

KISII COUNTY GOVERNMENT

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Kisii, Kenya.

COUNTY ASSEMBLY

TENDER. NO KCA/GS/007/2019-2020

**STRUCTURED CABLING AND WIRELESS NETWORK INSTALLATION AT THE
COUNTY ASSEMBLY BLOCKS.**

(RESERVED FOR YOUTH)

TABLE OF CONTENTS

		<u>PAGE</u>
	INTRODUCTION	1
SECTION I	INVITATION FOR TENDERS	2
SECTION II	INSTRUCTIONS TO TENDERERS	4
SECTION III	CONDITIONS OF CONTRACT	11
	APPENDIX TO CONDITIONS OF CONTRACT	21 - 22
SECTION IV	SPECIFICATIONS, DRAWINGS AND BILLS OF QUANTITIES/SCHEDULE OF RATES.....	23
SECTION V	STANDARD FORMS	25

INTRODUCTION

- 1.1 This standard tender document for procurement of works has been prepared for use by procuring entities in Kenya in the procurement of works (e.g. Buildings, Roads, Bridges, Repairs and Maintenance) which the procuring entity considers to be small and where it is not required to be open tendering.
- 1.2 The following guidelines should be observed when using the document:-
- (a) Specific details should be furnished in the tender notice and in the special conditions of contract (where applicable). The tender document issued to tenderers should not have blank spaces or 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 Appendix to instructions to tenderers and special conditions of contract respectively.
- 1.3 (a) Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable prospective tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements
- I. The invitation to tender shall be as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have been prequalified following a request for prequalification.
- 1.4 The cover of the tender document should be modified to include:-
- II. Tender number.
 - III. Tender name.
 - IV. Name of procuring entity.
 - V. Delete name and address of PPOA.

SECTION I INVITATION TO TENDER

DATE: 26th/11/2019

TENDER REF NO: KCA/GS/007/2019-2020

TENDER NAME: STRUCTURED CABLING AND WIRELESS NETWORK INSTALLATION AT THE COUNTY ASSEMBLY BLOCKS.

- 1.2 The Kisii County Assembly invites sealed bids from eligible candidates for STRUCTURED CABLING AND WIRELESS NETWORK INSTALLATION AT THE COUNTY ASSEMBLY BLOCKS.
- 1.3 Interested and eligible service providers (**youths**) can access and participate in the tendering by clicking on the **IFMIS NEGOTIATION NUMBER 760362** Suppliers to log in the IFMIS SUPPLIERS PORTAL: supplier.treasury.go.ke for them to participate in the tendering process
- 1.4 Tender document Must be Serialized all the pages numerically from front page to the last
- 1.5 A complete set of tender documents may be obtained from the Kisii County Assembly website: www.kisiiassembly.go.ke free of charge.
- 1.6 Completed tender documents will be done in the electrical form. On or before **Tuesday, 10th December, 2019 at 11:00 Am** in the e-plat form
- 1.7 Tenders will be evaluated electronically and thus tenderers or representatives would not be required during the Opening
- 1.8 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.

For
Clerk-Kisii County Assembly

SECTION II
INSTRUCTIONS TO TENDERERS
TABLE OF CONTENTS

CLAUSE	PAGE.
1. GENERAL.....	4
2. TENDER DOCUMENTS.....	5
3. PREPARATION OF TENDERS.....	5 - 6
4. SUBMISSION OF TENDERS.....	6 - 7
5. TENDER OPENING AND EVALUATON.....	7 - 8
6. AWARD OF CONTRACT.....	8 - 9

INSTRUCTIONS TO TENDERERS.

1. General

- 1.1 The Employer as defined in the Appendix to Conditions of Contract invites tenders for Works Contract as described in the tender documents. The successful Tenderer will be expected to complete the Works by the Intended Completion Date specified in the said Appendix.
- 1.2 Tenderers shall include the following information and documents with their tenders, unless otherwise stated:
 - (a) copies of certificates of registration, and principal place of business;
 - (b) total monetary value of construction work performed for each of the last five years;
 - (c) experience in works of a similar nature and size for each of the last five years, and clients who may be contacted for further information on these contracts;
 - (d) major items of construction equipment owned;
 - (e) qualifications and experience of key site management and technical personnel proposed for the Contract;
 - (f) reports on the financial standing of the Tenderer, such as profit and loss statements and auditor's reports for the last five years;
 - (g) authority to seek references from the Tenderer's bankers.
- 1.3 The Tenderer shall bear all costs associated with the preparation and submission of his tender, and the Employer will in no case be responsible or liable for those costs.
- 1.4 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Works and its surroundings, and obtain all information that may be necessary for preparing the tender and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Tenderer's own expense.
- 1.5 The procurement entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 1.6 The price to be charged for the tender document shall not exceed Kshs 0/=
- 1.7 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2. Tender Documents

- 2.1 The complete set of tender documents comprises the documents listed here below and any addenda issued in accordance with clause 2.4 here below:-
 - (a) These instructions to Tenderers
 - (b) Form of Tender
 - (c) Conditions of Contract and Appendix to Conditions of Contract
 - (d) Specifications
 - (e) Drawings
 - (f) Bills of Quantities/Schedule of Rates (whichever is applicable)
 - (g) Other materials required to be filled and submitted in accordance with these Instructions and Conditions

- 2.2 The Tenderer shall examine all instructions, forms and specifications in the tender documents. Failure to furnish all information required by the tender documents may result in rejection of his tender.
- 2.3 A prospective Tenderer making inquiries of the tendering documents may notify the Employer in writing or by cable, telex or facsimile at the address indicated in the letter of invitation to tender. The Employer will respond to any request for clarification received earlier than seven [7] days prior to the deadline for submission of tenders. Copies of the Employer's response will be forwarded to all persons issued with tendering documents, including a description of the inquiry, but without identifying its source.
- 2.4 Before the deadline for submission of tenders, the Employer may modify the tendering documents by issuing addenda. Any addendum thus issued shall be part of the tendering documents and shall be communicated in writing or by cable, telex or facsimile to all Tenderers. Prospective Tenderers shall acknowledge receipt of each addendum in writing to the Employer.
- 2.5 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their tenders, the Employer shall extend, as necessary, the deadline for submission of tenders in accordance with clause 4.2 here below.

3. Preparation of Tenders

- 3.1 All documents relating to the tender and any correspondence shall be in English Language.
- 3.2 The tender submitted by the Tenderer shall comprise the following:-
- (a) The Tender;
 - (b) Tender Security;
 - (c) Priced Bill of Quantities/Schedule of Rates for lump-sum Contracts
 - (d) Any other materials required to be completed and submitted by Tenderers.
- 3.3 The Tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities/Schedule of Rates. Items for which no rate or price is entered by the Tenderer will not be paid for when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities/Schedule of Rates. All duties, taxes and other levies payable by the Contractor under the Contract, as of 30 days prior to the deadline for submission of tenders, shall be included in the tender price submitted by the Tenderer.
- 3.4 The rates and prices quoted by the Tenderer shall not be subject to any adjustment during the performance of the Contract.
- 3.5 The unit rates and prices shall be in Kenya Shillings.
- 3.6 Tenders shall remain valid for a period of sixty (60) days from the date of submission. However in exceptional circumstances, the Employer may request that the Tenderers extend the period of validity for a specified additional period. The request and the Tenderers' responses shall be made in writing.

- 3.7 The Tenderer shall prepare one original of the documents comprising the tender documents as described in these Instructions to Tenderers.
- 3.8 The original shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. All pages of the tender where alterations or additions have been made shall be initialed by the person or persons signing the tender.
- 3.9 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.
- 3.10 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.

4. Submission of Tenders

- 4.1 The tender duly filled and sealed in an envelope shall;-
- (a) be addressed to the Employer at the address provided in the invitation to tender;
 - [b] bear the name and identification number of the Contract as defined in the invitation to tender; and
 - [c] provide a warning not to open before the specified time and date for tender opening.
- 4.2 Tenders shall be delivered to the Employer at the address specified above not later than the time and date specified in the invitation to tender.
- 4.3 The tenderer shall not submit any alternative offers unless they are specifically required in the tender documents.
- Only one tender may be submitted by each tenderer. Any tenderer who fails to comply with this requirement will be disqualified.
- 4.4 Any tender received after the deadline for opening tenders will be returned to the tenderer un-opened.
- 4.5 The Employer may extend the deadline for submission of tenders by issuing an amendment in accordance with sub-clause 2.5 in which case all rights and obligations of the Employer and the Tenderers previously subject to the original deadline will then be subject to the new deadline.

5. Tender Opening and Evaluation

- 5.1 The tenders will be opened in the presence of the Tenderers' representatives who choose to attend at the time and in the place specified in the invitation to tender.
- 5.2 The Tenderers' names, the total amount of each tender and such other details as may be considered appropriate, will be announced at the opening by the Employer. Minutes of the tender opening, including the information disclosed to those present will also be prepared by the Employer.

- 5.3 Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of the Contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the award to the successful Tenderer has been announced. Any effort by a Tenderer to influence the Employer's officials, processing of tenders or award decisions may result in the rejection of his tender.
- 5.4 Tenders determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:
- (a) where there is a discrepancy between the amount in figures and the amount in words, the amount in words will prevail; and
 - (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will prevail, unless in the opinion of the Employer's representative, there is an obvious typographical error, in which case the adjustment will be made to the entry containing that error.
 - (c) In the event of a discrepancy between the tender amount as stated in the Form of Tender and the corrected tender figure in the main summary of the Bill of Quantities/Quotation, the amount as stated in the Form of Tender shall prevail.
 - (d) The Error Correction Factor shall be computed by expressing the difference between the tender amount and the corrected tender sum as a percentage of the Corrected Builder's Work (i.e. corrected tender sum less P.C. and Provisional Sums).
 - (e) The Error Correction Factor shall be applied to all Builders' Work (as a rebate or addition as the case may be) for the purposes of valuations for Interim Certificates and valuation of variations.
 - (f) The amount stated in the tender will be adjusted in accordance with the above procedure for the correction of errors and with concurrence of the Tenderer, shall be considered as binding upon the Tenderer. If the Tenderer does not accept the corrected amount, the tender may be rejected and the Tender Security forfeited.
- 5.5 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.
- 5.6 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 5.7 Where contract price variation is allowed, the valuation shall not exceed 15% of the original contract price.
- 5.8 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.
- 5.9 Preference where allowed in the evaluation of tenders shall not exceed 15%

- 5.10 To assist in the examination, evaluation, and comparison of tenders, the Employer at his discretion, may request [in writing] any Tenderer for clarification of the tender, including breakdowns of unit rates. The request for clarification and the response shall be in writing or by cable, telex or facsimile but no change in the tender price or substance of the tender shall be sought, offered or permitted.
- 5.11 The Tenderer shall not influence the Employer on any matter relating to his tender from the time of the tender opening to the time the Contract is awarded. Any effort by the Tenderer to influence the Employer or his employees in his decision on tender evaluation, tender comparison or Contract award may result in the rejection of the tender.

6. Award of Contract

- 6.1 The award of the Contract will be made to the Tenderer who has offered the lowest evaluated tender price.
- 6.2 Notwithstanding the provisions of clause 6.1 above, the Employer reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time prior to the award of Contract 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 action.
- 6.3 The Tenderer whose tender has been accepted will be notified of the award prior to expiration of the tender validity period in writing or by cable, telex or facsimile. This notification (hereinafter and in all Contract documents called the “Letter of Acceptance”) will state the sum [hereinafter and in all Contract documents called the “Contract Price” which the Employer will pay the Contractor in consideration of the execution, completion, and maintenance of the Works by the Contractor as prescribed by the Contract. The contract shall be formed on the parties signing the contract. At the same time the other tenderers shall be informed that their tenders have not been successful.
- 6.4 The Contract Agreement will incorporate all agreements between the Employer and the successful Tenderer. It will be signed by the Employer and sent to the successful Tenderer, within 30 days following the notification of award. Within 21 days of receipt ,the successful Tenderer will sign the Agreement and return it to the Employer.
- 6.5 Within 21 days after receipt of the Letter of Acceptance, the successful Tenderer shall deliver to the Employer a Performance Security amount stipulated in the Appendix to Conditions of Contract.
- 6.6 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.
- 6.7 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

- 6.8 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.

7. Corrupt and fraudulent practices

- 7.1 The procuring entity requires that the tenderer observes the highest standard of ethics during the procurement process and execution of the contract. A tenderer shall sign a declaration that he has not and will not be involved in corrupt and fraudulent practices.
- 7.2 The procuring entity will reject a tender if it determines that the tenderer recommended for award has engaged in corrupt and fraudulent practices in competing for the contract in question.
- 7.3 Further a tenderer who is found to have indulged in corrupt and fraudulent practices risks being debarred from participating in public procurement in Kenya.

a) Mandatory Requirements (MR)

NO	Requirements	Responsive or not responsive
MR1	Must Submit a valid copy of certificate of Registration/Incorporation	
MR2	Must Submit a valid copy of Tax Compliance Certificate	
MR3	Must Provide a valid tender security of 2 percent of the tender sum.	
MR4	Form of tender and confidential business questionnaire MUST be fully filled, signed and stamped	
MR5	Must submit a valid copy of current business license/permit	
MR6	Must have Serialized ALL the pages Numerically.	
MR7	Must Submit a valid copy of KRA pin certificate	
MR8	Bidder MUST submit details of the Current manufacture licence for all active equipment.	
MR9	Provide a copy of site visit certificate provided by the client	
MR10	Must Submit Certificate of registration with NCA	
MR11	Certified Certificate of registration with Communication Authority	
MR12	Provide valid copy of AGPO Certificate	
MR13	Bidder MUST provide proof of having access to adequate funds of the Tender Sum.	

At this stage, the tenderer's submission will either be responsive in all the mandatory (MR) requirements above or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.

a) Technical Scores (T.S.)

All bids meeting the mandatory requirements will proceed for technical evaluation that will carry 60 % of the overall evaluation
The detailed scoring plan shall be as shown in table below

No.	Evaluation Attribute	Weighting Score	Max. Score
T.S.1	Number of years in Provision of similar service as tendered for. (kindly indicate)	• 5 years and above (5 marks) • Below 5 years, prorated- $\frac{\text{Number of years} \times 5}{5}$	5
T.S.2	Relevant Experience Attach LPO or contacts of similar nature and size within the past three years	• 3 or more Clients with references (15 marks) • Below 3 references prorated at: $\frac{\text{Number of Clients}' \times 15}{3}$	15
T.S.3	6 No. list of technical employees proposed to the assignment Indicate the qualifications and responsibilities (At least diploma in related field and CAK accreditation/ certification for Technicians)	Each employee meeting Qualification 2 marks Maximum 12marks	12
T.S.4	Please indicate minimum time required to provide the services after a contract is signed. Attach a work schedule in line with the units and office location provided	• 7 – 14 days –5 marks • More than 14 days – 3 marks	5
T.S.6	Implementation strategy and methodology of the project	Detailed work plans 15 marks •Detailed Quality Assurance plans methodologies 5 mks •Delivery schedule in Gantt-chart 5mks If not – 0marks	25
T.S.7	Brochures of major project components (Switches, UPS, Access Points, Cabinets,)	Brochures meeting product specification provided 7 Marks each Max 28 marks If not 0	28
T.S.7	Certified audited accounts for the last three (3) years. Proof of financial stability	Evidence provided 10 Marks If not 0	10

Only bidders who score 75% and above will be subjected to financial evaluation. Those who score below 75% will be eliminated at this stage from the entire evaluation process and will not be considered further.

SECTION III
CONDITIONS OF CONTRACT
Table of Clauses

	Page
1. DEFINITIONS.....	11
2. CONTRACT DOCUMENTS.....	12
3. EMPLOYER’S REPRESENTATIVE’S DECISIONS.....	13
4. WORKS, LANGUAGE AND LAW OF CONTRACT.....	13
5. SAFETY, TEMPORARY WORKS AND DISCOVERIES.....	13
6. WORK PROGRAM AND SUB-CONTRACTING.....	13
7. THE SITE.....	13 - 14
8. INSTRUCTIONS.....	14
9. EXTENSION OF COMPLETION DATE.....	14 - 15
10. MANAGEMENT MEETINGS.....	15
11. DEFECTS.....	15 - 16
12. BILLS OF QUANTITIES/SCHEDULE OF RATES.....	16
13. VARIATIONS.....	16
14. PAYMENT CERTIFICATES AND FINAL ACCOUNT	16 - 17
15. INSURANCES	18
16. LIQUIDATED DAMAGES.....	18
17. COMPLETION AND TAKING OVER.....	18
18. TERMINATION.....	18 - 19
19. PAYMENT UPON TERMINATION.....	19
20. CORRUPT GIFTS AND PAYMENTS OF COMMISSION.....	19 - 20
21. SETTLEMENT OF DISPUTES.....	20
22. APPENDIX TO CONDITIONS OF CONTRACT	21 – 22

SECTION III - CONDITIONS OF CONTRACT

1. Definitions

- 1.1 In this Contract, except where context otherwise requires, the following terms shall be interpreted as indicated;

“Bills of Quantities” means the priced and completed Bill of Quantities forming part of the tender[where applicable].

“Schedule of Rates” means the priced Schedule of Rates forming part of the tender [where applicable].

“The Completion Date” means the date of completion of the Works as certified by the Employer’s Representative.

“The Contract” means the agreement entered into by the Employer and the Contractor as recorded in the Agreement Form and signed by the parties.

“The Contractor” refers to the person or corporate body whose tender to carry out the Works has been accepted by the Employer.

“The Contractor’s Tender” is the completed tendering document submitted by the Contractor to the Employer.

“The Contract Price” is the price stated in the Letter of Acceptance.

“Days” are calendar days; **“Months”** are calendar months.

“A Defect” is any part of the Works not completed in accordance with the Contract.

“The Defects Liability Certificate” is the certificate issued by Employer’s Representative upon correction of defects by the Contractor.

“The Defects Liability Period” is the period named in the Appendix to Conditions of Contract and calculated from the Completion Date.

“Drawings” include calculations and other information provided or approved by the Employer’s Representative for the execution of the Contract.

“Employer” Includes Central or Local Government administration, Universities, Public Institutions and Corporations and is the party who employs the Contractor to carry out the Works.

“Equipment” is the Contractor’s machinery and vehicles brought temporarily to the Site for the execution of the Works.

“Site” means the place or places where the permanent Works are to be carried out including workshops where the same is being prepared.

“Materials” are all supplies, including consumables, used by the Contractor for incorporation in the Works.

“Employer’s Representative” is the person appointed by the Employer and notified to the Contractor for the purpose of supervision of the Works.

“Specification” means the Specification of the Works included in the Contract.

“Start Date” is the date when the Contractor shall commence execution of the Works.

“ A Subcontractor” is a person or corporate body who has a Contract with the Contractor to carry out a part of the Work in the Contract, which includes Work on the Site.

“Temporary works” are works designed, constructed, installed, and removed by the Contractor which are needed for construction or installation of the Works.

“ A Variation” is an instruction given by the Employer’s Representative which varies the Works.

“The Works” are what the Contract requires the Contractor to construct, install, and turnover to the Employer.

2. Contract Documents

2.1 The following documents shall constitute the Contract documents and shall be interpreted in the following order of priority;

- (1) Agreement,
- (2) Letter of Acceptance,
- (3) Contractor’s Tender,
- (4) Conditions of Contract,
- (5) Specifications,
- (6) Drawings,
- (7) Bills of Quantities or Schedule of Rates [whichever is applicable]

3. Employer’s Representative’s Decisions

3.1 Except where otherwise specifically stated, the Employer’s Representative will decide contractual matters between the Employer and the Contractor in the role representing the Employer.

4. Works, Language and Law of Contract

4.1 The Contractor shall construct and install the Works in accordance with the Contract documents. The Works may commence on the Start Date and shall be carried out in accordance with the Program submitted by the Contractor, as updated with the approval of the Employer’s Representative, and complete them by the Intended Completion Date.

4.2 The ruling language of the Contract shall be English language and the law governing the Contract shall be the law of the Republic of Kenya.

5. Safety, Temporary works and Discoveries

- 5.1 The Contractor shall be responsible for design of temporary works and shall obtain approval of third parties to the design of the temporary works where required.
- 5.2 The Contractor shall be responsible for the safety of all activities on the Site.
- 5.3 Any thing of historical or other interest or significant value unexpectedly discovered on the Site shall be the property of the Employer. The Contractor shall notify the Employer's Representative of such discoveries and carry out the Employer's Representative's instructions for dealing with them.

6 Work Program and Sub-contracting

- 6.1 Within seven days after Site possession date, the Contractor shall submit to the Employer's Representative for approval a program showing the general methods, arrangements, order and timing for all the activities in the Works.
- 6.2 The Contractor may sub-contract the Works (but only to a maximum of 25 percent of the Contract Price) with the approval of the Employer's Representative. However, he shall not assign the Contract without the approval of the Employer in writing. Sub-contracting shall not alter the Contractor's obligations.

7 The site

- 7.1 The Employer shall give possession of all parts of the Site to the Contractor.
- 7.2 The Contractor shall allow the Employer's Representative and any other person authorized by the Employer's Representative, access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.

8 Instructions

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

9 Extension of Completion Date

- 9.1 The Employer's Representative shall extend the Completion Date if an occurrence arises which makes it impossible for completion to be achieved by the Intended Completion Date. The Employer's Representative shall decide whether and by how much to extend the Completion Date.
- 9.2 For the purposes of this clause, the following occurrences shall be valid for consideration;
Delay by:-
 - (a) force majeure, or
 - (b) reason of any exceptionally adverse weather conditions, or

- (c) reason of civil commotion, strike or lockout affecting any of the trades employed upon the Works or any of the trades engaged in the preparation, manufacture or transportation of any of the goods or materials required for the Works, or
- (d) reason of the Employer's Representative's instructions issued under these Conditions, or
- (e) reason of the contractor not having received in due time necessary instructions, drawings, details or levels from the Employer's Representative for which he specifically applied in writing on a date which having regard to the date for Completion stated in the appendix to these Conditions or to any extension of time then fixed under this clause was neither unreasonably distant from nor unreasonably close to the date on which it was necessary for him to receive the same, or
- (f) delay on the part of artists, tradesmen or others engaged by the Employer in executing work not forming part of this Contract, or
- (g) reason of delay by statutory or other services providers or similar bodies engaged directly by the Employer, or
- (h) reason of opening up for inspection of any Work covered up or of the testing or any of the Work, materials or goods in accordance with these conditions unless the inspection or test showed that the Work, materials or goods were not in accordance with this Contract, or
- (i) reason of delay in appointing a replacement Employer's Representative, or
- (j) reason of delay caused by the late supply of goods or materials or in executing Work for which the Employer or his agents are contractually obliged to supply or to execute as the case may be, or
- (k) Delay in receiving possession of or access to the Site.

10 Management Meetings

- 10.1 A Contract management meeting shall be held regularly and attended by the Employer's Representative and the Contractor. Its business shall be to review the plans for the remaining Work.

The Employer's Representative shall record the business of management meetings and provide copies of the record to those attending the meeting and the Employer. The responsibility of the parties for actions to be taken shall be decided by the Employer's Representative either at the management meeting or after the management meeting and stated in writing to all who attend the meeting.

- 10.2 Communication between parties shall be effective only when in writing.

11 Defects

- 11.1 The Employer's Representative shall inspect the Contractor's work and notify the Contractor of any defects that are found. Such inspection shall not affect the Contractor's responsibilities.

The Employer's Representative may instruct the Contractor to search for a defect and to uncover and test any Work that the Employer's Representative considers may have a defect. Should the defect be found, the cost of uncovering and making good shall be borne by the Contractor. However if there is no defect found, the cost of uncovering and making good shall be treated as a variation and added to the Contract Price.

- 11.2 The Employer's Representative shall give notice to the Contractor of any defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the Appendix to Conditions of Contract.
- 11.3 Every time notice of a defect is given, the Contractor shall correct the notified defect within the length of time specified by the Employer's Representative's notice. If the Contractor has not corrected a defect within the time specified in the Employer's Representative's notice, the Employer's Representative will assess the cost of having the defect corrected by other parties and such cost shall be treated as a variation and be deducted from the Contract Price.

12 Bills of Quantities/Schedule of Rates

- 12.1 The Bills of Quantities/Schedule of Rates shall contain items for the construction, installation, testing and commissioning of the Work to be done by the Contractor. The Contractor will be paid for the quantity of the Work done at the rates in the Bills of Quantities/Schedule of Rates for each item. Items against which no rate is entered by the Tenderer will not be paid for when executed and shall be deemed covered by the rates for other items in the Bills of Quantities/Schedule of Rates.
- 12.2 Where Bills of Quantities do not form part of the Contract, the Contract Price shall be a lump sum (which shall be deemed to have been based on the rates in the Schedule of Rates forming part of the tender) and shall be subject to re-measurement after each stage.

13 Variations

- 13.1 The Contractor shall provide the Employer's Representative with a quotation for carrying out the variations when requested to do so. The Employer's Representative shall assess the quotation and shall obtain the necessary authority from the Employer before the variation is ordered.
- 13.2 If the Work in the variation corresponds with an item description in the Bill of Quantities/Schedule of Rates, the rate in the Bill of Quantities/Schedule of Rates shall be used to calculate the value of the variation. If the nature of the Work in the variation does not correspond with items in the Bill of Quantities/Schedule of Rates, the quotation by the Contractor shall be in the form of new rates for the relevant items of Work.
- 13.3 If the Contractor's quotation is unreasonable, the Employer's Representative may order the variation and make a change to the Contract Price, which shall be based on the Employer's Representative's own forecast of the effects of the variation on the Contractor's costs.

14 Payment Certificates and Final Account

14.1 The Contractor shall be paid after each of the following stages of Work listed here below (subject to re-measurement by the Employer's Representative of the Work done in each stage before payment is made). In case of lump-sum Contracts, the valuation for each stage shall be based on the quantities so obtained in the re-measurement and the rates in the Schedule of Rates.

(i) Advance payment _____ (percent of Contract Price,
[after Contract execution] to be inserted by the Employer).

(ii) First stage (define stage) _____

(iii) Second stage (define stage) _____

(iv) Third stage (define stage) _____

(v) After defects liability period.

14.2 Upon deciding that Works included in a particular stage are complete, the Contractor shall submit to the Employer's Representative his application for payment. The Employer's Representative shall check, adjust if necessary and certify the amount to be paid to the Contractor within 21 days of receipt of the Contractor's application. The Employer shall pay the Contractor the amounts so certified within 30 days of the date of issue of each Interim Certificate.

14.3 The Contractor shall supply the Employer's Representative with a detailed final account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Employer's Representative shall issue a Defect Liability Certificate and certify any final payment that is due to the Contractor within 30 days of receiving the Contractor's account if it is correct and complete. If it is not, the Employer's Representative shall issue within 21 days a schedule that states the scope of the corrections or additions that are necessary. If the final account is still unsatisfactory after it has been resubmitted, the Employer's Representative shall decide on the amount payable to the Contractor and issue a Final Payment Certificate. The Employer shall pay the Contractor the amount so certified within 60 days of the issue of the Final Payment Certificate.

14.4 If the period laid down for payment to the Contractor upon each of the Employer's Representative's Certificate by the Employer has been exceeded, the Contractor shall be entitled to claim simple interest calculated pro-rata on the basis of the number of days delayed at the

Central Bank of Kenya's average base lending rate prevailing on the first day the payment becomes overdue. The Contractor will be required to notify the Employer within 15 days of receipt of delayed payments of his intentions to claim interest.

15. Insurance

15.1 The Contractor shall be responsible for and shall take out appropriate cover against, among other risks, personal injury; loss of or damage to the Works, materials and plant; and loss of or damage to property.

16. Liquidated Damages

- 16.1 The Contractor shall pay liquidated damages to the Employer at the rate 0.001 per cent of the Contract price per day for each day that the actual Completion Date is later than the Intended Completion Date except in the case of any of the occurrences listed under clause 9.2. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

17. Completion and Taking Over

- 17.1 Upon deciding that the Work is complete the Contractor shall request the Employer's Representative to issue a Certificate of Completion of the Works, upon deciding that the Work is completed.

The Employer shall take over the Site and the Works within seven days of the Employer's Representative issuing a Certificate of Completion.

18. Termination

- 18.1 The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract. These fundamental breaches of Contract shall include, but shall not be limited to, the following;

- (a) the Contractor stops Work for 30 days continuously without reasonable cause or authority from the Employer's Representative;
- (b) the Contractor is declared bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
- (c) a payment certified by the Employer's Representative is not paid by the Employer to the Contractor within 30 days after the expiry of the payment periods stated in sub clauses 14.2 and 14.3 hereinabove.
- (d) the Employer's Representative gives notice that failure to correct a particular defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time.

- 18.2 If the Contract is terminated, the Contractor shall stop Work immediately, and leave the Site as soon as reasonably possible. The Employer's Representative shall immediately thereafter arrange for a meeting for the purpose of taking record of the Works executed and materials, goods, equipment and temporary buildings on Site.

19. Payment Upon Termination

- 19.1 The Employer may employ and pay other persons to carry out and complete the Works and to rectify any defects and may enter upon the Works and use all materials on Site, plant, equipment and temporary works.

- 19.2 The Contractor shall, during the execution or after the completion of the Works under this clause, remove from the Site as and when required within such reasonable time as the Employer's Representative may in writing specify, any temporary buildings,

plant, machinery, appliances, goods or materials belonging to him, and in default thereof, the Employer may (without being responsible for any loss or damage) remove and sell any such property of the Contractor, holding the proceeds less all costs incurred to the credit of the Contractor.

- 19.3 Until after completion of the Works under this clause, the Employer shall not be bound by any other provision of this Contract to make any payment to the Contractor, but upon such completion as aforesaid and the verification within a reasonable time of the accounts therefor the Employer's Representative shall certify the amount of expenses properly incurred by the Employer and, if such amount added to the money paid to the Contractor before such determination exceeds the total amount which would have been payable on due completion in accordance with this Contract, the difference shall be a debt payable to the Employer by the Contractor; and if the said amount added to the said money be less than the said total amount, the difference shall be a debt payable by the Employer to the Contractor.

20. Corrupt Gifts and Payments of Commission

20.1 The Contractor shall not;

- (a) Offer or give or agree to give to any person in the service of the Employer any gifts or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract with the Employer or for showing or forbearing to show favour or dis-favour to any person in relation to this or any other contract with the Employer.
- (b) Any breach of this Condition by the Contractor or by anyone employed by him or acting on his behalf (whether with or without the knowledge of the Contractor) shall be an offence under the Laws of Kenya.

21. Settlement of Disputes

- 21.1 Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying party.

APPENDIX TO CONDITIONS OF CONTRACT

THE EMPLOYER IS

Name: **KISII COUNTY ASSEMBLY**

Address: **4552-40200 KISII**

Name of Employer's Representative: **JAMES O. NYAOGA**

Title; **CLERK**

Telephone: **N/A**

The name (and identification number) of the Contract is **STRUCTURED CABLING AND WIRELESS NETWORK INSTALLATION AT THE COUNTY ASSEMBLY BLOCKS.**

The Works consist of;

The vendor is expected to install a wireless and structured computer network in the Block C as per the scope of work and standards provided

Scope of Work

These guidelines are to serve as the minimum requirements for Structured Network, Installation 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
- (iv) Supply and Installation of a two compartment 150mmx50mm 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.
 - (vi) All network cabinets shall be grounded to the earth bus bar in accordance with IEEE 142 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 with in cable containment/dual compartment, terminated with machine generated paper label at both ends.
- (x) Face plate and Modular Jack installation with machine generated paper label on Faceplate.
- (xi) TIA Channel Link Test with auto-saver port 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 RJ45 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, 3600cm².
- (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 part and sinks to the general mass of earth. Earth shall comprise of 1/2" diameter x 1200mm long copper earth electrode, 10mm² pvc insulated single core earth lead connected with earth to the structure. 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. None 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 labeled.
- 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 manufacturers hauling tension shall not be exceeded.
- k) All cable tie and fixings shall be tightened to support the cable loom without distortion of the cables heat.
- l) The enhanced UTP 4 pair shall be of cat 6 grade and exceed ANSI/TIA/EIA-568-Aj and ISO/IEC 11001 standards. Cat6 structured cabling shall be used throughout the entire installation.

Terminations

- a) CAT6 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 (13mm 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 from 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 of different color and labeled 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 faceplate shall be labeled 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 labeled 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 Cat6 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 labeled 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 back base 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/EIA606.
- 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 workstation 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 CAT6 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 CAT6UTP 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 Government representative for review and approval. The test log to be submitted shall included at a 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-568BforCat6
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.

The Start Date shall be immediately: **after signing contract**

The Intended Completion Date for the whole of the Works shall be: **not more than 8 weeks after contract signing.**

The following documents also form part of the Contract:

The Site Possession Date shall be **immediately after signing contract**

The Site is located at **Kisii County Behind Old Municipal Buildings** and is defined in drawings nos.

The Defects Liability Period is **180** days.

Amount of Tender Security is Kshs **2 percent of tender sum** (Note: This amount should be between one (1) percent and three (3) percent of the value of the Works)

The name and Address of the Employer for the purposes of submission of tenders is

**KISII COUNTY ASSEMBLY
PO BOX 4552-40200
KISII**

The tender opening date and time is **Tuesday, 10th December, 2019 at 11:00 Am**

The amount of performance security is Kshs **0/=** (Note: the Employer must select the form of performance security to be accepted. A bank guarantee of between five (5) and ten (10) percent is acceptable. A performance bond on the other hand from an insurance company may be of up to thirty (30) percent of the Contract Price).

SECTION IV – SPECIFICATIONS, DRAWINGS AND BILLS OF QUANTITIES/SCHEDULE OF RATES

I. SPECIFICATIONS

Notes for preparing Specifications

- 1.0 Specifications must be drafted to present a clear and precise statement of the required standards of materials and workmanship for tenderers to respond realistically and competitively to the requirements of the Employer and ensure responsiveness of tenders. The Specifications should require that all materials, plant, and other supplies to be permanently incorporated in the Works be new, unused, of the most recent or current models and incorporating all recent improvements in designs and materials unless provided otherwise in the Contract.
- 2.0 Specifications from previous similar projects are useful and it may not be necessary to rewrite specifications for every works contract.
- 3.0 Care must be taken in drafting Specifications to ensure they are not restrictive. In the specification of standards for materials, plant and workmanship existing Kenya Standards should be used as much as possible otherwise recognized international standards may also be used.

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 3650 or equivalent)

General Specifications:

- Integrated wireless controller capability with support for up to 100 access points and 2000 wireless clients on each switching entity (switch or stack)
- 48 10/100/1000 Ethernet PoE+ [800W] ports with Energy-Efficient Ethernet (EEE)
- scalability and resiliency with 480 Gbps of stack throughput
- IEEE 802.3bz (2.5/5 G/s BASE-T) to go beyond 1 Gb/s with existing Cat5e and Cat6
- IEEE 802.1ba AV Bridging (AVB) built-in to provide better AV experience for including improved time synchronization and QoS
- Support for AES-256 with the powerful MACSEC 256-bit for SFP+ and Multi-giga bit models and 128-bit encryption algorithm available on all models

a) Management

Layer 7 OSI, client, and host name finger printing detailed historical per-port and per-client usage statistics. DHCP, client and hostname finger printing. 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

- ✓ 802.1pQualityof Service prioritization
- ✓ 802.1QVLANtagging for up to 4,095V LANs
- ✓ 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
- ✓ IEEE802.1xport-basedsecurity
- ✓ Corporate wide password policy enforcement
- ✓ MAC-based RADIUS authentication
- ✓ Sticky MAC
- ✓ MAC white listing
- ✓ BPDU guard
- ✓ Root guard
- ✓ IPv4ACLs

f) Management and Troubleshooting

- ✓ Auto-MDOX
- ✓ IPSLA Responder
- ✓ Layer2/ IP Trace route
- ✓ 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 Base Allocation

2.Smart Uninterrupted Power Supply(UPS):

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

Output

Output power Capacity	3,000VA
Output Power Capacity	2670 Watts
Max configurable power	3,000VA
Max configurable power	2700Watts
Nominal Output Voltage	230VA
Output Voltage Note	Configurable for 220 : 230 or 240 nominal voltage
Output Connections	(8) IEC 320 c13 (2) IEC Jumpers

Input

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

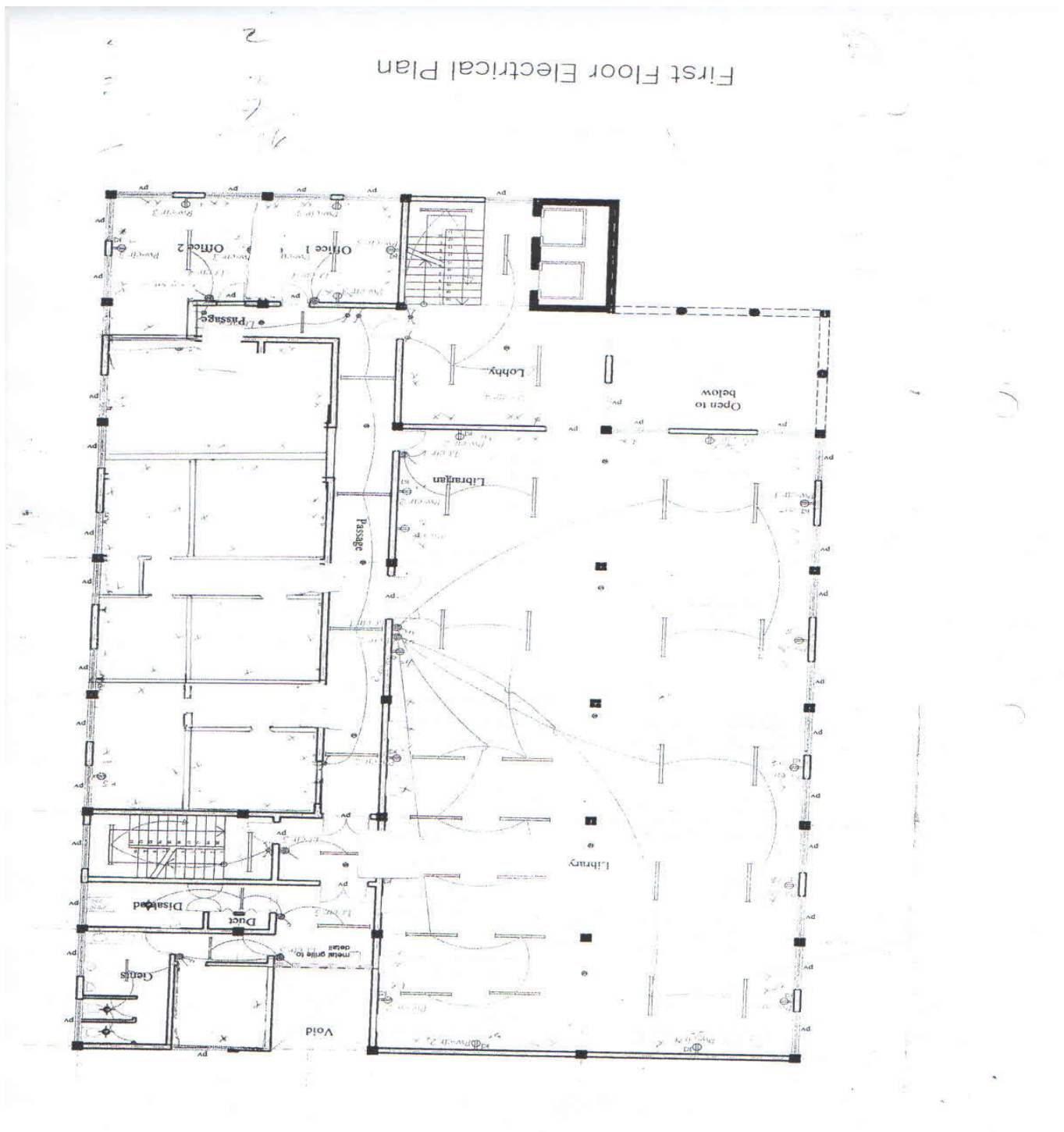
Batteries \$ Runtime

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

II DRAWINGS

NOTE:

1. A list of the Contract Drawings should be inserted here
2. The actual Contract Drawings including Site plans should be annexed in a separate booklet



III BILL OF QUANTITIES/SCHEDULE OF RATES

Notes for preparing Bills of Quantities

1. The objectives of the Bills of Quantities are;
 - (a) to provide sufficient information on the quantities of Works to be performed to enable tenders to be prepared efficiently and accurately; and
 - (b) when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

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

Notes for preparing Schedule of Rates

Where the time limit or other constraints do not allow the preparation of a Bill of Quantities for the Works, a lump-sum Contract shall be adopted and a Schedule of Rates (in place of a Bills of Quantities) shall be issued as part of the tender documents.

The objectives of the Schedule of Rates are;

- (a) to provide sufficient information on the nature of work items to be performed to enable tenders to be prepared efficiently and accurately; and
- (b) When a Contract has been entered into, to provide a basis for the pricing of Works executed for interim and final valuations.

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

Measurement of Work executed after every agreed stage should be done and the quantities so obtained used alongside the rates in the schedule to arrive at interim valuation [for each stage]and the final valuation.

Bill of Quantities

No.	Description	Block C	Unit	Rate (Kshs.)	Total (Kshs.)
1	Rack mount 48-Port 10/100/1000Base-T Ethernet Layer 3 PoE 2SFP Network Switch complete with console cable	2	No		
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	1	No		
3	2 Compartment Metal Trunking 150mm x 50mm Oyster White with fixing accessories	125	No		
4	Trunking Bends 150mm x 50mm 2C	50	No		
5	Trunking end caps	30	No		
6	Dual Data cable outlet modules complete with faceplates, type RJ45 - Cat. 6E	50	No		
7	Trunking Knock outs for data - Double	50	No		
8	24-Port Cat. 6E Patch Panel Universal Wired,1RMS,Bulk	5	No		
9	Patch panel and outlet labeling strip	5	No		
10	UTP level 6E structured cables (siemon)	30	Rolls		
11	UTP Cat. 6E patch cord, 1M. (siemon)	100	No		
12	UTP Cat. 6E patch cord, 3M. (siemon)	100	No		
13	Rack Mount Cable organizer 1U	4	No		
15	Rack mount 3 pin Surge protected Power Distribution Unit - 6 Way	3	No		
16	3KVA Smart UPS, Rack mount	1	No		
18	Data cable termination, both ends. (T-568B	90	No		
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	3	No		
21	Deploy and configure ubiquity wireless network administration and monitoring system		Lot		
25	Install Grounding Bar and do proper Equipment (Cabinet and trunkins) Grounding/Earthing (30m of 10mm cable, 5ft electrodes, 2500 cm2	1	No		

	concrete manhole complete with removable cover with recommended grounding environment).				
25	Setup and configuration of a radio point to point network.				
26	Intergration of new network to the server room		lot		
27	12 Core Single Mode Armored Fiber Optic Cable	300	Meters		
28	ODF Frame (12 core)	2	No		
29	SC - LC Fiber patch chord	24	No		
30	Pig tails (12 cores)	12	No		
31	Splicing of cores	24	No		
	Testing of cores	12	No		
32	12000 BTU air conditioner complete with accessories	1	No		
33	24000 BTU split air conditioner complete with accessories	1	No		
34	Civil Works (Construction of a manhole, with its lid, to allow fiber to pass through inside the building; Dimensions 600mm by 600mm)	1	No		
35	Civil Works (create 170 x 70 mm pass through holes on concrete walls as per layout, refill and repaint.) for all sites.	1	No		
36	Installation, Configuration, Testing and commissioning including one year support	1	Lot		
37	Any other Accessories (Specify)				
	a)				
38	Allow for 5% Contingencies				
	SUB TOTAL				
	16% VAT				
	TOTAL AMOUNT				

SECTION V
STANDARD FORMS

List of Standard Forms

- (i) Form of Invitation for Tenders**
- (ii) Form of Tender**
- (iii) Letter of Acceptance**
- (iv) Form of Agreement**
- (v) Form of Tender Security**
- (vi) Performance Bank Guarantee**
- (vii) Performance Bond**
- (viii) Bank Guarantee for Advance Payment**
- (ix) Qualification Information**
- (x) Tender Questionnaire**
- (xi) Confidential Business Questionnaire**
- (xii) Details of Sub-Contractors**
- (xiii) Request for Review Form**

FORM OF INVITATION FOR TENDERS

_____ [date]

To: _____ [name of Contractor]
_____ [address]

Dear Sirs:

Reference: _____ [Contract Name]

You have been prequalified to tender for the above project.

We hereby invite you and other prequalified tenderers to submit a tender for the execution and completion of the above Contract.

A complete set of tender documents may be purchased by you from _____

_____ [mailing address, cable/telex/facsimile numbers].

Upon payment of a non-refundable fee of Kshs _____

All tenders must be accompanied by _____ number of copies of the same and a tender security in the form and amount specified in the tendering documents, and must be delivered to

_____ [address and location]

at or before _____ (time and date). Tenders will be opened immediately thereafter, in the presence of tenderers' representatives who choose to attend.

Please confirm receipt of this letter immediately in writing by cable/facsimile or telex.

Yours faithfully,

_____ Authorised Signature

_____ Name and Title

FORM OF TENDER

TO: _____[Name of Employer] _____[Date]

_____ [Name of Contract]

Dear Sir,

1. In accordance with the Conditions of Contract, Specifications, Drawings and Bills of Quantities/Schedule of Rates for the execution of the above named Works, we, the undersigned offer to construct, install and complete such Works and remedy any defects therein for the sum of Kshs. _____[Amount in figures]Kenya Shillings _____[Amount in words]
2. We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Employer's Representative's notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Appendix to Conditions of Contract.
3. We agree to abide by this tender until _____[Insert date], and it shall remain binding upon us and may be accepted at any time before that date.
4. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereof, shall constitute a binding Contract between us.
5. 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 tenders for and on behalf of
_____ [Name of Tenderer] of
_____ [Address of Tenderer]

Witness; Name _____

Address _____

Signature _____

Date _____

(Amend accordingly if provided by Insurance Company)

LETTER OF ACCEPTANCE
[letterhead paper of the Employer]

_____ [date]

To: _____
 [*name of the Contractor*]

[*address of the Contractor*]

Dear Sir,

This is to notify you that your Tender dated _____
for the execution of _____
[*name of the Contract and identification number, as given in the Tender documents*] for the Contract
Price of Kshs. _____ [amount in figures][Kenya
Shillings _____ (amount in words)] in accordance with the
Instructions to Tenderers is hereby accepted.

You are hereby instructed to proceed with the execution of the said Works in accordance with the
Contract documents.

Authorized Signature

Name and Title of Signatory

Attachment: Agreement

FORM OF AGREEMENT

THIS AGREEMENT, made the _____ day of _____ 20 _____
between _____ of [or whose registered office is
situated at] _____
(hereinafter called “the Employer”) of the one part AND
_____ of [or whose registered office is
situated at] _____
(hereinafter called “the Contractor”) of the other part.

WHEREAS THE Employer is desirous that the Contractor executes

_____ *(name and identification number of Contract)* (hereinafter called “the Works”) located
at _____ *[Place/location of the Works]* and the Employer has accepted
the tender submitted by the Contractor for the execution and completion of such Works and the
remedying of any defects therein for the Contract Price of
Kshs _____ *[Amount in figures]*, Kenya
Shillings _____ *[Amount in words]*.

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 hereinafter referred to.
2. The following documents shall be deemed to form and shall be read and construed as part of this Agreement i.e.
 - (i) Letter of Acceptance
 - (ii) Form of Tender
 - (iii) Conditions of Contract Part I
 - (iv) Conditions of Contract Part II and Appendix to Conditions of Contract
 - (v) Specifications
 - (vi) Drawings
 - (vii) Priced Bills of Quantities/Priced Schedule of Rates[whichever is applicable]
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works 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 thereto have caused this Agreement to be executed the day and year first before written.

The common Seal of _____

Was hereunto affixed in the presence of _____

Signed Sealed, and Delivered by the said _____

Binding Signature of Employer _____

Binding Signature of Contractor _____

In the presence of (i) Name _____

Address _____

Signature _____

[ii] Name _____

Address _____

Signature _____

FORM OF TENDER SECURITY

WHEREAS(hereinafter called “the Tenderer”) has submitted his tender dated for the construction of
..... (*name of Contract*)

KNOW ALL PEOPLE by these presents that WE having our registered office at(hereinafter called “the Bank”), are bound unto(hereinafter called “the Employer”) in the sum of Kshs..... for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents sealed with the Common Seal of the said Bank this Day of20.....

THE CONDITIONS of this obligation are:

1. If after tender opening the tenderer withdraws his tender during the period of tender validity specified in the instructions to tenderers
Or
2. If the tenderer, having been notified of the acceptance of his tender by the Employer during the period of tender validity:
 - (a) fails or refuses to execute the form of Agreement in accordance with the Instructions to Tenderers, 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 Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This 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 said date.

[date]

[signature of the Bank]

[witness]

[seal]

PERFORMANCE BANK GUARANTEE

To: _____ (Name of Employer) _____ (Date)
_____ (Address of Employer)

Dear Sir,

WHEREAS _____ (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. _____ dated _____ to execute _____ (hereinafter called "the Works");

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognised bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of Kshs. _____ (amount of Guarantee in figures) Kenya Shillings _____ (amount of Guarantee in words), and we undertake to pay you, upon your first written demand and without civil or argument, any sum or sums within the limits of Kenya Shillings _____ (amount of Guarantee in words) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change, addition or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any change, addition, or modification.

This guarantee shall be valid until the date of issue of the Certificate of Completion.

SIGNATURE AND SEAL OF THE GUARANTOR _____

Name of Bank _____

Address _____

Date _____

(Amend accordingly if provided by Insurance Company)

PERFORMANCE BOND

By this Bond, We _____ of (or whose registered office is situated at) _____

as Principal (hereinafter called "the Contractor") and _____ of [or whose registered office is situated at] _____

as Surety (hereinafter called "the Surety"), are held and firmly bound unto _____

_____ of [or whose registered office is situated at] _____

as Obligee (hereinafter called "the Employer") in the amount of Kshs. _____ [amount of Bond in figures] Kenya Shillings

[amount of Bond in words], for the payment of which sum well and truly, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Contractor has entered into a Contract with the Employer dated the _____ day of _____ 20 _____ for the execution of _____

[name of Contract] in accordance with the Contract documents, Specifications and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.

NOW THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Employer to be, in default under the Contract, the Employer having performed the Employer's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

- (1) complete the Contract in accordance with its terms and conditions; or
- (2) obtain a tender or tenders from qualified tenderers for submission to the Employer for completing the Contract in accordance with its terms and conditions, and upon determination by the Employer and the Surety of the lowest responsive tenderer, arrange for a Contract between such tenderer and Employer and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof.

The term "Balance of the Contract Price", as used in this paragraph, shall mean the total amount payable by the Employer to the Contractor under the

Contract, less the amount properly paid by the Employer to the Contractor; or

- (3) pay the Employer the amount required by the Employer to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.

The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

Any suit under this Bond must be instituted before the expiration of one year from the date of issuance of the Certificate of Completion.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Employer named herein or the heirs, executors, administrators, successors and assigns of the Employer.

In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this _____ day of _____ 20_____

SIGNED ON _____ SIGNED ON _____

On behalf of _____ On behalf of _____
[name of Contractor] [name of Surety]

By _____ By _____

In the capacity of _____ In the capacity of _____

In the presence of;Name _____In the presence of;Name_____

Address_____

Address_____

Signature_____

Signature_____

Date_____

Date_____

BANK GUARANTEE FOR ADVANCE PAYMENT

To: _____ [name of Employer] _____ (Date)
_____ [address of Employer]

Gentlemen,

Ref: _____ [name of Contract]

In accordance with the provisions of the Conditions of Contract of the above-mentioned Contract, We, _____ [name and Address of Contractor] (hereinafter called "the Contractor") shall deposit with _____ [name of Employer] a bank guarantee to guarantee his proper and faithful performance under the said Contract in an amount of Kshs. _____ [amount of Guarantee in figures] Kenya Shillings _____ [amount of Guarantee in words].

We, _____ [bank or financial institution], as instructed by the Contractor, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to _____ [name of Employer] on his first demand without whatsoever right of objection on our part and without his first claim to the Contractor, in the amount not exceeding Kshs _____ [amount of Guarantee in figures] Kenya Shillings _____ [amount of Guarantee in words], such amount to be reduced periodically by the amounts recovered by you from the proceeds of the Contract.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract documents which may be made between _____ [name of Employer] and the Contractor, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

No drawing may be made by you under this guarantee until we have received notice in writing from you that an advance payment of the amount listed above has been paid to the Contractor pursuant to the Contract.

This guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until

_____ (name of Employer) receives full payment of the same amount from the Contract.

Yours faithfully,

Signature and Seal _____

Name of the Bank or financial institution _____

Address _____

Date _____

Witness: Name: _____

Address: _____

Signature: _____

Date: _____

QUALIFICATION INFORMATION

1. Individual Tenderers or Individual Members of Joint Ventures

1.1 Constitution or legal status of tenderer (attach copy or Incorporation Certificate);
Place of registration: _____

Principal place of business _____

Power of attorney of signatory of tender _____

1.2 Total annual volume of construction work performed in the last five years

Year	Volume	
	Currency	Value

1.3 Work performed as Main Contractor on works of a similar nature and volume over the last five years. Also list details of work under way or committed, including expected completion date.

Project name	Name of client and contact person	Type of work performed and year of completion	Value of performed and Contract
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

1.4 Major items of Contractor's Equipment proposed for carrying out the Works. List all information requested below.

Item of Equipment	Description, Make and age (years)	Condition(new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
_____	_____	_____	_____
_____	_____	_____	_____
_____ (etc .)	_____	_____	_____

- 1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data.

Position	Name	Years of experience (general)	Years of experience in proposed position
Project Manager			
(etc.)			

- 1.6 Financial reports for the last five years: balance sheets, profit and loss statements, auditor's reports, etc. List below and attach copies.

- 1.7 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of supportive documents.

- 1.8 Name, address and telephone, telex and facsimile numbers of banks that may provide reference if contacted by the Employer.

- 1.9 Statement of compliance with the requirements of Clause 1.2 of the Instructions to Tenderers.

- 1.10 Proposed program (work method and schedule) for the whole of the Works.

2 Joint Ventures

- 2.0 The information listed in 1.1 – 2.0 above shall be provided for each partner of the joint venture.
- 2.1 The information required in 1.11 above shall be provided for the joint venture.
- 2.2 Attach the power of attorney of the signatory(ies) of the tender authorizing signature of the tender on behalf of the joint venture
- 2.3 Attach the Agreement among all partners of the joint venture (and which is legally binding on all partners), which shows that:
 - a) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
 - b) one of the partners will be nominated as being in charge, authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture; and
 - c) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

TENDER QUESTIONNAIRE

Please fill in block letters.

1. Full names of tenderer;
.....
2. Full address of tenderer to which tender correspondence is to be sent (unless an agent has been appointed below);
.....
3. Telephone number (s) of tenderer;
.....
4. Telex of tenderer;
.....
5. Name of tenderer's representative to be contacted on matters of the tender during the tender period;
.....
6. Details of tenderer's nominated agent (if any) to receive tender notices. This is essential if the tenderer does not have his registered address in Kenya (name, address, telephone, telex);
.....
.....

Signature of Tenderer

Make copy and deliver to: _____ (*Name of Employer*)

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or whichever applies 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; Country/Town.....

Plot No..... Street/Road

Postal Address..... Tel No.....

Nature of Business.....

Current Trade Licence No..... Expiring date.....

Maximum value of business which you can handle at any time: K.
pound.....

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

Give details of partners as follows:

	<i>Name in full</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1				
2				
3				

DETAILS OF SUB-CONTRACTORS

If the Tenderer wishes to sublet any portions of the Works under any heading, he must give below details of the sub-contractors he intends to employ for each portion.

Failure to comply with this requirement may invalidate the tender.

(1) Portion of Works to be sublet:

[i] Full name of Sub-contractor
and address of head office:
.....

(ii) Sub-contractor's experience
of similar works carried out
in the last 3 years with
Contract value:
.....
.....

(2) Portion of Works to sublet:

(i) Full name of sub-contractor
and address of head office:
.....
.....

(ii) Sub-contractor's experience
of similar works carried out
in the last 3 years with
contract value:
.....

[Signature of Tenderer)

Date

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

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