

**EGERTON**

P.O. Box 536, EGERTON



**UNIVERSITY**

Telephone: Nakuru (051)  
2217989, 2217994

**TENDER NO. EU-ONT/14/2019-2020;  
SUPPLY AND DELIVERY OF BOOKS (main campus)**

**NOVEMBER, 2019**

## TABLE OF CONTENTS

	<b>Page</b>
INTRODUCTION .....	3
<b>SECTION I</b> INVITATION TO TENDER.....	4
<b>SECTION II</b> INSTRUCTIONS TO TENDERERS.....	5
APPENDIX TO INSTITUTIONS TO TENDER .....	19
<b>SECTION III</b> GENERAL CONDITIONS OF CONTRACT.....	21
<b>SECTION IV</b> SPECIAL CONDITIONS OF CONTRACT.....	27
<b>SECTION V</b> SCHEDULE OF REQUIREMENTS.....	30
<b>SECTION VI</b> TECHNICAL SPECIFICATIONS.....	31
<b>SECTION VI</b> STANDARD FORMS.....	33

## SECTION I – INVITATION TO TENDER

**Date:** 13<sup>TH</sup> November, 2019

**Tender No:** EU/ONT/14/2019-2020

**Tender Name: Supply and Delivery of Library Books (MAIN-CAMPUS)**

- 1.1 Egerton University invites sealed tenders from eligible candidates for Supply and Delivery of Library Books (MAIN CAMPUS)
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at Procurement Department, Njoro Campus during normal office working hours.
- 1.3 Prices quoted should be net inclusive of all taxes, and delivery costs, must be in Kenya Shillings and shall remain valid for (120) days from the closing date of the tender.
- 1.4 Dully filled tender documents are to be enclosed in plain sealed envelopes, marked with the tender number, tender description **and bearing no indication of the applicant**, clearly /marking each “**ORIGINAL TENDER**” and “**COPY OF TENDER**” should be deposited in the tender box at Procurement office, Njoro Campus or be addressed and posted to:

**Head of Procurement Department  
Egerton University  
P.O Box 536-20115  
Egerton**

Upon payment of a non-refundable fee of **KES: 1,000.00 (Kenya Shillings One Thousand only)** deposited to Egerton University Main A/c no. 1101906812 and receipted at cash office Njoro Campus so as to reach the University **on or before TUESDAY 3<sup>RD</sup> DECEMBER, 2019 at 11.00 a.m at Procurement Boardroom.**

- 1.5 Application documents will be opened immediately thereafter in the Procurement Department board room, Njoro Campus in the presence of the candidates or their representatives who choose to attend.
- 1.6 Bidders must serialize all the pages of the bid document, failure to which shall lead to disqualification.

**Samson M. Chira  
Ag.Deputy Chief Procurement Officer  
FOR: VICE CHANCELLOR**

## SECTION II – INSTRUCTIONS TO TENDERERS

TABLE OF CONTENTS.		Page
2.1	Eligible Tenderers .....	6
2.2	Cost of tendering .....	6
2.3	Contents of tender documents .....	7
2.4	Clarification of Tender documents .....	7
2.5	Amendment of tender documents .....	8
2.6	Language of tenders .....	8
2.7	Documents comprising the tender .....	8
2.8	Form of tender .....	9
2.9	Tender prices .....	9
2.10	Tender currencies .....	9
2.11	Tenderers eligibility and qualifications .....	9
2.12	Tender security .....	10
2.13	Validity of tenders .....	11
2.14	Format and signing of tenders .....	11
2.15	Sealing and marking of tenders .....	12
2.16	Deadline for submission of tenders .....	12
2.17	Modification and withdrawal of tenders .....	12
2.18	Opening of tenders .....	13
2.19	Clarification of tenders .....	14
2.20	Preliminary Examination .....	14
2.21	Conversion to other currencies .....	15
2.22	Evaluation and comparison of tenders .....	15
2.23	Contacting the procuring entity .....	16
2.24	Post-qualification .....	17
2.25	Award criteria .....	17
2.26	Procuring entities right to vary quantities .....	17
2.27	Procuring entities right to accept or reject any or all tenders .....	17
2.28	Notification of award .....	18
2.29	Signing of Contract .....	18
2.30	Performance security .....	19
2.31	Corrupt or fraudulent practices .....	19

## **SECTION II INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible tenderers**

- 2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the Goods for the stipulated duration from the **date** of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting Goods 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 involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### **2.2 Cost of tendering**

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.5,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

### **2.3 Contents of tender documents**

- 2.3.1. The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders

- i) Instructions to tenderers

- ii) General Conditions of Contract
- iii) Special Conditions of Contract
- iv) Schedule of Requirements
- v) Details of service
- vi) Form of tender
- vii) Price schedules
- viii) Contract form
- ix) Confidential business questionnaire form
- x) Tender security form
- xi) Performance security form
- xii) Principal's or manufacturers authorization form
- xiii) Declaration form

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

## **2.4 Clarification of Documents**

2.4.1. A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than **seven (7) days** prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents”

2.4.2. The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender

## **2.5 Amendment of documents**

2.5.1. 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 issuing an addendum.

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

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

## **2.6 Language of tender**

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

## **2.7 Documents Comprising the Tender**

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

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

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

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

(d) Confidential business questionnaire

## **2.8 Form of Tender**

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

## **2.9 Tender Prices**

Tender No. EU/ONT/14/2019-2020: Supply and Delivery of Library Books  
(MAIN CAMPUS)

7

“Transforming Lives Through Quality Education”

- 2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the Goods it proposes to provide under the contract.
- 2.9.2 Prices indicated on the Price Schedule shall be the cost of the Goods quoted including all customs duties and VAT and other taxes payable:
- 2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.
- 2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.
- 2.9.6 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

## **2.10 Tender Currencies**

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

## **2.11 Tenderers Eligibility and Qualifications.**

- 2.11.1 Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.
- 2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

## **2.12 Tender Security**

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



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

2.12.2 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

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

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

2.12.4 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 2.20

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

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

2.12.7 The tender security may be forfeited:

(a) If a tenderer **withdraws** its tender **during** the period of tender validity specified by the procuring entity on the Tender Form; or

(b) In the case of a successful tenderer, *if* the tenderer fails:

- (i) to sign the contract in accordance with paragraph 30
  - or**
  - (ii) to furnish performance security in accordance with paragraph 31.
- (c) If the tenderer rejects, correction of an error in the tender.

## **2.13 Validity of Tenders**

2.13.1 Tenders shall remain valid for 60 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

## **2.14 Format and Signing of Tender**

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

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

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

## **2.15 Sealing and Marking of Tenders**

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

The inner and outer envelopes shall:

(a) be addressed to the Procuring entity at the address given in the invitation to tender

(b) bear, tender number and name in the invitation to tender and the words: “DO NOT OPEN BEFORE **Tuesday, 3<sup>rd</sup> December, 2019 at 11.00 a.m.**”

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

2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

## 2.16 **Deadline for Submission of Tenders**

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than **Tuesday, 3<sup>RD</sup> DECEMBER, 2019 at 11.00 a.m**

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

2.16.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the appendix.

## 2.17 **Modification and withdrawal of tenders**

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

2.17.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed

confirmation copy, postmarked not later than the deadline for submission of tenders.

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

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

2.17.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

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

## **2.18 Opening of Tenders**

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **Tuesday, 3<sup>RD</sup> DECEMBER, 2019 at 11.00 a.m.** and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

2.18.4 The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

## **2.19 Clarification of tenders**

2.19.1 To assist in the examination, evaluation and comparison of tenders the procuring entity may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing,

and no change in the prices or substance shall be sought, offered, or permitted.

2.19.2 Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

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

## **2.20 Preliminary Examination and Responsiveness**

2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.

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

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

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 23, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

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

## 2.21 Conversion to a single currency

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

## 2.22 Evaluation and comparison of tenders.

2.22.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the Goods.

2.22.3 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

(a) operational plan proposed in the tender;

(b) deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 2.23 the following evaluation methods will be applied:

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

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

(b) ***Deviation in payment schedule.***

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity

may consider the alternative payment schedule offered by the selected tenderer.

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

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

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

## **2.23. Contacting the procuring entity**

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

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

## **2.24 Award of Contract**

### **a) Post qualification**

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

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

the Procuring entity deems necessary and appropriate.

2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

b) **Award Criteria**

2.24.3 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.24.4 The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

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

**2.25 Notification of award**

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

2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity



pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

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

## **2.26 Signing of Contract**

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

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

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

## **2.27 Performance Security**

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

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

## **2.28 Corrupt or Fraudulent Practices**

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

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

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

## Appendix to instructions to tenderers

The following information for **Supply and Delivery of Library Books (Main Campus)** shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.1	This tender is <b>OPEN</b>
2.10	Currencies allowed is in KES
2.18.1	<b>Tuesday, 3<sup>RD</sup> DECEMBER, 2019 at 11.00 a.m.</b>
12.1	Tender will be valid for <b>120 days applicable</b>
2.11	<p><b>Preliminary /Mandatory Requirements/ Particulars of eligible tenders;</b>  <i>Bidder Must attach</i></p> <ul style="list-style-type: none"> <li>➤ Form of Tender- Dully filled signed and stamped</li> <li>➤ Valid Tax Compliance Certificate (will be confirmed through KRA TCC checker)</li> <li>➤ -Dully filled and signed and stamped anti-corruption Declaration form in the bid document.</li> <li>➤ -Dully filled ,signed and stamped Confidential Business questionnaire</li> <li>➤ Attach Original tender security of Kshs.<b>20, 000.00</b> from a reputable commercial bank in Kenya or from an insurance company approved by PPRA and <b>MUST</b> be valid for <b>120days</b> from the date of tender opening.</li> <li>➤ Dully filled, signed and stamped non-debarment Declaration form in the bid document</li> <li>➤ Must sequentially serialize and initialize every page of the submitted bid document failure shall lead to automatic disqualification.(from the 1st page to the last page including the issued tender document and the suppliers attachments)</li> </ul> <p><b>Financial Stage:</b>            The financial evaluation will be based on the lowest responsive evaluated cost basis subject to bidder having quoted for the correct ISBN Number. All prices must include supply, delivery, and taxes. The lowest responsive evaluated bidder will be awarded the tender.</p>
2.24	post – qualification is not applicable
2.30	performance security 5 % (One Percent of the total tender sum)

Other's as necessary	Complete as necessary
----------------------	-----------------------

## SECTION III GENERAL CONDITIONS OF CONTRACT

### TABLE OF CONTENTS

Page

3.1	Definitions
3.2	Application
3.3	Standards
3.4	Use of contract documents and information
3.5	Patent Rights
3.6	Performance security
3.7	Inspections and tests
3.8	Payment
3.9	Prices
3.10	Assignment
3.11	Termination for default
3.12	Termination for insolvency
3.13	Termination for convenience
3.14	Resolution of disputes
3.15	Governing language
3.16	Force majeure
3.17	Applicable law
3.18	Notices

## SECTION III GENERAL CONDITIONS OF CONTRACT

### 3.1 Definitions

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

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

### 3.2 Application

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

### 3.3 Standards

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

### **3.5 Patent Right's**

The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods under the contract or any part thereof .

### **3.6 Performance Security**

Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.

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

3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of :

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

3.6.4 The performance security will be discharged by the procuring entity and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

### **3.7 Inspections and Tests**

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

- 3.7.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.
- 3.7.3 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring entity may reject the Goods, and the tenderer shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring entity.
- 3.7.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

### **3.8 Payment**

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

### **3.9 Prices**

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

### **3.10 Assignment**

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

### **3.10 Termination for Default**

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



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

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

### **3.12 Termination of insolvency**

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

### **3.13 Termination for convenience**

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

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

### **3.14 Resolution of disputes**

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

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

### **3.15 Governing Language**

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

### **3.16 Force Majeure**

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

### **3.17 Applicable Law.**

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

### **3.18 Notices**

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

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

## **SECTION VI – DESCRIPTION OF GOODS**

**{as per the Price Schedule Of Goods.}**

## **SECTION VI - STANDARD FORMS**

1. Form of tender
2. Price schedules
3. Contract form
4. Confidential Questionnaire form
5. Tender security form
6. Performance security form
7. Bank guarantee for advance payment
8. Declaration form

**FORM OF TENDER**

Date \_\_\_\_\_

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

To.....

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

Having examined the tender documents including Addenda

Nos..... [insert numbers, the of which is hereby duly acknowledged, wed, the undersigned, offer to provide.

.....[description of Goods]

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.

1. We undertake, if our Tender is accepted, to provide the Goods in accordance with the Goods schedule specified in the Schedule of Requirements.
2. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).
3. 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.
4. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20  
*[signature]* *[In the capacity of]*

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

## PRICE SCHEDULE OF GOODS

Name of Tenderer \_\_\_\_\_ Tender Number \_\_\_\_\_. Page \_\_\_\_ of \_\_\_\_\_.

S/N	ISBN	TITLE	AUTHOR	YEAR	PUBL	QTY	UNIT COST	Total cost
1	978-1319039776	An introduction to contemporary linguistics analysis	O'Grady William and Archibald John	2018	Bedford/St. Martin	1		
2	978-0791421727	Arab women novelists: the formative years and beyond	Zeidan, Joseph T.	1995	State University of New York Press	3		
3	978-9781291807	Aringindin and the nightwatchmen: A play (Heinemann frontline series)Pb	Osofisan, Femi	1991	Heinemann	2		
4	978-1611630299	Contemporary African Literature: New Approaches (African World)	Ojaide, Tanure	2012	Carolina Academic Press	3		
5	978-1138010345	Contemporary Arab Women Writers (Routledge Research in Postcolonial Literatures) 1st Edition	Valassopoulos, Anastasia	2014	Routledge	1		
6	978-0321836151	Contemporary linguistics analysis, 8th ed.	O' Grady, William & Archibald, John	2015	Pearson	1		
7	978-0795701092	David's Story (Women Writing Africa). 2nd ed.	Wicomb, Zoe	2002	Kwela Books	3		
8	9781870716093	Four Farical Plays (Saros Star Series)	Saro-Wiwa, Ken	1989	Saros Int'l Pubs	3		
9	978-1349379866	Francophone Voices of the "New" Morocco in Film and Print: (Re)presenting a Society in Transition	Orlando, V.	2009	Palgrave Macmillan	1		
10	978-0894108884	Maghrebian Mosaic: A Literature in Transition (Hb)	Mortimer, Mildred P.	2000	Lynne Rienner Pub	1		
11	978-0795702983	Men of the South pb	Zukiswa Wanner	2011	Kwela Books	1		

S/N	ISBN	TITLE	AUTHOR	YEAR	PUBL	QTY	UNIT COST	Total cost
12	978-0321081063	The Middle East and North Africa: A Political Primer	Weather, Joseph	2002	Longman	1		
13	978-0-472-05368-1	The Rise of the African Novel: Politics of Language, Identity, and Ownership	Ngugi, Mukoma Wa	2018	University of Michigan Press	3		
14	978-1447335658	Too Much Stuff: Capitalism in Crisis	Yamamura, Kozo	2017	Policy Press	3		
15	978-1108444859	A Concise history of history	Woolf, Daniel	2019	Cambridge University Press	1		
16	`9780131850873	A guide to your history course: what every student needs to know	Clark , Vincent A.	2018	Pearson	1		
17	`9781107624474	A History of African popular culture	Barber, Karin	2018	Cambridge University Pres	3		
18	`9781472529985	A practical guide to studying history: skills and approaches(HB)	Loughran, Tracey (ed.)	2017	Bloomsbury Academic	1		
19	`1138242292	Africa in world affairs: politics of imperialism, the old War and globalisation	Harshé, Rajen	2019	Routledge	1		
20	`9781138559349	Africa's big men (global Africa)	Yacob-Haliso, Olajumoke	2018	Routledge	1		
21	`9781108446167	African freedom: how Africa responded to independence	Taoua, Phyllis	2018	Cambridge University Pres	1		
22	`9780199939817	Doing history: an introduction to the historian's craft, with workbook activities	Pojmann, Wendy	2015	Oxford University Press	1		
23	`9781133587880	Doing history: research and writing in the digital age	Galgano, Michael J.	2012	Cengage Learning	1		
24	`9780199923007	From Herodotus to H-Net: The Story of Historiography	Popkin ,D Jeremy	2015	Cambridge University Press	1		
25	`9781138905849	History, memory and public life: the past in the present	Maerker, Anna	2018	Routledge	1		

S/N	ISBN	TITLE	AUTHOR	YEAR	PUBL	QTY	UNIT COST	Total cost
26	`1138924008	History: an introduction to theory, method and practice 2nd ed.	Claus, Peter	2017	Routledge	1		
27	`9781509525546	History: Why It Matters 1st Edition (HB)	Hunt, Lynn	2018	Polity	1		
28	`9781107602397	Human rights in Africa (new approaches to African history)	Ibhawoh, Bonny	2018	Cambridge University Pres	3		
29	`9781138192638	Interpretations of History: from Confusius to Tonybee, 1st edition	Alban G. Widgery	2018	Routledge	1		
30	`9781780761527	Managing heritage, making peace: history, identity and memory in contemporary Kenya( HB)	Coombes, Annie E.	2014	I.B. Tauris	1		
31	978-1138188235	On the writing of history (HB)	Charles Oman	2018	Routledge	1		
32	`9781138297173	Politics in developing countries	Kingsbury, Damien	2019	Routledge	1		
33	`9780765645913	Public history a text book of practice	Causin, Thomas	2016	Routledge	1		
34	`9781138640047	The use of history (Routledge library editions: historiography)	Rowse, A. L.	2019	Routledge	1		
35	`9781350033283	What is public history globally?: working with the past in the present	Ashton, Paul	2019	Bloomsbury Academic	1		
36	`9781472587633	World histories from below: disruption and dissent, 1750 to the present	Burton, Antoinette (ed.)	2016	Bloomsbury Academic	1		
37	`9781506362779	Adventures in Social Research 10th ed.	Earl R. Babbie,	2018	SAGE	1		
38	`9781446295151	An Introduction to Data Analysis	Bergin Tiffany	2018	SAGE	1		
39	`9781473982086	An Introduction to the Sociology of Health and Illiness 3rd ed.	White Kevin	2017	SAGE	1		
40	`9781544326924	An Invitation to Environmental	Bell M Michael	2019	SAGE	1		



S/N	ISBN	TITLE	AUTHOR	YEAR	PUBL	QTY	UNIT COST	Total cost
		sociology						
41	`9781473915817	Analyzing qualitative data	Gibbs R Graham	2018	SAGE	1		
42	`9781506351285	Case Study Research and Application	Yin K Robert	2017	SAGE	1		
43	`9781446296127	Childhood Culture and Society	Wyness Michael	2018	SAGE	3		
44	`9781483379302	Constructing Social Research	Ragin C Charles	2018	SAGE	1		
45	`9781506339412	Contemporary Sociological Theory and its Classical	Ritzer George	2018	SAGE	1		
46	`9781506395561	Content Analysis	Krippendorff Klaus	2018	SAGE	1		
47	`9781473975705	Criminological Ethnography	Treadwell James	2019	SAGE	1		
48	`9781473907577	Critical Social Research Ethics	Smart Barry	2018	SAGE	1		
49	`9781473913615	Doing conversation Discourse and document analysis	Rapley Tim	2018	SAGE	3		
50	`9781473902732	Doing Criminological Research	Davies Pamela	2018	SAGE	1		
51	`9781473913332	Doing Ethnography	Coffey Amanda	2018	SAGE	1		
52	`9781473912441	Doing focus groups	Barbour Rosaline	2018	SAGE	3		
53	`9781473912953	Doing interviews	Brinkmann Svend	2018	SAGE	1		
54	`9781473912113	Doing Trangulation & mixed methods	Flick Uwe	2018	SAGE	1		
55	`9781526435576	Facing an Unequality	Elizaga S Raquel	2018	SAGE	3		
56	`9781506347783	Global Problem Global Solution	Chirico A Jo	2018	SAGE	1		
57	978-1849207867	How to do Media cultural Studies	Jane Stokes	2012	SAGE	1		
58	`9781473906693	Innovation in Mixed Methods Research	Poth N Cheryl	2018	SAGE	1		
59	`9781446295434	Interpreting qualitative data	Silverman David	2015	SAGE	1		
60	`9781446287521	Investigating Research	Layder Dereh	2018	SAGE	1		
61	`9781446260296	Key Concepts in Gender studies	Pilcher Jane	2016	SAGE	3		
62	`9781473989344	Prostitution	Sanders Teela	2017	SAGE	1		
63	`9781452256825	Qualitative Communication	Lindlof R Thomas	2017	SAGE	1		

S/N	ISBN	TITLE	AUTHOR	YEAR	PUBL	QTY	UNIT COST	Total cost
		Research						
64	`9781526449948	Qualitative data analysis Awith Nvivo	Bazeley Patricia	2019	SAGE	1		
65	`9781446287394	Race and Society	Petel Tina	2017	SAGE	3		
66	978-1446298541	Racism and the Media	Titley Gavan	2019	SAGE	1		
67	`9781412961776	Racisms	Garner Steve	2017	SAGE	3		
68	`9781473964242	Reflective Methodology	Alvesson Mats	2018	SAGE	1		
69	`97815063660667	Religion in Sociological perspective	Robert A keith	2019	SAGE	1		
70	`9781138688544	Social Inequality	Booth w loise	2018	SAGE	1		
71	`9781526426857	Social Scientific Research	Brancati Dawn	2018	SAGE	1		
72	`9781473918788	The Sage Handbook of Online Research Methods	Fielding G Nigel	2018	SAGE	1		
73	`9781473970977	The Sage handbook of qualitative Research Ethics	Iphofen Ron	2018	SAGE	1		
74	`9781452286976	The social life of gender	Ray Raka	2018	SAGE	1		
75	`97815444326245	The Sociology of Health and Illiness	Conrad Peter	2018	SAGE	1		
76	`9781446272992	The Sociology of Early Childhood	Gabriel Norman	2017	SAGE	1		
77	`9781446272046	The Sociology of the Individual	Chalari Athanasia	2016	SAGE	1		
78	`9781526402493	Using and Interpreting Statistics in the Social Behavioural and Health Sciences	Wagner E William	2018	SAGE	1		
79	`9781446255919	Victims, Crime and Society	Davies Pamela	2017	SAGE	1		
80	`9781473907911	Violence and society	Ray Larry	2018	SAGE	1		
81	`9789351248644	Adult continuing and extension education	Sarat, Hema N.	ASTRAL	2018	1		
82	`9789380428376	Agriculture extension and rural development	Singh	Narendra	2012	1		
83	`978-0415646833	Community development in Asia and the Pacific (Routledge	Pawar, Monohar S.	Routledge	2012	1		

S/N	ISBN	TITLE	AUTHOR	YEAR	PUBL	QTY	UNIT COST	Total cost
		studies in development						
84	978-1447348177	Community development: a critical approach	Ledwith, M.		Policy Press	2020	1	
85	`9788127268404	Extension communication and management	Ray, G. L.		Kalyani	2017	1	
86	`9789327257472	Extension education	Singh, Ranjit		Kalyani	2017	1	
87	`9780128022313	Knowledge driven development: private extension and global lessons (public policy and global development)	Zhou, Yuan		Academic Press	2015	1	
88	`9789327247404	Objective agricultural extension	Borua, Sajib...et al		Kalyani	2015	1	
89	`9781847420121	Participatory practice: Community based action for transformative change	Ledwith, M.		Policy Press	2009	1	
90	`9781305101944	Promoting community change: making it happen in the real	Homan, Mark S.		Cengage	2015	1	
91	`978-0415507769	The community development reader 2nd ed.	Defilippis, James		Routledge	2012	1	
92	`978-0367175818	The heart of community engagement: practitioner stories from across the globe (community development research and practice series)	Wilson, Patricia A.		Routledge	2019	1	
93	`9789351248835	Training in extension and rural development	Adhikari, M. M.		ASTRAL	2018	3	
94	`9781506306995	A guide to Qualitative Field Research	Bailey A Carol	2017	SAGE		1	
95	978-1526464262	A to Z of classroom	Tracey, Lawrence	2019	SAGE		3	
96	`9781446210451	An Adventure in Statistics	Field Andy	2016	SAGE		1	

S/N	ISBN	TITLE	AUTHOR	YEAR	PUBL	QTY	UNIT COST	Total cost
97	9781526401037	An A-Z of Creative Teaching in Higher Education	Ashton Sylvia	2018	SAGE	1		
98	9781446285770	An Introduction to Secondary Data Analysis with IBM SSPSS statistics	MacInnes John	2016	SAGE	3		
99	978-1526449986	Assessment in the Primary Classroom: Principles and practice	Earle, Sarah	2019	Learning Matters	3		
100	9781506329185	Conversations about group Concept Mapping Application Examples and Enhancement	Kane Mary	2017	SAGE	1		
101	978-1544337838	Educational research quantitative, qualitative and mixed approaches(Hb)	Robert Burke Johnson	2019	SAGE	1		
102	9781506328614	Ethics in Social science Research Becoming Culturally Responsive	Lahman K. E. Maria	2017	SAGE	1		
103	978-1526460233	Growth mindset	Sherria Hoskins	2019	SAGE	1		
104	9781412961868	Integrating Analysis in Mixed Methods Research	Bazeley Patricia	2017	SAGE	1		
105	978-1473991606	Methodologies for practice research	Fulton, John	2019	SAGE	1		
106	978-1526410931	Primary Science: teaching theory and practice	John spark	2017	learning Matters	3		
107	9781506345161	Qualitative Dissertation Methodology A guide for Research Design and Methods	Durdella Nathan	2017	SAGE	1		
108	9781506350455	Research Methods Statistics and Application	Adams A kathrynn	2018	SAGE	1		
109	978-1526474353	STEM in the primary curriculum	Helen Caldwell	2019	Learning Matters	1		

S/N	ISBN	TITLE	AUTHOR	YEAR	PUBL	QTY	UNIT COST	Total cost
110	9781544318677	Student Study Guide with IBM SPSS Workbook for Research Methods Statistics and Application	Adam A kathrynn	2018	SAGE	1		
111	978-1526421197	Teaching creative and critical thinking in schools	Grigg, Russell	2018	SAGE	1		
112	978-1526470607	The trainees teacher`s guide	Austin, Rebecca	2019	Learning Matters	1		
113	978-1526436610	Understanding and using educational theories	Karl Aubrey	2018	SAGE	1		
114	9781412962247	Visual Communication Understanding Images in Media Culture	Alello Gorgia	2019	SAGE	1		
115	9781526411297	Your guide to successful postgraduate study	Elliton C Goeffrey	2018	SAGE	1		
116	978-0415320610	Multimodality: a social semiotic approach to contemporary communication	Gunther Kress	2009	Routledge	1		
117	9781620873618	Bushcraft : the ultimate guide to survival in the wilderness	Graves, R	2013	Skyhouse	1		
118	9780750684484	Entrepreneurship and small business management in the hospitality industry	Lashley, D	2011	ROUTLEDGE	1		
119	9781138139718	Entrepreneurship in the hospitality tourism and leisure industries	Rimmington, M	2016	ROUTLEDGE	1		
120	9781498721776	Handbook of food processing: food safety, 15540quality and manufacturing processes (set of two volumes )	Varzakas, T and Constatino Tzia	2017	CRC	1		
121	9781119385578	Hospitality marketing management-6th ed.	Bojanic, D.C	2016	WILEY	1		

S/N	ISBN	TITLE	AUTHOR	YEAR	PUBL	QTY	UNIT COST	Total cost
122	`9781259026935	Hotel front office: training manual	Sudir, A	2013	Tata mcGraw-hill	3		
123	978-1535045926	Front Office Operation: A Training Manual for Hospitality Professionals	Chiranjib, Kumar	2016	CreateSpace Independent Publishing Platform	1		
124	`9781259026911	Hotel housekeeping : a training manual	Sudhir, A	2017	McGraw-Hill	1		
125	978-0199451746	Hotel housekeeping: operations and management 3rd ed.	Raghubalan, G	2016	OUP	1		
126	`9780134151908	Introduction to hospitality management	Walker, J.R	2017	PEARSON	1		
127	978-0134151908	Introduction to Hospitality Management (5th Edition) Hardcover	Waker, John	2016	Pearson	1		
128	`9780070655737	Textbook of food and beverage management	Sudhir, A	2017	TMH	1		
129	9781889622194	A.S.P.E.N. parenteral nutrition handbook 2nd Edition	ASPEN	2014	Amer Soc of Health System	1		
130	9781305627857	Advanced nutrition and human metabolism	Sareen, S.G	2017	Cengage Learning	1		
131	978-1889622392	ASPEN Enteral Nutrition Handbook 2nd Revised edition Edition (spiral bound)	ASPEN	2019	A.S.P.E.N	1		
132	9780971089679	Food medication interactions 19th ed.	Zaneta, M.P	2018	Food Medication Interactions	1		
133	9780134038940	Food service organization: a managerial and systems approach	Marry, B. Gregoire	2016	Pearson	1		
134	`9781845697525	Lifetime nutritional influences on cognition	Benton, D	2011	Woodhead	1		

S/N	ISBN	TITLE	AUTHOR	YEAR	PUBL	QTY	UNIT COST	Total cost
		behavior and psychiatric illness						
135	9781516510849	Management practice in dietetics	Hudson, N.	2017	Cognella Academic Publishing	1		
136	9781780644455	Nutrition and behavior: a multi disciplinary approach	Worobey, J	2015	CABI	1		
137	978-1260084481	Nutrition assessment 7th ed. (PB)	Nieman, David	2018	McGraw-Hill Education	1		
138	978-1606507513	Nutrition assessment (PB)	Charney, Pamela	2016	Momentum Press	1		
139	978-1305252486	Nutrition counseling and education skills development	Kathleen, D.B	2015	Cengage Learning	1		
140	9781496339140	Nutrition counseling and education skills for dietetics professionals	Holli, B	2017	LWW	3		
141	9781451195323	Nutrition diagnosis	Escott-Stump .s.	2015	LWW	1		
142	9781284078008	Nutrition education: linking research, theory and practice	Conteno Isobel	2015	Jones & Bartlett Learning	1		
143	9781138946255	The sociology of food and agriculture	Carola, M	2016	Routledge	3		
144	9781773614687	Chemical and biochemical processes	Russano, Evan	2018	Arcler Press	1		
145	9781773611907	Bacterial cell biology	Bouisset, Olivia	2018	Arcler Education	1		
146	9781773614731	Fungi and their utilizations	Iftikhar, Rabia	2018	Delve Publishing	1		
147	9781773612454	Marine mammal biology	Pandya, Pooja	2018	Delve Publishing	1		
148	9789388386937	Principles of inorganic chemistry 3rd rev. ed.	Sodhi, G. S.	2019	MV Learning	3		
149	978-3030032401	A Concise Introduction to Measure Theory 1st ed.	Satish Shirali	2018	Springer	1		
150	9789380250649	Analysis I: Third Edition (Texts and Readings in Mathematics)	Tao, Terence	2016	Hindustan Book Agency	1		

S/N	ISBN	TITLE	AUTHOR	YEAR	PUBL	QTY	UNIT COST	Total cost
151	`9789380250656	Analysis II: Third Edition (Texts and Readings in Mathematics)	Tao, Terence	2016	Hindustan Book Agency	1		
152	`9781470443603	Calculus in 3D: geometry, vectors and multivariate calculus	Nitecki, Zbigniew	2018	American Mathematical Society	1		
153	`9781470444006	Differential equations: from calculus to dynamical systems (2nd ed.)	Noonburg, Virginia W.	2019	American Mathematical Society	1		
154	`9781773614038	Differential equations: theory and applications	Borres, Maria Catherine	2018	Arcler Press	1		
155	`9781470446963	Journey into discrete mathematics	Byer, Owen D.	2018	American Mathematical Society	1		
156	`9780821848159	Manifolds and differential geometry	Less, Jeffrey M.	2010	American Mathematical Society	1		
157	`9788193593813	Mathematical modelling of systems and analysis	Kamalanand, K.	2018	PHI Learning	3		
158	`9781470447816	Topology now	Robert, Messer	2018	American Mathematical Society	1		
159	`9781522575955	Applications of nanofluid transformation and heat transfer simulation	Sheikholesmi, Mohsen	2018	IGI Global	1		
160	`9781643271835	Electrostatics at molecular level	Zurcher, Ulrich	2018	IOP Concise Physics	1		
161	`9781773613635	Geochemistry geophysics, geosystems	Bhatnagar, Navodita	2018	Delve Publishing	1		
162	`9781681745688	Optical fiber multiplexing and emerging techniques	Murshid, Syed H.	2018	IOP Concise Physics	1		
163	`9781773612232	Physics of condensed matter	Dexter, Jae Lord	2019	Arcler Press	1		
164	`9781773615455	Quantum optics	Petritsch, Klaus	2018	Arcler Press	1		



S/N	ISBN	TITLE	AUTHOR	YEAR	PUBL	QTY	UNIT COST	Total cost
165	`9781773610634	Quantum mechanics for applied nanotechnology	Ali, Syeda Ramsha	2018	Arcler Press	1		
166	`9781930524989	The physics and technology of radiation therapy	Mc Dermott, Patrick	2018	Medical Physics Pub Corp	1		
167	978-0323610841	Theriogenology, An Issue of Veterinary Clinics of North America: Small Animal Practice (The Clinics: Veterinary Medicine) 1st Edition (HB)	Christens, Bruce W.	2018	Elsevier	1		
168	978-8123927855	Applied veterinary gynaecology and obstetrics	Ganti A. Sastry	2015	CBS	1		
169	`9781118547472	Radiography of the dog and cat: guide to making and interpreting radiographs.	M. C. Muhlbauer	2013	WILEY	1		
170	` 9780323376518	Small animal dermatology: a color Atlas and therapeutic guide,4th ed.	Keith A. Hnilic	2016	SAUNDERS	3		
171	978-1118273234	Turner and McIlwraith's techniques in large animal surgery 4th Ed.	Dean A.	2013	WILEY	1		
172	978-9385516580	Veterinary andrology and artificial insemination in domestic animals	M K Tandle	2017	NIPA	1		
173	978-9351117827	A handbook for veterinary physician	Kurra, Venkata	2016	CBS	1		
174	`9780323088398	Large animal internal medicine,5th ed.	Bradford P. Smith	2014	MOSBY	1		
175	978-0323546010	Miller's anatomy of the dog. 5th ed.	Howard E. Evans	2019	SAUNDERS	1		

S/N	ISBN	TITLE	AUTHOR	YEAR	PUBL	QTY	UNIT COST	Total cost
176	`9789384053093	Question bank of veterinary pathology for competitive examinations	M. MONDAL	2015	CAR	3		
177	`9780323482479	Textbook of veterinary diagnostic radiology, 7th Ed.	Donald E. Thrall	2018	SAUNDERS	1		
178	`9780323312110	Textbook of veterinary internal medicine expert consult-( set of 2 vols.)	Stephen J. Ettinge	2017	SAUNDERS	1		
179	`9780911910612	The Merck manual of diagnosis and therapy, 20ed.	Merck	2018	MERCK	1		
180	`9781405192477	Veterinary anaesthesia	Alexandra Dugdale	2010	WILEY	1		
181	978-8123913711	Veterinary clinical diagnostic technology	Prasad, B	2006	ACADEMIC CELL	3		
182	`9781333494094	Veterinary Obstetrics	Walter, Long	2018	FORGOTTEN BOOKS	1		
183	978-1258280291	Veterinary obstetrics and genital diseases	Roberts, S. J.	2012	Literary Licensing, LLC	1		
184	`9780470960400	Veterinary ophthalmology	Gelatt, Kirk N.	2013	WILEY	1		
185	978-0323594967	Withrow and MacEwen's small animal clinical Oncology 6th Ed.	Vail, David M.(ed.)	2019	SAUNDERS	1		
186	978-0323226523	August's Consultations in feline internal medicine vol.7	Little, Susan	2015	Saunders	1		
187	978-0323443296	Equine internal medicine	Stephen M. R	2017	Saunders	1		
188	978-0702052460	Veterinary medicine: a textbook of diseases of cattle sheep pigs goats and horses	Hinchcliff	2017	Saunders Ltd	1		

S/N	ISBN	TITLE	AUTHOR	YEAR	PUBL	QTY	UNIT COST	Total cost
189	978-0323594967	Withrow and MacEwens small animal clinical oncology	David M.	2019	Saunders	1		
190	9788123927855'	Applied veterinary gynaecology and obstetrics	Kumar Pradeep	2015	CBS	3		
191	9781118470831'	Bovine reproduction	Hopper Richard	2014	Blackwel	1		
192	9780615297019'	Small animal clinical nutrition	Michael S. Hand	2010	Mark Morris Institute	1		
193	9781437707953'	Canine and feline infectious diseases	Skykes	2013	Saunders	1		
194	978-0323570145	Small Animal Internal Medicine 6th Edition	Nelson, Richard W.	2019	Elsevier	1		
195	9780911910612'	The Merck Veterinary manual	Susan E. A	2015	Merck	3		
196	978-1119311119	Small Animal Dermatology: What's Your Diagnosis? 1st Edition	Jane Coatesworth	2019	Wiley-Blackwell	1		
197	978-0323376518	Small Animal Dermatology: A Color Atlas and	Hnilica Keith A	2016	Saunders	1		

S/N	ISBN	TITLE	AUTHOR	YEAR	PUBL	QTY	UNIT COST	Total cost
		Therapeutic Guide 4th Edition						
						258		

Signature of tenderer \_\_\_\_\_

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

- i. Quoted prices should include VAT and transport to Egerton University Njoro, Campus.**
- i. No alternative offer will be accepted by the University**

**CONTRACT FORM**

THIS AGREEMENT made the \_\_\_ day of \_\_\_ 20\_\_\_ between.....[name of procurement entity] of .....[country of Procurement entity](hereinafter called “the Procuring entity”) of the one part and .....[name of tenderer] of .....[city and country of tenderer](hereinafter called “the tenderer”) of the other part.

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

IN WITNESS whereof the parties here to 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\_\_\_\_\_.

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

<b>Part 1 General</b>  Business Name..... Location of Business Premises ..... Plot No, .....Street/Road..... Postal address .....Tel No. ....Fax Email..... Nature of Business ..... Registration Certificate No. .... Maximum value of business which you can handle at any one time – Kshs..... Name of your bankers..... Branch.....																							
<b>Part 2 (a) – Sole Proprietor</b>																							
Your name in full.....Age..... Nationality.....Country of Origin..... Citizenship details .....																							
<b>Part 2 (b) – Partnership</b>																							
Given details of partners as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 40%;">Citizenship details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>				Name	Nationality	Citizenship details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....
Name	Nationality	Citizenship details	Shares																				
1. ....	.....	.....	.....																				
2. ....	.....	.....	.....																				
3. ....	.....	.....	.....																				
4. ....	.....	.....	.....																				
<b>Part 2 (c) – Registered Company</b>																							
Private or Public State the nominal and issued capital of company Nominal Kshs. Issued Kshs. Given details of all directors as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 40%;">Citizenship details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>				Name	Nationality	Citizenship details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....
Name	Nationality	Citizenship details	Shares																				
1. ....	.....	.....	.....																				
2. ....	.....	.....	.....																				
3. ....	.....	.....	.....																				
4. ....	.....	.....	.....																				
Date.....Signature of Candidate.....																							

**TENDER SECURITY FORM**

Whereas .....[name of the tenderer]

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

[name and/or description of the Goods]

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

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

Of.....having registered office at

[name of procuring entity](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 2019.

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

\_\_\_\_\_  
[signature of the bank]

*(Amend accordingly if provided by Insurance Company)*

**PERFORMANCE SECURITY FORM**

To: .....

[name of the 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 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 figures],*

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of .....  
*[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of 2019

\_\_\_\_\_  
Signature and seal of the Guarantors

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

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

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

*(Amend accordingly if provided by Insurance Company)*



**BANK GUARANTEE FOR ADVANCE PAYMENT**

To.....

[name of tender].....

Gentlemen and/or Ladies:

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

.....

[name and address of tenderer][hereinafter called “the tenderer”] shall deposit with the 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 institution]*, 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 thereunder 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 and in full effect from the date of the advance payment received by the tenderer under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

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

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

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

**LETTER OF NOTIFICATION OF AWARD**

Address of 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.....2019.....

BETWEEN

.....APPLICANT

AND

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

Request for review of the decision of the..... (*Name of the Procuring Entity*) of  
.....dated the...day of .....2019.....in the matter of Tender No.....of  
.....2019...

**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 order/orders that: -

- 1.
- 2.
- etc

SIGNED .....(Applicant)

Dated on.....day of ...../...2019...

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of  
.....2019.....

**SIGNED**

**Board Secretary**

**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

**SELF DECLARATION FORMS**

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

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

I, ....., of Post Office 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

## SECTION IX: EVALUATION CRITERIA FORM

*The tenderer is expected to dully fill general information and stage 4 of this form*

### **General Information**

Tenderers Name: .....
Postal Address: .....
Telephone (Office): .....Mobile.....
Email Address:.....
Physical Address: .....
Website Address.....
Contact Person & Mobile.....

### **Evaluation Stages**

#### **Stage 1: Mandatory Requirements (Preliminary evaluation)**

*Applicants **must** qualify in all the requirements below for them to proceed to the Evaluation Stage 2-Technical evaluation.*

#### **Preliminary /Mandatory Requirements/ Particulars of eligible tenders;**

*Bidder Must attach*

- Form of Tender- Dully filled signed and stamped
- Valid Tax Compliance Certificate (will be confirmed through KRA TCC checker)
- -Dully filled and signed and stamped anti-corruption Declaration form in the bid document.
- -Dully filled ,signed and stamped Confidential Business questionnaire
- Attach Original tender security of Kshs.**20, 000.00** from a reputable commercial bank in Kenya or from an insurance company approved by PPRA and **MUST** be valid for **120days** from the date of tender opening.
- Dully filled, signed and stamped non-debarment Declaration form in the bid document
- Must sequentially serialize and initialize every page of the submitted bid document failure shall lead to automatic disqualification.(from the 1st page to the last page including the issued tender document and the suppliers attachments)

#### **Stage 2: Financial Stage:**

- I. The financial evaluation will be based on the lowest responsive evaluated cost basis subject to bidder having quoted for the correct ISBN Number. All prices must include supply, delivery, and taxes. The lowest responsive evaluated bidder will be awarded the tender.**
- II. Quoted prices should include VAT and transport to Egerton University Njoro, Campus**
- III. No alternative offer will be accepted by the University**
- IV. In case of discrepancy between amount in figures & words, the amount in words shall prevail.**

**Stage 4: Declaration (For the Tenderer only)**

The Tenderer is expected to indicate whether he/she **will/will not** accept to be evaluated on the above criteria)

**Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender?** (Tick appropriately below):

No:

Yes:

**Official Stamp** .....**Sign**.....