

EGERTON
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Egerton-Kenya



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ADDENDUM NOTICE 1 9TH JAN,2023

Egerton University invited bidders via tender notice published on the Public Procurement Information Portal website www.tenders.go.ke and on the University website www.egerton.ac.ke dated 31st December,2023 for the tender stated below:

Tender Number	Description
EU/FC/10/2023-2024	Leasing of brand new multi functional printers (MFP) at Egerton University Main Campus and Nakuru City Campus College (A Framework Contract for Three years)

Kindly Take note of the following Clarification/amendments

1. That the Form of tender and the Price Schedule has been amended to include supply of Staple Pins (Staple Holder) *“as and when required basis”* for Lot 2 Printers Only.(*Annexed below*).
2. That the Technical specification for **LOT 2 Printers** has been amended to include **document finisher**. Bidders are required to include Document finisher in their technical data sheet /brochure.
3. That the tender opening date and time for the tenders have been changed from Wednesday 10th January, 2024 to Friday 12th January,2023 at 11:00 a.m 2024.
4. That the bidders who had prepared the Bid bonds need not prepare new ones as the validity of their bid bond will be calculated from the earlier date of tender opening i.e 10th January, 2024.

Interested bidders are advised to strictly adhere to the addendum notice.

All other terms and conditions remain the same.

Thank you.

Grishon N. Gidhiomi
Ag. Head of Procurement Department
FOR: VICE-CHANCELLOR

SECTION IV - TENDERING FORMS

1. FORM OF TENDER

INSTRUCTIONS TO TENDERERS

- i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign and TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE, CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER, all attached to this Form of Tender.*
- (iv) *The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
- a) *Tenderer's Eligibility-Confidential Business Questionnaire*
- a) *Certificate of Independent Tender Determination*
- c) *Self-Declaration of the Tenderer.*

Date of this Tender submission 12TH January,2024 at 11.00 am of Tender submission]

ITT No.:EU/FC/10/2023-2024

Alternative No.:N/A..... [insert identification No if this is a Tender for an alternative]

To: EGERTON UNIVERSITY. [insert complete name of Procuring Entity]

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with ITT 9;
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4;
- c) **Tender-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing Declaration or Proposal-Securing Declaration in Kenya in accordance with ITT 4.7;
- d) **Conformity:** We offer to provide the Maintenance services in conformity with the tendering document of the following: [insert a brief description of the Maintenance services];
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is: [Insert one of the options below as appropriate]

S/No	Item	Qty	Total Cost per copy (incl.VAT) per Month (Kes.)	MFP MODE L/TYPE
1.	LOT 1	36 (N0)		
2.	LOT 2	4 (No)		
	Staple Pins (Staple Holder) " as and when required basis " for Lot 2 Printers	1 Pkt		

	Only <i>(Quote for cost of 1 pkt only)</i>		
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- f) **Discounts:** The discounts offered and the methodology for their application are:
- i) The discounts offered are: *[Specify in detail each discount offered.]*
 - ii) The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts];*
- g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 19.1 (as amended if applicable) from the date fixed for the Tender submission deadline (specified in TDS 23.1 (as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- h) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;
- i) **One Tender Per Tenderer:** We are not submitting any other Tender (s) as an individual Tenderer, and we are not participating in any other Tender (s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT 4.3, other than alternative Tenders submitted in accordance with ITT 14;
- j) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under Kenya's official regulations or pursuant to a decision of the United Nations Security Council;
- k) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution]/[We are a state-owned enterprise or institution but meet the requirements of ITT 4.6];*
- l) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].*

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

- m) *[Delete if not appropriate, or amend to suit]* We confirm that we understand the provisions relating to Standstill Period as described in this tendering document and the Procurement Regulations.
- n) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- o) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Most Advantageous Tender or any other Tender that you may receive; and
- p) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- q) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the "Certificate of Independent Tender Determination" attached below.
- r) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethical Conduct for

Suppliers, Contractors and Service Providers, copy available from *(specify website)* during the procurement process and the execution of any resulting contract.

- s) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
- a) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
 - b) Certificate of Independent Tender Determination - to declare that we completed the tender without colluding with other tenderers.
 - c) Self-Declaration of the Tenderer- to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “**Appendix 1- Fraud and Corruption**” attached to the Form of Tender.

Name of the Tenderer: *.....*[insert complete name of person signing the Tender]*

Name of the person duly authorized to sign the Tender on behalf of the Tenderer:***[insert complete name of person duly authorized to sign the Tender]*

Title of the person signing the Tender: *[insert complete title of the person signing the Tender]*

Signature of the person named above:*[insert signature of person whose name and capacity are shown*

above] **Date signed**.....*[insert date of signing]* **day of**.....*[insert month], [insert year]*

i) TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

a) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange	

General and Specific Details

b) Sole Proprietor, provide the following details.

Name in full _____ Age _____

Nationality _____ Country of Origin _____

Citizenship _____

c) Partnership, provide the following details

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) **Registered Company**, provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company: -

Nominal Kenya Shillings (Equivalent) _____

Issued Kenya Shillings (Equivalent) _____

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

(e) **DISCLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.**

i) Are there any person/persons in.....(*Name of Procuring Entity*) who has/have an interest or relationship in this firm?
Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

f) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name _____

Title or Designation _____

(Signature)

(Date)

ii) CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the

[Name of Procuring Entity] for: _____

[Name and number of tender] in response to the request for tenders made by: _____ *[Name of Tenderer]*

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ *[Name of Tenderer]* that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) Has been requested to submit a Tender in response to this request for tenders;
 - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5) (a) or (5) (b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a tender; or
 - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5) (b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5) (b) above;
8. the terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5) (b) above.

Name _____

Title _____

Date _____

[Name, title and signature of authorized agent of Tenderer and Date]

FORM SD2

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 leasing of a Two-colour offset Printing machine for Egerton University Press 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 herein above is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I..... (person) on behalf of declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

Sign.....

Date.....

SCHEDULE FORMS

Forms

1. The Specifications and Priced Activity Schedules

S/No	Item	Qty	Total Cost per copy (incl.VAT) per Month (Kes.)	MFP MODE L/TYPE
1.	LOT 1	36 (NO)		
2.	LOT 2	4 (No)		
3	Staple Pins (Staple Holder) <i>“as and when required basis”</i> for Lot 2 Printers Only <i>(Quote for cost of 1 pkt only)</i>	1 Pkt		

Name of Tenderer*[insert complete name of Tenderer]* Signature

of Tenderer [signature of person signing the Tender]

Date [-----*insert date*]

CATEGORY 2/LOT 2

Quantity of leased printers required for category 2 :- 4	
Item	Requirement
General	
General type	Monochrome multifunctional for A3 format
Power consumption	Printing: 1340 W,Stand-by: 100 W, Sleep-mode:1.0 W
Warm-up time	Approx.30 seconds or less
Engine speed	Up to 90 pages A4 per minute Up to 45 pages A3 per minute Duplex print speed: 90 page per minute, A4
Paper handling	
Input capacity	Multi-purpose tray: 150 sheets 60-300g/m ² (banner 136-165 g/m ²)A3+,A3,A4,A5,A6,B5,Ledger,Letter,Legal,Folio, Custom (98 x 148 to 297 x 432 mm), banner max.305x1,220mm Standard universal paper cassette: 2 x 500 sheets 60-256 g/m ² A3+, A3,A4, A5,B5, Ledger, Letter, Legal, Folio, High-capacity paper deck: 2 x 1,500 sheets 60-256g/m ² A4,B5
Duplex unit	Standard duplex unit 60-256 g/m ² ,A5R-305x457mm
Document processor	(one-path duplex scanning) 270 sheets; 35 -220g/m ² (simplex),50 -220 g/m ² (duplex); A6R - Banner up to 2.200 mm
Max.input capacity with options	7,650 sheets A4
Max.output capacity	Standard job separator tray 70 sheets, optional copy tray (D): upper 100 sheets, lower 250 sheets; max. optional output capacity 4,300 sheets
Print	
Fonts	93 outline fonts (PCL), 136 fonts (KPDL 3), 4 fonts(Calibri),4 Fonts (Cambria), 1 Bitmap Font,79 Outline Fonts 45 types of one-dimensional barcodes, 1 type of two-dimensional barcode (PDF417)
Applicable OS	All current Windows operating systems, MAC OS X Version 10.9 or higher Unix, Linux as well as other operating systems on request

Features	Encrypted PDF Direct Print, IPP printing, e-mail printing, WSD print, secure printing via SSL, IPsec,SNMPv3, quick copy, proof and hold, private print, job storage and job management functionality
Copy	
Max. original size	A3
Zoom range	25-400% in 1% steps
Image adjustments	Text+ Photo, Photo,Text, Map, Printed document
Continuous copy	1-9,999
Preset magnification ratios	5 Reductions/5 Enlargements
Digital copy features	Scan-once-copy-many, electronic sort, 2in1, 4in1, image repeat, page numbering, cover mode. booklet copy, interrupt copy,form overlay, margin shift, auto cassette change, Skip blank page,ID card copy
Scan	
Scan functionalities	Scan-to-email,Scan-to-FTP, Scan-to-SMB 3.0, Scan-to-USB Host, Scan-to-box,Network TWAIN, WSD scan (WIA Driver Network)
Scan features	Colour scan, Auto Colour Select, integrated address book, Active Directory support, encrypted data transfer, multi send (e-mail,fax, SMB/FTP folder, print) at once, Blank page skip, Specified colour removal
Max.scan size	A3, Ledger, Banner up to 2.200 mm
Original recognition	Text, photo, text + photo, light text/fine line, optimised for OCR
Scan speed	A4,300 dpi,Dual Scan) 220 images per minute (A4, 300 dpi, Simplex Scan) 120 images per minute
Scan resolution	600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 400 dpi, 200 x 200 dpi,200 x 100 dpi
File type	TIFF,PDF,PDF/A, JPEG, Open XPS, Encrypted PDF, High compression PDF, PDF/A-1a/b, PDF/A-2a/b/u, OOXML (OCR)
Fax	
Compatibility	ITU-T Super G3
Transmission speed	Max. 3 seconds (JBIG)
Max.original size	A3, Banner up to 1.600 mm

Modem speed	Max. 33.6 kbps
Scanning density	Normal: 200 x 100 dpi, Fine: 200 x 200 dpi, Superfine: 200 x 400 dpi, Ultrafine: 400 x 400 dpi, 600 x 600 dpi
Fax features	Network fax, duplex transmission and reception, encrypted transmission and reception, polling transmission and reception, broadcast, optional internet fax, dual fax with second fax system 12
Software	Network Printer Management software should be installed with the following features: <ul style="list-style-type: none"> -Controls and manages printers and MFPs -Device Manager - Secure Print Release - Data Administrator - Controls and Report usage
Reports	-Usage per machine, Department user and group, Weekly / Monthly / Quarterly and yearly. <ul style="list-style-type: none"> - Automatic Scheduling of Report Distribution - Reports on Documents Queued not printed. - Automatic Deletion queued Jobs after Scheduled time. - Quota Allocation reports Vs actual Prints - Summary and Detailed activity Reports -Ability customize reports.
Consumables	Toners, Stable pins. NB: There should be an extra supply of toner at any given time. Suppliers should factor in the cost of Stable pins in the contract.
Document finisher	stapling, paper-folding, and hole-punching
Others	Any successive invoice should have a credit period of not less than 60 days.