day work Schedule

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

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

Provisional Sums

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

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

WORK SCHEDULES AND SPECIFICATIONS

CLEANING SERVICES METHODOLOGY

STRIPPING

Stripping means carrying out the following tasks on floors and walls of offices, seminar rooms, toilets, stairways, corridors, reception areas and other areas within the facilities and or as directed by the KenGen representative.

- a. Warning signs **MUST** be displayed when cleaning and removed after cleaning (Supplier to provide).
- b. Staff must be in protective gear such as gloves, gumboots, quality safety boots, helmets and branded uniforms etc.
- c. Open all windows in the room
- d. Cleaning of light fixtures with a damp cloth to remove dust and stains
- e. Wiping and cleaning of all curtain boxes with a wet cloth using clean water and drying them.
- f. Cleaning of all wooden partitions with a wood cleaner and polishing it with a wood polish
- g. Cleaning of all window grills, window panes and windows frames with a window cleaner
- h. Cleaning of walls to remove stains using relevant detergent.
- i. Move the furniture from the rooms to allow cleaning.
- j. Clean the furniture with furniture polish before returning to the room.
- k. Sweep the floor and remove all litter and dust.
- l. Mop and remove any visible stain on the floor using the right detergent.
- m. Soak the floor with a mixture of water and super stripper
- n. Leave it for 10 minutes to soak
- o. Scrub the floor with a scrubbing machine and a black pad
- p. Use steel wool to scrub the corners, skirting and along the wall where the machine can't reach.
- q. First rinse with clean water and remove the water using a sucking machine
- r. Check and confirm that there are no stains on the floor, if there are, scrub again to ensure stains are removed.
- s. Rinse the floor a second time and remove the water using a sucking machine
- t. Confirm that there are no stains and if any remove by hand scrubbing using steel wool and stripper.
- u. Clean the skirting to remove the stripper that split during cleaning.
- v. Rinse the floor the third and final time, remove the water using a sucking machine and leave it for thirty minutes to dry.
- w. First application of polish using a clean and dry mop and give the room thirty minutes to dry.
- x. Second layer of polish to be applied and Give the room thirty minutes to dry.
- y. Third layer of polish to be applied and give the room thirty minutes to dry.
- z. Buff the room with a machine and yellow/soft pad to give it a shining finish.
- aa. Sweep the floor with a feather duster.
- bb. Return and arrange the furniture in the room.
- cc. Empty and clean the dustbins and dress the bins with a liner bag.

DAILY DUTIES

- (a) Warning signs **MUST** be displayed when cleaning.
- (b) Open the curtains/window blinds, windows and doors.
- (c) Sweep the floor using a soft and/or feather dusters.
- (d) Continual Dust, clean and disinfect all equipment (this includes computers, printers, shredders, telephones, etc) with a soft damp cloth.
- (e) Wipe all furniture including tables, seats and all cables with a damp cloth and dry them.
- (f) All cables to be cleaned using Scouring pad, then wiped with a clean damp cloth.
- (g) Mop the floor with a neutral maintainer.
- (h) Remove any stubborn stain from the floor with a buffing machine and green pad.
- (i) Shine the floor with a buffing machine and yellow/soft pad.
- (j) Sweep the floor after shinning with a feather duster.
- (k) Re-arrange the furniture.
- (l) Moving of furniture if need be.
- (m) Clean all louvers and all windows.
- (n) Dust and clean all wooden cabinets using a wood cleaner and polish
- (o) Dust and clean all metal cabinets using a wet damp cloth
- (p) Clean all skirting with a wet damp cloth
- (q) Clean doors and door frames along the corridors
- (r) Remove and clean cobwebs everywhere using appropriate equipment
- (s) C o n t i n u a l Clean and Disinfect of the reception areas
- (t) Clean all leather seats using leather polish
- (u) Remove any dirt from all the walls.
- (v) Clean all street and garden lamps/lights
- (w) Clean all direction signs, notice boards and garden seats with soap and a clean damp cloth
- (x) Empty, clean and dress/line dustbins
- (y) Continual refill of foam soap, tissue, sanitizer and hand lotion.
- (z) Use scaffolding carts on heights to remove cobwebs and other dirt on high placed windows and ridges **as and when required.**

Cleaning of Carpeted Rooms

Vacuum clean the carpeted areas daily using a vacuum cleaner

SPECIFIC FREQUENCY OF ASSIGNMENTS

- a) ALL PVC tiles, red cement and epoxy screed floors, terrazzo, ceramic and granito, mazeras floors, wooden floors, tiles and concrete floors should be mopped **twice a day** and scrubbed **once a week** and should always be kept clean and dry. Polishing, stripping, sanding and buffing should be done **weekly**. Care should be taken to ensure that machines used do not damage the floors. **Ensure no stains and discolouration.** ALL daily cleaning of office floors must be done first thing in the morning by 7.45 a.m. using the approved detergent.
- b) ALL carpeted floors should be vacuum cleaned daily and spot cleaned to remove stains and discoloration. Thorough cleaning and shampooing should be done weekly. Care should be taken to ensure that machines used do not damage the carpets.
- c) ALL walls should be wiped daily with detergents approved by the client to remove all marks and stains up to the ceiling level.
- d) ALL cigarette butts and dustbins should be emptied throughout the day and should always be kept clean.
- d) ALL door mats should be kept clean always.
- e) ALL office furniture, fittings, glass windows, phone headsets and office equipment should be cleaned using approved detergents and disinfectants. Daily cleaning of the office furniture,

- doors, phone headsets and equipment should be done first thing in the morning by 7.45 a.m.
- f) ALL Lifts call buttons must be cleaned continually using Methylated spirit.
 - g) ALL light tube compartment and the air conditioning systems in the lifts and offices must be dusted daily.
 - h) ALL Mirrors inside the lifts must be cleaned daily with approved detergent.
 - i) Any stain and marks in the lifts should be rubbed off daily with approved detergent.
 - j) ALL material and stationery stores should be cleaned, damp mopped, dust floor screed, apply polish, and machine buffed with approved detergent daily, shelves and cabinet should always be kept clean and free of dust under the supervision of KenGen staff.

ALL Equipment, Furniture and Fittings

All desks, chairs and storage units (wooden or metal) should always be cleaned and polished using the appropriate polish and any stains removed daily.

All Telephone headsets should be wiped, cleaned and disinfected daily with Methylated spirit. Computers, printers, photocopiers, shredders and typewriters should be dusted and cleaned daily.

All furniture covered with fabric should be shampooed and sanctioned cleaned once a month. Discoloration and stains removed as and when necessary. Excess water should be mechanically sucked and chairs dried in readiness for the next day of business. Care should be taken to ensure that the fabric is not damaged during cleaning. The contractor will be liable for any damage. Plastic Chairs should always be kept clean.

Notice Boards

ALL notice boards with glass sliding doors and metal frames shall be wiped daily. Soft board notice boards should be dusted daily and removal of cobwebs, birds' nests and wasp nests should be done daily.

Directional Signage's

Shall be washed fortnightly using soft brush and appropriate detergents and continuously kept clean

All Bathrooms and Toilets

ALL toilet floors should always be kept clean, continuously be wiped, mopped, kept dry and disinfected using approved disinfectants.

Scrub, brush and disinfect the inside and outside of toilet bowls, under the rim, toilet seat, toilet cover, cistern and flush handle/button.

For the pit latrine put appropriate disinfectant to curb the foul odour.

Any system failures such as leakages should be reported to KenGen Admin Representative for prompt repair.

Continually Disinfect all hand-touch facilities i.e. door handles, wipe mirrors flush and tap handles to be wiped and polished. Removal of marks noticed and reporting of any leakages always.

A check list to be maintained and displayed in the cloakroom(s).

Basins, Sinks and Urinals

Scrub, brush and disinfect with suitable detergent continuously.

Continually Disinfect all hand-touch facilities i.e. door handles, wipe mirrors flush and tap handles to be wiped and polished. Removal of marks noticed and reporting of any leakages always.

A check list to be maintained and displayed in the cloakroom(s).

GYM and Gym Equipment

Shall be cleaned daily (as specified in the daily duties stated above).

All its content i.e. balls, equipment, mats, apparatus, machines etc. should be disinfected continually and/or after heavy usage.

Mats, step forms and other applicable fabrics, tools equipment to be shampooed, washed and disinfected/sanitized continuously. A check list to be maintained and displayed at the Gym room.

Walls, Ceiling and Mirrors

All stains and marks on the walls shall be removed using relevant detergent. Ensure use of scaffolding carts, proper PPEs and observe safety procedures while cleaning heights.

Birds, insects, bats droppings, bird's and wasp's nests, cobwebs should always be cleaned and removed.

Any signs of dampness on the ceiling/walls should be reported promptly to the premises caretaker or KenGen representative.

Mirrors including lifts' mirrors should always be wiped and kept clean as specified in the daily duties.

All Kitchens

Shall be swept, dusted, damp mopped, scrubbed, polished, and machine buffed with relevant cleaning materials daily. Dust, clean and wipe all furniture and fittings.

Doors and Partitions

ALL doors and door handles **MUST** be cleaned and disinfected continuously, the wooden doors shall be polished once a week.

All door hinges shall be lubricated regularly when need arises. A non-staining lubricant shall be supplied and applied by the contractor.

All office partitions shall be wiped daily.

Provision of Toilet Papers, Hand washing Foam, Lotion and Air Fresheners

Supply mothballs, urinal mats, sanitary blocks, self-dispensing air fresheners, hand-washing foam soap, Lotion, **2 ply** brilliant white toilet papers and hand towel (tissues) throughout

the day and refilling them all the time.

Any faulty soap /lotion/sanitizer dispensers and/or hand dryers shall be replaced and invoiced separately as per the quoted price during tendering. KenGen will request for a quotation before replacement.

Samples of the toilet paper, hand tissue, hand washing foam, lotions and air fresheners shall be approved by the KenGen representative. Approved samples shall remain in the custody of the KenGen representative. Approved samples shall be part of the delivery.

Parking Areas

These **MUST** be swept every day early in the morning before cars occupy the parking bays. The parking areas shall be cleaned with water every weekend. Ensure removal of all motor vehicle oil stains.

Corridors, Fire Exits and Staircases

All corridors and staircases in common areas shall be swept and mopped daily and the floor must be dry. Scrubbing should be done once a week using approved detergent. The staircase rails shall be disinfected continually.

Ceiling should be free of cobwebs.

Sentry House(s)

This shall be cleaned as per the daily duties stated above, as applicable.

Chairs and Tables shall also be dusted and wiped daily.

Security Lights and Fire Extinguishers shall always be cleaned and wiped all the time under supervision of KenGen Staff.

Window Panes and Grills

All windows, panes and grills must be cleaned and dusted every day. All efforts shall be put to reach all the parts of such windows. Application of sheen on windowpanes and thorough cleaning of all windows shall be done once a week.

Curtains, Blinds, and Sheers,

All curtains, sheers and blinds, shall be laundered/dry cleaned, pressed and inspected by KenGen representative before fitting them back.

Gardens, Compounds & Bush clearing

(a) All gardens shall be properly maintained by pruning, provision and replacement of garden and potted flowers, weeding, watering and applying approved manure etc.

(b) The Lawns must be mowed and the grass watered using sprinklers continuously. The Contractor to provide a lawnmower and or grass cutter, sprinkler and hosepipes. Slashing and or mowing of grass shall be carried out in all common areas and staff houses compound, the grass should be cut at least 10mm above the ground. The cut grass should be collected and buried at the designated area as directed by KenGen representative.

(c) Trees shall be cut and pruned when necessary. Fallen trees shall be cut, collected and kept at designated areas under supervision of a KenGen staff. The area shall be cleared of branches, leaves and other litter.

(d) Fences and hedges shall be professionally trimmed. Defacing of well-trimmed fences with crude tools will not be allowed. Tree pruning shall always be collected and disposed of as per NEMA Regulations.

(e) Flower beds, potted plants and plants in the gardens should be weeded, watered and manure approved by KenGen representative applied as and when required.

The Contractor to supply and replace garden and potted plants, flowers, soil, fertilizer and manure as and when required. KenGen Representative shall notify the Contractor when replacing/planting of flowers and plants is due /required. The replenishing soil should be red alluvial/loam especially in sandy areas such as (but not limited to Kipevu and Olkaria Power Stations to mitigate the sandy soil.)

(f) Draining and clearing of any stagnant water, leveling of the water-logged grounds to permanently stop the logging using the most appropriate method to be agreed on by KenGen.

(g) Raking of dead leaves and any other waste within compounds continually.

(h) Grass, plant and tree leaves/litter will be buried at the designated areas as directed by KenGen representative.

Note; burning is prohibited as per NEMA Regulations.

(i) Grass and bushes shall be cleared within 1 meter of both sides of the steamlines and to a length of 10mm above ground.

Pavements and Verandahs

Pavements shall be swept, thoroughly cleaned daily. Paper and other litter thrown carelessly shall be collected and disposed of immediately in accordance with NEMA Regulations.

- All verandahs shall be swept and washed daily and kept dry at all times.
- Canopy Roof, tents, pagoda, Bandas roof shall be washed while Makuti roof shall be dusted once a week.
- Drainages and gutters shall be free from stagnant water, blockages and debris at all times.

Removal and disposal of debris from roof tops and gutters.

All roof tops and gutters should be free from debris and other waste throughout the contract period, dispose the waste in line with NEMA regulations.

Restricted Areas

To be cleaned in the presence/supervision of a designated KenGen representative.

- (a) Duct room
- (b) Relay room
- (c) Chemical store
- (d) Pay office /Strong room
- (e) All workshops
- (f) Surge Tank Areas/ Water intake

- (g) Control Rooms/GCP room/ Access monitoring center
- (h) Fuel Storage Areas
- (i) Power House
- (j) Stores
- (k) Switch Gear Room/Relay rooms
- (l) Substations
- (m) Bottling plant
- (n) Water treatment plant
- (o) Generator Rooms
- (p) Pump house
- (q) Wellpads sites
- (r) Laboratories
- (s) Mother's Den
- (t) Dam Areas, Canals and Head ponds
- (u) Archiving rooms
- (v) Kitchens
- (w) Battery Rooms
- (x) Server Rooms/ Data Centre
- (y) Drilling Sites
- (z) Clinics
- (aa) Guest Houses
- (bb) Bar counters
- (cc) Registries

Garbage Collection and Management

Shall be conducted as per Waste Management and Coordination Regulations 2006 Act.

- a) All Dust Bins/Waste Paper Baskets, Shredders bins and Ash trays shall continually be emptied and cleaned.
- b) The Contractor shall bring large heavy duty lockable holding segregation bins for every Collection point (Number of collection points to be agreed upon per area between the Service Provider and KenGen representative).
- c) Ensure the refuse chute and rubbish collection areas are cleaned continually.
- d) Waste shall be collected, segregated and weighed at the time of transportation and records as well as tracking sheets is submitted to KenGen representative.
- e) Litter shall be collected on both sides of the road from the KWS Hells Gate National Park to all power Stations and wellheads.
- f) The Contractor shall remit copies of Certified NEMA licenses for the transportation vehicle and lease agreement in case vehicle is hired.
- g) The Contractor to supply branded dustbin-liners, polythene bags (NEMA approved gauge) in all bins at all times. The polythene bags must be branded with the Contractor's company details.
- h) Garbage within all the contracted areas shall be collected daily, segregated, weighed and disposed of in line with NEMA Regulations.
- i) Disposal of garbage to the designated county government area to be done regularly/as and when required to avoid environmental pollution.

The category of waste emitted from KenGen operations is categorized as;

1. Medical/Hazardous waste (Oily rags, Oil/ fuel filters, clinical waste, fluorescent tubes, face masks, metal chips, chemical containers).
2. Biodegradable (Clubs, office and domestic waste).
3. Non-biodegradable (Waste plastic bottles and polythene papers).

Servicing of Drainage, Culverts, Manholes and Sewage system

The Contractor shall use appropriate tools and method in unblocking, cleaning and disinfecting the drainages and sewage system. Manhole covers shall be greased once a year and culverts shall be kept free from debris and silt.

The Contractor to supply the grease.

Cases of persistent blockages should be reported to KenGen representative.

Cleaning of Oily Spills in the Workshops and other areas.

Clearing/ cleaning Oil spills from Workshop floor, Equipment and drainages and disposing the waste in line with NEMA Regulation under supervision of KenGen representative. The cleaning will entail use of rags and industrial degreasers (biodegradable). The Contractor shall supply the rags and industrial degreasers.

Cleaning Containerised Offices/Facilities

- (a) The floors shall be swept and damp mopped twice daily using approved detergents. The floors should always be kept clean and dry
- (b) ALL container walls, internally and externally, shall be wiped daily with detergents approved by the client to remove all marks and stains under supervision of KenGen representative.

Cleaning of Domestic Water Reservoir Tanks

By use of hard brush to scrub and intensively wash with clean water then rinse.

B) TRAINING

KenGen will provide training and assessment to the contractor's staff before they are deployed. A one day training will be sufficient.

C) INSURANCE

The contractor shall ensure their staff are insured when working in areas where there are dams, water intakes and canals. They shall also work in the open either during the day or at night.

D) PPEs

The contractor shall provide appropriate PPEs for their staff at all times while working at the designated area.

SPECIAL INSTRUCTIONS

STAFFING

- i. Ensure every site has a trained and certified first aider and stocked first aid kits.
- ii. All staff shall be fluent in English and Kiswahili
- iii. The staff should be of high moral integrity and with the relevant testimonials e.g. Certificate of Good Conduct.
- iv. All contractors staff shall at all times be in branded uniforms – at least two sets of skirt/pair of trousers, blouse/shirts, name tags and a sweater i.e. conspicuously

labeled.

v. Staff shall have presentable and suitable footwear for use in their respective areas of work.

vi. The staff to have clean, well maintained uniforms for daily use bearing in mind that the company hosts high level functions and visitors.

vii. Staff shall be always presentable smart and note that staffs who wear dirty and/or torn uniforms shall be denied entry to the company premises.

viii. The Company reserves the right to request immediate removal of any staff member of the contractor if in its opinion such staff is no longer desirable. The contractor shall arrange to immediately replace the staff so removed and advise the company of its action accordingly.

ix. Staff movement and rotation shall be done in consultation with KenGen Representative.

x. Contractor and his/her staff **MUST** comply with KenGen environmental and safety policy and procedures. KenGen reserves the right to evict any staff who fails to comply. The recommended and generally accepted safety, health and occupational measures for the staff should be complied with.

xi. Contractor shall at all times deploy the stated number of staff failure to which a credit note shall apply. The company reserves the right to request for additional staff at contractor's cost if the number proposed is not adequate.

xii. Staff shall be provided with protective clothing (PPEs) by the contractor including branded rain coats (when necessary) Heights attire, gum boots, overalls, safety boots, snake boots, hand gloves, appropriate masks, helmets, ear muffs and other clothing recommended by the Occupational Safety and Health Act and the Labour Laws.

The contractor and his/her staff shall comply with KenGen's environmental and safety policy and procedures and the right of admission to its premises.

xiii. The contractor shall make arrangements and be responsible at their own cost for;

Transport requirements for all their staff to and from the assignments as well as regular inspection within the assignment area.

Communication radios/mobile phones in all assignment areas.

Meals, accommodation, and subsistence for their staff.

- Prompt and regular payments of salaries every month.
- First Aid kits for their staff.
- Provide emergency response and evacuation for their staff in the event of an incidence or accident.

xiv. The contractors shall be expected to familiarize themselves with the prevailing local working conditions and the respective community interests in the areas of operations

xv Offices and work areas to be cleaned by 7.45 a.m. KenGen operations are 24/7 and during public holidays. It is required that staff working in critical areas shall be available to provide their services. Where there are eateries, the operating hours are 7am-11pm the staff will be required to work during those working hours.

xvi) At least two staff working at the Geothermal spa must have basic life guard skills. The contractor shall submit valid life guard certificates of their staff.

LOGISTICS

The Contractor shall make arrangements and be responsible at their own cost for the following:-

- (a) General transport requirements for all its staff to and from the premises.
- (b) Accommodation and site office for tools, equipment, consumables and staff for their use.
- (c) Acquisition of relevant permits and passes where applicable e.g. Hell's Gate in Olkaria
- (d) Communication Services.

(e) Medical Services for his staff.

Method Statement

INSTRUCTIONS

The Contractor shall carry out all instructions of the Employer's Representative which are in accordance with the Contract.

QUARTERLY MANAGEMENT MEETINGS

Top Management meeting shall be held quarterly and attended by the Employer's Representative and the Contractors' Top Management. Its business shall be to evaluate periodic performance of the Work. The Employer's Representative shall record the business of Management meetings and provide copies of the record to those attending the meeting and the Employer. The responsibility of the parties for actions to be taken shall be decided by the Employer's Representative either at the Top Management meeting or after the Management meeting and stated in writing to all who attend the meeting.

An informal meeting between the Supervisor of the contract and KenGen representative shall be held when deemed necessary. Any results from this meeting shall be reflected on the monthly evaluation and performance assessment as per clause 7.

Communication between parties shall be effective **O N L Y** when in writing.

DURATION OF CONTRACT (GCC)

This Agreement shall unless extended or terminated by both parties terminate at the end of six (6) months from the commencement date.

PERFORMANCE APPRAISAL

On a monthly basis the Employer's Representative(s) and the Contractor shall on an agreed date and time conduct a comprehensive assessment/appraisal and record the findings in format as derived from the Bill of Quantities. Such records shall form part of performance evaluation during and at the end of the probation period as well as monthly payment assessment, subsequent deliberations and/or action as stipulated in clause 8 & 9. The performance evaluation form is attached in appendix II. This form will be customized to reflect the scope derived from the Bills of Quantities in the various locations.

A proof of monthly payroll remittance to a bank should be submitted by 5th of every month. This will be a requirement for paying of subsequent invoices.

NON PERFORMANCE PENALTY

In the event that the Contractor does not administer the contract in whole or in part, KenGen **shall** procure, upon such terms and in such manner as it deems appropriate, and without reference to the contractor, services similar to those undelivered, and the contractor **SHALL** be liable to KenGen for the actual costs incurred for such procured services. These costs shall be offset from the invoices provided by the contractor. Further, the contractor shall pay penalty equivalent to the value quoted/priced for the unattended unit to KenGen being compensation of the inconveniences caused. Non-performance shall also include: -

- a) Failure by the contractor to manage their affairs hence occasioning their staff to result to industrial action.
- b) Where the contractor fails to comply with the minimum wage as prescribed by the Ministry of Labour from time to time.
- c) Failure by the contractor to provide protective clothing to their staff as prescribed.
- d) Failure by the contractor to perform services of acceptable standards set by KenGen.

TERMINATION

KenGen may without prejudice to any other remedy accruing to it terminate this Agreement in writing in whole or in part if: -

(a) By Breach of Contract

- (i) The Contractor frequently fails to provide services of acceptable standards set by KenGen in the performance of this Agreement and,
- (ii) The Contractor fails to perform any other obligation under this Agreement.

(b) By Agreement

Either party may terminate the Agreement by giving to the other party Three (3) months' notice in writing or payment of Three (3) months the set fees and charges in lieu of such notice;

On termination of this Agreement, howsoever terminated, the Contractor shall be permitted to remove all its equipment which may have been placed by the Contractor upon the employer's premises.

c) By Insolvency

Either party may at any time terminate the contract by giving written notice to the other party in case of insolvency.

d) By Bankruptcy

Either party may at any time terminate the contract by giving written notice to the other party in
in
Case of bankruptcy

CONFIDENTIALITY

The Contractor, its staff and agents shall not at any time during or after termination of this Agreement divulge or allow to be divulged to any person or third party any information relating to the business or affairs of KenGen.

ASSIGNMENT

The Contractor shall not assign or sub-contract any of its rights under this Agreement

SUB-CONTRACT

The contractor shall notify KenGen in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in the original tender or later, shall not relieve the contractor from any liability or obligation under the Contract.

PAYMENT TERMS (GCC 8)

Kenya Electricity Generating Company's payment terms are within 30 days upon receipt of certified invoices confirming that the services have been delivered in accordance with the contract.

PROVISION AND STANDARD OF SERVICE

- (a) The Contractor shall provide services of acceptable standards as set by KenGen in the performance of this Agreement and unacceptable performance shall be grounds for summary termination of the Agreement without any notice at the sole discretion of KenGen;
- (b) Frequent and inexcusable delays by the Contractor in the performance of its obligations hereunder shall give rise to sanctions and imposition of liquidated damages by KenGen.
- (c) If at any time during the performance of this Agreement the Contractor encounters conditions affecting timely provision of services, the Contractor shall immediately and without any delay notify KenGen in writing of the condition, its cause and duration and possible solution thereto and as soon as practicable KenGen shall evaluate the condition and may, at its sole discretion, waive the Contractor's obligations without the risk of sanctions impositions of liquidated damages and or

the summary termination of this Agreement without any notice.

- (d) The Contractor shall provide a **work plan** which will form part of evaluation. The work plan will contain the following details:
- i. Number of staff to be deployed in each specific areas of service as provided in the Bill of Quantities i.e. deployment of staff on daily, weekly and monthly basis. This shall include their intended wage rates, which shall be in accordance with the labor law.
 - ii. Safe use training and hospitality Schedule
 - iii. A Supervisor daily checklist.
 - iv. Equipment, Vehicles, Tools and Machines to be used to achieve intended purpose in all areas.
 - v. Emergency or contingency measures in terms of staffing for any eventuality.
 - vi. Type of chemicals, consumables and detergents to be used subject to KenGen representative approval in the respective site.
 - vii. Samples of approved chemicals, consumables and detergents to be in the custody of KenGen representative for records and future reference.
 - viii. Cleaning, Garbage Collection Gardening and schedules.
 - ix. Method of disposal of various wastes as per specified in the technical Requirements and NEMA Regulations.

STAFF QUALIFICATIONS

The contract Supervisor(s) on the ground **MUST** have the under listed qualifications:

- (a) At least a pass in 'O' Level Certificate.
- (b) Certificates in housekeeping, knowledge in hospitality and gardening from a recognized institution.
- (c) Minimum work experience for one (1) year in supervisory position.
- (d) Good communication and supervisory skills
- (e) Certificate of Good Conduct.

The Contractor shall undertake basic training of his staff on housekeeping, heights, Environmental Management, Occupational Safety and Health, Fire Fighting, First Aid, Handling of hazardous Chemicals and any other relevant training as prescribed by existing laws once contracted.

It is a requirement that every site with 20 workers one must be a first aider and a fire Marshall.

KenGen shall verify these qualifications and those without these qualifications **shall** not be allowed to site or commence work.

STAFF IDENTIFICATION AND PROTECTIVE WEAR

The contractor shall provide branded uniforms and name tags which shall be worn all the time and protective gear as shall be appropriate. Uniforms refer to shirt/blouse, pair of trouser/skirt or dress, and shoes/gumboots. PPE also to include attire for working on heights. The brand name/label **MUST** be conspicuously displayed on the uniforms for easy identification. Branded T-shirts is optional for weekend dress down.

The Contractor shall provide to KenGen a list of staff, copies of their National Identity Cards and Certificates of Good Conduct for each staff. Where there are changes in staffing KenGen should be notified in writing prior to deployment of the new staff. New staff shall provide the copies of requisite documents before deployment.

PERFORMANCE SECURITY

The Contractor shall within fifteen (15) days from the date of executing this Agreement furnish KenGen with a Performance security whose value shall be equivalent to **one per cent (1%) of the Annual Contract Value**. The performance security will have a one year value, renewable

three months before the expiry of each year of the contract period.

INDUCEMENT/PAYMENT OF COMMISSION AND CORRUPT GIFTS

The Contractor shall not;

Offer or give or agree to give to any person in the service of the Employer any gifts or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract with the Employer or for showing or forbearing to show favour or disfavour to any person in relation to this or any other contract with the Employer.

Any breach of this Condition by the Contractor or by anyone employed by him or acting on his behalf (whether with or without the knowledge of the Contractor) shall be an offence under the Laws of Kenya.

PROBATION PERIOD

The Contractor shall provide the services to KenGen on a probationary basis during the first Three (3) months of this Agreement and thereafter, subject to proper performance and evaluation by KenGen's authorized representative thereof, the Agreement may be confirmed or terminated in writing at the discretion of KenGen as stipulated in clause 6, 7, 8 and 9. The minimum performance score mark shall be 70% based on joint weekly evaluations by the employer and contractors representatives.

NOTICE ADDRESSES

Any notice to be served on either of the parties by the other shall be sent by prepaid recorded delivery or registered post to the address of the relevant party or by facsimile transmission or by and shall be deemed to have been received by the addressee within Three (3) days of posting or 24 hours if sent by facsimile transmission or by electronic mail.

TENDER PRICES (GCC 9)

The contract price will be fixed during the term of contract and not subject to variation on any account.

INDEMNITY

The Contractor shall indemnify and keep indemnified KenGen, its servants and agents against loss of or damage to property or bodily injury sustained by it or them by reason of any act, omission or neglect of the Contractor, its servants or agents whilst performing their duties under this Agreement and against the dishonesty of its servants whilst performing their duties hereunder and this shall include any loss, damage, injury or any consequential or indirect loss sustained by KenGen, its servants or agents or third parties lawfully on the Premises by reason of any act or omission or neglect of the Contractor its servants or agents.

CLAIMS

Notice of all claims by KenGen in respect of any loss damage or injury or consequential or indirect loss shall be given in writing to the Company giving details of such loss, damage or injury of consequential or indirect loss within Fourteen (14) days after the discovery of such damage loss or injury.

INSURANCE

The Contractor shall insure its servants engaged in the performance of this Agreement against injury sustained by them in the course of carrying out their duties in pursuance hereof and unless such injury shall be due to the act negligence or default of KenGen, its servants or agents. The Contractor will indemnify KenGen against all actions, claims and demands in respect of such injury.

The Contractor shall be required by KenGen to avail the Policy of Insurance in respect thereof and proof of payment of current premium.

LIQUIDATED DAMAGES

If the contractor fails to provide any or all of the services within the period(s) specified in the contract, KenGen shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the price of the unperformed services, per day until actual delivery of services, up to a maximum education of 10% of the unperformed services. After this KenGen may consider termination of the contract.

CONDITIONS TO BE MET PRIOR TAKING OVER SITE AND COMMENCEMENT OF SERVICE

In the event any of the following permits or licences will have expired at the time of award, the contractor shall within fourteen (14) days upon Acceptance of the Award of the contract and before commencement date avail the following:-

1. Professional Indemnity Insurance Cover
2. Workers Injuries Benefit Policy
3. Contractor's own Environmental Safety and Health Policy
4. NEMA Certificates for relevant area of service for garbage management. If garbage management is outsourced, please provide the duly signed agreement and NEMA License for the Contractor. Please note the NEMA Licensed vehicle should match with the one in Agreement as well as the one in use. Note certificates should be sought from the local authorities from the different areas of operation other than Nairobi.
5. County license/permit to transport and dispose of waste.
6. Staff Certificates of Good Conduct.
7. Work Plan and Methodology.
8. List and samples of Chemicals, Detergents and other consumables and their description to be used subject to approval by KenGen representative in respective areas.
9. Copies of log-books for vehicles assigned to given areas of operation if any.
10. Certified copies of CVs, certificates Good Conduct and academic qualifications of the Supervisors and Managers for the contract.
11. Valid Single Business Permit

SERVICE LEVEL REQUIREMENT

IT IS EXPECTED THAT AFTER COMPLETION OF TASK:-

- a) All surfaces shall be free from litter, debris, dust and any foreign matter.
- b) All surfaces shall have a uniform appearance, shiny, dry, and free from spillages, removable stains, superficial marks and loose debris.
- c) The surfaces shall be dry and free from stubborn stains, spillages, ingrained dirt, scuffmarks, and debris and have a uniform appearance.
- d) All mats and carpeted surfaces shall be clean, dry and free from litter, dust, stains/marks and any foreign matter.
- e) The surface shall be free from visible loose debris, dust and cobwebs.
- f) Damp wipe/spot wash the surface shall be free from debris, dust, cobwebs and stubborn stains.
- g) Wiping and washing fixtures and fittings shall be shiny, free from debris, dust and cobwebs and removable stains/marks, have a uniform appearance and be dry.
- h) Polishing, the surfaces shall be dry and free from stubborn stains/marks, spillage, debris and shall have a bright even sheen.
- i) Damp wiping and washing all sanitary fittings surface shall be free from debris, dust removable stains/marks, oils, fluids and dry odour free and shall have a uniform appearance.
- j) Drainages shall be free of silt, debris, blockages, algae, bad odour, stagnant water, rodents and vermin.
- k) The Compounds shall be a litter free zone.
- l) The uprooted weeds, cut grass, shrubs and fallen leaves shall be buried at the base of trees or designated area.
- m) Louvers, windows and window panes and grills shall be free of dust and stains/marks.
- n) Floor corners, door frames, socket covers, walls, rails, skirting, shall be free from debris, dust, cobwebs and stubborn stains/marks.
- o) Waste/paper baskets and shredders shall be empty and clean.
- p) Dustbins shall be empty, clean and lined with fresh clean bags.
- q) Cleaning all washrooms shall be dry, clean, free of foul smell, stainless, dust free
- r) Cleaning toilet bowls, toilet seats, toilet covers, sinks, flush handles, door handles, hand driers, tissue/soap dispensers, dustbins, partitions and walls shall be clean, dry and free from debris, dust and stains/marks.
- s) Roads, parking lots and walkways shall be free of debris, litter, oil spills, soil and mud.
- t) Sports areas shall be free from dust, dry, stains, dirt, debris, cobwebs, oil and vapour stains/marks.
- u) There shall be no breakages and/or damages to the company assets and in the event of any breakages/damages, the Contractor shall be surcharged.
- v) Cleaning curtains and blinds shall be clean, dry and free from creases.
- w) Cleaning, wiping and polishing all furniture the surface shall have a clean, dry, shiny uniform appearance, free from dust and stains/marks.
- x) All electrical appliances, electronics and cables shall be clean, dry and free from dust and stains/marks.
- y) Telephone sets shall be disinfected, clean, dry and free from dust, stains/marks.
- z) All documents/files shall be free from dust.
- aa) Water Treatment Plants and Tanks shall be free from silt, debris, residue, discolorations and stains/marks.
- bb) The door hinges shall be well greased.
- cc) Material Safety Data Sheet must be provided.

KenGen Representatives

Name: _____

Sign: _____

Official

Stamp _____

Date: _____

Contractor Representatives

Name: _____

Sign: _____

Official

Stamp _____

Date: _____

—

SAMPLE OF PERFORMANCE EVALUATION FORM FOR CLEANING SERVICES

Name of Contractor _____ Station _____

Month _____ Year _____

No	Task		Performance measure (Acceptable/ Unacceptable)			
	Item	Frequency of delivery	Week 1	Week 2	Week 3	Week 4
1.	Moping and dusting floor surfaces	Daily and should remain clean throughout.				
2.	Cleaning and dusting work surfaces	Daily and should remain clean throughout.				
3.	Dusting fixtures and fittings	Daily and should remain clean throughout.				
4.	Cleaning stained wall finishes	Daily and should remain clean throughout.				
5.	Hoofing carpeted areas (where applicable)	Daily and should remain clean throughout.				
6.	Cleaning and disinfecting washrooms (this includes provision of cleaning detergents and disinfectant)	Continuously – should remain clean throughout.				
7.	Cleaning and polishing office equipment	Daily and should remain clean throughout. Ensure no discoloration.				
8.	Dusting and cleaning office furniture	Daily and should remain clean throughout. Ensure no discoloration				
9.	Disinfecting telephone heads and receivers	Daily and as and when required				
10.	Collection and disposal of waste paper and rubbish	Twice a day or as and when required				

No	Task	Frequency of delivery	Performance measure (Acceptable/ Unacceptable)			
			Week 1	Week 2	Week 3	Week 4
11.	General cleaning of the premises	Weekly				
12.	Scrubbing the non carpeted areas with a floor scrubber	once a week				
13.	Cleaning windows and windowsills and casements	Twice a week				
14.	Stripping and polishing non carpet areas	Weekly				
15.	Shampooing, spot cleaning and vacuum cleaning carpeted areas	Fortnightly and as and when necessary				
16.	Keep premises clean and tidy	Continuous				
17.	Correct any discoloration of wall and floor finishes, fixtures and fittings	Whenever and immediately discoloration spots are spotted.				
18.	Ensuring premises are tidy and clean.	Continuous				
19.	Shampooing and cleaning office/reception chairs	Monthly and/or as and when required. Ensure no discolorations				
20.	Laundering of office curtains & blinds	Once a month				
CORRIDORS AND STAIRCASES						
21.	Cleaning office kitchen	Twice a day and/or as and when required.				
22.	Floor sweeping, mopping and machine buffing	Daily and/or as and when required.				
23.	Dusting office files and cabinets	Daily				
24.	Dusting the glasses along the staircase	Daily and/or as and when required				
25.	Polishing of glass along the staircase	Daily				
26.	Notice Boards polishing	Daily and/or as and when required				

	Task		Performance measure (Acceptable/ Unacceptable)			
No	Item	Frequency of delivery	Week 1	Week 2	Week 3	Week 4
EXTERNAL WORKS – PAVEMENTS, UTILITY ROOMS						
27.	Uprooting/cutting and clearing of weeds, grass, shrubs and leaves within the compound	Throughout the year				
28.	Planting and replacing of plants and flowers, gardening all flower beds, pruning, trimming hedges and maintaining cleanliness	Throughout the year				
STATIONERY STORE						
29.	Stores cleaning with the supervision of KenGen personnel	Daily and should remain clean throughout.				
30.	Cleaning of office desks, chairs, computers and telephone	Daily and should remain clean throughout.				
31.	Emptying of all the dustbins within the stores	Twice daily and/or as and when required.				
32.	Vacuum cleaning of all upholstered furniture	Weekly basis				
MAINTENANCE OF FLOWER BEDS						
33.	Planting flowers, Gardening all flower beds, pruning, trimming hedges and maintaining cleanliness	Throughout the year				
GARBAGE COLLECTION AND DISPOSAL						
34.	Collection and disposal of all rubbish, dirt, waste materials or refuse from the buildings to the place designated for this purpose	Daily and/or as and when required.				
35.	After emptying and disposing of the litter, all dustbins and dump sites should be washed and dried	Daily and/or as and when required.				
36.	Contractor should supply dustbin lining 500 gauge for the garbage collection	Throughout				
EXTERNAL WORKS AND PAVEMENTS						

	Task		Performance measure (Acceptable/ Unacceptable)			
No	Item	Frequency of delivery	Week 1	Week 2	Week 3	Week 4
37.	Washing of canopies, gutters and all drains.	Weekly and/or as and when required.				
38.	Parking areas should be swept	Daily				
39.	Parking areas should be scrubbed	Once a week				
40.	Ensuring that there is no litter and the compound is clean	All the time				
41.	Emptying of dustbins and ashtrays	Twice a day and/or as and when required.				
INSTALLATION, MAINTENANCE AND PROVISION OF TOILETRIES						
42.	Keeping of the toilets and urinals clean, dry and disinfecting	Twice a day and should remain clean throughout.				
43.	Constantly provide quality approved liquid hand washing soap and sanitizers in the dispensers	Throughout the day				
44.	Maintain all Toilet/ Hand tissue and Sanitizer dispensers					
45.	Constantly provide quality cotton toilet and hand drying tissues in the dispensers	Throughout the day				
46.	Provide self/auto-dispensing air fresheners in all washrooms	Throughout the day				
47.	Provide adequate coloured naphthalene balls in the urinals	Throughout the day				
SINKS, TOILET BOWLS & MIRRORS						
48.	Scrub with approved detergent and disinfectant	Twice daily and/or as and when required				
49.	Disinfect all hand touch facilities i.e. door handles, flush & tap handles etc.	Twice daily and/or as and when required				
50.	Wipe mirrors and remove marks, supply approved white toilet papers in rolls (The toilet papers must first be approved by KenGen	All the times				

No	Task Item	Frequency of delivery	Performance measure (Acceptable/ Unacceptable)			
			Week 1	Week 2	Week 3	Week 4
	representative)					

NOTE: RATINGS ON THE 5 LIKERT SCALE

WORK NOT DONE- 0/5

POOR- 1/5

FAIR- 2/5

GOOD- 3/5

VERY GOOD- 4/5

EXCELLENT- 5/5

Monthly Comments by KenGen Representative:

.....

Name Signature Date

Monthly Comments by Contractor's Supervisor

.....

Name Signature Date

**PART III – CONDITIONS OF CONTRACT AND
CONTRACT FORMS**

SECTION VI - 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 Sub-Clause 8.2 hereunder.
- b) "Activity Schedule" is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Tender;
- c) "Completion Date" means the date of completion of the Services by the Service Provider as certified by the Procuring Entity
- d) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- e) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- f) "Day works" means varied work inputs subject to payment on a time basis for the Service Provider's employees and equipment, in addition to payments for associated materials and administration.
- g) "Procuring Entity" means the Procuring Entity or party who employs the Service Provider
- h) "Foreign Currency" means any currency other than the currency of Kenya;
- i) "GCC" means these General Conditions of Contract;
- j) "Government" means the Government of Kenya;
- k) "Local Currency" means Kenya shilling;
- l) "Member," in case the Service Provider consist of a joint venture of more than one entity, means any of these entities; "Members" means all these entities, and "Member in Charge" means the entity specified in the SC to act on their behalf in exercising all the Service Provider' rights and obligations towards the Procuring Entity under this Contract;
- m) "Party" means the Procuring Entity or the Service Provider, as the case 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.
- t) "Subcontractor" means any entity to which the Service Provider subcontracts any part of the Services in accordance with the provisions of Sub-Clauses 3.5 and 4;
- u) "Public Procurement Regulatory Authority (PPRA)" shall mean the Government Agency responsible for oversight of public procurement.
- v) "Project Manager" shall 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.
- w) "Notice of Dissatisfaction" means the notice given by either Party to the other indicating its dissatisfaction and intention to commence arbitration.

1.2 Applicable Law

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

1.3 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.

1.4 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.**

1.5 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.

1.6 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.**

1.7 Inspection and Audit by the PPRA

Pursuant to paragraph 2.2 e. of Attachment I 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, inter alia, that acts intended to materially impede the exercise of PPRA's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to PPRA's prevailing sanctions procedures).

1.8 Taxes and Duties

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

2 Commencement, Completion, Modification, and Termination of Contract

2.1 Effectiveness of Contract

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

2.2 Commencement of Services

2.2.1 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 with in 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 become insolvent or bankrupt;
- c) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- d) if the Service Provider, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph2.2a. of AttachmentI 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 Subcontractors', as the case may be) own cost but on terms and conditions approved by the Procuring Entity, insurance against the risks, and for the coverage, as shall be **specified in the SCC**; and (b) at the Procuring Entity's request, shall provide evidence to the Procuring Entity showing that such insurance has been taken out and maintained and that the current premiums have been paid.

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

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

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

3.6 Reporting Obligations

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

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

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

3.8 Liquidated Damages

3.8.1 Payments of Liquidated Damages

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

3.8.2 Correction for Over-payment

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

3.8.3 Lack of performance penalty

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

3.9 Performance Security

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

3.10 Fraud and Corruption

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

3.11 Sustainable Procurement

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

4 Service Provider's Personnel

4.1 Description of Personnel

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

4.2 Removal and/or Replacement of Personnel

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

5 Obligations of the Procuring Entity

5.1 Assistance and Exemptions

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

5.2 Change in the Applicable Law

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

5.3 Services and Facilities

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

6 Payments to the Service Provider

6.1 Lump-Sum Remuneration

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 as set 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 factor to the payment amounts due in each currency. A separate formula of the type indicated below applies to each Contract currency:

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

Where:

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

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

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

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

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

6.6.2 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account 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 I.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 record-keeping and /or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Project Manager to inspect all these records, and shall (if instructed) submit copies to the Project Manager.
- 8.1.5 Within 42 days after the Contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the

Contractor and approved by the Project Manager, the Contractor shall send to the Project Manager a fully detailed claim which includes full supporting particulars of the basis of the claim and of the extension of time and /or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:

- 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 be entitled to payment for such part of the claim as he has been able to substantiate.
- 8.1.9 If the Project Manager does not respond within the time 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 may be on the construction of this Contract 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 be entitled to or the measurement and valuation referred to in clause 23.0 of these conditions, or the rights and liabilities of the parties subsequent to the termination of Contract.

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

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

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

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

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

8.6 Failure to Comply with Arbitrator's Decision

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

9.1 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.

B. SPECIAL CONDITIONS OF CONTRACT

SECTION VII - SPECIAL CONDITIONS OF CONTRACT

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(g)	The Procuring Entity is: <i>[Kenya Electricity Generating Company PLC</i>
1.4	<p>The addresses are:</p> <p>Procuring Entity:</p> <p>For notices, the Procuring Entity's address shall be: Attention: General Manager, Supply Chain Postal address P.O Box 47936 00100 Nairobi, Kenya Physical Address KenGen Pension Plaza II, 9th Floor, Kolobot Road, Parklands. Telephone: 0711036000 Electronic mail address: contracts@kengen.co.ke; jmbugua@kengen.co.ke</p>
1.6	<p>The Authorized Representatives are:</p> <p>For the Procuring Entity: Administration Manager</p> <p>For the Service Provider: _____</p>
2.1	The date on which this Contract shall come into effect is <i>upon contract signing</i>
2.2.2	The Starting Date for the commencement of Services is <i>upon contract signing</i>
2.3	The Intended Completion Date is <i>one year, renewable for another one year upon satisfactory performance by contractor.</i>
3.8.3	<p>Performance Security</p> <p>The Contractor shall within fifteen (15) days from the date of executing this Agreement furnish KenGen with a Performance security whose value shall be equivalent to one per cent (1%) of the Annual Contract Value. The performance security will have a one year value, renewable three months before the expiry of each year of the contract period.</p>
6.5	<p>Payment terms and conditions:</p> <p><input type="checkbox"/> KenGen's payment terms are 30 days upon receipt of certified invoices and service entry sheets confirming that the invoiced services have been performed, inspected and accepted in accordance with the contract.</p> <p>The contractor shall be paid through Electronic Funds Transfer (EFT).</p> <p>Advance Payment:</p> <p><input type="checkbox"/> Advance or interim payments shall not apply.</p>
Arbitration	Arbitration where necessary shall be by the Chartered Institute of Arbitrators Kenya Chapter

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
6.6.1	Prices <i>Prices shall be quoted in Kenya shillings, inclusive of all applicable taxes and shall remain firm for the contract duration.</i>
7.1	The principle and modalities of inspection of the Services by the Procuring Entity are as follows: <i>as per Service Level Agreement</i>
	The contract shall run for a period of one (1) year with a further one (1) year renewal option upon mutual agreement The contract shall be renewed after 1 year upon satisfactory performance of the same and upon mutual agreement by both parties
Governing Language	Governing Language The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.
Inspection and Test	<i>All services provided must meet all the market requirements and technical specification (QUALITY)</i>
	Taxes a) "Taxes" means all present and future taxes, levies, duties, charges, assessments, deductions or withholdings whatsoever, including any interest thereon, and any penalties and fines with respect thereto, wherever imposed, levied, collected, or withheld pursuant to any regulation having the force of law and "Taxation" shall be construed accordingly. b) Local Taxation i. Nothing in the Contract shall relieve the Contractor and/or his Sub-Contractors from their responsibility to pay any taxes, statutory contributions and levies that may be levied on them in Kenya in respect of the Contract. ii. The Contract Price shall include all applicable taxes and shall not be adjusted for any of these taxes. iii. Tax exemption granted under this Contract shall be for an official aid funded project and shall be as provided under the applicable tax laws in Kenya. iv. The Contractor shall be deemed to be familiar with the tax laws in the Employer's Country and satisfied themselves with the requirements for all taxes, statutory contributions and duties to which they may be subjected during the term of the Contract. This shall include applicable local or foreign withholding tax, excise duty, Value Added Tax (VAT), importation duties, Local government taxes, and any other taxes not mentioned herein. v. In instances where discussions are held between the Employer and the Contractor regarding tax matters, this shall not be deemed to constitute competent advice and hence does not absolve the Contractor of their responsibility in relation to due diligence on the tax issue as per (i). c) Tax Deduction

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	<p>i.If the Employer is required to make a tax deduction by Law, then the deduction shall be made from payments due to the Contractor and paid directly to the Kenya Revenue Authority. The Employer shall upon remitting the tax to Kenya Revenue Authority furnish the Contractor with the relevant tax deduction certificates.</p> <p>ii.Where payments for the Contract Price are made directly by the financiers to the Contractor, the Contractor and the financiers shall make the necessary arrangements with Employer to ensure that withholding income tax is remitted to the Kenya Revenue Authority.</p> <p>d) Tax Indemnity</p> <p>i.The Contractor shall indemnify and hold the Employer harmless from and against any and all tax liabilities, which the Employer may incur for any reason of failure by the Contractor to comply with any tax laws arising from the execution of the Contract whether during the term of the Contract or after its expiry.</p> <p>ii.The Contractor warrants to pay the Employer (within fourteen (14) days of demand by the Employer), an amount equal to the loss, liability or cost which the Employer determines has been (directly or indirectly) suffered by the Employer for or on account of the Contractor's Tax liability arising from the Contract.</p> <p>iii. Where the amount in (ii) above remains unpaid after the end of the fourteen (14) days moratorium, the Employer shall be entitled to compensation for financing charges.</p>

C. **APPENDICES**

**APPENDIX I
UNDERTAKING TO COMPLY WITH EMPLOYMENT ACT
(Letter Head of Bidder)**

(Name of Bidder)
(Address of Bidder)
Date.....

UNDERTAKING TO COMPLY WITH EMPLOYMENT ACT 2007 AND FAIR ADMINISTRATIVE ACTION ACT 2015

We, [insert name] designated as [insert title] of [insert name of Bidder] and being the authorized signatory of the Bidder, do hereby declare and undertake that we have read and understood the requirements of the **Tender for Provision of Cleaning, Garbage Management and Gardening Services for Ngong and Garissa Power Stations for the Year 2025-2027 (KGN-ADM-XXX-2025)**

We hereby undertake and explicitly agree that if we are selected as the Successful Bidder for **Tender for Provision of Cleaning, Garbage Management and Gardening Services for Ngong and Garissa Power Stations for the Year 2025-2027 (KGN-ADM-XXX-2025)** as bid for and awarded, we shall adhere to and comply with the provisions of Employment Act 2007 that provides fundamental rights of employees, to provide basic conditions of employment, not to employ children and to provide for matters regarding fair employment and Labour Practices in Kenya; and Fair Administrative Action Act 2015 that provides for Administrative action to be taken Expeditiously, Efficiently and Lawfully.

Name:

Title:

Signature

Date:

**APPENDIX 2
UNDERTAKING TO COMPLY WITH PROCURING ENTITY'S REMUNERATION
REQUIREMENTS**

(Letter Head of Bidder)

(Name of Bidder)

(Address of Bidder)

Date.....

**UNDERTAKING TO COMPLY WITH PROCURING ENTITY'S REQUIREMENTS FOR
REMUNERATION OF EMPLOYEES ENGAGED UNDER THIS TENDER**

We, [insert name] designated as [insert title] of [insert name of Bidder] and being the authorized signatory of the bidder, do hereby declare and undertake that we have read and understood the requirements of the **Tender for Provision of Cleaning, Garbage Management and Gardening Services for Ngong and Garissa Power Stations for the Year 2025-2027 (KGN-ADM-XXX-2025)**

We hereby undertake and explicitly agree that if we are selected as the Successful Bidder for **Tender for Provision of Cleaning, Garbage Management and Gardening Services for Ngong and Garissa Power Stations for the Year 2025-2027 (KGN-ADM-XXX-2025)** as bid for and awarded we shall adhere to and comply with guidelines by Procuring Entity regarding payment of Wages to bidders employees as provided in the attached schedule by Tenderer.

Name:

Title:

Signature**Date**.....

**APPENDIX 3
UNDERTAKING TO COMPLY WITH THE PROCURING ENTITY'S STAFFING
REQUIREMENTS**

(Letter Head of Bidder)

(Name of Bidder)

(Address of Bidder)

Date.....

**UNDERTAKING TO COMPLY WITH THE PROCURING ENTITY'S REQUIRED NUMBER OF
CLEANING SERVICE AND GARDENING STAFF**

We, [insert name] designated as [insert title] of [insert name of Bidder] and being the authorized signatory of the Bidder, do hereby declare and undertake that we have read and understood the requirements of the **Tender for Provision of Cleaning, Garbage Management and Gardening Services for Ngong and Garissa Power Stations for the Year 2025-2027 (KGN-ADM-XXX-2025)**

We hereby undertake and explicitly agree that if we are selected as the Successful Bidder for **Tender for Provision of Cleaning, Garbage Management and Gardening Services for Ngong and Garissa Power Stations for the Year 2025-2027 (KGN-ADM-XXX-2025)**, as bid for and awarded we shall adhere to and comply with guidelines by the Procuring Entity regarding number of staff to be deployed as provided in the tender document.

Name.....

Title.....

Signature

Date.....

APPENDIX 4			
MINIMUM NUMBER OF EQUIPMENT REQUIRED PER SITE			
KENGEN PREMISES			
	ITEMS	Ngong	Gariss^a
	EQUIPMENT	QUANTITIES REQUIRED	
1	Mop Buckets	6	5
2	Mops heads	6	5
3	Dusting Bucket	4	4
4	Scrubbing Machine	1	N/A
5	Vacuum Machines	4	N/A
6	Hand Brush - Hard	4	5
7	Hand Brush -Soft	4	4
8	Hard Brooms	4	5
9	Soft Brooms	4	4
10	Dust Pans	4	4
11	Toilet Brushes	6	6
12	Heavy Duty Gloves	6	6
13	Dusting Towels	6	10
14	Yellow Duster	6	5
15	Feather Duster	N/A	5
16	Caution Signages	6	5
17	Ladder (10 ft.)	N/A	1
18	Ladder (20ft)	N/A	1
19	Helmet	N/A	5
20	Reflector Jackets	4	6
21	Harness Belts	N/A	N/A
22	Panga	2	6
23	Jembe	2	6
24	Secateurs (Pruning Shears)	1	3
25	Floor Squeegee	4	6
26	Window Squeegee	4	5
27	Safety goggles	2	2
28	Hose Pipes – 50 Metres	1	2
29	Cobweb remover	3	3
30	Swing Mop	N/A	3
31	Mkokoteni	N/A	N/A
32	Knapsack	N/A	2
33	Shoka(axe)	N/A	2
34	Spade	1	5
35	Fork jembe	1	3
36	Mattock	2	3
37	Slashers	2	4
38	Sharpening files	2	2
39	Hedge Clippers & Shears	N/A	3
40	Makuti brooms	4	3
41	broom sticks	N/A	6
42	Sprinklers	N/A	4
43	Gumboots	3	6
44	Earmuffs	2	N/A
45	Rakes	1	6
46	Leaf rakes	N/A	6

Note: The items listed above are not exhaustive. Additional items may be required depending on

APPENDIX 5			
MINIMUM NUMBER OF EQUIPMENT REQUIRED PER SITE			
	ITEMS	Ngong	Gariss^a
TOOLS AND MACHINERY		QUANTITIES REQUIRED	
1	Bush Cutters	1	2
2	Power saws	N/A	—
3	Hand Held Drill	N/A	—
4	Lawn Mower	N/A	—
5	Motorized Grass cutter	N/A	—
6	Extraction cleaner	N/A	—
7	Wet and dry suction machines	N/A	—
8	Dry vacuum cleaners	N/A	—
9	Floor Scrubbers and polishers	N/A	—
10	Staff Transport vehicles	N/A	—
11	Garbage Collection Vehicles (NEMA Licensed)	N/A	—
12	Unblocking Rods	N/A	—
13	Ladder	N/A	—
14	Window Squeegee	N/A	—
15	Wheelbarrow	1	2
16	Scaffolding	N/A	—
17	Scrapping machine	1	

APPENDIX 6
SUMMARY OF ESTIMATE QUANTITIES OF DETERGENTS, CHEMICALS AND
CONSUMABLES REQUIRED PER MONTH

	ITEMS	UoM	ESTIMATE QUANTITIES REQUIRED	
			Ngong	Garissa
	DETERGENTS, CHEMICALS AND CONSUMABLES			
1	Hand Towels	Bale	3	3
2	Interleaf tissue paper	Bale	N/A	-
3	Jumbo Toilet Tissue paper	Bale	3	3
n4	Small Tissue Paper (Standard toilet rolls)	Bale	N/A	-
5	Liquid hand soap	Litre	20	20
6	Hand Lotion	Litre	N/A	10
7	Multipurpose Soap	Litre	20	20
8	Bleach	Litre	10	10
9	Jik	Litre	10	10
10	Harpic	Litre	10	10
11	Scouring Powder /Vim	Kg	5	5
12	Disinfectant Liquid (Dettol)	Litre	20	20
13	Automatic air freshener (100ml)	Piece	4	5
14	Automatic air freshener (250ml)	Piece	4	4
15	Manual Air freshener – Can 300 ml	Piece	4	3
16	Hand Sanitizer	Litre	N/A	-
17	Methylated spirit	Litre	5	5
18	Moth balls – carton of 12 pieces	Carton	1	1
19	Leather Polish -500 ml Bottle	Bottle	N/A	2
20	Furniture polish / Pledge – Can 300ml	Can	4	4
21	Carpet Shampoo	Litre	N/A	-
22	Stain Remover	Litre	10	10
23	Steel wool	Roll 750g	1	1
24	Floor Polish	Litre	5	-
25	Scrubbing Pad for machine	Piece	4	-
26	Scouring Pad	Dozen	1	-
27	Dry Cells AA (Energizer)	Dozen	N/A	-
28	Window Cleaner 250ml Bottle	Piece	6	6
29	Garbage Bags (Large)	Piece	20	20
30	Foam Soap	Pouch	N/A	-
31	Compatex	Litres	N/A	-
32	Kerol	Litres	N/A	-
33	Disinfectant	Litres	20	20
34	Floor Stripper	Litres	5	5
35	Maintainer	Litres	N/A	-
36	Degreaser	Litres	20	-
37	Bar Soap	800gms	N/A	-
38	Powder Detergent	Kg	N/A	-
39	Handcream	Litres	N/A	-
40	Insecticide Spray	1kg Can	N/A	-
41	Dusting towels	Dozen	2	2
42	Bin Liner	Piece	20	20
43	Milk (for wastes&sewer handlers)	Dozen	N/A	-
44	Soda Ash (Magadi)	Kgs	N/A	-
45	100% Cotton Rags	Sack	N/A	-
46	Kerosene	Litres	N/A	-
47	UD 40	Can	N/A	-
48	Buff Polish	Litres	N/A	-
49	Shining pad	Piece	N/A	-
50	Wooden Floor Polish	Litres	N/A	-
51	Terrazzo solvent	Litres	N/A	-
52	Urinal Mat	Piece	N/A	2

D. FORMS

SECTION VIII -CONTRACT FORMS

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

[Guarantor letterhead or SWIFT identifier code]

Beneficiary:_____ *[insert name and Address of Procuring Entity]*

Date:_____ *[Insert date of issue]*

PERFORMANCE GUARANTEE No.:_____

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

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

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

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

¹The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Beneficiary.

²Insert the date twenty-eight days after the expected completion date as described in GC Clause 11.9. The Procuring Entity should note that in the event of an extension of this date for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Procuring Entity might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”

FORM No. 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 on behalf ofby in the capacityof 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 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 , 2,² 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]

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

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

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

FORM NO. 4 BENEFICIAL OWNERSHIP DISCLOSURE FORM

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

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

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

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

Tender Reference No.: _____ [insert identification no]
 Name of the Assignment: _____ [insert name of the assignment]
 to: _____ [insert complete name of Procuring Entity]

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

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

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes / No)	Directly or indirectly holding 25% or more of the Voting Rights (Yes / No)	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)
<i>[include full name (last, middle, first), nationality, country of residence]</i>			

OR

ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions: directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting

rights. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.

OR

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

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

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

Name of the Tenderer:[insert complete name of the Tenderer]_____*

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

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

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

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

