



MINISTRY OF INTERIOR AND NATIONAL ADMINISTRATION

STATE DEPARTMENT FOR IMMIGRATION & CITIZEN SERVICES

TENDER DOCUMENT

**FOR
SUPPLY AND DELIVERY OF COMPUTERS, PRINTERS, PHOTOCOPIERS
& OTHER ICT EQUIPMENTS & ACCESSORIES**

TENDER NO: MINA/SDICS/HQS/016/2025-2027

FRAMEWORK AGREEMENT

OPEN TENDER (OPEN TO ALL BIDDERS)

TENDER DATE: 21st MAY, 2025

CLOSING/OPENING DATE: 3rd June, 2025 AT 10.00 A.M.

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INVITATION TO TENDER

Procuring Entity: State Department for Immigration and Citizen Services,

TENDER NO: MINA/SDICS/HQS/016/2025-2027

Tender Description: Supply and Delivery of Computers, Printers, Photocopiers & Other ICT Equipment & Accessories (Framework Agreement)

The State Department for Immigration and Citizen Services invites sealed tenders for the Supply and Delivery of Photographic and Registration Materials (Framework Agreement) for a period of **two (2) years** on 'as and when need arises basis' from 1st July, 2025 to 30th June, 2027.

- 1) Tendering will be conducted under open tendering method using a standardized tender document. Tendering is OPEN to all qualified and interested Tenderers. Tenders will be awarded to multiple bidders on the basis of Framework Agreement.
- 2) Qualified and interested tenderers may obtain a complete set of tender documents from the State Department for Immigration and Citizen Services' website, www.usajili.go.ke and www.tenders.go.ke free of charge.
- 3) Tenderers who download the tender document must forward their particulars immediately to nrbprocurement@identity.go.ke and copy to nrbprocurement813@gmail.com to facilitate any further clarification or addendum.
- 4) Qualified and interested tenderers may obtain further information and inspect the tender document during office normal working hours from 8.00am -12.30pm and 2.30pm to 4.50pm at the National Registration Offices located at the 13th Floor of NSSF Building, Block A Western Wing through the addresses given. More details on the goods are provided in PART 2 - Supply Requirements, Section V – Schedule of Requirements in the Tender Document.
- 5) The Tenderer shall chronologically serialize all pages of the tender documents submitted.
- 6) All tenders must be accompanied by a "Tender Security of Ksh.1,000,000 (One million Kenya shillings) valid for a period of 180 days from the date of the tender opening/closing issued by an authorized bank or a recognized insurance firm.
- 7) Completed tender documents, enclosed in plain sealed envelope marked the tender document with the number and name shall be addressed to
The Principal Secretary,
State Department for Immigration and Citizen Services,
P.O. Box 30395-00100,
NAIROBI.
- 8) And will be deposited in the tender box situated at the National Registration Bureau, NSSF Building Block A, Western Wing, 13th floor, bulk tenders to be deposited in the Procurement office addressed to:
The Principal Secretary,
State Department for Immigration and Citizen Services,
P.O. Box 30395-00100,
NAIROBI.

So as to be received on or before **3rd June, 2025** at 10.00am. Tenders will be opened immediately thereafter in the presence of tenderers or their representative who choose to attend the opening at the National Registration boardroom located at NSSF Building Western Wing Block A 13th floor on 3rd June, 2025 at 10.00am.

- 9) Further information/clarification regarding the tender may be obtained during working hours within seven (7) days from the date of tender issue through Head of supply chain Management services via email address nrbprocurement@identity.go.ke copy to nrbprocurement813@gmail.com or address the below:
The Secretary
National Registration Bureau,
P.O. Box 57007-00200,
NAIROBI – KENYA
- 10) Late tenders will be rejected.
- 11) The tender has Lot 1 and Lot 2

**PRINCIPAL SECRETARY
STATE DEPARTMENT FOR IMMIGRATION AND CITIZEN SERVICES**

SECTION I: INSTRUCTIONS TO TENDERERS

A General Provisions

1. Scope of Tender

- 11 The Procuring Entity as defined in the **TDS** invites tenders for supply of goods and, if applicable, any Related Services incidental thereto, as specified in Section V, Supply Requirements. The name, identification, and number of lots (contracts) of this Tender Document are specified in the **TDS**.
- 12 Throughout this tendering document:
- a) the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, including if specified in the **TDS**, distributed or received through the electronic-procurement system used by the Procuring Entity) with proof of receipt;
 - b) if the context so requires, “singular” means “plural” and vice versa;
 - 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 official public holidays.

2. Fraud and Corruption

- 21 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.
- 22 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.
- 23 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 **Data Sheet** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.

3. Eligible Tenderers

- 31 A Tenderer may be a firm that is a private entity, an individual, a state-owned enterprise or institution subject to ITT3.7, 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 letter of intent. Public employees and their close relatives (*spouses, children, brothers, sisters and uncles and aunts*) are not eligible to participate in the tender.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Tendering process and, in the event the JV is awarded the Contract, during contract execution. The maximum number of JV members shall be specified in the **TDS**.

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

- 33 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 - representative or ownership 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 design or technical specifications of the goods 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 1.1 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 has a close business or family relationship with a professional staff of the Procuring Entity (or of the project implementing agency, who: (i) are directly or indirectly involved in the preparation of the tendering document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or (ii) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the Tendering process and execution of the Contract.
- 34 A tenderer shall not be involved in corrupt, coercive, obstructive, collusive or fraudulent practice. A tenderer that is proven to have been involved in any of these practices shall be automatically disqualified.
- 35 A firm that is a Tenderer (either individually or as a JV member) shall not submit 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 subcontractor in more than one Tender. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender.
- 36 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT3.9. 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.
- 37 A Tenderer that has been debarred by the PPRA from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the PPRA's website www.ppra.go.ke
- 38 Tenderers that are state-owned enterprises or institutions may be eligible to compete and be awarded a Contract(s) only if they are (i) a legal public entity of the state Government and/or public administration, (ii) financially autonomous and not receiving any significant subsidies or budget support from any public entity or Government, and (iii) operating under commercial award vested with legal rights and liabilities similar to any commercial enterprise to enable it compete with firms in the private sector on an equal basis. Public employees and their close relatives are not eligible to participate in the tender.
- 39 Tenderers may be ineligible if their countries of origin (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting for supply of goods or services from that country, or any payments to any country, person, or entity in that country. A tenderer shall provide such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.
- 310 Tenderers shall provide the qualification information statement that the tenderer (including all

members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.

- 311 Where the law requires tenderers to be registered with certain authorities in Kenya, such registration requirements shall be defined in the **TDS**
- 312 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.
- 313 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

4 Eligible Goods and Related Services

- 41 All the Goods and Related Services to be supplied under the Contract shall have their origin in any country that is eligible in accordance with ITT 3.9.
- 42 For purposes of this ITT, the term “goods” includes commodities, raw material, machinery, equipment, and industrial plants; and “related services” include services such as insurance, installation, training, and initial maintenance.
- 43 The term “origin” means the country where the goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.
- 44 A procuring entity shall ensure that the items listed below shall be sourced from Kenya and there shall be no substitutions from foreign sources. The affected items are:
- a) motor vehicles, plant and equipment which are assembled in Kenya;
 - b) furniture, textile, foodstuffs, oil and gas, information communication technology, steel, cement, leather, agro-processed products, sanitary products, and other goods made in Kenya; or
 - c) goods manufactured, mined, extracted or grown in Kenya.
- 45 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

5 Sections of Tendering Document

- 51 The tendering document consist 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 ITT8.

PART 1: Tendering Procedures

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

PART 2: Supply Requirements

- v) Section V - Schedule of 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

- 52 The notice of Invitation to Tender or the notice to the prequalified Tenderers issued by the Procuring Entity is not part of the tendering document.
- 53 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 ITT7.
- 54 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.

6 Clarification of Tendering Document

- 61 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 if provided for in accordance with ITT 6.4. 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 5.3, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents following the procedure under ITT 7.
- 62 The Procuring Entity shall specify in the **TDS** if a pre-tender conference will be held, when and where. The Tenderer's designated representative is invited to attend a pre-Tender meeting. The purpose of the meeting will be to clarify issues and to answer questions on any matter that maybe raised at that stage.
- 63 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.
- 64 Minutes of the pre-Tender meeting, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT 6.3. Minutes shall not identify the source of the questions asked.
- 65 The Procuring Entity shall also promptly publish anonymized (*no names*)Minutes of the pre-Tender meeting 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 Entityexclusively through the issue of an Addendum pursuant to ITT 7 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.

7 Amendment of Tendering Document

- 71 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the tendering document by issuing addenda.
- 72 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tender document from the Procuring Entity in accordance withITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's web page in accordance with ITT 7.1.
- 73 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders, pursuant to ITT 21.2.

C. Preparation of Tenders

8 Cost of Tendering

- 81 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.

9 Language of Tender

- 91 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 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.

10 Documents Comprising the Tender

- 10.1 The Tender shall comprise the following:
- a) Form of Tender prepared in accordance with ITT11;
 - b) Price Schedules: completed in accordance with ITT 11 and ITT 13;
 - c) Tender Security or Tender-Securing Declaration, in accordance with ITT 18.1;
 - d) Alternative Tender: if permissible, in accordance with ITT12;
 - e) Authorization: written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT19.3;
 - f) Qualifications: documentary evidence in accordance with ITT 16.2 establishing the Tenderer qualifications to perform the Contract if its Tender is accepted;
 - g) Tenderer Eligibility: documentary evidence in accordance with ITT16.1 establishing the Tenderer eligibility to tender;
 - h) Eligibility of Goods and Related Services: documentary evidence in accordance with ITT 15, establishing the eligibility of the Goods and Related Services to be supplied by the Tenderer;
 - i) Conformity: documentary evidence in accordance with ITT15.2 that the Goods and Related Services conform to the tender document; and
 - j) any other document required in the **TDS**.
- 102 In addition to the requirements under ITT 10.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter 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.
- 103 The Tenderer shall furnish in the Form of Tender information on commissions gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Tender.

11 Form of Tender and Price Schedules

- 111 The Form of Tender and Price Schedules shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialise pages of all tender documents submitted.

12 Alternative Tenders

- 121 Unless otherwise specified **in the TDS**, alternative Tenders shall not be considered.

13 Tender Prices and discounts

- 131 The prices quoted by the Tenderer in the Form of Tender and in the Price, Schedules shall conform to the requirements specified below.
- 132 All lots (contracts) and items must be listed and priced separately in the Price Schedules.

- 133 The price to be quoted in the Form of Tender in accordance with ITT10.1 shall be the total price of the Tender, including any discounts offered.
- 134 The Tenderer shall quote any discounts and indicate the methodology for their application in the form of tender. Conditional discounts will be rejected.
- 135 Prices quoted by the Tenderer shall be fixed during the performance of the Contract and not subject to variation on any account, unless otherwise specified **in the TDS**. A Tender submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to ITT 28. However, if in accordance with **the TDS**, prices quoted by the Tenderer shall be subject to adjustment during the performance of the Contract, a Tender submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.
- 136 If specified in ITT 1.1, Tenders are being invited for individual lots (contracts) or for any combination of lots (packages). Unless otherwise specified **in the TDS**, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Tenderers wishing to offer discounts for the award of more than one Contract shall specify in their Tender the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITT 13.4 provided the Tenders for all lots (contracts) are opened at the same time.
- 137 The terms EXW, CIP, CIF, DDP and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of Commerce.
- 138 Prices shall be quoted as specified in each Price Schedule included in Section IV, Tendering Forms. The disaggregation of price components is required solely for the purpose of facilitating the comparison of Tenders by the Procuring Entity. This shall not in any way limit the Procuring Entity's right to contract on any of the terms offered. In quoting prices, the Tenderer shall be free to use transportation through carriers registered in any eligible country. Similarly, the Tenderer may obtain insurance services from any eligible country in accordance with ITT 3.6, Eligible Tenders. Prices shall be entered in the following manner:
- a) For Goods manufactured in Kenya:
 - i) the price of the Goods quoted EXW (ex-works, ex-factory, ex warehouse, ex showroom, or off-the- shelf, as applicable) final destination point indicated in the **TDS**, including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods;
 - ii) any sales tax and other taxes which will be payable in Kenya on the Goods if the Contract is awarded to the Tenderer; and
 - iii) the price for inland transportation, insurance, and other local services required to convey the Goods to their final destination specified **in the TDS**.
 - b) For Goods manufactured outside Kenya, to be imported:
 - i) the price of the Goods, quoted CIP named place of destination, in Kenya, as specified **in the TDS**;
 - ii) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination specified **in the TDS**;
 - c) For Goods manufactured outside Kenya, already imported:
 - i) the price of the Goods, including the original import value of the Goods; plus, any mark- up (or rebate); plus, any other related local cost, and custom duties and other import taxes already paid or to be paid on the Goods already imported;
 - ii) the custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the Goods already imported;
 - iii) any sales and other taxes levied in Kenya which will be payable on the Goods if the Contract is awarded to the Tenderer; and
 - iv) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site)

specified in the TDS.

- d) for Related Services, other than inland transportation and other services required to convey the Goods to their final destination, whenever such Related Services are specified in the Schedule of Requirements, the price of each item comprising the Related Services (inclusive of any applicable taxes).

14 Currencies of Tender and Payment

141 The currency (ies) of the Tender, the currency (ies) of award and the currency (ies) of contract payments shall be the same.

142 The Tenderer shall quote in Kenya shillings. If allowed in the TDS, the Tenderer may express the Tender price in any currency, provided it shall use no more than two foreign currencies in addition to the Kenya Shilling.

143 The rates of exchange to be used by the Tenderer shall be based on the exchange rates provided by the Central Bank of Kenya on the date 30 days prior to the actual date of tender opening.

15 Documents Establishing the Eligibility and Conformity of the Goods and Related Services

151 To establish the eligibility of the Goods and Related Services in accordance with ITT 15, Tenderers shall complete the country-of-origin declarations in the Price Schedule Forms, included in Section IV, Tendering Forms.

152 To establish the conformity of the Goods and Related Services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that the Goods conform to the technical specifications and standards specified in Section VII, Schedule of Requirements.

153 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Section VII, Schedule of Requirements.

154 The Tenderer shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified in the TDS following commencement of the use of the goods by the Procuring Entity.

155 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Procuring Entity in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality, brand names, and/or catalogue numbers, 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, Schedule of Requirements.

16 Documents Establishing the Eligibility and Qualifications of the Tenderer

161 To establish Tenderer eligibility in accordance with ITT 4, Tenderers shall complete the Form of Tender, included in Section IV, Tendering Forms.

162 The documentary evidence of the Tenderer qualifications to perform the Contract if its Tender is accepted shall establish to the Procuring Entity's satisfaction:

- a) that, if required in the TDS, a Tenderer that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Tendering Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Kenya;
- b) that, if required in the TDS, in case of a Tenderer not doing business within the Kenya, the Tenderer is or will be (if awarded the Contract) represented by an Agent in the country equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
- c) that the Tenderer meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

17 Period of Validity of Tenders

171 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 (as prescribed by the Procuring Entity in accordance with ITT 21.1). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

- 172 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 18, it shall also be extended for a corresponding period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 17.3.
- 173 If the award is delayed by a period exceeding the number of days to be specified in the **TDS** days beyond the expiry of the initial tender validity period, the Contract price shall be determined as follows:
- a) in the case of **fixed price** contracts, the Contract price shall be the tender price adjusted by the factor specified in the **TDS**;
 - b) in the case of **adjustable price** contracts, no adjustment shall be made; or in any case, tender evaluation shall be based on the tender price without taking into consideration the applicable correction from those indicated above.
- 18. Tender Security**
- 181 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**.
- 182 A Tender Securing Declaration shall use the form included in Section IV, Tendering Forms.
- 183 If a Tender Security is specified pursuant to ITT 18.1, the Tender Security shall be a demand guarantee in any of the following forms at the Tenderer 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 letter of credit; or
 - v) guarantee by a deposit taking micro-finance institution, Sacco society, the Youth Enterprise Development Fund or the Women Enterprise Fund.
- 184 If an unconditional guarantee is issued by a non-Bank financial institution located outside Kenya, the issuing non-Bank financial institution shall have a correspondent financial institution located in Kenya to make it enforceable unless the Procuring Entity has agreed in writing, prior to Tender submission, that a correspondent financial institution is not required. In the case of a bank guarantee, the Tender Security shall be submitted either using the Tender Security Form included in Section IV, Tendering Forms, or in another substantially similar format approved by the Procuring Entity prior to Tender submission. The Tender Security shall be valid for thirty (30) days beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 17.2.
- 185 If a Tender Security is specified pursuant to ITT 18.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Procuring Entity as non-responsive.
- 186 If a Tender Security is specified pursuant to ITT 18.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer 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.
- 187 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.
- 188 The Tender Security may be forfeited or the Tender Securing Declaration executed:
- a) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender, or any extension thereto provided by the Tenderer; or
 - b) if the successful Tenderer fails to:
 - i) sign the Contract in accordance with ITT 45; or
 - ii) Furnish a Performance Security in accordance with ITT 46.

- 189 Where tender securing declaration is executed, the Procuring Entity shall recommend to the PPRA that PPRA debars the Tenderer from participating in public procurement as provided in the law.
- 1810 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 letter of intent referred to in ITT3.1 and ITT 10.2.
- 1811 A tenderer shall not issue a tender security to guarantee itself.

19. Format and Signing of Tender

- 191 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 11 and clearly mark it "ORIGINAL." Alternative Tenders, if permitted in accordance with ITT 12, shall be clearly marked "ALTERNATIVE." In addition, the Tenderer shall submit copies of the Tender, in the number **specified in the TDS** and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.
- 192 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.
- 193 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person 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.
- 194 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 each member's legally authorized representatives.
- 195 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

20 Sealing and Marking of Tenders

- 201 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 11; 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 12, 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.
- 202 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.
- 203 Where a tender package or container cannot fit in the tender box, the procuring entity shall:
- a) Specify in the **TDS where** such documents should be received.
 - b) maintain a record of tenders received and issue acknowledgement receipt note to each tenderer specifying time and date of receipt.

- c) Ensure all tenders received are handed over to the tender opening committee for opening at the specified opening place and time.

204 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.

21. Deadline for Submission of Tenders

211 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**.

212 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT7, 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.

22. Late Tenders

221 The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of Tenders. 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.

23. Withdrawal, Substitution, and Modification of Tenders

231 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITT19.3, (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 20 and 21 (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 22.

233 Tenders requested to be withdrawn in accordance with ITT 23.1 shall be returned unopened to the Tenderers.

234 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.

24. Tender Opening

241 Except as in the cases specified in ITT 23, 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 who choose to attend, including to attend any specific electronic tender opening procedures if electronic tendering is permitted in accordance with ITT 21.1, shall be as specified **in the TDS**.

242 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.

243 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.

- 244 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.
- 245 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, if required; and any other details as the Procuring Entity may consider appropriate.
- 246 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further for evaluation. The Form of Tender and pages of the Bills of Quantities are to be initialed by the members of the tender opening committee attending the opening. The number of representatives of the Procuring Entity to sign shall be specified in the **TDS**.
- 247 The Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 22.1).
- 248 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;
 - 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.
- 249 The Tenderers' representatives who are present shall be requested to sign the record. The omission of a Tenderer signature on the record shall not invalidate the contents and effect of the record. A copy of the tender opening register shall be issued to a Tenderer upon request.

E. Evaluation and Comparison of Tenders

25. Confidentiality

- 251 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 the information on Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 41.
- 252 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.
- 253 Notwithstanding ITT 25.2, 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.

26. Clarification of Tenders

- 261 To assist in the examination, evaluation, comparison of the Tenders, and qualification of the Tenderers, the Procuring Entity may, at its discretion, ask any Tenderer for a clarification of its Tender. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Tender shall be sought, offered, or permitted except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the Evaluation of the Tenders, in accordance with ITT 30.

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.

27. Deviations, Reservations, and Omissions

- 271 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.
- 28. Determination of Responsiveness**
- 281 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT28.2.
- 28 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 Goods and Related 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 obligations under the Contract; or
 - b) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.
- 282 The Procuring Entity shall examine the technical aspects of the Tender submitted in accordance with ITT 15 and ITT 16, in particular, to confirm that all requirements of Section VII, Schedule of Requirements have been met without any material deviation or reservation, or omission.
- 283 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.
- 29. Non-conformities, Errors and Omissions**
- 291 Provided that a Tender is substantially responsive, the Procuring Entity may waive any non-conformities in the Tender.
- 292 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. Such omission 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.
- 293 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**. The adjustment shall be based on the **average** price of the item or component as quoted in other substantially responsive Tenders. If the price of the item or component cannot be derived from the price of other substantially responsive Tenders, the Procuring Entity shall use its best estimate.
- 30. Arithmetical Errors**
- 301 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.
- 302 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.

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

31. Conversion to Single Currency

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

32. Margin of Preference and Reservations

32.1 A margin of preference may be allowed on locally manufactured goods only when the contract is open to international tendering, where the tender is likely to attract foreign goods and where the contract exceeds the threshold specified in the Regulations.

32.2 For purposes of granting a margin of preference on locally manufactured goods under international competitive tendering, a procuring entity shall not subject the items listed below to international tender and hence no margin of preference shall be allowed. The affected items are:

- a) motor vehicles, plant and equipment which are assembled in Kenya;
- b) furniture, textile, foodstuffs, oil and gas, information communication technology, steel, cement, leather agro-processing, sanitary products, and other goods made in Kenya; or
- c) goods manufactured, mined, extracted or grown in Kenya.

32.3 A margin of preference shall not be allowed unless it is specified so in the **TDS**.

32.4 Contracts procured on basis of international competitive tendering shall not be subject to reservations to specific groups as provided in ITT 32.5.

32.5 Where it is intended to reserve a contract to a specific group of businesses (these groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case may be), and 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 or firms belonging to the specified group are eligible to tender as specified in the **TDS**. No tender shall be reserved to more than one group. If not so stated in the Tender documents, the invitation to tender will be open to all interested tenderers.

33. Evaluation of Tenders

33.1 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 Lowest 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 tender documents; and
- b) the lowest evaluated price.

33.2 Price evaluation will be done for Items or Lots (contracts), as specified in the **TDS**; and the Tender Price as quoted in accordance with ITT 14. To evaluate a Tender, the Procuring Entity shall consider the following:

- a) price adjustment due to unconditional discounts offered in accordance with ITT 13.4;
- b) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 31;
- c) price adjustment due to quantifiable nonmaterial non-conformities in accordance with ITT 29.3; and
- d) any additional evaluation factors specified in the **TDS** and Section III, Evaluation and

Qualification Criteria.

- 333 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.
- 334 Where the tender involves multiple lots or contracts, the tenderer will be allowed to tender for one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT 33.2. 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.
- 335 The Procuring Entity's evaluation of a Tender will include and consider:
- a) in the case of Goods manufactured in Kenya, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the Tenderer;
 - b) in the case of Goods manufactured outside Kenya, already imported or to be imported, customs duties and other import taxes levied on the imported Good, sales and other similar taxes, which will be payable on the Goods if the contract is awarded to the Tenderer;
- 336 The Procuring Entity's evaluation of a Tender may require the consideration of other factors, in addition to the Tender Price quoted in accordance with ITT 14. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Tenders, unless otherwise specified in the TDS from amongst those set out in Section III, Evaluation and Qualification Criteria. The additional criteria and methodologies to be used shall be as specified in ITT 33.2(d).

34 Comparison of Tenders

- 341 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 33.2 to determine the Tender that has the lowest evaluated cost. The comparison shall be on the basis of total cost (place of final destination) prices for all goods and all prices, plus cost of inland transportation and insurance to place of destination, for goods manufactured within the Kenya, together with prices for any required installation, training, commissioning and other services.

35 Abnormally Low Tenders

- 351 An Abnormally Low Tender is one where the Tender price, in combination with other constituent elements of the Tender, appears unreasonably low to the extent that the Tender price raises material concerns with the Procuring Entity as to the capability of the Tenderer to perform the Contract for the offered Tender price.
- 352 In the event of identification of a potentially Abnormally Low Tender by the evaluation committee, the Procuring Entity shall seek written clarification from the Tenderer, including a detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, delivery schedule, allocation of risks and responsibilities and any other requirements of the tendering document.
- 353 After evaluation of the price analysis, 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.

36 Abnormally High Tenders

- 36.4 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.
- 36.5 In case of an abnormally high tender 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 may be.

36.6 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 relevant Government Agencies to institute an investigation on the cause of the compromise, before retendering.

37. Post-Qualification of the Tenderer

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

37.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer qualifications submitted by the Tenderer, pursuant to ITT 15 and 16. The determination shall not take into consideration the qualifications of other firms such as the Tenderer subsidiaries, parent entities, affiliates, subcontractors (other than specialized subcontractors if permitted in the tendering document), or any other firm(s) different from the Tenderer.

37.3 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 qualifications to perform satisfactorily.

38. Lowest Evaluated Tender

38.1 Having compared the evaluated prices of Tenders, the Procuring Entity shall determine the Lowest Evaluated Tender. The Lowest Evaluated Tender is the Tender of the Tenderer that meets the Qualification Criteria and whose Tender has been determined to be:

- a) most responsive to the Tender document; and
- b) the lowest evaluated price.

39. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders.

39.1 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 notification Award, without thereby incurring any liability to Tenderers. In case of annulment, all Tenderers shall be notified with reasons and all Tenders submitted and specifically, tender securities, shall be promptly returned to the Tenderers.

F. Award of Contract

40. Award Criteria

40.1 The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender in accordance with procedures in Section 3: Evaluation and Qualification Criteria.

41. Procuring Entity's Right to Vary Quantities at Time of Award

41.1 The Procuring Entity reserves the right at the time of Contract award to increase or decrease, by the percentage (s) for items as indicated **in the TDS**.

42 Notice of Intention to enter into a Contract

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 award to all tenderers which shall contain, at a minimum, the following information:

- a) the name and address of the Tenderer submitting the successful tender;
- b) the Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;
- d) the expiry date of the Standstill Period; and
- e) instructions on how to request a debriefing and/or submit a complaint during the standstill period;

43 Standstill Period

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

432 Where standstill period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter into a Contract to the successful Tenderer.

44 Debriefing by the Procuring Entity

441 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 41, an unsuccessful tenderer may make a written request to the Procuring Entity for debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request.

442 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 42, 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 21days of the date of the letter.

46 Signing of Contract

461 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.

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

463 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

471 Within twenty-one (21) days of the receipt of Letter of Acceptance from the Procuring Entity, the successful Tenderer, if required, shall furnish the Performance Security in accordance with the GCC 18, using for that purpose the Performance Security Form included in Section X, Contract Forms. 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.

472 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 lowest
Evaluated Tender.
473 Performance security shall not be required for a contract, if so specified in the **TDS**.

48. Publication of Procurement Contract

481 Within fourteen days after signing the contract, the Procuring Entity shall publish and publicize the awarded contract
at its notice boards, entity website; and on the Website of the Authority in manner and format prescribed by 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. Procurement Related Complaints and Administrative Review

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

492 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 shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

ITT Reference	Particulars Of Appendix To Instructions To Tenders
A. General	
ITT 1.1	The reference number of the Invitation for Tenders is: MINA/SDICS/HQS/016/2025-2027 for Supply and Delivery of computers, Printers, Photocopiers & Other ICT Equipment and Accessories. The Procuring Entity is: State Department for Immigration and Citizen Services – National Registration Bureau The name of the Contract is: supply and delivery of Computers, Printers, Photocopiers & other ICT Equipment & Accessories The number and identification of lots (contracts) comprising this Invitation for Tenders is: Award will be to a qualified bidder(s) whose item specifications, brochures and price fall within a set range by evaluation committee and all bidders will be required to match the lowest bid price within the set range.
ITT 1.2(a)	Electronic tendering: Not Applicable
ITT 2.3	The Information made available on competing firms is as follows: Not Applicable
	The firms that provided consulting services for the contract being tendered for are: Not Applicable
ITT 3.1	Maximum number of members in the Joint Venture (JV) shall be: Not Applicable
ITT 3.7	A list of debarred firms and individuals is available on the PPRA's website: www.ppra.go.ke
ITT 3.11	Tenderers shall be required to be to be registered with: National Treasury N/A
B. Contents of Tendering Document	
ITT 6.1	(a) Address where to send enquiries is The Secretary National Registration Bureau, P O Box 57007-00200 Nairobi within seven (7) day from the date of tender issue.
	(b) The Procuring Entity publish its response at the website: http://supplier.treasury.go.ke
ITT 6.2	A pre-tender conference: not be held N/A
ITT 6.3	The questions to reach the Procuring Entity within Seven (7) day from the date of tender issue
ITT 6.5	Minutes of the Pre-Tender meeting shall be published on the at the website: Not Applicable
C. Preparation of Tenders	
ITT 10 (j)	The tenderer shall submit the following additional documents in its Tender: 1. Must attach a copy of Certificate of Incorporation/Business Registration 2. Must attach a copy of Valid Tax Compliance Certificate 3. Must attach a copy of CR12 for Incorporated Companies and ID for directors or copies of National Identity Cards for Business Registration. 4. Must attach an Original bid security of Kshs 1,000,000/= valid for 180 days from the date of tender opening/closing issued by a recognized bank or an authorized Insurance firm. 5. Must attach a copy of Valid Accreditation certificate from ICT Authority

	6. Duly Prepared, signed and stamped Form of Tender (in company's letterhead) 7. Duly Completed, Signed and stamped Certificate of independent tender Determination 8. Duly Completed, Signed and stamped Self-Declarations of the tenderer Form (SD 1) 9. Duly Completed, Signed and stamped Self-declaration indicating that the person/tenderer will not engage in any corrupt or fraudulent practice Form (SD2) 10. Duly Completed, Signed and stamped Declaration and commitment to the code of ethics form 11. Dully Completed, signed and stamped Tender Information 12. Dully Completed, signed and stamped Confidential Business Questionnaire 13. Tender document must be properly bound and all pages sequentially serialized or paginated 14. No substitution, modification, alteration to the issued standard document is allowed. The bidders are required to fill the required forms in the standard documents and attach to the standard document all other documents, letters, catalogues, brochures, reports among others required in bidding. Technical Evaluation Submission of the required brochure/catalogue for the item quoted for: 1) For items quoted for, a brochure bearing specifications attached MUST be submit together with tender documents. Technical evaluation shall be caried out for the items that required submission of brochures whereby the brochures submitted shall be examined to determine if they meet specifications provided by the user and will adopt a YES/NO approach. Bidders whose submitted brochures do not meet the User's specifications will be disqualified at this stage. (i) Comparison of Brochures shall be applicable for items in Lot 1 only and shall besubjected to technical evaluation (ii) The technical evaluation shall be based on Yes/No approach technical evaluation criteria (a) Attach coloured brochures as per the technical specifications requested (b) Dealership/ Manufacturer's authorization letter must be attached for Lot 1 items as specified here (items No. 11, 13, 14, 15, 16, 18, 19, 20, 21 22, 23,48) Financial Evaluation: This is a framework agreement, where goods shall be ordered on a call off approach, as and when required, therefore the framework agreement shall be awarded to multiple bidders based on a range of prices. Bidders bidding prices above the lowest Evaluated Tender Price shall be required to match the price of the lowest evaluated price (Based on the prevailing Market Price) within a certain range set by the evaluation committee.
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 13.6	Prices quoted inclusive of delivery charges, tax and handling charges per item and must be valid for 24 months.
ITT 13.8 (a) (i) and (iii)	Place of final destination: National Registration Bureau, NSSF Building Block A, Western Wing 13th floor Procurement Office (applies to all departments under the State Department for Immigration and Citizen Services)
ITT 13.8 (a) (iii)	Final Destination (Project Site): Not Applicable
ITT 13.8 (b) (i)	Named place of destination, in Kenya is National Registration Bureau, NSSF Building Block A, 13th floor Western wing Procurement Office.
ITT 13.8 (b) (ii)	The price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination which is National Registration Bureau, NSSF Building Block A, Western Wing 13th floor Procurement Office
13.8 (c) (iv)	place of final destination (Project Site) is Not Applicable
ITT 14.2	Foreign currency requirements: not allowed.
ITT 15.4	Period of time the Goods are expected to be functioning (for the purpose of spare parts): Not Applicable
ITT 16.2 (a)	Manufacturer's authorization is: : Required for items that will be specified in the technical specifications for Lot 1
ITT 16.2 (b)	After sales service is: May be required
ITT 17.1	The Tender validity period shall be: 270 days.
ITT 17.3	(a) The Number of days beyond the expiry of the initial tender validity period will be 30 days. (b) The Tender price shall be adjusted by the following percentages of the tender price: Not Applicable (c) The tender shall be for a period of two (2) years- on framework agreement
ITT 18.1	[If a Tender Security shall be required, a Tender-Securing Declaration shall not be required, and vice versa.] A Tender Security of Kshs.1,000,000 (One million Kenya shillings): shall be required valid for a period of 180 days from the date of the tender opening/closing issued by an authorized bank or a recognized insurance firm A Tender-Securing Declaration: shall be required.
ITT 19.1	In addition to the original of the Tender, the number of copies is: one (1) copy
ITT 19.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: The Name of the Company representative and their Telephone number, ID No, Email, designation, Signature, Official Stamp and Date.
	D. Submission and Opening of Tenders
ITT 20.3	A tender package or container that cannot fit in the tender box shall be received at the Head of Supply Chain office, National Registration Bureau, NSSF Building Block A, Western Wing 13th floor Procurement , before or on the tender opening date.
ITT 21.1	For Tender submission purposes only, The bids to be deposited in the tender box situated at the National Registration Bureau, NSSF Building Block A, 13th floor Western wing , supply Chain Management offices. The Procuring Entity's address: The Principal Secretary, State department for Immigration and Citizen Services P.O. Box 30395-00100, NAIROBI.

	The deadline for Tender submission is: Date: 20th May, 2025 Time: 10:00 am Local Time The electronic Tendering submission procedures: Not Applicable
ITT 24.1	The Tender opening shall take place at: State department for Immigration and Citizen Services National Registration Bureau, NSSF Building, Western Wing Block A 13th Floor Date: 20th May, 2025 Time: 10:00 am Local Time The electronic Tender opening procedures shall be: Not Applicable
ITT 24.6	The number of representatives of the Procuring Entity to sign is as per the Number indicated in the appointment letter by the Accounting Officer.
E. Evaluation and Comparison of Tenders	
ITT 29.3	The manner of rectify quantifiable nonmaterial nonconformities described below: Not Applicable
ITT 31.1	The currency that shall be used for Tender evaluation and comparison purposes is: Strictly Kenyan Shillings.
ITT 32.3	A margin of preference and/or reservation: shall not apply
ITT 32.5	The invitation to tender is extended to the following group that qualify for Reservations- N/A
ITT 33.2	Price evaluation will be done for suppliers who satisfy the Preliminary and Technical evaluation criteria.
ITT 33.2 (d)	Additional evaluation factors are: This is a framework agreement, where goods shall be ordered on a call off approach, as and when required, therefore the framework agreement shall be awarded to multiple bidders based on a range of prices. Bidders bidding prices above the lowest Evaluated Tender Price shall be required to match the price of the lowest evaluated price (Based on the prevailing Market Price) within a certain range set by the evaluation committee.
ITT 33.6	The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria: Deviation in Delivery schedule: Not Applicable (a) the cost of major replacement component, mandatory spare parts, and service: Not Applicable (d) the availability in Kenya of spare parts and after-sales services for the equipment offered in the Tender: Not Applicable (e) Life cycle costs: the costs during the life of the goods or equipment: Not Applicable (f) The performance and productivity of the equipment offered; Not Applicable
F. Award of Contract	
ITT 41.1	The items will be ordered using local Purchase Orders on need basis by the respective Departments.
ITT 47.3	Performance security shall be required. N/A

ITT 49.1	The procedures for making a Procurement-related Complaint are detailed in the “Notice of Intention to Award the Contract” herein and are also available from the PPRA Website www.ppra.go.ke. If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by email or fax), to: For the attention: <i>Head of SCMS</i> Title/position: <i>AD/SCMS</i> Procuring Entity: <i>National Registration Bureau</i> Email address: <i>nrbprocurement@identity.go.ke</i> copy <i>nrbprocurement813@gmail.com</i> In summary, a Procurement-related Complaint may challenge any of the following: 1. the terms of the Tendering Documents; and 2. the Procuring Entity’s decision to award the contract
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SECTION III - EVALUATION AND QUALIFICATION CRITERIA

1 General Provisions

- 11** Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
- a) For business turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
 - b) Value of single contract - Exchange rate prevailing on the date of the contract signature.
 - c) Exchange rates shall be taken from the publicly available source identified in **the ITT 14.3**. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.
- 12** This section contains the criteria that the Procuring Entity shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than those specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity should use the Standard Tender Evaluation Report for Goods and Works for evaluating Tenders.

2 Evaluation of Tenders (ITT 33)

21 Successful Tender or Tenders

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate Tenders. By applying these criteria and methodologies, the Procuring Entity shall determine the successful Tender or Tenders which has/have been determined to:

- a) be substantially responsive to the tender documents;
- b) offer the lowest evaluated cost to the Procuring Entity for all items of Goods to be procured based on either a single Contract or all multiple Contracts combined, as the case may be, in accordance with the ITT 13.6 inviting Tender prices and discounts, and provisions made of the Tender Document for evaluation of tenders and award of contract (s); and
- c) be offered by Tenderer or Tenderers that substantially meet the qualification criteria applicable for Contract or combined Contracts for which they are selected.

22 Evaluation of Tenders

Evaluation Criteria: The evaluation of tenders shall systematically proceed in the following stages:

- 1. Stage one: Preliminary Evaluation:** Tenders that do not pass at this stage will be considered Non-responsive and will not be considered further. The responsive tenders will proceed to the second stage of Technical evaluation of Brochure/catalogue analysis
- 2. Stage two: Technical Evaluation:** This stage involves tenderers brochure/catalogue analysis against approved specifications. Tenders that do not pass at this stage will be considered Non-responsive and will not be considered further. The responsive tenders will proceed to the third stage of financial evaluation.
- 3. Stage three: Financial Evaluation:**

The following lot of requirements must be met by the bidders for them to be prequalified

- a. This stage involves comparison of bids amongst the competing bidders together with the manual survey from various sources and award based on certain range as the committee may decide.

LOT 1**Stage One: 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.

DETAILED EVALUATION CRITERIA**A. PRELIMINARY EVALUATION FOR LOT 1 AND 2**

The Preliminary evaluation shall adopt YES/ No or ✓ / X Approach and it shall include:

S/NO	PRELIMINARY EVALUATION- MANDATORY REQUIREMENT	YES/ No
1.	Must attach a copy of Certificate of Incorporation/Business Registration	
2.	Must attach a copy of Valid Tax Compliance Certificate	
3.	Must attach a copy of CR12 for Incorporated Companies and ID for directors or copies of National Identity Cards for Business Registration.	
4.	Must attach an Original bid security of Kshs 1,000,000/= valid for 180 days from the date of tender opening/closing issued by a recognized bank or an authorized Insurance firm.	
5	Must attach a copy of Valid Accreditation certificate from ICT Authority	
6	Duly Prepared, signed and stamped Form of Tender (in company's letterhead)	
7	Duly Completed, Signed and stamped Certificate of independent tender Determination	
8	Duly Completed, Signed and stamped Self-Declarations of the tenderer Form (SD 1)	
9	Duly Completed, Signed and stamped Self-declaration indicating that the person/tenderer will not engage in any corrupt or fraudulent practice Form (SD2)	
10	Duly Completed, Signed and stamped Declaration and commitment to the code of ethics form	
11	Dully Completed, signed and stamped Tender Information	
12	Dully Completed, signed and stamped Confidential Business Questionnaire	
13	Tender document must be properly bound and all pages sequentially serialized or paginated	
14	No substitution, modification, alteration to the issued standard document is allowed. The bidders are required to fill the required forms in the standard documents and attach to the standard document all other documents, letters, catalogues, brochures, reports among others required in bidding.	
	participate in any other Tender(s) as a Joint Venture member, or as a subcontractor.	
Note: Tenders that do not pass the Preliminary Examination will be considered Non-responsive and will not be considered further		

Stage 2: Technical Evaluation

Evaluation of Technical aspects of the Tender

The Procuring Entity shall evaluate the technical aspects of the Tender to determine compliance with the Procuring Entity's requirements under Section V 'Schedule of Requirement' and whether the Tenders are substantially responsive to the Technical Specifications and other Requirements.

[The Procuring Entity will highlight herein any particular details, characteristics, functional guarantees or other requirements under the specifications, which the Tenderer is required to specifically confirm or provide details as per Section V, Supply Requirements or other parts of the Tender Document. To facilitate, a template may be attached or clearly described all information and list of documentation to be submitted by Tenderers to enable evaluation of Technical parts of the Tender]

Technical Evaluation

Submission of the required brochure/catalogue for the item quoted for:

- 2) **For items quoted for, a brochure bearing specifications attached MUST** be submit together with tender documents. Technical evaluation shall be carried out for the items that required submission of brochures whereby the brochures submitted shall be examined to determine if they meet specifications provided by the user and will adopt a YES/NO approach. Bidders whose submitted brochures do not meet the User's specifications will be disqualified at this stage.
 - (iii) Comparison of Brochures shall be applicable for items in Lot 1 only and shall be subjected to technical evaluation
 - (iv) The technical evaluation shall be based on Yes/No approach technical evaluation criteria
 - (c) Attach coloured brochures as per the technical specifications requested
 - (d) Documentary evidence of similar items supplied to the Ministry/departments in the past two years
- (e) **Dealership/ Manufacturer's authorization letter must be attached for Lot 1 items as specified here** (items No. 11, 13, 14, 15, 16, 18, 19, 20, 21 22, 23,48)
- (f) **Note:** Non-responsive bidders in technical evaluation for lot 1 shall be disqualified from further evaluation but may be considered for Lot 2

You are kindly requested to quote for the prices of items that you have attached clear brochures only under lot 1

Note: Tenders that those do not pass the Preliminary Examination will be considered non-responsive and will not be considered further evaluation.

❖ **Responsive bids for lot 2 preliminary evaluations shall proceed to the financial stage**

2.2.1 Evaluation of Commercial Terms and Conditions of the Tender (ITT 33.1(a))

The Procuring Entity shall determine whether the Tenders are substantially responsive to the Commercial and Contractual Terms and Conditions (e.g. Performance securities, Payment and delivery schedules).

[The Procuring Entity will highlight herein any particular requirements under the Contract which the Tenderer is required to specifically confirm or provide information to enable evaluation of Commercial Terms and Conditions of the Tender]

PRICE EVALUATION

Consistent with and in addition to the criteria listed in ITT 33.3 and ITT 29.3; and ITT 34 and its subparagraphs the following criteria shall apply:

1. Comparison of Prices

Financial Evaluation: This is a framework agreement, where goods shall be ordered on a call off approach, as and when required, therefore the framework agreement shall be awarded to multiple bidders based on a range of prices. Bidders bidding prices above the lowest Evaluated Tender Price shall be required to match the price of the lowest evaluated price (Based on the prevailing Market Price) within a certain range set by the evaluation committee.

2.2.2 Evaluation Criteria (Other Factors) (ITT 33.6)

The Procuring Entity's evaluation of a Tender may take into account, in addition to the Tender Price quoted in accordance with ITT 13.8, one or more of the following factors as specified in ITT 33.2(d) and in TDS ITT 33.6, using the following criteria and methodologies.

a) Delivery schedule.

The Goods specified in the List of Goods are required to be delivered within the acceptable time range (after the earliest and before the final date, both dates inclusive) specified in Section V, Schedule of Requirements. No credit will be given to deliveries before the earliest date, and Tenders offering delivery after the final date shall be treated as non-responsive. Within this acceptable period, an adjustment of [insert the adjustment factor], will be added, for evaluation purposes only, to the Tender price of Tenders offering deliveries later than the "Earliest Delivery Date" specified in Section V, Schedule of Requirements.

[An adjustment factor of 0.5% per week of delay would be reasonable. However, the adjustment factor should not be more than the rate of Liquidated Damages to be applied in case of delay in delivery of Goods and Services under the Contract conditions.]

b) Deviation in payment schedule. *[insert one of the following]*

- i. tenderers shall state their Tender price for the payment schedule outlined in the SCC. Tenders shall be evaluated on the basis of this base price. tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in Tender price they wish to offer for such alternative payment schedule. The Procuring Entity may consider the alternative payment schedule and the reduced Tender price offered by the tenderer selected on the basis of the base price for the payment schedule outlined in the SCC.

or

- ii. The SCC stipulates the payment schedule specified by the Procuring Entity. If a Tender deviate from the schedule and if such deviation is considered acceptable to the Procuring Entity, the Tender will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Tender as compared with those stipulated in the SCC, at the rate per annum [insert adjustment rate].

c) Cost of major replacement components, mandatory spare parts, and service. *[Not applicable]*

The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the TDS 15.4, is in the List of Goods. An adjustment equal to the total cost of these items, at the unit prices quoted in each Tender, shall be added to the Tender price, for evaluation purposes only.

or

The Procuring Entity will draw up a list of high-usage and high-value items of

components and spare parts, along with estimated quantities of usage in the initial period of operation specified in the TDS 15.4. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the tenderer and added to the Tender price, for evaluation purposes only.

or

Tenderer shall provide along with its Tender, the list of recommended spare parts for Goods offered indicating for each item of spare part the recommended quantity and unit, and total CIP final destination prices required during the initial period of operation specified in the TDS 15.4. The prices offered shall not exceed the prevailing prices charged to other parties by the Tenderer. The cost of such spare parts will not be taken into account for tender evaluation. The Procuring Entity may award the contract for spare parts to the Tenderer that is successful for the supply of Goods, by selecting at its option, from the Tender's list of recommended spare parts, such items and quantities against each as the Procuring Entity may deem appropriate at the unit prices indicated by the Tenderer but not exceeding ----% (present) of the cost of Goods [normally not more than 10% or 15%.]

- d) Availability in Kenya** of spare parts and after sales services for equipment offered in the Tender.

An adjustment equal to the cost to the Procuring Entity of establishing the minimum service facilities and parts inventories if quoted separately, shall be added to the Tender price, for evaluation purposes only.

- e) Life Cycle Costs**

If specified in TDS 33.6, an adjustment to consider the additional life cycle costs for the period specified below, such as the operating and maintenance costs of the Goods, will be added to the Tender price, for evaluation purposes only. The adjustment will be evaluated in accordance with the methodology specified below and the following information: **Not Applicable**

- i) number of years for life cycle cost determination **[Not Applicable]**;
- ii) the discount rate to be applied to determine the net present value of the life-cycle- cost is **[Not Applicable]**;
- iii) the annual operating and maintenance costs (recurrent costs) shall be determined on the basis of the following methodology: **Not Applicable**
- iv) and the following information is required from tenderers *[insert any information required from tenderers, including prices e.g. Guaranteed fuel and/or power consumption, cost of labour, spare parts, etc].*

- f) Performance and productivity of the equipment: *[insert one of the followings]***

- i) Performance and productivity of the equipment. An adjustment representing the capitalized cost of additional operating costs over the life of the goods will be added to the Tender price, for evaluation purposes if specified in the TDS 33.6. The adjustment will be evaluated based on the drop in the guaranteed performance or efficiency offered in the Tender below the norm of 100, using the methodology specified below. *[Insert the methodology and criteria if applicable e.g. The Following aspects could be considered in the formulation of this methodology and criteria:*
 - (i) Tender price for the equipment; ii) Price of spare parts required for AAA years of operations, iii) Adjustments to tender price for omissions, deviations and exceptions to technical and commercial conditions in the tender documents; iv) Capitalized cost savings due to the equipment efficiency at the rate of XXX (specify currency and amount) for each YYY % (percent) above the **minimum** ZZZ % (percent) efficiency; v) Capitalized cost for the auxiliary power consumption at PPP (specify currency and amount) per KW for AAA years ;and vi) Applicable discount rate of **BBB%**.]

or

- ii) An adjustment to consider the productivity of the goods offered in the Tender will be added to the Tender price, for evaluation purposes only, if specified in ITT 33.6. The adjustment will be evaluated based on the cost per unit of the actual productivity of goods offered in the Tender with respect to minimum required values, using the methodology specified below.

[Insert the methodology and criteria if applicable E.G. The evaluation and comparison of responsive tenders shall be based on the total life cycle cost for XXX years, per unit of output. The life cycle cost shall be the sum of the initial purchase price of the equipment and the cost of operation in electric energy for XXX years of operation at unit cost of AAA (specify currency and amount) per kwh, discounted to net present value at YYY percent.]

g) Specific additional criteria

[Other specific additional criteria to be considered in the evaluation, and the evaluation method shall be detailed in TDS 34.6][If specific **sustainable procurement technical requirements** have been specified in Section VII-Specification, **either** state that (i) those requirements will be evaluated on a pass/fail (compliance basis) **or** otherwise (ii) in addition to evaluating those requirements on a pass/fail (compliance basis), if applicable, specify the monetary adjustments to be applied to Tender Prices for comparison purposes on account of Tenders that exceed the specified minimum sustainable procurement technical requirements.]

224 Multiple Contracts (ITT 33.4)

Multiple contracts will be permitted in accordance with ITT 33.4. Tenderers are evaluated on basis of Lots and the lowest evaluated tenderer identified for each Lot. The Procuring Entity will select one Option of the two Options listed below for award of Contracts.

OPTION 1

- i) If a tenderer wins only one Lot, the tenderer will be awarded a contract for that Lot, provided the tenderer meets the Eligibility and Qualification Criteria for that Lot.
- ii) If a tenderer wins more than one Lot, the tender will be awarded contracts for all won Lots, provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the Lots. The tenderer will be awarded the combination of Lots for which the tenderer qualifies and the others will be considered for award to second lowest the tenderers.

OPTION 2

The Procuring Entity will consider all possible combinations of won Lots[contract(s)]and determine the combinations with the lowest evaluated price. Tenders will then be awarded to the Tenderer or Tenderers in the combinations provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the won Lots.

225 Alternative Tenders

(ITT 13.1) An alternative if permitted

under ITT 13.1, will be evaluated as

follows: [insert one of the following]

“A Tenderer may submit an alternative Tender only with a Tender for the base case. The Procuring Entity shall only consider the alternative Tenders offered by the Tenderer whose Tender for the base case was determined to be the Lowest Evaluated Tender.” **or**

“A Tenderer may submit an alternative Tender with or without a Tender for the base case. The Procuring Entity shall consider Tenders offered for alternatives as specified in the Technical Specifications of Section V, Schedule of Requirements. All Tenders received, for the base case, as well as alternative Tenders meeting the specified requirements, shall be evaluated on their own merits in accordance with the same procedures, as specified in the ITT 33.”

3 MARGIN OF PREFERENCE

If the TDS so specifies, the Procuring Entity will grant a margin of preference of 15% (fifteen percent) to Tenderers offering goods manufactured, mined, extracted, grown, assembled or semi-processed in Kenya. Goods assembled or semi-processed in Kenya shall have a local content of not less than 40%.

31 The margin of preference will be applied in accordance with, and subject to, the following provisions:

- a) Tenderers applying for such preference on goods offered shall provide, as part of the data for qualification, such information, including details of the goods produced in Kenya, so as to determine whether, according to the classification established by the Procuring Entity, a particular category of goods or group of goods qualifies for a margin of preference.
- b) After Tenders have been received and reviewed by the Procuring Entity, goods offered in the responsive Tenders shall be assessed to ascertain they are manufactured, mined, extracted, grown, assembled or semi-processed in Kenya. Responsive tenders shall be classified into the following groups:
 - i) **Group A:** Tenders offering goods manufactured in Kenya, for which (a) labour, raw materials, and components from within Kenya account for more than forty (40) percent of the Ex-Works price; and (b) the production facility in which they will be manufactured or assembled has been engaged in manufacturing or assembling such goods at least since the date of Tender Submission date;
 - ii) **Group B:** All other Tenders offering Goods manufactured in Kenya;
 - iii) **Group C:** Tenders offering Goods manufactured outside Kenya that have been already imported or that will be imported.
- c) To facilitate this classification by the Procuring Entity, the Tenderer shall complete whichever version of the Price Schedule furnished in the Tender Documents is appropriate. Incorrect classification may render the Tender non-responsive as no reclassification will be permitted after Tender opening. Tenderers shall provide correct information especially with respect to duties, taxes etc. paid on previously imported Goods and percentage of local labour, materials and components for Goods manufactured in Kenya as any false information which cannot be supported by documentation may render the Tender non-responsive besides other sanctions for providing falsified information.
- d) The Procuring Entity will first review the Tenders to confirm the appropriateness of the Tender group classification to which Tenderers assigned their Tenders in preparing their Tender Forms and Price Schedules.
- e) All evaluated Tenders in each group will then be compared to determine the lowest evaluated Tender of each group. Such lowest evaluated Tenders shall be compared with each other and if as a result of this comparison a Tender from Group A or Group B is the lowest, it shall be selected for the award.
- f) If as a result of the preceding comparison, the lowest evaluated Tender is a Tender from Group C, all Tenders from Group C shall be further compared with the lowest evaluated Tender from Group A after adding to the evaluated price of goods offered in each Tender from Group C, for the purpose of this further comparison only, an amount equal to 15% (fifteen percent) of there

respective CIP Tender price for goods to be imported and already imported goods. Both prices shall include unconditional discounts and be corrected for arithmetical errors. If the Tender from Group A is the lowest, it shall be selected for award. If not, the lowest evaluated Tender from Group C shall be selected as per paragraph (e) above.”

4 Post-Qualification of Tenderers (ITT 37)

[Note for Procuring Entity to be deleted before issuing the tender documents.]

This STD for Procurement of Goods assumes that no Prequalification has taken place before tendering. However, if a Prequalification process is undertaken, the Qualification Criteria stipulated in this Section III, Evaluation and Qualification Criteria must be updated to ensure that the Tenderer and any Sub- Suppliers shall meet or continue to meet the Criteria used at the time of Prequalification.]

41 Post-Qualification Criteria (ITT 37.1)

In case the tender was not subject to pre-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions (post qualification Criteria applied on a GO/NO GO basis). The Procuring Entity shall carry out the post- qualification of the Tenderer in accordance with ITT 37, using only the requirements specified herein. Requirements not included in the text below shall not be used in the evaluation of the Tenderer's qualifications. The minimum qualification requirements for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless otherwise specified.

[Note for Procuring Entity to be deleted before issuing the tender documents. Select requirements (criteria) for post qualification from below as relevant and appropriate for the nature, size and type of Goods and Services to be procured. Generally, for procurement of Goods, unless the value of the item is very large, the criteria for assessment of Manufacturer's technical capability should always be considered more important than its financial resources. For very small value items, the criteria for financial capability may even be omitted].

42 If the Tenderer is a manufacturer

a) Financial Capability

- i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the supply cash flow of Kenya Shillings _____[or equivalent].
- ii) Minimum average annual supply turnover of Kenya Shillings _____[insert amount, specify a figure about 2.5 times the total Tender price)] or equivalent calculated as total certified payments received for contracts of goods manufactured and supplied within the last _____[insert number of years). In case of multiple contracts, limitation will be placed on the number of item(s) that will be awarded to the Tenderer.

b) Experience and Technical Capacity

The Tenderer shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s) using the form provided in Section IV. In case the Tenderer is a JV, experience and demonstrated technical capacity of only the JV shall be taken into account and not of individual members nor their individual experience/capacity will be aggregated unless all members of the JV have been manufacturing and supplying Goods offered in the Tender to the same technology, processing, design, materials, specifications, model number, etc. in all respects such that Goods manufactured have the same functional characteristics, performance parameters, outputs and other guarantees and fully interchangeable which shall be documented along with other required documents demonstrating capacity to the satisfaction of the Procuring Entity in case individual members claim experience. Otherwise, documents evidencing experience and technical capacity shall be in the name of the JV that submitted the Tender. Wherever the Words “Similar Goods” have been used it includes upgrades, latest and improved versions or models of similar specifications and technology. Refer to Form Exp-1 to provide the required information.

[list the requirement(s), including experience in successfully implementing sustainable procurement requirements, if specified in the tender document.] Samples of Experience Requirements:

- i) The Tenderer shall be manufacturing similar Goods for the last _____ (specify the number of years to cover a sufficiently long period ranging from 2 to 5 years depending upon the Goods to be procured).
- ii) The Tenderer shall furnish documentary evidence to demonstrate successful completion of at least _____ (Insert number) of contracts of similar Goods in the last _____ (specify number) each contract costing at least Kenya shillings _____ equivalent and involving a supply of at least _____ percentage of required quantity (usually the percentage is about 70-80%) in some cases where Procuring Entity requires deliveries in a scheduled manner over a specified time, include item (iii) below.
- iii) **(Optional)**
The installed capacity to manufacture _____ number of items (specify the relevant item number) shall not be less than _____ units per _____ (specify week or month).
- c) **(Optional) Documentary Evidence of Usage of Goods (When appropriate)**
The Tenderer shall furnish documentary evidence satisfactory to the Procuring Entity to demonstrate that similar Goods as offered in the Tender have been in successful use or operation for the last _____ years. If the Tenderer is a JV, the evidence of demonstrated usage of Goods supplied in the past shall be in the name of the JV.

4.3 If Tenderer is a Supplier:

If a Tenderer is a Supplier offering the Goods on behalf of or from a Manufacturer under Manufacturer's Authorization Form (Section IV, Tendering Forms), the Manufacturer shall demonstrate the above qualifications 4.2 (b) (i), (ii), and (iii) and the Tenderer shall demonstrate it meets the following criteria.

- i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the supply cash flow of _____ Kenya Shillings
- ii) Minimum average annual supply turnover of Kenya Shillings _____ [insert amount] or equivalent calculated as total certified payments received for contracts in progress and/or completed within the last [insert of year] years, divided by [insert number of years] years.
- iii) Has satisfactorily and substantially completed at least _____ (specify number) contract(s) of a similar nature either within Kenya, the East African Community or abroad, as a prime supplier or a joint venture member, each of a minimum value _____ in Kenya shillings _____ equivalent.

4.4 History of non-performing contracts:

Tenderer (Supplier or/and manufacturer, and each member of JV in case the Tenderer is a JV, shall demonstrate that Non-performance of a contract did

not occur as a result of the default of the Tenderer, manufacturer or the member of JV as the case may be, in the last_____(*specify years*). The required information shall be furnished as per form CON-2].

4.5 Pending Litigation

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

4.6. Litigation History

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

SECTION IV - TENDERING FORMS

Form of Tender Tenderer Information Form Tenderer JV Members Information Form

Price Schedule: Goods Manufactured Outside Kenya, to be Imported Price Schedule: Goods

Manufactured Outside Kenya, already imported Price Schedule: Goods Manufactured in Kenya

Price and Completion Schedule – Related Services Form of Tender Security – Demand

Guarantee Form of Tender Security (Tender Bond)

Form of Tender-Securing Declaration Manufacturer's Authorization Form

FORM OF TENDER

INSTRUCTIONS TO TENDERERS

- i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER attached to this Form of Tender.*

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 Instructions to tenderers(ITT 7);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3;
- c) **Tender/Proposal-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing Declaration. or Proposal-Securing Declaration in Kenya in accordance with ITT 3.6;
- d) **Conformity:** We offer to supply in conformity with the Tendering document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods: [insert a brief description of the Goods and Related Services];
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is:

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 are 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 17.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS 21.1 (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 3.9, other than alternative Tenders submitted in accordance with ITT 12;
- 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 Procuring Entity. Further, we are not ineligible under the Kenya laws or 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 3.7];*
- l) **Commissions, gratuities, fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount

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

- m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- n) **Procuring Entity 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) **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.
- (q) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this

effect we have signed the “Certificate of Independent tender Determination” attached below.

- (f) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
- a) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
 - b) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
 - c) Self-Declaration of the Tenderer – to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
 - d) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “**Appendix 1- Fraud and Corruption**” attached to the Form of Tender.

Name of the tenderer: *[insert complete name of 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]

*: In the case of the Tender submitted by a 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. The power of attorney shall be attached with the Tender Schedules.

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 completion every respect:

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

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

Name _____

SELF-DECLARATION FORMS

FORM SD1

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

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

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

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp

FORM SD2

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

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

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

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

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

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

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

Name of Authorized signatory.....

Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name

Sign.....

Date.....

APPENDIX 1- FRAUD AND CORRUPTION

(Appendix 1 shall not be modified)

1. Purpose

- 11 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

- 21 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.
- 22 Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:
- 1) a person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
 - 2) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
 - 3) Without limiting the generality of the subsection (1) and (2), the person shall be—
 - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
 - b) if a contract has already been entered into with the person, the contract shall be voidable;
 - 4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
 - 5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement:-
 - a) shall not take part in the procurement proceedings;
 - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
 - c) shall not be a subcontractor for the bidder to whom was awarded contract, or a member of the group of bidders to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
 - 6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
 - 7) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5)(a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

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

"fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.
 - c) Rejects a proposal for 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;
 - d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or debar or recommend to appropriate authority (ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
 - e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect² all accounts, records and other documents relating to the procurement process,

selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and

- f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

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

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.

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]*

Tender Name and Identification*[Insert identification*

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

1. Tenderer's Name <i>[insert Tenderer's legal name]</i>
2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i>
3. Tenderer's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Tenderer's year of registration: <i>[insert Tenderer's year of registration]</i>
5. Tenderer's Address in country of registration: <i>[insert Tenderer's legal address in country of registration]</i>
6. Tenderer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> ☐ For Kenyan Tenderers a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority in accordance with ITT 3.14. ☐ 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 3.4. ☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 3.1. ☐ In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing: (i) Legal and financial autonomy (ii) Operation under commercial law (iii) Establishing that the tenderer is not under the supervision of the Procuring Entity 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

a) 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	Name of the Tenderer	
3	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.
4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	
8		

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				

DISCLOSURE OF INTEREST-

Interest of the Firm in the Procuring Entity.

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

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest Relationship or 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	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the 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?		

(e) Certification

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name_____

Title or Designation_____

(Signature)

(Date)

TENDERER'S JV MEMBERS INFORMATION FORM

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

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

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

Page _____ of _____ pages

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

Price Schedule Forms

[The tenderer shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Procuring Entity in the Schedule of Requirements.]

Price Schedule: Goods Manufactured Outside Kenya, to be Imported

			(Group C Tenders, goods to be imported) Currencies in accordance with ITT 15					Date: _____ ITT No: _____	
								Alternative No: _____ Page N° _____ of _____	
1	2		3	4	5	6	7	8	9
Line	Description of		Country of	Deliver	Quantity and	Unit price	CIP Price per	Price per line item for	Total Price per
Item N°	Goods		Origin	y Date as defined by Incoterms	d physical unit	CIP [insert place of destination] in accordance with ITT 14.8(b)(i)	line item (Col. 5x6)	inland transportation and other services required in Kenya to convey the Goods to their final destination specified in TDS	item (Col. 7+8)
<i>[insert number of the item]</i>	<i>[insert name of good]</i>	<i>Unit of issue</i>	<i>[insert country of origin of the Good]</i>	<i>[insert quoted Deliver y Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price CIP per unit]</i>	<i>[insert total CIP price per line item]</i>	<i>[insert the corresponding price per line item]</i>	<i>[insert total price of the line item]</i>
								Total Price	

Name of tenderer *[insert complete name of tenderer]*

Signature of tenderer *[signature of person signing the Tender]*

Date *[Insert Date]*

Price Schedule: Goods Manufactured Outside Kenya, already imported*

(Group C Tenders, Goods already imported) Currencies in accordance with ITT 15								Date: _____ ITT No: _____ Alternative No: _____ Page N° _____ of _____			
1	2	3	4	5	6	7	8	9	10	11	12
Line Item N°	Description of Goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price including Custom Duties and Import Taxes paid, in accordance with ITT 14.8(c)(i)	Custom Duties and Import Taxes paid per unit in accordance with ITT 14.8(c)(ii), [to be supported by documents]	Unit Price net of custom duties and import taxes, in accordance with ITT 14.8 (c) (iii) (Col. 6 minus Col.7)	Price per line item net of Custom Duties and Import Taxes paid, in accordance with ITT 14.8(c)(i) (Col. 5×8)	Price per line item for inland transportation and other services required in Kenya to convey the goods to their final destination, as specified in TDS in accordance with ITT 14.8 (c)(v)	Sales and other taxes paid or payable per item if Contract is awarded (in accordance with ITT 14.8(c)(iv)	Total Price per line item (Col. 9+10)

Name of tenderer *[insert complete name of tenderer]* Signature

of tenderer *[signature of person signing the Tender]* Date

[insert date]

* *[For previously imported Goods, the quoted price shall be distinguishable from the original import value of these Goods declared to customs and shall include any rebate or mark-up of the local agent or representative and all local costs except import duties and taxes, which have been and/or have to be paid by the Procuring Entity. For clarity, the tenderers are asked to quote the price including import duties, and additionally to provide the import duties and the price net of import duties, which is the difference of those values.]*

Contract Data Sheet

The following Contract Data shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

CDS Clause Number	GCC Clause Number	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
		Definitions (GCC Clause 1)
1.	1.1(a)	The effective date of the contract is ; Date of signing the contract
	1.1(b)	The End user is: State Department for Immigration and Citizen Services – NAIROBI and ALL the departments within the state department as follows; STATE DEPARTMENT FOR IMMIGRATION & CITIZEN SERVICES includes; a) Directorate of Immigration Services b) National Registration Bureau c) Civil Registration Services d) Department of Refugee Services e) Refugee Appeal Board f) Directorate of e-Citizen Services g) Integrated Population and Registration Services (I.P.R.S) h) National Integrated Identity Management System (NIIMS)
	1.1(c)	The Procuring Entity is: End user departments.
	1.1(d)	The Project site: End user departments.
2.	3.1	The Governing Language if not English shall be: Not Applicable
		Applicable Law (GCC Clause 4)
3.	4.1	The Applicable Law shall be: Laws of the Republic of Kenya
		Performance Security (GCC Clause 9)
4.	9.1	A Performance Security <i>shall</i> be required. If a Performance Security is required, the amount shall be: 5% Of the Contract Value from a reputable bank or an insurance firm approved by PPRA-N/A
	9.4	After delivery and acceptance of the Goods, the performance security shall be discharged in not later than 30 days following the date of completion.
		Inspections and Tests (GCC Clause 10)
5.	10.2	Inspection and tests prior to shipment of Goods and at final acceptance are as follows: - Quality and quantity inspection shall be carried out prior to shipment of Goods by the manufacturer(s) at the supplier's own expense and responsibility in terms of the items specified in the specifications. The supplier shall submit the inspection certificate issued by himself / herself which should be attached with the certificate(s) of the manufacturer(s) to the Procuring Entity in order to ensure that the goods are manufactured in compliance with the contract. - Sample shall be inspected by the Kenya Bureau of Standards to confirm the products meet the Technical Specifications. - The purchaser shall conduct quality and quantity inspection during the acceptance at Government Press, Nairobi, Supplier having delivered, installed and trained on use and maintenance at the purchaser's expense.
		Packing (GCC Clause 11)
6.	11.2	The Goods shall be packed properly in accordance with standard import packing and as specified by the Procuring Entity in the Technical Specification.

	Delivery and Documents (GCC Clause 12)	
7.	12.1	a) For Goods supplied from abroad: N/A
		b) N/A
	Incidental Services (GCC Clause 13)	
8.	13.1	Incidental services to be provided are: <i>Not Applicable</i>
	Spare Parts (GCC Clause 14)	
9.	14.1	The bidder shall demonstrate that spare parts shall be available locally for a minimum period of 2 years from the date of contract.
	Warranty (GCC Clause 15)	
10.	15.2	In partial modification of the provisions, the warranty period shall be 12 months from date of acceptance of the Goods. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either: (d) Make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests. or (b) Pay liquidated damages to the Procuring Entity with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 0.20 per cent per day of undelivered materials/goods value up to the sum equivalent to the amount of ten percent of the contract value.
	15.4 & 15.5	The period for correction of defects in the warranty period is: 30 days
	Payment (GCC Clause 16)	
11.	16.1	The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: Payment for Goods supplied from abroad or locally: (i) Supplier invoice showing goods description, quantity, unit price and total amount- Original and a copy-N/A (ii) Manufacturers' or Suppliers warranty Certificate (iii) Certificate of Origin-N/A (iv) Inspection Certificate by the Kenya Bureau of Standards-
	16.3	Period for payment following a valid invoice: 60 days.
	16.4	Rate to be used for paying the Supplier's interest on the late payment made by Procuring Entity shall be the Central Bank of Kenya rate. (As per award schedule)
	16.5	The payment currency to the supplier under this contract shall be the currency of bid. Kenya Shillings. The source of exchange rate shall be The Central Bank of Kenya. The date for the exchange rate shall be: The bid closing day

	Liquidated Damages (GCC Clause 23)	
12.	23.1	Applicable rate: 0.2 per cent per day of undelivered materials/good's value. Maximum deduction: is equal to the performance security-
13.	24.3	In the event of corrupt or fraudulent practice or any breach of the Integrity Declaration, the Supplier shall be liable to pay to the Procuring Entity 100% of the Contract Price.
	Procedure for Disputes (GCC Clause 28).	
14.	28.1	Arbitration institution shall be Contracts entered into with foreign Supplier: In the case of a dispute between the Purchaser and the Supplier the dispute shall be settled by arbitration in accordance with the provisions of the Arbitration Act 1995 Cap 49 Laws of the Republic of Kenya. Contracts entered into with Suppliers from the Purchaser's country In the case of a dispute between the Purchaser and the Supplier, which is from the Purchaser's country, the dispute shall be referred to adjudication or arbitration in accordance with the provisions of the Arbitration Act 1995 Cap 49 Laws of the Republic of Kenya.
	Notices (GCC Clause 30)	
15.	30.1	Procuring Entity's address for notice purposes: State Department for Immigration and Citizen Services The Secretary, National Registration Bureau P.O. Box 57007-00200 NAIROBI – KENYA Supplier's address for notice purposes:

TECHNICAL SPECIFICATIONS

5.1 General

- 5.1.1 These specifications describe the requirements for goods/services. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply
- 5.1.2 Tenderers must indicate on the specifications sheets whether the equipment offered comply witheach specified requirement.
- 5.1.3 All the dimensions of the stickers to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.
- 5.1.4 The tenderers are requested to present information along with their offers as follows:
- (i) Shortest possible delivery period of each product
 - (ii) Information on proper representative including their names and addresses.

SECTION V: SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery.

TENDER: SUPPLY AND DELIVERY OF COMPUTERS, PRINTERS, PHOTOCOPIERS AND OTHER ICT EQUIPMENT & ACCESSORIES

TENDER NUMBER: MINA/SDICS/006/2025 - 2027

LOT 1

DETAILED TECHNICAL SPECIFICATIONS

1. DESKTOP COMPUTER (Type 1)

ITEM	MINIMUM REQUIREMENTS	COMPLIANC E (Yes/No)	REF INFORMATIO N TO SUPPORT COMPLIANCE
Processor & Core Logic	Intel Core i5		
System Memory	16GB DDR5 RAM		
Storage Subsystem	1TB		
Uninterruptible Power Supply	700VA UPS, surge protection, automatic voltage regulation		
Keyboard and pointing device	Enhanced Wireless USB keyboard & mouse, ergonomic design		
Audio	Stereo audio system, built-in high-definition speakers, with external speakers		
Communication Interface	Gigabit Ethernet (RJ-45), Wi-Fi 6E, Bluetooth 5.3		
I/O Interface Ports	4x USB 3.2 Gen 2, 2x USB-C, 1x HDMI, 1x		

	DisplayPort, 1x RJ-45		
Operating System	Licensed Windows 11 Pro, installation kit included (+ a copy of installed license)		
Software	Microsoft Office 2024 Professional, PDF reader, media player (kit + a copy of the installed license)		
	Latest Internet Security software with valid License		
Display/Monitor	23-inch FHD (Same brand as CPU)		
Power Supply	220 - 240V AC, Frequency 50/60 HZ, 550W 80+ Bronze		
Accessories	Power adapter, USB-C to Lightning Cable, Power cord (2m)		
Warranty	1-year on-site repair & replacement (Proof of Warranty must be provided)		
Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		

2. DESKTOP COMPUTER (TYPE 2)

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REF INFORMATION TO SUPPORT COMPLIANCE
Processor & Core Logic	13 th generation Intel Core i7, 8-cores, 16MB Cache		
System Memory	32GB DDR4		
Storage subsystem	1TB GB SSD		
Form Factor	Micro Tower		
Display	24" LED-Backlit Monitor (Same brand as CPU)		
Graphics	Intel UHD Graphics		

Keyboard	USB Enhanced Keyboard		
Pointing Device/Mouse	USB Optical Mouse		
Audio	Stereo audio system with inbuilt speakers		
	Headphone jack		
Communication Interface	Integrated Gigabit Ethernet		
	802.11ac Wi-Fi 6.0 and 5.0 Bluetooth		
I/O Interface Ports	4 x USB-A 3.2		
	4 x USB 2.0		
	1 x RJ 45 Ethernet jack		
	1 x Display port		
	Media card Reader		
	Headphone		
Operating System	Licensed Windows 11 Pro, installation kit included (+ a copy of installed license)		
Software	Microsoft Office 2024 Professional, PDF reader, media player (kit + a copy of the installed license)		
	Latest Internet Security software with valid License		
Power Supply	220 - 240 VAC 50/60 HZ (Autosensing)		
Warranty	One (1) Year, Proof of Warranty must be provided		
UPS	Include 700VA UPS with surge protection		
Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		

3. DESKTOP COMPUTER TYPE 3

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REF INFORMATION TO SUPPORT COMPLIANCE
------	----------------------	---------------------	---------------------------------------

Processor & Core Logic	Intel Core i7-14700 , 12 cores, 5.0 GHz Turbo		
System Memory	32GB DDR5 RAM		
Storage Subsystem	1TB SSD		
Form Factor	Mini-Tower		
Uninterruptible Power Supply	700VA UPS, surge protection, automatic voltage regulation		
Keyboard and pointing device	Enhanced Wireless USB keyboard & mouse, ergonomic design		
Audio	Stereo audio system, built-in high-definition speakers, with external speakers		
Communication Interface	Gigabit Ethernet (RJ-45), Wi-Fi 6, Bluetooth 5.3		
USB Ports	6x USB ports		
I/O Interface Ports	4x USB 3.2 Gen 2, 2x USB-C, 1x HDMI, 1x DisplayPort, 1x RJ-45		
Operating System	Licensed Windows 11 Pro, installation kit included (+ a copy of installed license)		
Software	Microsoft Office 2024 Professional, PDF reader, media player (kit + a copy of the installed license)		
	Latest Internet Security software with valid License		
Display/Monitor	24-inch FHD (1920x1080), IPS, anti-glare		
Power Supply	220 - 240V AC, Frequency 50/60 HZ, 650W 80+ Gold		
Accessories	Power adapter, USB-C to Lightning Cable, Power cord (2m)		
Warranty	1-year on-site repair & replacement (Proof of Warranty must be provided)		
Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		

4. DESKTOP COMPUTER TYPE 4

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor & Logic	14 th Generation Intel® Core™ i7; 5GHz		
System Memory	16 GB DDR5		
Storage	1TB SSD		
Form Factor	All in one		
Display	27" diagonal UHD display		
Graphics	Intel graphics		
Keyboard	USB/wireless Enhanced Keyboard		
Pointing Device	USB/wireless Optical Mouse		
Audio	Inbuilt speakers		
	headphone/microphone combo;		
Webcam	webcam with integrated digital microphone		
Communication Interface	Integrated Gigabit Ethernet		
	802.11a/b/g/n/ac/ax Wi-Fi 6 and Bluetooth 5.3		
I/O Interface Ports	4x USB 3.2 Gen 2, 2x USB-C, 1x HDMI, 1x Display Port,		
	1 HDMI		
	1 x RJ 45 Ethernet		
Operating System	Licensed Windows 11 Pro, installation kit included (+ a copy of installed license)		
Software	Microsoft Office 2024 Professional, PDF reader, media player (kit + a copy of the installed license)		
	Latest Internet Security software with valid license		
Power Supply	220 - 240 VAC 50/60 HZ /AC power adapter		

Warranty	1-year on-site repair & replacement (Proof of Warranty must be provided)		
Accessories	Frame stand		
UPS	Include 700VA UPS		
Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		

5. DESKTOP COMPUTER TYPE 5

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE
Processor & Core Logic	Intel Core i9-14900K , 24 cores, 5.6 GHz Turbo		
System Memory	64GB DDR5 RAM		
Storage Subsystem	2TB SSD		
Form Factor	Mid-Tower		
Keyboard and pointing device	Enhanced Wireless mechanical keyboard & precision mouse, ergonomic design		
Audio	Premium stereo audio system, built-in high-definition speakers, with external speakers		
Communication Interface	Gigabit Ethernet (RJ-45), Wi-Fi 6E, Bluetooth 5.3		
I/O Interface Ports	6x USB 3.2 Gen 2, 2x USB-C Thunderbolt 4, 2x HDMI 2.1, 2x DisplayPort 1.4a, 1x RJ-45		
Operating System	Licensed Windows 11 Pro, installation kit included (+ a copy of installed license)		
Software	Microsoft Office 2024 Professional, PDF reader, media player (kit + a copy of the installed license)		

	Latest Internet Security software with valid license		
Display/Monitor	27-inch QHD, IPS, anti-glare, 144Hz		
Power Supply	220 - 240V AC, Frequency 50/60 HZ, 850W 80+ Gold		
Accessories	Power adapter, USB-C to Lightning Cable, Power cord (2m), Headset		
Warranty	1-year on-site repair & replacement (Proof of Warranty must be provided)		
Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		

6. DESKTOP COMPUTER TYPE 6

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor & Core Logic	Apple M4 Chip; 8-Core CPU, 8-Core GPU		
System Memory	16GB unified memory		
Storage Subsystem	256GB SSD configurable		
Form Factor	All-in-one		
Camera	1080p FaceTime HD camera		
Keyboard	Magic Keyboard with Numeric Keypad & Touch ID		
Pointing Device/Mouse	Apple Magic Mouse		
Audio	Built-in speaker/microphone		
Camera	12MP		
Communicatio	Gigabit Ethernet		

n Interface	Wi-Fi 6E		
	Bluetooth 5.3		
I/O Interface Ports	2 x USB 3 ports		
	2 x Thunderbolt 4		
	USB 3.1 Gen 2		
	Display Port		
	USB-C to VGA, HDMI, DVI, Thunderbolt 2 adapter		
	3.5 mm headphone jack		
Operating System	Latest version of Mac OS		
Software	Microsoft Office for Mac with Genuine License		
Display/Monitor	24-inch 4.5K Retina display		
Power Supply	220 - 240V AC, Frequency 50/60 HZ		
Accessories	Power adapter		
	USB-C to Lightning Cable		
	Power cord (2 m)		
UPS	Include 700VA UPS with surge protection		
Warranty	One (1) Year, Proof of Warranty must be provided		
Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		

7. MEDIUM DUTY PRINTER TYPE 1

ITEM	MINIMUM REQUIREMENTS	COMPLIAN CE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Print Technology	Laser (Black)		
Function	Print only		
Duplex Printing	Automatic		
Printing Quality	1200 x 1200 dpi		
Printing Speed	61 ppm		
Processor	1.2 GHz		
Minimum Memory	512MB		
Media Capacity	100-sheet multipurpose Tray 1: Letter, Legal, Executive, Statement, Oficio (8.5 x 13), 3 x 5 in, 4 x 6 in, 5 x 7 in, 5 x 8 in, Envelopes: Monarch; 550-sheet input Tray 2: Letter, Legal Executive, Statement, Oficio (8.5 x 13), 4 x 6 in, 5 x 7 in, 5 x 8 in; 550-sheet optional feeder: Letter, Legal, Executive, Statement, Oficio (8.5 x 13), 4 x 6 in, 5 x 7 in, 5 x 8 in; 2000-sheet optional HCI: Letter, Legal; 75-sheet optional envelope feeder; B5,C5,C6,DL		
Media Type	Paper (plain, light, bond, recycled, heavy, extra heavy, cardstock, pre- printed, pre-punched, colored, rough, heavy rough), mono transparency, labels, letterhead, envelope, heavy envelope		
Connectivity	1 Hi-Speed USB 2.0 Device; 2 Hi- Speed USB 2.0 Host; 1 Gigabit Ethernet 10/100/1000T network		
Duty Cycle	250,000 pages		

OS Support	Windows 11/10/Server 2022/Server 2025; macOS (latest 3 versions); Linux (major distributions); iOS and Android (mobile printing)		
Included	All software, drivers and consumables		
Brochures	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	One Year		

8. MEDIUM DUTY PRINTER TYPE 2

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Print Technology	Laser (Black)		
Function	Print only		
Duplex Printing	Automatic		
Printing Quality	1200 x 1200 dpi		
Printing Speed	35 ppm		
Processor	800 MHz		
Minimum Memory	256MB		
Media Type	Paper (Cut sheets, plain, glossy film, labels), envelopes, card stock, postcards		
Connectivity	1 Hi-Speed USB 2.0 Device; 2 Hi-Speed USB 2.0 Host; 1 Gigabit Ethernet 10/100/1000T network		
Duty Cycle	50,000 pages		
Included	All software, drivers and consumables		

OS Support	Windows 11/10/Server 2022/Server 2025; macOS (latest 3 versions); Linux (major distributions); iOS and Android (mobile printing)		
Brochures	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	One Year		

9. MEDIUM DUTY COLOR PRINTER TYPE 3

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Print Technology	Laser (Black, Color)		
Function	Print		
Duplex Printing	Automatic		
Printing Quality	1200 x 1200 dpi		
Printing Speed	42 ppm		
Processor	1.2 GHz		
Minimum Memory	256 MB		
Paper Handling Input	100 Sheet Multipurpose Tray 250- sheet input tray 2		
Paper Handling output	150-sheet output bin		
Duplex Printing	Automatic		
Media Type	Paper (plain), EcoFFICIENT, light, heavy, bond, colored, letterhead, preprinted, pre-punched, recycled, rough); envelopes; labels		

Connectivity	1 Hi-Speed USB 2.0 Device; 2 Hi-Speed USB 2.0 Host; 1 Gigabit Ethernet 10/100/1000T network		
Duty Cycle	80,000 pages		
Included	All software, drivers and consumables		
Power	Input Voltage 200-240V		
Brochures	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	One Year		

10. PRINTER TYPE 4

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Print Technology	Laser		
Function	Print		
Printing Quality	1200 x 1200 dpi		
Printing Speed	38 ppm		
Processor	800 MHZ		
Minimum Memory	1 GB		
Media Capacity	100-sheet multipurpose Tray 1: A4, RA4, A5, B5 (JIS), B6 (JIS), 10 x 15 cm, A6, 16K, envelopes (B5, C5 ISO, C6, DL ISO); Custom: 76 x 127 to 216 x 356 mm; 250-sheet input Tray 2: A4; RA4; A5; B5 (JIS); B6 (JIS); A6; 16K; 105 x 148 to 216 x 356 mm; 550-sheet input Tray 3: A4; RA4; A5; B5 (JIS); B6 (JIS); A6; 16K; 105 x 148 to 216 x 356 mm		
Media Type	Paper (plain, Eco EFFICIENT, light, heavy, bond, colored, preprinted, prepunched, recycled, rough); Envelopes; Labels		
Connectivity	1 Hi-Speed USB 2.0 Device; 2 Hi-Speed USB 2.0 Host; 1 Gigabit Ethernet 10/100/1000T network		
Duty Cycle	100,000 pages		
Included	All software, drivers and consumables		

OS Support	Windows 11; Windows 10; Windows 8; Windows 8.1; Windows 7; Windows Client OS; Android; iOS; Mobile OS; macOS 10.12 Sierra; macOS 10.13 High Sierra; macOS 10.14 Mojave; macOS 10.15 Catalina distributions); iOS and Android (mobile printing)		
Brochures	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	One Year		

11. PRINTER TYPE 5

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Technology:	Mono Chrome Laser		
Function	Print, copy, scan, fax		
Control panel	Minimum 4.3-inch full color touch panel display		
Duplex copying	Automatic		
Speed	40 PPM		
Print Resolution	1200 dpi		
Memory	512 MB		
Processor	600 MHz		
COPY FUNCTIONS			
Continuous copying	1-999		
Zoom range	25–400% in 1% steps		
SCAN FUNCTIONS			
Function	Scan-to-e-mail (SMTP), Scan-to-FTP (FTP over SSL), Scan-to-SMBv3, Scan to USB Host, TWAIN scan (USB, network), WSD (WIA) scan (USB, network)		

Speed minimum	40 ipm (300 dpi, A4, b/w, simplex)		
Resolution	600dpi x 600dpi,		
File formats	TIFF, PDF, high compression PDF, encrypted PDF, JPEG, XPS		
PRINT FUNCTIONS			
Emulations	PCL 6, PostScript 3, PDF Direct Print, XPS/OpenXPS		
Operating systems	All current Windows operating systems, MAC OS X Version 10.5 or higher, Unix, Linux as well as other operating systems on request		
Interfaces	USB 2.0 (Hi-Speed), USB Host Interface, Gigabit Ethernet		
Trays	2 paper trays including the bypass tray.		
ADF	Minimum 100 sheets		
Output Tray Capacity	Minimum 200 Sheets		
Standard Tray	Minimum 250 sheets		
Bypass Tray	Minimum 100 sheets		
Media Sizes	A4, A5, A6, B5, B6		
Power	220-240 VAC 50/60 Hz		
Warm up time	20 Seconds max		
First Print/Copy out time	7 seconds or less		
Included	All software, drivers and consumables		
Packaging	Initialization Ink Supply Units, Main unit, Paper tray, Power cable, Quick Setup Guide, User manual (CD), Warranty Documents		
Manufacturer Authorization	Bidder MUST attach manufacturer's Authorization Letter		
Brochures	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	One Year		

**12. PRINTER TYPE 6 - HEAVY DUTY MULTIFUNCTION COLOUR NETWORK PRINTER
(COPY, SCAN, EMAIL AND FAX)**

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Technology:	Laser		
Control panel	Minimum 4.3-inch full color touch panel display		
Function	Print, copy, scan, fax		
Duplex copying	Automatic		
Speed	35 PPM		
Print Resolution	600 x 600 dpi		
Duty Cycle	50,000		
Memory	512 MB		
Processor	1200 MHz		
COPY FUNCTIONS			
Continuous copying	1-999		
Zoom range	25–400%		
SCAN FUNCTIONS			
Scanner	Flatbed, ADF		
Scan File Format	PDF; JPG; TIFF		
Scan Resolution	1200 dpi		
ADF Capacity	50 Sheets		
Duplex scanning	Yes		
PRINT FUNCTIONS			
Emulations	PCL 6, PostScript 3, PDF Direct Print, XPS/OpenXPS		
Operating systems	All current Windows operating systems, MAC OS X Version 10.5 or higher, Unix, Linux as well as other operating systems on request		
Paper handling input	50-sheet multipurpose tray, 250-sheet input tray, 50-sheet Automatic Document Feeder (ADF)		
Paper handling output	150-sheet output bin		

Finished output handling	Sheet Feed		
Interfaces	USB 2.0 (Hi-Speed), USB Host Interface, Gigabit Ethernet		
Mobile Printing	Yes		
Wireless Capability	Built-in dual-band Wi-Fi		
Trays	2 paper trays including the bypass tray.		
COPY FUNCTIONS			
Copy speed (black, Color, normal quality, A4)	33 cpm		
Copy Resolution	600 x 600 dpi		
Copies	999		
Media Sizes	A4, A5, A6, B5, B6		
FAX FUNCTIONS	Yes		
Fax Transmission Speed	5 Sec Per Page		
Fax Memory	500 Pages		
Power	220-240 VAC 50/60 Hz		
First Print/Copy out time	9 seconds or less		
Included	All software, drivers and consumables		
Packaging	Initialization Ink Supply Units, Main unit, Paper tray, Power cable, Quick Setup Guide, User manual (CD), Warranty Documents		
Brochures	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	One Year		

13. PRINTER TYPE 7 - HEAVY DUTY PRINTER

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
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Print Technology	Hybrid Laser/LED technology with quantum dot toner		
Functions	Print, Copy, Scan, Email, Cloud Services		
Duplex Features	Automatic duplex printing, copying, and scanning		
Printing Quality	4800 x 2400 dpi with AI-enhanced resolution		
Printing Speed	85 ppm black, 80 ppm color		
Scanning Speed	120 ipm duplex, 70 ipm simplex (300 dpi)		
Scan Destinations	Email, Network folder, USB, Cloud services, OCR processing		
Processor	4.2 GHz octa-core processor with AI co-processor		
Minimum Memory	16 GB RAM, expandable to 64 GB		
Storage	1 TB NVMe SSD with self-encryption		
Language, Std	PCL 6, PCL 6e, PostScript level 4 emulation, PDF 2.0, XPS, native Office formats		
Type Faces	200 scalable TrueType, 150 PostScript, unlimited cloud font access		
Document Feeder	250-sheet dual-pass document feeder with ultrasonic multi-feed detection		
Media Capacity	Two 1,000-sheet input trays (2,000 sheets total)		
	250-sheet multipurpose input tray		
	750-sheet output bin with sorting capability		
	Optional 3,000-sheet high-capacity feeder		
	Optional 1,000-sheet finisher with stapling and hole punching		

Media Size	Paper size up to 13" x 19" (SRA3)		
	Plain papers (recycled, lightweight, heavyweight, textured)		
	Envelopes (multiple sizes with automatic detection)		
	Transparencies		
	Labels (all types)		
	Card stock		
	Special media 60 – 350 g/m ²		
Connectivity	USB 4.0 (40 Gbps)		
	10 Gigabit Ethernet		
	Wi-Fi 7 (802.11be) with MIMO		
	Bluetooth 5.4		
	NFC for touch-to-authenticate and print		
	Wi-Fi Direct Pro		
	Cloud-native architecture		
	Mobile printing apps with workflow integration		
Security Features	Hardware Security Module (HSM) for encryption		
	Zero-trust network architecture		
	Real-time threat detection and prevention		
	Biometric authentication		
	Secure release printing		
	Data Loss Prevention integration		
	Comprehensive audit logging		
Accessories	USB 4.0 cable		
	10G Ethernet cable		
	Power cord with advanced surge protection		
	Dust cover		
	Initial toner set (full capacity)		

	Remote installation support		
Duty Cycle	300,000 pages monthly		
Included	All software, drivers and consumables		
Recommend Monthly Volume	15,000 to 50,000 pages		
Compatibility	Universal driver compatibility		
	Linux/UNIX native drivers		
	Virtual environment optimization		
	Direct cloud service integration		
	Smart workflow platforms		
OS Support	Windows 11/10/Server 2022/Server 2025		
	macOS (all versions from 2022 onward)		
	Linux (all major distributions)		
	Chrome OS		
	iOS and Android with native workflow integration		
Smart Features	10" color touchscreen with customizable interface		
	Voice command with natural language processing		
	AI-powered predictive maintenance		
	Automatic workflow optimization		
Manufacturer Authorization	Bidder MUST attach manufacturer's Authorization Letter		
Brochures	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	5-year on-site repair and replacement with 4-hour response time		

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14. PRINTER - TYPE 8

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Print Technology	Color Laser		
Function	Print		
Control Panel	2-line, 16-character backlit LCD display		
Connectivity	Hi-Speed USB 2.0; Built -in Ethernet		
Supported Network Protocols	TCP/IP, IPv4, IPv6; Print: TCP-IP port 9100 Direct Mode, LPD, Web Services Printing; Discovery: SLP, Bonjour, Web Services Discovery; IP Config: IPv4; IPv6 (Stateless), SSL Security; Apple AirPrint™		
Processor Speed	0.5 GHz		
Printing Speed (Black and color)	20 ppm		
Resolution (Black and color)	600 x 600 dpi		

Media sizes Supported	Tray 1: A4, A5, A6, B5 (US), 16K, 10 x 15 cm, postcards (US single, JIS double), envelopes (ISO DL, ISO C5, ISO B5); Tray 2, optional Tray 3: A4, A5, A6, B5 (JIS), 16K, 10 x 15 cm, postcards (JIS single, JIS double), envelopes (ISO DL, ISO C5, ISO B5); Automatic duplexer: A4. With the option of tray 2 and 3		
Media Types	Paper (plain, light, bond, recycled, mid-weight, heavy, mid-weight glossy, heavy glossy, extra heavy, extra heavy glossy, cardstock, card glossy, preprinted, prepunched, colored, rough); color transparency; labels; letterhead; envelope; opaque film; user-defined		
Paper Trays Std	2		
Paper handling Std. input	100-sheet multipurpose tray, 250-sheet input tray 2		
Paper handling std. output	250-sheet output bin		
Finished Output handling	Sheet fed		
Monthly Duty Cycle	70,000 pages		
Included	All software, drivers and consumables		
Installed RAM	256 GB		
Duplex Printing	Automatic (Standard)		
Compatible OS	Microsoft® Windows® 11, 10, 8, Microsoft® Windows® 7, Windows Vista, Windows® XP, Mac OS X v 10.3, 10.4, 10.5, 10.6, SAP, Linux		
Power	220 to 240 VAC		

Manufacturer Authorization	Bidder MUST attach manufacturer's Authorization Letter		
Brochure	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	1 year		

15. PRINTER - TYPE 9

ITEM	RECOMMENDED REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Print Quality	2400 x 2400 dpi		
Print Speed and throughput	80 ppm		
Memory (Standard)	16 GB		
Print Languages	PCL6, PCL5e/c, Adobe PostScript 3, PDF 2.0 (direct), XPS, OOXML (native Office formats)		
Processor	2 GHz		
Display	15.6-inch 4K multi-touch display with gesture control		
Duplex Facility	Single-pass duplex with real-time image correction		
Paper handling	Four 550-sheet universal trays with auto-sensing		
Input, standard	150-sheet multipurpose tray with envelope feeder		
Output, standard	1,000-sheet main output bin with offset stacking		
Media sizes	Support for all sizes up to A3+ (SRA3/13x19") with custom size capabilities		
Media Types	Full media versatility (60 to 350 gsm) including specialty substrates		
Connectivity standard	Multiple USB 3.2 Gen 2x2 ports (20 Gbps)		

Wireless	Wi-Fi 7;Bluetooth 5.4		
Network	10 Gigabit Ethernet with redundant connectivity		
Included	All software, drivers and consumables		
Power	220 to 240 VAC		
Manufacturer Authorization	Bidder MUST attach manufacturer's Authorization Letter		
Brochure	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	1 year		

16. PRINTER TYPE 10

ITEM	RECOMMENDED REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Print method	Thermal line printing		
Print speed	220 mm / sec		
Paper width	70.5 ±0.5 mm		
Print columns	576 dots / line		
Dot density	203 dpi (8 dots / mm)		
Print character	ANK Character		
Font	Font A: 12*24 dots; Font B: 9*17 dots		
Simplify / Traditional	24*24dots		
Interface	Parallel / RS232C / USB / Wireless		
Cutter	Full or Partial Cut		
Reliability print	100Km		

Kitchen Print:	Support		
Paper thickness:	0.06 ~ 0.08 mm		
Dampness:	0 ~ 80 %+		
Included	All software, drivers and consumables		
Manufacturer Authorization	Bidder MUST attach manufacturer's Authorization Letter		
Brochure	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	1 year		

17. SCANNER TYPE 1

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Scanning Speed	210 ppm		
Resolution	600 dpi		
Min Document Size	2.5 in. x 2.5in		
Automatic Document Feeder	750 sheets		
Interface	USB 2.0, USB 3.2		
OS SUPPORT	Windows 10 and above		
Included	All software, drivers and consumables		
Daily Duty Cycle	Unlimited		

Supports all Scanning features	Barcode reading; digital printing, staple detection, image merge, rear side printer, Intelligent Imprinting (hardware patch counting), controlled stacking, automatic color detection, auto crop, deskew, content-based blank page detection and deletion, automatic orientation now with defaults, color on the fly toggle patch, operator overrides, Interactive multi-feed host view and intelligent document protection		
Power	220 to 240 VAC		
Brochure	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	1 year		

18. SCANNER TYPE 2

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Scanning Speed	70 ppm		
Resolution	600 dpi		
Duplex	Yes		
Color Depth	24-bit output		
Document Size	Max: A4; supports passports and booklets up to 7 mm thick		
Standard sizes	A4, A5, A6, B5, B6, Business Card, Post Card, Letter, Legal and Custom Size.		
Multi feed detection	Yes		

Image processing functions supported	Advanced DTC, Automatic Colour Detection, Automatic Profile Selection, Automatic Rotation, Background Pattern Removal, Blank Page Detection, Character Extraction, Cropping, Custom Rotation, De-Screen, De-Skew, Dither, Dropout Colour (None / Red / Green / Blue / White / Saturation / Custom), Dynamic Threshold (iDTC), Edge Fill, Edge Repair, Error Diffusion, Front Back Merging, Halftone, Hole Punch Removal, Image Emphasis, Index Tab Cropping, Multi Image Output, SDTC, Split Image, sRGB Output, Static Threshold, Vertical Streaks Reduction.		
Output file types	PDF, Searchable PDF, PDF/A, TIFF, Multi-Page TIFF, Bitmap, JPEG, JPEG2000, PNG, Word, Excel, PowerPoint		
Special Media types	Passport Scanning; Card Scanning; Photographs		
Automatic Document Feeder	Up to 100 sheets		
Interface	USB 3.2 Gen 1x1, LAN		
OS SUPPORT	Windows 10 and above		

Include	All software, drivers and consumables		
Software Included	PaperStream IP, PaperStream Capture; optional PaperStream Capture Pro		
Daily Duty Cycle	10,000 pages		
Paper separation	Yes		
Connectivity	USB 3.2; RJ -45		
Power	220 to 240 VAC		
Manufacturer Authorization	Bidder MUST attach manufacturer's Authorization Letter		
Brochure	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	1 year		

19. SCANNER TYPE 3

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Scanning Speed	70 ppm		
Resolution	600 dpi		
Color Depth	24-bit output, 48-bit capture		
Document Size	8.5 in. x 118 in.		
Automatic Document Feeder	80 sheets		
Connectivity	USB 3.2; USB 2.0		
OS SUPPORT	Windows 10 and above; LINUX; WINDOWS server 2012		
Include	All software, drivers and consumables		
Daily Duty Cycle	10,000 pages		
Connectivity	USB 3.2 Gen 1x1, USB 2.0 compatible		
Output file types	PDF, Searchable PDF, PDF/A, TIFF, Multi-Page TIFF, Bitmap, JPEG,		

	JPEG2000, PNG, Word, Excel, PowerPoint, RTF		
Power	220 to 240 VAC		
Manufacturer Authorization	Bidder MUST attach manufacturer's Authorization Letter		
Brochure	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	1 year		

20. SCANNER TYPE 4

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE
Throughput Speeds at 200 dpi/300 dpi (landscape, A4 size)	ADF: 70 ppm.		
Recommended Daily Volume	25,000 pages		
Scanning Technology	Dual CCD; Grayscale output bit depth is 256 levels (8-bit); color capture bit depth is 48 bits (16 x 3); color output bit depth is 24 bits (8 x 3)		
Optical Resolution	600 dpi		
Output Resolution	100 / 150 / 200 / 240 / 250 / 300 / 400 / 500 / 600 / 1200 dpi		
Illumination	Dual LED		
Operator Control Panel	Graphical LCD display with four operator control buttons		
Maximum/Minimum Document Width	Auto-feed: 305 mm (12 in.) / 63.5 mm (2.5 in.) Hand-feed: 305 mm (12 in.) / 50 mm (2 in.)		

Maximum/Minimum Document Length	Auto-feed: 863.6 mm (34 in.) / 63.5 mm (2.5 in.) Hand-feed: 863.6 mm (34 in.) / 50 mm (2 in.) (rear exit only) Long document mode: 4.1 meters (160 in.) maximum length (The scanners support continuous scanning mode)		
Paper Thickness and Weight	34-413 g/m2 paper		
Feeder/Elevator	Up to 250 sheets of 80 g/m2 paper; i3500: up to 300 sheets of 80 g/m2 paper		
Paper Path Options	Documents can exit into the front output tray, or at the rear of the scanner if the straight-through paper path option is manually selected		
Multi-feed Detection	Ultrasonic multi-feed detection; Intelligent Document Protection		
Connectivity	USB 2.0; USB 3.0 compatible		
Standard Software	WINDOWS bundled software: TWAIN, ISIS, WIA Drivers		
Included	All software, drivers and consumables		
Features in the Scanner	Barcode reading; Alaris Perfect Page scanning; iThresholding; adaptive threshold processing; deskew; auto crop; relative cropping; aggressive cropping; electronic color dropout; dual stream scanning; interactive color, brightness and contrast adjustment; automatic orientation; automatic color detection; intelligent background color smoothing; intelligent image edge fill; image merge; content-based blank page detection; streak filtering; image hole fill; sharpness filter; auto brightness, special document mode; continuous scanning mode; toggle patch; auto photo cropping; segmented bitonal images.		
File Format Outputs	Single and multi-page TIFF, JPEG, RTF, BMP, PDF, searchable PDF.		
Electrical Requirements	100-240 V (International); 50-60 Hz		

Recommended PC Configuration	Intel Core i7, 3.4 GHz processor or higher, 4 GB RAM or higher, USB 2.0 (Windows and Linux)		
Supported Operating Systems	Windows 10 (32-bit and 64-bit), Windows 8.1 (32-bit and 64-bit), Windows 8 (32-bit and 64-bit), Windows 7 SP1 (32-bit and 64-bit), Ubuntu 14.04 (LTS)		
Consumables	Roller cleaning pads, Staticide Wipes, consumables kit (includes feed module, separation module, separation pad)		
Power	220 to 240 VAC		
Manufacturer Authorization	Bidder MUST attach manufacturer's Authorization Letter		
Brochure	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	1 year		

21. SCANNER TYPE 5

ITEM	MINIMUM REQUIREMENTS	COMPLIAN CE (Yes/No)	REF INFORMAT ION TO SUPPORT COMPLIAN CE
Scanner type	Flatbed		
Sensor type	CIS		
Light Source	3-color (RGB) LED		
Optical Resolution	2400 x 2400 dpi		
Selectable resolution	25 - 19200 dpi		
Scanning bit depth	Color: 48 bit input (16 bit input for each color (RGB))/ Windows: 48 bit or 24 bit output (16 bit or 8 bit output for each color (RGB)) Mac: 24 bit output (8 bit output for each color (RGB)) Grayscale: 16 bit input or 8 bit output		

Interface	USB2.0 High-Speed Mini-B		
Maximum documents size	A4/Letter (8.5" x 11.7"/216 x 297 mm)		
Scanner buttons	4 buttons (PDF, AUTO SCAN, COPY, SEND)		
Operating environment	Temperature: 41 to 95 °F (5 to 35 °C) Humidity: 10 - 90 % RH (no condensation)		
Power supply	USB port		
Included	All software, drivers and consumables		
Power consumption	In operation (max.): Approx. 4.5 W Stand-by: Approx. 0.3 W *5		
Manufacturer Authorization	Bidder MUST attach manufacturer's Authorization Letter		
Brochure	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	1 year		

22. SCANNER TYPE 6

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE
Type	A3 Desktop Type Sheet Fed Scanner		
Scanning sensor unit	CIS		
Optical resolution	600 dpi		
Light source	RGB LED		
Scanning side	Simplex, Duplex, Skip blank pages		

Interface	USB 3.1/ Wired LAN		
Power requirements	AC 220-240V (50/60Hz)		
Power Consumption	Scanning: 66.5 W Sleep mode: 3.5 W or less		
Operating Environment	10 - 35°C (50 - 95°F), Humidity: 20 - 80% RH		
Noise	54 dB		
Environmental compliance	EPEAT Gold certified		
Scanning specifications			
Black and White	120ppm/240ipm (A4, Landscape, 200dpi/300dpi)		
Colour	120ppm/240ipm (A4, Landscape, 200dpi/300dpi)		
Output resolution	150 x 150dpi, 200 x 200dpi, 240 x 240dpi, 300 x 300dpi, 400 x 400dpi, 600 x 600dpi		
Output mode	Detect Automatically, Black and White, Error Diffusion, Active Threshold, Advanced Text Enhancement, Advanced Text Enhancement II, 256-level Grayscale, 24-bit Colour		
Suggested Daily Duty Cycle	50,000 -70,000 scans/day		
Document specifications			
Width	50.8 - 305 mm		
Length Thickness	70 - 432 mm Continuous Feeding: 20 - 209g/m2, 0.04 - 0.25 mm Non-Separation Mode: 20 - 255g/m2, 0.04 - 0.03 mm		
Long document mode	5,588mm max		

Paper separation	Retard Roller and Pre-separation method		
Feeder capacity	500 sheets		
Other Features	Barcode Recognition, 2D Code, Patch Code, Job Function, Ultrasonic Double-Feed Detection, Staple Detection, Dropout and Color Enhancement, Auto Page Size Detection, 3-D Color Correction, Image Rotation, Skip Blank Page, Edge Emphasis, Moiré Removal, Prevent Bleed Through / Remove Background, Contrast Adjustment, Shading Correction, Brightness Adjustment, Deskew, Border Removal, Scanning Side Selection, Scan Area Settings, Addon Settings, Text Orientation Recognition, Punch Hole Removal, Folio Scan, Unnecessary dots removal, Notch removal, Background Smoothing, Character Emphasis, Rapid Recovery System, MultiStream™		
Included	All software, drivers		
Driver Setting Tool	Consumables Exchange Roller Kit Separation Pad Ink Cartridges (Red, Blue)		
Options	Imprinter Unit Flatbed Scanner Unit 102 Flatbed Scanner Unit 201 White Platen Roller		
Manufacturer Authorization	Bidder MUST attach manufacturer's Authorization Letter		

Brochure	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	1 year		

23. SCANNER TYPE 7

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE TO SUPPORT COMPLIANCE
Resolution	Up to 600 x 600 dpi (color and mono, ADF); Up to 1200 x 1200 dpi (color and mono, flatbed)		
Supported operating systems	Win 7 or higher; Mac: OS X El Capitan 10.11		
ENERGY STAR	ENERGY STAR® 3.0 certified		
FCC	FCC Class A emissions - for use in commercial environments, not residential environments		
Warranty	One-year limited hardware warranty		
Control panel	2.8-in (7.11-cm) Touchscreen, Buttons (Back, Home, Help)		
Bit depth	24-bits external 48-bits internal		
Maximum document scan size	8.5 x 122 in		
Scannable media types	Paper (banner, inkjet, photo, plain), envelopes, labels, cards (greeting, index)		
Input type	Flatbed; ADF		

Auto document feeder	Standard, 50 sheets (75 g/m ² paper)		
Connectivity	USB 2.0 and USB 3.0 (SuperSpeed); Built-in Fast Ethernet 10/100/1000Base-TX network port		
Manufacturer Authorization	Bidder MUST attach manufacturer's Authorization Letter		
Brochure	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	1 year		

24. LAPTOP TYPE 1

ITEM	MINIMUM REQ REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor & Core Logic	Intel® Core™ i5 (13 th Gen, 10 Cores)		
Graphics	Intel® Iris XE Graphics		
System Memory	8 GB DDR5		
Storage Subsystem	512GB SSD		
Keyboard and Pointing Device	Full-size island-style backlit keyboard; Image pad with multi-touch gesture support Spill- resistant		
Audio	Stereo Speakers		
	combo microphone in/audio out		
Integrated fingerprint reader	Yes		
Webcam	Integrated Web camera		

Wireless Technology	Intel® Wi-Fi® 6E and Bluetooth® 5.3		
Display	15.6 inches UHD Graphics		
Touchscreen	No		
360 Rotation	No		
I/O interface ports	2 * Thunderbolt™ 4 (USB-C); 1 * USB A; 1 * headphone/microphone combo		
Operating System	Licensed Windows 11 Pro, installation kit included (+ a copy of installed license)		
Software	Microsoft Office 2024 Professional, PDF reader, media player (kit + a copy of the installed license)		
	Latest Internet Security software with valid License		
Accessories	Standard laptop bag (back pack), USB Optical Mouse, USB-C to HDMI/VGA/Ethernet/USB3.0 Adapter		
Power subsystem	66 Whr Li-ion; 1 AC Power Connector 65W USB -C Fast Charging		
Warranty	One (1) Year		
Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		

Manufacturer Authorization	Bidders MUST attach manufacturer Authorization document		
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25. LAPTOP - TYPE 2

ITEM	MINIMUM REQUIREMENTS	COMPLIAN CE (Yes/No)	REFERENCE INFORMATIO N TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor & Core Logic	Intel® Core i5 (13 th Gen, 10 Cores)		
Graphics	Intel® Graphics		
System Memory	16 GB DDR5		
Storage Subsystem	512GB SSD		
Keyboard and Pointing Device	Full-size island-style backlit keyboard		
Audio	Stereo audio system		
	combo microphone in/audio out		
Integrated fingerprint reader	Yes		
Camera	Integrated FHD		
Wireless Technology	Intel® Wi-Fi® 6E and Bluetooth® 5.3 Combo		
Display	14" Touch, FHD+, IPS		
I/O interface ports	2 USB Type-C 2 USB Type-A 1 HDMI 1 Audio port 1 Display Port 1 * USB A; 1 * headphone/microphone combo		

Operating System	Licensed Windows 11 Pro, installation kit included (+ a copy of installed license)		
	Latest Internet Security software with valid License		
Touchpad	Yes		
Software	Microsoft Office 2024 Professional, PDF reader, media player (kit + a copy of the installed license)		
Accessories	Standard laptop bag (back pack), USB Optical Mouse, USB-C to HDMI/VGA/Ethernet/USB3.0 Adapter		
Power subsystem	54 Whr Li-ion; 1 AC Power Connector 65W USB -C Fast Charging		
Warranty	One (1) Year		
Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		

26. LAPTOP - TYPE 3

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor & Core Logic	13 th Generation Intel® Core™ i7; 5GHz; 10 Cores		
System Memory	16GB DDR4		
Storage Subsystem	1TB SSD		

Keyboard and Pointing Device	English Backlit Keyboard; Precision touchpad		
Graphics	Intel® Iris Graphics		
Audio	Stereo audio system, microphone		
Integrated fingerprint reader	Yes		
Touchscreen	Yes		
360 Rotation	Yes		
WEBCAM	Integrated HD camera		
Wireless Technology	Wi-Fi 6E and Bluetooth 5.3		
Display	13.5-inch WLED, Multitouch-enabled Display		
I/O interface ports	Headphone/microphone combo 1 * Type C port 1 * Type A port Displayport HDMI 1 * microSD-card reader 1 * Universal audio jack		
Operating System	Licensed Windows 11 Pro, installation kit included (+ a copy of installed license)		
	Latest Internet Security software with valid License		
Software	Microsoft Office 2024 Professional, PDF reader, media player (kit + a copy of the installed license)		

Accessories	Standard laptop bag (back pack), USB Optical Mouse, USB-C to HDMI/VGA/Ethernet/USB3.0 Adapter		
Power subsystem	65W USB Type C Power Adapter; Integrated battery; 1 AC Power Connector		
Warranty	One (1) Year		
Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		

27. LAPTOP - TYPE 4

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor & Core Logic	13 th Generation Intel® Core™ i7		
System Memory	32GB DDR4 Memory Onboard		
Storage Subsystem	1TB SSD,		
Keyboard and Pointing Device	English Backlit Keyboard; Precision touchpad		
Graphics	Intel® Iris Plus Graphics		
Audio	Stereo audio system, microphone		
Integrated fingerprint reader	Yes		
WEBCAM	Integrated HD camera		

Wireless Technology	Wi-Fi 6 (2 x 2) and Bluetooth 5.0		
Display	13.3-inch WLED, Non-Touch Display		
I/O interface ports	2 * Thunderbolt; 1 * USB 3.1 Gen 1 Type C port 1 * microSD-card reader 1 * Universal audio jack		
Operating System	Licensed Windows 11 Pro, installation kit included (+ a copy of installed license)		
	Latest Internet Security software with valid License		
Software	Microsoft Office 2024 Professional, PDF reader, media player (kit + a copy of the installed license)		
Accessories	Standard laptop bag (back pack), USB Optical Mouse, USB-C to HDMI/VGA/Ethernet/USB3.0 Adapter		
Power subsystem	51 WHr, Integrated battery; 1 AC Power Connector		
Warranty	One (1) Year		
Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST		

	BE PROVIDED		
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28. LAPTOP - TYPE 5

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor & Core Logic	13 th Generation Intel® Core™ i7		
System Memory	16 GB DDR4		
Storage Subsystem	512 B SSD		
Keyboard and Pointing Device	Spill resistant Backlit Keyboard; Precision touchpad		
Graphics	Intel UHD Graphics		
Audio	Dolby Audio™ Premium; Dual microphones		
Integrated fingerprint reader	Yes		
WEBCAM	Integrated HD 720p camera		
Wireless Technology	Wi-Fi 6 (2 x 2) and Bluetooth 5; Integrated Global Mobile Broadband LTE		
Display	14" WQHD IPS Touch display with Dolby Vision		

I/O interface ports	2* USB 3.1; 2 * USB-C; 1 * MicroSD card reader; 1 * Smart card reader; 1 * Micro-SIM slot; 1 * Headphone / mic combo; 1 * HDMI; 1 * RJ45		
Operating System	Licensed Windows 11 Pro, installation kit included (+ a copy of installed license)		
Software	Microsoft Office 2024 Professional, PDF reader, media player (kit + a copy of the installed license)		
	Latest Internet Security software with valid License		
Accessories	Standard laptop bag (back pack), USB Optical Mouse		
Power subsystem	50 WHr, Integrated battery; 1 AC Power Connector		
Warranty	One (1) Year		
Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		

29. LAPTOP - TYPE 6

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor & Core Logic	12th Gen Intel® Core i9		
System Memory	32 GB DDR4 Memory Onboard		
Storage Subsystem	1TB SSD Onboard		
Keyboard and Pointing Device	Full-sized keyboard with backlight with numeric keypad; Precision touchpad		
Graphics	Integrated Intel® UHD Graphics		
Audio	HD audio with stereo speakers		
Integrated Fingerprint Reader	Yes		
Webcam	720p HD camera		
Wireless Technology	Wi-Fi 6 (2 x 2) and Bluetooth 5.0		
Display	15.6" FHD, IPS, multi-touch display		
I/O interface ports	1 * USB-C (DisplayPort, power delivery) 3 * USB type A 1 * HDMI 1 * Headphone / mic combo 1 * RJ45		
Operating System	Licensed Windows 11 Pro, installation kit included (+ a copy of installed license)		

Software	Microsoft Office 2024 Professional, PDF reader, media player (kit + a copy of the installed license)		
	Latest Internet Security software with valid License		
Accessories	Standard laptop bag (back pack); USB Optical Mouse,		
Power subsystem	83 Whr, Integrated long life battery; 1 AC Power Connector		
Warranty	One (1) Year		
Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		

30. LAPTOP – TYPE 7

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor & Core Logic	13th Gen Intel® Core i9		
System Memory	16 GB DDR4 Memory		
Storage Subsystem	1TB SSD		
Keyboard and Pointing Device	QWERTY backlit keyboard; Precision touchpad		
Graphics	NVIDIA GeForce RTX		
Audio	HD audio with stereo speakers		
WEBCAM	720p HD camera		

Wireless Technology	Wi-Fi 6 (2 x 2) and Bluetooth 5.0		
Display	15.6" OLED touch display		
I/O interface ports	1 * USB-C (DisplayPort, power delivery) 2 * Thunderbolt 4 1 * HDMI 1 * Headphone / mic combo 1 * SD card reader		
Operating System	Licensed Windows 11 Pro, installation kit included (+ a copy of installed license)		
Software	Microsoft Office 2024 Professional, PDF reader, media player (kit + a copy of the installed license)		
	Latest Internet Security software with valid License		
Accessories	Standard laptop bag (back pack); USB Optical Mouse, USB-C to HDMI/VGA/Ethernet/USB 3.0 Adapter		
Power subsystem	Integrated 86 Whr, Integrated long life battery; 1 AC Power Connector		
Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		

31. LAPTOP – TYPE 8

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor & Core Logic	Apple M4 chip with 10-core CPU and 10 core GPU		
System Memory	16GB		
Storage Subsystem	512GB SSD		
Power System	Built-in 53.8-watt-hour lithium-polymer battery; USB-C Power Adapter USB-C to MagSafe 3 Cable		
Display/Graphics	13.6-inch LED-backlit display with IPS technology;		
Camera	12MP		
Keyboard and Pointing Device	Backlit magic keyboard; Touch ID		
Audio	Four speaker Sound System; Dual microphones		
Communication	Wi-Fi 6E; Bluetooth 5.3		
I/O interface ports	2 * Thunderbolt 4 (USB - C) ports; 1 * headphone jack port 1*Display Port		
Operating System	Mac OS, latest version		
Software	Office for Mac devices, licensed and activated		
Accessories	Executive bag, Magic Mouse; AC Power Adapter; USB-C Charge Cable; USB-C to HDMI/VGA/Ethernet/USB3.0 Adapter		
Warranty	One (1) Year		

Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		
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32. LAPTOP - TYPE 9

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor & data bus	Apple M4 chip with 10-core CPU and 10 core GPU		
System Memory	16GB		
Storage Subsystem	512GB SSD		
Power System	Built-in 66.5-watt-hour lithium-polymer battery; USB -C to MagSafe 3 Cable 35W USB-C Power Adapter		
Display/Graphics	15.3-inch (diagonal) LED-backlit display with IPS technology		
Camera	12MP		
Keyboard and Pointing Device	Backlit magic keyboard; Touch trackpad; Touch ID		
Audio	Six speakers Sound System; Dual microphones		
Communication	Wi-Fi 6E; Bluetooth 5.3		
I/O interface ports	1 * Thunderbolt 4 (USB - C) ports; USB 4 1 * headphone jack port; 1* HDMI; 1* Headphone; Display port		

Operating System	Mac OS, latest version		
Software	Latest Office for Mac devices, licensed and activated		
Accessories	Executive bag, Magic Mouse; USB-C Power Adapter; USB-C Charge Cable; USB-C to HDMI/VGA/Ethernet/USB3.0/DVI Adapter		
Warranty	One (1) Year		
Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		

33. LAPTOP COMPUTER - TYPE 10 - Blind

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor type	Intel Core™ i7 Processor 2.5GHz		
System Memory	16GB		
Storage	SSD 1TB		
Power System	8-Cell 72WHr lithium-ion HP extended life battery		
Display Graphics	1920 x 1080		
	15.6-inch diagonal Full HD LED-backlit display		
	Radeon HD graphics with 2GB GDDR5		
Pointing Device	Built-in pointing device keyboard with braille capability		
	Include a Wireless enabled Mouse		
Webcam	720p HD webcam		

Audio	Integrated stereo Speakers and Microphone Windows compatible sound card (for speech) Vocalizer Expressive, vocalizer direct, or realspeak solo, direct voices,(file sizes will vary depending on the voices installed)		
Communication interface	10/100/1000 Mbps Ethernet,Rj45 jack, Built-in Wireless connectivity facility (802.11b/g/n), Bluetooth		
Ports	2 SuperSpeed USB 3.0, 1 Universal Serial Bus(USB) 2.0		
	1xHDMI(included HDMI Cable)		
	RJ-45		
Operating System	Licensed Windows 11 Pro, installation kit included (+ a copy of installed license)		
Software	Microsoft Office 2024 Professional, PDF reader, media player (kit + a copy of the installed license)		
	Latest Internet Security software with valid License		
	Design and architectural drawing maps software(full version and licensed)		
	Include PDF reader & Media Playing Software		
	Java screen software for the blind latest edition		
	Type ability software		
Accessories	Carry Case, power adapters		
Warranty	One (1) Year		

Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		
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34. LAPTOP NOTEBOOK - TYPE 1

ITEM	REQUIREMENT	COMPLIANCE (YES/NO)	REF INFO TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor and duo core	10th Gen Intel Core i5 - 2.0 GHz		
System Memory	4GB DDR4		
Storage	256 GB SSD		
Power System	• Power management standard to support standby and Hibernation power saving modes • At least 4-hour Battery life (when unplugged)		
Display Graphics	14" HD		
Keyboard and pointing device	• Windows Keyboard • Built-in pointing device • 12 function keys, 4 cursor keys		
Webcam	Yes		
Communication interface	10/100/1000 Mbps Ethernet RJ45 jack Wi-Fi Bluetooth		
I/O Interface	• 3xUSB 3.0 ports • HDMI • 1 AC Power Connector		
Operating System	Licensed Windows 11 Pro, installation kit included (+ a copy of installed license)		
Software	Microsoft Office 2024 Professional, PDF reader, media player (kit + a copy of the installed license)		
	Latest Internet Security software with valid License		

Warranty	One (1) Year		
Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		

35. LAPTOP NOTEBOOK - TYPE 2

ITEM	REQUIREMENT	COMPLIANCE (YES/NO)	REF INFO TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor and duo core	10th Gen Intel Core i5 - 1.6 GHz		
System Memory	8GB DDR4		
Storage	512 GB SSD		
Power System	• Power management standard to support standby and Hibernation power saving modes • At least 4 hour Battery life (when unplugged)		
Display Graphics	14" HD		
Keyboard and pointing device	• Windows Keyboard • Built-in pointing device		
Audio	PCI 3D Audio system		
Communication	Wi-Fi 6 Bluetooth 5.0		
I/O Interface	• 4xUSB 3.0 ports • RJ-45 • HDMI Port • Display port • USB-C with Power Delivery		
Operating System	Licensed Windows 11 Pro, installation kit included (+ a copy of installed license)		

Software	Microsoft Office 2024 Professional, PDF reader, media player (kit + a copy of the installed license)		
	Latest Internet Security software with valid License		
Warranty	One (1) Year		
Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		

36. NOTEBOOK COMPUTER TYPE 3

ITEM	REQUIREMENT	COMPLIANCE (YES/NO)	REF INFO TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor	20-core x86-compatible hybrid		
Processor Speed	Base: 3.8 GHz, Turbo: 5.8 GHz		
Memory	48GB LPDDR6X		
Storage	4TB		
Connectivity	Wi-Fi 7 ; Bluetooth 6.0		
Graphics, Ports	3x Thunderbolt 5,1x USB-C,1x USB-A,HDMI 2.1a,SD card reader,3.5mm audio		
Pointing Devices	Haptic trackpad with 3D touch		
In-built Camera	4K webcam with 60fps,3D depth sensor		
Speakers	Six-speaker array		
OS	Next-gen OS		
Battery	95Wh		
Power	140W USB-C		
Warranty	One (1) Year		
Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		

37. TABLET COMPUTER TYPE 1

ITEM	REQUIREMENT	COMPLIANCE (YES/NO)	REF INFO TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor & Logic	Qualcomm Snapdragon X Elite (12-core)		
System Memory	16GB		
Storage Subsystem	512 GB SSD		
Form Factor	Tablet Computer		
Display	13” PixelSense multi-touch display		
Security	Firmware TPM 2.0		
Sim Card	Electronic SIM card (e-SIM), nano SIM		
Sensors	Accelerometer; Gyroscope; Magnetometer; Ambient light sensor, Hall Sensor, Proximity Sensor, Color Sensor, NPU-Based Sensors		
Graphics	Snapdragon Models: Adreno X1-85 GPU (3.8 TFLOPS) , Intel Models: Intel Arc Xe2 integrated GPU		
Audio	2W stereo speakers with Dolby Atmos		
Camera	5.0MP front-facing camera with 1080p full HD video; 10.0 MP rear-facing autofocus camera with 1080p HD and 4k video		
Cellular and wireless Network	Wi-Fi 6: 802.11ac; Bluetooth Wireless 5.3 technology; Gigabit LTE Advanced; GPS, Airplane Mode Support		
I/O Interface Ports	2 x USB-C; 1 * Surface Connect; 1 * nano SIM tray Surface Keyboard port		
Operating System	Genuine Windows 11		

Software	Microsoft Office Professional 2024 with Genuine License Internet Security Software with valid license		
Battery	51.5 whr battery		
Accessories	Compatible surface type cover; Compatible surface keyboard; Compatible digital pen; Surface dock; Power supply; Carrying Case		
Warranty	One (1) Year		
Brochures	ORIGINAL DETAILED AND HIGHLIGHTED BROCHURE MUST BE PROVIDED		

38. TABLET COMPUTER TYPE 2

ITEM	REQUIREMENT	COMPLIANCE (YES/NO)	REF INFO TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor & Logic	5-core CPU; 4-core GPU		
System Memory	6GB RAM		
Storage Subsystem	256 GB		
Technology	GSM / HSPA / LTE / 5G		
Display	11" Inches		
Sensors	Fingerprint; Accelerometer; Gyro; Compass, Barometer		
Sim Card	Electronic SIM card (e-SIM), nano SIM		
Graphics	4K@24/25/30/60f		

	ps		
Audio	Stereo speakers		
Camera	12MP front-facing camera; 12MP rear-facing		
Cellular and wireless Network	Wi-Fi 6 Bluetooth 5.3 GPS		
Operating System	Latest ipad OS version		
Battery Life	Li-Po (28.93Wh)		
Accessories	Compatible type cover Compatible keyboard Compatible Stylus pen Power supply Carrying Case		
Warranty	One (1) Year, Proof of Warranty must be provided		
Bronchure	Original detailed and highlighted Brochures MUST be submitted		

39. TABLET COMPUTER TYPE 3

ITEM	REQUIREMENT	COMPLIANCE (YES/NO)	REF INFO TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor & Logic	Quad-core 12th Gen Intel® Core™ i7		
System Memory	16 GB		
Storage Subsystem	512 SSD		
Form Factor	Tablet Computer		
Display	13” PixelSense multi-touch display		
Security	Enterprise-grade protection		

Sensors	Accelerometer; Gyroscope; Magnetometer; Ambient light sensor		
Graphics	Intel® Iris® Xe Graphics		
Audio	2W stereo speakers		
Camera	5.0MP front-facing camera with 1080p full HD video; 10.0 MP rear-facing autofocus camera with 4K video		
wireless Network	Wi-Fi 6: 802.11ax compatible Bluetooth Wireless 5.0 technology		
I/O Interface Ports	1* USB-C; 1* USB-A; 3.5 mm headphone jack; 1 x Surface Connect port; MicroSDXC card reader		
Operating System	Genuine Windows 11 Professional Pre-installed (with valid License)		
Software	Microsoft Office Professional 2024 with Genuine license Internet Security Software with valid license		
Battery Life	51.5 hr battery		
Accessories	Compatible surface type cover Protective, padded sleeve or case, often with pen loop Detachable keyboard with touchpad; connects via Surface Keyboard connector Compatible surface keyboard Mobile mouse Compatible digital pen Surface dock Power supply Carrying Case		
Warranty	One (1) Year, Proof of Warranty must be provided		

Bronchure	Original detailed and highlighted Brochures MUST be submitted		
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40. TABLET COMPUTER TYPE 4

ITEM	REQUIREMENT	COMPLIANCE (YES/NO)	REF INFO TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor and core Logic	Octa-core (1x3.25 GHz Cortex)		
Carrier type	WIFI; GSM LTE; Bluetooth		
SIM	Nano-SIM/eSIM		
System Memory	12GB(RAM) + 256GB		
External Memory/microSD Support	Up to 1TB		
ENERGY STAR® Certified	Yes IP 68		
Main camera Resolution	At least 13 MP with Autofocus, zoom, flash, 4k video recording video		
Front camera resolution	At least 12 MP		
Display Technology	13.1-inch Super PLS LCD, 1800 x 2880 px, 90Hz refresh rate		
Display Resolution/Size	Dynamic AMOLED 14.6 Inches 1848 x 2960		
Video	4K@30fps		
Connectivity	Wi-Fi 6E; WIFI Direct 6; USB C (3.1); Bluetooth 5.3; GPS;		
I/O Interface	USB C 3.2		
Audio	Stereo Speakers		
Location Technology	GPS, Glonass, BDS, Galileo		

Sensors	Accelerometer; Gyro sensor; Fingerprint sensor; proximity; compass		
Stylus Support	Yes		
Battery	Non-removable Li-Po 11200 MAh battery		
Operating System	Android, latest		
Accessories	Carrying Case; Stylus Pen; Book cover Keyboard; Quick Start Guide; Power Adapter; USB Type-C cable		
Warranty	One (1) Year		
Bronchure	Original detailed and highlighted Brochures MUST be submitted		

41. TABLET COMPUTER TYPE 5

ITEM	REQUIREMENT	COMPLIANCE (YES/NO)	REF INFO TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor and core Logic	Octa-core 1x2.49 GHz CPU Maleoon 910 MP4 GPU		
Carrier type	WIFI; Bluetooth		
System Memory	8GB(RAM)		
External Memory/microSD Support	256GB		
ENERGY STAR® Certified	Yes		
Main camera Resolution	13MP		
Selfie camera	16 MP		
Display Technology	OLED touchscreen		
Display Resolution/Size	11-inch screen offers a high resolution of 2560 × 1600 pixels		
Audio	Stereo speakers		

Location Technology	GPS, Glonass, BDS, QZSS		
Sensors	Fingerprint; accelerometer; gyro; proximity; compass		
Stylus support	Yes		
Battery	8300 mAh,		
Operating System	HarmonyOS 4.0		
Accessories	Carrying Case; Stylus Pen; Book cover Keyboard; Quick Start Guide; Power Adapter; USB Type-C cable		
Warranty	One (1) Year		
Brochure	Original detailed and highlighted Brochures MUST be submitted		

42. TABLET COMPUTER-TYPE 6

ITEM	REQUIREMENT	COMPLIANCE (YES/NO)	REF INFO TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Processor & Logic	Octa-core CPU; 9-core GPU		
System Memory	8GB RAM		
Storage Subsystem	256 GB		
Technology	GSM / HSPA / LTE / 5G		
Display	13” Inches		
Sensors	Fingerprint; Accelerometer; Gyro; Compass, Barometer		
Sim Card	Electronic SIM card (e-SIM)		
Graphics	Liquid Retina		
Audio	Stereo speakers		
Camera	12MP front-facing camera; 12MP Selfie		
Cellular and wireless Network	Wi-Fi 6 Bluetooth 5.3 GPS USB Type C		
Operating System	Latest iPad OS version		
Battery Life	Li-Po 9705 mAh (36.59Wh)		

Accessories	Compatible type cover Compatible keyboard Compatible Stylus pen Power supply Carrying Case		
Warranty	One (1) Year, Proof of Warranty must be provided		
Bronchure	Original detailed and highlighted Brochures MUST be submitted		

43. HEAVY DUTY RACK MOUNTABLE SMART UPS 1.5kva

ITEM	SPECIFICATION
Rating	1500VA
Input Voltage Swing	Minimum 220V to 270 V
Output voltage	220V to 270 V
Output Frequency	47 – 53 Hz for 50 Hz nominal, 57 – 63 Hz for 60 Hz nominal
Design	Automatic Voltage Regulation Main isolation User replaceable batteries Data line surge protection Full time multi-pole noise filtering: 0.3% IEEE surge let-Through: zero clamping response time: meets UL 1449
Battery Module	Typical backup time at half load 31.6 minutes (990 Watts) Typical backup time at full load 9.1 minutes (1980 Watts) Typical recharge time 3 hour(s) Battery Type Maintenance -free sealed lead – acid battery with suspended electrolyte: lead proof Filtering Full time multi-pole noise filtering: 0.3% IEEE surge let through: zero clamping response time: meets UL 1449 Surge energy rating 480 Joules
Management	LED Status display with load and battery bar-graphs and On Line: On battery: Replace Battery: and Overload Indicators Alarm when on battery: distinctive low battery alarm: configurable delays
Communication interface	DB-9 RS-232, smart slots USB
Operational environment	Room Temperature/humidity (i.e. Minimum air conditioning)
Rack height	2U
warranty	Two (2) Years

44. UPS 750VA

ITEM	SPECIFICATION
Rating	750 VA
Input Voltage Swing	Minimum 220V to 270 V
Output Voltage	220V to 240V

Output Frequency	47 - 53 Hz for 50 Hz nominal, 57 - 63 Hz for 60 Hz nominal
Design	Automatic Voltage Regulation
	Mains Isolation User replaceable batteries Data line surge protection Full time multi-pole noise filtering : 0.3% IEEE surge let-through : zero clamping response time : meets UL 1449
Battery Module	Typical Backup Time at Half Load 26.5 minutes (490 Watts) Typical Backup Time at Full Load 7.4 minutes (980 Watts) Typical recharge time 3 hour(s) Battery Type Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leak proof Filtering Full time multi-pole noise filtering : 0.3% IEEE surge let-through
	: zero clamping response time : meets UL 1449 Surge energy rating 480 Joules
Management	LED status display with load and battery bar-graphs and On Line : On Battery : Replace Battery : and Overload Indicators Alarm when on battery : distinctive low battery alarm : configurable delays
Communication Interface	DB-9 RS-232, SmartSlot, USB
Operational environment	Room Temperature /humidity (i.e. minimum air conditioning)
Form factor	Standing
Brochure/catalogue	Original detailed and highlighted Brochures/catalogue MUST be submitted
Warranty	Two (2) Years

45. IPAD SPECIFICATIONS

ITEM	MINIMUM TECHNICAL SPECIFICATIONS
Size and weight¹	Height: 9.50 inches (241.2 mm)Width: 7.31 inches (185.7 mm mm)
	Depth: 0.37 inches (9.4 mm mm) Weight: 1.46 pounds (662 g) Wi-Fi model;
	1.6 pounds (0.73 kg) Wi-Fi + 3G model
Wireless and cellular Wi-Fi model	• 9.7-inch (diagonal) LED-backlit glossy widescreen Multi-Touch display with IPS technology • 2048x1536 resolution at 264 pixels per inch • Fingerprint-resistant oleophobic coating • Support for display of multiple languages and characters simultaneously
Wi-Fi + 3G model	▪ UMTS/HSDPA (850, 1900, 2100 MHz) ▪ GSM/EDGE (850, 900, 1800, 1900 MHz) ▪ Data only² ▪ Wi-Fi (802.11a/b/g/n) ▪ Bluetooth 2.1 + EDR technology
Capacity	64GB flash drive
Processor	1GHz Apple A4 custom-designed, high-performance, low-power system-on-a-

Mail attachment support	Viewable document types: .jpg, .tiff, .gif (images); .doc and .docx (Microsoft Word); .htm and .html (web pages); .key (Keynote); .numbers (Numbers); .pages (Pages); .pdf (Preview and Adobe Acrobat); .ppt and .pptx (Microsoft PowerPoint); .txt (text); .rtf (rich text format); .vcf (contact information); .xls and .xlsx (Microsoft Excel)
iPad Case	With a soft microfiber Immigration and citizen services and reinforced panels to provide structure, the iPad Case is the perfect way to carry around your iPad. And it does double duty. It folds in just the right places to act as a stand that holds iPad at an ideal angle for watching videos and slideshows or for typing on the onscreen keyboard.
Camera , photo & Video recording	FaceTime HD Camera;1.2MP photos,720p HD video, FaceTime video calling over Wi-Fi or a mobile network4,Face detection ,Backside illumination, Tap to control exposure for video or still images, Photo and video geotagging in Sight Camera; 5MP photos, Autofocus, Face detection, Backside illumination ,Five-element lens, Hybrid IR filter, f/2.4 aperture, Tap to focus video or still images, Tap to control exposure for video or still images, Photo and video geotagging Video Recording;1080p HD video recording, Video stabilization, Face detection, Tap to focus while recording, Backside illumination
Battery and power4	Built-in 25-watt-hour rechargeable lithium-polymer battery Up to 10 hours of surfing the web on Wi-Fi, watching video, or listening to music Up to 9 hours of surfing the web using 3G data network Charging via power adapter or USB to computer system
Brochure/catalogue	Original detailed and highlighted Brochures/catalogue MUST be submitted
Warranty	1 year

46. WALL MOUNT LCD PROJECTOR – TYPE 1

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Brightness	5,000 lumens for vivid visuals even in a brighter environment. Brightness (Center Lumens): 6000		
Contrast Ratio	3,000,000:1 (Dynamic Contrast) 5,000:1 for deep black and vibrant colours.		

Screen	Up to 300 inches ultra large screen with a lower cost-per-inch		
Display Color	1.07 Billion true Colors		
Resolution	4K UHD (3840 x 2160) resolution		
Light Source Type	Light Source Type: Laser Phosphor		
Projection Lens	Optical zoom 1.3X Digital zoom 0.8x-2.0x		
Projection screen size	24.4 – 292.5 diagonal (61.98 – 792.95 cm)		
Projection Distance	Throw Distance: 0.77-9.98m (100"@2.54m)		
Video Compatibility	NTSC, NTSC 4.43, PAL SECAM, HDTV, Composite Video and S-		
Lamp Life	20,000 hours / 30,000 hours		
H. Frequency	Analog: 15kHz~100kHzHigh refresh rates for smooth visuals		
Input	HDMI: 2 HDMI 1.4/ HDCP 1.4)		
Output	Output Audio-out (3.5mm): 1 Speaker: 15W USB Type A (Power): 1 (5V/1.5A)		
Features	Operate 24/7 Full HD 3D		
Power	210 Watts 100V - 240V		
I/O Connectors	2 HDMI Type A, 2 Audio Input, 1 Audio Output, 1 Ethernet		
Modes	3D Modes Full HD 3D		
Accessories	Wall/Ceiling Mount: PJ-WMK-007 Carry Bag: PJ-CASE		

Brochure/catalogue	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	One (1) Year		

47. PORTABLE LCD PROJECTOR – TYPE 2

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Display Technology	3-Chip Polysilicon TFT LCD		
Resolution	1280 x 800 (WXGA) VGA – 640 x 480 Maximum: WSXGA+ – 1680 x 1050		
Maximum Brightness	3000 Lumens		
Aspect Ratio	Native: 16:10		
Lamp type	206 W UHE Lamp Life 7,000 hours (ECO Mode) 4,000 hours (Normal Mode)		
Startup Speed	Fast boot times ranging from instant-on to under 12 seconds		
Memory (RAM)	512MB to 2GB, supporting smooth video processing and presentations		
Internal Storage	Models include up to 16GB built-in storage; most support external USB drives		
Language Support	Multi-language on-screen display menus across all models		
Projection Size	30 – 300" / 76.20 – 762.00 cm		
Input Interfaces	1x HDMI (Supports MHL® connectivity) Computer/component video: 1x D-sub 15 pin Composite video: 1x RCA USB Type A: 1x PC-free USB and other USB Type B: 1x USB Plug 'n Play		
Throw distance	30" – 300" (2.2 – 26.8 ft)		
Output Interfaces	HDMI, Audio Out, USB, Bluetooth		
Supported	Compatible with all digital		

Media	media formats via HDMI/USB inputs		
Connectivity	Wired and wireless (via built-in or optional adapters): HDMI, LAN, Wi-Fi, Bluetooth		
Warranty	One (1) Year Warranty		
Brochure	Original detailed and highlighted Brochures/catalogue MUST be submitted		

48. LASERJET PRINTER/SCANNER/COPIER - MULTIFUNCTIONAL MONOCHROME - 30PP

ITEM	MINIMUM REQUIREMENTS
Make & Model	
GENERAL Functions	PRINT, COPY & COLOUR SCAN
Paper tray(s), minimum	3
Memory	2 GB
Processor speed	At least 1.0 MHz
Hard disk	32 GB SSD
Media Sizes	Letter, legal, executive, A5, A4,A3
Media types	Plain paper, envelopes, transparencies, copier, bond (60 to 200 g/m2)
Document Feeder	120 sheets
Network	Yes (Standard) High-speed USB 2.0 Two enhanced input/output (EIO slots) Gigabit
Connectivity	Ethernet Print Server, Wireless
Compatible operating systems	Macintosh, Windows XP Professional; Windows7); Windows Server 2003 (32/64 bit); Mac OS X v 10.2 or higher; Linux
PRINTING	
Print technology	Laser
Print speed Black	32 ppm Black & White
Copying Speed Black	32 ppm Black & White
Print resolution	600 x 600 dpi
Print languages, standard	PCL 6, PCL 5c, postscript level 3 emulation
Maximum Input capacity	1100 sheets
Duplex printing	Automatic (Standard)
SCANNING	
Type	Flatbed, ADF
Scan resolution, optical	600 dpi
Scan speed	80 ipm

Duplex ADF scanning	Yes
COPYING	
Copy speed	32 cpm
cabinet	should be included
Manufacturer Authorization	Bidder MUST attach manufacturer's Authorization letter
Warranty	One (1) Year
Brochure/catalogue	Original detailed and highlighted Brochures/catalogue MUST be submitted

49. Minimum Technical Specifications for 24-PORT Managed Access Switch

	Feature	Minimum Specification
1.	General Descriptive Requirement	Enterprise standalone, High-density, High performance, Gigabit Ethernet switch. Layer 2 switching and basic layer 3 routing to be supported. The switch MUST provide a seamless integration with the existing network.
2.	Model and Technology	Mature internationally recognized brand, in existence for at least 10 years (bidder must specify brand, model and series). The device MUST NOT be a product that has/is reaching end of life support/end of sale in two years' time.
3.	Network Ports	24 Port Ethernet 10/100/1000 ports, 4 - SFP transceiver -based Gigabit Ethernet ports.
4.	Routing and Layer 3 Features	Must support Advanced Layer 3 capabilities including OSPF, EIGRP, ISIS, RIP and routed access.
5.	Other Features	Must support (IPv4 and IPv6) features, advanced quality of service (QoS), rate limiting, access Control lists (ACLs)
6.	Compliance	IEEE 802.1Q, 802.1p, 802.3x Ethernet: IEEE 802.3, 10BaseT, and 10BaseFL Port Fast Ethernet: IEEE 802.3u, 100BaseTX, 10BaseFX Gigabit Ethernet: IEEE 802.3z.
		Compatible with different vendors Network equipment e.g. 3com, Nortel, Cisco.
7.	Network Monitoring	Compliant with IEEE SNMP standards. Capable of monitoring the Network up to Node Level. Management by a well-known and developed proprietary OS.
8.	Spanning Tree Protocol Technology	Support for Spanning Tree Protocol Technology
9.	VLAN support	Compliant with IEEE 802.1Q standards - should support VLANs/Network Segmentation.
10.	Security	Port Level Security e.g. Port Filtering, Access Control Lists, Policy based routing etc. Management by a recognized proprietary operating system.
11.	Operation	Auto negotiating on all ports automatically selects half- or full-duplex transmission mode to optimize bandwidth.

		Can support converged wired and wireless access.
		Per-port broadcast, multicast, and unicast storm control prevents faulty end stations from degrading overall systems performance.
12.	Software IOS release	Should be delivered with the latest version and supported IOS release
13.	Power input	Dual power supply units
		240VAC, 50-60 Hz
14.	Fan	Dual fan modules, field-replaceable
16.	Brochure/catalogue	Original detailed and highlighted Brochures/catalogue MUST be submitted
17.	Warranty & support	Minimum 3 years on parts, labour and software and next business day replacement for any hardware failure that may occur. In addition, the equipment MUST include the manufacturer's premier technical support services that include: Accelerated hardware replacement options, Operating system updates, Access to Manufacturer's technical assistance team, Online troubleshooting / support tools and proactive problem diagnosis services.

50. Minimum Technical Specifications for 48-PORT Managed Access Switch

	Feature	Minimum Specification
1.	General Descriptive Requirement	Enterprise standalone, High-density, High performance, Gigabit Ethernet switch. Layer 2 switching and basic layer 3 routing to be supported. The switch MUST provide a seamless integration with the existing network.
2.	Model and Technology	Mature internationally recognized brand, in existence for at least 10 years (bidder must specify brand, model and series). The device MUST NOT be a product that has/is reaching end of life support/end of sale in two years' time.
3.	Network Ports	48 Port Ethernet 10/100/1000 ports, 4 - SFP transceiver -based Gigabit Ethernet ports.
4.	Routing and Layer 3 Features	Must support Advanced Layer 3 capabilities including OSPF, EIGRP, ISIS, RIP and routed access.
5.	Other Features	Must support (IPv4 and IPv6) features, advanced quality of service (QoS), rate limiting, access Control lists (ACLs)
6.	Compliance	IEEE 802.1Q, 802.1p, 802.3x
		Ethernet: IEEE 802.3, 10BaseT, and 10BaseFL
		Port
		Fast Ethernet: IEEE 802.3u, 100BaseTX, 10BaseFX
		Gigabit Ethernet: IEEE 802.3z.
		Compatible with different vendors Network equipment e.g. 3com, Nortel, Cisco.

7.	Network Monitoring	Compliant with IEEE SNMP standards. Capable of monitoring the Network up to Node Level. Management by a well-known and developed proprietary OS.
8.	Spanning Tree Protocol Technology	Support for Spanning Tree Protocol Technology
9.	VLAN support	Compliant with IEEE 802.1Q standards - should support VLANS/Network Segmentation.
10.	Security	Port Level Security e.g. Port Filtering, Access Control Lists, Policy based routing etc. Management by a recognized proprietary operating system.
11.	Operation	Auto negotiating on all ports automatically selects half- or full-duplex transmission mode to optimize bandwidth.
		Can support converged wired and wireless access.
		Per-port broadcast, multicast, and unicast storm control prevents faulty end stations from degrading overall systems performance.
12.	Software IOS release	Should be delivered with the latest version and supported IOS release
13.	Power input	Dual power supply units
		240VAC, 50-60 Hz
14.	Fan	Dual fan modules, field-replaceable
16.	Brochure/catalogue	Original detailed and highlighted Brochures/catalogue MUST be submitted
17.	Warranty& support	Minimum 3 years on parts, labour and software and next business day replacement for any hardware failure that may occur. In addition, the equipment MUST include the manufacturer's premier technical support services that include: Accelerated hardware replacement options, Operating system updates, Access to Manufacturer's technical assistance team, Online troubleshooting / support tools and proactive problem diagnosis services.

51. ACCESS SWITCH- 48 PORTS (Access Switch 48-Ports)

ACCESS SWITCH- 48 PORTS (Access Switch 48-Ports)	
ITEM	MINIMUM REQUIREMENTS
Copper Ports Capacity	100/1000 Mbps
Number of Fiber Ports	4
Power Over Ethernet (PoE)	PoE
Stackable	Yes
Authentication Method	RADIUS, Secure Shell v.2 (SSH2), TACACS+
MAC Address Table Size	32K entries
Status Indicators	Port status, link/activity
Encryption Algorithm	AES, SSL
IP Routing	IPv4,IPv6
Connectivity Technology	Wired
Switching	Layer 3
Features	ARP support. Access Control List (ACL) support, auto- negotiation, auto-sensing per device, flow control, layer 2 switching, port mirroring, BOOTP support, DHCP support, IGMP snooping. Quality of Service (QoS), RARP support, Syslog support, VLAN support. Weighted Round Robin (WRR) queuing
Compliant Standards	IEEE 802.1D, IEEE 802.1Q, IEEE 802.3ad (LACP), IEEE 802.3ae, IEEE 802.3af, IEEE 802.3at, IEEE 802.3i, IEEE 802.3u, IEEE 802.3x, IEEE 802.3Z, IEEE 802.1ab (LLDP), IEEE 802.1p, IEEE 802.1s, IEEE 802.1t, IEEE 802.1W, IEEE 802.3, IEEE 802.3ab, IEEE 802.3ac
Number of Copper Ports	48
Manageable	Yes
Routing Protocol	IGMP, IGMPv2, OSPF, RIP-1, RIP-2, VRRP
Switching Protocol	Ethernet
Remote Management Protocol	HTTP, RMON, SNMP, SNMP 2, SNMP 3, SSH-2, Telnet
Communication Mode	full-duplex
Warranty	One (1) Year

52. SMART CARD READER

ITEM	MINIMUM REQUIREMENTS
Type	Contact BioMini Combo Smartcard Reader with Authentication Scanner
Capability	Dual Authentication
Operating System	Android support Smart Card SDK for Android
Fingerprint Technology	Live finger detection (LFD) technology

Certification	FBI PIV/FIPS201 and FBI Mobile ID FAP20 certificates Image compression standard: WSQ
Compliant Standards	ISO 7816 Contact Smart card EMV 2000 version 4.1
Transmission Rate	2 Kbps to 500 Kbps

53. TECHNICAL SPECIFICATIONS FOR UPS 1KVA

	Feature	Minimum Requirement
Output		
1.	Output Power Capacity	865 Watts / 1500 VA
2.	Max Configurable Power	865 Watts / 1500 VA
3.	Nominal Output Voltage	230V
4.	Output Voltage Distortion	Less than 5% at full load
5.	Output Frequency (sync to mains)"	47 - 53 Hz for 50 Hz nominal, 57 - 63 Hz for 60 Hz nominal
6.	Topology	Line interactive
7.	Waveform Type	Stepped approximation to a Sine wave
8.	Output Connections	Four (4) IEC 320 C13 Two (2) IEC jumpers
Input		
9.	Nominal Input Voltage	230V
10.	Input Frequency	50/60 Hz +/- 3 Hz (auto sensing)
11.	Input Connections	IEC-320 C14
12.	Battery Type	Maintenance free sealed lead-acid with suspended electrolyte, leak proof
13.	Input voltage range for main operations	186 - 284V
14.	Input voltage adjustable range for mains operation	175 - 297V
15.	Typical recharge time	8 hour(s)
16.	Typical Backup Time at Half Load	20.9 minutes (432.5 Watts)
17.	Typical Backup Time at Full Load	7.6 minutes (865 Watts)
Communications & Management		

18.	Interface Ports	DB-9 RS-232, 10/100 base-T
19.	Control panel	LED status display with On Line : On Battery : Replace Battery and Overload indicators
20.	Audible Alarm	Alarm when on battery : distinctive low battery alarm : configurable delays
Surge Protection and Filtering		
21.	Surge energy rating	445 Joules

22.	Filtering	Full time multi-pole noise filtering: 5% IEEE surge let-through: zero clamping response time: meets UL 1449
23.	Data Line filtering	RJ-45 modem/Fax/DSL/10-100 Base-T protection
24.	Manufacturer Authorization	Bidder MUST attach manufacturer's Authorization letter
25.	Standard Warranty	2 years repair or replace
26.	Accessories	Power cords (at least 1.83M), CD with software, Documentation CD, Rack Mounting brackets, Smart UPS signaling RS-232 cable, USB cable, User Manual
27.	Brochure/catalogue	Original detailed and highlighted Brochures/catalogue MUST be submitted

54. MEDIUM DUTY SHREDDER

Item	Description	Minimum Requirement
(i)	Cut Type	Cross-Cut on material
(ii)	Cut Size	4x50mm
(iii)	DIN Level - Paper	P-3
(iv)	Maximum Run Time (minutes)	3-5 on / 15 off
(v)	Advanced Safety	Safety Lock
(vi)	Number Of Users	one
(vii)	Can Shred	Staples Credit Cards Paper Clips
(viii)	Basket Type	Wastebasket
(ix)	Colour	Black/Grey
(x)	Material Type	Plastic
(xi)	UPC Code	043859539574
(xii)	Feed Type	Traditional
(xiii)	Auto Start/Stop	Yes - Mechanical
(xiv)	Throat Width (inches)	9
(xv)	Item H x W x D (inches)	14.19 x 14.19 x 10.06
(xvi)	UL Approved	Yes
(xvii)	Shreds Per Sheet	302
(xviii)	Strength	Household
(xix)	Brochure/catalogue	Original detailed and highlighted Brochures/catalogue MUST be submitted
(xx)	Warranty	1 Year Machine / 3 Years on the Cutter

55. HEAVY DUTY PAPER SHREDDER

Item	Description	Minimum Requirement
i.	Auto Oiling	No
ii.	Automatic Start-Stop	Yes
iii.	Capacity in Gallons	8.5
iv.	Continuous Run Time in Minutes	12
v.	Cool Down Time in Minutes	25

vi.	Depth in Inches	20
vii.	Full Wastebasket Indicator	Yes
viii.	Height in Inches	21.4
ix.	Jam Protection	Yes
x.	Media Destruction	Media
xi.	Noise Level (decibels)	60
xii.	Paper Entry Width in Inches	9
xiii.	Recommended # of Users	1
xiv.	Reverse Functionality	Automatic Reverse
xv.	Series or Collection	Auto Max 150C
xvi.	Shred Size	0.16" x 1.5"
xvii.	Shred Speed (Feet per Minute)	11
xviii.	Shredder Capacity (Sheets per Pass)	150
xix.	Shredder Cut Type	Cross
xx.	Shredder Feed Type	Auto-Feed
xxi.	Shredder Overload Protection	No
xxii.	Shredder Security Level	P-4
xxiii.	Shredder Type	Commercial
xxiv.	Shreds CDs or DVDs	Yes
xxv.	Shreds Credit Cards	Yes
xxvi.	Shreds Paper Clips	Yes
xxvii.	Shreds Staples	Yes
xxviii.	True Color	Black
xxix.	Width in Inches	13.6
xxx.	Brochure/catalogue	Original detailed and highlighted Brochures/catalogue MUST be submitted
xxxi.	Warranty	2-year

56. LIGHT DUTY UPS-1.5KVA

Item Description	Minimum Requirement
Voltage required	AC 230V
Input voltage range	AC 160 -286V
Power output connectors details	4X power IEC 60320 C13
Output voltage	AC 220/230/240 V $\pm$ 5% -47-53/57-63 Hz
Power capacity	980 Watt/1500 VA

Surge suppression	Included
Frequency required	50/60 Hz
Circuit protection	Circuit breaker
Form factor	Rack-mountable/Tower
Ups technology	Line interactive
Ups output waveform	Sinewave
Input voltage range (adjustable)	AC 151 -302 V
Input connector type	Power IEC 60320 c14
Surge response time	0 MS
Power device features	Automatic voltage regulation (AVR), LED indicators, audible alarm, automatic self-test predictive failure notification
Run time	Up to 6.7 min at full load

Remote management interface	RS-232, USB
Rack mounting kit	Included
Operating temperature range	32° F -104 ° F
Humidity range operating	0-95%
warranty	One (1) Year
Original detailed and highlighted brochures MUST be submitted	

57. Apple MacBook Pro man.2020 With touch Bar

Item Description	Technical specifications and standards (Minimum Requirements)
Make/Model	Apple MacBook Pro
Color	Space grey/ silver
Connection	
Storage	At least 512GB SSD Configurable to 1TB
Display & size	Liquid Retina XDR display 14.2-inch (diagonal) Liquid Retina XDR display; 1 3024- by-1964 native resolution at 254 pixels per inch
processor	Apple M1 chip Apple M1 Pro chip 8-core CPU with 6 performance cores and 2 efficiency cores 14-core GPU 16-core Neural Engine 200GB/s memory bandwidth
Memory	16GB unified memory
Video Support	Simultaneously supports full native resolution on the built-in display at 1 billion colors and Up to two external displays with up to 6K resolution at 60Hz at over a billion colors (M1 Pro) or Up to three external displays with up to 6K resolution and one external display with up to 4K resolution at 60Hz at over a billion colors (M1 Max)
Battery and Power	Up to 17 hours iTunes movie playback Up to 11 hours' wireless web 70-watt-hour lithium-polymer battery 67W USB-C Power Adapter 96W USB-C Power Adapter USB-C to MagSafe 3 Cable Fast-charge capable with 96W USB-C Power Adapter
Wireless	Wi-Fi 802.11ax Wi-Fi 6 wireless networking IEEE 802.11a/b/g/n/ac compatible

	Bluetooth Bluetooth 5.0 wireless technology
Keyboard and Trackpad	Backlit Magic Keyboard with: 78 (U.S.) or 79 (ISO) keys including 12 full-height function keys and 4 arrow keys in an Inverted-T arrangement Touch ID Ambient light sensor Force Touch trackpad for precise cursor control and pressure-sensing capabilities; enables Force clicks, accelerators, pressure-sensitive drawing, and Multi-Touch gestures
Camera	1080p FaceTime HD camera Advanced image signal processor with computational video
Audio	High-fidelity six-speaker sound system with force-cancelling woofers Wide stereo sound Support for spatial audio when playing music or video with Dolby Atmos on built-in speakers Spatial audio with dynamic head tracking when using AirPods (3rd generation), AirPods Pro, and AirPods Max Studio-quality three-mic array with high signal-to-noise ratio and directional beamforming 3.5 mm headphone jack with advanced support for high-impedance headphones
Language	English
Built-in Apps	Please state
Intelligent Assistant	Siri — Use your voice to send messages, set reminders, and more Use hands-free
Microphones	Dual microphones for calls, video recording and audio recording
FaceTime Calling	FaceTime video to any Face Time-enabled device over W-Fi or cellular FaceTime audio to any Face Time-enabled device over W-Fi or cellular
In the Box	4-inch MacBook Pro 67W USB-C Power Adapter USB-C to MagSafe 3 Cable (2 m)
Brochure/catalogue	Original detailed and highlighted Brochures/catalogue MUST be submitted
Warranty	At least 1 year – Support and spares and service

58. **Apple iMac**

Item Description	Technical Specifications and Standards (Minimum Requirement)
Make/Model	Apple iMac
Processor	Apple M1 chip 8-core CPU with 4 performance cores and 4 efficiency cores 8GB unified memory Configurable to 16GB
Hard drive	256GB SSD Configurable to 512GB or 1TB
Display	24-inch 4.5K Retina display
	4480-by-2520 resolution at 218 pixels per inch with support for 1 billion colors 500 nits brightness Wide color (P3) True Tone technology

Video Support	Simultaneously supports full native resolution on the built-in display at 1 billion colors and: One external display with up to 6K resolution at 60Hz Thunderbolt 3 digital video output Native DisplayPort output over USB-C VGA, HDMI, DVI, and Thunderbolt 2 output supported using adapters
Camera	0p FaceTime HD camera with M1 image signal processor
Connections and Expansion	Two Thunderbolt / USB 4 ports with support for: DisplayPort Thunderbolt 3 (up to 40Gb/s) USB 4 (up to 40Gb/s) USB 3.1 Gen 2 (up to 10Gb/s) Thunderbolt 2, HDMI, DVI, and VGA supported using adapters
Wireless	Wi-Fi 802.11ax Wi-Fi 6 wireless networking IEEE 802.11a/b/g/n/ac compatible Bluetooth Bluetooth 5.0 wireless technology
Electrical and Operating Requirements	Line voltage: 100–240V AC Frequency: 50Hz to 60Hz, single phase Operating temperature: 10° to 35° C (50° to 95° F) Relative humidity: 5% to 90% noncondensing Operating altitude: tested up to 5000 meters (16,400 feet) Power cord 750VA UPS (APC or equivalent) per piece of iMac
Operating System	macOS
Accessibility	Features include: Voice Over Zoom Increase Contrast Reduce Motion Switch Control Closed Captions Text to Speech
Warranty	At least 1 year – Support and spares and service
In the Box	iMac Magic Keyboard Magic Mouse 143W power adapter Power cord (2 m) USB-C to Lightning Cable
Brochure/catalogue	Original detailed and highlighted Brochures/catalogue MUST be submitted
Brochures	Provide brochures

59. WIRELESS ROUTERS

Year of manufacture	Latest
BODY	
Dimension	762 x 188 x 61 mm
Weight	1.01 kg AND ABOVE
SYSTEM	
Chipset	BROADCOM BCM49408 @1.8 GHZ
Ram	1024 MB
Flash	256 MB
Os	ASUS
Power supply	19 V /2.37A
NETWORK	

Protocols	IPV4 IPV6
Lan ports	8 X10/100/1000 Mbps
Wan ports	1 X 10/100/1000 Mbps
Mobile network	Yes with USB dongle
VPN support	PPTP L2TP Open VPN
WIRELESS	
Antennas	4 X 4 dBi RP-SMA
2.4 ghz	YES
5ghz	YES
60 ghz	NO
Standards	IEEE 802.11a/b/g/n/ac/ax
Class	1148 + 4804 Mbps
Transmit power	25 dBm
Security	WEP WPA WPA2 WPS
Guest network	Yes
CONNECTIVITY	
USB ports	2 x USB 3.1
Print server	Yes
File server	Yes
ADMINISTRATION	
Default IP	192.168.1.1
Default username	Admin
Default password	Admin
WARRANTY	1 year
Brochure/catalogue	Original detailed and highlighted Brochures/catalogue MUST be submitted

60. 3 IN 1 CLEANING MACHINE-

Floor Scrubbing Machine - is a versatile electric-powered cleaning tool. Here are its key features:

- **Brand:** any with specified features
- **Model:** any with specified features
- **Power:** 1100 watts
- **Electric-powered** for convenience
- **Accessories Included:**
 - Hard brush
 - Soft brush
 - Pad holder
 - Soap compartment for added cleaning power
- **Ideal for:**
 - Scrubbing carpets
 - Cleaning cabro
 - Floor tiles and terrazzo floors

This machine is designed to make cleaning a variety of surfaces efficient and thorough, making it a great choice for both residential and commercial spaces.

61. SMART BOARD VIDEO CONFERENCE DEVICE IN -BUILD CAMERAS SIZE 83-88 INCH

Description of item	Technical specification
Smart board video conferencing device in -build cameras size 83-88 Inch	ITEM MINIMUM REQUIREMENT Screen Size 86 inch Panel Type a-Si TFT-LCD, D-LED Aspect Ratio 16:9, Wide SXGA Resolution 3840*2160 Viewing Angle 89/89/89/89 Brightness 350cd/m2 Active Area(mm) 1429 x 804 Contrast Ratio 3500:1 Response Time 8ms Display Color 10 bit 1.07B Field Frequency 60Hz TOUCH PANEL Sensing Type Infrared System (Multi 10 point touch) Response Time <6ms Connection Full-speed USB (Drive free) Surface Protection Tempered Glass with 4mm – thickness standard CONNECTION TERMINAL Operating System Android 5.1 (Basic: Mstar628) CPU Quad Core RAM DDR3 1G ROM TSD FLASH 4G SD card slot Support MAX 64G Port USB 3.0*1, USB 2.0*3, VGA IN*2, VGA OUT*1,

	AUDIO IN*2, HDMI IN*2, Touch USB*2, Rs232*1, MIC*1, SD, CARD*1, COAXIAL*1, LAN*1, YPbPr IN*1, AV IN*2, AV OUT*1, EAR PHONE*1, RF IN*1 Screen Interface Power, Signal, Menu, Home Page, ECO, V+, V-, PC Page 26 of 117 Speaker 10 W + 10 W (8Ω) Languages French, Germany, Arabic, Italian, Japanese, Korean, Russian, Spanish, etc COMPUTER Operation System Windows 10 (Pre-authorized) CPU I5 RAM 4GB ROM 128G SSD Graphic card Intel HD Graphics, Supports 1080P, H264, 3D play Network WIFI/ RJ45 Port USB2.0*2/ USB3.0*2/ HDMI out*1/ VGA out*1/ RJ45 Lan port*1/ Speaker out*1/ Mic in*1 POWER Power Supply 96~264V AC, 50/60Hz Power Consumption ≤300W ENVIRONMENTAL Operating Temperature 0 ~50 Storage Temperature -10 ~60 Humidity 20% ~ 80% MECHANICAL Dimension L*W*H Mm 1990x114x1202 Package L*W*H(mm) 2150*255*1400 Net weight(kg) 75 Gross weight (kg) 85 INBUILT CAMERA 4K UHD Camera with mic or equivalent WARRANTY ONE YEAR ORIGINAL DETAILED AND HIGHLIGHTED BRONCHURES MUST BE SUBMITTED
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62. SMARTBOARD VIDEO CONFERENCE DEVICE WITH CAMERA AND MICROPHONE SIZE 86 INCH)

Description of item	Technical specification
Smart board video conferencing device with Camera and Microphone size 86 Inch)	MINIMUM SPECIFICATIONS ITEM MINIMUM REQUIREMENT Brand and model Size 86" Back Light Edge LED Resolution 3840×2160 Max brightness 410 cd/m² Contrast ratio 1200:1 Response Time 8ms (Gray to Gray, Ave.) Touch Display Integrated Touch Display (Not Overlay)

	Touch operation Both with Touch Pen and Finger Touch technology Infrared technology Touch point 10 points Glass surface Anti-Reflective Viewing Angle 178 / 178 Speaker 10W + 10W Operation 16 / 7 Weight 92.5 Kg Dimensions (WxDxH) (display only) 1975mm (L) x 1146mm (H) x 103mm (D) Input / Output terminals 1 x RJ45, 10/100/1000 Mbps Ethernet 2 x USB 3.0 ports 2 x USB 2.0 ports 1 x Microphone In 1 x Headphone Out 2 X Wi-Fi Antenna Connector 1 x RS232 1 x VGA 1 x HDMI 1.4 Page 5 of 117 1 x HDMI 2.0 widi and Miracast Included In-Built Windows PC In-Built i5 Processor / 4 GB DDR3 RAM / 256GB SSD /Windows 10 Pro OS Basic Annotation Software Two screen mode (Whiteboard & Translucent Pen Software) Interactive Pen Software Tool Bar on all Microsoft Power Point Presentations Insert of text box & image files Insert of diagrams and lines Handwritten diagram recognition Handwriting Recognition Screen capture function Collaboration with TWAIN devices Collaboration with MS PowerPoint presentation MFP Connectivity Documents and images scanned from a color-scan-capable MFP can be imported directly to a software for display on the LCD monitor. For added convenience, image data shown on screen—including notations—can be saved to a PC or sent directly to an MFP for printout Camera with Microphone Sensor The camera sensor should be 1/2.5", CMOS, Effective Pixel: 8.51M or better. Zoom Minimum 8x digital zoom or better White Balance Auto, Indoor and for outdoor also Minimal illumination 0.05 Lux @ (F1.8, AGC ON) Field of View 120° or better Lens Focus: f=2.8mm or better Shutter speed 1/30s ~ 1/10000s or better Digital Noise Reduction 2D&3D Digital Noise Reduction Back Light Compensation The camera should have a selectable Back-light compensation Support Color System H.265 / H.264 / MJPEG or better Resolution Support capable of support 4K resolution
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	Page 6 of 117 Interface The camera should have a standard HDMI, USB interface Signal support The camera should support / frame rate video format 4K@30fps or better PTZ control Camera should support e PTZ or better for view Microphone Camera should have inbuilt microphone Movable Floor stand Included Main Accessories QSG, Warranty Card, IB, Power Cord, Remote Control Unit, RC Battery, Mounting Kit, Extension Brackets, IR Extender Cable WARRANTY ONE YEAR
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63. KYOCERA PRINTER (LARGE)

ECOSYS M4125idn ECOSYS M4125idn BLACK AND WHITE MULTIFUNCTIONAL FOR A4/A3 FORMAT This printer is packed with features that emphasize efficiency, customizability, and environmental friendliness. Some of the key highlights include: • Compact Design & HyPAS™ Solution Platform: Offers customizations and modular options. • High Print Speed: Up to 25/12 pages per minute (A4/A3). • Long-life Components: Enhance efficiency and reduce overall costs. • ECOSYS Technology: Focuses on reducing environmental impact by eliminating wasteful cartridges and ensuring a low total cost of ownership. • User-Friendly Interface: A 4.3-inch full-color touch panel for easy operation. Paper Handling and Printing: • Input Capacity: 100-sheet multipurpose tray, 500-sheet paper cassette, and optional paper feeders for a total of 1,600 sheets. • Duplex Printing and Scanning: Supports automatic duplexing with high efficiency. • Printing Functions: Supports multiple emulations (PCL6, KPDL3, PostScript 3, etc.) and has mobile printing capabilities (AirPrint, Mopria, Google Cloud Print, etc.). Copying and Scanning: • Scanning Speed: 50 ipm (both color and black & white). • Copying Functions: Includes features like 2-in-1, 4-in-1, electronic sort, and auto duplex copy. • Scan-to features: Scan-to-email, FTP, SMB, and direct to USB. Optional Features:
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- Fax System: Optional Super G3 fax with memory reception.
- Memory & Storage: Expandable memory (up to 3GB) and optional SSD storage.

Security & Networking:

- Security: Includes support for encrypted printing and scanning, secure printing via SSL, and network fax capabilities.
- Networking: Offers standard Gigabit Ethernet and optional Wi-Fi and mobile printing support.

Consumables:

- Toner: TK-6115 toner for up to 15,000 pages.

Warranty:

- Standard 2-Year Warranty: Extended options for up to 5 years of on-site coverage.

64. TECHNICAL SPECIFICATIONS FOR HANDHELD DOCUMENT SCANNER

Specification	Details
Throughput Speeds	Up to 8 seconds per page (A4 size) at 300 DPI; varies by resolution
Scanning Technology	Single-pass scanning; supports grayscale (8-bit) and color (24-bit) output
Optical Resolution	Up to 1200 DPI
Output Resolution	Options include 100, 200, 300, 600, 1200 DPI
Illumination	LED-based
Maximum Document Size	Up to A3 (297 x 420 mm / 11.7 x 16.5 in.)
Minimum Document Size	As small as a business card (50 mm width)
Storage Options	Built-in memory or expandable via microSD card (up to 32 GB)
Connectivity	USB 2.0/3.0; some models include Wi-Fi or Bluetooth
Standard Software	Typically includes OCR functionality for editable text conversion
File Format Outputs	JPEG, PDF (single or multi-page), PNG
Power Supply	Rechargeable battery (via USB) or replaceable AA batteries
Portability Features	Lightweight and compact; handheld design for easy travel
Environmental Factors	Durable for field use; operating temperature: 10–40°C (50–104°F)
Dimensions	Average size: 10–12 inches length; 2–3 inches width

65. KODAK LICENSE SCANNER

This press release highlights the recent enhancements made to the KODAK i4000 Series Scanners, specifically the i4650 and i4850 models. These improvements focus on increasing scanning speeds, which now reach up to 160 pages per minute (ppm), making them suitable for high-volume

scanning environments like business process outsourcers (BPOs), service bureaus, corporate mailrooms, and government agencies.

Key Features and Benefits:

1. **Increased Scanning Speed:** The i4650 scans at 145 ppm and the i4850 at 160 ppm.
2. **Continuous Document Feeding:** A 500-sheet input elevator with a straight-through paper path allows for uninterrupted scanning of a variety of materials, including cardstock and long documents.
3. **Enhanced Document Protection:** The scanners are equipped with multiple layers of protection, such as length detection, double document feed detection, Intelligent Document Protection, and metal detection. These features prevent jams and ensure the safety of documents during the scanning process.
4. **User-Friendly Interface:** One-touch scanning simplifies the operation of these devices, improving productivity for users.
5. **Intelligent Data Processing:** When paired with KODAK Capture Pro Software, these scanners can enhance data processing capabilities, leading to more efficient workflows.

Kodak Alaris emphasizes the reliability, image quality, and productivity benefits of these updated scanners, positioning them as ideal for environments that require fast, accurate document scanning. The press release also reflects Kodak Alaris's commitment to delivering innovative data capture solutions for enterprises worldwide.

Would you like to explore more about the KODAK i4000 Series or its applications?

66. Modems

Key specifications

- Works with Airtel, Safaricom, Telkom, and other 4G/5G networks, providing reliable and fast internet access across various devices.
- **Internet Speed** Supports both 4G and 5G connections, offering high-speed internet for seamless browsing, streaming, and gaming with minimal lag.
- **Portable Design** Compact and lightweight, making it easy to carry in your bag or pocket for use at home, work, or on the go.
- **Device Connectivity** connect multiple devices such as smartphones, laptops, and tablets simultaneously for shared
- **WebUI User Management & FOTA Updating**
- 4G / LTE Cat4 connectivity
- 16 simultaneous devices supported
- 2000mAh long lasting battery
- WiFi : 802.11 b/g/n, 2.4GHz 2*2 (300Mbps)
- SIM Card: Nano SIM card (4FF)
- Processor : ZX297520V3E + RTL8192ES
- Display : 3 LED indicators
- Connection: USB Micro
- Network Lock: Unlocked
- Size & weight 107 x 64.8 x 14.4mm; 108g

67. Bar code reader

Specifications for QR Code and Barcode Labels

Feature	Details
Material	Durable adhesive vinyl or polyester (waterproof, heat-resistant, and tear-resistant).
Label Size	Adjustable based on equipment size (e.g., 50 mm x 50 mm for QR codes, 50 mm x 25 mm for barcodes).
Printing Method	Thermal transfer or laser printing for clear, smudge-free codes.
Resolution	High-resolution printing (at least 300 DPI) to ensure scannable codes.
Code Type	QR Codes (storing URLs or details) and Barcodes (numeric/alphanumeric).

Feature	Details
Encoding Capacity	QR Codes: Up to 4,000 characters; Barcodes: Up to 20 characters.
Adhesive	Permanent adhesive for long-lasting attachment; removable adhesive for temporary needs.
Finish	Matte or gloss coating for durability and protection against scratches.
Environment Resistance	Weatherproof, UV-resistant, and suitable for indoor and outdoor use.
Scannability	Compatible with common barcode/QR code scanners and smartphone cameras.
Customizable Content	Include asset ID, equipment name, company logo, or tracking links.

Best Specifications for a Inventory Management System

Category	Recommended Specifications
Platform	Web-based or desktop application (Windows/macOS/Linux).
User Interface (UI)	Simple, intuitive interface with a dashboard for easy navigation.
Core Features	- Add, edit, and delete records.
	- Search and filter functionalities.
	- Record categories (e.g., inventory, equipment, users).
	- QR/Barcode scanning (optional).
Data Storage	- Lightweight databases like SQLite or MySQL.
	- Cloud-based storage for easy access (optional).
Reports	- Generate basic reports (e.g., inventory levels, usage logs).
	- Export to CSV, Excel, or PDF.
Security	- Role-based access (e.g., admin and user privileges).
	- Basic encryption for sensitive data.
Integration	- Compatible with QR code/barcode scanning devices.
	- Basic API for integrating with accounting or e-commerce tools.
Scalability	- Should support scaling with additional records or categories.
Backup	- Automated daily backups or manual backup functionality.
Supported Devices	Works on desktops, laptops, and tablets for versatility.
Customizable Fields	- Ability to define custom fields for records (e.g., asset tags).
Notifications	Email or in-app notifications for key updates (e.g., low stock levels).
Cost	Budget-friendly with an open-source or freemium model option available.

Optional Add-ons

- **Mobile App Accessibility:** For users on the go.
- **Analytics and Dashboard:** Visual insights using charts and graphs.
- **Multi-Language Support:** If catering to teams that use different languages.
- **Cloud Integration:** Sync data across multiple devices seamlessly.

68. Finger prints reader type 3

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
<u>Sensor Type</u>	Optical		

Resolution	500 ppi		
Capture Area	81.28 x 76.2 mm		
Image Format	RAW, WSQ, JPEG2000		
Interface	USB 2.0 High-Speed		
OS SUPPORT	Windows, Linux		
Dimensions	154 x 160 x 146 mm		
Included	Desktop or mobile workstation, USB ports, power source Fingerprint SDK, capture application, database system LAN/WAN for data transfer to central biometric servers Secure biometric data storage (e.g., PostgreSQL, Oracle) AES encryption, role-based access control, audit logs GDPR, FIPS 201, local data protection laws		
Weight	1.2 kg		
Power	USB-powered		
certification	FBI IAFIS IQS Appendix F, FIPS 201		
Manufacturer Authorization	Bidder MUST attach manufacturer's Authorization Letter		
Brochure	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	1 year		

69. **Camera Type 4**

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Style	Extender zoom		
Megapixels	20.1 MPX		
File formats	JPEG		
Storage device	Memory Stick Duo, Memory Stick PRO Duo, SD Card		
Zoom	8X		
Focus adjustment	Automatic manual		
Shutter speed	1/2000 seconds		
Sensitivity	ISO 100, ISO 200, ISO 400, ISO 800, ISO 1600, ISO 3200		
White balance settings	White Balance Settings		
Shooting programs	Programme Auto, Landscape, Portrait Mode, Twilight Portrait		
Self-timer	2 or 12 seconds,		
Video out (tv playback)	yes		
Exposure modes	Automatic		

Connector type	1 x USB, 1 x Composite Video/Audio Output		
Batteries	Lithium-ion Rechargeable		
Accessories	Executive briefcase, Card Reader (SSK SCRM003), D & F NP-F550/NP-F570 Li-ion battery (2 pack)		
Manufacturer authorization	Bidder MUST attach manufacturer's Authorization Letter		
Brochure	Original detailed and highlighted Brochures/catalogue MUST be submitted		
Warranty	1 year		

70. HASP KEY (security key) type 1

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Type	USB Hardware-Based License Key		
Encryption Standard	AES 128-bit or higher		
Authentication	Secure hardware-based key authentication		
License Management	Supports local and network (SL and HL) license deployment		
Portability	SB plug-and-play		
Driver Support	Compatible with Windows 10 and above, Linux, macOS		

Tamper Resistance	Tamper-proof hardware		
Sensitivity	ISO 100, ISO 200, ISO 400, ISO 800, ISO 1600, ISO 3200		
User Access Control	Supports role-based access		
Monitoring & Reporting	Real-time usage and license tracking		
Updates	Supports remote firmware updates		
Integration APIs	Supports standard APIs for integration with 3rd-party applications		
Compliance Certifications	RoHS, CE, FCC		
Warranty	Minimum 1-year manufacturer warranty		
Manufacturer Authorization	Bidder MUST attach Manufacturer's Authorization Letter		
Brochure	Original detailed and highlighted Brochure/Catalogue MUST be submitted		
Brochure	Original detailed and highlighted Brochures/catalogue MUST be submitted		

71. HASP KEY (security key) type 2

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Tripod Type	Professional camera tripod		
material	Lightweight aluminum or carbon fiber		

Max height	Adjustable up to at least 150 cm		
Min height	Min Height		
Load capacity	Supports camera load of at least 3 kg		
Head type	3-way pan/tilt or ball head		
Leg Lock Type	Quick-release or twist lock		
Feet	Rubber or spiked feet for stability		
Portability	Foldable/compact with carry case		
Mounting Plate	Quick release plate included		
Manufacturer Authorization	Bidder MUST attach Manufacturer's Authorization Letter		
Brochure	Original detailed and highlighted Brochure/Catalogue MUST be submitted		
Brochure	Original detailed and highlighted Brochures/catalogue MUST be submitted		

72. CAMERA LENS

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Type	Fixed focal length C-Mount lens		
Focal length	25mm		
Mount type	C-Type		

Image sensor size	Supports up to 2/3" sensor		
Iris control	Manual iris		
Focus adjustment	Manual focus		
Resolution	High-resolution (megapixel class)		
Coating	Multi-coated optics for reduced flare and ghosting		
Material	Durable metal housing		
Application	Suitable for machine vision, inspection systems, industrial cameras		
Updates	Supports remote firmware updates		
Operation temperature	Typically 0°C to 50°C		
Warranty	Minimum 1-year manufacturer warranty		
Manufacturer Authorization	Bidder MUST attach Manufacturer's Authorization Letter		
Brochure	Original detailed and highlighted Brochure/Catalogue MUST be submitted		
Brochure	Original detailed and highlighted Brochures/catalogue MUST be submitted		

73. UPS

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)

Type	Line-interactive UPS		
Power capacity	700 VA / 420 W		
Input voltage rate	161 – 284V		
Output voltage rate	230V nominal		
Sockets	Minimum 6 IEC or FR outlets (including surge-only and battery backup)		
Form factor	Tower/desktop-friendly design		
Battery type	Sealed lead-acid maintenance-free		
Back time	Minimum 10 minutes at 50% load		
Surge protection	integrated surge suppression		
Communication ports	USB port with Eaton UPS software support		
software	Eaton UPS Companion for power management and auto-shutdown		
Certification	CE, RoHS, EN62040		
Warranty	Minimum 1-year manufacturer warranty		
Manufacturer Authorization	Bidder MUST attach Manufacturer's Authorization Letter		
Brochure	Original detailed and highlighted Brochure/Catalogue MUST be submitted		

74. Roll ups stand banners (photo background)

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Type	Portable roll-up/retractable banner stand		
Banner size	Minimum size: 85 cm (W) x 200 cm (H)		
Material (Print)	High-quality vinyl or polyester banner material		
Material (Stand/Base)	Aluminum or stainless-steel base for stability		
Print quality	Full-color digital printing (CMYK) with UV-resistant coating		
Portability	Lightweight and includes carrying bag		
Assembly	Tool-free, quick setup and takedown		
Durability	Suitable for repeated use (indoor/outdoor)		
Customization	Custom graphics/logo support (client branding area)		
Communication ports	USB port with Eaton UPS software support		
software	Eaton UPS Companion for power management and auto-shutdown		
Certification	CE, RoHS, EN62040		
Warranty	Minimum 6–12 months against manufacturing defects		
Brochure	Original detailed and highlighted Brochure/Catalogue MUST be submitted		

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Type	External USB Hub with 7 USB 2.0 Ports		
Port standards	USB 2.0, backward compatible with USB 1.1		
Number of ports	7 active ports		
speed	Transfer speed		
Power source	External power adapter (self-powered) or USB-powered (bus-powered)		
compatability	Windows, macOS, Linux		
Protection features	Overcurrent protection on each port		
Led indicators	Per-port LED activity/power indicators		
Power input	12V DC, 0.5A or 24V passive PoE		
Plug and play	No driver required		
Qos	EdgeOS (based on Linux), CLI and Web UI support		
Minimum 0.5 meters	Cable length		
material	Durable ABS or aluminum casing		
Mounting	Desktop use; some models support wall-mount or clamp options		
Certifications	CE, FCC, IC		
warranty	Minimum 1-year manufacturer warranty		

Brochure	Original detailed and highlighted Brochure/Catalogue MUST be submitted		
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76. Edge Router - 1

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Type	LED continuous lighting kit with adjustable stand		
Led count	Minimum 180 high-brightness LEDs		
Power source	AC adapter or battery-operated (e.g. NP-F550/F750 batteries)		
Lighting mode	Continuous lighting (no flash), suitable for photography/vid		
Stand type	Adjustable height range: 50 cm		
Material	Durable aluminum or reinforced plastic for stand		
Control	Manual		
Use case	Suitable for studio, online meetings, livestreaming, interviews, and product photography		
Operating temperature	0°C – 40°C		
warranty	Minimum 1-year manufacturer warranty		
Brochure	Original detailed and highlighted Brochure/Catalogue MUST be submitted		

77. Edge router - 2

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Type	Ubiquiti EdgeRouter X (ER-X)		
Routing performance	Minimum 1 million packets per second for 64-byte packets		
Processor	Dual-Core 880 MHz MediaTek MT7621 SoC		
Memory ram	Minimum 256 MB DDR3		
Print quality	Minimum 256 MB NAND		
Storage	Lightweight and includes carrying bag		
ports	5 x Gigabit RJ45 Ethernet ports		
Passive poe	Supports 24V passive PoE input on port eth0 and PoE output on eth4)		
Power input	12V DC, 0.5A or 24V passive PoE		
Mounting	Desktop or wall-mountable		
Qos	EdgeOS (based on Linux), CLI and Web UI support		
V lan support	Supports 802.1Q VLAN tagging		
Vpn support	Supports OpenVPN, PPTP, IPSec		
Firewall	Stateful firewall with zone-based policies		
Operating temperature	-10°C to 45°C		
Management interface	Web-based UI, SSH/CLI, SNMP		
Dimensions	Approx. 110 x 75 x 22 mm		

Certifications	CE, FCC, IC		
warranty	Minimum 1-year manufacturer warranty		
Brochure	Original detailed and highlighted Brochure/Catalogue MUST be submitted		

78. Extension Reel

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Type	Heavy-duty power extension reel		
Cable length	100 or 50 meters		
Cable type	3-core, 1.5 mm ² or higher, copper conductor		
220–250V AC	Voltage rating		
Minimum 10A – 13A	Minimum 10A – 13A		
Number of sockets	Minimum of 4 grounded sockets with safety shutters		
Plug type	Compatible with local standard (e.g., Type G, Type C/E/F)		
Reel construction	Heat-resistant, impact-resistant plastic or metal frame		
Overload protection	Built-in thermal cut-out or circuit breaker		
Ingress protection	Minimum IP44 (optional depending on indoor/outdoor usage)		
Rewind mechanism	Manual crank or automatic reel		
Portability	Built-in carry handle or frame-mounted handle		
Cable management	Tangle-free design with cable guide or lock		

Safety certification	CE, RoHS, or equivalent		
Certifications	CE, FCC, IC		
Warranty	Minimum 1-year manufacturer warranty		
Brochure	Original detailed and highlighted Brochure/Catalogue MUST be submitted		

79. Router

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Type	Huawei B320-923 4G LTE Indoor CPE Router		
Network standards	LTE Cat4		
Maximum download speed	195 Mbps		
Maximum Upload Speed	103 Mbps		
Wi-Fi Standard	Wi-Fi 4 (802.11n)		
Wi-Fi Frequency Bands	2.4 ghz		
Wifi speed	Up to 300 Mbps		
Number of devices	Up to 32 devices		
Ethernet ports	1 x 10/100 Mbps LAN/WAN port		
Sim card slot	1 x Nano-SIM card slot		
Antennae ports	1 x External antenna port (SMA connector) automatic reel		

Portability	AC: 100–240V, 50/60Hz; DC: 12V/1A		
Power consumption	< 12W		
Operation temperature	0°C to 40°C		
Storage temperature	-20°C to +70°C		
weight	Approximately 155 g (excluding power adapter)		
Security features	WPA/WPA2/WPA3 encryption, firewall, DoS attack protection, anti-brute force cracking		
Dimensions	125 mm (L) x 125 mm (W) x 54.2 mm (H) (with bracket)		
Management interface	Web-based UI, Huawei AI Life App		
Warranty	Minimum 1-year manufacturer warranty		
Brochure	Original detailed and highlighted Brochure/Catalogue MUST be submitted		

80. USB and camera cables

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Type	USB A to B / USB A to Mini-B / USB A to Micro-B (as applicable)		
Cable length	Minimum 1.5 meters (preferred range: 1.5 – 3 meters)		
Data speed	Minimum USB 2.0 standard (480 Mbps), USB 3.0 preferred for high-resolution data		
Connector quality	Gold-plated or corrosion-resistant connectors		
shielding	Double-shielded (foil and braid) for signal integrity		

Building material	PVC-coated copper or braided nylon for durability		
Power Support	Supports both power and data transmission		
Error Protection	Built-in error detection and EMI/RFI resistance		
Compliance Standards	SB-IF certified, RoHS compliant		
Manufacturer authorization	Bidder MUST attach Manufacturer's Authorization Letter		
Warranty	Minimum 1-year manufacturer warranty		
Brochure	Original detailed and highlighted Brochure/Catalogue MUST be submitted		

81. USB patch cables

ITEM	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Cable type	Unshielded Twisted Pair (UTP) or Shielded (STP)		
Category	Cat6 / Cat6A / Cat7 (as required)		
Conductor	100% copper, 24 AWG (Cat6) / 23 AWG (Cat6A)		
Length options	0.5m, 1m, 2m, 3m, and custom lengths		
Connector type	RJ45, 8P8C modular plug, factory-terminated		
Standard compliance	ANSI/TIA-568.2-D, ISO/IEC 11801		
color	Color-coded (e.g., blue, yellow, red) per application		

Outer jacket material	LSZH (Low Smoke Zero Halogen) or PVC LSZH (Low Smoke Zero Halogen) or PVC LAN/WAN for data transfer to central biometric servers Secure biometric data storage (e.g., PostgreSQL, Oracle) AES encryption, role-based access control, audit logs GDPR, FIPS 201, local data protection laws		
Flaming rate	UL 94V-0 or equivalent flame-retardant rating		
Bend radius	Minimum bend radius as per manufacturer spec		
Shielding	FBI IAFIS IQS Appendix F, FIPS 201 FTP/STP for Cat6A+ (if required)		
Testing	Factory-tested for performance and continuity		
Labelling	Machine-printed labels on both ends		
Warranty	Minimum 1-year manufacturer warranty		
Brochure	Original detailed and highlighted Brochures/catalogue MUST be submitted		

82. PHOTOCOPIER – TYPE 1

Item Description	Minimum Requirement	COMPLIANCE (Yes/No)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Make	Must be branded		
Copying speed	20 CPM		
Warm up time	Less than 1 minute		
Continuous copying	99		

Paper input capacity	250-sheet tray ×1, 100-sheet bypass tray; optional trays available		
Bypass tray	1x100 sheets		
Paper size	A3-A5		
memory	256MB		
Zoom	50-200%(in 1% steps)		
Resolution	600dpi x600dpi		
RADF (reverse automatic document feeder)	50-sheet ARDF		
ADU (Automatic duplex unit)	Duplex unit included		
Printer/ scanner kit	Present		
Power supply	240v,50Hz		
User information display	LCD panel		
First copy speed	6.5 sec		
Duty cycle	40,000 copies per month		
Repairs/maintenance	Not less than 5 years		
Availability	Must be available locally		
Manufacturer Authorization	Bidder MUST Attach manufacturer's Authorization letter		
Brochure	Original detailed and highlighted Brochures MUST be submitted		
Warranty	One (1) year parts replacement warrant		

83. PHOTOCOPIER TYPE 2

ITEM	REQUIREMENT	COMPLIANCE (YES/NO)	REF INFO TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Copying technology	Laser		
Duplex copying	Two-sided copying Automatic		
Input: Output support	1-1, 1-2, 2-1, 2-2		
Copying Speed	20cpm		
Copy Resolution	• 600 x 600 dpi • Minimum Memory / RAM Installed • 256 MB		
Communication	Duplex		

Mode			
Interfaces	USB 2.0 Parallel Port IEEE 1284,(USB cable included);		
Display/ Operation	Touch screen panel		
Trays	3 paper trays including the bypass tray; Automatic Document Feeder		
Media Type	Papers, envelopes, transparencies		
Document Feeder Capacity	50 sheets		
Standard Tray	250 sheets		
Optional Tray	250 sheets		
Bypass Tray	100 sheets		
Output Tray	250 sheets facedown		
Auto Tray Switching	Capable		
Media Sizes	Document glass and maximum paper size is legal (8.5 x 14 inches);		
Monthly Duty Cycle	Maximum 20,000 pages per month.		
Power	220-240 VAC 50/60 Hz		
Power Saver Mode	50/60 watts		
Warm up time	30 Seconds max		
First copy out time	8 seconds or less		
Toner type	Customer replaceable		
Toner Control method	Automatic Toner Density monitoring		
Finishing options	Multi Position stapling, fit to new paper size, booklet creation		
Document scanner	ADF (full duplex)		
Zoom range	25-400% in 1% increments		
Other features	Secure print, Delay print, Watermark, Power		

	save mode		
Manufacturer Authorization	Bidder MUST Attach manufacturer's Authorization letter		
Brochure	Original detailed and highlighted Brochures MUST be submitted		
Warranty	One (1) year parts replacement warrant		

84. PHOTOCOPIER TYPE 3

ITEM	REQUIREMENT	COMPLIANCE (YES/NO)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Make	Must be branded		
Copying speed	25 CPM		
Warm up time	Less than 1 minute		
Continuous copying	9999		
Paper size	A3-A5		
Printing speed	30 CPM		
Scanning speed	24 CPM		
Processor	Present 333 MHz		
E-filing	Present		
RADF(reverse Automatic document feeder)	Present		
ADU(automatic duplex unit)	Present		
Printer/scanner kit	Present		
Power supply	240v, 50Hz		
Paper input capacity	2x500 sheet trays		
Bypass tray	1x100 sheets		
Paper output capacity	500 sheets		
Interface, ethernet	USB2.0, 10base-T/ 100baseTX		
Free bundled software for network printing & scanning	Present		
memory	2GB		
Zoom	25-400%(in 1 steps		
First copy out	4.4 seconds		
Fault diagnosis system	Present		
User information display	Present		
Duty cycle	3,000 to 5,000 copies per month		
Resolution	600x600 dpi		

Repairs/maintenance availability	Not less than 5 years and must be available locally		
Manufacturer Authorization	Bidder MUST attach manufacturer's Authorization letter		
Brochure	Original detailed and highlighted Brochures MUST be submitted		
Warranty	One year parts replacement warrant		

85. PHOTOCOPIER TYPE 4

ITEM	REQUIREMENT	COMPLIANCE (YES/NO)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Make	Must be branded		
Copying speed	45 CPM		
Warm up time	20 seconds		
Continuous copying	999 Copies		
Paper input capacity	2x550 sheet trays		
Bypass tray	1x100 sheets		
Paper size	A3-A6		
Printing speed	40/60 CPM		
Scanning speed	40/60 CPM		
processor	400MHz		
E- filling	present		
Programmable user codes	present		
Paper output capacity	500 sheets		
RADF (reverse Automatic document feeder)	present		
ADU (automatic duplex unit)	present		
Printer/ scanner kit	present		
Zoom	25 – 400%(in 1% steps)		
Memory	2GB		
First copy out	3.9 seconds		
Power supply	240v, 50Hz		
Interface, Ethernet	USB2.0, 10base-T/100baseTX		
User information display	present		
Stapler finisher	present		
Fault diagnosis system	present		
Free bundled software–For network printing & scanning	present		

Auto – reverse document feeder	present		
Duty cycle	60,000– 80,000 copies per month		
Resolution	600 x600dpi		
Repairs/ maintenance availability	Not less than 5years Must be available locally		
Manufacturer Authorization	Bidder MUST attach manufacturer's Authorization letter,		
Brochure	Original detailed and highlighted Brochures MUST be submitted		
WARRANTY	One year parts replacement warrant		

86. PHOTOCOPIER TYPE 5

ITEM	REQUIREMENT	COMPLIANCE (YES/NO)	REFERENCE INFORMATION TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Make	Must be branded		
Copying speed	80CPM		
Warm up time	30 seconds		
Continuous copying	9,999		
Paper input capacity	4,300 sheet trays		
Bypass tray	1x100 sheets		
Paper size	A3-A5		
Printing speed	60 CPM		
Scanning speed	40CPM		
processor	400MHz		
E- filling	present		
Programmable user codes	present		
Paper output capacity	3750 sheets		
RADF (Reverse Automatic Document Feeder)	present		
ADU (Automatic Duplex Unit)	present		
Printer/ scanner kit	present		
Zoom	25 – 400%(in 1% steps)		
memory	1.5GB+160GB		
First copy out	3.5 seconds		
Power supply	240v, 50Hz		
Interface, Ethernet	USB2.0, 10base–T/100baseTX		
User information display	present		
Stapler finisher/sorter	present		
Fault diagnosis system	present		

Free bundled software–			
For network printing & scanning	present		
Auto – reverse document feeder	present		
Duty cycle	60,000– 80,000 months		
resolution	600 x600dpi		
Repairs/maintenance availability	Not less than 5years Must be available locally		
Manufacturer Authorization	Bidder MUST attach Manufacturer Authorization letter		
Brochure	Original detailed and highlighted Brochures MUST be submitted		
WARRANTY	One year parts warranty		

87. PHOTOCOPIER TYPE 6

ITEM	REQUIREMENT	COMPLIANCE (YES/NO)	REF INFO TO SUPPORT COMPLIANCE (Highlighted in the Brochure)
Make	Must be branded		
Copying speed	Up to 50 pages per minute in A4		
Warm up time	21 seconds or less		
Paper size	A4		
ADU(Automatic duplex unit)	Double-sided print, copy, fax, and color scan functionality		
User information display	present		
Power supply	240v, 50Hz		
Both mono and Colour	Present		
Auto reverse document feeder	Present		
Auto Duplex for back to Back copying and printing	Present		
Interface, Ethernet	USB 2.0 (Hi-Speed), 2 x USB Host 2.0, Gigabit Ethernet		
Free bundled software for network printing and scanning	Present		
Programmable codes	Present		
Paper input capacity	2x500 sheets 1x100 bypass tray		
zoom	50 – 400% (in 1%steps)		

First out speed	8 seconds or less		
Memory	1024MB+40GB		
resolution	1,200 dpi quality		
Continuous speed	999		
Duty cycle	250,000 pages per month		
Repairs/ maintenance availability	Not less than 5 years must be available locally		
Manufacturer Authorization	Bidder MUST attach manufacturer's Authorization letter		
Brochure	Original detailed and highlighted Brochures MUST be submitted		
Warranty	One year parts replacement warrant		

88.LOWER VOLUME COLOUR PHOTOCOPIERS

Item	Description	Minimum Requirement
	General Specifications	
	Make	Must be branded
	Model	
	Country of Origin	
	Manufacturers Brochure and	Must be supplied

	specifications	
B.	Technical specifications	
(i)	Copying speed	18/20 CPM
(ii)	Warm up time	Not more than 1 minute
(iii)	Paper size	A3-A5
(iv)	ADU (Automatic duplex unit)	present
(v)	User information display	present
(vi)	Power supply	240v, 50Hz
(vii)	Both mono and Colour	Present
(viii)	Auto reverse document feeder	Present
(ix)	Auto Duplex for back- t o - B a c k copying and printing	Present
(x)	Interface, Ethernet	USB2.0,100/10baseTX
(xi)	Free bundled software for network printing and scanning	Present
(xii)	Programmable codes	Present
(xiii)	Paper input capacity	2x500 sheets 1x100 bypass tray
(xiv)	zoom	50 – 400%(in 1%steps)
(xv)	First out speed	9.7 secs
(xvi)	Memory	1020MB+40GB
(xvii)	resolution	600dpi x600dpi
(xviii)	Continuous speed	99
(xix)	Duty cycle	10000– 20000 copies per month
(xx)	Repairs/ maintenance availability	Not less than 5 years must be available locally
(xxi)	Manufacturer Authorization	Bidder MUST attach manufacturer's Authorization letter,
(xxii)	Brochure	Original detailed and highlighted Brochures MUST be submitted
(xxii)	Warranty	One year parts replacement warrant

LOT 2: SUPPLY AND DELIVERY OF ICT ACCESSORIES

89	Operating system Windows 10
90	Office Ensuite 2016 And 2019
91	Antivirus 2 user
92	Antivirus 3 user
93	Desktop RAM (Memory chips) 4BG DDR3
94	Desktop Hard Drive (SATA) 1TB
95	Laptop Desktop Hard Drive (SATA) 1TB
96	8-PIN Cat.6 Ethernet cable
97	Electric blower 600W (Black and Decker)
98	Wireless mouse 2.0 2.4ghz
99	Adobe suit
100	Corel draw
101	Corporate anti-virus
102	Document conversion software
103	Computer/network tool kit
104	Ms. Office 2019 (Mac)
105	Microsoft Windows 8 (32bit/64bit)
106	8 port network switch
107	16 port network switch
108	Printer cables (3M
109	Printer Cable (1.5M)
110	Flower cables (3PIN, 2PIN
111	VGA cables
112	Form cleaner detergent
113	Standard USB Keyboard
114	RJ 45 (pkt of 5)
115	RJ 45 faceplate double
116	RJ45 modules
117	Console cables
118	Plain PVC cards
119	USB 2.0 Printer Cable (3M)
120	USB 2.0 printer cable (2M)
121	HDMI Cables (5M)
122	HDMI Cable (20M)
123	External DVD Reader
124	CMOS Batteries
125	RAM (Laptop) 4/8GB
126	WEB CAM
127	VGA/HDMI screen splitter
128	UPS Batteries
129	WIFI Router
130	Portable Projectors
131	external speakers
132	Conference smart TV projector
133	1 TB External Hard Disk
134	2 TB External hard disk
135	4TB External Dard disk
136	8TB External Hard disk
137	500GB External Hard Disk
138	Printer cables with 3.0 speed
139	RJ45 (Pkt)
140	Office suite 2016 and 2019

141	CCTV installation
142	Computer network switch – (network Switch)
143	Operating systems windows 11
144	Dust blower
145	Network toolkit
146	Computer hardware repair toolkit
147	Internal hard disk SATA 500GB
148	Internal hard disk SATA 1TB
149	Internal hard disk SATA 2 TB
150	Internal (SSD) 500 GB
151	Internal (SSD) 1TB
152	Internal (SSD) 2 TB
153	USB to Ethernet Console Cable
154	Projector pointer
155	MIFI Modem -4G/5G
156	Wireless Access Point (100Meters) – 300MBPS/450MBPS
157	Wireless US Adaptor
158	Ethernet cable – 3m/5m/10m
159	Server Internal Disks 146GB HP blades
160	10kva apc smart ups
161	Server blades power supply
162	Server blades FANS Power supply Gen8 HP
163	Blade system network modules HP Blades
164	Server rack power distribution HP Blade
165	Symantec Antivirus server blades
166	External hard drive seagate type 4TB Portable
167	Air conditioner free standing
168	Net app storage power supply
169	Windows server 2022 data center Edition 64BIT
170	High-end laptops as per specifications 64Bit
171	Desktop laserjet printer
172	Memory sticks DDR4 (8GB) HP Blade
173	Microsoft office 2024 professional
171754	Ms office 2024 for iOS
176	Windows 11
177	Routers Cisco
178	Switches (Cisco)
179	Server memory
180	Servers
181	SSD Server hard disks
182	Wacom signature pad
183	Finger print scanner – morpho/idemia
184	USB Port extender
185	Mobile Kit camera bag-cushioned & partitioned
186	Network cable – Cat 6, 1G, 6A
187	Network labelling machine
188	Network labelling roll
189	Core switch – cisco catalyst 9400 series or higher
190	Thermal printer
191	Network crimping tool
192	Core switch expansion cards
193	Hand held bar code scanner
194	Encryption software for mobile kits

195	42U(800 x 1000) server rack with PDU
196	Storage hardware
197	Passport QC scanner
198	Granulator
199	Oracle Database enterprise edition
200	Oracle diagnostic pack enterprise edition
201	Oracle tuning pack enterprise edition
202	Oracle golden gate enterprise edition
203	Oracle advanced security enterprise edition
204	Oracle audit vault and database firewall enterprise edition
205	Oracle identity and access management suite enterprise edition
206	Server memory
207	Servers
208	SSD Server hard disks
209	Wacom signature pad
210	Finger print scanner – morpho/idemias
211	USB Port extender
212	Mobile Kit camera bag-cushioned & partitioned
213	Network cable – Cat 6, 1G, 6A
214	Network labelling machine
215	Network labelling roll
216	Core switch – cisco catalyst 9400 series or higher
217	Thermal printer
218	Network clamping tool
219	Core switch expansion cards
220	Hand held bar code scanner
221	Encryption software for mobile kits
222	42U(800 x 1000) server rack with PDU
223	Storage hardware
224	Passport QC scanner
225	Granulator
226	Oracle Database enterprise edition
227	Oracle diagnostic pack enterprise edition
228	Oracle tuning pack enterprise edition
229	Oracle golden gate enterprise edition
230	Oracle advanced security enterprise edition
231	Oracle audit vault and database firewall enterprise edition
232	Oracle identity and access management suite enterprise edition
233	Camera Tripod Stand
234	Lighting Unit
235	Core Switch Catalyst 4507R model

SECTION VII - PRICE SCHEDULE FOR GOODS

Name of tenderer

TENDER NAME: SUPPLY AND DELIVERY OF COMPUTERS, PRINTERS, PHOTOCOPIERS & OTHER ICT EQUIPMENTS & ACCESSORIES

TENDER NO. MINA/SDICS/HQS/016/2025-2027

LOT 1: SUPPLY AND DELIVERY OF COMPUTERS, PRINTERS & OTHER ICT EQUIPMENTS

S/NO	Item Description	Unit of Issue	Quantity	Unit Price
1.	Desktop Computer Type 1	No.	As And When Required	
2.	Desktop Computer Type 2	No.	As And When Required	
3.	Desktop Computer Type 3	No.	As And When Required	
4.	Desktop Computer Type 4	No.	As And When Required	
5.	Desktop Computer Type 5	No.	As And When Required	
6.	Desktop Computer Type 6	No.	As And When Required	
7.	Medium duty printer type 1	No.	As And When Required	
8.	Medium duty printer type 2	No.	As And When Required	
9.	Medium duty color printer type 3	No.	As And When Required	
10.	Printer type 4	No.	As And When Required	
11.	Printer type 5	No.	As And When Required	
12.	Printer type 6 – heavy duty multifunction color network printer (copy, scan, email and fax)	No.	As And When Required	
13.	printer type 7	No.	As And When Required	
14.	Printer type 8	No.	As And When Required	
15.	Printer type 9		As And When Required	
16.	Printer type 10			
17.	Scanner type 1	No.	As And When Required	
18.	Scanner type 2	No.	As And When Required	
19.	Scanner type 3	No.	As And When Required	
20.	Scanner type 4	No.	As And When Required	
21.	Scanner type 5	No.	As And When Required	
22.	Scanner type 6	No.	As And When Required	
23.	Scanner type 7	No.	As And When Required	
24.	Laptop type 1	No.	As And When Required	
25.	Laptop type 2	No.	As And When Required	
26.	Laptop type 3	No.	As And When Required	
27.	Laptop type 4	No.	As And When Required	
28.	Laptop type 5	No.	As And When Required	
29.	Laptop type 6	No.	As And When Required	
30.	Laptop type 7	No.	As And When Required	
31.	Laptop type 8	No.	As And When Required	
32.	Laptop type 9	No.	As And When Required	
33.	Laptop computer type 10 – blind	No.	As And When Required	

34	Laptop notebook type 1	No.	As And When Required	
35	Laptop notebook type 2	No.	As And When Required	
36	Notebook computer type 3	No.	As And When Required	
37	Tablet computer type 1	No.	As And When Required	
38	Tablet computer type 2	No.	As And When Required	
39	Tablet computer type 3	No.	As And When Required	
40	Tablet computer type 4	No.	As And When Required	
41	Tablet computer type 5	No.	As And When Required	
42	Tablet computer type 6	No.	As And When Required	
43	Heavy duty rack mountable smart ups 1.5kva	No.	As And When Required	
44	Ups 750VA	No.	As And When Required	
45	IPAD	No.	As And When Required	
46	Wall mount LCD Projector – type 1	No.	As And When Required	
47	Portable LCD projector – type 2	No.	As And When Required	
48	LaserJet Printer/Scanner/Copier-multifunctional Nonochrome-30pp	No.	As And When Required	
49	24-Port Network Switch	No.	As And When Required	
50	48-Port Network Switch	No.	As And When Required	
51	Access Switch- 48 Ports(Access Switch 48-Ports)	No.	As And When Required	
52	Smart Card Reader	No.	As And When Required	
53	UPS 1KVA	No.	As And When Required	
54	Medium Shredder	No.	As And When Required	
55	Heavy duty Shredder	No.	As And When Required	
56	Light Duty UPS-1.5KVA	No.	As And When Required	
57	Apple MacBook Pro man.2020 with touch Bar	No.	As And When Required	
58	Apple iMac	No.	As And When Required	
59	Wireless Routers	No.	As And When Required	
60	3 in 1 cleaning Machines	No	As And When Required	
61	Smart Board Conference TV in-build camera	No	As And When Required	
62	Smart Board Conference with camera and microphone	No	As And When Required	
63	Kyocera Printer (Large)	No	As And When Required	

64	Handheld document scanner	No	As And When Required	
65	Kodak scanner licenses	No	As And When Required	
66	Modems	No	As And When Required	
67	Bar code reader	No	As And When Required	
68	Fingerprint Reader Type 3	No.	As And When Required	
69	Camera Type 4	No.	As And When Required	
70	HASP KEY (Security Key)	No.	As And When Required	
71	HASP KEY (Security Key)	No.	As And When Required	
72	Camera Lens	No.	As And When Required	
73	UPS	No.	As And When Required	
74	Roll ups and stand banner (Photo Background)	No.	As And When Required	
75	USB 2.0 Hub	No.	As And When Required	
76	Edge Router	No.	As And When Required	
77	Edge Router	No.	As And When Required	
78	Extension Reel	No.	As And When Required	
79	Router	No.	As And When Required	
80	USB and Camera Cables	No.	As And When Required	
81	USB Patch Cables	No.	As And When Required	
82	Photocopier – type 1	No.	As And When Required	
83	Photocopier – type 2	No.	As And When Required	
84	Photocopier – type 3	No.	As And When Required	
85	Photocopier – type 4	No.	As And When Required	
86	Photocopier – type 5			
87	Photocopier – type 6	No.	As And When Required	
88	Lower Volume Color Photocopier	No.	As And When Required	

LOT 2: SUPPLY AND DELIVERY OF OTHER ICT ACCESSORIES

S/NO	Item Description	Unit of Issue	Quantity	Unit Price
89	Operating system Windows 10	No.	As And When Required	
90	Office Ensuite 2016 And 2019	No.	As And When Required	
91	Antivirus 2 user	No.	As And When Required	
92	Antivirus 3 user	No.	As And When Required	
93	Desktop RAM (Memory chips) 4BG DDR3	No.	As And When Required	
94	Desktop Hard Drive (SATA) 1TB	No.	As And When Required	
95	Laptop Desktop Hard Drive (SATA) 1TB	No.	As And When Required	
96	8-PIN Cat.6 Ethernet cable	No.	As And When Required	
97	Electric blower 600W (Black and Decker)	No.	As And When Required	
98	Wireless mouse 2.0 2.4ghz	No.	As And When Required	
99	Adobe suit	No.	As And When Required	
100	Corel draw	No.	As And When Required	
101	Corporate anti-virus	No.	As And When Required	
102	Document conversion software	No.	As And When Required	
103	Computer/network tool kit	No.	As And When Required	
104	Ms. Office 2019 (Mac)	No.	As And When Required	
105	Microsoft Windows 8 (32bit/64bit)	No.	As And When Required	
106	8 port network switch	No.	As And When Required	
107	16 port network switch	No.	As And When Required	
108	Printer cables (3M	No.	As And When Required	
109	Printer Cable (1.5M)	No.	As And When Required	
110	Flower cables (3PIN, 2PIN	No.	As And When Required	
111	VGA cables	No.	As And When Required	
112	Form cleaner detergent	No.	As And When Required	
113	Standard USB Keyboard	No.	As And When Required	
114	RJ 45 (pkt of 5)	No.	As And When Required	
115	RJ 45 faceplate double	No.	As And When Required	

116	RJ45 modules	No.	As And When Required	
117	Console cables	No.	As And When Required	
118	Plain PVC cards	No.	As And When Required	
119	USB 2.0 Printer Cable (3M)	No.	As And When Required	
120	USB 2.0 printer cable (2M)	No.	As And When Required	
121	HDMI Cables (5M)	No.	As And When Required	
122	HDMI Cable (20M)	No.	As And When Required	
123	External DVD Reader	No.	As And When Required	
124	CMOS Batteries	No.	As And When Required	
125	RAM (Laptop) 4/8GB	No.	As And When Required	
126	WEB CAM	No.	As And When Required	
127	VGA/HDMI screen splitter	No.	As And When Required	
128	UPS Batteries	No.	As And When Required	
129	WIFI Router	No.	As And When Required	
130	Portable Projectors	No.	As And When Required	
131	external speakers	No.	As And When Required	
132	Conference smart TV projector	No.	As And When Required	
133	1 TB External Hard Disk	No.	As And When Required	
134	2 TB External hard disk	No.	As And When Required	
135	4TB External Dard disk	No.	As And When Required	
136	8TB External Hard disk	No.	As And When Required	
137	500GB External Hard Disk	No.	As And When Required	
138	Printer cables with 3.0 speed	No.	As And When Required	
139	RJ45 (Pkt)	No.	As And When Required	
140	Office suite 2016 and 2019	No.	As And When Required	
141	CCTV installation	No.	As And When Required	
142	Computer network switch – (network Switch)	No.	As And When Required	
143	Operating systems windows 11	No.	As And When Required	
144	Dust blower	No.	As And When Required	

145	Network toolkit	No.	As And When Required	
146	Computer hardware repair toolkit	No.	As And When Required	
147	Interna hard disk SATA 500GB	No.	As And When Required	
148	Interna hard disk SATA 1TB	No.	As And When Required	
149	Interna hard disk SATA 2 TB	No.	As And When Required	
150	Internal (SSD) 500 GB	No.	As And When Required	
151	Internal (SSD) 1TB	No.	As And When Required	
152	Internal (SSD) 2 TB	No.	As And When Required	
153	USB to Ethernet Console Cable	No.	As And When Required	
154	Projector pointer	No.	As And When Required	
155	MIFI Modem -4G/5G	No.	As And When Required	
156	Wireless Access Point (100Meters) – 300MBPS/450MBPS	No.	As And When Required	
157	Wireless US Adaptor	No.	As And When Required	
158	Ethernet calbe – 3m/5m/10m	No.	As And When Required	
159	Server Internal Disks 146GB HP blades	No.	As And When Required	
160	10kva apc smart ups	No.	As And When Required	
161	Server blades power supply	No.	As And When Required	
162	Server blades FANS Power supply Gen8 HP	No.	As And When Required	
163	Blade system network modules HP Blades	No.	As And When Required	
164	Server rack power districtuion HP Blade	No.	As And When Required	
165	Sysmantec Antivirus server blades	No.	As And When Required	
166	External hard drive seagate type 4TB Portable	No.	As And When Required	
167	Air condtioner free standing	No.	As And When Required	
168	Net app storage power supply	No.	As And When Required	
169	Window server 2022 data center Edition 64BIT	No.	As And When Required	
170	High-end laptops as per specifications 64Bit	No.	As And When Required	
171	Desktop laserjet printer	No.	As And When Required	
172	Memory sticks DDR4 (8GB) HP Blace	No.	As And When Required	
173	Microsoft office 2024 professinal	No.	As And When Required	

171754	Ms office 2024 for iOS	No.	As And When Required	
176	Windows 11	No.	As And When Required	
177	Routers Cisco	No.	As And When Required	
178	Switches (Cisco)	No.	As And When Required	
179	Server memory	No.	As And When Required	
180	Servers	No.	As And When Required	
181	SSD Server hard disks	No.	As And When Required	
182	Wacom signature pad	No.	As And When Required	
183	Finger print scanner – morpho/idea	No.	As And When Required	
184	USB Port extender	No.	As And When Required	
185	Mobile Kit camera bag-cushioned & partitioned	No.	As And When Required	
186	Network cable – Cat 6, 1G, 6A	No.	As And When Required	
187	Network labelling machine	No.	As And When Required	
188	Network labelling roll	No.	As And When Required	
189	Core switch – cisco catalyst 9400 series or higher	No.	As And When Required	
190	Thermal printer	No.	As And When Required	
191	Network clamping tool	No.	As And When Required	
192	Core switch expansion cards	No.	As And When Required	
193	Hand held bar code scanner	No.	As And When Required	
194	Encryption software for mobile kits	No.	As And When Required	
195	42U(800 x 1000) server rack with PDU	No.	As And When Required	
196	Storage hardware	No.	As And When Required	
197	Passport QC scanner	No.	As And When Required	
198	Granulator	No.	As And When Required	
199	Oracle Database enterprise edition	No.	As And When Required	
200	Oracle diagnostic pack enterprise edition	No.	As And When Required	
201	Oracle tuning pack enterprise edition	No.	As And When Required	
202	Oracle golden gate enterprise edition	No.	As And When Required	
203	Oracle advanced security enterprise edition	No.	As And When Required	

204	Oracle audit vault and database firewall enterprise edition	No.	As And When Required	
205	Oracle identity and access management suite enterprise edition	No.	As And When Required	
206	Server memory	No.	As And When Required	
207	Servers	No.	As And When Required	
208	SSD Server hard disks	No.	As And When Required	
209	Wacom signature pad	No.	As And When Required	
210	Finger print scanner – morpho/idea	No.	As And When Required	
211	USB Port extender	No.	As And When Required	
212	Mobile Kit camera bag-cushioned & partitioned	No.	As And When Required	
213	Network cable – Cat 6, 1G, 6A	No.	As And When Required	
214	Network labelling machine	No.	As And When Required	
215	Network labelling roll	No.	As And When Required	
216	Core switch – cisco catalyst 9400 series or higher	No.	As And When Required	
217	Thermal printer	No.	As And When Required	
218	Network clamping tool	No.	As And When Required	
219	Core switch expansion cards	No.	As And When Required	
220	Hand held bar code scanner	No.	As And When Required	
221	Encryption software for mobile kits	No.	As And When Required	
222	42U(800 x 1000) server rack with PDU	No.	As And When Required	
223	Storage hardware	No.	As And When Required	
224	Passport QC scanner	No.	As And When Required	
225	Granulator	No.	As And When Required	
226	Oracle Database enterprise edition	No.	As And When Required	
227	Oracle diagnostic pack enterprise edition	No.	As And When Required	
228	Oracle tuning pack enterprise edition	No.	As And When Required	
229	Oracle golden gate enterprise edition	No.	As And When Required	
230	Oracle advanced security enterprise edition	No.	As And When Required	
231	Oracle audit vault and database firewall enterprise edition	No.	As And When Required	

232	Oracle identity and access management suite enterprise edition	No.	As And When Required	
233	Camera Tripod Stand	No.	As And When Required	
234	Lighting Unit	No.	As And When Required	
235	Core Switch Catalyst 4507R model	No.	As And When Required	

Name:.....in the capacity of.....

Signature:

Duly authorized to sign the tender for and on behalf of.....

.....

Dated on

Note: in case of discrepancy between the unit price and the total, the unit price shall prevail.

Name of tenderer

Signature of tenderer

Date

Price and Completion Schedule - Related Services

		Currencies in accordance with ITT 15				Date: _____ ITT No: _____ Alternative No: _____ Page N° _____ of _____	
1	2		3	4	5	6	7
Service N°	Description of Services (excludes inland transportation and other services required in Kenya to convey the goods to their final destination)		Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (Col. 5*6 or estimate)
<i>[insert number of the Service]</i>	<i>[insert name of Services]</i>		<i>[insert country of origin of the Services]</i>	<i>[insert delivery date at place of final destination per Service]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price per item]</i>	<i>[insert total price per item]</i>

					Total Tender Price		

Name of tenderer *[insert complete name of tenderer]*
Signature of tenderer *[signature of person signing the Tender]*

Date *[insert date]*

Name of tenderer *[insert complete name of tenderer]*
Signature of tenderer *[signature of person signing the Tender]*
Date *[insert date]*

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

Beneficiary: _____

Request for Tenders No.: _____

Date: _____

TENDER GUARANTEE No.: _____

Guarantor: _____

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

[signature(s)]

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

FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]

TENDER GUARANTEE No.: _____

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

Sealed with the Common Seal of the said Guarantor this ____ day of _____ 20 ____.

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

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

4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[Date]

[Witness]

[Signature of the Guarantor]

[Seal]

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

FORM OF TENDER-SECURING DECLARATION

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

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

Tender No.:..... *[Insert number of tendering process]*

To:.....*[insert complete name of*

Purchaser] I/We, the undersigned, declare that:

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

Signed:.....

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

Name:

Duly authorized to sign the bid for and on behalf of:*[insert complete name of*

Tenderer]. Dated on day of..... *[Insert date of signing]*.

Seal or stamp.

MANUFACTURER'S AUTHORIZATION FORM

[The tenderer shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The tenderer shall include it in its Tender, if so indicated in the TDS.]

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

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

To: *[Insert complete name of Procuring Entity]* WHEREAS

We..... *[insert complete name of Manufacturer]*, who are official manufacturers of.....*[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of tenderer]* to submit a Tender the purpose of which is to provide the following Goods, manufactured by us..... *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed:..... *[Insert signature(s) of authorized representative(s) of the Manufacturer]*

Name:.....*[Insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title:..... *[Insert title]*

Dated on_____day of_____,_____ *[insert date of signing]*

SECTION V - SCHEDULE OF REQUIREMENTS

Notes for Preparing the Schedule of Requirements

The Schedule of Requirements shall be included in the Tendering document by the Procuring Entity, and shall cover, at a minimum, a description of the goods and services to be supplied and the delivery schedule.

The objective of the Schedule of Requirements is to provide sufficient information to enable tenderers to prepare their Tenders efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section IV. In addition, the Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract pursuant to ITT 42.1.

The date or period for delivery should be carefully specified, taking into account (a) the implications of delivery terms stipulated in the Instructions to tenderers pursuant to the *Incoterms* rules that “delivery” takes place when goods are delivered **to the final place of delivery**, and (b) the date prescribed herein from which the Procuring Entity's delivery obligations start (i.e., notice of award, contract signature, opening or confirmation of the letter of credit).

1. List of Goods and Delivery Schedule

[The Procuring Entity shall fill in this table, with the exception of the column “Tenderer's offered Delivery date” to be filled by the tenderer]

2 List of Related Services and Completion Schedule

[This table shall be filled in by the Procuring Entity. The Required Completion Dates should be realistic, and consistent with the required Goods Delivery Dates (as per Incoterms)].

Service	Description of Service	Quantity ¹	Physical Unit	Place where Services shall be performed	Final Completion Date(s) of Services
<i>[insert Service No]</i>	<i>[insert description of Related Services]</i>	<i>[insert quantity of items to be supplied]</i>	<i>[insert physical unit for the items]</i>	<i>[insert name of the Place]</i>	<i>[insert required Completion Date(s)]</i>

3. Technical Specifications

3.1 The purpose of the Technical Specifications (TS), is to define the technical characteristics of the Goods and Related Services required by the Procuring Entity. The Procuring Entity shall prepare the detailed TS consider that:

- i) The TS constitute the benchmarks against which the Procuring Entity will verify the technical responsiveness of Tenders and subsequently evaluate the Tenders. Therefore, well-defined TS will facilitate preparation of responsive Tenders by tenderers, as well as examination, evaluation, and comparison of the Tenders by the

Procuring Entity.

- ii) The TS shall require that all goods and materials to be incorporated in the goods be new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided for otherwise in the contract.
 - iii) The TS shall make use of best practices. Samples of specifications from successful similar procurements in the same country or sector may provide a sound basis for drafting the TS.
 - iv) The PPRA encourages the use of metric units.
 - v) Standardizing technical specifications may be advantageous, depending on the complexity of the goods and the repetitiveness of the type of procurement. Technical Specifications should be broad enough to avoid restrictions on workmanship, materials, and equipment commonly used in manufacturing similar kinds of goods.
 - vi) Standards for equipment, materials, and workmanship specified in the Tendering document shall not be restrictive. Recognized international standards should be specified as much as possible. Reference to brand names, catalogue numbers, or other details that limit any materials or items to a specific manufacturer should be avoided as far as possible. Where unavoidable, such item description should always be followed by the words “or substantially equivalent.” When other particular standards or codes of practice are referred to in the TS, whether from the Procuring Entity's or from other eligible countries, a statement should follow other authoritative standards that ensure at least a substantially equal quality, then the standards mentioned in the TS will also be acceptable.
 - vii) Reference to brand names and catalogue numbers should be avoided as far as possible; where unavoidable the words “or at least equivalent” shall always follow such references.
 - viii) Technical Specifications shall be fully descriptive of the requirements in respect of, but not limited to, the following:
 - a) Standards of materials and workmanship required for the production and manufacturing of the Goods.
 - b) Any sustainable procurement technical requirements shall be clearly specified.
- 3.2 To encourage tenderers' innovation in addressing sustainable procurement requirements, as long as the Tender evaluation criteria specify the mechanism for monetary adjustments for the purpose of Tender comparisons, tenderers may be invited to offer Goods that exceeds the specified minimum sustainable procurement requirements.
- i) Detailed tests required (type and number).
 - ii) Other additional work and/or Related Services required to achieve full delivery/completion.
 - iii) Detailed activities to be performed by the Supplier, and participation of the Procuring Entity thereon.
 - iv) List of detailed functional guarantees covered by the Warranty and the specification of the liquidated damages to be applied in the event that such guarantees are not met.
- 3.3 The TS shall specify all essential technical and performance characteristics and requirements, including guaranteed or acceptable maximum or minimum values, as appropriate. Whenever necessary, the Procuring Entity shall include an additional ad-hoc Tendering form (to be an Attachment to the Letter of Tender), where the tenderer shall provide detailed information on such technical performance characteristics in respect to the corresponding acceptable or guaranteed values.
- 3.4 When the Procuring Entity requests that the tenderer provides in its Tender a part or all of the Technical Specifications, technical schedules, or other technical information, the Procuring Entity shall specify in detail the nature and extent of the required information and the manner in which it has to be presented by the tenderer in its Tender.
- 3.5 If a summary of the Technical Specifications(TS) has to be provided, the Procuring Entity shall insert information in the table below. The tenderer shall prepare a similar table to justify compliance with the requirements.

Summary of Technical Specifications: The Goods and Related Services shall comply with following Technical Specifications and Standards:

Item No	Name of Goods or Related Service	Technical Specifications and Standards
[insert item No]	[insert name]	[insert TS and Standards]

SECTION VI - GENERAL CONDITIONS OF CONTRACT

1. Definitions

In the Conditions of Contract (“these Conditions”), which include Special Conditions, Parts A and B, and these General Conditions, the following words and expressions shall have the meanings stated. Words indicating persons or parties include corporations and other legal entities, except where the context requires otherwise.

- a) “Contract” means the Contract Agreement entered into between the Procuring Entity and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- b) “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.
- c) “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- d) “Day” means calendar day.
- e) “Completion” means the fulfilment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- f) “GCC” means the General Conditions of Contract.
- g) “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Procuring Entity under the Contract.
- h) “Procuring Entity” means the Procuring Entity purchasing the Goods and Related Services, as specified in the SCC.**
- i) “Related Services” means the services incidental to the supply of the goods, such as insurance, delivery, installation, commissioning, training and initial maintenance and other such obligations of the Supplier under the Contract.
- j) “SCC” means the Special Conditions of Contract.
- k) “Subcontractor” means any person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
- l) “Supplier” means the person, private or government entity, or a combination of the above, whose Tender to perform the Contract has been accepted by the Procuring Entity and is named as such in the Contract Agreement.
- m) “**Base Date**” means a date 30 day prior to the submission of tenders.
- n) “**Laws**” means all national legislation, statutes, ordinances, and regulations and by-laws of any legally constituted public authority.
- o) “**Letter of Acceptance**” means the letter of formal acceptance, signed by the contractor. Procuring Entity, including any annexed memoranda comprising agreements between and signed by both Parties.
- p) “**Procuring Entity**” means the Entity named in the Special Conditions of Contract.

2. Interpretation

21. If the context so requires it, singular means plural and vice versa.

22. Incoterms

- a) Unless inconsistent with any provision of the Contract, the meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by Incoterms **specified in the SCC**.
- b) The terms EXW and CIP and other similar terms, when used, shall be governed by the rules prescribed in the current edition of Incoterms specified in the **SCC** and published by the International Chamber of Commerce in Paris, France.

3. Contract Documents

Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole. The documents forming the Contract shall be interpreted in the following order of priority:

- a) the Contract Agreement,
- b) the Letter of Acceptance,
- c) the General Conditions of Contract
- d) Special Conditions of Contract
- e) the Form of Tender,
- f) the Specifications and Schedules of the Drawings (if any), and
- g) the Schedules of Requirements, Price Schedule and any other documents forming part of the Contract.

4. Fraud and Corruption

4.1 The supplier shall comply with anti-corruption laws and guidelines and the prevailing sanctions, policies and procedures as set forth in the Laws of Kenya.

- 3.1 The Supplier shall disclose any commissions, gratuity or fees that may have been paid or are to be paid to agents or any other person 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.

4.1 Entire Agreement

- 4.3.1 The Contract constitutes the entire agreement between the Procuring Entity and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.

4.2 Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

4.3 Non-waiver

- a) Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- b) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated,

and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

4.4 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

5. Language

51 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Procuring Entity, shall be written in the **English Language**. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate and certified translation of the relevant passages in the **English Language**, in which case, for purposes of interpretation of the Contract, the English language is translation shall govern.

52 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.

6. Joint Venture, Consortium or Association

6.1 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Procuring Entity for the fulfilment of the provisions of the Contract and shall designate one member of the joint venture, consortium, or association to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior written consent of the Procuring Entity.

7. Eligibility

The Supplier and its Subcontractors shall have the nationality of an eligible country. A Supplier or Subcontractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws that country.

71 All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries. For the purpose of this Clause, origin means the country where the goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

72 The Tenderer, if a Kenyan firm, must submit with its tender a valid tax compliance certificate from the Kenya Revenue Authority.

8. Notices

81 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the **SCC**. The term “in writing” means communicated in written form with proof of receipt.

82 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

9. Governing Law

91 The Contract shall be governed by and interpreted in accordance with the laws of Kenya.

92 Throughout the execution of the Contract, the Supplier shall comply with the import of goods and services prohibitions in Kenya:

- a) where, as a matter of law, compliance or official regulations, Kenya prohibits commercial relations with that country or any import of goods from that country or any payments to any country, person, or entity in that country ; or
- b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter

VII of the Charter of the United Nations, Kenya prohibits any import of goods from that country or any payments to any country, person, or entity.

10. Settlement of Disputes

101 The Procuring Entity and the Supplier shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the Contract.

102 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.

102 Arbitration proceedings shall be conducted as follows:

1021 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 10.1 shall be finally settled by arbitration.

1022 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 thirty days of the occurrence or discovery of the matter or issue giving rise to the dispute.

1023 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.

1024 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, 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 due payments.

1025 Neither Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for the dispute given in its notice of a claim or dispute.

1026 Arbitration may be commenced prior to or after delivery of the goods. The obligations of the Parties shall not be altered by reason of any arbitration being conducted during the progress of the delivery of goods.

1027 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.

103 Arbitration Proceedings

1031 Arbitration proceedings with national suppliers will be conducted in accordance with the Arbitration Laws of Kenya. In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person or persons to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following professional institutions;

- i) Kenya National Chamber of Commerce
- ii) Chartered Institute of Arbitrators (Kenya Branch)

iii) The Law Society of Kenya

1032 The institution written to first by the aggrieved party shall take precedence over all other institutions.

1033 Alternative Arbitration Proceedings

Alternatively, the Parties may refer the matter to the Nairobi Centre for International Arbitration (NCIA) which offers a neutral venue for the conduct of national and international arbitration with commitment to providing institutional support to the arbitral process.

104 Arbitration with Foreign Suppliers

1041 Arbitration with foreign suppliers shall be conducted in accordance with the arbitration rules of the United Nations Commission on International Trade Law (UNCITRAL); or with proceedings administered by the International Chamber of Commerce (ICC) and conducted under the ICC Rules of Arbitration; by one or more arbitrators appointed in accordance with said arbitration rules.

1042 The place of arbitration shall be a location specified in the **SCC**; and the arbitration shall be conducted in the language for communications defined in Sub-Clause 1.4 [Law and Language].

105 Alternative Arbitration Proceedings

Alternatively, the Parties may refer the matter to the Nairobi Centre for International Arbitration (NCIA) which offers a neutral venue for the conduct of national and international arbitration with commitment to providing institutional support to the arbitral process.

106 Failure to Comply with Arbitrator's Decision

1061 The award of such Arbitrator shall be final and binding upon the parties.

10.6.1 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.

10.7 Contract operations continue

Notwithstanding any reference to arbitration herein,

- a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- b) the Procuring Entity shall pay the Supplier any monies due the Supplier.

11. Inspections and Audit by the Procuring Entity

11.1 The Supplier shall keep, and shall cause its Subcontractors to keep, accurate and systematic accounts and records in respect of the Goods in such form and details as will clearly identify relevant time, changes and costs.

11.2 Pursuant to paragraph 2.2 of Instruction to Tenderers, the Supplier shall permit and shall cause its subcontractors to permit, the Procuring Entity and/or persons appointed by the Procuring Entity or by other statutory bodies of the Government 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 the Procuring Entity. The Supplier's and its Subcontractors' attention is drawn to Sub- Clause 3.1 which provides, inter alia, that acts intended to materially impede the exercise of the Procuring Entity's inspection and audit rights constitute a prohibited practice subject to contract termination, as well as to a determination of ineligibility.

12. Scope of Supply

12.1 The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.

13. Delivery and Documents

13.1 Subject to GCC Sub-Clause 33.1, the delivery of the Goods and completion of the Related Services shall be in accordance with the List of Goods and Delivery Schedule specified in the Supply Requirements. The details of shipping and other documents to be furnished by the Supplier are specified in the SCC.

14. Supplier's Responsibilities

14.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 12, and the Delivery and Completion Schedule, as per GCC Clause 13.

15. Contract Price

15.1 Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Tender, with the exception of any price adjustments authorized in the SCC.

15.2 Where the contract price is different from the corrected tender price, in order to ensure the supplier is not paid less or more relative to the contract price (*which would be the tender price*), any partial payment valuation based on rates in the schedule of prices 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: $(\text{corrected tender price} - \text{tender price}) / \text{tender price} \times 100$.

16. Terms of Payment

16.1 The Supplier shall request for payment by submitting invoice(s), delivery note(s) and any other relevant documents as specified in the SCC to the Procuring Entity.

16.2 Payments shall be made promptly by the Procuring Entity, but not later than thirty (30) days after submission of an invoice by the Supplier, and after the Procuring Entity has accepted it.

16.3 Where a Procuring Entity rejects Goods and Related Services, in part or wholly, the procuring Entity shall promptly inform the Supplier to collect, replace or rectify as appropriate and give reasons for rejection. The Supplier shall submit a fresh invoice, delivery note and any other relevant documents as specified in the SCC.

16.4 The currencies in which payments shall be made to the Supplier under this Contract shall be those in which the Tender price is expressed.

16.5 In the event that the Procuring Entity fails to pay the Supplier any payment by its due date or within the period set forth in the SCC, the Procuring Entity may pay to the Supplier interest on the amount of such delayed payment at the rate shown in the SCC, for the period of delay until payment has been made in full, whether before or after judgment or arbitration award.

17. Taxes and Duties

17.1 The Supplier shall be entirely responsible for all taxes, duties, license fees, and other such levies incurred to deliver the Goods and Related Services to the Procuring Entity at the final delivery point.

17.3 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in

Kenya, the Supplier shall inform the Procuring Entity and the Procuring Entity shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.

18. Performance Security

- 18.1** If required as specified in the **SCC**, the Supplier shall, within twenty-eight (28) days of the notification of contract award, provide a performance security for the performance of the Contract in the amount specified in the **SCC**.
- 18.2** The proceeds of the Performance Security shall be payable to the Procuring Entity as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 18.3** As specified in **the SCC**, the Performance Security, if required, shall be denominated in the currency(ies) of the Contract, or in a freely convertible currency acceptable to the Procuring Entity; and shall be in one of the formats stipulated by the Procuring Entity in **the SCC**, or in another format acceptable to the Procuring Entity.
- 18.4** The Performance Security shall be discharged by the Procuring Entity and returned to the Supplier not later than thirty (30) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the **SCC**.

19. Copyright

- 19.1** The copyright in all drawings, documents, and other materials containing data and information furnished to the Procuring Entity by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Procuring Entity directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

20. Confidential Information

- 20.1** The Procuring Entity and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Sub-Supplier such documents, data, and other information it receives from the Procuring Entity to the extent required for the Sub-Supplier to perform its work under the Contract, in which event the Supplier shall obtain from such Sub-Supplier undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 20.
- 20.2** The Procuring Entity shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Procuring Entity for any purpose other than the performance of the Contract.
- 20.3** The obligation of a party under GCC Sub-Clauses 20.1 and 20.2 above, however, shall not apply to information that:
- a)** the Procuring Entity or Supplier need to share with other arms of Government or other bodies participating in the financing of the Contract; such parties shall be disclosed in **the SCC**;
 - b)** now or hereafter enters the public domain through no fault of that party;
 - c)** can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
 - d)** otherwise lawfully becomes available to that party from a third party that has no obligation

of confidentiality.

- 20.4 The above provisions of GCC Clause 20 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.
- 20.5 The provisions of GCC Clause 20 shall survive completion or termination, for whatever reason, of the Contract.

21. Subcontracting

- 21.1 The Supplier shall notify the Procuring Entity in writing of all subcontracts awarded under the Contract if not already specified in the Tender. Such notification, in the original Tender or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.
- 21.2 Subcontracts shall comply with the provisions of GCC Clauses 3 and 7.

22. Specifications and Standards

22.1 Technical Specifications and Drawings

- a) The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section VI, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.
- b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Procuring Entity, by giving a notice of such disclaimer to the Procuring Entity.
- c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Procuring Entity and shall be treated in accordance with GCC Clause 33.

23. Packing and Documents

- 23.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 23.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified **in the SCC**, and in any other instructions ordered by the Procuring Entity.

24. Insurance

- 24.1 Unless otherwise specified in the **SCC**, the Goods supplied under the Contract shall be fully insured—in a freely convertible currency from an eligible country—against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the **SCC**.

25. Transportation and Incidental Services

25.1 Unless otherwise specified in the **SCC**, responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms.

25.2 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in **SCC**:

- a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- e) training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

25.3 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services

26. Inspections and Tests

26.1 The Supplier shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Goods and Related Services as are specified in the **SCC**.

26.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place in Kenya as specified in the **SCC**. Subject to GCC Sub-Clause 26.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity.

26.3 The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 26.2, provided that the Procuring Entity bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all travelling and board and lodging expenses.

26.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Procuring Entity. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Procuring Entity or its designated representative to attend the test and/or inspection.

26.5 The Procuring Entity may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.

26.6 The Supplier shall provide the Procuring Entity with a report of the results of any such test and/or inspection.

267 The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to GCC Sub-Clause 26.4.

268 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, nor the issue of any report pursuant to GCC Sub-Clause 26.6, shall release the Supplier from any warranties or other obligations under the Contract.

27. Liquidated Damages

27.1 Except as provided under GCC Clause 32, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Procuring Entity may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those SCC. Once the maximum is reached, the Procuring Entity may terminate the Contract pursuant to GCC Clause 35.

28. Warranty

28.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

28.2 Subject to GCC Sub-Clause 22.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.

28.3 Unless otherwise specified in the SCC, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the SCC, or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.

28.4 The Procuring Entity shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Procuring Entity shall afford all reasonable opportunity for the Supplier to inspect such defects.

28.5 Upon receipt of such notice, the Supplier shall, within the period specified in the SCC, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Procuring Entity.

28.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the SCC, the Procuring Entity may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract.

29. Patent Indemnity

29.1 The Supplier shall, subject to the Procuring Entity's compliance with GCC Sub-Clause 29.2, indemnify and hold harmless the Procuring Entity and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Procuring Entity may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or

otherwise existing at the date of the Contract by reason of:

- a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and
- b) the sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.

- 292 If any proceedings are brought or any claim is made against the Procuring Entity arising out of the matters referred to in GCC Sub-Clause 29.1, the Procuring Entity shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Procuring Entity's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- 293 If the Supplier fails to notify the Procuring Entity within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Procuring Entity shall be free to conduct the same on its own behalf.
- 294 The Procuring Entity shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.
- 295 The Procuring Entity shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Procuring Entity.

30. Limitation of Liability

- 30.1 Except in cases of criminal negligence or willful misconduct,
 - a) the Supplier shall not be liable to the Procuring Entity, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Procuring Entity, and
 - b) the aggregate liability of the Supplier to the Procuring Entity, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the Procuring Entity with respect to patent infringement.

31. Change in Laws and Regulations

- 31.1 Unless otherwise specified in the Contract, if after the date of 30 days prior to date of Tender submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Kenya (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment

provisions where applicable, in accordance with GCC Clause 15.

32. Force Majeure

- 321 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 322 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 323 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

33. Change Orders and Contract Amendments

- 331 The Procuring Entity may at any time order the Supplier through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:
- a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Entity;
 - b) the method of shipment or packing;
 - c) the place of delivery; and
 - d) the Related Services to be provided by the Supplier.
- 332 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Procuring Entity's change order.
- 333 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.
- 334 **Value Engineering:** The Supplier 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) 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.
- 335 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 life cycle costs to the Procuring Entity; or
 - c) improves the quality, efficiency or sustainability of the Goods; or

- d) yields any other benefits to the Procuring Entity, without compromising the necessary functions of the Facilities.

336 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 Supplier 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 life cycle costs due to any benefit described in
 - (a) to (d) above, the amount to be paid to the Supplier shall be the full increase in the Contract Price.

337 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

34. Extensions of Time

341 If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 13, the Supplier shall promptly notify the Procuring Entity in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Procuring Entity shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

342 Except in case of Force Majeure, as provided under GCC Clause 32, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 34.1.

35. Termination

35.1 Termination for Default

- a) The Procuring Entity, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
 - i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to GCC Clause 34;
 - ii) if the Supplier fails to perform any other obligation under the Contract; or
 - iii) if the Supplier, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2 a of the Appendix to the GCC, in competing for or in executing the Contract.
- b) In the event the Procuring Entity terminates the Contract in whole or in part, pursuant to GCC Clause 35.1(a), the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Procuring Entity for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

35.2 Termination for Insolvency.

The Procuring Entity may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Procuring Entity

35.2 Termination for Convenience.

- a) The Procuring Entity, by notice sent to the Supplier, may terminate the Contract, in whole

or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Entity's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

- b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring Entity at the Contract terms and prices. For the remaining Goods, the Procuring Entity may elect:
 - i) to have any portion completed and delivered at the Contract terms and prices; and/or
 - ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

36. Assignment

- 36.1 Neither the Procuring Entity nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

37. Export Restriction

- 37.1 Notwithstanding any obligation under the Contract to complete all export formalities, any export restrictions attributable to the Procuring Entity, to Kenya, or to the use of the products/goods, systems or services to be supplied, which arise from trade regulations from a country supplying those products/goods, systems or services, and which substantially impede the Supplier from meeting its obligations under the Contract, shall release the Supplier from the obligation to provide deliveries or services, always provided, however, that the Supplier can demonstrate to the satisfaction of the Procuring Entity that it has completed all formalities in a timely manner, including applying for permits, authorizations and licenses necessary for the export of the products/goods, systems or services under the terms of the Contract. Termination of the Contract on this basis shall be for the Procuring Entity's convenience pursuant to Sub-Clause 35.3.

SECTION VII - SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement and/or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

[The Procuring Entity shall select insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics].

SECTION VII - SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

[The Procuring Entity shall select insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
GCC 1.1(h)	The Procuring Entity is: <i>State Department for Immigration and Citizen Services – National Registration Bureau</i>
GCC 4.2 (a)	The meaning of the trade terms shall be as prescribed by Incoterms. If the meaning of any trade term and the rights and obligations of the parties thereunder shall not be as prescribed by Incoterms, they shall be as prescribed by: <i>[exceptional; refer to other internationally accepted trade terms]</i>
GCC 4.2 (b)	The version edition of Incoterms shall be <i>INCOTERMS 2015</i>
GCC 8.1	For notices , the Procuring Entity's address shall be: Attention: The Secretary, National Registration Bureau, P.O Box 57007-00200, Nairobi Physical Address NSSF Building, Block A, Western Wing 13th floor Telephone: 0779760008 Electronic mail address: <i>[insert e-mail address, if applicable]</i>
GCC 10.4.2	The place of arbitration shall be Nairobi Kenya
GCC 13.1	Details of Shipping and other Documents to be furnished by the Supplier are <i>[insert the required documents, such as a negotiable bill of lading, a non-negotiable sea way bill, an airway bill, a railway consignment note, a road consignment note, insurance certificate, Manufacturer's or Supplier's warranty certificate, inspection certificate issued by nominated inspection agency, Supplier's factory shipping details etc.].</i> The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses.
GCC 15.1	The prices charged for the Goods supplied and the related Services performed " <i>shall not,</i> " be adjustable before the end of one year after tender has been awarded. If prices are adjustable, the following method shall be used to calculate the price adjustment <i>[see attachment to these SCC for a sample Price Adjustment Formula]</i> N/A

GCC 16.1	Sample provision GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: A. Payment for Goods supplied from abroad: Payment of foreign currency portion shall be made in <i>[insert currency of the Contract Price]</i> in the following manner: (i) Advance Payment: Ten (10) percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of claim and a bank <i>N/A</i>
	guarantee for equivalent amount valid until the Goods are delivered and, in the form, provided in the Tendering document or another form acceptable to the Procuring Entity. On Shipment: Eighty (80) percent of the Contract Price of the Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favour of the Supplier in a bank in its country, upon submission of documents specified in GCC Clause 12. <i>N/A</i> On Acceptance: Ten (10) percent of the Contract Price of Goods received shall be paid within thirty (30) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Procuring Entity. <i>N/A</i> B. Payment of local currency portion of a foreign Supplier shall be made in <u>Kenya shillings</u> within thirty (30) days of presentation of claim supported by a certificate from the Procuring Entity declaring that the Goods have been delivered and that all other contracted Services have been performed. <i>N/A</i> C. Payment for Goods and Services supplied from within Kenya: Payment for Goods and Services supplied from within Kenya shall be made in <i>N/A</i> <u> </u> <i>[currency]</i>, as follows: (i) Advance Payment: Ten (10) percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract against an invoice and a bank guarantee for the equivalent amount and in the form provided in the Tendering document or another form acceptable to the Procuring Entity. <i>N/A</i> On Delivery: Eighty (80) percent of the Contract Price shall be paid on receipt of the Goods and upon submission of the documents specified in GCC Clause 13. The bank guarantee shall then be released. <i>N/A</i> (iii)On Acceptance: The remaining ten (10) percent of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity. <i>N/A</i>
GCC 16.5	The payment-delay period after which the Procuring Entity shall pay interest to the supplier shall be <i>[insert number]</i> days. The interest rate that shall be applied is <i>[insert number]</i> % <i>N/A</i>

GCC 18.1	A Performance Security [insert “shall” or “shall not” be required] N/A <i>[If a Performance Security is required, insert “the amount of the Performance Security shall be: [insert amount]</i> <i>[The amount of the Performance Security is usually expressed as a percentage of the Contract Price. The percentage varies according to the Procuring Entity’s perceived risk and impact of non-performance by the Supplier. A 10% percentage is used under normal circumstances]</i>
GCC 18.3	If required, the Performance Security shall be in the form of: [insert “a Demand Guarantee” or” a Performance Bond”] N/A If required, the Performance security shall be denominated in [insert “a freely convertible currency acceptable to the Procuring Entity” or “the currencies of payment of the Contract, in accordance with their portions of the Contract Price”]
GCC 18.4	Discharge of the Performance Security shall take place: [insert date if different from the one indicated in sub clause GCC 18.4] N/A
GCC 23.2	The packing, marking and documentation within and outside the packages shall be: [insert in detail the type of packing required, the markings in the packing and all documentation required] N/A
GCC 24.1	The insurance coverage shall be as specified in the Incoterms. If not in accordance with Incoterms, insurance shall be as follows: [insert specific insurance provisions agreed upon, including coverage, currency and amount] N/A
GCC 25.1	Responsibility for transportation of the Goods shall be as specified in the Incoterms. If not in accordance with Incoterms, responsibility for transportations shall be as follows: [insert “The Supplier is required under the Contract to transport the Goods to a specified place of final destination within Kenya, defined as the Project Site, transport to such place of destination in Kenya, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price”; or any other agreed upon trade terms (specify the respective responsibilities of the Procuring Entity and the Supplier)] N/A
GCC 25.2	Incidental services to be provided are: [Selected services covered under GCC Clause 25.2 and/or other should be specified with the desired features. The price quoted in the Tender price or agreed with the selected Supplier shall be included in the Contract Price.] N/A
GCC 26.1	The inspections and tests shall be: [insert nature, frequency, procedures for carrying out the inspections and tests]
GCC 26.2	The Inspections and tests shall be conducted at: [insert name(s) of location(s)] Specific department specified in the Local Purchase order/ Service order
GCC 27.1	The liquidated damage shall be: [insert number] % per week N/A
GCC 27.1	The maximum amount of liquidated damages shall be: [insert number] % N/A

GCC 28.3	The period of validity of the Warranty shall be: <i>[insert number]</i> days- 1 year For purposes of the Warranty, the place(s) of final destination(s) shall be: <i>[insert name(s) of location(s)]</i> Sample provision N/A GCC 28.3—In partial modification of the provisions, the warranty period shall be hours of operation or ____ months from date of acceptance of the Goods or (____) months from the date of shipment, whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either: N/A (a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with GCC 26.7, or (b) pay liquidated damages to the Procuring Entity with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be (N/A____). <i>[The rate should be higher than the adjustment rate used in the Tender evaluation under TDS 34.6(f)]</i>
GCC 28.5, GCC 28.6	The period for repair or replacement shall be: <i>[insert number(s)]</i> days. N/A
GCC 33.6	If the value engineering proposal is approved by the Procuring Entity the amount to be paid to the Supplier shall be ____ N/A % (insert appropriate percentage. The percentage is normally up to 50%) of the reduction in the Contract Price. N/A

SECTION VIII - CONTRACT FORMS

This Section contains forms which, once completed, will form part of the Contract. The forms for Performance Security and Advance Payment Security, when required, shall only be completed by the successful tenderer after contract award

FORM No. 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 Tender Information Form on the format below.

FORMAT

1 For the attention of Tenderer's Authorized Representative

I) Name: _____ [insert Authorized Representative's name]

i) Address: _____ [insert Authorized Representative's Address]

ii) Telephone: _____ [insert Authorized Representative's telephone/fax numbers]

iii) 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.]

2 Date of transmission: _____ [email] on [date] _____ (local time)

This Notification is sent by _____ (Name and designation)

3 Notification of Intention to Award

I) Employer: _____ [insert the name of the Employer]

ii) Project: _____ [insert name of project]

iii) Contract title: _____ [insert the name of the contract]

iv) Country: _____ [insert country where ITT is issued]

v) 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:

4 Request a debriefing in relation to the evaluation of your tender

Submit a Procurement-related Complaint in relation to the decision to award the contract.

a) The successful tenderer

i) Name of successful Tender _____

ii) Address of the successful Tender _____

iii) Contract price of the successful Tender Kenya Shillings _____ (in words _____)

b) Other Tenderers

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. For Tenders not evaluated, give one main reason the Tender was unsuccessful.

S/No.	Name of Tender	Tender Price as read out	Tender's evaluated price (Note a)	One Reason Why Not Evaluated
1				
2				
3				
4				
5				

(Note a) State NE if not evaluated

5 How to request a debriefing

- a) DEADLINE: The deadline to request a debriefing expires at midnight on [insert date] (local time).
- b) 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 (5) Business Days of receipt of this Notification of Intention to Award.
- c) Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:
 - i) Attention: _____[insert full name of person, if applicable]
 - ii) Title/position: _____[insert title/position]
 - ii) Agency: _____[insert name of Employer]
 - iii) Email address: _____[insert email address]
- d) If your request for a debriefing is received within the 3 Days deadline, we will provide the debriefing within five (3) 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 (3) 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.
- e) 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.
- f) 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) Days from the date of publication of the Contract Award Notice.

6 How to make a complaint

- a) Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, [insert date] (local time).
- b) Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:
 - i) Attention: _____[insert full name of person, if applicable]
 - ii) Title/position: _____[insert title/position]
 - iii) Agency: _____[insert name of Employer]
 - iv) Email address: _____[insert email address]
- c) At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or

received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

- d) Further information: For more information refer to the Public Procurement and Disposals Act 2015 and its Regulations available from the Website www.ppra.go.ke or email complaints@ppra.go.ke.
- e) You should read these documents before preparing and submitting your complaint.
- f) There are four essential requirements:
 - i) 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.
 - ii) The complaint can only challenge the decision to award the contract.
 - iii) You must submit the complaint within the period stated above.
 - iv) You must include, in your complaint, all of the information required to support your complaint.

7. **Standstill Period**

- i) DEADLINE: The Standstill Period is due to end at midnight on [*insert date*] (local time).
- ii) The Standstill Period lasts ten (14) Days after the date of transmission of this Notification of Intention to Award.
- iii) The Standstill Period may be extended as stated in paragraph Section 5 (d) above.

If you have any questions regarding this Notification please do not hesitate to contact us.

On behalf of the Employer:

Signature: _____

Name: _____

Title/position: _____

Telephone: _____

Email: _____

FORM NO. 2 - REQUEST FOR REVIEW

FORM FOR REVIEW(r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICAN

TAND

.....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

FORM NO. 3 LETTER OF AWARD

[Use letter head paper of the Procuring Entity]

_____ *[Date]*

To: _____ *[name and address of the Supplier]*

Subject: _____ **Notification of Award Contract No.**

This is to notify you that your Tender dated _____ *[insert date]* for execution of the _____ *[insert name of the contract and identification number, as given in the SCC]* for the Accepted Contract Amount of _____ *[insert amount in numbers and words and name of currency]*, as corrected and modified in accordance with the Instructions to tenderers is hereby accepted by our Agency.

You are requested to furnish the Performance Security within 30 days in accordance with the Conditions of Contract, using for that purpose the of the Performance Security Form included in Section X, Contract Forms, of the Tendering document.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Attachment: Contract Agreement

FORM NO. 4 - CONTRACT AGREEMENT

[The successful tenderer shall fill in this form in accordance with the instructions indicated]

THIS AGREEMENT made the _____ [insert: **number**] day of _____ [insert: **month**], [insert: **year**]. BETWEEN (1) _____ [insert complete name of Procuring Entity and having its principal place of business at [insert: address of Procuring Entity] (hereinafter called

“Procuring Entity”), of the one part; and (2) _____ [insert name of Supplier], a corporation incorporated under the laws of [insert: country of Supplier] and having its principal place of business at _____ [insert: address of Supplier] (hereinafter called “the Supplier”), of the other part.

1. WHEREAS the Procuring Entity invited Tenders for certain Goods and ancillary services, viz.,
[insert]
 - i) In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
 - ii) The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other contract documents.
 - a) the Letter of Acceptance
 - b) the Letter of Tender
 - c) the Addenda Nos. _____ (if any)
 - d) Special Conditions of Contract
 - e) General Conditions of Contract
 - f) the Specification (including Schedule of Requirements and Technical Specifications)
 - g) the completed Schedules (including Price Schedules)
 - h) any other document listed in GCC as forming part of the Contract
 - iii) In consideration of the payments to be made by the Procuring Entity to the Supplier as specified in this Agreement, the Supplier hereby covenants with the Procuring Entity to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
2. The Procuring Entity hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
3. IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Kenya on the day, month and year indicated above.

For and on behalf of the Procuring Entity

Signed: _____ [insert signature]

in the capacity of _____ [insert title or other appropriate designation] In the presence of _____
_____ [insert identification of official witness] **For and on behalf of the Supplier**

Signed: _____ [insert signature of authorized representative(s) of the Supplier] in the capacity of _____
_____ [insert title or other appropriate designation] in the presence of _____
_____ [insert identification of official witness]

FORM NO. 5 - PERFORMANCE SECURITY [Option 1 - Unconditional Demand Bank Guarantee]

[Guarantor letterhead]

Beneficiary: _____ *[insert name and Address*

of Employer]

Date: _____ *[Insert date of issue]*

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

1. We have been informed that _

_____ (hereinafter called "the Contractor") has
entered into Contract No. _____ dated
_____ with (name of Employer) _____
_____ (the Employer
as the Beneficiary), for the execution of _____ (hereinafter 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 Contractor, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of ____ (in words),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 the office indicated above on or before that date.

5. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

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

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

FORM No. 6 - 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 Employer] **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
2. “the Contractor”) and _____] as Surety (hereinafter called “the Surety”), are held and firmly bound unto _____] as Obligee (hereinafter called “the Employer”) 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.
3. WHEREAS the Contractor has entered into a written Agreement with the Employer 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 hereinafter referred to as the Contract.
4. 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 Employer to be, in default under the Contract, the Employer having performed the Employer's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:
 - 1) complete the Contract in accordance with its terms and conditions; or
 - 2) obtain a tender or tenders from qualified tenderers for submission to the Employer for completing the Contract in accordance with its terms and conditions, and upon determination by the Employer and the Surety of the lowest responsive Tenderers, arrange for a Contract between such Tenderer, and Employer and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term “Balance of the Contract Price,” as used in this paragraph, shall mean the total amount payable by Employer to Contractor under the Contract, less the amount properly paid by Employer to Contractor; or
 - 3) pay the Employer the amount required by Employer to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.
5. The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

6. 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 Employer named herein or the heirs, executors, administrators, successors, and assigns of the Employer.
7. In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this day _____ of _____ 20____.

SIGNED ON _____ on behalf of _____

By _____ in the capacity of _____

In the presence of _____

SIGNED ON _____ on behalf of _____

By _____ in the capacity of _____

In the presence of _____

FORM NO. 7 - ADVANCE PAYMENT SECURITY [Demand Bank Guarantee]

[Guarantor letterhead]

Beneficiary:

Name and Address of Employer]

Date ----- [Insert date of issue]

[Insert

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 Contractor") has entered into

Contract No. dated with the Beneficiary, for the execution of
(hereinafter called "the Contract").

1. Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum
(in words) is to be made against an advance payment guarantee.

2. At the request of the Contractor, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums
not exceeding in total an amount of (in words)

3. I 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 goods; 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 Contractor 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 Contractor 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
of the advance payment as specified in the Contract.

2 Insert the expected expiration date of the Time for Completion. The Employer should note that in the event of an extension
of the time for completion of the Contract, the Employer 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.

FORM NO. 8 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]

I) We hereby 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 directors or an equivalent governing body of the Tenderer (Yes / No)
[include full name (last, middle, first), nationality, country of residence]			

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]*