



**National Drought Management Authority**

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NAIROBI  
KENYA

**TENDER DOCUMENT**

**FOR SUPPLY AND DELIVERY OF BEE HIVES AND RELATED  
ACCESSORIES TO THREE COUNTIES OF TANA RIVER,  
LAIKIPIA AND TAITA TAVETA**

**TENDER NUMBER NDMA/06/2020-2021**

**CATEGORY: RESERVED FOR WOMEN**

**TENDER ISSUE DATE: TUESDAY 28<sup>TH</sup> JULY, 2020**

**TENDER CLOSING DATE: WEDNESDAY 12<sup>TH</sup> AUGUST, 2020 AT 10.30 A.M**

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NAIROBI  
KENYA

### TENDER NOTICE

28<sup>th</sup> July, 2020

Tender No. NDMA/06/2020-2021

For

### **Tender for Supply and Delivery of Bee Hives and related accessories for Three Counties of Tana River, Laikipia and Taita Taveta**

The National Drought Management Authority (NDMA) is a public body established by the National Drought Management Authority (NDMA) Act, 2016. It previously operated under the State Corporations Act (Cap 446) of the Laws of Kenya by Legal Notice Number 171 of November 24, 2011.

The Act gives the NDMA the mandate to exercise overall coordination over all matters relating to drought management including implementation of policies and programmes relating to drought management.

The National Drought Management Authority has received funding from the European Union under the grant “Support to Drought Risk Management (SDRM)” and now wished to apply part of the funding to the Supply and Delivery of Beehives and related accessories for Three Counties of Tana River, Laikipia and Taita Taveta

National Drought Management Authority now invites sealed Tenders from eligible Suppliers for the Supply and Delivery of Beehives and related accessories for Three Counties of Tana River, Laikipia and Taita Taveta

Detailed Tender Documents may be viewed and downloaded free of charge from the Authority’s website [www.ndma.go.ke](http://www.ndma.go.ke) or [www.tenders.go.ke](http://www.tenders.go.ke)

Each copy of the submitted tender shall be appropriately serially paginated.

The Tenderer must provide a self-declaration that the firm is not debarred from participating in

Public Procurement and also provide a self-declaration that the firm will not engage in any corrupt practice in the format attached.

The tender document must be accompanied by a duly filled and signed Tender Securing Declaration Form.

Completed tender documents are to be enclosed in plain sealed envelopes and clearly marked **“TENDER N<sup>o</sup>. NDMA/06/2020 - 2021 and TENDER FOR THE SUPPLY AND DELIVERY OF BEEHIVES AND RELATED ACCESSORIES”** should be addressed to:

Chief Executive Officer  
National Drought Management Authority  
Lonrho House, Standard Street, 8<sup>th</sup> Floor  
P.O. Box 53547 – 00200, NAIROBI

and deposited in the tender box situated at the NDMA Reception, Lonrho House, Standard Street 8<sup>th</sup> Floor so as to be received on or before **Wednesday 12<sup>th</sup> August, 2020 at 10:30am.**

Tender Documents will be opened immediately thereafter in the Boardroom on 17<sup>th</sup> Floor, Lonrho House, Standard Street, Nairobi in the presence of Tenderers or their representatives who choose to attend. The guidelines for the management and prevention of Covid 19 pandemic shall apply.

NDMA reserves the right to accept or reject any tender and may 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.

James Oduor  
**CHIEF EXECUTIVE OFFICER**

**SECTION II - INSTRUCTIONS TO TENDERERS**

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## **SECTION II - INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible Tenderers**

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the Schedule of Requirements in Section VI.
- 2.1.2 The NDMA'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 NDMA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.
- 2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

### **2.2 Eligible Goods**

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

### **2.3 Cost of Tendering**

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the NDMA, 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 bid document shall be downloaded from National Drought Management Authority Website ([www.ndma.go.ke](http://www.ndma.go.ke))

## *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 NDMA in writing or by post at the NDMA's address indicated in the Invitation to Tender. The NDMA 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 NDMA. 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 NDMA shall reply to any clarifications sought by the tenderer within 7 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 NDMA, 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 NDMA, 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 NDMA, 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 2.1.2 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 2.2.1 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 NDMA.
- 2.10.3 Prices quoted by the tender shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22

2.10.4 The validity period of the tender shall be 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 NDMA'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 NDMA'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 NDMA; and
- (c) a clause-by-clause commentary on the NDMA'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 NDMA 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 NDMA'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 not furnish any tender security.

2.14.2 The tender must submit a tender declaration form

#### *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 NDMA, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the NDMA as non-responsive.

2.15.2 In exceptional circumstances, the NDMA 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 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 un-amended printed literature, shall be initialed by the person or persons signing the tender.

2.16.2 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 NDMA 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 Wednesday 12<sup>th</sup> August, 2020 at 10:30AM.**”

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 NDMA will assume no responsibility for the tender’s misplacement or premature opening.

### *2.18 Deadline for Submission of Tenders*

2.18.1 Tenders must be received by the Procuring NDMA at the address specified under paragraph 2.17.2 no later than **Wednesday 12<sup>th</sup> August, 2020 at 10:30 am.**

2.18.2 The NDMA 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 NDMA 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 NDMA 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 no 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 NDMA 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 NDMA 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 NDMA will open all tenders in the presence of tenderers' representatives who choose to attend, at 10:30am on **Wednesday 12<sup>th</sup> August, 2020** 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 NDMA, at its discretion, may consider appropriate, will be announced at the opening.

2.20.3 The NDMA 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 NDMA 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 NDMA in the NDMA'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 NDMA 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 NDMA 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 NDMA 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 NDMA'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 NDMA and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

### *2.23 Conversion to Single Currency*

2.23.1 Where other currencies are used, the NDMA 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 NDMA 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 NDMA*

2.26.1 Subject to paragraph 2.21 no tenderer shall contact the NDMA 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 NDMA in its decisions on tender, evaluation, tender comparison, or contract award may result in the rejection of the Tenderer's tender.

### *2.27 Award of Contract*

#### *(a) Post-qualification*

2.27.1 In the absence of pre-qualification, the NDMA 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 tenderer's qualifications submitted by the tenderer, pursuant to paragraph 2.12.3 as well as such other information as the NDMA 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 NDMA 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 NDMA 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) NDMA's Right to Vary quantities*

2.27.5 The NDMA 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) NDMA's Right to Accept or Reject Any or All Tenders*

2.27.6 The NDMA 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 NDMA's action

## *2.28 Notification of Award*

2.28.1 Prior to the expiration of the period of tender validity, the NDMA 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 NDMA 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 NDMA notifies the successful tenderer that its tender has been accepted, the NDMA 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 NDMA.

### *2.30 Performance Security*

- 2.30.1.1 Within Thirty (30) days of the receipt of notification of award from the NDMA, 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 NDMA.
- 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 NDMA may make the award to the next lowest evaluated Candidate or call for new tenders.

### *2.31 Corrupt or Fraudulent Practice*

- 2.31.1 The NDMA 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 anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the NDMA, 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 NDMA of the benefits of free and open competition;
- 2.31.2 The NDMA 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*

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

<b>INSTRUCTIONS TO TENDERERS REFERENCE (ITT)</b>	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
2.1.1	<i>The Tender is open to all eligible bidders for supply and delivery of bee hives to three counties of Tana River, Laikipia and Taita Taveta (in this particular case, this tender is reserved for Women)</i>
2.1.2	<i>The Declaration of No Conflict of Interest is incorporated in the Confidential Business Questionnaire</i>
2.3.2	<i>The bid document shall be downloaded free of charge</i>
2.10.4	<i>Bid Validity Period is 120 days from the date of tender closure</i>
2.14.1	<i>Not Applicable</i>
2.14.2	<i>Tender Security Declaration Form</i>
2.16.2	<i>The bidder must provide appropriate <b>written power of attorney establishing the authorization</b> of the signatory to the tender documents to bind the bidder</i>

2.17	<p><i>This tender is based on <b>one envelop bid</b> system. The bidder must submit a bid which has both the technical and financial bids in one envelop. Bids must be submitted in two copies i.e <b>one original and one copy.</b></i></p> <p><b><i>Instruction on Submission of bids:</i></b></p> <p><i>The tenderer must submit a one-envelop bid in the following format:</i></p> <p><i>Bid comprising the following:</i></p> <p><i>Section : Document</i></p> <p><b><i>A: Tender Notice/Invitation to Tender</i></b></p> <p><b><i>B: Certificate of Incorporation /Business Registration Certificate</i></b></p> <p><b><i>C: Valid Tax Compliance Certificate</i></b></p> <p><b><i>D: Power of Attorney</i></b></p> <p><b><i>E: Dully Filled, signed and stamped Confidential Business Questionnaire</i></b></p> <p><b><i>F: Statement of Experience</i></b></p> <p><b><i>G: Details of three Major Clients of similar equipment</i></b></p> <p><b><i>H: Manufacturer’s Authorization / Dealership Certificate</i></b></p> <p><b><i>I. Statement of warranty</i></b></p> <p><b><i>J. Anti-Corruption Affidavit</i></b></p> <p><b><i>K: Signed and Stamped Tender Form And Priced Schedule</i></b></p> <p><b><i>L: Valid AGPO certificate (Women category )</i></b></p>
2.18.1	<p><i>Time, date and place of bid opening are: 10:30am local time, Wednesday 12<sup>th</sup> August, 2020 Place: NDMA Board Room, Lonrho House, 17th Floor, Standard Street, Nairobi.</i></p> <p><b><i>NOTE: MINSITRY OF HEALTH REGULATIONS AND GUIDELINES ON COVID 19 PANDEMIC APPLIES TO ALL PROCESSES OF PROCESSING OF THIS TENDER</i></b></p>
2.30	<p><i>Performance Security for this tender is waived.</i></p>

2.31	<i>Anti Corruption Affidavit – NDMA will require a supplier of goods and/or services to swear an affidavit to the effect they will not have offered or been requested to pay an inducement to a member of the Board, Management and /or Staff of NDMA to influence the outcome of the bid.</i>
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## Evaluation criteria

Clause 2.27.4 has been amended to include the following criteria for evaluation of the tender.

A.	MADATORY REQUIREMENTS	Yes/No
A1.	Certified copies of statutory documents as follows: - MR 1 Certificate of incorporation/registration MR 2 Current / Valid tax compliance certificate MR 3 Current Single Business Permit/license MR 4 Copy of valid AGPO certificate (Women) MR 5 Completed confidential business questionnaire MR 6 Form of tender duly filled signed and stamped MR 7 Tender declaration form dully filled and signed with authorized person. MR 8 Bid document must be properly serialized from first to the last page MR 9 Dully filled Bill of Quantity/Price schedule	
	<b>TECHNICAL CRITERIA/GENERAL REQUIREMENTS</b>	
B1.	Evidence of at least two Contract Supply of Similar Goods (at least 2 LPOs)- - 5 and above LPOs-marks - 10marks	10 marks
B2.	Evidence of Contract Supply of General Supplies - LPO of Ksh. Between 2 Million and above 25 marks - LPO of Ksh. Between 1 Million-15marks	25 marks
B3.	Letter of credit line from a bank 10mks	10 marks
B4.	a) Company profile, ( 1 mark) b) physical address (Postal Address, Cell /phone/ Email address ) 3 marks) c) organizational structure (1 marks)	5marks
B5	CVs of two key personnel in the organization (10 marks for 2 CVs and 5 marks for less than two CVs)	10 marks
B6	Annual Volume of turnover in the last two years shall be Kshs.2 Million (Provide evidence from the bank ) Attached a bank statement	10 marks
B7	Letter of reference from pervious institution/organization engaged provide (Each recommendation letter 4 marks)	20 marks

B9	A letter of Commitment confirming lead time: (i) Delivery period for within a month (10Mks) (ii) Two months and above (5 Mks)	10 marks
	<b>TOTAL</b>	<b>100 marks</b>

**All information provided may be subject to confirmation by National Drought Management Authority. Providing false information will lead to disqualification. Bidder shall attain a minimum of 70 % to qualify for financial bid evaluation and comparison.**

**SECTION III: GENERAL CONDITIONS OF CONTRACT**

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## **1. 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 NDMA 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 NDMA under the Contract.
- (d) “The Procuring NDMA” 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 NDMA 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 NDMA’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 NDMA 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 NDMA'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 NDMA and shall be returned (all copies) to the NDMA on completion of the Tenderer's performance under the Contract if so required by the NDMA

### *3.6 Patent Rights*

3.6.1 The tenderer shall indemnify the Procuring NDMA 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 NDMA'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 NDMA 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 NDMA 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 NDMA 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 NDMA, in the form provided in the tender documents.

3.7.4 The performance security will be discharged by the NDMA 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 NDMA or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The NDMA 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 NDMA.
- 3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the NDMA may reject the equipment, and the tenderer shall either replace the rejected equipment or make alternations necessary to make specification requirements free of costs to the NDMA.
- 3.8.4 The NDMA'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 NDMA 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 NDMA 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 NDMA as specified in the contract

### *3.13 Prices*

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

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

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

3.13.4 Price variation request shall be processed by the NDMA 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 NDMA's prior written consent

### *3.15 Subcontracts*

3.15.1 The tenderer shall notify the NDMA 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 NDMA 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 periods) specified in the Contract, or within any extension thereof granted by the NDMA

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

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

3.16.2 In the event the NDMA 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 NDMA 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 NDMA 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 NDMA and the tenderer shall make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract
- 3.18.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require adjudication in an agreed national or international forum, and/or international arbitration.

### *3.19 Language and Law*

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

### *3.20 Force Majeure*

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

## **2. 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.*
- 4.2. Special conditions of contract as relates to the GCC
1. The Tenderer must be ready to enter into a contract agreement.
  2. The Authority has the right to award all, part or individual item.
  3. The Tenderers must be ready to provide a performance bond on signing of the contract.
  4. Tenderers must be able to provide our requirements on **within the timelines stipulated.**
  5. The rates and prices quoted by the Tenderer shall be fixed for the duration of the contract and shall not be subject to adjustment.
  6. The Tenderer shall indemnify the Authority against any losses or damages due to failure of their products.

**NB - Tenderers are required to confirm in writing as part of tender requirement that they will comply with above Conditions.**

### 3. SECTION V - TECHNICAL SPECIFICATIONS

Tenders are invited from interested firms for Supply, delivery, installation, testing and Commissioning of Milk Processing Equipment for Samburu Dairy Farmers, in Maralal, Samburu County. The Authority places particular emphasis on the capacity of the tenderers to perform the contract satisfactorily.

#### Scope of work

Supply, deliver, install, test and commission new Milk Processing Equipment and adherence to the warranty requirements as per manufacturer's warranty.

#### PREAMBLE TO BILLS OF QUANTITY:

Rates to include all supplier's costs for site visit, inputs and installation costs, profits, all government taxes, and risks associated with the supply, delivery, installations and testing of the equipment

#### SCHEDULE OF REQUIREMENTS/ PRICE SCHEDULE

##### 1. BEE KEEPING EQUIPMENT SPECIFICATIONS FOR LAIKIPIA

S/N	ITEM	Description / Specifications	Unit	Qty	Unit Price	Total Cost	Remarks
1	KTBH HIVE	Standard Kenya Top Bar Hive with Queen excluder	No.	600			
2	LANGSTROTH HIVE	Standard Langstroth Hive with Queen excluder	No.	200			
3	BEE SUIT	Standard honey harvesting suit.	No.	10			
4	GUM BOOTS	Standard heavy duty gum-boots.	No.	10			
5	GLOVES	Standard Leather Gloves	No.	20			
6	HIVE STANDS	Standard Metallic hive stands for the Langstroth hives.	No.	200			
7	OBSERVATION HIVES	Observation hives for KTBH hives	No.	10			
8	OBSERVATION HIVES	Observation hives for Langstroth hives	No.	10			
9	FEEDER BOXES	Feeder Boxes for KTBH Hives.	No.	50			
10	CATCHER BOXES	Catcher Boxes for KTBH Hives (Standard)	No.	50			
11	CATCHER BOXES	Catcher Boxes for Langstroth Hives (Standard)	No.	20			
12	SMOKERS	Standard Honey Harvesting Smokers.	No.	20			
13	HIVE TOOL	Standard metallic hive tools.	No.	20			

14	BEE BRUSH	Standard soft but durable Bee brushes	No.	20			
15	HONEY PRESS	Electric honey press (with stainless sieve)	No.	3			
16	SETTLING TANKS	100 kgs stainless steel tanks with a lid; and fitted with a plastic honey gate valve.	No.	2			
17	SMALL CENTRIFUGE	6 frame honey extractor; Vertical motor extractor.	No.	2			
18	ELECTRIC WAX MELTER	1 kg electric wax melt warmer.	No.	2			
19	HONEY WARMER	Honey warmer / fridge cabinet with <b>Thermo controller</b> for 100 kgs honey.	No.	2			
20	TORCH	3-dry cell torches.	No.	10			
21	SLASHERS	Diamond British Steel slashers M214 27”	No.	10			
22	GREASE	High quality MP3 grease lubricant (Heat resistance lithium base).	Kgs	25			
23	HANGING WIRE	Flexible rust resistant hanging wire	Rolls	3			
<b>TOTAL</b>							

## 2. BEE KEEPING EQUIPMENT SPECIFICATIONS FOR TANA RIVER

ITEM	ITEM DESCRIPTION	QUANTITY	ESTIMAT COST PER UNIT (Ksh)	TOTAL ESTIMATED COST(Ksh)
1.0	Bee Hives (Langstroth) standard	376		
2.0	Harvesting gears and equipment	10		
3.0	Purchase centrifuge	1		
4.0	Purchase of settling/storage tanks	5		
<b>TOTAL</b>				

**3. BEE KEEPING EQUIPMENT SPECIFICATIONS FOR SAGALLA WARD – TAITA WARD**

<b>ITEMS</b>	<b>Units</b>	<b>QUANTITY</b>	<b>PRICE PER UNIT</b>	<b>AMOUNT KES</b>
Langstroth hives,improved (complete with Queen excluder, superbox, entrance reducer, yellow in colour)	No.	240		
Lanstroth metallic stand	No.	240		

*Note:*

**1.) Rates shall be in Kenya shillings.**

**2.) In case of discrepancy between unit price and total, the unit price shall prevail.**

Signature and Stamp of tenderer \_\_\_\_\_

## **1. SECTION VII - 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 NDMA.
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 NDMA.
6. Bank Guarantee for Advance Payment Form - When Advance payment is requested for by the successful bidder and agreed by the NDMA, 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.



**2. 8.1 FORM OF TENDER**

Date \_\_\_\_\_  
Tender No. \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_

*[name and address of NDMA]*

Gentlemen and/or Ladies:

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

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

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

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

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

*Part 1 – General:*

Business Name  
 .....  
 Location of business premises.  
 .....  
 ..... Plot No.....  
 Street/Road  
 .....  
 Postal Address ..... Tel No. .... Fax ..... E mail  
 .....  
 Nature of Business  
 ;.....  
 Registration Certificate No.  
 .....  
 Maximum value of business which you can handle at any one time – Kshs.  
 .....  
 Name of your bankers ..... Branch  
 .....

Part 2 (a) – Sole Proprietor

Your name in full ..... Age  
 ..... Nationality ..... Country of origin  
 .....

Citizenship details  
 .....

Part 2 (b) Partnership

Given details of partners as follows:

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	.....	.....	.....	.....
5	.....	.....	.....	.....

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

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

### **8.3 TENDER SECURING DECLARATION FORM.**

*[The Bidder shall fill in this Form in accordance with the instructions indicated.]*

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number of bidding process]*

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for tendering in any public procurement tenders with any public entity for the period of time determined by the Public Procurement Oversight Authority, if we are in breach of our obligation(s) under the tendering conditions, because we:
  - a) have withdrawn our tender during the period of tender validity specified in the Tender Data Sheet; or
  - b) having been notified of the acceptance of our Tender by the Procuring Entity during the period of tender validity fail or refuse to execute the contract; or fail or refuse to furnish the performance security, if so required.
3. We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon our receipt of your notification or regret of the tender award letter; or thirty-eight days after the expiration of our Tender, whichever is earlier.
4. We understand that if we are a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and if the Joint Venture has not been legally constituted at the time of tendering, the Tender Securing Declaration shall be in the names of all envisaged partners as named in the letter of intent.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Tender Securing Declaration]*

Name: *[insert complete name of person signing the Tender Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

8.4 CONTRACT FORM

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ between ..... [National Drought Management Authority] of ..... [country] (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 NDMA invited tenders for certain goods ] and has accepted a tender by the tenderer for the supply of those goods in the sum of ..... [contract price in words and figures] (hereinafter called “the Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

8.5 PERFORMANCE SECURITY FORM

To .....  
[name of NDMA]

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

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

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

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

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

Signed and seal of the Guarantors

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

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]

**8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM**

To .....  
[name of 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 NDMA 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 NDMA 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 NDMA and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

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

Yours truly,

Signature and seal of the Guarantors

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

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]



8.7 MANUFACTURER'S AUTHORIZATION FORM

To [name of the NDMA] .....

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.

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[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.

*LETTER OF NOTIFICATION OF AWARD*

Address of NDMA

\_\_\_\_\_  
\_\_\_\_\_

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**