



NATIONAL OIL CORPORATION OF KENYA

TENDER

PROVISION OF OFFICE TEA SERVICES

NOCK/PRC/03/ (1429) 2018- 2019

**NATIONAL OIL CORPORATION OF KENYA
KAWI HOUSE, SOUTH C
RED CROSS ROAD OFF POPO ROAD
P.O. BOX 58567 – 00200
NAIROBI**

Email: tenders@nockkenya.co.ke

August 2018

Tender Closing Date & Time: September 6, 2018 at 1000hrs (East Africa Time)

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1 SECTION I – INVITATION TO TENDER

Date: August 2018

Tender Ref No. NOCK/PRC/03/ (1429)2018- 2019

Tender name: TENDER FOR PROVISION OF OFFICE TEA SERVICES

- 1.1 National Oil Corporation of Kenya (**National Oil**) invites sealed tender from eligible candidates for the Provision of Office Tea Services at its Head Office located at Kawi House in South C and National Oil's Terminal (National Nairobi Terminal – NNT) in Industrial Area, Nanyuki Road, Nairobi on a three (3) year framework contract renewable annually based on performance.
- 1.2 Interested and eligible candidates may download free of charge the tender documents at www.nationaloil.co.ke or IFMIS supplier portal: supplier.treasury.go.ke. They may also view the same document from:

Procurement Department

**National Oil Corporation – Kawi House, South C,
Red Cross Road off Popo Road**

during normal working hours on Monday to Friday between 0800hrs to 1700hrs (East Africa Time).

- 1.3 The complete tender document is downloaded from the National Oil Corporation website www.nationaloil.co.ke free of charge. They should immediately forward their particulars for records and/or for the purposes of receiving any further clarifications/addenda to tenders@nockenya.co.ke

Printed tender documents collected in hard copy attracts a non- refundable fee of Kenya Shillings one thousand only (Kshs 1,000) which is payable before issuance of the tender document. Payment should in form of cash deposits at the National Oil Bank Accounts as given below.

An official National Oil's receipt of payment of the KShs 1,000 will be issued at the National Oil's Cashier's Office (upon verification of the deposit slip with the bank).

(a)	Account Name: Account Number: Bank: Branch:	NATIONAL OIL CORPORATION OF KENYA 1107169380 KENYA COMMERCIAL BANK LTD MOI AVENUE
(b)	Account Name: Account Number: Bank: Branch: Swift Code:	NATIONAL OIL CORPORATION OF KENYA 0560292466991 EQUITY BANK LIMITED KENPIPE INDUSTRIAL AREA EQBLKENA NAIROBI, KENYA

- 1.4 Prices quoted should be net inclusive of all taxes and satisfactory delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of one hundred and twenty (120) days from the closing date of the tender.
- 1.5 *A pre-bid conference/site visit shall be held on Monday, August 27, 2018, at 1000hrs at National Oil Corporation of Kenya, Kawi House South C, 4th floor.*
- 1.6 Completed tender documents are to be enclosed in plain sealed envelopes, clearly labeled “Tender for Provision of Office Tea Services– Ref. No: NOCK/PRC/03(1429)2018-2019” with the instructions “Do Not Open Before September 6, 2018 at 1000hrs (East Africa Time)” and addressed to:

**The Chief Executive Officer
National Oil Corporation of Kenya
Kawi House, South C
Red Cross Road off Popo Road
P.O Box 58567 – 00200
NAIROBI
Email: tenders@nockkenya.co.ke**

Must be deposited in the tender box provided at

**The Reception on Ground Floor
National Oil Corporation of Kenya
Kawi House, South C
Red Cross Road off Popo Road
P.O Box 58567 – 00200
NAIROBI
Email: tenders@nockkenya.co.ke**

to be received on or before **September 6, 2018 at 1000hrs (East African Time).**

- 1.7 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at

**The Lounge/Meeting Room
Ground Floor,
National Oil Corporation of Kenya
Kawi House, South C
Red Cross Road off Popo Road**

CHIEF EXECUTIVE OFFICER

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2.1 Eligible tenderers

- 2.1.1.** This Invitation to Tender is open to all tenderers eligible as described in the instructions to tenderers. The tenderer shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2.** The Tenderer 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 services under this Invitation for tenders.
- 2.1.3.** If the Tenderer is involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

- 2.2.1.** 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.
- 2.2.2.** The price to be charged for the tender document shall not exceed KShs 1,000.

2.3 Contents of tender documents

- 2.3.1.** The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders.
- i) Instructions to tenderers
 - ii) General Conditions of Contract
 - iii) Special Conditions of Contract
 - iv) Schedule of Requirements
 - v) Details of service
 - vi) Form of tender
 - vii) Price schedules
 - viii) Contract form
 - ix) Confidential business questionnaire form
 - x) Declaration form – statement that the tenderer will not partake in any corrupt, fraudulent or unethical activities or cause undue influence to the outcome of the tender.
- 2.3.2.** 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 tenderer's risk and may result in the rejection of its tender.

2.4 Clarification of Documents

- 2.4.1.** The procuring entity shall reply to any clarifications sought by the tenderer immediately upon receiving the request to enable the tenderer to make timely submission of its tender.

2.5 Amendment of documents

- 2.5.1.** 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 issuing an addendum.
- 2.5.2.** The tenderer will be notified of the amendment by post, fax or email and such amendment will be binding on them.
- 2.5.3.** In order to allow the tenderer reasonable time in which to take the amendment into account in preparing its tender, the Procuring entity, at its discretion, may extend the deadline for the submission of tender.

2.6 Language of tender

The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. 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.

2.7 Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

- a) A Tender Form and a Price Schedule completed in accordance with Section VII – Standard forms.
- b) Documentary evidence established in accordance with clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted.
- c) Confidential business questionnaire.

2.8 Form of Tender

The tenderer shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

2.9 Tender Prices

- 2.9.1.** The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.
- 2.9.2.** Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.

- 2.9.3.** Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to clause 2.22.
- 2.9.4.** Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 2.9.5.** Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.
- 2.9.6.** Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.10 Tender currencies

- 2.10.1.** Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers.

2.11 Tenderer eligibility and qualifications

- 2.11.1.** Pursuant to clause 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.
- 2.11.2.** The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12 Tender security

- 2.12.1.** For this tender the tenderer is not required to furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.
- 2.12.2.** No tender security is required for this tender.
- 2.12.3.** 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 clause 2.12.7.
- 2.12.4.** 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.
- 2.12.5.** Any tender not secured in accordance with clause 2.12.1 and 2.12.3 will be rejected by the Procuring entity as non responsive, pursuant to clause 2.20.
- 2.12.6.** Unsuccessful tenderer's 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.
- 2.12.7.** The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to clause 2.29, and furnishing the performance security, pursuant to clause 2.30.

2.12.8. 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 clause 2.26; **or**
 - ii. to furnish performance security in accordance with clause 2.27.
- c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

2.13.1. Tenders shall remain valid for one hundred and twenty (120) days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to clause 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

2.13.2. 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 clause 2.12 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.

2.14 Format and Signing of Tender

2.14.1. The tenderer 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.

2.14.2. 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. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

2.14.3. 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.

2.15 Sealing and marking of tenders

2.15.1. 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. The inner and outer envelopes shall:

- a) be addressed to the Procuring entity at the address given in the Invitation to Tender; or
- b) bear, tender number and name in the invitation to tender and the words: "**DO NOT OPEN BEFORE SEPTEMBER 6, 2018 AT 1000HRS (EAST AFRICAN TIME)**".

- 2.15.2.** 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”.
- 2.15.3.** If the outer and inner envelopes are not sealed and marked as required by clauses 2.15.1 and 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

2.16 Deadline for submission of tenders

- 2.16.1.** Tender must be received by the Procuring entity at the address specified in the Invitation to Tender, no later than **September 6, 2018 at 1000hrs** (East African Time).
- 2.16.2.** The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with clause 2.5, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.
- 2.16.3.** Bulky tenders which will not fit in the tender box shall be received by the procuring entity.

2.17 Modification and withdrawal of tenders

- 2.17.1.** 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 tender’s is received by the procuring entity prior to the deadline prescribed for the submission of tenders.
- 2.17.2.** The tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.
- 2.17.3.** No tender may be modified after the deadline for submission of tenders.
- 2.17.4.** 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 clause 2.12.7.
- 2.17.5.** The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.17.6.** The procuring entity shall give prompt notice of the termination to the tenderer and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.18 Opening of tenders

- 2.18.1.** The Procuring entity will open the tender on **September 6, 2018 at 1000hrs (East African Time)**.

2.18.2. 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.

2.18.3. The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderer that signed the tender opening register and will have made the request.

2.19 Clarification of tender

2.19.1. To assist in the examination and evaluation of the tender 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 shall be sought, offered, or permitted.

2.19.2. Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation or contract award decisions may result in the rejection of the tenderer's tender.

Comparison or contract award decisions may result in the rejection of the tenderer's tender.

2.20 Preliminary examination and responsiveness

2.20.1. The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.

2.20.2. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

2.20.3. The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.20.4. Prior to the detailed evaluation, pursuant to clause 2.22, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these clauses, 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.

2.20.5. 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 nonconformity.

2.21 Conversion to a single currency

- 2.21.1.** Where other currencies are used, the procuring entity will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

2.22 Evaluation and comparison of tenders

- 2.22.1.** The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to clause 2.20.

- 2.22.2.** The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

- 2.22.3.** The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in clause 2.22.4 and in the technical specifications:

- a) operational plan proposed in the tender;
- b) deviations in payment schedule from that specified in the Special Conditions of Contract;

- 2.22.4.** Pursuant to clause 2.22.3 the following evaluation methods will be applied:

a) Operational Plan.

The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. If the Tenderer is offering to perform longer than the Procuring entity's required delivery time will be treated as non-responsive and rejected.

b) Deviation in payment schedule.

The Tenderer shall state its tender price for the payment on a schedule outlined in the special conditions of contract. The Tender will be evaluated on the basis of this base price. The Tenderer is, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the tenderer.

- 2.22.5.** The tender evaluation committee shall evaluate the tender within a maximum of 30 days from the date of opening the tender.

- 2.22.6.** To qualify for contract awards, the tenderer shall have the following:-

- a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- b) Legal capacity to enter into a contract for procurement
- c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- d) Shall not be debarred from participating in public procurement.

2.23 Contacting the procuring entity

- 2.23.1.** Subject to clause 2.19, no tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.
- 2.23.2.** 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.

2.24 Award of contract

2.24.1. Post qualification

- 2.24.1.1.** 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.
- 2.24.1.2.** The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderer's qualifications submitted by the tenderer, pursuant to clause 2.11.2, as well as such other information as the Procuring entity deems necessary and appropriate.
- 2.24.1.3.** 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.

2.24.2. Award Criteria

- 2.24.2.1.** Subject to clause 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the best responsive evaluated tender as per the evaluation criteria and pricing, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.
- 2.24.2.2.** 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 tenderer or any obligation to inform the tenderer of the grounds for the procuring entity's action. If the procuring entity determines that the tender is responsive; the procuring entity shall notify the tenderer.
- 2.24.2.3.** If the tenderer gives false information in the tender document about its qualification or refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.25 Notification of award

- 2.25.1.** 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.
- 2.25.2.** The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.26.

2.26 Signing of contract

- 2.26.1.** Upon receipt of the Contract Form, the tenderer shall sign and date the contract and return it to the Procuring entity.
- 2.26.2.** The parties to the contract shall have it signed within thirty (14) days from the date of notification of contract award unless there is an administrative review request.

2.27 Performance security

- 2.27.1.** Within fourteen (14) 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.
- 2.27.2.** Failure of the successful tenderer to comply with the requirement of clause 2.26 or clause 2.27.1 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 or call for new tenders.

2.28 Corrupt or fraudulent practices

- 2.28.1.** The Procuring entity requires that tenderer observes the highest standard of ethics during the procurement process and execution of contracts. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
- 2.28.2.** 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;
- 2.28.3.** Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

2.29 APPENDIX TO INSTRUCTIONS TO THE TENDERER

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions 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	Particulars of appendix to instructions to tenderers
2.1	Particulars of eligible tenderer Tender is open to interested and eligible candidates from Kenya
2.12	Tender Security amounting to Kenya Shillings Twenty Thousand (20,000) in form of a Bank Guarantee drawn by a bank licensed and operating in Kenya or a guarantee from an Insurance Company duly recognized by the Public Procurement Regulatory Authority, in the format provided (Section VII _ Standard Forms). The tender security should be valid for a period of 30days beyond the tender validity period. I.e. 150 days from the date of tender opening.
2.20.2	There shall be no correction of arithmetic errors.
2.22	EVALUATION AND COMPARISON OF TENDERS The tenderer shall provide the following mandatory requirements (failure to submit the mandatory requirements will lead to disqualification from the tender process – preliminary evaluation) <ul style="list-style-type: none"> • Copy of certificate of Registration/Incorporation • Copy of valid business permit • Copy of valid Tax Compliance Certificate • Copies of certificates of good conduct for service providers proposed (waiters/waitresses) • Copy of CR12 issued by the registrar of companies • Tender Security amounting to Kenya Shillings Twenty Thousand (20,000) in form of a Bank Guarantee drawn by a bank licensed and operating in Kenya or a guarantee from an Insurance Company duly recognized by the Public Procurement Regulatory Authority. The tender security should be valid for a period of 30days beyond the tender validity period. I.e. 150 days from the date of tender opening. • Copies of food handlers certificates for the proposed Staff Members • Copy of current NSSF compliance certificate (if unavailable, please attach receipts for remittances within the last 3 months) • Copy of current NHIF compliance certificate (if unavailable, please attach receipts for remittances within the last 3 months) • Duly filled, signed and stamped Confidential Business Questionnaire (Section VII). • Duly filled, signed and stamped Bidder's Declaration and Integrity Pact (Section VII).

- Copy of the signed and stamped site visit certificate-**the pre-bid conference/site visit shall be held on Monday, August 27th 2018, at 1000hrs.**

In addition to the tenderer's presentation of their profile, the evaluation criteria below will be used:

No.	ITEM DESCRIPTION	WEIGHTING (POINTS)
1	Qualifications of Management Attach copies of Curriculum Vitae and Certificates for professional training in relevant fields for at least 1 no. manager and 1 no. supervisor Qualifications Degree5 Diploma 3 Certificate1 None0 Experience (related to 1 no. manager and 1. no. supervisor) At least 5 years' relevant experience in the hospitality industry-5 marks Irrelevant/no experience-0 marks	20
2	Qualifications of Stewards Attach copies of Curriculum Vitae and Certificates for professional training in relevant fields for at least 2 no. stewards/waiters/waitresses. (People who will be Serving tea) Certificate.....5 marks KCSE.....3 marks KCPE.....1 marks None0 marks Experience (related to 2 no. Stewards) At least 2 years' relevant experience in the hospitality industry-5 marks Irrelevant experience/no experience-0 marks	20
	Adherence to minimum wage rates (attach payroll for the last 3 months for the Stewards/Waiters/Waitresses Pay above minimum wage rates-10 marks Pay at minimum wage rate-5 marks Pay below minimum wage rates-0 marks	10
	Financial capacity (attach financial statements for the last 3 years Current ratio of 2:1-5 marks Turnover: a turnover of at least Kshs 4 million per annum- 5marks	10

	3	Experience of the Service Provider Company's' experience in provision of Staff Tea Services (attach evidence) 5 years and above.10 marks Less than 5 years prorated as follows (Number of years*10)/5	10
	4	Client references Reference from at least Five (5 no.) main current clients (Attach reference letters/copy of contracts/LSO). The reference letters from previous Clients should be addressed to the National Oil Corporation of Kenya. For each client provided (4 Marks)	20
	5	Proposed methodology to carry out the exercise: Bidder to provide copy of standard operating procedures (SoPs) which shall include the following; <ul style="list-style-type: none"> • Food handling procedures-2.5 marks • Personnel hygiene while handling food and dealing with food safety in emergency situations-2.5 marks • Pest control-2.5 marks • Equipment handling and facility maintenance-2.5 marks 	10
		TOTAL	100
<p><i>The pass mark (minimum score) to be considered technically responsive from the above evaluation criteria is 70 points out of the maximum 100 points. Only those who score 70 points and above will be considered for financial evaluation and eventual award.</i></p>			
2.24.2	<p>Award of tender</p> <p>a) Post qualification National Oil shall conduct post qualification due Diligence to 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.</p> <p>b) Award National Oil will award the contract to the successful tenderer 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</p>		
2.27	<p>Particulars of performance security The performance security shall be 10% of the Contract Price in the Form of a Bank Guarantee drawn by a bank licenced and operating in Kenya or an international bank recognized by the Central Bank of Kenya.</p>		
2.28	<p>In addition to clause 2.28, the ethics as described below will apply: Ethics</p>		

	<p>It is a requirement that both National Oil and prospective suppliers of goods, services and works observe the highest standards of ethics during the procurement and execution of contracts.</p> <p>In pursuance of this policy, National Oil requires that all bidders concerned take measures to ensure that no transfer of gifts, payments or other benefits to officials of National Oil and/or procurement/management staff with decision making responsibility or influence occurs. In this regard, National Oil will require all tenderers to sign, as part of the tender documents, an Integrity Pact (Section VII – Standard forms). Non-delivery of the Bidders Declaration and Integrity Pact (Section VII – Standard forms) duly undersigned by the chief executive or legal representative of the tendering party will result in exclusion of the bid/ quotation from the procurement process.</p> <p>National Oil reserves the right to suspend or cancel a tender/quotation if corrupt practices of any kind are discovered at any stage of the award process.</p>
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3 SECTION III – GENERAL CONDITIONS OF CONTRACT

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3.1 Definitions

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 services” means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Procuring entity under the Contract.
- d) “The Procuring entity” means the organization sourcing for the services under this Contract.
- e) “The contractor means the individual or firm providing the services under this Contract.
- f) “GCC” means general conditions of contract contained in this section
- g) “SCC” means the special conditions of contract
- h) “Day” means calendar day

3.2 Application

These General Conditions shall apply to the extent that they are not superceded by provisions of other part of contract.

3.3 Joint drafting

The parties have participated jointly in the negotiation and drafting of this agreement. In the event an ambiguity or question of intent or interpretation arises, this agreement shall be construed as if drafted jointly by the parties and no presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any of the provisions of this agreement.

3.4 Effectiveness of contract

This Contract shall come into effect on2018.

3.5 Commencement of services

The Tenderer shall begin carrying out the Services immediately the Contract becomes effective or at such other date as may be specified.

3.6 Standards

The services provided under this Contract shall conform to the seven standards mentioned in the Schedule of requirements.

3.7 Patent right's

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 services under the contract or any part thereof.

3.8 Performance security

3.8.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.

3.8.2 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.

3.8.3 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) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

3.8.4 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 of obligations under the contract, including any warranty obligations under the contract.

3.9 Inspections and tests

3.9.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services 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.

3.9.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). 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.

3.9.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or

make alterations necessary to meet specification requirements free of cost to the Procuring entity.

- 3.9.4** Nothing in clause 3.9 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.10 Payment

The method and conditions of payment to be made to the tenderer under this Contract shall be as specified in SCC.

3.11 Prices

Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC, vary from the prices given by the tenderer in its tender or in the procuring entity's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

3.12 Assignment

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.

3.13 Termination for Default

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 provide any or all of the services 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.

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, services similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.

3.14 Termination of insolvency

The procuring entity may at any time terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

3.15 Termination for convenience

- 3.15.1** The procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.
- 3.15.2** For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.16 Resolution of disputes

The procuring entity's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

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 that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.17 Governing language

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.18 Force Majeure

The contractor 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.

3.19 Applicable law

The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC.

3.20 Notices

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC

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

3.21 Confidentiality

- i. "Confidential Information" shall, for the purposes of this Agreement, include without limitation any financial, strategic, technical, commercial, geological and scientific information, know-how, trade secrets and data in whatever form, communicated to the Tenderer or acquired by National Oil during the course of the tenderer carrying out his duties as contemplated in this Agreement.
- ii. The Tenderer agrees that he will not, during the course of carrying out his duties as contemplated in this Agreement or thereafter into perpetuity, disclose the Confidential Information to any third party for any reason or purpose whatsoever without the prior written consent of National Oil, save in accordance with the provisions of this Agreement.
- iii. The Tenderer agrees not to utilize, exploit or in any other manner whatsoever use the Confidential Information disclosed pursuant to the provisions of this Agreement and the terms of any subsequent Agreement made by parties, for any purpose whatsoever without the prior written consent of National Oil.
- iv. The Tenderer undertakes not to use the Confidential Information for any purpose other than that for which it is disclosed; and in accordance with the provisions of this Agreement and any subsequent Agreement made by parties.
- v. The Tenderer shall be held liable for disclosing confidential information unless he proves that:
 - a) Such information and data was in the public domain prior to such disclosure;
 - b) Such information and data has become part of the public domain through no fault of the Tenderer, or
 - c) Such disclosure was required by any written Kenyan law.

3.22 Corrupt gifts and payments of commission

- i. The Client is an institution that fosters zero tolerance to fraud and corruption. The Tenderer hereby agrees to avoid fraud and corruption and to report any suspected fraud, corruption, or any activity that jeopardizes the integrity of the Client and its staff to its.
- ii. The Tenderer shall not;
 - a) Offer or give or agree to give to any person in the service of the Client any gift 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 Client or for showing or forbearing to show favour or disfavour to any person in relation to this or any other contract with the Client.
 - b) Enter into this or any other contract with the Client in connection with which commission or consideration has been paid or agreed to be paid by it or on

his behalf or to his knowledge, unless before the Contract is made particulars of any such commission or consideration and of the terms and conditions of any agreement for the payment thereof have been disclosed in writing by the Client.

Any breach of this Condition by the Tenderer or by anyone employed by him or acting on his behalf (whether with or without the knowledge of the Tenderer) shall be an offence under the provisions of the Public Procurement and Asset Disposal Act 2015.

3.23 Expiration of contract

Unless terminated earlier pursuant to Clause, this Contract shall terminate on after satisfactory completion of services and submission of a report by the Tenderer as required by this contract.

4 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 procurement of services required. In preparing section IV, the following aspects should be taken into consideration.

- a) Information that complements provisions of section III must be incorporated.
- b) Amendments and/or supplements to provision of section III, as necessitated by the circumstances of the specific service required must also be incorporated.

Where there is a conflict between the provisions of the special conditions of contract and the provisions of the general conditions of contract the provisions of the special conditions of contract herein shall prevail over the provisions of the general conditions of contract.

4.1 Special Conditions of Contract (SCC) shall supplement the general conditions of contract, wherever there is a conflict between the General Conditions of Contract (GCC) and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.

4.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.10	<i>Payment</i> <i>The payment terms are for a credit period of thirty (30) days from the date when the monthly invoices are received at National Oil; and upon confirmation of satisfactory receipt of services.</i>
3.16	<i>Resolution of Disputes</i> <i>The provisions of the arbitration act of the laws of Kenya shall apply.</i>

5 SECTION V – SCHEDULE OF REQUIREMENTS

Notes for preparing the schedule of requirements

The schedule of requirements for the services shall be included in the tender documents by the procuring entity and shall cover at the minimum a description of the goods and services to be supplied and the delivery schedule.

The objectives of schedule of requirements is to provide sufficient information to enable the tenderer prepare their tenders efficiently and accurately, in particular, the price schedule, for which information is provided.

In addition, the schedule of requirements, together with the price schedule, should serve as a base in the event of quantity variations at the time of award of contract pursuant to instructions to tenderers clause 2.24.

The date or period of delivery should be carefully specified, taking into account the date prescribed herein from which the procuring entity's delivery obligations start (notice of award).

This part will include any deliverables under the service contract

Number	Description	Quantity	Delivery Time
			Start_____
			End_____

6 SECTION VI – DESCRIPTION OF SERVICES

Notes for preparing technical specifications

A set of precise and clear description of the services required is a prerequisite for the tenderer to respond realistically and competitively to requirements of the procuring entity without qualifying their tenders, the specifications should require that all goods and services to be incorporated be new, and of the most recent improvements – in design and materials unless otherwise provided for in the contract.

Samples of specifications from previous similar procurement are useful in their respect.

Care must be taken in describing the services to ensure that they are not restrictive. In the description of services, describing the services recognized national or international standards should be used as much as possible. Where other particular standards are used, the description should state the services that meet other authoritative standards and which ensure at least a substantially equal quality than other standards mentioned will also be acceptable.

This part will include any deliverables under the service contract.

SECTION VI – DESCRIPTION OF SERVICES

Scope of Services

1. General

The service involves provision of hot beverages within a clean and hygienic set up.

Main functions of the Service Provider

- a. Provide tea services within the designated time periods to all staff.
- b. Serve tea and snacks during board meetings and management meetings.
- c. Clean up the cafeteria after Staff have utilized the services.

2. Staffing requirements

- i. Staff should be fluent in English and Swahili.
- ii. All staff shall be of high moral integrity which shall be evidenced through submission of a certificate of good conduct.
- iii. All staff should be dressed in branded uniforms with badges.
- iv. Staff should be kitted in appropriate footwear.
- v. National Oil Corporation shall reserve the right to request immediate removal of any staff member of the contractor if in its opinion such staff is no longer desirable.
- vi. National Oil Corporation shall be informed on any staff replacements/rotations.
- vii. The service provider shall deploy adequate number of staff.

3. Obligations of National Oil Corporation

- a. National Oil Corporation shall provide the following facilities and utilities
 - i. Kitchen, storage area, tea preparation and serving facilities.
 - ii. Water and electricity.
 - iii. Waste disposal services.
- b. The data below relates to the current consumption for consumables per month and it has been availed for the sole purpose of providing the tenderers with an indication of the expected consumption rates for consumables.

#	Item Description	Unit of Measure	Head office	National Nairobi Terminal (NNT)
			Quantity (month)	Quantity (month)
1	Milk	Packets	90	70
2	Sugar	Kgs	160	150
3	Coffee	Tin (200 gms)	28	20
4	Tea leaves	Packet (1 kg)	0	36
5	Tea bags	Packets (200gms)	80	60

4. Obligations of the Service Provider

- i. Give an indication of the labor costs.
- ii. Indicate their staff levels, from cleaners, housekeepers, waiters, chef(s), supervisors/managers.
- iii. Provide all equipment necessary for running the facilities.
- iv. Provide a description of the work plan (all activities involved in carrying out the works).

- v. Purchase, prepare and serve the Staff with hot, clean and hygienic tea.
- vi. Provide all utensils, cutlery, consumables and manpower to perform the services.
- vii. Ensure that the allocated facilities are well maintained and kept in good condition.
- viii. Observe punctuality at all times in providing meals for the Staff.

5. Minimum resources and consumables to be provided by the Service Provider;

- i. Consumables for preparation of tea which shall include provision of the following;
 - a. Tea bags (preferably KETEPa or equivalent)
 - b. Coffee (preferably Nescafe or equivalent)
 - c. Drinking chocolate
 - d. Sugar
 - e. Milk
- ii. Adequate kitchenware and crockery (preferably arcoroc or equivalent)
 - a. Tea mugs
 - b. Tea spoons (steel)
 - c. Table spoons (steel)
 - d. Plates and side plates
- iii. Housekeeping items/consumables
 - a. Kitchen towels
 - b. Table wipes
- iv. Equipment
 - a. Tea urns

6. Extra services

- i. The Service Provider shall be required to serve tea and snacks during board meetings and management meetings.
 - ii. The Service Provider may serve snacks on a pay-as-you-eat basis for the Staff.
- Note; food preparation within the facilities shall not be allowed.

7. Data related to the provision of the services

d. HEAD OFFICE – KAWI HOUSE

No.	Item Description	Minimum requirements
1	No of staff at Kawi House (Head Office)	229
2	No of cups per day	2 per day per staff(538)
3	Standard Mug	350 ml
4	No of times tea will be served.	2(between 7:00am -10:00am) and 1:00pm-3:00pm)
5	Serve white tea	Always
6	Must serve hot and high quality tea.	Ratio of milk to water should be minimum of 7:3
7	Tea and Sugar served separately	Always
8	Tea leaves and sugar to be provided by the service provider	Always
9	Collection of utensils and cleaning of utensils	One hour after serving.

10	The service provider to provide high quality cutlery.	Always
11	Hygiene must be highly observed.	Always
12	National Oil will provide cooking space, water and electricity	Always

NAIROBI NATIONAL TERMINAL (NNT)

No.	Item Description	Minimum requirements
1	No of staff at NNT & LPG Plant	109
2	No of cups per day	2 per day per staff(218 cups)
3	Standard Mug	350 ml
4	No of times tea will be served.	2(between 8:00am -10:00am) and 1:00pm-3:00pm)
5	Serve white tea	Always
6	Must serve hot and high quality tea.	Ratio of milk to water should be minimum of 7:3
7	Tea and Sugar served separately	Always
8	Tea leaves and sugar to be provided by the service provider	Always
9	Collection of utensils and cleaning of utensils	One hour after serving.
10	The service provider to provide high quality cutlery.	Always
11	Hygiene must be highly observed.	Always
12	National Oil will provide cooking space, water and electricity	Always

8. Payment Terms

- Monthly in arrears
- Payment within 30 days upon receipt of monthly invoice

9. Contract Duration

- Three years contract

7 SECTION VII – STANDARD FORMS

Notes on standard forms

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to Instructions to Tenderers in clause 2.9 and in accordance with the requirements included in the special conditions of contract.
2. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.

SECTION VII – STANDARD FORMS

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]*, of which is hereby duly acknowledged, we, the undersigned, offer to provide
[description of services]
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 provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum 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. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 20
[signature] *[In the capacity of]*
duly authorized to sign tender for and on behalf of _____

2. PRICE SCHEDULE OF SERVICES

Name of Tenderer _____

Tender Number_____ **Page** ____ **of** _____

Cost breakdown for provision of the services

The service provider shall be required to provide a cost breakdown for provision of the Office Tea Services. Any equipment and one-off costs that shall be incurred for purposes of providing the services shall be amortized across the contract period. The Service Provider may amend the price schedule but it shouldn't materially deviate from the template provided.

[illegible]

Staff Costs						
#	Description of Cost	Unit of Measure	Unit Cost inclusive VAT	Total Cost inclusive VAT per month	Total Cost inclusive VAT per annum	Total Cost inclusive VAT for 3 years
Equipment (cost shall be amortized over the duration of the contract)						
#	Description of Cost	Unit of Measure	Unit Cost inclusive VAT	Total Cost inclusive VAT per month	Total Cost inclusive VAT per annum	Total Cost inclusive VAT for 3 years

Other costs (please specify)						
#	Description of Cost	Unit of Measure	Unit Cost inclusive VAT	Total Cost inclusive VAT per month	Total Cost inclusive VAT per annum	Total Cost inclusive VAT for 3 years
Total Costs						

Price Schedule

The service provider shall be required to provide a price schedule for each cup of tea.

Price schedule for each cup of Tea at Head Office, Kawi House

#	Description	Unit of Measure	Unit Cost (KShs)	Cost of other incidental services payable (KShs)	Tax Chargeable (tenderer to specify) (KShs)	Total Cost inclusive of taxes (KShs)

Price schedule for each cup of Tea at National Nairobi Terminal

#	Description	Unit Measure	of Unit Cost (KShs)	Cost of other incidental services payable (KShs)	Tax Chargeable (tenderer to specify) (KShs)	Total Cost inclusive of taxes (KShs)

Name & Signature of tenderer (authorized signatory)

Stamp _____

- **The tenderer may amend the price schedule as appropriate detailing all its costs in implementing the contract comprehensively in line with all the terms of reference.** The price schedule should capture each and every item chargeable by the tenderer, including any “assumed” miscellaneous costs.
- Hidden costs/charges are not acceptable and will lead to termination of contract, should hidden charges arise during the contract execution.
- The tenderer should clearly specify all taxes chargeable and give their overall final quote as a tabulation inclusive of the taxes.

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

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 Fifty (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)

4. CONTRACT FORM

THIS AGREEMENT made the ____day of ____2011 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 provision of Oracle E-Business Support Viz..... [brief description of the services] and has accepted a tender by the tenderer for the provision of the services in the sum of [contract price in words and figures]

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 tenderer hereby covenants with the Procuring entity to provide the materials and spares 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 provision of the materials and spares 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_____.

5. CONFIDENTIAL BUSINESS QUESTIONNAIRE

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 Email..... 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 style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 35%;">Citizenship details</th> <th style="width: 25%;">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 style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 35%;">Citizenship details</th> <th style="width: 25%;">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.																				
Date.....Signature of Candidate.....																							

6. BANK GUARANTEE FOR ADVANCE PAYMENT

To.....

[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 institution], 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 and 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]

7. BIDDER'S DECLARATION AND INTEGRITY PACT

BIDDER'S DECLARATION

We/I the undersigned, in the capacity of
for [name of the company/firm/individual]
certify that the **bidder is not in any of the following situations:**

- 1 Bankruptcy; are the subject of proceedings for a declaration of bankruptcy, or of an order for compulsory winding up or administration by court, or of any other similar proceedings;
- 2 Payments to us have been suspended in accordance with the judgment of a court other than a judgment declaring bankruptcy and resulting, in accordance with our national laws, in the total or partial loss of the right to administer and dispose off our property;
- 3 Legal proceedings have been instituted against us involving an order suspending payments and which may result, in accordance with our national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of our property;
- 4 Are being wound up, or our affairs are being administered by court, or have entered into an arrangement with creditors, or have suspended business activities or are subject to an injunction against running business by a court of law;
- 5 Have been convicted by a final judgment of any crime or offence concerning our/my professional conduct;
- 6 Are guilty of serious misrepresentation with regard to information required for participation in an invitation to tender or execution of a tender already awarded; and
- 7 Are in breach of contract on another contract with the Government of Kenya or other local or international contracting authority or foreign government.
- 8 Have been convicted of an offence concerning our/my professional conduct by a court of law, or found guilty of grave professional misconduct;
- 9 Have not fulfilled obligations relating to payments of taxes or statutory contributions.

If the bidder is in any of the above listed situations, kindly attach documents giving details of the situation.

Names in full: [.....]

Signature: [.....]

Duly authorized to sign this bid on behalf of (bidder's name):

[.....]

Place and date: [.....]

Stamp of the firm/company:

8. INTEGRITY PACT

Bidder's Oath to fulfill the Integrity Pact

Accepting that transparent business management and fair public administration are key to social development and national competitiveness, and in an effort to purge corruption and apply sanctions to corrupt businesses, and in full support of the worthy goals of this Integrity Pact, concerning the present tender for: _____, all personnel of _____ and its sub-contractors and agents hereby agree that:

1. We shall not conduct any unethical business practices, such as bid-rigging for the sake of a particular bidder to win the bid, or price-fixing. If proven as a fact that we have engaged in bid-rigging for the sake of a particular bidder to win the bid, we shall accept to be prohibited from submitting bids placed by National Oil Corporation of Kenya (herein referred to as NATIONAL OIL) for a period of two (2) years. If proven that we have discussed with other bidders in a bid to fix a price, or rigged a bid for a particular bidder to win the bid, we shall accept the prohibition from submitting bids placed by NATIONAL OIL for a period of two (2) years. If any unethical behaviour is tantamount to a fraudulent practice, we accept that such a case may be handed over to the authorities for investigation and possible prosecution.
2. In the process of bidding, or concluding or execution of a contract, we shall not offer any bribe, gifts, entertainment or any other undue benefits directly or indirectly to related officials, and in case it is proved that we have violated any terms of this Integrity Pact in relation with a bid, or concluding or execution of a contract, or offered bribes for favours in a contract, to win a contract, or facilitate payment which should not have been forthcoming, we shall accept the prohibition from submitting a bid placed by NATIONAL OIL for a period of two (2) years. If proven as a fact that we have offered bribes to NATIONAL OIL or related officials for favours regarding a bid or contract to a bidder or a winning bidder, or for the purpose of faulty execution of the objectives of a contract, we shall accept the prohibition from submitting bids placed by NATIONAL OIL for a period of two (2) years. If proven that we have offered bribes to NATIONAL OIL or related officials in relation to bidding, or concluding or execution of a contract, we shall accept the prohibition from submitting bids placed by NATIONAL OIL for a period of two (2) years.
3. In case it is proven that we have offered bribes to a related official or a NATIONAL OIL official regarding a bid, or concluding or execution of a contract, we shall accept the cancellation of the contract, and shall not file any civil, administrative or criminal appeals.
4. We shall make our best effort to institute a Company Code of Conduct that prohibits bribery, bid rigging/fixing or any other corrupt practices in business relations with officials and NATIONAL OIL, and a company regulation that prohibits any retaliatory acts toward anyone reporting inside corruption.
5. In addition, I confirm on behalf of the bidder that the details included in the bidders profile and experience sheet and our quotation are correct to the best of my knowledge

and belief. In addition, we authorize, NATIONAL OIL to seek information from any source to confirm our compliance with the requirements of this Integrity Pact.

- 6 The bidder authorizes NATIONAL OIL, to seek information from any source, including publication of the name of the bidder to confirm that the bidder is compliant with the requirements of this Integrity Pact.

We shall fulfill this Integrity Pact as a solemn oath made on the basis of mutual trust, and, if and when we win a bid, we shall sign and fulfill the above as a "Special Condition of Contract," and not file any civil, administrative or criminal appeals regarding any of the above terms.

Dated: _____

Signed by: _____
(Chief Executive/Managing Director)

Full Name printed: _____

9. 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

10. PRE-TENDER SITE VISIT CERTIFICATE

To: **NATIONAL OIL CORPORATION OF KENYA**

WHEREAS..... [name of tenderer]

(herein after called “the tenderer”) has undertaken, in response to Tender No. **NOCK/PRC/03(1429)2018-2019** for **Provision of Office Tea Services** the viewing and confirmation of facilities and scope of services with confirmation from National Oil Corporation and the HR Manager’s representatives at the site:

AND WHEREAS it has been stipulated by you in the said tender that the tenderer shall quote prices as per the site visit, I/we hereby issue this viewing certificate confirming:

- i) the costs and prices quoted are based on actual needs and scope of services and are not speculative; and
- ii) I/we visited the National Oil Corporation site and will provide the services as per Section VI-(Description of Services) of the tender document and as per the needs applicable to the site.

Name of National Oil representative confirming visit:

Signature of National Oil representative confirming visit:

Date: _____

Name of the HR Manager’s representative confirming visit:

Signature of HR Manager’s representative confirming visit: _____

Date: _____

Name of Tenderer’s authorized signatory:

Signature of the Tenderer’s authorized signatory:

Date: _____