

KISII COUNTY GOVERNMENT

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COUNTY ASSEMBLY

TENDER DOCUMENT FOR WIRELESS AND STRUCTURED NETWORK INSTALLATION AND RESTORATION AT THE KISII COUNTY ASSEMBLY OFFICES (BLOCK A AND B)

FINANCIAL YEAR 2018-2019
TENDER NO: KCA/GS/009/2018-2019

**TENDER SUBMISSION DEADLINE: TUESDAY, 22ND FEBRUARY 2019
AT 11:00 AM EAST AFRICAN TIME**

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Introduction

- 1.1 This Standard Tender Document has been prepared for use by public entities in Kenya
- 1.2 The following general directions should be observed when using the document.
 - (a) Specific details should be furnished in the Invitation to Tender and in the special conditions of contract. The final documents to be provided to the tenderers should not have blank spaces or give options
 - (b) The Instructions to Tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and the appendix to instructions to tenderers.
- 1.3
 - (a) Information contained in the Invitation to Tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate and shall indicate any important tender requirements.
 - (b) The Invitation to Tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following the invitation for expression of interest for which the invitation is issued.

SECTION I INVITATION TO TENDER
DATE 7TH /02/2019

TENDER REF NO. KCA/GS/009/2018-2019
TENDER NAME WIRELESS AND STRUCTURED NETWORK INSTALLATION
AND RESTORATION AT THE KISII COUNTY ASSEMBLY OFFICES (BLOCK A AND B)

- 1.1 The **Kisii County Assembly** invites sealed bids from eligible candidates for **Installation of Structured Network, Wireless and Restoration at the Kisii County Assembly offices (block A and B).**
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at **Kisii County Assembly Procurement Office P.O Box 4552-40200 Behind Old Municipal Building** during normal working hours.
- 1.3 A complete set of tender documents may be obtained by interested candidates by downloading from the Kisii County Assembly website: www.kisiiassembly.go.ke
- 1.4 All tenders must be serialized from first page to the last**

Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at the reception of Block B of Assembly offices) or be addressed to

THE CLERK KISII COUNTY ASSEMBLY
P.O BOX 4552-40200,
KISII

So as to be received on or before **FRIDAY, 22ND FEBRUARY 2019 AT 11:00 AM East African time**

- 1.5 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for (120) days from the closing date of the tender.
- 1.6 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at Kifaru boardroom **AT 11:00 AM**

For CLERK KISII COUNTY ASSEMBLY

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SECTION II - INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers 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 tender.
- 2.1.3 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.
- 2.1.4 Tenderers 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 tenderer.

2.3 Cost of Tendering

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.3.2 The price to be charged for the tender document shall not exceed Kshs.0/=

2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

2.4. The Tender Document

2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers

- (i) Invitation to Tender
- (ii) Instructions to tenderers
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Tender Security Form
- (ix) Contract Form
- (x) Performance Security Form
- (xi) Bank Guarantee for Advance Payment Form
- (xii) Manufacturer's Authorization Form
- (xiii) Confidential Business Questionnaire

2.4.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.5 Clarification of Documents

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. 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 tenderers that have received the tender document.

2.5.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.6 Amendment of Documents

- 2.6.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.
- 2.6.2 All prospective candidates that have received the tender 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 tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.7 Language of Tender

- 2.7.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and the Procuring entity, shall be written in English language, provided that any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.8 Documents Comprising of Tender

- 2.8.1 The tender prepared by the tenderers shall comprise the following components
 - (a) a Tender 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 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
 - (c) documentary evidence established in accordance with paragraph 2.2 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
 - (d) tender security furnished in accordance with paragraph 2.14

2.9 Tender Forms

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

2.10 Tender Prices

- 2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract
- 2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the entity.
- 2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22
- 2.10.4 The validity period of the tender shall be 60 days from the date of opening of the tender.

2.11 Tender Currencies

- 2.11.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the Appendix to Instructions to Tenderers.

2.12 Tenderers Eligibility and Qualifications

- 2.12.1 Pursuant to paragraph 2.1. the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.
- 2.12.2 The documentary evidence of the tenderers eligibility to tender shall establish to the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1
- 2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to the Procuring entity's satisfaction;
- (a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.
 - (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;
 - (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance,

repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

2.13 Goods Eligibility and Conformity to Tender Documents

2.13.1 Pursuant to paragraph 2.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity to the tender documents of all goods which the tenderer proposes to supply under the contract

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 tender 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 list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the Procuring entity; and
- (c) 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(c) above, the tenderer 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 tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, 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 Tender Security

2.14.1 The tenderer shall furnish, as part of its tender, a tender security for the amount specified in the Appendix to Invitation to Tenderers.

- 2.14.2 The tender security shall be in the amount of 0.5 – 2 per cent of the tender price.
- 2.14.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7
- 2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to the Procuring entity and valid for thirty (30) days beyond the validity of the tender.
- 2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 2.22
- 2.14.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Procuring entity.
- 2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28
- 2.14.8 The tender security may be forfeited:
- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or
 - (b) in the case of a successful tenderer, if the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.27
 - or
 - (ii) to furnish performance security in accordance with paragraph 2.28

2.15 **Validity of Tenders**

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

2.16 Format and Signing of Tender

2.16.1 The Procuring entity shall prepare two copies of the tender, clearly marking each “**ORIGINAL TENDER**” and “**COPY OF TENDER**,” as appropriate. In the event of any discrepancy between them, the original shall govern.

2.16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

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

2.17 Sealing and Marking of Tenders

2.17.1 The Tenderer shall seal the original and each copy of the tender 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 inner and outer envelopes shall:

(a) be addressed to the Procuring entity at the address given in the Invitation to Tender:

(b) bear, tender number and name in the Invitation for Tenders and the words, “**DO NOT OPEN BEFORE,**” **FRIDAY, 22ND FEBRUARY 2019 AT 11:00 AM**

2.17.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

2.17.4 If the outer envelope is not sealed and marked as required by paragraph 2.17.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

2.18 Deadline for Submission of Tenders

2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later than **FRIDAY, 22ND FEBRUARY 2019 AT 11:00 AM**

2.18.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender 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 Tenders

2.19.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring Entity prior to the deadline prescribed for submission of tenders.

2.19.2 The Tenderer'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 tenders.

2.19.3 No tender may be modified after the deadline for submission of tenders.

2.19.4 No tender may be withdrawn 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 Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.14.7

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 tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.20 Opening of Tenders

2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **11:00 AM FRIDAY, 22ND FEBRUARY 2019**) and in the location specified in the Invitation to Tender.

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

2.20.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts and the presence or absence of requisite tender 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 tender opening.

2.21 Clarification of Tenders

2.21.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.21.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.22 Preliminary Examination

2.22.1 The Procuring entity will examine the tenders 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 tenders 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 quantify, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures the amount in words will prevail

2.22.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or effect the relative ranking of any tenderer.

2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

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

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 rate of tender closing provided by the Central Bank of Kenya.

2.24 Evaluation and Comparison of Tenders

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

2.24.2 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

2.24.3 A tenderer who gives false information in the tender 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.

2.25 Preference

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

2.26 Contacting the Procuring entity

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

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

2.27 Award of Contract

(a) Post-qualification

2.27.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

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

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

(b) Award Criteria

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

(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 Tenders

2.27.6 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers 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 tender validity, the Procuring entity will notify the successful tenderer in writing that its tender 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 Tenderer's furnishing of the performance security pursuant to paragraph 2.28, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender 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 tenderer that its tender has been accepted, the Procuring entity will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

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 tenderer shall sign and date the contract and return it to the Procuring entity.

2.30 Performance Security

2.30.1 Within Thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

2.30.2 Failure of the successful tenderer 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 tender security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new tenders.

2.31 Corrupt or Fraudulent Practices

2.31.1 The Procuring entity requires that tenderers 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 any thing 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 tenderer (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;

2.31.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.31.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

Appendix to Instructions to Tenderers

Notes on the Appendix to the Instruction to Tenderers

1. The Appendix to instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to the corresponding clause in the instructions to Tenderers included in Section II and has to be prepared for each specific procurement.
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the goods to be procured and the tender evaluation criteria that will apply to the tenders.
3. In preparing the Appendix the following aspects should be taken into consideration;
 - (a) The information that specifies and complements provisions of Section II to be incorporated
 - (b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the goods to be procured to be also incorporated
4. Section II should remain unchanged and can only be amended through the Appendix.
5. Clauses to be included in this part must be consistent with the public procurement law and the regulations.

Appendix to Instructions to Tenderers

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1	<i>As per the attached criteria</i>
2.14.1	Ksh.150,000 valid for 120 days
2.18.1	FRIDAY, 22ND FEBRUARY 2019 AT 11:00 AM
2.29.1	<i>As in 2.18.1 above</i>
2.29.1	5% of tender sum upon award

SECTION III: GENERAL CONDITIONS OF CONTRACT

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SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

3.1.1 In this Contract, the following terms shall be interpreted as indicated:-

- (a) “The Contract” means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations
- (c) “The Goods” means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the Procuring entity under the Contract.
- (d) “The Procuring entity” means the organization purchasing the Goods under this Contract.
- (e) “The Tenderer” means the individual or firm supplying the Goods under this Contract.

3.2 Application

3.2.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement installation and commissioning of equipment

3.3 Country of Origin

3.3.1 For purposes of this clause, “Origin” means the place where the Goods were mined, grown or produced.

3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer.

3.4 Standards

3.4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

3.5 Use of Contract Documents and Information

3.5.1 The tenderer shall not, without the Procuring entity’s prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the

Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.

3.5.2 The tenderer shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above

3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the Tenderer's performance under the Contract if so required by the Procuring entity

3.6 Patent Rights

3.6.1 The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring entity's country

3.7 Performance Security

3.7.1 Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security in the amount specified in Special Conditions of Contract.

3.7.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.7.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the Procuring entity, in the form provided in the tender documents.

3.7.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Tenderer's performance obligations under the Contract, including any warranty obligations, under the Contract

3.8 Inspection and Tests

3.8.1 The Procuring entity or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.

- 3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), 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.
- 3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the Procuring entity.
- 3.8.4 The Procuring entity's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the Procuring entity or its representative prior to the equipment delivery.
- 3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.9 Packing

- 3.9.1 The tenderer 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.
- 3.9.2 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

3.10 Delivery and Documents

- 3.10.1 Delivery of the Goods shall be made by the tenderer in accordance with the terms specified by Procuring entity in its Schedule of Requirements and the Special Conditions of Contract

3.11 Insurance

- 3.11.1 The Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery in the manner specified in the Special conditions of contract.

3.12 Payment

3.12.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in Special Conditions of Contract

3.12.2 Payments shall be made promptly by the Procuring entity as specified in the contract

3.13 Prices

3.13.1 Prices charged by the tenderer for goods delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

3.13.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

3.13.3 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

3.13.4 Price variation request shall be processed by the procuring entity within 30 days of receiving the request.

3.14. Assignment

3.14.1 The tenderer shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring entity's prior written consent

3.15 Subcontracts

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

3.16 Termination for default

3.16.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part

- (a) if the tenderer fails to deliver any or all of the goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity

- (b) if the tenderer fails to perform any other obligation(s) under the Contract
- (c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

3.16.2 In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, equipment similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar goods.

3.17 Liquidated Damages

3.17.1. If the tenderer fails to deliver any or all of the goods within the period(s) specified in the contract, the procuring entity shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the delivered price of the delayed items up to a maximum deduction of 10% of the delayed goods. After this the tenderer may consider termination of the contract.

3.18 Resolution of Disputes

3.18.1 The procuring entity and the tenderer shall make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract

3.18.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require adjudication in an agreed national or international forum, and/or international arbitration.

3.19 Language and Law

3.19.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise stated.

3.20 Force Majeure

3.20.1 The tenderer shall not be liable for forfeiture of its performance security 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.

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

The clauses in this section are intended to assist the procuring entity in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract.

The provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the goods being procured. In preparing Section IV, the following aspects should be taken into consideration.

- (a) Information that complement provisions of Section III must be incorporated and
- (b) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the goods being procured must also be incorporated.

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

- 4.1. Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.
42. Special conditions of contract as relates to the GCC

REFERENCE GCC	OF SPECIAL CONDITIONS OF CONTRACT
3.7.1	The successful bidder will furnish the procuring entity with a performance security equivalent to 2% of the bid price within 15 days from the date of notification of award
3.12.1	One installment upon signing of the contract
3.18.1	Kenya Law Disputes to be settled as per the Arbitration Laws of Kenya
Notices	Clerk Kisii County Assembly P.O Box 4552-40200 Kisii,

AWARD CRITERIA

Award of the contract will be based upon the most responsive Vendor whose offer will be the most advantageous to Kisii County Assembly in terms of cost, functionality, and other factors as specified elsewhere in this document.

The bid will be evaluated using the following process:

- Stage 1: Verify each bids compliance to the mandatory Criteria and disqualify any bids that fail to meet these.
- Stage 2: For bids that pass the Mandatory Criteria, evaluate and score each one, using the desirable criteria and weights under technical and financials.

MANDATORY CRITERIA

The proposal must meet all of the following mandatory criteria and clearly demonstrate that these are met in a substantially unaltered form. If the proposal fails to meet one of these criteria, it will receive no further consideration during the evaluation process and be deemed non-compliant. There is mandatory site visit and vendors are advised to contact the addresses above or physically visit Procurement or ICT offices at the county headquarters to be assisted to conduct the visits. They will be required to fill a form thereafter to be part of documents to be submitted.

1. Certificate of incorporation
2. Valid tax compliance certificate
3. Current Single Business Permit / Trade License
4. Duly filled and stamped form of tender
5. Duly filled and stamped Tender and Business Questionnaire
6. Dully filled and signed Site visit form

Technical Criteria

If the proposal meets the mandatory Criteria it will be further evaluated using the technical Criteria. Scores will be recorded for each criterion and a total score will be determined.

The number of points to be given under each of the evaluation criteria are shown in the table that follows:

NO.	CRITERION	POINTS
i.	Relevant experience of at least 3 years on execution of similar Projects either directly or indirectly. Attach at least 3 evidences with valid client contacts including phone numbers	20
ii.	Original equipment/product brochures that meets client Requirements. Compliance to specifications of the proposed equipment to be deployed.	15
iii.	Authorized product/solution partner/reseller to install major active equipment/devices on behalf of the manufacturers/distributors	15
iv.	Qualifications, Certification and competence of key Professional staff for the assignments in respective areas. Attach CVs. At least one each with Cisco, UCS & Alcatel certified/authorized and IT Project management	20
v.	Work plan/Time schedule to deliver the project	15
vi.	Bidders' bank statement for the last 3 months	5
vii.	Warranties, training and support plans.	10
	Total Score	100

FINANCIAL EVALUATION

Only tenders scoring 75 points or more (of a maximum of 100 points) against the Technical Award Criteria will have their financial proposal evaluated.

The evaluation will be made on the basis of the Tender Price offered and filled by the tenderers in the Tender Form.

The tender with the lowest Financial Proposal, within the allowable estimate variations, receives 100 points. The others are awarded points by means of the following formula:

$\% \text{ Financial Score} = (\text{cheapest Price} / \text{Price of the tender being considered}) * 100.$

The Financial Offers will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee.

The winner shall be awarded best on both financial and technical scores

SECTION V - TECHNICAL SPECIFICATIONS

5.1 General

- 5.1.1 These specifications describe the requirements for goods. 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 with each specified requirement.
- 5.1.3 All the dimensions and capacities of the equipment 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 and/or workshop for back-up service/repair and maintenance including their names and addresses.

SECTION VI - SCHEDULE OF REQUIREMENTS

I. SPECIFICATIONS

Background

The vendor is expected to install a wireless network infrastructure in the two blocks (A and B) in all the 6 floors, a fresh installation of structured network for the second floor of block A and restore the structured network installation in two floors in Block A as per the scope of work and standards provided

Scope of Work

These guidelines are to serve as the minimum requirements for WIRELESS AND STRUCTURED NETWORK INSTALLATION AND RESTORATION AT THE COUNTY ASSEMBLY BLOCKS including all materials, equipment, and labor necessary to install, test, and certify network cabling systems.

The installed structured and wireless system (LAN) should be ready to be integrated with the network at the existing network at the county assembly

Service features and deliverables will include, but not limited to:

- (i) Installation and restoration of structured cabling networks.
 - a. Conduct a site check with the designated personnel.
 - b. Collect data from the relevant designated personnel, including cable containment information, outlet location, rack information, switch Information and labeling requirement before delivering service.
 - c. Deliver equipment (if any) to the site.
 - d. Provide manufacturer manuals or user guides in electronic format or from downloadable link. Tailor-made manuals/user guides excluded.
- (ii) Review the design and identify any gaps. Do a final documentation of actual network layout.
- (iii) Structured cabling using CAT6 UTP cable and accessories
- (iii) Supply and Installation of a two compartment 150mm x 50mm Metal Trunking, end caps, bends with fitting screws and covering lids for provision of future power installation with other materials to protect installed cables as specified.
- (v) Supply, install and configure specified Power over Ethernet (POE) Switches as per specifications.

- (vi) Supply of the specified Network cabinets placed with a 36 inches (minimum) clearance from the walls on all sides, unless otherwise indicated and directed by the project manager.
- (vii) All network cabinets shall be grounded to the earth bus bar in accordance with IEEE142 standards.
- (viii) The UTP Patch Panel should be mounted by screw & caged nut and fitted with a machine generated strip label.
- (ix) UTP cable installation within cable containment/dual compartment, terminated with machine generated paper label at both ends.
- (x) Faceplate and Modular Jack installation with machine generated paper label on Faceplate.
- (xi) TIA Channel Link Test with auto-save report conducted on UTP Patch Panel and Modular Jack.
- (xii) Continuity Test & Wire Map conducted on UTP multi-pair backbone cabling.
- (xiii) CAT6 communication cables should be separated from electrical cables to prevent attenuation and
- (xiv) Proper identification and labelling of the individual cable.
- (xv) Preparation of installation, test, and commissioning reports in form of detailed as-built- document and supply of technical reference manuals.
- (xvi) Comprehensive warranty support for a period of one year after completion of works where applicable.
- (xvii) The equipment and materials to be supplied shall conform in all respects to the specifications. Unless another standard is specifically mentioned in this specification, all materials and practices employed in the works must all be in accordance with the authorized standards.
- (xviii) All cables shall be adequately protected against mechanical damage along the cable runs.
- (xix) All trunking, conduits and ducts shall be sealed appropriately to protect against access by rodents.
- (xx) Where 150mm x 50mm metal trunkings are installed or exist, the faceplates accommodating the RJ 45 modules shall be installed on the trunkings.
- (xxi) All LAN cabling and related hardware shall be CAT6 e.
- (xxii) All manholes leading in and out of the buildings should have removable lids and well sized, 3600 cm².

- (xxiii) Repair and restore to its original state any type of alterations or any kind of damages on the building that were caused by the installation of cables and other project-related equipment.
- (xxiv) Configuration of the new network, to an addressing scheme advised and guidelines provided by the technical lead attached to the Kisii County Assembly.
- (xxix) Do proper earthing of network equipment and trunkings. This shall be carried out in accordance with the appropriate section of the I.E.E. Regulations. The earth resistance shall be tested and its value shall not exceed 10 ohms. Bonding shall comprise of connecting exposed metallic parts and sinks to the general mass of earth. Earth shall compose of 12mm diameter x 1200mm long copper earth electrode, 10mm² pvc insulated single core earth lead connected with earth to the lactose. This shall conform to the current I.E.E. regulations.
- (xxx) Supply, install and configure wireless access points as per the design provided

Regulations to govern the LAN setup

Materials, products and installations must comply with the mandatory provisions of all applicable industrial standards viz ISO/IEC, CAK, ATM CENELEC 11801, ANSI/ EIA/TIA 56, Latest IEEE regulations, KBS, Electric Power Act and rules made there under.

General Technical specifications/Requirements

All bidders must meet or exceed the conditions and requirements stated below. Non-compliance shall lead to automatic disqualification from the process.

Installation

- a) The installation shall be in strict accordance with all applicable codes and standards, the respective manufacturer's written instructions, contract drawings, and these specifications. All materials, equipment, and devices shall be new and unused, of current manufacturer of the highest grade, free from defects.
- b) Workmanship shall be of the highest grade in accordance with modern practice. The installed system shall be neat, clean, and well organized in appearance. Provide working clearances for normal system operation, reconfiguration, and repair.

Cabling

- a) Installation of all cables SHOULD adhere to the standards of cabling support systems per TIA/EIA 568A.
- b) All CAT 6 cables must pass through the trunking, in their own compartment and NOT along with electrical cables.
- c) NO cables shall be supported by the ceiling grids or trusses.
- d) All cables and connectors shall be labelled.
- e) No distortion due to kinks, sharp bends or excessive hauling tension shall be allowed.
- f) Cables shall be run in a manner eliminating any possibility of strain on the cable itself or on the terminations.
- g) Cables shall have no joints or splices.
- h) Cables shall be kept at a minimum distance of 150mm from items liable to become hot or cold.
- i) Bending radii shall be not less than eight times the overall cable diameter.
- j) The manufacturer's hauling tension shall not be exceeded.
- k) All cable ties and fixings shall be tightened to support the cable loom without distortion of the cable sheath.

- l) The enhanced UTP 4 pair shall be of cat 6 grade and exceed ANSI/TIA/EIA-568-Aj and ISO/IEC 11001standards. Cat 6 structured cabling shall be used throughout the entire installation.

Terminations

- a) CAT 6 termination shall be made in strict accordance with TIA guidelines as well as the manufacturer's printed instructions for both cable and the termination device.
- b) Strip cable sheath back a maximum of 1 inch from the termination.
- c) Maintain factory symmetrical twists to within 0.5 inches (13 mm max) of the point of termination

Labelling and Identification

- a) Label cable at each end. All labels shall be produced using a laser printer and shall be easily readable from the floor level when viewing a backboard, panel, or data outlet form the front. HANDWRITTEN LABELS ARE NOT ACCEPTABLE.
- b) Label horizontal wiring cables based on serving wiring closet number, data outlet location or room number and data outlet identifier.
- c) Label all copper uplink cables to identify equipment connection.
- d) Horizontal and backbone cables shall be labelled at each end. The cable or its label shall be marked with its identifier.
- e) A unique identifier shall be marked on each faceplate to identify it as connecting hardware.
- f) Each port on the face plate shall be labelled with its identifier.
- g) A unique identifier shall be marked on each piece of connecting hardware to identify it as a connecting hardware.
- h) Each port on the connecting hardware shall be labelled with its identifier.
- i) A unique identifier shall be marked on each port on the connecting faceplate to identify it as a connecting hardware

Patch Panels

- a) Shall conform to ANSI/TIA/EIA-568A and rack mounted.
- b) Shall be equipped with RJ45 contacts of Cat 6 sockets with capacity of 12, 24 or 48 ports.

- c) UTP Patch Panel mounting by screw & caged nut with machine generated paper label
- d) Shall be earthed.
- e) Except for patch cords used to connect NICs to the RJ45 sockets, all patch cords shall be labelled at each extremity with PVC support and intelligible marking.

Network Control Equipment

- a) Active devices used at the LAN edge shall have 24 or 48 ports for connection to the horizontal cabling.
- b) Active devices shall be rack mounted.
- c) Active devices for horizontal cabling shall support autosensing 10/100mbps and backbone cabling at 1000mbps.
- d) Active devices used at aggregation layer of LAN shall support IP routing.
- e) Active devices used at the LAN edge must be stackable and shall attach to the backbone cabling at 1000mbps.
- f) Where more than one active device is required to satisfactorily serve the floor data outlet distribution requirements they shall be stacked using interface operating at the backbone speed.

Network Cabinets

- a) Each site or designated building to be installed with the structured cabling system should have a Telecommunication Closet to house the necessary structured cabling components and active equipment.
- b) Cabinets shall be metallic, front clear glass, cooling extractor fans complete with lock and key.
- c) Cabinets supplied shall be wall mount or freestanding where appropriate.
- d) Cabinet shall include tray work or a similar system to manage, support and secure cabling.

Equipment Grounding

- a) For the structured cabling systems, provide a #6 AWG minimum insulated stranded copper conductor from the grounding electrode system to the room which has the horizontal distribution unit/terminal cabinet and central location.

- b) All ground cables shall be labeled in accordance with ANSI/TIA/EIA 606.
- c) Grounding Connection Accessories: Provide electrical insulating tape, heat-shrinkable insulating tubing, welding materials and bonding straps, as recommended accessories by manufacturers.

Trunking

All cables must not be visible and exposed. Trunking provided is wall trunking only and bidder shall provide for wall-to-use work station trunking with risers where multiple users are concentrated. The bends and corners where the trunks are to pass in the building are to be put in a smart way so as to give a nice finish and protect the CAT 6 cables therein.

Cable Testing, verification and acceptance

- a) CAT 6 UTP cable testing shall test each conductor for end-to-end continuity.
- b) Test each cable for correct termination on a pin-by-pin basis. Test each station with a CAT 6 tester to verify compliance with EIA/TIA specifications for CAT 6 UTP with an allowable deviation of plus or minus five (5%) percent.
- c) Use test method, which allows for connectorization at each end. Test at the full range of frequencies indicated by EIA/TIA up to and including 100MHz.
- d) Document results of testing and submit to the Kisii County Assembly representative for review and approval. The test log to be submitted shall include data outlet identifiers as indicated on the drawings, the test date, the initials of the technician who performed the test, and the test results.
- e) Testing of entire cabling system as per ANSI/TIA/EIA-568B for Cat 6 Ethernet cables shall be performed prior to system handover and a report

Warranty

The structured cabling system installation shall carry a warranty of at least 1 year. Each active equipment to have its relevant approved warranty.

Delivery

Clearly indicate the work plan and time schedule to full delivery at a point where all the sites are ready for use. The client wish to have the project delivered as soon as possible and not more than 8 weeks after contract signing.

Minimum Technical Specifications

Elaborate scope of works and equipment specifications are indicated in the detailed Bills of quantities in this document

1. (POE) Network Switches:

Specifications: (Cisco, Alcatel Lucent or equivalent but must be compatible)

- a) The switches can either be a 24 or 48 port Layer 2 switch
- b) 24 or 48 x 10/100/1000 BASE-T Ethernet RJ45
- c) 2x SFP for 1 GB Uplink

General Specifications:

a) Management

Layer 7 OSI, client, and hostname fingerprinting.
Detailed historical per-port and per-client usage statistics.
DHCP, client and hostname fingerprinting.
Automatic firmware upgrades.

b) Remote Diagnostics

Live tools such as cable test to isolate physical layer issues
Aggregated event and configuration change logs with instant search

c) Scalable Stacking

Unified configuration and monitoring of all switches
Virtually stacking supports thousands of switch ports in a single logical stack for unified management, monitoring, and configuration

d) Ethernet Switching Capabilities

802.1p Quality of Service prioritization
802.1Q VLAN tagging for up to 4,095 VLANs
802.1D Spanning Tree Protocol (STP) and 802.1w Rapid Spanning Tree
Broadcast storm control
Port mirroring
IGMP snooping for multicast filtering
DHCP snooping to prevent users from adding unauthorized DHCP servers on the network.

e) Security

Integrated two-factor authentication
 Role-based administration
 IEEE 802.1x port-based security
 Corporate wide password policy enforcement
 MAC-based RADIUS authentication
 Sticky MAC
 MAC whitelisting
 BPDU guard
 Root guard
 IPv4 ACLs
 f) Management and Troubleshooting
 Auto-MDOX
 IP SLA Responder
 Layer 2 / IP Traceroute
 SPAN
 RSPAN
 Device Manager
 Smart ports + Advisor
 Troubleshooting Advisor
 Drag-and-drop OS Upgrade
 Auto install with saved configuration
 Configuration Replace
 DHCP Auto Image Upgrade
 DHCP Port Based Allocation

2. Smart Uninterrupted Power Supply (UPS):

Surge protection and filtering
 4 Output connections with cables (minimum)
 Control panel and audible alarm

Output

Output power Capacity	1,000VA
Output Power Capacity	670 Watts
Max configurable power	1,000VA
Max configurable power	670Watts
Nominal Output Voltage	230VA
Output Voltage Note	Configurable for 220 : 230 or 240 nominal voltage
Output Connections	(8) IEC 320 c13 (2) IEC Jumpers

Nominal input voltage	230 V
Input Frequency	50/60 Hz +/- 3 Hz)auto sensing)
Input connection type	IEC-320 c14
Input voltage range for main operations	160 – 286 V
Input voltage adjustable range for main operation	151 – 302 V
Output Voltage Note	Configurable for 220 : 230 or 240 nominal voltage
Output Connections	(8) IEC 320 c13 (2) IEC Jumpers

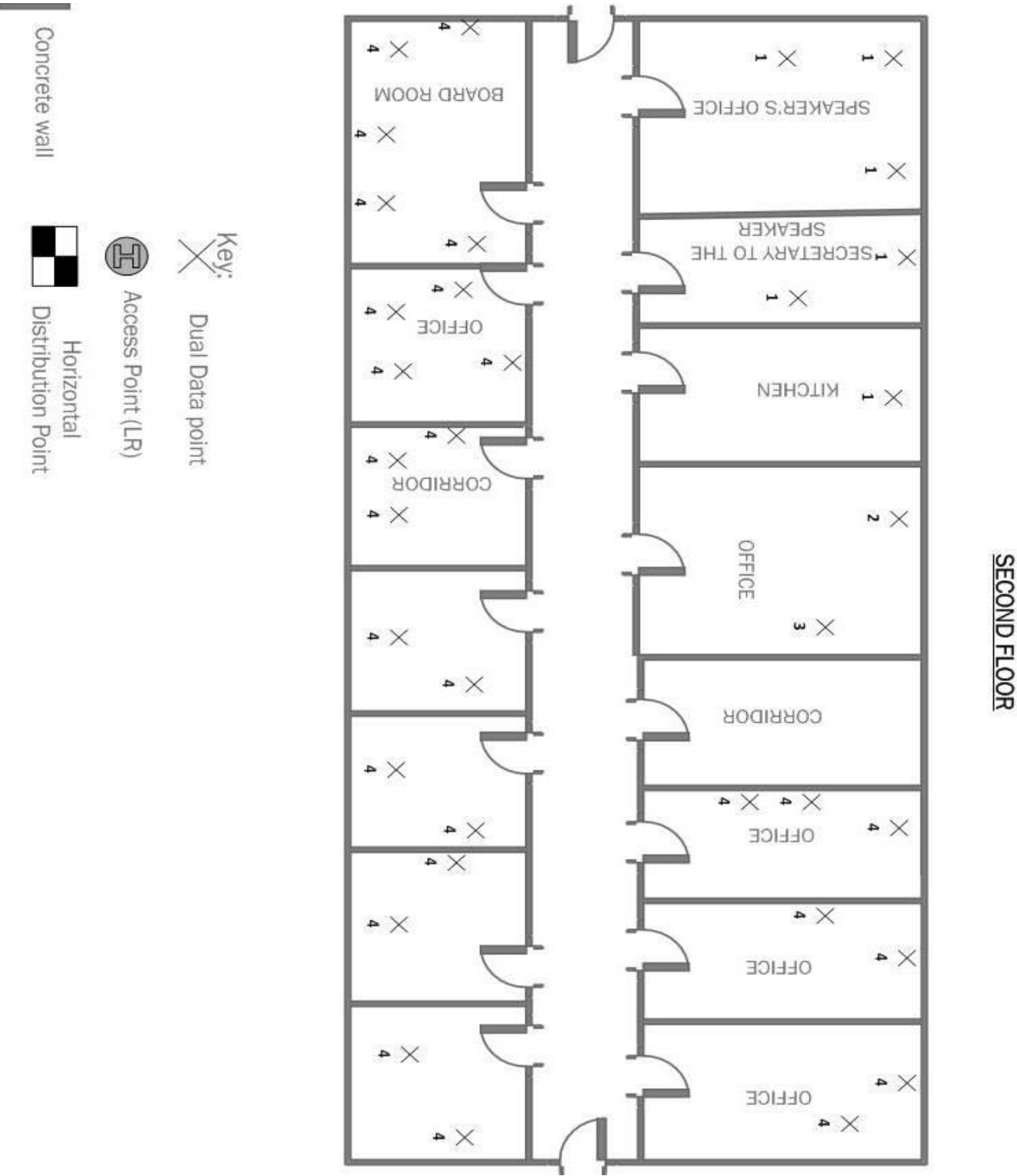
Input

Battery type	Maintenance free sealed lead acid battery with suspended electrolyte leak proof
Replacement battery cartridge	RBC6

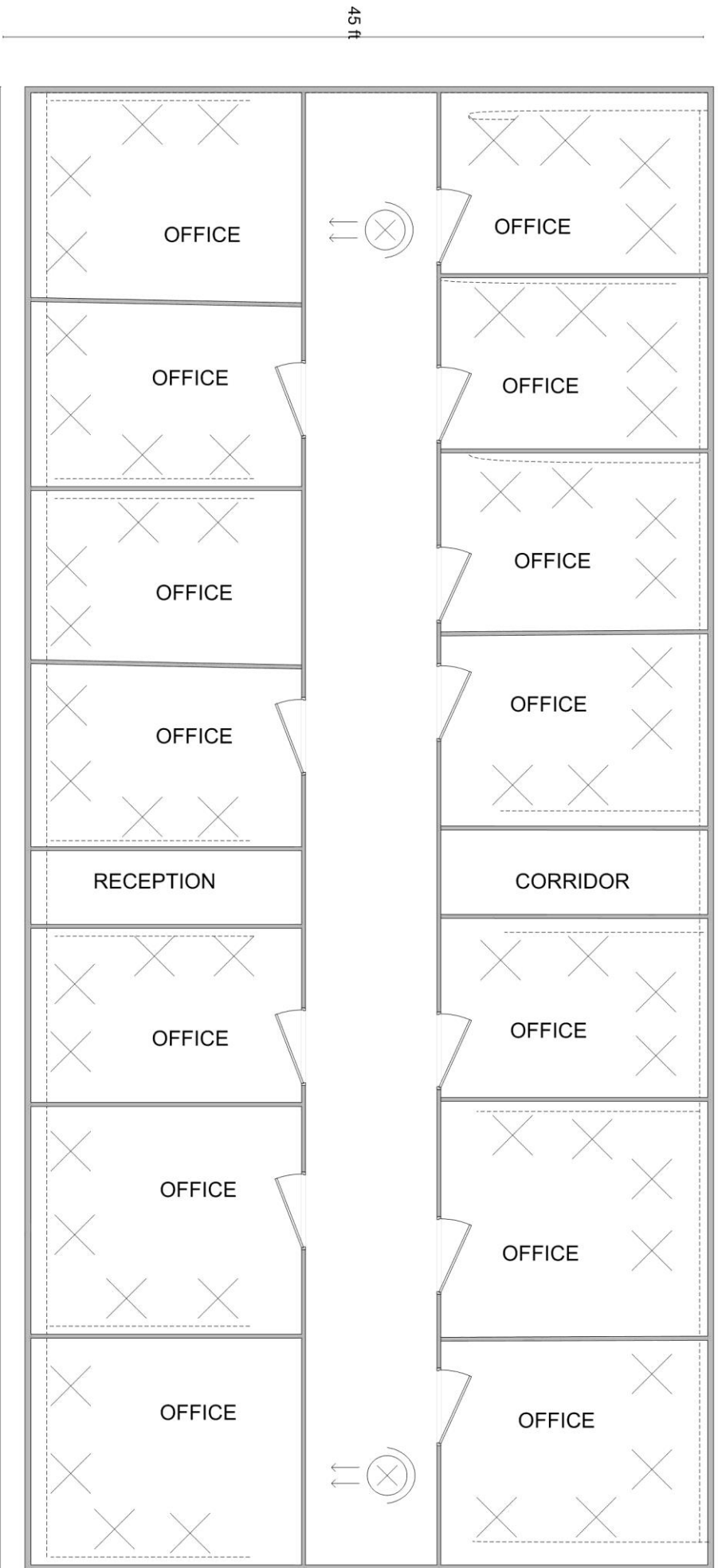
Batteries \$ Runtime

Drawings

The contractor shall implement in detail the below network drawing and any changes or alterations shall only be discussed and approved by the project manager.



BLOCK A FIRST FLOOR



KEY



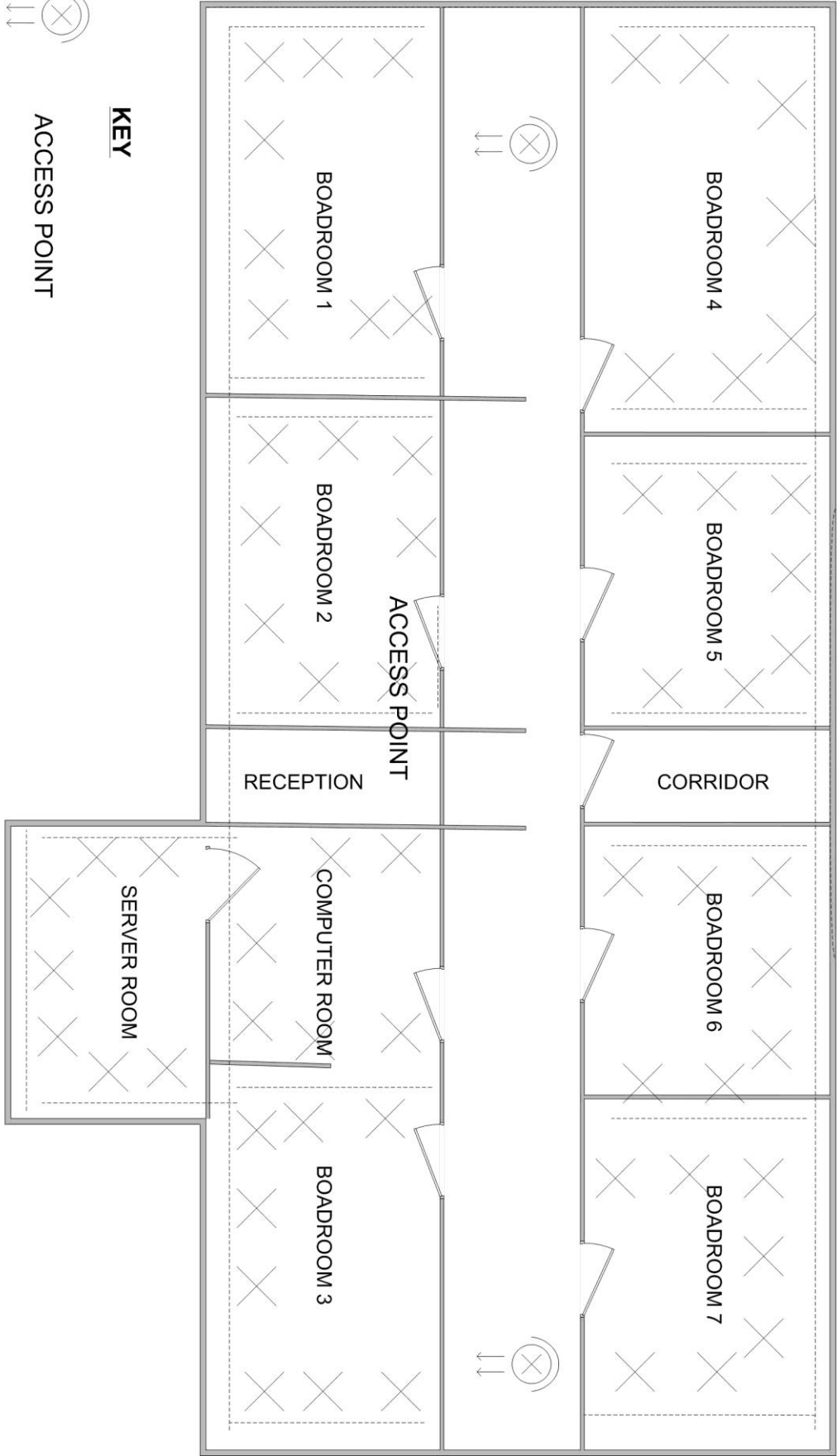
ACCESS POINT



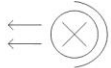
DUAL DATA POINT

METALIC TRUNKING

BLOCK A GROUND FLOOR



KEY



ACCESS POINT



DUAL DATA POINT

METALIC TRUNKING

BILLS OF QUANTITIES AND COSTINGS

Pricing Of Preliminaries Items

Prices will be inserted against item of preliminaries in the Contractor's Bills of Quantities and specification. Where the Contractor fails to insert his price in any item he shall be deemed to have made adequate provision for this on various items in the Bills of Quantities. The preliminaries form part of this contract and together with other Bills of Quantities covers for the costs involved in complying with all the requirements for the proper execution of the whole of the works in the contract.

Special Notes to Bills of Quantities

The Bills of Quantities form part of the contract documents and are to be read in conjunction with a contract drawings and general specifications of materials and works.

The prices quoted shall be deemed to include for all obligations under the Contract including but not limited to supply of materials, labor, delivery to site, storage on site, installation, configurations, testing, trainings, commissioning and all taxes

If prices omitted from any item, section or part of the Bills of Quantities shall be deemed to have been included to another item, section or part thereof.

The brief description of the items given in the Bills of Quantities are for the purpose of establishing standard to which the Contractor shall adhere. Otherwise alternative brands of equal and approved quality will be accepted.

Should the Contractor install any material not specified here in before receiving written approval from the Project Manager, the Contractor shall remove the material in question and, at his own cost, install the proper material.

The grand total of prices in the price summary page must be carried forward to the Form of Tender for the tender to be deemed valid.

The contractor will be responsible for fixing at their own cost any damages directly or indirectly caused while undertaking these works. The County will not provide additional funds to fix the damages.

The amount provided for project management is strictly to assist the project manager's team in the operations of managing and administering the project. This includes transportation, supervision/Quality checks, meals, documentation, communication, site meeting facilitations etc. The contractor will ensure that the team is well facilitated by use of this allocation.

For any changes, new requirements and/or omissions, an amount of about 5% of the cost has been allocated to take care of this and should not be used for the baseline scope.

SECTION VII - PRICE SCHEDULE FOR GOODS

NO	ITEM	Unit	Block A 2 ND floor	Block A 1st floor	Block A Grnd floor	Block B	Total	Rate	Total
1	Rack mount 24-Port 10/100/1000Base-T Ethernet Layer 3 PoE 2SFP Network Switch complete with console cable	No	2	2	2	2	8		
2	42U Free Standing Network Cabinet 19" Compliant - 600mm Deep x 600mm Width x 1610mm Height, Glass Door, Fan Tray with 4 Low Noise Fan with Vent Guard & air filters, 2 device trays	No	1	1	0	0	2		
3	12U Free Standing Network Cabinet 19" Compliant - 600mm Deep x 600mm Width x 1610mm Height, Glass Door, Fan Tray with 4 Low Noise Fan with Vent Guard & air filters, 2 device trays	No	0	0	0	1	1		
4	2 Compartment Metal Trunking 150mm x 50mm Oyster White with fixing accessories	No	70	25	25	6	126		
5	Trunking Bends 150mm x 50mm 2C	No	110	30	30	10	180		
6	Trunking end caps	No	50	10	10	5	75		
7	Dual Data cable outlet modules complete with faceplates, type RJ45 - Cat. 6E	No	70	25	25	10	130		
8	Trunking Knock outs for data - Double	No	70	25	25	25	145		
9	24-Port Cat. 6E Patch Panel Universal Wired,1RMS,Bulk	No	10	5	5	1	21		
10	Patch panel and outlet labeling strip	No	2	2	2	2	8		
11	UTP level 6E structured	Rolls	40	25	20	1	86		

	cables								
12	UTP Cat. 6E patch cord, 1M.	No	70	25	25		120		
13	UTP Cat. 6E patch cord, 3M.	No	70	25	25	10	130		
14	Rack Mount Cable organizer 1U	No	5	2	2	1	10		
15	Trunking knockout for power complete with cover for future electrical wiring	No	10	5	5	0	20		
16	Rack mount 3 pin Surge protected Power Distribution Unit - 6 Way	No	5	2	2	1	10		
	1 KVA Smart UPS, Rack mount	No	1	0	0	0	1		
18	Data cable termination, both ends. (T-568B	No	140	50	50	20	260		
19	Indoor Ceiling mount Wireless Access points (AP) - with at least 80mtrs Range, 2.4Ghz Frequency and Conforms to 802.11a/b/g/n WiFi Standards – Unify	No	2	2	2	6	12		
21	Deploy and configure ubiquity wireless network administration and monitoring system and attach all existing and new Aps in respective sites. Supply dedicated Computer (4 RAM, 500HDD, WS 8.1, 19") for the application in each site	Lot	0	0	0	0	1		
25	Install Grounding Bar and do proper Equipment (Cabinet and trunkins) Grounding/Earthing (30m of 10mm cable, 5ft electrodes, 2500 cm2 concrete manhole complete with removable cover with	No	1	1	1	0	3		

	recommended grounding environment). To be done for each building								
30	Civil Works (create 170 x 70 mm pass through holes on concrete walls as per layout, refill and repaint.) for all sites .	No	0	0	0	0	1		
32	Installation, Configuration, Testing and commissioning including one year support	Lot	0	0	0	0	1		
33	Any other Accessories (Specify)								
	a)								
	b)								
	c)								
	TOTAL								
35	Allow for 5% Contingencies	Lot							
	allow for 16% VAT								
	Grand TOTAL								

Signature of tenderer _____

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

SECTION VIII - STANDARD FORMS

Notes on the sample Forms

1. Form of Tender - The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
3. Tender Security Form - When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
4. Contract Form - The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
5. Performance Security Form - The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
6. Bank Guarantee for Advance Payment Form - When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.
7. Manufacturers Authorization Form - When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

8.1 **FORM OF TENDER**

Date _____
Tender No. _____

To: _____

[name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. *[insert numbers]*. the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission (..... *(insert equipment description)* in conformity with the said tender documents for the sum of *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to _____ percent of the Contract Price for the due performance of the Contract , in the form prescribed by *(Procuring entity)*.

4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

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

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

8.2 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 – Kshs.
 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: <table border="1"> <thead> <tr> <th>Name</th><th>Nationality</th><th>Citizenship Details</th><th>Shares</th></tr> </thead> <tbody> <tr><td>1.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>4.</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.				2.				3.				4.							
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 Kshs. Issued Kshs. Given details of all directors as follows <table border="1"> <thead> <tr> <th>Name</th><th>Nationality</th><th>Citizenship Details</th><th>Shares</th></tr> </thead> <tbody> <tr><td>1.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>4.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>5.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.....				2.....				3.....				4.....				5.....			
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.

8.3 TENDER SECURITY FORM

Whereas [*name of the tenderer*]
(hereinafter called “the tenderer”) has submitted its tender dated
..... [*date of submission of tender*] for the supply, installation and
commissioning of [*name and/or description of the*
equipment] (hereinafter called “the Tender”)
..... KNOW ALL PEOPLE by these
presents that WE of having our
registered office at (hereinafter called “the Bank”), are
bound unto [*name of Procuring entity*] (hereinafter called “the
Procuring entity”) in the sum of for which
payment well and truly to be made to the said Procuring entity, the Bank
binds itself, its successors, and assigns by these presents. Sealed with the
Common Seal of the said Bank this _____ day of _____
_____ 20 _____.

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security in accordance with the Instructions to tenderers;

We undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[*signature of the bank*] _____
(Amend accordingly if provided by Insurance Company)

8.4 CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20 _____ between
..... [name of Procurement entity] of [country of Procurement entity]
(hereinafter called “the Procuring entity) of the one part and [name of
tenderer] of [city and country of tenderer] (hereinafter called “the tenderer”) of the
other part;

WHEREAS the Procuring entity invited tenders for certain goods] and has accepted a tender by
the tenderer for the supply of those goods in the sum of [contract
price in words and figures] (hereinafter called “the Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are
respectively assigned to them in the Conditions of Contract referred to:
2. The following documents shall be deemed to form and be read and construed as part of
this Agreement viz:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer
 - (b) the Schedule of Requirements
 - (c) the Technical Specifications
 - (d) the General Conditions of Contract
 - (e) the Special Conditions of contract; and
 - (f) the Procuring entity’s Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as
hereinafter mentioned, the tender hereby covenants with the Procuring entity to provide the
goods and to remedy defects therein in conformity in all respects with the provisions of the
Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the
provisions of the goods 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.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in
accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring entity

Signed, sealed, delivered by _____ the _____ (for the tenderer in the presence of

(Amend accordingly if provided by Insurance Company)

8.5 PERFORMANCE SECURITY FORM

To
[*name of Procuring entity*]

WHEREAS [*name of tenderer*] (hereinafter called “the tenderer”) 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 Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract.

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, 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 tenderer 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*]

8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM

To
[*name of Procuring entity*]

[*name of tender*]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, [*name and address of tenderer*](hereinafter called "the tenderer") shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of [*amount of guarantee in figures and words*].

We, the [*bank or financial institutions*], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding [*amount of guarantee in figures and words*]

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there-under or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid in full effect from the date of the advance payment received by the tenderer under the Contract until [*date*].

Yours truly,

Signature and seal of the Guarantors

[*name of bank or financial institution*]

[*address*]

[*date*]

8.7 MANUFACTURER'S AUTHORIZATION FORM

To *[name of the Procuring entity]*

WHEREAS*[name of the manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]* do hereby authorize *[name and address of Agent]* to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. *[reference of the Tender]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

[signature for and on behalf of manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.

8.8 LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

8.9 FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical
address.....Fax 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.
- etc.

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

- 1.
- 2.
- etc

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of
.....20.....

SIGNED
Board Secretary