



**LAKE VICTORIA SOUTH WATER SERVICES
BOARD**

TENDER NO. LVSWSB/T/11/2017 - 18

**PROVISION OF CLEANING AND GROUND
MAINTENANCE SERVICES**

(Youth, Women & Persons Living with Disability
owned firms)

SEPTEMBER, 2017

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SECTION I INVITATION TO TENDER

1. The Lake Victoria South Water Services Board (LVSWSB) now invites sealed Tenders from eligible candidates for the provision of cleaning & ground maintenance services.
2. Tendering will be conducted through the procurement procedures specified in the Public Procurement and Asset Disposal Act, 2015 and the Public Procurement and Disposal Regulations, 2006 and are open to all tenderers as defined in 1 above
3. Interested eligible Tenderers may obtain further information from or inspect/collect the Tendering Documents at the offices of the Procurement Manager from 8.00am to 5.00pm on Mondays to Fridays except on weekends and public holidays.
4. Tender documents may be obtained by interested candidates upon payment of non -refundable fee of KShs 1,000.00. The method of payments will be cash deposits to KCB Kisumu A/C No. 1104034395.

Alternatively, a complete set of documents may also be obtained by downloading the tender documents from IFMIS website <http://supplier.treasury.go.ke> OR LVSWSB website www.lvswaterboard.go.ke **free of charge**. Upon downloading, bidders are required to send/email their names and contact details to procurement@lvswaterboard.go.ke for **recording and issuance of any clarification of addenda**.

Addenda/clarifications will also be posted in the website immediately they become available.

5. Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of **90 days** from the closing date of the tender.
6. Dully completed tender document in plain sealed envelopes to be delivered to the **tender box** situated in address below;

**Lake Victoria South Water Services Board
Lavictors house, Off-Ring Road, Milimani
P.O. Box 3325, Kisumu-Kenya
Tel: +254-57-2025128, Fax: +254-57-2025127
Email: info@lvswaterboard.go.ke**

so as to be received not later than **28th September, 2017 at 10.00 am.**

7. Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at the address indicated in item 6 above.

CHIEF EXECUTIVE OFFICER

SECTION II INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

- 2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the **date** of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2. The Lake Victoria South Water Services Board's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 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 Lake Victoria South Water Services Board to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the Lake Victoria South Water Services Board, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed **Kshs.1,000/=**
- 2.2.3 The Lake Victoria South Water Services Board shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of tender documents

- 2.3.1. The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders
 - i) Instructions to tenderers
 - ii) General Conditions of Contract
 - iii) Special Conditions of Contract
 - iv) Schedule of Requirements
 - v) Details of service
 - vi) Form of tender
 - vii) Price schedules
 - viii) Contract form
 - ix) Confidential business questionnaire form
 - x) Tender security form
 - xi) Performance security form

- xii) Principal's or manufacturers authorization form
- xiii) Declaration form
- xiv) Request for Review Form.

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

2.4 Clarification of Documents

2.4.1. A prospective candidate making inquiries of the tender document may notify the Lake Victoria South Water Services Board in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Lake Victoria South Water Services Board will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the Lake Victoria South Water Services Board. 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 who have received the tender documents”

2.4.2. The Lake Victoria South Water Services Board 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

2.5 Amendment of documents

2.5.1. At any time prior to the deadline for submission of tenders, the Lake Victoria South Water Services Board, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

2.5.2. All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

2.5.3. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Lake Victoria South Water Services Board, at its discretion, may extend the deadline for the submission of tenders.

2.6 Language of tender

2.6.1. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Lake Victoria South Water Services Board, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.7 Documents Comprising the Tender

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

(a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.

(b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;

(c) Tender security furnished is in accordance with Clause 2.12

(d) Confidential business questionnaire

2.8 Form of Tender

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

2.9 Tender Prices

2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:

2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties.

A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.

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

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

2.9.6 Price variation requests shall be processed by the Lake Victoria South Water Services Board within 30 days of receiving the request.

2.10 Tender Currencies

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

2.11 Tenderers Eligibility and Qualifications.

2.11.1 Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderer's eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.11.2 The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to the Lake Victoria South Water Services Board's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12 **Tender Security**

2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.

2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.

2.12.2 The tender security is required to protect the Lake Victoria South Water Services Board against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.3 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:

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

2.12.4 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Lake Victoria South Water Services Board as non-responsive, pursuant to paragraph 2.20

2.12.5 Unsuccessful tenderer's security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Lake Victoria South Water Services Board.

2.12.6 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.

2.12.7 The tender security may be forfeited:

(a) If a tenderer **withdraws** its tender **during** the period of tender validity specified by the Lake Victoria South Water Services Board 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 30
or

(ii) To furnish performance security in accordance with paragraph 31.

(c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

2.13.1 Tenders shall remain valid for 90 days or as specified in the invitation to tender after date of tender opening prescribed by the Lake Victoria South Water Services Board, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Lake Victoria South Water Services Board as nonresponsive.

2.13.2 In exceptional circumstances, the Lake Victoria South Water Services Board 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 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14 Format and Signing of Tender

2.14.1 The tenderer shall prepare two copies of the tender, clearly / marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

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

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

2.15 Sealing and Marking of Tenders

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

(a) Be addressed to the Lake Victoria South Water Services Board at the address given in the invitation to tender

(b) Bear, tender number and name in the invitation to tender and the words: "DO NOT OPEN BEFORE,"

2.15.3 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”. —

2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Lake Victoria South Water Services Board will assume no responsibility for the tender’s misplacement or premature opening.

2.16 **Deadline for Submission of Tenders**

1.1 2.16.1 Tenders must be received by the Lake Victoria South Water Services Board at the address specified under paragraph 2.15.2 no later than **Thursday 28th September, 2017 at 10.00am**

1.2

2.16.2 The Lake Victoria South Water Services Board may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the Lake Victoria South Water Services Board and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit in the tender box shall be received by the Lake Victoria South Water Services Board as provided for in the appendix.

2.17 **Modification and withdrawal of tenders**

2.17.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification , including substitution or withdrawal of the tender’s is received by the Lake Victoria South Water Services Board prior to the deadline prescribed for the submission of tenders.

2.17.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer’s forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.17.5 The Lake Victoria South Water Services Board may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.17.6 The Lake Victoria South Water Services Board 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.

2.18 Opening of Tenders

1.3 2.18.1 The Lake Victoria South Water Services Board will open all tenders in the presence of tenderers' representatives who choose to attend, on **Thursday 28th September, 2017 at 10.00am**

1.4 and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

2.18.3 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 Lake Victoria South Water Services Board, at its discretion, may consider appropriate, will be announced at the opening.

2.18.4 The Lake Victoria South Water Services Board will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of tenders

2.19.1 To assist in the examination, evaluation and comparison of tenders the Lake Victoria South Water Services Board may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

2.19.2 Any effort by the tenderer to influence the Lake Victoria South Water Services Board in the Lake Victoria South Water Services Board's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

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

2.20 Preliminary Examination and Responsiveness

2.20.1 The Lake Victoria South Water Services Board will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.

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

- 2.20.3 The Lake Victoria South Water Services Board may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.20.4 Prior to the detailed evaluation, pursuant to paragraph 23, the Lake Victoria South Water Services Board 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 Lake Victoria South Water Services Board's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.20.5 If a tender is not substantially responsive, it will be rejected by the Lake Victoria South Water Services Board and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.21 **Conversion to a single currency**

- 2.21.1 Where other currencies are used, the Lake Victoria South Water Services Board will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

2.22 **Evaluation and comparison of tenders.**

- 2.22.1 The Lake Victoria South Water Services Board will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20
- 2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.
- 2.22.3 The Lake Victoria South Water Services Board's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:
- (a) Operational plan proposed in the tender;
 - (b) Deviations in payment schedule from that specified in the Special Conditions of Contract;

- 2.22.4 Pursuant to paragraph 22.3 the following evaluation methods will be applied:

(a) ***Operational Plan.***

The Lake Victoria South Water Services Board requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. A tender offering to perform longer than the Lake Victoria South Water Services Board's required delivery time will be treated as non-responsive and rejected.

(b) *Deviation in payment schedule.*

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Lake Victoria South Water Services Board may consider the alternative payment schedule offered by the selected tenderer.

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

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

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

2.23. Contacting the Lake Victoria South Water Services Board

2.23.1 Subject to paragraph 2.19, no tenderer shall contact the Lake Victoria South Water Services Board on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence the Lake Victoria South Water Services Board in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

2.24 Award of Contract

a) Post qualification

2.24.1 In the absence of pre-qualification, the Lake Victoria South Water Services Board will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Lake Victoria South Water Services Board deems necessary and appropriate.

2.24.3 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 Lake Victoria South Water Services Board will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

b) **Award Criteria**

2.24.3 Subject to paragraph 2.29 the Lake Victoria South Water Services Board will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.24.4 The Lake Victoria South Water Services Board 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 Lake Victoria South Water Services Board's action. If the Lake Victoria South Water Services Board determines that none of the tenderers is responsive; the Lake Victoria South Water Services Board shall notify each tenderer who submitted a tender.

2.24.5 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 Notification of award

2.25.1 Prior to the expiration of the period of tender validity, the Lake Victoria South Water Services Board will notify the successful tenderer in writing that its tender has been accepted.

2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the Lake Victoria South Water Services Board pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the Lake Victoria South Water Services Board will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.26 Signing of Contract

2.26.1 At the same time as the Lake Victoria South Water Services Board notifies the successful tenderer that its tender has been accepted, the Lake Victoria South Water Services Board will simultaneously inform the other tenderers that their tenders have not been successful.

2.26.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Lake Victoria South Water Services Board.

2.26.3 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.

2.27 Performance Security

2.27.1 Within thirty (30) days of the receipt of notification of award from the Lake Victoria South Water Services Board, 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 Lake Victoria South Water Services Board.

2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Lake Victoria South Water Services Board may make the award to the next lowest evaluated or call for new tenders.

2.28 Corrupt or Fraudulent Practices

2.28.1 The Lake Victoria South Water Services Board requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.28.2 The Lake Victoria South Water Services Board will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

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

Appendix to instructions to tenderers

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.1	Restricted to Youth, Women and Persons Living with Disability (Special Group)
2.10	Prices shall be quoted in Kenya Shillings
2.11	Must attach evidence of registration with National Treasury in the specific special Group (Youth, Women & PWD's) category
2.12	Signature and stamping of the Tender Securing Declaration Form is mandatory. A copy is attached in page 27
2.13	Tender validity shall be 90 days
2.15.1 (b)	Thursday, 28th September, 2017 at 10.00am
Duration of the Contract	Term of service: 1 year, Renewable for another 1 year subject to satisfactory performance and mutual agreement.
2.24	Particulars of post – qualification are as per ITT
2.30	Particulars of performance security is 10% of the contract value

SECTION III- GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

In this contract the following terms shall be interpreted as indicated:

- a) “The contract” means the agreement entered into between the Lake Victoria South Water Services Board and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) “The services” means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Lake Victoria South Water Services Board under the Contract.
- d) “The Lake Victoria South Water Services Board” means the organization sourcing for the services under this Contract.
- e) “The contractor means the individual or firm providing the services under this Contract.
- f) “GCC” means general conditions of contract contained in this section
- g) “SCC” means the special conditions of contract
- h) “Day” means calendar day

3.2 Application

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

3.3 Standards

- 3.3.1 The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements

3.5 Patent Right’s

The tenderer shall indemnify the Lake Victoria South Water Services Board against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof .

3.6 Performance Security

Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Lake Victoria South Water Services Board the performance security where applicable in the amount specified in Special Conditions of Contract.

- 3.6.2 The proceeds of the performance security shall be payable to the Lake Victoria South Water Services Board as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Lake Victoria South Water Services Board and shall be in the form of :
- a) Cash.
 - b) A bank guarantee.
 - c) Such insurance guarantee approved by the Authority.
 - d) Letter of credit.
- 3.6.4 The performance security will be discharged by the Lake Victoria South Water Services Board and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

3.7 Inspections and Tests

- 3.7.1 The Lake Victoria South Water Services Board or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Lake Victoria South Water Services Board shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 3.7.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Lake Victoria South Water Services Board.
- 3.7.3 Should any inspected or tested services fail to conform to the Specifications, the Lake Victoria South Water Services Board may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Lake Victoria South Water Services Board.
- 3.7.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.8 Payment

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

3.9 Prices

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

3.10 Assignment

The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with the Lake Victoria South Water Services Board's prior written consent.

3.10 Termination for Default

The Lake Victoria South Water Services Board may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:

- a) if the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Lake Victoria South Water Services Board.
- b) if the tenderer fails to perform any other obligation(s) under the Contract.
- c) if the tenderer, in the judgment of the Lake Victoria South Water Services Board has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event the Lake Victoria South Water Services Board terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to the Lake Victoria South Water Services Board for any excess costs for such similar services.

3.12 Termination of insolvency

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

3.13 Termination for convenience

- 3.13.1 The Lake Victoria South Water Services Board by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the Lake Victoria South Water Services

Board convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

- 3.13.2 For the remaining part of the contract after termination the Lake Victoria South Water Services Board may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.14 Resolution of disputes

The Lake Victoria South Water Services Board's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.15 Governing Language

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

3.16 Force Majeure

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

3.17 Applicable Law.

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

3.18 Notices

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

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

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

- 4.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.
- 4.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.6	Performance security will be 10% of the contract value
3.8	Payment shall be based on satisfactory performance and submission of invoices
23.14	Resolution of disputes will be based on the Kenyan Law
3.17	Kenyan law
3.18	The address of LVSWSB will be as specified in page 3 while that of the tenderer will be as provided in the form of tender.

EVALUATION CRITERIA

A. Mandatory Requirements (Preliminary Evaluation)

- Completed and signed Form of Tender
- Duly filled, signed and stamped Tender Securing Declaration form
- Valid Single Business Permit
- Valid Tax Compliance Certificate/Tax exemption certificate
- Certificate of incorporation/Business registration in the target group.(proof of registration in the target group is a must)
- Duly filled, signed and stamped mandatory confidential business questionnaire.
- (All sections of the questionnaire must be filled i. Failure to duly complete the confidential business questionnaire will automatically lead to disqualification).
- Evidence of bank account.
- License or authority/permit from relevant County Governments to transport and dump waste to designated dump site.
- Evidence of physical address – (must be inclusive of email address , Telephone and physical location)

LVSWSB reserves the right to undertake due diligence and verify the above information and documents provided.

B. Technical Evaluation

S/No	Description of criteria	Requirement	Maximum score
	How well the bidders documentations is presented a) Table of contents mapped to bid document – (1Mark) b) Bid document paginated and referenced by separators – (1 Mark)	Well-presented bid documents and easy to reference on the required supporting evidence	2
	Number of years that the firm has been providing cleaning, fumigation, sanitary disposal Tenderers work experience	Certificate of Incorporation/Registration	10

	<ul style="list-style-type: none"> a) 0- 1 years(2 mark) b) 1-2 years (4 mark) c) 2 - 3 years (6 mark) d) 3 years and above(10 mark) 		
	<p>Avail at least two (2) commendation letters from your current or previous major reputable clients/firms with work of equivalent nature and volume in the last 2 years.</p> <ul style="list-style-type: none"> a) 1 letter – 4 mark b) 2 letters – 8 marks 	<p>Letters should have the following details: - signed, stamped, physical location, postal address, phone numbers, Clients contacts name, Duration of contract.</p>	8
	<p>Evidence of availability of own company (Tenderer) Environmental Safety and Health Policy including emergency or contingency measures during service delivery (4 marks)</p> <ul style="list-style-type: none"> a) Waste handling procedure (2marks) b) First Aid handling procedures and emergency preparedness. (2marks) c) Safety measures at work place (1 mark) d) Emergency call centre (1 mark) 	<p>Copy of signed policy</p>	10
	<p>Proof of capacity of staff dedicated to the LVSWSB cleaning services.</p>	<p>Attach a list of staff</p>	6
	<p>Equipment and consumables proposed for this contract.</p> <ul style="list-style-type: none"> a) List of detergents, chemicals, and other appropriate consumables related to the services offered - (2 marks) b) Breakdown of machines, equipment and tools related to the services to be provided. <ul style="list-style-type: none"> i) Wet and dry suction machine scrubbing machine (2marks) ii) Vacuum cleaner (2marks) 	<p>Attach copies of Invoices and Receipts of payment for consumables, machines, tools, equipment and personal protective equipment.</p>	9

	<p>c) List of Personal protective equipment as follows:-</p> <ul style="list-style-type: none"> i) Uniform clothes (1mark) ii) Protective shoes (1mark) iii) Gloves, Dust and ear masks (1mark) 		
	<p>Competency of Supervisors</p> <p>Experience of supervising similar scope: Supervisor</p> <ul style="list-style-type: none"> a) 0-1 year (1 mark) b) 1 -2 years (2 marks) <p>Manager</p> <p>Experience of managing similar scope</p> <ul style="list-style-type: none"> a) 0-1 year (1 marks) b) 1-2 years (2 marks) <p>Relevant courses such as housekeeping, hospitality and management;</p> <p>Supervisor</p> <ul style="list-style-type: none"> a) Certificate level - (1) b) Diploma or higher - (2) c) Letter of recommendation from current area of operation - (1 mark). d) Proof of staff first aid training – (2 marks) 	<p>Attach certified copies of certificates and CVs of the proposed supervisors and managers for the contract. Commendation letters should have the following details:- signed, stamped, physical location, postal address, phone numbers, and Clients contacts name.</p>	<p>10</p>
	<p>The number of staff at LVSWSB is 60 people. Proposed number of staff to be deployed in each specific areas of service. This shall include their intended wage rate, which shall be in accordance with the labor law.</p> <ul style="list-style-type: none"> • Bear Minimum wage (2) • Above minimum wage (4) • Training Schedule (training institutions, relevance and frequency of courses covered.) (4) 	<p>Provide PROOF of labour law compliance certificate in relation to staff remuneration, NSSF and NHIF remittance</p>	<p>15</p>

	<p>Work Plan and methodology of execution</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work plan including Daily duty procedure (4) <input type="checkbox"/> Cleaning of different types of floors and fabrics (8) <input type="checkbox"/> Waste handling procedure e.g. biodegradable, hazardous, filters & oily rags, bottles, plastics, polythene and septic wastes etc. (8) <input type="checkbox"/> Handling procedures of fittings & fixtures.(3) <input type="checkbox"/> Handling procedures of office equipment (4) <input type="checkbox"/> Indoor plants and flowers ; fumigation and sanitary disposal procedures.(3) (Tenderers must submit their signed and stamped procedures and methodology of execution which forms part of the contract 	<p>Bidders policies, procedures, evidence of documentations, pictures</p>	<p>30</p>
	<p>TOTAL MARKS</p>		<p>100</p>

Pass Mark for Technical Evaluation is 70 Marks

C. Financial Evaluation

Bidders who pass technical evaluation will be subjected to price comparison (as indicated in the Form of Tender attached herein).

AWARD

The tender will be awarded to the lowest evaluated bidder

SECTION V – SCHEDULE OF REQUIREMENTS

Number	Description	Quantity	Delivery Period
As per description of services	As per description of services	As per description of services	Start: 29th September, 2017 End: 28th August, 2019, subject to satisfactory performance and mutual agreement. (2years)

SECTION VI – DESCRIPTION OF SERVICES

BACKGROUND

The Service Provider will be responsible for providing **cleaning services, Fumigation services, sanitary disposal, supply flowers, supply and maintain indoor plants** to Lake Victoria South Water Services Board (LVSWSB) The services are required at Lavictor House, Milimani, off Ring Road, Kisumu

SPECIFIC SCOPE OF WORK AND FREQUENCY OF ASSIGNMENTS

a) ALL PVC tiles, terrazzo, ceramic and wooden floors, tiles and concrete floors should be mopped twice a day and scrubbed once a week and should always be kept clean and dry. Polishing, stripping, sanding and buffing should be done weekly. Care should be taken to ensure that machines used do not damage the floors. Ensure no stains and discolouration. ALL daily cleaning of office floors must be done first thing in the morning by 7.45 a.m. using the approved detergent.

b) ALL carpeted floors should be vacuum cleaned daily and spot cleaned to remove stains and discolouration. Thorough cleaning and shampooing should be done twice a month. Care should be taken to ensure that machines used do not damage the carpets.

c) ALL walls should be wiped daily with detergents approved by the client to remove all marks and stains upto the ceiling level.

d) ALL dustbins should be emptied throughout the day and should always be kept clean.

ALL door mats should be kept clean always.

f) ALL office furniture, fittings, glass windows, phone headsets and office equipment should be cleaned using approved detergents and disinfectants. Daily cleaning of the office furniture, doors, phone headsets and equipment should be done first thing in the morning by 7.45 a.m.

g) ALL Lifts call buttons must be cleaned daily using a disinfectant to the manufacturer's specification.

h) ALL light tube compartment and the air conditioning systems in the offices must be dust free.

i) ALL Mirrors inside must be cleaned with approved detergent.

j) Any stain and marks should be rubbed off with approved detergent.

k) ALL material and stationery stores should be cleaned damp mopped, dust floor screed, apply polish, and machine buffed with approved detergent daily, shelves and cabinet should always be kept clean and free of dust under the supervision of RBA staff.

l) ALL Canteens and Social Halls should be damp mopped, dust floor screed, apply polish, and machine buffed with approved detergent daily. They should be kept clean and dry all the time.

ALL Equipment, Furniture and Fittings

- a) All desks, chairs and storage units (wooden or metal) should always be cleaned and polished using the appropriate polish and any stains removed.
- b) All Telephone headsets should be wiped, cleaned and disinfected daily. Computers, printers, photocopiers, shredders and typewriters should be dusted and cleaned daily.
- c) All furniture covered with fabric should be shampooed and sanctioned cleaned once a month. Discolouration and stains removed as and when necessary. Excess water should be mechanically sucked and chairs dried in readiness for the next day of business. Care should be taken to ensure that the fabric is not damaged during cleaning. The contractor will be liable for any damage. Plastic Chairs should always be kept clean.

Notice Boards

ALL notice boards made of glass and metal frames shall be wiped daily. Soft board notice boards should be dusted daily and removal of cobwebs should be done daily.

Board signage plates Placed in different Locations giving direction to different locations

Should be washed fortnightly using soft brush and appropriate detergents and continuous keep clean

All Toilets

ALL toilet floors should be wiped and mopped, kept dry and disinfected using approved disinfectants continuously and always kept clean. Scrub, brush and disinfect the inside and outside toilet bowls under the rim, toilet seat, toilet cover and flush.

Any system failures such as leakages should be reported for prompt repair.

Basins, Sinks and Urinals

Scrubbing with suitable detergent and disinfecting twice daily. Disinfect daily all hand-touch facilities i.e. door handles, wipe mirrors flush and tap handles to be wiped and polished. Removal of marks noticed and reporting of any leakages always.

Walls, Ceiling and Mirrors

- a) All stains and marks on the walls, and ceilings should be removed using approved spot cleaner.
- b) Birds, insects, bats droppings, bird's and wasp's nests, cobwebs should always be cleaned and removed.
- c) Any signs of dampness on the ceiling should be reported promptly to the premises caretaker or RBA representative.
- d) Mirrors should always be wiped and kept clean.

Kitchens

The kitchen should be damp mopped, dust floor, scrub with detergent daily. Dust, clean and wipe all furniture and fittings.

Doors and Partitions

- a) All doors and doors handles must be cleaned once a week.
- b) All office partitions should be wiped daily.

Provision of Toilet Papers and Fresheners

- a) Supply moth balls, sanitary blocks, self-dispensing air fresheners, liquid hand washing soap, white toilet papers and refilling them at all times.
- b) Samples of the toilet paper, hand soap and fresheners shall be approved by the board.

Ceilings Windows, Window Panes and Grills

- a) All ceilings must always be spotless and cobweb free.
- b) All windows, panes and grills must be cleaned and dusted every day. All efforts should be put to reach all the parts of such windows. Application of sheen on windowpanes as well as thorough cleaning of all windows should be done once a week.

Curtains, Blinds, and Shears,

All curtains and blinds, should be laundered/cleaned and pressed once a month but shears will be cleaned fortnightly or as determined by Board from time to time.

Garbage Collection and Management

- (a) All Dust Bins/Waste Paper Baskets, Shredders bins and Ashtrays must always be emptied and cleaned. Ensure the refuse chute and rubbish collection areas are cleaned all the time.
- (b) Waste shall be collected and segregated.
- (c) The Contractor to supply dustbin-lining, polythene bags 1000 gauge in all bins at all times.
- (d) Garbage within all the contracted areas should be collected daily, segregated and disposed as per NEMA Regulations. Disposal of garbage to the designated area shall be done daily.

SANITARY DISPOSAL

Empty and clean sanitary bins once in every two weeks

FUMIGATION SERVICES

Fumigate all the floors twice a year basis using detergent approved by the board.
This part will include any deliverables under the service contract

SECTION VII - PRICE SCHEDULE OF SERVICES

S/NO	OFFICE	FLOOR AREA	TOTAL AREA	REMARKS	KSHS
	WING 'A' UPPER FLOOR				
1.	Chief Executive officer	7m x 4.4m	30.8	Red carpet	
2.	Secretary CEO	3.4m x 4.4m	14.96	Red carpet	
3.	CEO's Visitors waiting room	4.5m x 4.4m	19.8	Red carpet	
4.	Chairman's Office	5.8m x 4.4m	25.52	Red carpet	
5.	Chief Technical manager	4.6m x 4.4m	20.24	Red carpet	
6.	Secretary CTM	3.4m x 4.4m	14.96	Red carpet	
7.	Chief Finance Manager	4.5m x 4.4	19.8	Red carpet	
8.	Board Room Wing 'A'	7m x 4.4m	30.8	Red carpet	
9.	Manager Rural WATSAN	4.7 x 4.4m	20.68	PVC tiles	
10.	Asset Development	4.6m x 4.4m	20.24	PVC tiles	
11.	IT Office	4.6m x 4.4m	20.24	PVC tiles	
12.	Rural WATSAN	7m x 4.4m	30.8	PVC tiles	
13.	Manager Asset Development	7m x 4.4m	30.8	PVC tiles	
14.	Gents toilets				
15.	Ladies toilets				
	WING 'A' GROUND FLOOR				
16.	Manager Human Resource	4.6m x 4.4m	20.24	PVC tiles	
17.	Secretary to Human Resource	4.6m x 4.4m	20.24	PVC tiles	
18.	Administrative Office	3.3m x 4.4m	14.52	PVC tiles	
19.	Registry	5.8m x 4.4m	25.52	PVC tiles	
20.	Cash office	3.4m x 4.4m	14.96	Grey Carpet	
21.	Laboratory LVEMP	9.4m x 4.4m	22.0	PVC tiles	
22.	LVEMP	3.4m x 4.4m	14.96	PVC tiles	
23.	LVEMP	4.5m x 4.4m	19.8	PVC tiles	
24.	Advisor UNHABITAT	3.4m x 4.4m	14.96	PVC tiles	
25.	LVEMP	4.6m x 4.4m	20.24	PVC tiles	
26.	LVEMP	3.4m x 4.4m	14.96	PVC tiles	
27.	LVEMP	3.4m x 4.4m	14.96	PVC tiles	
28.	Project Manager LVEMP	3.4m x 4.4m	14.96	PVC tiles	
29.	Secretary Project Manager	4.6m x 4.4m	20.24	PVC tiles	
30.	LVEMP	3.4m x 4.4m	14.96	PVC tiles	
31.	LVEMP	4.6m x 4.4m	20.24	PVC tiles	
32.	Gents' Toilet				
33.	Kitchen LVEMP				
	UPPER FLOOR WING "B"				
	Ladies' Toilet				
34.	ADB	4.5 m x 4.8m	21.6	Ceramic tiles	
35.	Procurement Office	4.5m x 4.8m	21.6	Ceramic tiles	
36.	Survey Office	4.5 m x 4.8m	21.6	Ceramic tiles	

37.	Procurement Manager's Office	4.5 m x 4.8m	21.6	Ceramic tiles	
38.	Accounts	4.5 m x 4.8m	21.6	Ceramic tiles	
39.	Chief Accountant	4.5 m x 4.8m	21.6	Ceramic tiles	
40.	Audit	4.5 m x 4.8m	21.6	Ceramic tiles	
41.	Unicef	4.5 m x 4.8m	21.6	Ceramic tiles	
42.	Boardroom Wing B	9m x 9.6	27		
43.	Switch board			Ceramic tiles	
44.	Upper corridor	1.9m x 4.4m	8.36	Concrete floor	
45.	Lower Corridor	1.9m x 4.4m	8.36	Concrete floor	
46.	Gents toilet			Concrete floor	
47.	Kitchen			Concrete floor	
48.	GROUND FLOOR WING "B"				
49.	PRO/Customer care Office	4.5 m x 4.8m	21.6	Ceramic tiles	
50.	Technical(Engineers)	4.5 m x 4.8m	21.6	Ceramic tiles	
51.	Chemist	4.5 m x 4.8m4.8	21.6	Ceramic tiles	
52.	Laboratory	4.5m x4.8m	21.6	Ceramic tiles	
53.	Store Unicef	4.5 m x 4.8m	21.6	Ceramic tiles	
54.	European Union	4.5 m x 4.8m	21.6	Ceramic tiles	
55.	Project Manager EU	4.5 m x 4.8m	21.6	Ceramic tiles	
56.	Urban WSP	4.5 m x 4.8m	21.6	Ceramic tiles	
57.	Engineer	4.5 m x 4.8m	21.6	Ceramic tiles	
58.	Asset Development	4.5 m x 4.8m	21.6	Ceramic tiles	
59.	SNV(Netherlands Development Organization)	9m x 9.6	27	Ceramic tiles	
60.	Upper corridor	1.9m x 4.4m	8.36	Concrete floor	
61.	Lower Corridor	1.9m x 4.4m	8.36	Concrete floor	
62.	Cutting of grass on area measuring 8050m2				
63.	Cleaning the area with pavement/tarmac measuring 6000m2 on a daily basis.				
	TOTAL				

Tender Sum (For 1 year) carried to the Form of Tender.....

Signature of tenderer _____

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

SECTION VIII - STANDARD FORMS

FORM OF TENDER

Date _____
Tender No. _____

To.....

.....

Lake Victoria South Water Services Board

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos..... the of which is hereby duly acknowledged, we, the undersigned, offer to provide..... in conformity with the said tender documents for the sum of.....
.....(*For 1 Year*).or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Lake Victoria South Water Services Board).
4. We agree to abide by this Tender for a period of days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

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

CONTRACT FORM

THIS AGREEMENT made the ___ day of _____ 20___ between..... [Name of procurement entity] of [Country of Procurement entity](Hereinafter called “the Lake Victoria South Water Services Board”) of the one part and [Name of tenderer] of[city and country of tenderer](hereinafter called “the tenderer”) of the other part.

WHEREAS the Lake Victoria South Water Services Board invited tenders for cleaning and ground maintenance services and has accepted a tender by the tenderer for the provision of those services in the sum of [Contract price in words and figures for 1 year]

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 Lake Victoria South Water Services Board’s Notification of Award.
3. In consideration of the payments to be made by the Lake Victoria South Water Services Board to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Lake Victoria South Water Services Board to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Lake Victoria South Water Services Board hereby covenants to pay the tenderer in consideration of the provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

Signed, sealed, delivered by _____ the _____ (for the Lake Victoria South Water Services Board)

Signed, sealed, delivered by _____ the _____ (for the tenderer)

in the presence of _____.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

<p>Part 1 General</p> <p>Business Name.....</p> <p>Location of Business Premises</p> <p>Plot No,Street/Road.....</p> <p>Postal addressTel No.Fax Email</p> <p>Nature of Business</p> <p>Registration Certificate No.</p> <p>Maximum value of business which you can handle at any one time – Kshs.....</p> <p>Name of your bankers.....</p> <p>Branch.....</p>
--

	<p style="text-align: center;">Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details</p>																				
	<p style="text-align: center;">Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		
	<p style="text-align: center;">Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		
	<p>Date.....Signature of Candidate.....</p>																				

TENDER SECURING DECLARATION FORM

[The bidder shall compete in this Form in accordance with the instruction indicated]

Date:of Bid Submission Tender No.....

To: **Lake Victoria South Water Services Board**

We, the undersigned, declare that:

- 1. We understand that, according to your conditions, bids must be supported by Bid-Securing Declaration.
- 2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time[12 months] starting on [insert date of signing this form]if we are in breach of our obligation(s) under the bid conditions, because we-
 - (a) Have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or
 - (b) Having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,
 - (i) Fail or refuse to execute the Contract, if required, or
 - (ii) Fail or refuse to furnish the Performance Security, in accordance the ITT.
- 3. We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of
 - (i) Our receipt of a copy of your notification of the name of the successful Bidder, or
 - (ii) Thirty days after the expiration of our tender
- 4. We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent

Signed: in the capacity of

Name:

Duly authorized to sign the bid for and on behalf of: (insert complete name of Bidder)

Date on..... day of.....(insert date of signing)

TENDER SECURITY FORM

Whereas [Name of the tenderer]

(Hereinafter called “the tenderer”) has submitted its tender dated[date of submission of tender] for the provision of

[Name and/or description of the services]

(Hereinafter called “the Tenderer”).....

KNOW ALL PEOPLE by these presents that WE.....

Of.....having registered office at

[Name of Lake Victoria South Water Services Board](Hereinafter called “the Bank”) are bound unto.....

[Name of Lake Victoria South Water Services Board](Hereinafter called “the Lake Victoria South Water Services Board”) in the sum of

for which payment well and truly to be made to the said Lake Victoria South Water Services Board, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of 20_____.

THE CONDITIONS of this obligation are:

- 1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
- 2. If the tenderer, having been notified of the acceptance of its Tender by the Lake Victoria South Water Services Board 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 Lake Victoria South Water Services Board up to the above amount upon receipt of its first written demand, without the Lake Victoria South Water Services Board having to substantiate its demand, provided that in its demand the Lake Victoria South Water Services Board 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 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)

PERFORMANCE SECURITY FORM

To:

[name of the Lake Victoria South Water Services Board]

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 services](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 figures],

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 your 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_____

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

(Amend accordingly if provided by Insurance Company)

BANK GUARANTEE FOR ADVANCE PAYMENT

To.....

[name of tender].....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the special conditions of contract, which amends the general conditions of contract to provide for advance payment,

.....

[name and address of tenderer][hereinafter called “the tenderer”] shall deposit with the Lake Victoria South Water Services Board a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of
[amount of guarantee in figures and words].
We,the

[bank or financial institution], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Lake Victoria South Water Services Board 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 thereunder or of any of the Contract documents which may be made between the Lake Victoria South Water Services Board and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

LETTER OF NOTIFICATION OF AWARD

Address of Lake Victoria South Water Services
Board

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

FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Lake Victoria South Water Services Board*)

Request for review of the decision of the..... (*Name of the Lake Victoria South Water Services Board*) of dated the...day of20.....in the matter of Tender No.....of20...

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.
- etc.

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

- 1.
- etc

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of20.....

SIGNED
Board Secretary