



**KENYATTA UNIVERSITY TEACHING, REFERRAL AND
RESEARCH HOSPITAL
(KUTRRH)**

INVITATION TO TENDER

FOR

**SUPPLY, DELIVERY, INSTALLATION, TRAINING AND
COMMISSIONING OF BRACHYTHERAPY EQUIPMENT AND
ACCESSORIES**

TENDER NO:

KUTRRH /TNRD/G/010/BE/2020-2021

CLOSING DATE: WEDNESDAY 30TH SEPTEMBER, 2020

CLOSING TIME: 10:00AM

**The Chief Executive Officer,
Kenyatta University Teaching, Referral and Research Hospital
P.O. BOX 7674 - 00100
NAIROBI, KENYA**

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TENDER REF NO: KUTRRH /TNDR/G/010/BE/2020-2021

TENDER NAME: SUPPLY, DELIVERY, INSTALLATION, TRAINING AND COMMISSIONING OF BRACHYTHERAPY EQUIPMENT AND ACCESSORIES.

- 1.1 The Kenyatta University Teaching, Referral & Research Hospital invites sealed bids from eligible candidates for the supply, delivery, installation, training and commissioning of brachytherapy equipment and accessories.
- 1.2 Interested eligible candidates may obtain further information from procurement@kutrrh.go.ke and inspect the tender documents at Procurement office, Kenyatta University Teaching, Referral & Research Hospital during normal working hours.
- 1.3 A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fee of **(one thousand shillings only) Kshs 1,000/-** to be deposited in: -

Bank Name: Kenya Commercial Bank (KCB)

Branch: Thika Road Mall

Account Name: Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)

Account Number: 1258637243

OR

Download free of charge from KUTRRH Website at www.kutrrh.go.ke Bidders who opt to download MUST send their contacts details to procurement@kutrrh.go.ke.

- 1.4 Prices Quoted shall be net inclusive of all taxes, must be in Kenya Shillings and remain valid for (120) days from the closing date of the tender.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes marked with Tender name and reference number and be deposited in the tender box at the reception, Kenyatta University Teaching, Referral and Research Hospital, Ground Floor so as to be received on or before **Wednesday 30th September, 2020 at 10:00 AM.**
- 1.6 Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend the Hospital's Boardroom at Kenyatta University Teaching, Referral & Research Hospital, Northern By-pass Road, Kahawa West Nairobi.

**CHIEF EXECUTIVE OFFICER
KENYATTA UNIVERSITY TEACHING, REFERRAL AND RESEARCH
HOSPITAL
P.O BOX 7674-00100
NAIROBI**

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SECTION II - INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the Schedule of Requirements Section VI.
- 2.1.2 KUTRRH employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by KUTRRH to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.
- 2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2.2 Eligible Goods

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

2.3 Cost of Tendering

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and KUTRRH, 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 be Kshs. 1,000.
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

2.4. The Tender Document

- 2.4.1 The tender document comprises the documents listed below and addenda

issued in accordance with clause 2.6 of these instructions to Tenderers

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

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

2.5 Clarification of Documents

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify KUTRRH in writing or by post at the entity's address indicated in the Invitation to Tender. KUTRRH will respond in writing to any request for clarification of the tender documents, which it receives not later than Four (4) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the KUTRRH response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

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

2.6 Amendment of Documents

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

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

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

2.7 Language of Tender

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

2.8 Documents Comprising of Tender

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

- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
- (b) documentary evidence established in accordance with paragraph 2.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) documentary evidence established in accordance with paragraph 2.2 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
- (d) tender security furnished in accordance with paragraph 2.1

2.9 Tender Forms

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

2.10 Tender Prices

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

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

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

2.10.4 The validity period of the tender shall be 60 days from the date of opening of the tender.

2.11 Tender Currencies

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

2.12 Tenderers Eligibility and Qualifications

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

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

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

- (a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.
- (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;
- (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

2.13 Goods Eligibility and Conformity to Tender Documents

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

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

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

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

- (c) a clause-by-clause commentary on the Procuring Entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

2.13.4 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3 c above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its

Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

2.14 Tender Security

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

2.14.2 The tender security shall be in the amount of 0.5 – 2 per cent of the tender price.

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

2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to KUTRRH and valid for thirty (30) days beyond the validity of the tender.

2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by KUTRRH as non-responsive, pursuant to paragraph 2.22

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

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

2.14.8 The tender security may be forfeited:

- (b) if a tenderer withdraws its tender during the period of tender validity specified by KUTRRH on the Tender Form; or
- (c) in the case of a successful tenderer, if the tenderer fails:

- (i) to sign the contract in accordance with paragraph 2.27 or
- (ii) to furnish performance security in accordance with paragraph 2.28

2.15 Validity of Tenders

2.15.1 Tenders shall remain valid for 90 days or as specified in the Invitation to Tender after the date of tender opening prescribed by KUTRRH, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by KUTRRH as non-responsive.

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

2.16 Format and Signing of Tender

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

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

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

2.17 Sealing and Marking of Tenders

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

2.17.2 The inner and outer envelopes shall:

be addressed to KUTRRH at the address given in the Invitation to Tender:

bear, tender number and name in the Invitation for Tenders and the words, "DO NOT OPEN BEFORE," **Wednesday 30th September 2020 at 10.00 a.m.**

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

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

2.18 Deadline for Submission of Tenders

2.18.1 Tenders must be received by KUTRRH at the address specified under paragraph 2.17.2 no later than **Wednesday 30th September 2020 at 10.00 a.m.**

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

2.19 Modification and Withdrawal of Tenders

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

2.19.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tenders.

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

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

2.19.5 KUTRRH may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

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

2.20 Opening of Tenders

2.20.1 KUTRRH will open all tenders in the presence of tenderers' representatives who choose to attend, at **10.00 a.m., Wednesday 30th September 2020** and in the location specified in the Invitation to Tender.

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

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

2.20.3 KUTRRH will prepare minutes of the tender opening.

2.21 Clarification of Tenders

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

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

2.22 Preliminary Examination

2.22.1 KUTRRH will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

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

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

2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the 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. KUTRRH determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

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

2.23 Conversion to Single Currency

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

2.24 Evaluation and Comparison of Tenders

2.24.1 KUTRRH will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22

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

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

2.25 Preference

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

2.26 Contacting KUTRRH

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

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

2.27 Award of Contract

(a) Post-qualification

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

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

2.27.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's

tender, in which event KUTRRH will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

(b) Award Criteria

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

(c) KUTRRH Right to Vary quantities

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

(d) KUTRRH Right to Accept or Reject Any or All Tenders

2.27.6 KUTRRH 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 KUTRRH action

2.28 Notification of Award

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

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

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

2.29 Signing of Contract

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

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

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

2.30 Performance Security

- 2.30.1 Within Thirty (30) days of the receipt of notification of award from KUTRRH, 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 KUTRRH.
- 2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event KUTRRH may make the award to the next lowest evaluated Candidate or call for new tenders.

2.31 Corrupt or Fraudulent Practices

- 2.31.1 KUTRRH requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;
- (i) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of KUTRRH, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;
- 2.31.2 KUTRRH will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 2.31.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

Appendix to Instructions to Tenderers

Notes on the Appendix to the Instruction to Tenderers

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

Appendix to Instructions to Tenderers

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

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1	Open National Tender
2.3.2	<p>The Price to be charged for the tender document shall be Kshs. 1,000. Downloaded and Soft Copies of the Tender document from KUTRRH website at www.kutrrh.go.ke will be free of charge.</p> <p>Bidders who download the tender documents from the said website to immediately email their names and contact details (cell phone number, email address and company name to procurement@kutrrh.go.ke for records and communication of any tender clarifications and addenda.</p>
2.10.2	Prices quoted by the bidder shall be inclusive of all relevant taxes, insurance and delivery to KUTRRH
2.10.3	Prices quoted by the tenderer shall be fixed during the Tender’s performance of the contract and not subject to variation on any account.
2.11.1	Prices shall be quoted in Kenya shilling and shall include the total cost of acquisition. This shall take into account the cost of supply, delivery, installation, training and commissioning of the equipment.
2.14.1	<p>Tender Security shall be denominated in Kenya Shillings and Shall be in:</p> <ul style="list-style-type: none"> a) Cash b) A bank guarantee c) Such insurance guarantee approved by the Authority
2.14.2	Tender security shall be 2% of the total tender sum
2.15.1	Tenders shall remain valid for 120 days from the deadline of submission of tender
2.16.1	The Procuring entity shall prepare two copies of the tender, clearly marking each “ORIGINAL TENDER” and “COPY OF TENDER,” as appropriate.
2.18.1	<p>Completed tender documents are to be enclosed in plain sealed envelopes marked with the tender Number: KUTRRH/TNDR/G/BE/010/2020-2021 and Tender Name: SUPPLY, DELIVERY, INSTALLATION, TRAINING AND COMMISSIONING OF BRACHYTHERAPY EQUIPMENT AND ACCESSORIES</p> <p>and must be deposited in the Tender Box at the reception, Kenyatta University Teaching, Referral and Research Hospital, Ground Floor, so as to be received on or before Wednesday 30th September, 2020 at 10.00 a.m.</p>
2.20.1	Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at Hospital’s Boardroom at Kenyatta University Teaching, Referral and Research Hospital.

EVALUATION CRITERIA

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

A	PRELIMINARY EVALUATION/ MANDATORY REQUIREMENT	MANDATORY	REMARKS
A1	Copy of Certificate of Incorporation/Registration Certificate	YES/NO	
A2	Copy of Valid Current KRA TAX Compliance Certificate	YES/NO	
A3	Copy of PIN/VAT Certificate from KRA indicating relevant Tax Obligation(s)	YES/NO	
A4	Copy of certified Current CR12 (Generated within the last three (3) Months)	YES/NO	
A5	Submit tender security of 2% of Total tender sum	YES/NO	
A6	Bid submitted in two copies clearly marked “Original” and “copy”	YES/NO	
A7	Bidder must Submit a Duly Filled, signed and stamped confidential business questionnaire	YES/NO	
A8	Bidder must Submit a copy of certified manufacturer’s authorization certificate/Letter	YES/NO	
A9	Submit a Copy of Current Business License from Nairobi or where the Business is Located.	YES/NO	
A10	Bidder must Submit a written declaration that the bidder has not been debarred from participating in public procurement	YES/NO	
A11	Financial capability as supported by audited accounts for the last three (3) years. (2016-2017, 2017-2018, 2018-2019)	YES/NO	
A12	Bidders should have their documents paginated to ensure compliance with Section 74(1)(i) Public Procurement and Asset Disposal Act 2015	YES/NO	
C	TECHNICAL REQUIREMENTS		
C1	Maximum accumulative Volume of Business in a year handled in the last three (3) years (Attach Evidence e.g. LPOs OR Award letters/Contracts) - Above 30 million (5 pts) - 20 – 30 million (4 pts) - 10 – 19.99 million (3 pts) - 5 – 9.99 Million (2 pts) - Below FIVE million (1 pts)	5	
C1	Technical specifications as laid out on Section (V) of the tender document (TECHNICAL SPECIFICATIONS)	45	
C2	Documentary evidence of the equipment proposed for in the form of brochures or catalogues	12	
C3	Indicate the delivery schedule	4	
C4	The bidder should show evidence of a strong office base established in the country and the region	5	
C5	Litigation History (if none).If Yes state the nature of litigation	2	
C6	Presentation / arrangements of documents (Serialized)	4	

C7	After sales service, (warranty/guarantee) and engineer support for a period of not less than two (2) years from supply. The warranty should also be verifiable from the manufacturers' website via serial/tag numbers.	20	
C8	Attach copies of Recommendation letters from at least three of your major clients having undertaken similar assignment. 3 Recommendation letters and above- 3 Marks 2 Recommendation Letters- 2 Marks 1 Recommendation Letter- 1 Marks	3	
GRAND TOTAL (PASS MARK 70 Points)		100	

Note

- i. Bidders must meet all the mandatory requirements to qualify for general and technical requirement
- ii. To qualify for price evaluation, the bidder must score a minimum of 70 points (70) %
- iii. The bidder quoting the lowest price having attained 70% technical score shall be recommended for contract award.
- iv. Any information provided by the bidder may be verified by KUTRRH
- v. If information is found to be false, the company will be disqualified.

SECTION III: GENERAL CONDITIONS OF CONTRACT

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SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

- (a) “The Contract” means the agreement entered into between KUTRRH and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations
- (c) “The Goods” means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the Procuring entity under the Contract.
- (d) “KUTRRH” means the organization purchasing the Goods under this Contract.
- (e) “The Tenderer” means the individual or firm supplying the Goods under this Contract.

3.2 Application

These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement installation and commissioning of equipment

3.3 Country of Origin

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

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

3.4 Standards

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

3.5 Use of Contract Documents and Information

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

3.5.2 The tenderer shall not, without KUTRRH prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above

3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to KUTRRH on completion of the Tenderer’s performance under the

Contract if so required by KUTRRH

3.6 Patent Rights

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

3.7 Performance Security

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

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

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

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

3.8 Inspection and Tests

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

3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to KUTRRH.

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

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

3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any

warranty or other obligations under this Contract.

3.9 Packing

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

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

3.10 Delivery and Documents

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

3.11 Insurance

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

3.12 Payment

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

3.12.2 Payments shall be made promptly by KUTRRH as specified in the contract

3.13 Prices

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

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

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

3.13.4 Price variation request shall be processed by KUTRRH within 30 days of receiving the request.

3.14. Assignment

3.14.1 The tenderer shall not assign, in whole or in part, its obligations to perform under this Contract, except with KUTRRH prior written consent

3.15 Subcontracts

3.15.1 The tenderer shall notify KUTRRH in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in the

original tender or later, shall not relieve the tenderer from any liability or obligation under the Contract

3.16 Termination for default

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

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

(b) if the tenderer fails to perform any other obligation(s) under the Contract if the tenderer, in the judgment of KUTRRH has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

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

3.17 Liquidated Damages

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

3.18 Resolution of Disputes

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

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

3.19 Language and Law

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

3.20 Force Majeure

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

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

The clauses in this section are intended to assist the procuring entity in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract.

The provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the goods being procured. In preparing Section IV, the following aspects should be taken into consideration.

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

SECTION IV -SPECIAL CONDITIONS OF CONTRACT

4.1 Special Conditions of Tender shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
3.4.1	Equipment will be supplied as per the provided technical specifications.
3.7.1	On receipt of notification of contract award, the successful tenderer shall furnish KUTRRH with a performance security of 10% of the price quoted for supply, delivery, installation, training and commissioning of Brachytherapy Equipment from a reputable Bank or an Insurance company approved by Public Procurement Regulatory Authority (PPRA).
3.8.1	Upon supply, delivery, installation, training and commissioning of goods, inspection shall be carried out by Inspection and Acceptance Committee. KUTRRH will carry out a joint testing and commissioning of the equipment with the supplier to confirm that it meets the specifications specified in the tender document and ensure that it is working as expected upon delivery. The tenderer shall provide all necessary assistance, equipment, human resource and any other support required to ensure successful inspection.
3.16.1	The Tenderer will be automatically disqualified where false or fraudulent Information is given.

SECTION V- TECHNICAL SPECIFICATIONS

5.1 General

- 5.1.1 These specifications describe the requirements for goods. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply
- 5.1.2 Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.
- 5.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.
- 5.1.4 The tenderers are requested to present information along with their offers as follows:
- (i) Shortest possible delivery period of each product
 - (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

The Technical specifications for the Equipment is as follows:

SPECIFICATIONS FOR BRACHYTHERAPY MACHINE AND ACCESSORIES.

1. Scope

A pre-installation visit is required by the supplier to ensure full compliance to equipment installation requirements. The contract shall include supply and installation, acceptance testing and commissioning of specified equipment.

2. Applicable documents

The following documents shall be applicable for this Specification to the extent specified hereinafter:

- International Electro technical Commission, Medical Electrical Equipment, Part 1: General requirements for Safety, Rep. IEC 601- 1, IEC, Geneva (1988) Page 73 of 123 73
- International Electro technical Commission, Medical Electrical Equipment, Part 2-11:
- Particular requirements for the safety of remote controlled automatically driven Gamma-ray after-loading equipment, Rep. IEC 601-2-17, IEC, Geneva (1989)

- International Electro technical Commission, Medical Electrical Equipment: Requirements for the safety of radiotherapy treatment planning systems, Rep. IEC 62083, IEC, Geneva (2000)
- International Organization for Standardization, Sealed Radioactive Sources-
- General, Standard, ISO-1677:1977, ISO, Geneva (1977)
- International Organization for Standardization, Sealed Radioactive Sources-
- Leakage test methods, ISO/TR 4826, ISO, Geneva (1979)
- International Organization for Standardization, Sealed Radioactive Sources-
- Classification, Standard, ISO-2919:1980, ISO, Geneva (1980) In the event of conflict between the documents listed above and the content of this Specification, the content of this Specification shall take precedence to the extent of the conflict.

REQUIREMENTS FOR BRACHYTHERAPY MACHINE AND ACCESSORIES.

A. BRACHYTHERAPY MACHINE

The machine selected should meet the below minimum specifications:

1. High Dose Rate After loader.
2. A minimum 18 channels with at least 3 active channels.
3. Minimum Indexer length of at least 140cm or better. Wire positioning accuracy: ± 1 mm relative to the indexer
4. Seamless integration into the existing OIS and TPS systems (No third-party interface or applications).
5. Guaranteed supply and installation services for at least 15 source wire changes within the cost price.
6. At least two CCTV cameras with DVR (2TB storage Capacity) for patient monitoring and dual communication intercom.
7. Paperless patient and plan information/data inside the treatment bunker. Inbuilt After loader controls to allow for performance of treatment preparation in the patient room.
8. Nominal wire speed-0 slip: at least 100 cm/s from safe to position with transient dose calculation.
9. After loader integrated Cyber Security features that provides additional layer of security to help protect the After loader and patient data from viruses, malware and malicious attacks.
10. Two radiation monitors for the treatment room and console area/room.
11. Contractual undertaking by the equipment vendor for the safe disposal of the used radioactive source wire.
12. Local Equipment Warranty and Engineer Support for at least 2 years.
13. Well type chamber and electrometer for source calibration. Equipment allows for source position calibration for both active and dummy wires. Provides automatic length check for channel measurement.
14. Electrical Power Requirements - System power rating: 100 – 240 VAC | 50 – 60 Hz.
15. Compatible and seamless interconnectivity solution providing predictive maintenance and machine monitoring.
16. Compatible and seamless interconnectivity solution providing seamless interface to HMIS system and predictive maintenance and machine health remote monitoring.
17. After loader that fully supports DICOM worklists, including transfer of plan and updated treatment appointment and status indicators in OIS.
18. Three sets of various applicators for use in carcinoma of the cervix tumours; All the other sites one each.

B. Brachytherapy couch

1. Electric couch lift with a height of at least 60cm- 90cm)- +5
2. Maintenance free battery.
3. Can be used with thermoplastic mask and vacuum bag.
4. To include IV pole.

5. Max load to transfer 135kg.
6. Should include leg support.
7. Should include applicator clamping device.
8. Should include 2 foam pads and 2 head cushions.
9. Should include transfer aid.
10. Electronic parking brakes systems.
11. Couch with Side rails.

c. Permanent Patient bed with side rails and two lockable castors.

Five section profiling, electrically operated bed.

1. Positions
 - a) Back rest 70°
 - b) Knee break 30°
 - c) Trendelenburg/ Reverse Trendelenburg
 - d) Emergency CPR position
2. Safe working load 230kg
3. Height adjustment 35cm to 80cm
4. Overall Length-Approx. 225cm
5. Overall Width-Approx. 100cm
6. Must have wall bumpers
7. Castors -Four Castors approx. diameter 125mm with two brakes
8. Emergency manual CPR release levers
9. Fold away side rails
10. Power 100-240V ac 50Hz/60HZ
11. Mattress -five section waterproof long stay mattress
12. The bed must have options of manual/mechanical adjustment of all positions

d. White LED mobile operating light (Special Lighting) for the insertion room

1. Examination arm, pentagonal base with 5 wheels and Two Lockable wheels.
2. 7500 lux /1meter with filter
3. Minimum height 1200-Maximum height 1900mm
4. Adjustable spring arm
5. Lamp head with reflector rotation at least 330 degrees
6. Head diameter approx: 100mm
7. LED bulbs or halogen 12V -50W
8. Total light intensity 48000 lux/0.5 m
9. Color temperature 3200-degree Kelvin without filter and 4000-degree Kelvin with filter
10. Colour rendering index 100
11. Focus diameter 130mm/m
12. Power input 230v-50Hz
13. Temperature in focus area not exceeding 5 degree
14. Standard based on Din 5035 or IEC 60601

e. Carbon fiber breast Board

1. Carbon Fiber Breast board with Arm and Wrist Supports
2. The breast board should feature a positive-locking tilt system, helping to ensure proper breast set-up angulation
3. Its carbon fiber treatment grid and adjustable arm and wrist supports should aid in comfortable arms-up positioning for enhanced breast treatment access
4. 2-Pin Lok-Bar Indexable to Couchtop
5. FDA Clearance
6. CE Marked
7. Dimensions (mm) 1289 L x 604 W x 315 H (min.)
8. Attenuation 1.18% at 6MV
9. Sure-Set angulation (from 5 to 25°)

SECTION VI- SCHEDULE OF REQUIREMENTS

S/NO.	DESCRIPTION	UNIT	QUANTITY	DELIVERY SCHEDULE
1	Brachytherapy Machine	Lot	1	
2	Brachytherapy Couch	No	4	
3	Permanent Patient bed with side rails and two lockable castors.	No	2	
4	White LED mobile operating light (Special Lighting) for the insertion room	Set	2	
5	Carbon fiber breast board	No	2	

SECTION VII - PRICE SCHEDULE FOR GOODS

TENDER NO. KUTRRH/G/010/BE/2020-2021 FOR THE SUPPLY, DELIVERY, INSTALLATION, TRAINING AND COMMISSIONING OF BRACHYTHERAPY EQUIPMENT AND ACCESSORIES

S/NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Brachytherapy Machine	Lot	1		
2	Brachytherapy Couch	No	2		
3	Permanent Patient bed with side rails and two lockable castors.	No	2		
4	White LED mobile operating light (Special Lighting) for the insertion room	Set	2		
5	Carbon fiber breast board	No	2		

SECTION VIII- STANDARD FORMS

Notes on the sample Forms

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

8.1 FORM OF TENDER

Date _____
Tender No. _____

To: _____

[name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission (..... *(insert equipment description)* in conformity with the said tender documents for the sum of *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to _____ percent of the Contract Price for the due performance of the Contract , in the form prescribed by *(Procuring entity)*.
4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.
6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

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

Part 1 – General:

Business Name

Location of business premises.

Plot No..... Street/Road

Postal Address Tel No. Fax E mail

Nature of Business

Registration Certificate No.

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

Name of your bankers Branch

Part 2 (a) – Sole Proprietor				
Your name in full		Age		
Nationality		Country of origin		
		• Citizenship details		
			
		•		
Part 2 (b) Partnership				
Given details of partners as follows:				
	Name	Nationality	Citizenship Details	Shares
	1.			
	2.			
	3.			
	4.			
Part 2 (c) – Registered Company				
Private or Public				
State the nominal and issued capital of company-				
Nominal Kshs.				
Issued Kshs.				
Given details of all directors as follows				
	Name	Nationality	Citizenship Details	Shares
	1.			
	2.			
	3.			
	4.			
	5.			
Date		Signature of Candidate		

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

8.3 TENDER SECURITY FORM

Whereas [*name of the tenderer*]
(hereinafter called “the tenderer”) has submitted its tender dated [*date of submission of tender*] for the supply, installation and commissioning of [*name and/or description of the equipment*] (hereinafter called “the Tender”) KNOW ALL PEOPLE by these presents that WE of having our registered office at (hereinafter called “the Bank”), are bound unto [*name of Procuring entity*] (hereinafter called “the Procuring entity”) in the sum of for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20 _____.

THE CONDITIONS of this obligation are:-

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

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

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

[*signature of the bank*] _____
(Amend accordingly if provided by Insurance Company)

8.4 CONTRACT FORM

THIS AGREEMENT made the _____ day 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 goods] and has accepted a tender by the tenderer for the supply of those goods in the sum of [*contract price in words and figures*] (hereinafter called “the Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to:

viz:

2. The following documents shall be deemed to form and be read and construed as part of this Agreement

- (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 tender hereby covenants with the Procuring entity to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provisions of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.

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

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

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

(Amend accordingly if provided by Insurance Company)

8.5 PERFORMANCE SECURITY FORM

To
[*name of 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 of goods*] (hereinafter called “the Contract”).

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

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

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

This guarantee is valid until the _____ day of _____ 20 _____

Signed and seal of the Guarantors

[*name of bank or financial institution*]

[*address*]

[*date*]

8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM

To
[name of Procuring entity]

[name of tender]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment,
[name and address of tenderer](hereinafter called "the tenderer") shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of [amount of guarantee in figures and words].

We, the [bank or financial institutions], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding [amount of guarantee in figures and words]

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there-under or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

8.7 MANUFACTURER'S AUTHORIZATION FORM

To *[name of the Procuring entity]*

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

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

[signature for and on behalf of manufacturer]

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

8.8 LETTER OF NOTIFICATION OF AWARD

Address of 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

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*) ofdated 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

FIFTH SCHEDULE

SELF DECLARATION FORMS (r 62) REPUBLIC

OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

FORM SD1

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE
MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT, 2016.**

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

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