



*ISO 9001:2008 Certified*  
NYAYO TEA ZONES DEVELOPMENT CORPORATION

**RESTRICTED TENDER NO.**  
***NTZDC/TN/33/2019***

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**SUPPLY & DELIVERY OF COMPUTER & EQUIPMENT**

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**MAY 2019**

**CLOSING DATE ..... MAY 30<sup>TH</sup> 2019**

**CLOSING TIME .....12.00 Noon**

## SECTION I – INVITATION TO BID

### Supply & Delivery of Toners

- 1.1 The Nyayo Tea Zones Development Corporation, one of the leading tea producing Companies in Kenya, invites sealed bids from eligible candidates for Supply & Delivery of toners. The detailed breakdown of the requirements can be obtained in the schedule of requirements/price schedule inside the bid document.
- 1.2 Interested eligible candidates may obtain further information from and inspect the Bid documents at the Procurement Office, Nyayo Tea Zones Development Corporation, along the junction of Uhuru Highway & Kenyatta Avenue, during normal working hours (08:30 – 15:30 local time on Mondays to Fridays except during lunch time from 13:00 to 14:00 hours and public holidays.).
- 1.3 Completed Bid documents are to be enclosed in plain sealed envelopes marked with Bid reference number and be deposited in the Tender Box located at the 11<sup>th</sup> floor of Nyayo House Nyayo Tea Zones Development Corporation, **P O Box 48552-00100, NAIROBI, Tel: 254-020-315650-7** so as to be received on or before May 30<sup>th</sup>, 2019 at 12.00 Noon
- 1.4 Prices quoted shall clearly show if all taxes are exclusive or inclusive; and be in Kenya Shillings. They shall remain valid for a period of ninety (90) days from the closing date of the Bid.
- 1.5 Bids will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at the Nyayo Tea Zones Development Corporation's Boardroom.
- 1.6 The Nyayo Tea Zones Development Corporation reserves the right to accept /reject all or part of the Bids and is not bound to give reasons for doing so.

**Managing Director**  
**Nyayo Tea Zones Development Corporation**  
**Along The junction of Uhuru Highway & Kenyatta Avenue,**  
**P O Box 48552-00100**  
**NAIROBI**  
**Tel. 254-020-315650-7**

[info@teazones.co.ke](mailto:info@teazones.co.ke)

**FORM OF BID**

TO: The Managing Director  
Nyayo Tea Zones Development Corporation  
P. O. Box 48552-00100  
NAIROBI, KENYA

Gentlemen:

Having examined the bidding documents including Addenda Nos..... [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to Supply & Deliver of computers and equipment and in conformity with the said bidding document for the sum of

.....  
.....  
.....

(Figures)..... (*Inclusive of all taxes*) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake to commence the services in accordance with the delivery Schedule specified in the Schedule of Requirements if our bid is accepted.

After our Bid is accepted we shall furnish a security in the form of Bank Guarantee (to be approved by you) to be jointly and severally bound with us in an amount of 2% of the above named sum, which shall be subject to release to the Purchaser in accordance with the General Conditions of the Contract.

We agree to abide by this Bid for a period of ninety (90) days from the date of Bid submission prescribed in the Invitation to Bid and it shall remain binding upon us and may be accepted any time before the expiration of that period.

Unless and until an Agreement is prepared and executed, this Bid together with your written acceptance thereof shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We hereby agree that any errors in our Bid shall be adjusted as defined in the Bid Document under instructions to Bidders.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2019

(Name) \_\_\_\_\_

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

In the capacity of \_\_\_\_\_

duly authorized to sign Bids, for and on behalf of

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P. O. Box \_\_\_\_\_ Code \_\_\_\_\_

Name of Witness \_\_\_\_\_ Address \_\_\_\_\_

***Signature of Witness***

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## **SECTION II - INSTRUCTIONS TO BIDDERS**

### **2.1 Eligible Bidders**

- 2.1.1 This Invitation for Bids is open to all eligible Bidders as described in the Invitation to Bid. Successful Bidders shall complete the supply of goods by the intended completion date specified in the Schedule of Requirements Section VI.
- 2.1.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the Bid.
- 2.1.3 Bidders shall provide the qualification information statement that the Bidder (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 Bids.
- 2.1.4 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

### **2.2 Eligible Goods**

- 2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.
- 2.2.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components
- 2.2.3 The origin of goods is distinct from the nationality of the Bidder.

### **2.3 Cost of Bidding**

- 2.3.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

### **2.4 The Bid Document**

- 2.4.1 The Bid document comprises the documents:
  - (i) Instructions to Bidders
  - (ii) Schedule of requirements
  - (iii) Technical Specifications
  - (iv) Bid Form and Price Schedules
  - (v) Performance Security Form
  - (vi) Confidential Business Questionnaire
- 2.4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bid documents. Failure to furnish all information required by the Bid documents or to submit a Bid not substantially responsive may result in the rejection of its Bid.

## 2.5 Clarification of Documents

- 2.5.2 A prospective Bidder requiring any clarification of the Bid document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation to Bid. The Procuring entity will respond in writing to any request for clarification of the Bid documents, which it receives not later than three (3) days prior to the deadline for the submission of Bids, Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Bid document. These clarifications may be sent to:

**Procurement & Supplies Officer**  
**Nyayo Tea Zones Development Corporation**  
**P O Box 48552-00100**  
**NAIROBI**  
**Tel. 254-020-315650-7**  
**Email: [info@teazones.co.ke](mailto:info@teazones.co.ke)**

- 2.5.3 The procuring entity shall reply to any clarifications sought by the Bidder within 3 days of receiving the request to enable the Bidder to make timely submission of its Bid.

## 2.6 Amendment of Documents

- 2.6.1 At any time prior to the deadline for Bid submission, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bid document.
- 2.6.2 All prospective candidates that have received the Bid documents will be notified of the amendment in writing or by post and will be binding on them.
- 2.6.3 In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their Bids, the Procuring entity, at its discretion, may extend the deadline for the submission of Bids.

## 2.7 Language of Bid

- 2.7.1 The Bid prepared any correspondences and documents relating to the Bid document shall be written in English language, any printed literature furnished by the Bidder written in another language shall be accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the Bid, the English translation shall govern.

## 2.8 Documents Comprising of Bid

- 2.8.1 The Bid prepared by the Bidders shall comprise the following components
- (a) a Bid Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
  - (b) documentary evidence established in accordance with paragraph 2.1.2 that the Bidder is eligible to Bid and is qualified to perform the contract if its Bid is accepted;
  - (c) documentary evidence established in accordance with paragraph 2.2.1 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the Bid documents; and
  - (d) Bid security furnished in accordance with paragraph 2.14

## 2.9 **Bid Forms**

2.9.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the Bid documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

## 2.10 **Bid Prices**

2.10.1 . Bidder shall indicate on the appropriate Price Schedule the unit prices and total Bid price.

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

2.10.3 Quoted prices by the Bidder shall be fixed during the contract performance and shall not be subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22

## 2.11 **Bid Currencies**

2.11.1 Prices shall be quoted in Kenya Shillings or any other currency easily convertible to Kenya Shillings unless otherwise specified in the Appendix to Instructions to Bidders.

## 2.12 **Bidders Eligibility and Qualifications**

2.12.1 Pursuant to paragraph 2.1. The Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if it's Bid is accepted.

2.12.2The documentary evidence of the Bidders eligibility to Bid shall establish to the Procuring entity's satisfaction that the Bidder, at the time of submission of its Bid, is from an eligible source country as defined under paragraph 2.1

2.12.3The documentary evidence of the Bidders qualifications to perform the contract if its Bid is accepted shall be established to the Procuring entity's satisfaction;

- (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods.
- (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
- (c) that, in the case of a Bidder not operating within Kenya, the Bidder is or will be (if awarded the contract) represented by an Agent in Kenya or provide prove that contract performance will not be affected, disruption will lead to penalties equivalent to the loss realized by the procuring entity.

## **2.13 Goods Eligibility and Conformity to Bid Documents**

- 2.13.1 Pursuant to paragraph 2.2 of this section, the Bidder shall furnish, as part of its Bid documents establishing the eligibility and conformity to the Bid document.
- 2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
- 2.13.3 The documentary evidence of conformity of the goods to the Bid documents may be in the form of literature, drawings, and data, and shall consist of:
- (a) a detailed description of the essential technical and performance characteristic of the goods;
  - (b) A clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- 2.13.4 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3(b) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its Bid, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

## **2.14 Validity of Bids**

- 2.15.1 Bids shall remain valid for 90 days or as specified in the Invitation to Bid after the date of Bid opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A Bid valid for a shorter period shall be rejected by the Procuring entity and treated as non-responsive.
- 2.15.2 In exceptional circumstances, the Procuring entity may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security provided under paragraph 2.14 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder granting the request will not be required nor permitted to modify its Bid.

## **2.16 Format and Signing of Bid**

- 2.16.1 The Procuring entity shall prepare two copies of the Bid, clearly marking each "**ORIGINAL BID**" and "**COPY OF BID,**" as appropriate. In the event of any discrepancy between them, the original shall govern.
- 2.16.2 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to a contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Bid. All pages of the Bid, except for unlamented printed literature, shall be initialed by the person or persons signing the Bid and stamped.



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

## **2.17 Sealing and Marking of Bids**

2.17.1 The Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as **“ORIGINAL”** and **“COPY.”** The envelopes shall then be sealed in an outer envelope.

2.17.2 The envelope shall bear the tender number and addressed as indicated below:

**TENDER No: /NTZDC/TN/33/2018; SUPPLY AND DELIVERY OF COMPUTERS AND EQUIPMENT;  
DO NOT OPEN BEFORE; MAY 30<sup>TH</sup> 2019 AT 1200NOON.**

### **ADDRESSED TO:**

**THE PROCUREMENT & SUPPLIES OFFICER,  
NYAYO TEA ZONES DEVELOPMENT CORPORATION,  
P.O. BOX 48552-00100,  
NAIROBI –KENYA.**

2.17.3 If the outer envelope is not sealed and marked as required in paragraph 2.17 the Procuring entity will assume no responsibility for the Bid’s misplacement or premature opening.

## **2.18 Deadline for Submission of Bids**

2.18.1 Bids must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later than **12 Noon – Thursday** May 30<sup>th</sup>, 2019 at 12.00 Noon

2.18.2 The Procuring entity may, at its discretion, extend this deadline for the submission of Bids by amending the Bid documents in accordance with paragraph 2.6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended

## **2.19 Modification and Withdrawal of Bids**

2.19.1 The Bidder may modify or withdraw its Bid after the Bid’s submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Procuring entity prior to the deadline prescribed for submission of Bids.

2.19.2 The Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of Bids.

2.19.3 No Bid may be modified after the deadline for submission of Bids.

2.19.4 No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a

Bid during this interval may result in the Bidder's forfeiture of its Bid security, pursuant to paragraph 2.14.8

- 2.19.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.19.6 The procuring entity shall give prompt notice of the termination to the Bidders and on request give its reasons for termination within 14 days of receiving the request from any Bidder.

## **2.20 Opening of Bids**

- 2.20.1 The Procuring entity will open all Bids in the presence of Bidders' representatives who choose to attend, at the said time and location specified in the Bid document.

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

- 2.20.2 The Bidders' names, Bid modifications or withdrawals, Bid prices, discounts and the presence or absence of requisite Bid security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.
- 2.20.3 The Procuring entity will prepare minutes of the Bid opening.

## **2.21 Clarification of Bids**

- 2.21.1 To assist in the examination, evaluation and comparison of Bids the Procuring entity may, at its discretion, ask the Bidder for a clarification of its Bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the Bid shall be sought, offered, or permitted.
- 2.21.2 Any effort by the Bidder to influence the Procuring entity in the Procuring entity's Bid evaluation, Bid comparison or contract award decisions may result in the rejection of the Bidders' Bid.

## **2.22 Preliminary Examination**

- 2.22.1 The Procuring entity will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
- 2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its Bid will be rejected, and its Bid security forfeited. If there is a discrepancy between words and figures the amount in words will prevail. All in all, the award shall be based on the corrected figure.
- 2.22.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation, provided such waiver does not prejudice or effect the relative ranking of any Bidder.
- 2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the Procuring entity will determine the substantial responsiveness of each Bid to the Bid documents. For purposes of these paragraphs, a

substantially responsive Bid is one, which conforms to all the terms and conditions of the Bid documents without material deviations. The Procuring entity's determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.

2.22.5 If a Bid is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

2.22.6 The Company reserves the right to waive minor deviations in the evaluation criteria if they do not materially affect the capability of an applicant to perform.

### **2.23 Conversion to Single Currency**

2.23.1 Where other currencies are used, the procuring entity will convert these currencies to Kenya Shillings using the selling exchange rate on the date of Bid closing provided by the Central Bank of Kenya.

### **2.24 Evaluation and Comparison of Bids**

2.24.1 The Procuring entity will evaluate and compare the Bids which have been determined to be substantially responsive, pursuant to paragraph 2.22

2.24.2 The Bid evaluation committee shall evaluate the Bid within 14 days of the validity period from the date of opening the Bid.

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

2.24.4 Each lot if applicable shall be considered as a separate contract and may be awarded on its own.

### **2.25 Preference**

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

### **2.26 Contacting the Procuring entity**

2.26.1 Subject to paragraph 2.21 no Bidder shall contact the Procuring entity on any matter related to its Bid, from the time of the Bid opening to the time the contract is awarded.

2.26.2 Any effort by a Bidder to influence the Procuring entity in its decisions on Bid, evaluation, Bid comparison, or contract award may result in the rejection of the Bidder's Bid.

### **2.27 Award of Contract**

2.27.1 The determination will take into account the Bidder financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidders qualifications submitted by the Bidder, pursuant to paragraph 2.12.3 as well as such other information as the Procuring entity deems necessary and appropriate.

2.27.2 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid, in which event the Procuring entity will proceed to the next lowest evaluated Bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

(b) **Award Criteria**

2.27.3 The Procuring entity will award the contract to the successful Bidder(s) whose Bid has been determined to be substantially responsive and has been determined to be the lowest evaluated Bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

2.27.4 Awards shall not be subject to appeals

(c) **Procuring entity's Right to Vary quantities**

2.27.5 The Procuring entity reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions

(d) **Procuring entity's Right to accept or Reject any or All Bids**

2.27.6 The Procuring entity reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder or Bidders of the grounds for the Procuring entity's action

**2.28 Notification of Award**

2.28.1 Prior to the expiration of the period of Bid validity, the Procuring entity will notify the successful Bidder in writing that its Bid has been accepted.

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

2.28.3 Upon the successful Bidder's furnishing of the performance security pursuant to paragraph 2.28, the Procuring entity will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to paragraph 2.14

**2.29 Signing of Contract**

2.29.1 At the same time as the Procuring entity notifies the successful Bidder that its Bid has been accepted, the Procuring entity will send the Bidder the Contract Form detailing contract format.

2.29.2 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.29.3 Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring entity.

2.29.4 All payments to the successful bidder shall be by Cheque or EFT

**2.30 Performance Security**

- 2.30.1 Within fourteen (14) days of the receipt of notification of award from the Procuring entity, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the Bid documents, or in another form acceptable to the Procuring entity.
- 2.30.2 Failure of the successful Bidder to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new Bids.

### **2.31 Corrupt or Fraudulent Practices**

- 2.31.1 The Procuring entity requires that Bidders observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;
- (i) “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among Bidder (prior to or after Bid submission) designed to establish
  - (iii) Bid prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;
  - (iv) ‘Collusive Practice’ means a scheme or arrangement between two or more bidders, with or without the knowledge of the Company, designed to establish bid prices at artificial, noncompetitive levels, and
  - (iv) ‘Coercive Practice’ means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or effect the execution of a contract.
- 2.31.2 The procuring entity will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 2.31.3 Further a Bidder who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in NTZDC future procurements.

## SECTION III- TECHNICAL SPECIFICATIONS

### General Information

- 3.1 This specification describes the basic requirements of goods. Bidders are requested to submit with their offers the detail specifications, drawings, catalogues, etc. for packaging materials supply.
- 3.2 Bidders must indicate on the specifications sheets whether if toners offered comply with each specified requirement.
- 3.3 All the dimensions and capacities of the packaging materials to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any, shall be explained in details 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 bags.
- 3.4 The Bidders are requested to present information along with their offers as follows:
- (i) Information on proper representative and/or back-up plan in case deviation is evidenced including their names and addresses

### Terms of Reference TABLETS

OS	<b>Android 6.0 Marshmallow</b>
Processor	1.6GHz Octa-Core
Memory	2GB RAM, 16GB ROM. microSD up to 256GB
Display	<b>10.1 inches</b>
Wireless	Wi-Fi 802.11 a/b/g/n/ac, 2.4GHz +5.0GHz,
Camera	Rear 8.0MP AF w/ flash, Front 2.0MP
Battery	Li-Ion 7,300mAh
Input method	Stylus feature
MicroSD	32GB
	Protective screen
	Protective case (good quality)

### DESKTOP COMPUTERS

Processor	Intel Core i3-8100 (3.6 GHz base frequency, 6 MB cache, 4 cores)
Ram	4 GB DDR4-2133 SDRAM (1 x 4 GB)
Hard Disk	500 GB 7200 rpm SATA
Ports	RJ-45; 1 VGA; 2 USB 2.0; 2 USB 3.1 Gen 1; 1 HDMI 1.4
Graphics	Intel® HD Graphics 620
Monitor	18" Screen, (same brand with CPU)
Operating system	Windows 10 Pro 64 perpetual license(multiple installation)
Warranty	1 year

## SERVERS

<b>Form Factor</b>	Rackmount
<b>Processors</b>	1 x 2.40Ghz E5-2470 v2 Xeon Ten Core
<b>Memory:</b>	8 GB (2 x 8GB) UDIMM
<b>Drive Bays</b>	4 x 3.5" with optional flex bay or 6 x 3.5" or 8 x 2.5"
<b>Hard Drives</b>	1 TB (1 x 1TB) 7.2K RPM SATA 6Gbps 3.5
<b>HDD Controller</b>	SAS 6/iR, PERC 6/i, PERC H200, PERC H700
<b>Server Management</b>	iDRAC6 Express, BMC, IPMI 2.0, Dell OpenManage Optional: iDRAC6 Enterprise, vFlash
<b>I/O Slots</b>	2 x PCIe x8 + 2 x PCIe x4 or 1 x PCIe x16 + 2 x PCIe x4
<b>RAID</b>	SAS 6/iR: RAID 0,1 PERC H200: RAID 0,1,10 PERC 6/I and PERC H700: RAID 0,1,5,6,10,50,60
<b>NIC</b>	2 x Gigabit Ethernet
<b>USB</b>	2 x Front, 2x Back, 1 x Internal
<b>Power Supplies</b>	2 Redundant hot-plug PSU, 550W or 870W
<b>Warranty</b>	1 years

## UPS SYSTEMS

<b>Output Power Capacity</b>	325 Watts / 650 VA
<b>Nominal Input Voltage</b>	230V
<b>Input Frequency</b>	50/60 Hz +/- 3 Hz (auto sensing)
<b>Maximum Input Current</b>	5 A
<b>Battery Size</b>	12 volt, 7 Ah
<b>AC Power Surge Protection</b>	All outlets
<b>Output Connections</b>	3 Universal outlets( with battery backup and surge protection)
<b>Typical recharge time</b>	4 hour(s)
<b>Standard warranty</b>	1 years repair or replace

## LAPTOPS

<b>Microprocessor</b>	2.6 GHz Intel Core i5-3230M
<b>Memory</b>	4 GB 1600 MHz DDR3
<b>Video Graphics</b>	AMD Radeon HD 8670M (2 GB DDR3 dedicated)
<b>Display</b>	14" diagonal HD BrightView LED-backlit (1366 x 768)
<b>Hard Drive</b>	500 GB 5400 rpm SATA
<b>Multimedia Drive</b>	SuperMulti DVD burner
<b>Network Card</b>	Integrated 10/100 BASE-T Ethernet LAN (RJ-45 connector)
<b>Wireless Connectivity</b>	802.11b/g/n Bluetooth
<b>Sound</b>	2 x dts Sound+ Internal speakers dts Sound+ Audio Playback Dual speakers
<b>Keyboard</b>	Full-size island-style keyboard
<b>Pointing Device</b>	Touchpad supporting multi-touch gestures without on/off button
<b>External Ports</b>	Multi-Format Digital Media Card Reader for Secure Digital cards 2 SuperSpeed USB 3.0 1 USB 2.0 1 HDMI 1 RJ-45 1 Headphone-out/microphone-in combo jack 1 VGA
<b>Camera</b>	(Front-facing) HD Webcam with integrated digital microphone (720p, fixed focus, low light enhancement)
<b>Operating system</b>	Windows 10 Pro 64 (perpetual license(multiple installation))
<b>Carry Bag</b>	Executive Carry Bag
<b>Warranty</b>	1 year

## PRINTERS

Functions Supported	Print, Copy, Scan /
Network Capabilities	Via built-in 10/100/1000Base-TX Ethernet, Gigabit; Auto-crossover Ethernet; Authentication via 802.1X
Wireless Capability	Built-in Wi-Fi; Authentication via WEP, WPA/WPA2, WPA Enterprise; encryption via AES or TKIP; WPS; Wi-Fi Direct
Memory	Standard: 256 MB
Processor Speed	200 MHz
Paper Handling	100-sheet tray 1, 250-sheet input tray 2; 150-sheet output bin; <b>Duplex Options:</b> Automatic (standard); Auto Document Feeder Capacity: Standard, 50 sheets; Envelope Feeder Input Capacities: Up to 350 sheets (Tray 1: up to 100 sheets; Tray 2: up to 250 sheets); Output Capacities: Up to 150 sheets; Up to 10 envelopes; Up to 75 sheets



Print Speed	Up to 40ppm ;6 First Page Out: As fast as 5.4sec (ready ; As fast as 7.4 sec(sleep)
Copy Speed	Black (letter): Up to 40 cpm
Copier Resize	25 to 400%
ScanSpeed	Up to 26 ppm/47 ipm (b&w), up to 21 ppm/30 ipm (color)16Duplex: Up to 47 ipm (b&w), up to 30 ipm(color)
Compatible Operating Systems	Windows 7, Windows 8/8.1, Windows 10 , Windows OS compatible with Universal Print Driver , Mac OS, OS X 10.8 Mountain Lion; OS X 10.9 Mavericks; OS X 10.10 Yosemite; Mobile OS (In-OSdrivers); iOS, Android.
Warranty	One-year warranty

## PHOTOCOPYING MACHINE

Engine speed	Up to 25/12 pages A4/A3 per minute (print/copy)
Resolution	600 x 600 dpi (print), 600 x 600 dpi (scan/copy)
Warm-up time	20 seconds or less
Time to first print	Approx. 8 seconds or less
Time to first copy	Approx. 9.2 seconds or less (DP), 7.8 seconds or less (Platen Cover)
Noise (ISO 7779)	Copying/Printing: 46.8 dB(A), Stand-by: 27.1 dB(A)
General memory	1024 MB, max. 2,048 MB

### Paper handling

Input capacity	100-sheet multi-purpose tray, 45–256 g/m <sup>2</sup> (52–163 g/m <sup>2</sup> for larger than A4/Letter size): A3, A4, A5, A6, B5, Letter, Legal, Folio, envelopes, Custom (98 x 148 to 297 x 432 mm) 500-sheet universal paper cassette, 60–163 g/m <sup>2</sup> , A3, A4, A5, B5, Letter, Legal, Folio
input capacity with options	1,600 sheets
Duplex unit	Duplex as standard supports 60–163 g/m <sup>2</sup>
output capacity	Max. 300 sheets: 250 sheets face-down (main tray), plus 50 sheets (job separator tray)
Document processor	Reversing document processor: 50-sheet, Simplex scan 45–160 g/m <sup>2</sup> , Duplex scan 50–120 g/m <sup>2</sup> , A3, A4, A5, B5, Letter, Legal, Custom (140x182 to 297x432mm)

### Print

Processor	PowerPC 464 - 800 MHz
Controller language	PRESCRIBE IIe
Emulations	PCL 6 (5e/XL), KPDL3 (Postscript 3 compatible), PDF Direct print, XPS Direct print
Fonts	93 outline fonts (PCL 6, KPDL 3) + 8 (Windows Vista), 1 Bitmap font, 45 types of one-dimensional barcodes, 1 type of two-dimensional barcode (PDF417)
Integrated Accounting	100 department codes
Features	Encrypted PDF Direct Print, IPP printing, e-mail printing, WSD print, secure printing via SSL, IPsec, SNMPv3, Private Print

Standard Interfaces	USB 2.0 (Hi-Speed), USB Host 2.0, Fast Ethernet 10/100/1000Base-TX, slot for optional print server, slot for optional CompactFlash®-Card
Resolution	600 x 600 dpi
Applicable OS	Windows 7,8 10 and All current Windows operating systems, MAC OS X Version 10.4 or higher, Unix, Linux

### Copy

Copy resolution	600 x 600 dpi
Max. original size	A3/Ledger
Digital copy features	Scan-once-copy-many, electronic sort, 2in1, 4in1, job reserve, priority print, program, auto duplex copy, split copy, continuous scan, auto cassette change (PF-470 or PF-471 is required), copy density control, Prevent Bleed-Through
Preset magnification ratios	5 Reductions/5 Enlargements
Zoom range	25 - 400 % in 1% steps
Continuous copy	1 - 999
Image adjustments	Text, Photo, Text + Photo, Graphic/Map, Copy/Printout

### Scan

Compression format	MMR /JPEG
File type	PDF, PDF/A, JPG, TIFF, XPS
Scan features	Colour Scan integrated address book, Active Directory support, encrypted data transfer, multi send (e-mail, fax, SMB/FTP folder, print) at once
Original recognition	Text, photo, text + photo, optimized for OCR
Max. scan size	A3/Ledger
Scan functionalities	Scan-to-email, Scan-to-FTP, Scan-to-SMB, Scan to USB Host, Network TWAIN, WIA, WSD scan
Scan resolution	200 dpi, 300 dpi, 400 dpi, 600 dpi (256 greyscales per colour)
Scan speed	40 ipm (300 dpi, A4, b/w), 20 ipm (300 dpi, A4, colour)

### SHREDDER

- Shredder type Cross cut
- Shreds up to 15 sheets.
- Shred size: 4 x 25mm
- Also shreds Credit Cards & CDs/DVDs
- Shred width opening: 220mm (A4)
- Bin size: 25.4 liters

### **3.1.3 EVALUATION CRITERIA**

<b>Technical</b>	<b>Score 60%</b>
<i>Tax compliance certificate - current</i>	<i>10</i>
<i>Current partner/distributor certificate from manufacturer</i>	<i>20</i>
<i>Similar assignments- At least 3 clients in the last two years. Proof of LPOs</i>	<i>30</i>

#### **Commercial Evaluation**

<b>Technical</b>	<b>Score 40%</b>
<i>Delivery Timelines</i>	<i>20</i>
<i>Terms of payment</i>	<i>20</i>

#### **Criteria for payment terms: -**

- Cash on delivery – 0 marks
- Two weeks 5 credit - 5 marks
- 30 days – 10 marks
- 45 days and above – 15 marks
- 60 days and above – 20 marks

#### **Criteria for delivery timelines: -**

- One week from LPO receipt – 20 marks
- Two weeks from LPO receipt – 10 marks
- Above two weeks from receipt of LPO – 5 marks

PRODUCT DESCRIPTION	PROPOSED MODEL AS PER SPECIFICATIONS GIVEN ABOVE	QTY	UNIT PRICE INCLUSIVE OF VAT	TOTAL PRICE INCLUSIVE OF VAT	DELIVERY PERIOD
TABLET		6			
DESKTOP COMPUTERS		37			
SERVERS		3			
UPS SYSTEMS		60			
LAPTOPS		30			
PRINTERS		8			
PHOTOCOPYING MACHINES		2			
HEAVY DUTY SHREDDERS		3			
<b>TOTAL TENDER PRICE</b>					

**NB:**

1. One delivery period should apply for all items. **DO NOT** enter different delivery periods for different items. If different delivery timelines are inserted. The highest delivery time shall be taken into consideration (less marks).
2. Brochures with pictures and specifications of **ALL** the proposed items should be attached.

ITEM	AMOUNT – Kes
Supply of ...	
<b>TOTAL BID SUM TO THE FORM OF BID</b>	

AMOUNT IN WORDS.....  
.....

Name of Bidder.....

Physical Address.....

Town.....

Name of Authorised Representative of Bidder.....

Signature.....

Date.....

Official Stamp/Company Seal

**NB: If price is inclusive of 16% VAT, please indicate clearly**

## **GRAND SUMMARY**

### **SECTION V - SCHEDULE OF REQUIREMENTS**

#### **Delivery Schedule of requirement of computers**

This shall be communicated/ incorporated in the contract with the successful bidder

**CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2 (b) or 2 (c) whichever applied to your type of business

You are advised that it is a serious offence to give false information on this form

*Part 1 – General:*

Business Name

.....

Location of business premises.

.....

Plot No..... Street/Road

.....

Postal Address ..... Tel No. .... Fax ..... E mail

.....

Nature of Business

.....

Registration Certificate No. ....

Maximum value of business which you can handle at any one time – Kes.

.....

Name of your bankers ..... Branch

.....

**Part 2 (a) – Sole Proprietor**

Your name in full ..... Age .....

Nationality ..... Country of origin .....

- Citizenship details .....
- .....

**Part 2 (b) Partnership**

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

**Part 2 (c) – Registered Company**

Private or Public .....

State the nominal and issued capital of company-

Nominal Kes. ....

Issued Kes. ....

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....
5. ....	.....	.....	.....

Date ..... Signature of Candidate .....

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.



**PERFORMANCE SECURITY FORM**

To .....  
[Name of procuring entity]

WHEREAS ..... [Name of Bidder] (Hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. \_\_\_\_\_ [Reference number of the contract] dated \_\_\_\_\_ 20 \_\_\_\_\_ to supply ..... [Description of goods] (Hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said tender that the Bidder shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidder a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of ..... [amount of the guarantee in words and figure] and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of ..... [Amount of guarantee] as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed and seal of the Guarantors

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

\_\_\_\_\_  
[Address]

\_\_\_\_\_  
[Date]