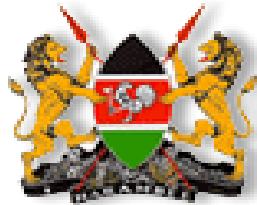


REPUBLIC OF KENYA
COUNTY GOVERNMENT OF KIRINYAGA
P. O. BOX 260-10304
KUTUS



TENDER NO: CGK/ICT/OT/047/2017-2018

NATIONAL OPEN TENDER

FOR

**DESIGN, DEVELOPMENT, SUPPLY, INSTALLATION AND
COMMISSIONING OF AN INTEGRATED HOSPITAL
MANAGEMENT INFORMATION SYSTEM
TENDER NO. CGK/ICT/OT/047/2017-2018**

**CLOSING DATE: WEDNESDAY 28th FEBRUARY, 2018 AT
10.00 A.M.**

Table of Contents

SECTION I – INVITATION TO TENDERERS	5
SECTION II – INSTRUCTIONS TO TENDERERS	6
2.1 Eligible tenderers	6
2.2 Cost of tendering	6
2.3 Contents of tender documents	6
2.4 Clarification of Documents	7
2.5 Amendment of documents	7
2.6 Language of tender	7
2.7 Documents Comprising the Tender	8
2.8 Form of Tender	8
2.9 Tender Prices	8
2.10 Tender Currencies	8
2.11 Tenderers Eligibility and Qualifications.	8
2.12 Tender Security	9
2.13 Validity of Tenders	10
2.14 Format and Signing of Tender	10
2.15 Sealing and Marking of Tenders	10
2.16 Deadline for Submission of Tenders	11
2.17 Modification and withdrawal of tenders	11
2.18 Opening of Tenders	11
2.19 Clarification of tenders	12
2.20 Preliminary Examination and Responsiveness	12
2.21 Conversion to a single currency	13
2.22 Evaluation and comparison of tenders.	13
2.23. Contacting the procuring entity	14
2.24 Award of Contract	14
2.25 Procuring entity's Right to Vary quantities	15
2.26 Procuring entity's Right to accept or Reject any or All Tenders	15
2.27 Notification of award	15
2.28 Signing of Contract	15
2.29 Performance Security	16
2.30 Corrupt or Fraudulent Practices	16
SECTION III GENERAL CONDITIONS OF CONTRACT	21
3.1 Definitions	21
3.2 Application	21
3.3 Standards	21
3.5 Patent Right's	21

The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof .	21
3.6 Performance Security	22
3.7 Inspections and Tests	22
3.8 Payment	22
3.9 Prices	23
3.10 Assignment	23
3.10 Termination for Default	23
3.12 Termination of insolvency	23
3.13 Termination for convenience	23
3.14 Resolution of disputes	24
3.15 Governing Language	24
3.16 Force Majeure	24
3.17 Applicable Law.	24
3.18 Notices	24
SECTION V – SCHEDULE OF REQUIREMENT	26
1. INTRODUCTION	Error! Bookmark not defined.
1.1 Background	Error! Bookmark not defined.
1.2 <i>Objectives of the M&E System with Executive Dashboard</i>	Error! Bookmark not defined.
1.3 <i>Current Status of County M&E Systems</i>	Error! Bookmark not defined.
1.4 <i>Justification of Implementing a County M&E System</i>	Error! Bookmark not defined.
i. <i>To ensure the availability of timely and reliable data on economic growth and poverty reduction and on projects and programmes being implemented in the main sectors (education, health, roads and water supply) of rural development.</i>	Error! Bookmark not defined.
A. <i>Scope of work</i>	Error! Bookmark not defined.
B. <i>Key requirements of the solution</i>	Error! Bookmark not defined.
C. <i>Training</i>	Error! Bookmark not defined.
D. <i>Support and maintenance</i>	Error! Bookmark not defined.
E. <i>Detailed Requirements</i>	Error! Bookmark not defined.
SECTION VI - STANDARD FORMS	43
FORM OF TENDER	43
PRICE SCHEDULE OF SERVICES	44
CONTRACT FORM	45
CONFIDENTIAL BUSINESS QUESTIONNAIRE	46
TENDER SECURITY (BANK GUARANTEE)	48

PERFORMANCE SECURITY FORM	49
MANUFACTURERS AUTHORIZATION FORM	50
LETTER OF NOTIFICATION OF AWARD	51
FORM SD1	52
FORM SD2	53
FORM RB 1	54

SECTION I – INVITATION TO TENDERERS

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KIRINYAGA

INVITATION TO TENDER

The County Government of Kirinyaga invites all eligible tenderers from for the provision of **DESIGN, DEVELOPMENT, SUPPLY, INSTALLATION AND COMMISSIONING OF AN INTEGRATED HOSPITAL MANAGEMENT INFORMATION SYSTEM TENDER NO. CGK/ICT/OT/047/2017-2018**

Interested and eligible Candidates may obtain further information and inspect the tender documents at The County Headquarters, 1st Floor Room 123 during normal working hours.

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 120 days** from the closing date of the tender.

Tenders must be accompanied by a **Bid Security of Kshs 500,000.00 from a reputable bank or insurance firm approved by PPRA** valid for an **additional 30 days beyond the Tender validity period.**

Completed tender documents, **both Technical and Financial proposals in separate envelopes**, all enclosed in plain sealed envelope, marked with the tender number, shall be addressed to:-

**The County Secretary,
County Headquarters,
P.O Box 260– 10304,
Kutus.**

and be deposited in the tender box provided at the County Headquarters, 1st Floor, Harambee Avenue, Nairobi, so as to be received on or before **Wednesday 28th February, 2018 at 10.00 AM**

Tenders will be opened immediately thereafter in the presence of the tenderer's representatives who choose to attend the opening at The County Headquarters, 3rd Floor, Conference Room.

**HEAD, SUPPLY CHAIN MANAGEMENT.
FOR: COUNTY SECRETARY**

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 procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed as per the PP&AD 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 Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.3.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.3.3 The procuring entity 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

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

2.4.2 A prospective candidate making inquiries of the tender documents may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity 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 procuring entity. 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 procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender

2.5 Amendment of documents

2.5.2 At any time prior to the deadline for submission of tenders, the Procuring entity for any reason, whether at its own initiative or in response to a clarification requested by the 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 Procuring entity, 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 Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.7 Documents Comprising the Tender

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

- (a) A Tender Form and a Price Schedule completed in accordance with 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 25% of the original contract price.

2.9.6 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.10 Tender Currencies

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

2.11 Tenderers Eligibility and Qualifications.

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

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

2.12 Tender Security

2.12.1 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 Procuring entity 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) Such insurance guarantee approved by the Authority.
- c) 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 Procuring entity as non-responsive, pursuant to paragraph 2.20

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

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 procuring entity on the Tender Form; or
- (b) In the case of a successful tenderer, *if* the tenderer fails:
 - (i) to sign the contract in accordance with 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 120 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under 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 Procuring entity 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 Wednesday, 28th February, 2018 at 10.00 AM at 10.00 am**"

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 Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

2.16 Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than **Wednesday, 28th February, 2018 at 10.00 AM at 10.00 am**

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

2.16.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity 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 procuring entity prior to the deadline prescribed for the submission of tenders.

2.17.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of 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 procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.17.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.18 Opening of Tenders

2.18.1 The Procuring entity will open all tenders in the presence of tenderer's representatives who choose to attend, at **Wednesday, 28th February, 2018 at 10.00 AM at 10.00 am** 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 Procuring Entity, at its discretion, may consider appropriate, will be announced at the opening.

2.18.4 The procuring entity 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 procuring entity may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

2.19.2 Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, 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 Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.

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

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

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 23, the Procuring entity 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 Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.20.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.21 Conversion to a single currency

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

2.22 Evaluation and comparison of tenders.

2.22.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to 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 Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in 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 2.22.3 the following evaluation methods will be applied:

(a) *Operational Plan.*

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

(b) *Deviation in payment schedule.*

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 Procuring entity 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 procuring entity

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

2.23.2 Any effort by a tenderer to influence the procuring entity in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

2.24 Award of Contract

a) Post qualification

2.24.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 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 Procuring entity 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 Procuring entity 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 Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.24.4 The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award,

without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity 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 Procuring entity's Right to Vary quantities

2.25. The Procuring entity reserves the right at the time of contract award to increase or decrease the quantity of services originally specified in the Schedule of requirements without any change in unit price or other terms and conditions.

2.26 Procuring entity's Right to accept or Reject any or All Tenders

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

2.27 Notification of award

2.27.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.27.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12.

2.28 Signing of Contract

2.28.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.28.3 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.

2.29 Performance Security

2.29.1 Within thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

2.29.2 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 Procuring entity may make the award to the next lowest evaluated or call for new tenders.

2.30 Corrupt or Fraudulent Practices

2.30.1 The Procuring entity 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 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

2.30.2 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 THE 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

ITT Clause Number	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
2.1.1	Particulars of eligible tenderers: Open to all tenderers
2.4.1	<p>The address for clarification of Tender documents is Attention:</p> <p>The Director Supply Chain Management, County Government of Kirinyaga, PO Box 260 – 10304, Nairobi, Kenya</p>
2.6.1	The Language of all correspondence and documents related to the Tender is: English
2.9.3	The prices shall be FIXED
	Alternative Tenders to the requirements of the Tender documents will Not be permitted
2.10.1	Prices shall be quoted in Kenya Shillings
2.11.2	<p>Specify the evidence and information required.</p> <ul style="list-style-type: none"> ● Brochures and catalogues. ● Tenderers must attach copies of certificate of Incorporation/Registration ● Valid Tax Compliance Certificate ● Manufacturer Authorisation <p>This shall be a two envelope bid marked;</p> <ul style="list-style-type: none"> ● Technical Proposal ● Financial Proposal
2.12.2	The Tender Security shall be; N/A
2.13.1	The Tender validity period shall be 120 days.
2.14.1	<p>The number of copies of the Tender to be completed and returned shall be: One (1) original and two (2) copies.</p> <p>Technical Proposals shall be sealed in separate envelopes and clearly marked “Technical Proposal”.</p> <p>The financial proposals should be sealed separately and clearly marked “Financial Proposal”</p> <p>All the proposals should be in one envelope clearly marked the Tender</p>

	<p>Number without any indication of the name of the bidder.</p> <ul style="list-style-type: none"> ● Technical proposal – original and 2 copies ● Financial proposal – original and two copy - financial proposal shall include: <ul style="list-style-type: none"> ▪ Price schedule, and ▪ Form of tender. <p>N/B: Bidders who indicate their financial proposals in the technical proposals shall be treated as non-responsive.</p>
2.16.1	<p>Tender shall be submitted to</p> <p>The County Secretary, County Government of Kirinyaga, PO Box 260 – 10304, Kutus.</p> <p>The deadline for bid submission is:</p> <p>Date: Wednesday, 28th February, 2018</p> <p>Time: <i>10.00am local time</i></p>
2.18.1	<p>The Tender opening shall take place at:</p> <p>County Government of Kirinyaga Headquarters, Kutus, 3rd Floor, Conference Room.</p> <p>Date: Wednesday, 28th February, 2018</p> <p>Time: <i>10.00am local time.</i></p> <p>Only the technical Proposals</p>
2.20.1	<p>The Preliminary evaluation shall be mandatory:</p> <p>The evaluation shall adopt <i>YES/ No Approach</i>. The non-responsive submissions will be eliminated from the entire preliminary evaluation process and will not be considered further.</p> <p>Bidders must submit the following documents;</p> <ul style="list-style-type: none"> ● A copy of certificate of registration / incorporation ● A copy of valid tax compliance certificate ● Confidential Business Questionnaire (duly filled) ● Statutory & Other Mandatory Documents – PAGE 42 <p><i>AT THIS STAGE, THE TENDERER'S SUBMISSION WILL EITHER BE RESPONSIVE OR NON RESPONSIVE. THE NON RESPONSIVE SUBMISSIONS WILL BE ELIMINATED FROM THE ENTIRE EVALUATION</i></p>

	<p>PROCESS AND WILL NOT BE CONSIDERED FURTHER.</p> <p>The following must be attached in the financial proposal.</p> <ul style="list-style-type: none"> ● 1 original and two copies of financial proposals ● Filled, stamp and sign the form of tender indicating tender validity period of 120 days and total tender sum. ● Fully Filled and Signed Price Schedule
<p>2.22.1</p>	<p>Evaluation and Comparison of Tenders (Technical Evaluation)</p> <p>Evaluation and Comparison of Tenders</p> <p>The following evaluation criteria shall be applied not withstanding any other requirement in the tender documents.</p> <p><u>Selection Process</u> Quality Cost Based Selection</p> <p>STEP 1: Preliminary evaluation This will be an elimination stage which will be done as per paragraph 2.20.1 above</p> <p>STEP 2: Technical Evaluation</p> <p>Tenderers will be required to provide technical details on their product that meets the provided technical requirement. Only Tenderers who score 70% and above will be considered to be technically responsive and therefore be considered for further evaluation</p> <ul style="list-style-type: none"> ● Technical Evaluation Shall be as per the criteria provided in the Terms of Reference <p>Only bidders who score 70% and above will be subjected to financial evaluation. Those who score below 70% will be eliminated at this stage from the entire evaluation process and will not be considered further.</p> <p>STEP 3: Financial Evaluation</p> <p>The financial submissions of the required services will be divided by the lowest bidder's financial quote to determine the financial score of each bidder using the formulae below:</p> <p>Sf = 100 X ^{FM}/F where: Sf is the financial score; Fm is the lowest priced financial proposal and F is the price of the proposal under consideration.</p> <p>Proposals will be ranked according to their combined technical (<i>St</i>) and financial (<i>Sf</i>) scores using the weights (T=the weight given to the Technical</p>

	<p>Proposal as 80%: P = the weight given to the Financial Proposal as 20%)</p> <p>Combined Technical and Financial scores is: :- $S = St \times T\% + Sf \times P\%$ Proposals will be ranked according to their combined technical (<i>St</i>) and financial (<i>Sf</i>) scores using the weights (<i>T</i>=the weight given to the Technical Proposal; <i>P</i> = the weight given to the Financial Proposal; $T + p = 1$)</p> <p>Weighting</p> <p>T = 0.8 P = 0.2</p> <p>The table below summarises the overall evaluation process and the proposed weighting of each stage.</p> <table border="1" data-bbox="386 741 1325 982"> <thead> <tr> <th>AREA RATING</th> <th>RATING/SCORE</th> </tr> </thead> <tbody> <tr> <td>STEP 1: Preliminary evaluation</td> <td>Elimination</td> </tr> <tr> <td>STEP 2: Technical Evaluation</td> <td>80</td> </tr> <tr> <td>STEP 3: Financial Evaluation</td> <td>20</td> </tr> <tr> <td>Combined Technical and Financial Score</td> <td>100</td> </tr> </tbody> </table>	AREA RATING	RATING/SCORE	STEP 1: Preliminary evaluation	Elimination	STEP 2: Technical Evaluation	80	STEP 3: Financial Evaluation	20	Combined Technical and Financial Score	100
AREA RATING	RATING/SCORE										
STEP 1: Preliminary evaluation	Elimination										
STEP 2: Technical Evaluation	80										
STEP 3: Financial Evaluation	20										
Combined Technical and Financial Score	100										
2.24.1	Post – qualification shall “be undertaken”										
2.24.3	Award Criteria: The bidder with the highest combined technical and financial score shall be considered for award after negotiations with the supplier.										
2.29.1	Particulars of performance security if applicable.- N/A										

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

3.2 Application

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

3.3 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 Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof

3.6 Performance Security

- 3.6.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.
- 3.6.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of :
- a) A bank guarantee.
 - b) Such insurance guarantee approved by PPRA.
 - c) Letter of credit.
- 3.6.4 The performance security will be discharged by the procuring entity and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

3.7 Inspections and Tests

- 3.7.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 3.7.2 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 Procuring entity.
- 3.7.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.
- 3.7.4 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 procuring entity's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

3.10 Assignment

The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with the procuring entity's prior written consent.

3.10 Termination for Default

The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:

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

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

3.12 Termination of insolvency

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

3.13 Termination for convenience

3.13.1 The procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.14 Resolution of disputes

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

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

3.15 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	Specify performance security if applicable: N/A
3.8	Payments will be specified on the Contract Document
3.9	Specify price adjustments allowed. None
3.14	Specify resolution of disputes: Arbitration
3.17	Specify applicable law. Laws of Kenya
3.18	Notices shall be addressed and delivered to: The County Secretary, County Government of Kirinyaga, PO Box 260 – 10304, Kutus.

SECTION V – SCHEDULE OF REQUIREMENT



TERMS OF REFERENCE (TOR)

For

Hospital Management System

For

COUNTY GOVERNMENT OF KIRINYAGA



PREPARATION OF KIRINYAGA COUNTY HOSPITAL MANAGEMENT SYSTEM
Terms of Reference for Provision of hospital management system for Kirinyaga County:

1.0 Introduction

Kirinyaga County has the following health facilities; Kerugoya County Referral hospital, Kianyaga Sub county Hospital, Kimbimbi Sub county hospital, Sagana Subcounty hospital Kamweti dispensary, Kariko Dispensary, Kangaita Health Centre, Kiaga Dispensary, Kiamuthambi Dispensary, Gatuto Dispensary, mutitu community Dispensary, Ucheru community Health centre, Kaitheri youth friendly, Kamuiru Dispensary, kagumo health Centre, Gathuthuma dispensary, Gatwe health Centre, Kamweti dispensary, Gatugura dispensary, Kabare health centre, Kiangombe dispensary, Riakithiga dispensary, Gaciongo, Kiamututgu Health Centre, Joshua Mbai Dispensary, Karumande health centre, Gatugura Dispensary, Kabare health Centre, Njengas health centre, wamumu dispensary, Rukanga health centre, Kandongu dispensary, Mutithi Health Centre, Nguka Health Centre, Thiba Health Centre. Rurii Kiangegwa Dispensary, Ciagini Health Centre, Kirogo dispensary, Gathigiriri Health Centre, GK prison Gathigiriri, Murinduko health centre, Difathas Health centre, South Ngariama dispensary, mumbuini dispensary, Kanjinji dispensary, Togonye dispensary, Kangu dispensary, Kutus dispensary, Kiarukungu dispensary, Kiumbu Health and Kiumbu, Kairini dispensary, Kianjege dispensary, Mukangu Health centre, Thigirici mukui dispensary and Gatithi dispensary

1.1 Project Goal

The goals of the project is monitor the operation and dissemination of the services in each health facility at Kirinyaga County.

1.2 Specific Objectives

The specific objectives of the project are to:

1. Monitor drug flow in the county pharmacies.
2. Monitor patients' services being offered in the county like laboratory, imaging, nutrition, occupational therapy, physiotherapy, special clinics, dental management, eye clinic and ENT.
3. Ensure paperless operation in each hospital'
4. Enhance online consultation.
5. Offering back office and front office management modules.
6. Offer morbidity and mortality reports.

1.3 Scope of Assignment

Geographical Extent of Planning Area



The total coverage area for the hospital management system should be at least in any part of Kenya and also internationally.

The project is to cover one departments

Part 1: The ministry of health, public health and sanitation.

2.1 Introduction:

OVERVIEW

Due to demand for accountability by the county governments it's the role of every department to ensure that all the equipment and resources are utilized diligently in this respect the respective ministry requested that web based health management system to be implemented.

Installation of the hospital management system shall be guided by:-

- Need to account for all pharmaceutical and non-pharmaceutical products supplied in the county.
- The need to manage patient attendance in the county.
- The need to reconcile revenue collected in the county.
- Need for Reduced Operations Cost.
- Need to improve efficiency.

2.2 Purpose of the hospital management system

The purpose of the hospital management system is to:

- a) Enhance accountability.
- b) Improve efficiency.
- c) Increase optimization.
- d) Ensure maximum delivery.
- e) Increase reliability.

2.3 Specific Objectives and outputs

The **specific objective and outputs** of the assignment will entail the following key activities:

- Develop and code for each module to be incorporated in the Hospital management System.
- To conduct participatory planning exercises in the region and all the identified health facilities to identify users' needs.

PART II: PREPARATION OF THE HOSPITAL MANAGEMENT SYSTEM

2.0. Scope of work

Preparation of hospital management system plans will be based in the health ministry in Kerugoya County referral hospital where the servers to host the system will be based and the other health centers and dispensaries will be accessing the system through a web portal.

2.1 Objectives of preparation of hospital management system

- a) To prepare installation of all modules required in the hospital management system.
- b) To prepare the development of the software to be used as the hospital management system.
- c) To prepare Development Strategies
- d) To give guidelines on the targeted goals and ensure they are delivered

2.2 Outputs for the installation of hospital management system

- Real time data on the level of resources available in the hospitals.
- Real time data on the resource utilization in the hospitals.
- Analysis of health records in the county.

2.3 Activities

Analysis will comprise but not limited to the following:

- Analysis of the manual operation vs the hospital management system
- The analysis of the revenue collection difference.
- Analysis of the operational cost difference.
- Analysis of the patient attendance.

The modules to be implemented are as follows:-

The system shall have the following modules:-

<ol style="list-style-type: none">1. Patient Registration2. Revisit activation3. Old Card Registration4. Register for various service departments<ul style="list-style-type: none">○ Laboratory○ Imaging○ Physiotherapy○ Occupational Therapy○ Special Clinics i.e. Mopc, Sopc etc○ Dental Management○ Eye Clinic○ Ent Clinic○ Nutrition
<ol style="list-style-type: none">1. Paperless Clerking of out-patients From<ul style="list-style-type: none">● Filter Clinics● A&E Department● Physiotherapy● Occupational Therapy● Special Clinics Mopc,Sopc etc● Dental Management● Eye Clinic● Ent Clinic▪ Nutrition2. Online request from consultation rooms to various diagnostic units<ol style="list-style-type: none">a. Laboratoryb. Imaging3. Generation of Morbidity reports4. Ministry of Health reports templates MOH 705A & B, Monthly Workload, Epidemic Monitoring etc5. Booking of clinic visits

<ol style="list-style-type: none"> 1. Opening of shifts management 2. Receipting from various revenue streams 3. Point of Sale 4. Closing of Shifts 5. Shift reconciliation from various pay points 6. Cash collection audit 7. Patient Medical schemes management 8. Billing of non-cash paying out patients 9. Department sales breakdown for various departments Various periodical cash reports i.e. M.O.H FIS reports
<p>MCH and FP management clinic</p> <ol style="list-style-type: none"> 1. ANC Register 2. CWC Register 3. Contraceptives dispensed Register 4. Immunization register 5. Nutrition reporting tool 6. Postnatal Register 7. Maternity Register 8. Cervical Cancer Screening Register
<ol style="list-style-type: none"> 1. Body registration 2. Billing 3. Automated days computation 4. Body release procedure 5. Body release check out
<ol style="list-style-type: none"> 1. Coding & Indexing 2. Morbidity and Mortality reports and any other relevant reports 3. Workload Reports MOH 717, 4. MOH 711, 5. Ministry of Health reports templates MOH 705A & B, Monthly Workload, Epidemic Monitoring etc 6. Bookings 7. Clinics planning
<ol style="list-style-type: none"> 1. Reports to be viewed locally and via internet 2. Able to export report to various documents formats <p>Access control depending on level of login rights</p>
<ol style="list-style-type: none"> 1. System to alert for change of password on first time login 2. System to auto locks and requires retyping of password after 10 minutes unattended 3. Change of password alert after 30days since previous day of password change or duration

<p>agreed by facility and the vendor</p> <ol style="list-style-type: none"> 4. Super Users can change password for other staff at will 5. Dormant accounts alert 6. Audit of mac address and ip of the computer connected to the server
<ol style="list-style-type: none"> 1. Automated scheduled backups Local and cloud server backups Backup transfer to external media

Detailed Requirements

This section sets the list of principal requirements for the Performance Management, Project Management, Monitoring and Evaluation System with Executive Dashboard.

For each requirement, bidders are required to indicate whether their solution meets the requirement in the column titled (M/N) using the following notation:

- **M – Met**
- **N – Not Met**

In the bidders response/comments column bidders should provide clear and concise explanation of their solution’s conformance to the requirement. Bidders can also refer to additional supporting information provided elsewhere in their proposal documents. Bidders should refrain from providing false information. Information provided will be subject to verification during the proof of concept solution demonstrations.

Overall System Requirements

REQ #	REQUIREMENT DESCRIPTIONS	Met Or Not Met	Bidders Response/Comments
OR-001	The PROPOSED SYSTEM should be developed using industry standard development tools, which can be supported by local expertise.		
OR-002	The PROPOSED SYSTEM should be web-based and work in the intranet and internet environments.		
OR-005 .	The PROPOSED SYSTEM modules should all have a consistent “look & feel.” This		

REQ #	REQUIREMENT DESCRIPTIONS	Met Or Not Met	Bidders Response/Comments
	includes standardization of data entry screen, function keys, query procedures, and on-screen and hardcopy report format, common icons for example for "search"		
OR-006 .	The PROPOSED SYSTEM should be a role-based system with sufficient security and protection based on defined roles and users granted permissions		
OR-007 .	The PROPOSED SYSTEM should be modular		
OR-008 .	The PROPOSED SYSTEM should be parameterized as much as possible for simple configuration		
OR-009 .	The PROPOSED SYSTEM should have an ergonomic design, with as much as possible drop-down choices and little free-entry text to facilitate maximum data validation at the input side		
OR-010 .	The PROPOSED SYSTEM should be based on a system of unique identifiers, preventing the creation of duplicates, but issuing warnings if users try to do so		
OR-011 .	The PROPOSED SYSTEM should be useable at the anywhere without having to install software on each PC.		
OR-013 .	The PROPOSED SYSTEM workflow should enforce processing of data in a sequential way.		
OR-	The PROPOSED SYSTEM should accommodate a large		

REQ #	REQUIREMENT DESCRIPTIONS	Met Or Not Met	Bidders Response/Comments
014 .	number of users with reasonable response time		
OR-015 .	The PROPOSED SYSTEM should cope with a large volume of data		
OR-016 .	The PROPOSED SYSTEM should have the facility to track records through time, maintaining historical records		
OR-018 .	The PROPOSED SYSTEM should include user help.		
OR-019 .	The PROPOSED SYSTEM should provide a menu of service options with navigation between options and sub options.		
OR-020 .	<p>The PROPOSED SYSTEM should be error tolerant and provide error handling with clear explanations on how to overcome the error.</p> <p>Users should be able to see the error described in a business contextual format.</p> <p>Each error should also have an associated error no. to facilitate the Help desk. All errors encountered as well as being reported to the user should be recorded for quality management and reporting purposes.</p>		
OR-021 .	Data integrity should be enforced at two stages. Initially by the application it-self by applying fixed drop down menus and logical controls where possible. The PROPOSED SYSTEM should assure that all of the data are entered completely. The PROPOSED SYSTEM should continuously inform users of the		

REQ #	REQUIREMENT DESCRIPTIONS	Met Or Not Met	Bidders Response/Comments
	progress of their activities with regard to the success or otherwise of data updates, inserts or deletes.		
OR-022 .	Only complete transactions to be saved to the database, incomplete pieces to be rolled back		
OR-023 .	The PROPOSED SYSTEM should be role based with clear audit trails		
OR-024 .	The contractor should provide an 'open' system which can be fully supported by all the common Web browser and general Internet technologies.		
OR-025 .	The IT equipment requirement for general internal use of the PROPOSED SYSTEM will simply be a desktop PC with an up to date Web Browser (last or last-before-online version of Internet Explorer, Firefox and Chrome). No additional installation (plug-ins, etc.) should be required by the user.		
OR-027 .	The PROPOSED SYSTEM should be easily scale-able to cater for 'peak' processing volumes		
OR-029 .	Access to specific data and functionality within each software module should be defined and managed using an appropriate role-based security model. Rather than assigning security rights and privileges to individual users, these should be granted to "roles". Each role should roughly correspond to a job function. The security model		

REQ #	REQUIREMENT DESCRIPTIONS	Met Or Not Met	Bidders Response/Comments
	should be hierarchical in nature with the ability to grant roles to other roles etc.		
OR-033 .	The history of changes, time stamp and the author of change should be recorded,		
OR-034 .	All documents attached in the proposed system should not be editable within the PROPOSED SYSTEM		
OR-035 .	All official notes should contain configurable logos and bye-law statements		
OR-036 .	The PROPOSED SYSTEM should be well documented for technical and non-technical users		
OR-037 .	The PROPOSED SYSTEM should support data export/import to Excel and GIS-standard shape-files		
OR-038 .	The PROPOSED SYSTEM should provide the ability to create new users, and assign then specific roles and access to The PROPOSED SYSTEM		
OR-039 .	The PROPOSED SYSTEM should be fully documented including: user's manual, installation guides, administration manuals and other documents		
OR-041 <D>	The PROPOSED SYSTEM should eventually facilitate integration with Existing Active Directory server (to be established in the future).		
OR-043 <D>	The PROPOSED SYSTEM could facilitate integration with Email & SMS notifications for effective		

REQ #	REQUIREMENT DESCRIPTIONS	Met Or Not Met	Bidders Response/Comments
	citizen Service.		
OR-044 .	The PROPOSED SYSTEM should facilitate attachments- Users should be able to attach files such as word documents or spreadsheets, and other program-specific documents.		
OR-045 .	The Vendors should provide training for the users of the solution including preparation of training manuals and setup of the hardware and software used in training classes		
OR-046 .	The System capability should be made inter-operable with other Systems.		
OR-048 <HD>	Solution could be able to Scale up and allow multiple channel of interactions in future (Fully Scalable)		
OR-049 .	The PROPOSED SYSTEM should facilitate the presentation of data in tables, graphically, or in reports		
OR-050 .	The PROPOSED SYSTEM should be user-friendly and intuitive to use for experienced users		
OR-051 .	The PROPOSED SYSTEM should be protected against information leakage		
OR-052 .	The PROPOSED SYSTEM should facilitate the setting of user rights according to type and level of information		
OR-053 .	The PROPOSED SYSTEM should permit the system administrator to see who has changed information, when and		

REQ #	REQUIREMENT DESCRIPTIONS	Met Or Not Met	Bidders Response/Comments
	how		
OR-054 .	The PROPOSED SYSTEM should be protected against unauthorized persons, viruses, worms and software intruders		
OR-055 .	The PROPOSED SYSTEM users should be well supported by knowledgeable and responsive help desk		
OR-056 .	The PROPOSED SYSTEM should be able to show scaled down reports up to ward and village level.		
1	Administration and Security		
	Ability to define role based access to County Government staff administering the		
	Support full audit trail and tamper proofing		
	System should have inbuilt configurable workflows		
	System should be able to run throughout and handle large volumes of data		
	Deployment on premise (Please detail proposed architecture)		
	The system and system data should be secure and monitored 24/7/365 against <u>malware fraudulent access, hackers, intrusion detection etc.</u>		
	Support secure login using global security standards such as 128 bit SSL <u>encrvption, SHA3 encrvption, dual 39 authentication or equivalent</u>		
	Support Payer authentication and fraud screening mechanisms such as 3-D <u>secure, AVSCV2, two factor authentication or equivalent</u>		
	Support card security standards such as PCI DSS (Payment Card Industry Data Security Standard) , CISP (Cardholder Information Security Program) standards		
	Support full audit trail and tamper proofing (Please detail)		
	Highly scalable solution to meet current needs and future growth in County Systems. (provide a diagrammatic representation of proposed solution		
2	Back office integration		
	Seamless integration with back office applications – single sign on		
	Solution should be capable to integrate with existing CGK systems where applicable..		
3	Service Level Agreement*		
	Minimum Availability Uptime of 99.95%		
	Support Services (including bugs, fixes, upgrades - Please Explain)		
	Help Desk		
	Response Time by Priority (Please Explain)		

EQUIPMENTS REQUIRED ARE AS FOLLOWS:-

1. One server with the following specifications:- Intel(R) Xeon(R) CPU E5-2630 v3, 32-Core **Server** Processor. 128GB DDR4 RAM. 7.2TB (4 RAID 1 arrays - each array has 1.8TB of disk space)
2. 60 desktops Core i7, 1tb, 2.8 gb, 18" tft
3. 60 Thermal roll printers
4. 60 point of sale devices.

2.4 Observation

All the targeted functions should be achieved without compromise:-

2.5 Survey Methods

3.0 PROBLEM STATEMENT

Kirinyaga County is one of the five counties within the central region of Kenya. The others are Kiambu, Nyandarua, Murang'a and Nyeri. Major towns in Kirinyaga County include; Kerugoya, Kutus (County Headquarters) Wanguru, Kianyaga, Kagumo, Sagana, Makutano, Kagio, Kibingoti and PI (Near Embu Town).

Kirinyaga County is experiencing a high population growth rate which stands at 1.5% per annum with a population density of 488 people per square kilometer. This is caused by internal and external migration and natural population growth due to the fact that the county had early colonization leading mushrooming of colonial villages considered to be a source of increased pressure on land, land disputes and speculation and insecurity and health issues. This has led to need for improved health care to enhance better services to the locals and ensure low mortality rate.

3.3.1 Key Implementation issues

- Poor network coverage in some areas.
- Users being adamant to change.

3.4 Scope of Assignment

3.4.1 Geographical Extent of which the hospital management system will cover

The system should be able to cover at least the whole of Kenya and whenever any user needs to access the system he should perfectly access it.

4.0 Approach and Methodology

In implementation of the health management system the implementer will have to verify the quality of the devices provided and give a one year warranty.

5.0 Expected system Outputs

1. Health management system.

6.0 Duration of Services

The time period required for the installation is envisaged to be not more than **one (1) months** hence the implementer will be required to have multiple teams working concurrently.

7.0 Reporting requirements and Schedule

The consultant shall be responsible to the County Chief Officer for Health and Public sanitation on day to day execution of the works.

The consultant shall propose a schedule of activities and corresponding deployment of staff. This schedule, together with a comprehensive statement justifying the proposed deployment should be incorporated in the methodology section of the proposal.

A tentative schedule of deliverables is delineated below. However, in their detailed proposals the consultant should provide dates that they can meet; reasonable adjustment will be accommodated.

9.2. County Government Kirinyaga

The county government will be involved in day to day management of the health management system. In terms of performance and deliverables, the implementation team will carry out the assignment under the direction of, and report to, the county government. The county will appoint a supervision team. Team members will include ict officer, and other relevant staff. They county will coordinate and chair the project steering committee, and provide logistical support and administrative services needed by the project team and implementer. The county will also supply required existing documents, reports and support resources to their project team. The county authority inspect and approve the full functionality of the requested system.

9.3. Ministry Of Health and the department of ICT

The County Ministry of Health and the department of ICT will provide the guidelines in the implementation and maintenance of the health management system.

9.4 Obligation of the Implementer

The consultant firm shall be responsible for provision of all equipment and services required for the fulfillment of its obligations under the contract. These include health management system and other IT equipment, transportation, communications, accommodation, insurance, utilities, and any other required resources.

Evaluation Criteria

DESIGN, DEVELOPMENT, SUPPLY, INSTALLATION AND COMMISSIONING OF AN INTEGRATED HOSPITAL MANAGEMENT INFORMATION SYSTEM		
<i>Evaluation Rating Criteria</i>		
I	Specific Understanding and experience of the Consulting Firm in relation to the assignment	20
II	Adequacy of the proposed work plan and methodology in responding to the Terms of Reference	40
III	Qualifications and Competence of the key Staff for the assignment	35
IV	Suitability of Knowledge transfer (Training)	5
TOTAL		100

SECTION VI - STANDARD FORM

FORM OF TENDER

To: *[Name and address of the PE]*
Date: *[insert **date** (as day, month and year)]*
Tender No.: *[insert **number of Tendering process**]*
Item Description: *[insert description of Items]*

Sir/Madam,

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

We undertake, if our Tender is accepted, to deliver the Goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Tender is accepted, we undertake to provide a performance security in the form, in the amounts, and within the times specified in the Tender documents.

We agree to abide by this Tender for the Tender validity period specified in Clause 2.13.1 of the ITT, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We are not participating, as Tenderers, in more than one Tender in this Tendering process.

Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by the Government of Kenya under Kenyan laws.

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.

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

We certify/confirm that we comply with the eligibility requirements as per ITT Clause 2.1.1 of the Tender documents

Dated this _____ day of _____ 20_____.
(Name)

[signature]

[in the capacity of]

Duly authorized to sign Tender for and on behalf of

PRICE SCHEDULE OF SERVICES

The Bidder must itemize all charges for individually identifiable components of the provision of support services for oracle database, application financial purchasing and sun microsystem servers

S/No	Description	Units	Qty	Unit cost	Total cost	Brand
1						
2						
3						
4						
5						
6						
7						

Prices to be inclusive of all taxes

Signature of tenderer _____

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

CONTRACT FORM

THIS AGREEMENT made the ___day of _____20___between.....[name of procurement entity] of[country of Procurement entity](hereinafter called “the Procuring entity”) of the one part and[name of tenderer] of[city and country of tenderer](hereinafter called “the tenderer”) of the other part.

WHEREAS the procuring entity invited tenders for certain materials and spares. Viz..... [Brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of [Contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

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

REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

<p><i>Part I- General :</i></p> <p>Business Name</p> <p>.....</p> <p>Location of business premises.....</p> <p>Plot No.</p> <p>Street/Road.....</p> <p>Postal Address.....Tel. No.....</p> <p>Nature of business.....</p> <p>Current Trade Licence No.....Expiring date.....</p> <p>Maximum value of business which you can handle at any one time : K£.....</p> <p>Name of your bankers.....Branch</p>
--

<p><i>Part 2 (a) – Sole Proprietor</i></p>	
<p><input type="checkbox"/></p>	<p>Your name in full.....Age.....</p>
<p><input type="checkbox"/></p>	<p>Nationality.....Country of origin.....</p>
	<p>*Citizenship details.....</p>

□	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%; text-align: center;"><i>Name</i></th> <th style="width: 30%; text-align: center;"><i>Nationality</i></th> <th style="width: 20%; text-align: center;"><i>Citizenship Details</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>Shares</i></td> <td></td> <td></td> <td></td> </tr> <tr><td>.....</td><td></td><td></td><td></td></tr> <tr><td>.....</td><td></td><td></td><td></td></tr> <tr><td>.....</td><td></td><td></td><td></td></tr> <tr><td>.....</td><td></td><td></td><td></td></tr> <tr><td>.....</td><td></td><td></td><td></td></tr> <tr><td>.....</td><td></td><td></td><td></td></tr> </tbody> </table>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>																																										
	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>																																																																		
<i>Shares</i>																																																																					
.....																																																																					
.....																																																																					
.....																																																																					
.....																																																																					
.....																																																																					
.....																																																																					
	<p>Part 2 (c) – Registered Company:</p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal K£.....</p> <p style="padding-left: 20px;">Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%; text-align: center;"><i>Name</i></th> <th style="width: 30%; text-align: center;"><i>Nationality</i></th> <th style="width: 20%; text-align: center;"><i>Citizenship Details</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>Shares</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1. 1.</td> <td></td> <td></td> <td></td> </tr> <tr><td>.....</td><td></td><td></td><td></td></tr> <tr><td>.....</td><td></td><td></td><td></td></tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> <tr><td>.....</td><td></td><td></td><td></td></tr> <tr><td>.....</td><td></td><td></td><td></td></tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> <tr><td>.....</td><td></td><td></td><td></td></tr> <tr><td>.....</td><td></td><td></td><td></td></tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> </tr> <tr><td>.....</td><td></td><td></td><td></td></tr> <tr><td>.....</td><td></td><td></td><td></td></tr> <tr> <td>5.</td> <td></td> <td></td> <td></td> </tr> <tr><td>.....</td><td></td><td></td><td></td></tr> <tr><td>.....</td><td></td><td></td><td></td></tr> </tbody> </table>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>				1. 1.							2.							3.							4.							5.						
	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>																																																																		
<i>Shares</i>																																																																					
1. 1.																																																																					
.....																																																																					
.....																																																																					
2.																																																																					
.....																																																																					
.....																																																																					
3.																																																																					
.....																																																																					
.....																																																																					
4.																																																																					
.....																																																																					
.....																																																																					
5.																																																																					
.....																																																																					
.....																																																																					
<p>DateSignature of Candidate.....</p>																																																																					

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

TENDER SECURITY (BANK GUARANTEE)

Bank Letterhead

Whereas [name of the tenderer] (hereinafter called "the tenderer") has submitted its tender dated [date of submission of tender] for the supply, installation and commissioning of [name and/or description of the equipment] (hereinafter called "the Tender")
..... KNOW ALL PEOPLE by these presents that WE
..... of having our registered office at
..... (hereinafter called "the Bank/Insurance Company"), are bound unto
..... [name of Procuring entity] (hereinafter called "the Procuring entity") in the
sum of for which payment well and truly to be made to the said
Procuring entity, the Bank/Insurance Company binds itself, its successors, and assigns
by these presents.

Sealed with the Common Seal of the said Bank/Insurance Company this _____
day of _____ 20 _____.

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security in accordance with the Instructions to tenderers;

We undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring Entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This tender guarantee will remain in force up to and including 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 authorized representative of the bank/insurance company].....
Seal

PERFORMANCE SECURITY FORM

To:

[name of the Procuring entity]

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)

MANUFACTURERS AUTHORIZATION FORM

To [name of the Procuring entity]

WHEREAS

[Name of the principal]
who are established and reputation dealers in [Type of
business] having registered offices at
[Address of principal] do hereby authorizing
[Name and address of tenderer] to submit a tender, [reference of the tender] for the
stated (particulars of tender).

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the services to be provided against this Invitation for Tenders.

[Signature for and on behalf of the principal]

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

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

FORM SD1

SELF DECLARATION FORMS (r 62)

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,of P. O. Box being a resident of in the Republic of ----- do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of **Tender No.** for(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....
(Title) (Signature) (Date)

Bidder Official Stamp

Note: This form **MUST** be filled, signed and submitted by all the bidders participating in this tender. This is a mandatory requirement under the new Public Procurement Asset and Disposal Act 2015 that came into effect on 7th January 2016

FORM SD2

SELF DECLARATION FORMS (r 62)

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I,of P. O. Box being a resident of in the Republic of ----- do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of **Tender No.** for(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....
(Title) (Signature) (Date)
Bidder's Official Stamp

Note: This form MUST be filled, signed and submitted by all the bidders participating in this tender. This is a mandatory requirement under the new Public Procurement Asset and Disposal Act 2015 that came into effect on 7th January 2016

FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender
No.....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.
 - 2.
- etc.

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

- 1.
 - 2.
- etc

SIGNED (Applicant)

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

FOR OFFICIAL USE ONLY

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

SIGNED
Board Secretary