



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA



MINISTRY OF EDUCATION, GENDER AFFAIRS, CULTURE AND SOCIAL SERVICES

P.O. Box 701 - 20303, OL KALOU. Telephone: 0202660859. Email: info@nyandarua.go.ke

**OPEN TENDER FOR
SUPPLY AND DELIVERY OF TETRA PACKED PROCESSED UHT
MILK, 200ML FOR
THE ECDE FEEDING PROGRAMME IN NYANDARUA COUNTY.**

**TENDER NO.
NYA/CGN/PT/EDU/01/2018/2019**

CLOSING DATE & TIME:

THURSDAY

20TH SEPTEMBER 2018 AT 10.00 AM

Table of Contents

INTRODUCTION.....	3
SECTION I INVITATION TO TENDER.....	4
SECTION II - INSTRUCTIONS TO TENDERERS.....	5
SECTION II - INSTRUCTIONS TO TENDERERS.....	6
SECTION III: GENERAL CONDITIONS OF CONTRACT.....	22
SECTION III - GENERAL CONDITIONS OF CONTRACT	23
SECTION IV - SPECIAL CONDITIONS OF CONTRACT.....	28
SECTION IV - SPECIAL CONDITIONS OF CONTRACT.....	29
SECTION V - TECHNICAL SPECIFICATIONS	30
SECTION VI - SCHEDULE OF REQUIREMENTS	31
8.1 FORM OF TENDER.....	49
8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM	50
8.3 TENDER SECURITY FORM.....	52
8.4 CONTRACT FORM	53
8.5 PERFORMANCE SECURITY FORM	55
8.7 MANUFACTURER'S AUTHORIZATION FORM	57
8.8 LETTER OF NOTIFICATION OF AWARD.....	58
8.9 FORM RB 1.....	59

INTRODUCTION

1.1 This Standard Tender Document has been prepared for use by public entities in Kenya.

1.2 The following general directions should be observed when using the document.

(a) Specific details should be furnished in the Invitation to Tender and in the special conditions of contract. The final documents to be provided to the tenderers should not have blank spaces or give options

(b) The Instructions to Tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and the appendix to instructions to tenderers.

1.3 (a) Information contained in the Invitation to Tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate and shall indicate any important tender requirements.

(b) The Invitation to Tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following the invitation for expression of interest for which the invitation is issued.

SECTION I INVITATION TO TENDER

DATE: 5TH SEPTEMBER 2018

TENDER REF NO: NYA/CGN/PT/EDU/01/2018/2019

TENDER NAME: OPEN TENDER FOR SUPPLY AND DELIVERY OF TETRA PACKED PROCESSED UHT MILK, 200ml FOR THE ECDE SCHOOL FEEDING PROGRAMME IN NYANDARUA COUNTY.

1.1 The Nyandarua County Government invites sealed bids from eligible candidates for OPEN TENDER FOR SUPPLY AND DELIVERY OF TETRA PACKED PROCESSED UHT MILK, 200ml FOR THE ECDE SCHOOL FEEDING PROGRAMME IN NYANDARUA COUNTY.

1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at Nyandarua County Government Offices Headquarters at Ol Kalou Town during normal working hours. Deposit the tenders at the tender boxes outside the office.

1.3 A complete set of tender documents may be obtained by interested candidates free of charge from the County Governments website <http://www.nyandarua.go.ke>.

1.4 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box and addressed to the Chief Officer- Education, gender, culture and social services Department so as to be received on or before **20TH SEPTEMBER 2018 at 10.00AM**

1.5 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for (120) days from the closing date of the tender.

1.6 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at Education Offices (DICECE) Ol Kalou or as directed.

SECTION II- INSTRUCTIONS TO TENDERERS

Table of Clauses

2.1	Eligible Tenderers	6
2.2	Eligible Goods	6
2.3	Cost of Tendering	6
2.5	Clarification of Documents	7
2.6	Amendment of Documents	8
2.7	Language of Tender	8
2.8	Documents Comprising of Tender	8
2.9	Tender Forms	8
2.10	Tender Prices	9
2.11	Tender Currencies	9
2.12	Tenderers Eligibility and Qualifications	9
2.13	Goods Eligibility and Conformity to Tender Documents	10
2.14	Tender Security	11
2.15	Validity of Tenders	12
2.16	Format and Signing of Tender	12
2.17	Sealing and Marking of Tenders	12
2.18	Deadline for Submission of Tenders	13
2.19	Modification and Withdrawal of Tenders	13
2.20	Opening of Tenders	14
2.21	Clarification of Tenders	14
2.22	Preliminary Examination	14
2.24	Evaluation and Comparison of Tenders	17
2.25	Preference	17
2.26	Contacting the County Government of Nyandarua	17
2.27	Award of Contract	17
2.28	Notification of Award	18
2.29	Signing of Contract	19
2.30	Performance Security	19
2.31	Corrupt or Fraudulent Practices	19

SECTION II- INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the Schedule of Requirements Section VI.

2.1.2 The County Government of Nyandarua's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the County Government of Nyandarua to provide services to be used for the procurement of the goods under this Invitation for tenders.

2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2.2 Eligible Goods

2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.

2.2.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially- recognized product results that is substantially different in basic characteristics or in purpose or utility from its components

2.2.3 The origin of goods is distinct from the nationality of the tenderer.

2.3 Cost of Tendering

2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the County Government of Nyandarua, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.3.2 The tender document shall not be charged as will instead be downloaded free of charge from <http://www.Nyandarua.go.ke>

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

2.4. The Tender Document

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

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

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

2.5 Clarification of Documents

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the County Government of Nyandarua in writing or by post at the entity's address indicated in the Invitation to Tender. The County Government of Nyandarua will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the County Government of Nyandarua. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

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

2.6 Amendment of Documents

2.6.1 At any time prior to the deadline for submission of tenders, the County Government of Nyandarua, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.

2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.

2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the County Government of Nyandarua, at its discretion, may extend the deadline for the submission of tenders.

2.7 Language of Tender

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

2.8 Documents Comprising of Tender

2.8.1 The tender prepared by the tenderers shall comprise the following components

(a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below

(b) documentary evidence established in accordance with paragraph

2.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;

(c) documentary evidence established in accordance with paragraph

2.2 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and

(d) tender security furnished in accordance with paragraph 2.14

2.9 Tender Forms

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

2.10 Tender Prices

2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract

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

2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract for and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22

2.10.4 The validity period of the tender shall be 120 days from the date of opening of the tender.

2.11 Tender Currencies

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

2.12 Tenderers Eligibility and Qualifications

2.12.1 Pursuant to paragraph 2.1, the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.12.2 The documentary evidence of the tenderers eligibility to tender shall establish to the County Government of Nyandarua's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1

2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to the County Government of Nyandarua's satisfaction;

(a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods'

Manufacturer or producer to supply the goods.

(b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;

(c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the

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

2.13 Goods Eligibility and Conformity to Tender Documents

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

2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

2.13.3 The documentary evidence of conformity of the goods to the tender documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) A detailed description of the essential technical and performance characteristic of the goods;
- (b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the County Government of Nyandarua; and
- (c) A clause-by-clause commentary on the Procuring entity's

Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

2.13.4 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

2.14 Tender Security

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

2.14.2 The tender security shall be in the amount of **Ksh. 1,000,000.00.**

2.14.3 The tender security is required to protect the County Government of Nyandarua against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7

2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to the County Government of Nyandarua and valid for thirty

(30) days beyond the validity of the tender.

2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the County Government of Nyandarua as non responsive, pursuant to paragraph 2.22

2.14.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the County Government of Nyandarua.

2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28

2.14.8 The tender security may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity specified by the County Government of Nyandarua on the Tender Form; or
- (b) in the case of a successful tenderer, if the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.27 or
 - (ii) to furnish performance security in accordance with paragraph

2.15 Validity of Tenders

2.15.1 Tenders shall remain valid for 120 days or as specified in the Invitation to tender after the date of tender opening prescribed by the County Government of Nyandarua, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the County Government of Nyandarua as non responsive.

2.15.2 In exceptional circumstances, the County Government of Nyandarua may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.16 Format and Signing of Tender

2.16.1 The 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.

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

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

2.17 Sealing and Marking of Tenders

2.17.1 The Tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

2.17.2 The inner and outer envelopes shall:

(a) be addressed to the County Government of Nyandarua at the address given in the Invitation to Tender:

(b) bear, tender number and name in the Invitation for Tenders and the words, “DO NOT OPEN BEFORE,” THURSDAY, 20TH SEPTEMBER 2018.

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

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

2.18 Deadline for Submission of Tenders

2.18.1 Tenders must be received by the County Government of Nyandarua at the address specified under paragraph 2.17.2 no later than **THURSDAY, 20TH SEPTEMBER 2018.**

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

2.19 Modification and Withdrawal of Tenders

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

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

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

2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer’s forfeiture of its tender security, pursuant to paragraph 2.14.7

2.19.5 The County Government of Nyandarua may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.19.6 The County Government of Nyandarua shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.20 Opening of Tenders

2.20.1 The County Government of Nyandarua will open all tenders in the presence of tenderers' representatives who choose to attend, on **THURSDAY, 20TH SEPTEMBER 2018** and in the location specified in the Invitation to Tender.

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

2.20.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts and the presence or absence of requisite tender security and such other details as the County Government of Nyandarua, at its discretion, may consider appropriate, will be announced at the opening.

2.20.3 The County Government of Nyandarua will prepare minutes of the tender opening.

2.21 Clarification of Tenders

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

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

2.22 Preliminary Examination

2.22.1 The County Government of Nyandarua will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required

sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

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

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

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

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

2.22.6 The following documents in table A shall be required to be attached in the bid documents and shall be deemed mandatory.

TABLE: A

No	Mandatory Requirements
1	Certificate of incorporation / Business name registration
2	Valid Tax compliance certificate
3	Valid single business Permit or GOK trading license
4	Make "two bid documents" being an "original" and a "copy of the original"
5	Form of tender indicating the "total tendered sum inclusive of taxes signed and stamped by the authorized person"
6	A Copy of CR 12
7	Current and valid certificate to operate as a food processing entity by the Kenya Dairy Board
8	A Copy of the delivery and distribution plan of the milk from the source to the ECDE centers.

All bidders shall be subjected to a preliminary evaluation and only substantively responsive bidders shall be again evaluated in the technical stage.

TABLE B:

NO	Technical Requirements	Score
1	Physical Facilities of firm. Provide details of physical address and contacts attach evidence e.g. Details of physical address and contacts with copy of either title, lease document or latest utility bill for year 2018	10
2	Avail at least three (3) recommendation letters from your current or previous major reputable major reputable clients or firms with letters work of equivalent nature and volume for the last 2 years i) 1 letter -5 points ii) 2 letters -10 points iii) 3 letters – 15 points	15
3	Form of tender indicating the “total tendered sum Inclusive of taxes signed and stamped by the authorized person”	10
4	Have “all pages serialized” in the submitted bid Documents. (i.e. page 1 of last page).	5
5	Evidence of past experiences of a similar nature in the past 2 years	10
6	Proof of financial capability being certified bank statements for the immediate 12 months showing capacity to undertake the assignment	15
7	Clearly state your lead time for delivery after being issued with an L.P.O. i) 1 week – 10 points ii) 2 weeks – 5 points iii) Above 2 weeks- 0 point	10
8	Bid Bond of Kshs 1,000,000/=	10
9	Clearly state time required to replace packets with defects i) 1 week – 15 points ii) 2 weeks – 10 points iii) Above 2 weeks- 5 points	15

Let all bidders be informed that to proceed to financial evaluation you shall be required to garner a score of 75 marks or above for table B.

2.23 Conversion to Single Currency

2.23.1 Where other currencies are used, the County Government of Nyandarua will convert these currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

2.24 Evaluation and Comparison of Tenders

2.24.1 The County Government of Nyandarua will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22

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

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

2.25 Preference

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

2.26 Contacting the County Government of Nyandarua

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

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

2.27 Award of Contract

(a) Post-qualification

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

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

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

(b) Award Criteria

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

(c) County Government of Nyandarua's Right to Vary quantities

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

(d) County Government of Nyandarua's Right to Accept or Reject Any or All Tenders

2.27.6 The County Government of Nyandarua reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the County Government of Nyandarua's action

2.28 Notification of Award

2.28.1 Prior to the expiration of the period of tender validity, the County Government of Nyandarua will notify the successful tenderer in writing that its tender has been accepted.

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

2.28.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.28, the County Government of Nyandarua will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.14

2.29 Signing of Contract

2.29.1 At the same time as the County Government of Nyandarua notifies the successful tenderer that its tender has been accepted, the County Government of Nyandarua will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

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

2.29.3 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the County Government of Nyandarua.

2.30 Performance Security

2.30.1 Within Thirty (30) days of the receipt of notification of award from the County Government of Nyandarua, 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 County Government of Nyandarua.

2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph

2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the County Government of Nyandarua may make the award to the next lowest evaluated Candidate or call for new tenders.

2.31 Corrupt or Fraudulent Practices

2.31.1 The County Government of Nyandarua requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;

- (i) “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the County Government of Nyandarua, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the County Government of Nyandarua of the benefits of free and open competition;

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

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

Appendix to Instructions to Tenderers

Notes on the Appendix to the Instruction to Tenderers

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

Appendix to Instructions to Tenderers

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

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS TO ATTACH THE FOLLOWING DOCUMENTS
	<p>Certificate of incorporation / Business name registration</p> <p>Valid Tax compliance certificate</p> <p>Valid single business Permit or GOK trading license</p> <p>Make “two bid documents” being an “original” and a “copy of the original”</p> <p>Form of tender indicating the “total tendered sum inclusive of taxes signed and stamped by the authorized person”</p> <p>A copy of CR12 form</p> <p>Current and valid certificate to operate as a food processing entity by the Kenya Dairy Board.</p> <p>A Copy of the delivery proposal from the source to the ECDE centres.</p>
<p><i>Note: Both documents (Original & Copy) shall bear all the attachments required</i></p>	

SECTION III: GENERAL CONDITIONS OF CONTRACT

Table of Clauses

3.1	Definitions.....	23
3.2	Application.....	23
3.3	Country of Origin.....	23
3.4	Standards.....	23
3.5	Use of Contract Documents and Information	23
3.6	Patent Rights	24
3.7	Performance Security.....	24
3.8	Inspection and Tests.....	24
3.9	Packing.....	25
3.10	Delivery and Documents.....	25
3.11	Insurance	25
3.12	Payment.....	26
3.13	Prices.....	26
3.14.	Assignment	26
3.15	Subcontracts	26
3.16	Termination for default	26
3.17	Liquidated Damages	27
3.18	Resolution of Disputes.....	27
3.19	Language and Law	27
3.20	Force Majeure	27

SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

(a) “The Contract” means the agreement entered into between the County Government of Nyandarua and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

(b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations

(c) “The Goods” means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the County Government of Nyandarua under the Contract.

(d) “The County Government of Nyandarua” means the organization purchasing the Goods under this Contract.

(e) “The Tenderer” means the individual or firm supplying the Goods under this Contract.

3.2 Application

3.2.1 These General Conditions shall apply in all Contracts made by the County Government of Nyandarua for the procurement installation and commissioning of equipment

3.3 Country of Origin

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

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

3.4 Standards

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

3.5 Use of Contract Documents and Information

3.5.1 The tenderer shall not, without the County Government of Nyandarua’s prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the County Government of Nyandarua in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.

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

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

3.6 Patent Rights

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

3.7 Performance Security

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

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

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

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

3.8 Inspection and Tests

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

3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable

facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the County Government of Nyandarua.

3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the County Government of Nyandarua may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the County Government of Nyandarua.

3.8.4 The County Government of Nyandarua's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the County Government of Nyandarua or its representative prior to the equipment delivery.

3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.9 Packing

3.9.1 The tenderer shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

3.9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract.

3.10 Delivery and Documents

3.10.1 Delivery of the Goods shall be made by the tenderer in accordance with the terms specified by County Government of Nyandarua in its Schedule of Requirements and the Special Conditions of Contract.

3.11 Insurance

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

3.12 Payment

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

3.12.2 Payments shall be made promptly by the County Government of Nyandarua as specified in the contract

3.13 Prices

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

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

3.13.3 Where contract price variation is allowed, the variation shall be within the Public Procurement Act of 2012 of the original contract price.

3.13.4 Price variation request shall be processed by the County Government of Nyandarua within 30 days of receiving the request.

3.14. Assignment

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

3.15 Subcontracts

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

3.16 Termination for default

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

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

(b) if the tenderer fails to perform any other obligation(s) under the Contract

(c) if the tenderer, in the judgment of the County Government of Nyandarua has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

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

3.17 Liquidated Damages

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

3.18 Resolution of Disputes

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

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

3.19 Language and Law

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

3.20 Force Majeure

3.20.1 The tenderer shall not be liable for forfeiture of its performance security or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

The clauses in this section are intended to assist the County Government of Nyandarua 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 County Government of Nyandarua and the goods being procured. In preparing Section IV, the following aspects should be taken into consideration.

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

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

4.1. Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.

42. Special conditions of contract as relates to the GCC

REFERENCE GCC	OF SPECIAL CONTRACT	OF
	Packaging The tenderer shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their Final Destination, as indicated in the Contract. All packets shall have the Nyandarua County LOGO and colors.	
	Delivery The Milk must be delivered at each ECDE Centre in Nyandarua county. The tenderer must submit a copy of the delivery and distribution plan of the milk from the source to the ECDE centers. The delivery schedule shall be thrice per school calendar term by the successful bidder(s) from the date of receiving the L.P.O and contract signing. The requirements may be adjusted by giving a short notice.	
	Correspondence The language of all correspondence and documents related to the bid is English unless explicitly specified in the Technical Requirements section, the key passages of all accompanying printed literature in any other language must be translated into the above Language.	

SECTION V- TECHNICAL SPECIFICATIONS

5.1 General

5.1.1 These specifications describe the requirements for goods. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply

5.1.2 Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.

5.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The County Government of Nyandarua reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.

5.1.4 The tenderers are requested to present information along with their offers as follows:

- (i) Shortest possible delivery period of each product
- (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

SECTION VI - SCHEDULE OF REQUIREMENTS

OL KALOU SUB COUNTY		
KARAU WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	AC OL KALOU	175
2	KIANDA	30
3	GACHWE	35
4	MUIRI	50
5	GATARWA	74
6	MUNYEKI	34
7	HIGHLAND	29
8	KARUGUTU	68
9	AFYA	20
10	DISABLED	105
11	KIRIMAINI	48
12	MUNDI	57
13	KAGAA	37
14	ST JOSEPH	94
15	KAHUHO	54
16	KAHIA	27
17	THABA	18
18	MAWINGO	61
19	KANYIRIRI	58
20	MIGAA	66
TOTAL		1140

KAIMBAGA WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	KIENI	90
2	MAHUAINI	31
3	ST SUZZANNE	15
4	HOSPITAL	30
5	HOSPITAL A	45
6	JM KARIUKI	80
7	HURUMA	127
8	ST LINO	117
9	MIHUTI	50
10	UPENDO	30
11	KANDUTURA	70
12	CANAAN	27
13	BAHATI	61

14	KAIMBAGA	37
15	MUMBI	60
16	GICHUNGO	96
17	CAPTAIN	60
18	KIGANJO	55
19	KAMANDE	35
20	KAIMBAGA JOY	40
21	SIMBA	61
22	SIMBA B	28
23	GITHIMA	29
TOTAL		1274

RURII WARD		
S/NO	ECDE	TOTAL ENROLMENT
	MUGATHIKA	43
2	MUKINDU	20
3	RURII	110
4	GITUAMBA	46
5	GATITU	21
6	MALAN	68
7	PASSENGA	92
8	KAHONGE	65
9	HUHO-INI	51
10	GITHUNGURI	84
11	MUGUMO	50
12	SILANGA	36
13	KIRIKO	46
14	KIANDUBA	43
15	WAGATAMBUTHI	48
16	UMOJA	49
17	ST THOMAS	43
18	GATHIMA	59
19	MANYATTA	45
20	NYAKIO	26
TOTAL		1045

MIRANGINE WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	MATHAKWA	70
2	MIIRI	10
3	KIBENDERA	41
4	GITHIMA	62
5	MBORA	47
6	MATUNDA	56
7	MOA	29
8	NDUDORI	65
9	MSASARA	35
10	MUTARAKWA	35
11	KAMUYU	63
12	NYANDUNDO	28
13	NYAKIAMBI	69
14	MIRANGINE	37
15	GITUAMBA	20
16	MAKARA	22
17	KIHUHO	23
18	MICHARAGE	27
19	HIGH PEAK	42
20	MLIMANI	36
TOTAL		817

KANJUIRI RIDGE WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	TUMAINI	112
2	KANG'ATHIA A	40
3	KANG'ATHIA 'B'	44
4	JENNY POLIAKOFF	20
5	KIHOTO	40
6	MLIMANI	42
7	KANJUIRI	48
8	PLOT II	39
9	KAHIGU	54
10	MURINDATI	37
11	KIAMBURURU	36
12	KAGUNDA	18
13	KIRATHIMO	31
14	WANJURA	20
15	WIYUMIRIRIE	43
16	NYAITUGA	40

17	CIIRA	35
18	RUTARA	71
19	GATHIMA	17
20	NGORIKA	30
21	NDOTHUA	14
22	HARAMBEE	14
23	MWIRERI	16
24	KIO	34
TOTAL		895

KINANGOP SUB COUNTY		
MAGUMU WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	ST MARYS	45
2	MUTONYORA	178
3	GITHINJI	154
4	ST CHRISTOPHER	76
5	MUCHORUI	70
6	KIRIKO	48
TOTAL		571

NYAKIO WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	RAGIA	70
2	AMANI	81
3	BONGO	39
4	KIHUNGURU	54
5	MUKIRI	64
6	RWANYAMBO	38
7	NJOGU-INI	57
8	GITWE	38
9	MUTARAKWA	33
10	CHEESE	53
11	YAANG'A	50
12	MUKEU	26
13	BARAINYA	40
TOTAL		643

NJABINI WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	NJABINI	40
2	SOIL	27
3	MUCIBAU	53
4	CHANIA	95
5	ATC	34
6	SASUMUA	57
7	KIAMWERI	31
8	KIONEKI	60
9	KIMATHI	36
10	BETHSAIDA	20
11	CHURIRI	32
TOTAL		485

GITHABAI WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	NYAKIO	60
2	KAUGIA A	78
3	KAUGI B	26
4	KAHUHO	50
5	NDOTHUA	33
6	MBOGANI	123
7	KIRIAHU	40
8	KARATI	50
9	KIAHUKO	40
10	KIYO	50
11	KENYATTA ROAD	45
12	HENI	65
13	KOINANGE	65
14	MICHINDA	23
15	GITHABAI	115
16	PHASE II	15
TOTAL		878

MURUNGARU WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	MWIRUTI	45
2	NDARACAINI	39
3	KIRATHIMO	43
4	KAHUHO	28
5	GACHARAGE (A)	28
6	GACHARAGE (B)	18
7	RUTHIRU	17
8	KIAMBAA	39
9	KIMURI	11
10	KIRARWA	48
11	KAGONGO	30
12	HIANYU	45
13	MUGUMOINI	53
14	MURUNGARU	56
15	KIHUMBU	28
16	KAMBATA	39
17	KAMIRANGI	36
18	MKUNGI	58
19	MWIHOTI	41
20	KAHURIA	62
21	MIKARO	53
TOTAL		817

N. KINANGOP WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	NDUNYU NJERU	136
2	NANDARASI	37
3	KIANDEGE	40
4	KAMBAA	34
5	MUHUTI	43
6	KAWAMAITHA	77
7	ABERDARE	50
8	KIRIMA	39
9	GITITE	30
10	KIAMBARIKI	80
11	KIRIA	36
12	KITOGO	100
TOTAL		702

ENGINEER WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	MURUAKI	46
2	KANGUTU	52
3	RUGONGO	65
4	FARU	17
5	MUNYAKA	40
6	BAHATI	20
7	MUTHOMI	19
8	KANYUGI	66
9	KAHURU	27
10	MUTIINI	59
11	CENTRE	28
12	KAMUNYAKA	35
13	KIJIKO	37
14	MBIRITHI	70
15	MATUNDURA	42
16	FOURTEEN	17
TOTAL		640

GATHARA WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	MWIHOKO	66
2	RAITHA	65

3	KIAHUHO	34
4	KIANGUYO	24
5	KARIAHU	70
6	KAROROHA	70
7	GATHARA	45
8	MWITEITHIA	75
9	NYANDARUA SCH. F.D	48
10	KINJA	35
11	MUTAMAIYU (A)	35
12	MUTAMAIYU (B)	21
13	MUTAMAIYU (C)	30
14	URUMWE	35
15	TULAGA (A)	7
16	TULAGA (B)	18
17	MORNING STAR	21
18	GITHUNGURI (A)	32
19	GITHUNGURI(B)	35
20	GRACE(A)	30
21	GRACE (B)	33
22	KAMBAA	36
23	KITIRI	34
24	KANAMBA	60
TOTAL		959

KIPIPIRI SUB COUNTY		
GITHIORO WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	KARURI	36
2	MIGAA	23
3	GITHIORO	18
4	FOREST TWO	9
5	KANGONDI	17
6	ST PETERS	12
7	GITHIMA	37
8	NGARI KARURA	28
9	RURII	30
10	GATHIRIGA A	24
11	GATHIRIGA B	25
12	GACHUHA	15
13	MUMUI	39
14	GIKENO	10
15	KARIARA	22
16	TURASHA	39
17	JURA	90
18	KIMBO	12
19	RIRICHUA	32
20	MWANGAZA	33
21	NJOMO	49
TOTAL		600

WANJOHI WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	KIBURUTI	65
2	MICHORE	47
3	NGARUA RIRONI	97
4	KIGOGO	50
5	MURERA NJAU	50
6	MUKURU A	14
7	GATONDO C	50
8	GATONDO B	50
9	KIRARUA	32
10	GATURUBARI	37
11	HUHIRIO A	25
12	HUHIRIO B	17
13	MALEWA B	30
14	RAYETTA	39

15	KIAMBAA	29
16	MUTHANGIRA	12
17	MAGOMANO B	106
18	MUBAO	41
19	ELITE	25
20	MITI-ITANO	41
21	JOY NDEMI	44
22	MUKURU B	20
23	KAHORO	47
24	NDEMI	34
25	MWIRERI	33
26	GITEI	45
27	KIAMBOGA	35
28	SATIMA	21
29	GATODO A	14
30	NDIARA	22
31	GICHINGIRIRA	50
32	WANJOHI	34
33	SATELITE	25
34	NDINDA	31
35	GITHUNGURI	20
36	KARIMA	59
37	MUNYU-INI	45
38	KIMURU	22
TOTAL		1458

KIPIPIRI WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	BONDENI	35
2	MAHINDU	24
3	MAHINDU B	29
4	MACHINERY ORIGINAL	22
5	MARTINI	25
6	KABATI	46
7	GITIYO	19
8	WENDO	41
9	KAHIGA	35
10	MACHINERY	22
11	FOREST ONE	14
12	MAHUA	19
13	KAMAHIA	28
14	MURERA	5

15	GITUAMBA	11
16	MALEWA	31
17	GITWE	40
18	MANUNGA	45
19	WENDANI	32
20	IHIGA	40
21	RUTUMO	44
22	MAHINGA	33
23	MARA	62
24	KANYUA	46
25	KIPIPIRI	47
TOTAL		795

GETA WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	RUTUBA	83
2	MIHATO	35
3	KAMAGOKO	43
4	GATHUTHI	30
5	WAIYEGO	51
6	KIAMBOGO	43
7	KANDUMA	60
8	KARIA-INI	33
9	KANJOGU	62
10	NGATHO	54
11	RUMWE	31
12	MARIMU A	70
13	MARIMU B	20
14	MIKEU	98
15	KAGONGO	47
TOTAL		760

NDARAGWA SUB COUNTY		
NDARAGWA CENTRAL WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	MURUAI	61
2	KANYAGIA	60
3	MAGOMANO	15
4	WANGUI	40
5	NGAMINI	42
6	KIHARA	30
7	MAIRO KUMI	48
8	IHIGA- INI	9
9	THIGIO	28
10	KIANDONGORO	30
11	KIRIOGO	33
12	KANGAWA	22
13	KAMBURAINI	60
14	IRIA-INI	30
15	MAITUKU	26
16	NYONJORO	40
17	G.G GITHOGORA	20
18	GITARE	32
19	KIHARO	20
20	MUKAMBURA	20
21	MURICHU	32
22	MUNANDA	15
23	MURIRICHUA	40
24	KARIKI	55
25	SUBUKU	27
26	NDURURI	42
27	NDUMBU	18
28	THUITA	18
29	MUTI UMWE	38
30	NGURUMO	47
31	NDARAGWA	58
32	URUKU	25
33	SUBEGO	32
34	MUTARA	26
35	SUNGUROI	21
36	MAKEREKA	23
37	KAHUTHA	16
TOTAL		1199

LESHAU PONDO WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	KIBOYA	18
2	PONDO	38
3	KARAI	80
4	MITHURI	42
5	EQUATOR	27
6	NDOGINO	71
7	NGAI NDEITHIA	85
8	NYAHURURU FARMERS	45
9	GITHIMA	13
10	NGAWA	56
11	NDIVAI	27
12	KIHINGO	53
13	MUTHOMI	17
14	RAICHIRI	48
15	Y-MUNGU	38
16	KIANDEGE	75
17	MBUYU	71
18	KAHUHO	29
19	KIRERA	47
20	KAGONDO	28
21	NYAKINYUA	40
22	KIDIPA	34
23	KAMUKUNJI	8
24	UMOJA MBUYU	50
25	MAHIANYU	30
26	KWALE	14
TOTAL		1084

SHAMATA WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	KAMETHA	70
2	SIMBARA	50
3	NGARI	10
4	WARUKIRA	66
5	KANGOCHO	54
6	MWIHANG'IA	48
7	ITONYERO	35
8	ITONYERO AIC	35
9	KANJOGU	8
10	KIHUHA	25

11	MWIHOTI	56
12	MASTOO	38
13	KARURI	61
14	MWITURIA	10
15	GAKOE	35
16	KAHINDU	17
17	OL BOLOSAT	56
18	KILIMANJARO	26
19	KAHEHO	89
20	PESI	46
TOTAL		835

KIRIITA WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	MICHINDA	59
2	MIENYERE	20
3	GITHAE	40
4	KARAGO-INI	72
5	GITHUNGUCHU	86
6	BAARI	55
7	RITAYA	180
8	MUNGETHO	43
9	KIRIKO	22
10	MUTANGA	52
11	KWANJORA	61
12	KAWANJORA SPECIAL	20
13	NAIROBI	28
14	KIMARU	71
15	KIMARU SPECIAL	20
16	ZIWANI	25
17	MUGUNA	22
TOTAL		876

OL JOROROK SUB COUNTY		
CHARAGITA WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	SABUGO	45
2	KAMUKUNJI	60
3	EQUATOR	42
4	NGATHA	81
5	MUNGA	55
6	NGANO	22
7	TURKWETI	31
8	PBK NGANO	25
9	KIMATHI	63
10	MATINDIRI	65
11	RUIRU	130
12	UHURU	59
13	KIBENDERA	15
14	KAGEMA	60
15	OL RAIMUTIA	65
16	KARIKO	38
17	KIANIA	33
18	NYAIROKO	60
19	MUCHEMI	50
20	CHARAGITA	48
TOTAL		1047

GATHANJE WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	GIKENO	90
2	GATHANJI	76
3	IGWAMITI	45
4	MAHUA	70
5	SILIBWET	25
6	MUNADA	64
7	CHAMUKA	65
8	MWENJA	35
9	BIDII	92
10	MICHINDA	97
11	KIHEO	56
TOTAL		715

GATIMU WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	RIVERSIDE	63
2	GATIMU	78
3	TUMAINI	20
4	JACARADA	61
5	KANGUU	75
6	KIBATHI	71
7	EQUATOR	38
8	BARAKA	37
9	GIKINGI	45
10	KIANJATA	117
11	NJUNU	43
12	MAJI CHEMKA	36
TOTAL		684

WERU WARD		
S/NO	ECDE	TOTAL ENROLMENT
1	OL JOROROK	75
2	KARANDI	46
3	IRIA-INI	25
4	INOORO	60
5	KAMAINA	42
6	GATUMBIRO	80
7	MATURA	152
8	LESIRKO	35
9	CHAKARELI	39
10	GITHIMA	42
11	SIMBA	22
12	GATITU	50
13	KIRIMANGAI	55
14	WERU	63
15	KANGUI	54
16	KIRIMA	66
17	MADARAKA	57
18	UIGUANO	136
19	KAHINGO	30
TOTAL		1129

PRICE SCHEDULE FOR GOODS

TENDER No. NYA/CGN/PT/EDU/01/2018/2019

OPEN TENDER FOR SUPPLY AND DELIVERY OF TETRA PACKED PROCESSED UHT MILK, 200ml FOR THE ECDE SCHOOL FEEDING PROGRAMME IN NYANDARUA COUNTY.

N/B 1. The delivery points are at the ECDE centers.

2. The number of Packets may change depending on the Enrolment.

TENDERER'S NAME_____

Table 1.

Number of Packets	PRODUCT	PACK SIZE	UNIT COST	TOTAL COST	REMARKS
2,668,440	UHT tetra pack MILK	200ml			

How long will you take to deliver the milk upon receipt of L.P.O?

- a) 1 week
- b) 2 weeks
- c) Above 2 weeks

Clearly state the time required to replace packets with defects

- a) 1 week
- b) 2 weeks
- c) Above 2 weeks

Signature of tenderer: _____

Address of tenderer: _____

Date: _____

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

SECTION VIII - STANDARD FORMS

Notes on the sample Forms

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

8.1 FORM OF TENDER

Date _____

Tender No. _____

To: Nyandarua County Government Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda

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

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

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by Nyandarua County Government.

4. We agree to abide by this Tender for a period of Twelve (12) months from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

6. We understand that you are not bound to accept the lowest or any tender you may receive. Dated this _____ day of _____ 20_____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business You are advised that it is a serious offence to give false information on this form

Part 1 – General:

Business Name.....

Location of business premises.....

Plot No..... Street/Road

Postal Address Tel No. Fax

E mail

Nature of Business.....

Registration Certificate No.....

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

.....

Name of your bankers Branch

Part 2 (a) – Sole Proprietor

Your name in full Age

.....

Nationality Country of origin

.....

Citizenship details

.....

.....



Part 2 (b) Partnership

Given details of partners as follows:

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

Name	Nationality
Citizenship Details	Shares

1.....

2.....

3.....

4.....

Date Signature of

Candidate

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

8.3 TENDER SECURITY FORM

Whereas (*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*](*herein after 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 County Government of Nyandarua*] (*hereinafter called "the County Government of Nyandarua"*) in the sum of for which payment well and truly to be made to the said County Government of Nyandarua, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank thisday 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 County Government of Nyandarua 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 County Government of Nyandarua up to the above amount upon receipt of its first written demand, without the County Government of Nyandarua having to substantiate its demand, provided that in its demand the County Government of Nyandarua will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

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

(Amend accordingly if provided by Insurance Company)

8.4 CONTRACT FORM

THIS AGREEMENT made the.....day of20 between
..... [name of Procurement entity) of [county of
Procurement entity] (Hereinafter called “the County Government of Nyandarua) of the one
part and [name of tenderer] of [city and country of tenderer]
(hereinafter called “the tenderer”) of the other part;

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are
respectively assigned to them in the Conditions of Contract referred to:
2. The following documents shall be deemed to form and be read and construed as part
of this Agreement viz:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer
 - (b) the Schedule of Requirements
 - (d) the General Conditions of Contract
 - (e) the Special Conditions of contract; and
 - (f) the County Government of Nyandarua’s Notification of Award
3. In consideration of the payments to be made by the County Government of
Nyandarua to the tenderer as hereinafter mentioned, the tender hereby covenants with the
County Government of Nyandarua to provide the goods and to remedy defects therein in
conformity in all respects with the provisions of the Contract
4. The County Government of Nyandarua hereby covenants to pay the tenderer in
consideration of the provisions of the goods and the remedying of defects therein, the
Contract Price or such other sum as may become payable under the provisions of the Contract
at the times and in the manner prescribed by the contract.

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

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

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

8.5 PERFORMANCE SECURITY FORM

To: Nyandarua County Government

WHEREAS [name of tenderer]
(hereinafter called “the tenderer”) has undertaken , in pursuance of Contract
No. [reference number of the contract] dated
20 to supply
[description of goods] (hereinafter called “the Contract”).

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

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of

[amount of the guarantee in words and figure] and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee]
as aforesaid, without

you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of 20
Signed and seal of the Guarantors

[name of bank or financial institution]

[address] [date]

8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM

To Nyandarua County Government

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 County Government of Nyandarua a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of [amount of guarantee in figures and words].

We, the [bank or financial institutions], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the County Government of Nyandarua 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 County Government of Nyandarua and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

8.7 MANUFACTURER'S AUTHORIZATION FORM

To Nyandarua County Government

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

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

[signature for and on behalf of manufacturer]

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

8.8 LETTER OF NOTIFICATION OF AWARD

Address of County Government of Nyandarua

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 and the contract shall be for 2 years.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS)

SIGNED FOR ACCOUNTING OFFICER

8.9 FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN.....APPLICANT

AND.....RESPONDENT (County Government of Nyandarua)

Request for review of the decision of the..... (Name of the County Government of Nyandarua) ofdated 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