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ADDENDUM NOTICE 1

Egerton University invites qualified and interested bidders via tender notice published on the Public Procurement Information Portal website <https://www.tenders.go.ke> and on the University website <https://www.egerton.ac.ke> dated 2nd November,2021 for the following tenders:

S/No	Tender Number	Description	Eligibility
1	EU/ONT/19/2021-2022	Supply and Delivery of Desktops and Laptops Computers.	Open
2	EU/ONT/FA/17/2021-2022	Supply and Delivery of Office Stationery and Printing Services a Two year Framework Agreement.	Reserved for Youth/Women/ PWD
3	EU/ONT/20/2021-2022	Supply and Delivery of Bar Soap Cream 800 Gms grade 1.	Reserved for PWD
4	EU/ONT/FA/27/2021-2022	Supply and Delivery of Hardware, Plumbing, Masonry and Electrical Materials	Open

Kindly take note of the following clarification/addendum.

1) EU/ONT/19/2021-2022: Supply and Delivery of Desktops and Laptops Computers.

1. The number of Lots has been amended from 3 to 4 (Section ii – Tender Data Sheet - ITT 1.1).
2. That Part 2. Supply requirement on page 70-78 has been amended as follows: -
 - a) Supply and delivery of desktop computers (LOT 1) of 26 pcs has been amended to 31 pcs. Technical specification and evaluation criteria remains unchanged
 - b) List of Goods and Delivery Schedule has been amended to include LOT 4 as per the attached. Technical specification, Form of Tender for LOT 4 and Evaluation criteria attached below.
 - c) The tender opening date and time has been changed to **24th November, 2021 at 11.00 am (EAT)** and placed in the Tender Box at the Procurement Department, Njoro Campus.
 - d) All other terms and conditions remain the same.

Price Schedule: **SUPPLY AND DELIVERY OF DESKTOP COMPUTERS LOT 1**

Date: _____

Alternative No: _____

Page N° _____ of _____

1	2	3	4	5	6	7	8	9
Line Item N°	Description of Goods	Country Origin	Delivery Date as defined by Incoterm	Quantity and physical unit	Unit price CIP [<i>insert place of destination</i>] in accordance with ITT 14.8(b)(i)	CIP Price per line item (Col. 5x6)	Price per line item for inland transportation and other services required in Kenya to convey the Goods to their final destination specified in TDS	Total Price per item Line (Col. 7+8)
<i>[insert number of the item]</i>	<i>[insert name of good]</i>	<i>[insert country of origin of the Good]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price CIP per unit]</i>	<i>[insert total CIP price per line item]</i>	<i>[insert the corresponding price per line item]</i>	<i>[insert total price of the line item]</i>
1	Supply and delivery of desktop computers			31 pcs				
TOTAL PRICE								

Total Price

Name of tenderer [*insert complete name of tenderer*] Signature of tenderer [*signature of person signing the Tender*] Date [*Insert Date*]

SECTION IV: EVALUATION AND QUALIFICATION CRITERIA

1. PRELIMINARY REQUIREMENTS (MANDATORY)-LOT 4(1DESKTOPS COMPUTERS,1 MULTI-FUNCTIONAL PRINTER & ACCESSORIES AND 10 TABLETS FOR FGDs RECORDING AND REPORTING)

S/No.	Completeness and Responsiveness Criteria	Requirement
1.	Form of Tender	- Completed without alterations to the Text - Properly filled on the tenderer's letter head, signed And stamped .
2.	Tenderer's Eligibility Confidential business questionnaire	- Properly filled, signed, stamped and Certified -Attach proof of Citizenship and Directors shareholding.
3.	Certificate of Independent Tender Determination	- Properly Filled, Stamped and Signed
4.	Self-Declaration on debarment (PPAD ACT 2015)	- Properly Filled, Stamped and Signed
5.	Self-Declaration on Corruption / Fraudulent Practices	- Properly Filled, Stamped and Signed
6.	Declaration and Commitment to the Code of Ethics	- Properly Filled, Stamped and Signed
7.	Schedule of Prices	--bidders must fill all items in the interested LOT failure to fill all items shall lead to automatic disqualification. -Properly Filled, Stamped and Signed - Prices shall be in Kenya Shillings.
8.	Tenderer Information Form	- Properly Filled, Stamped and Signed - No alterations to its format permitted. - No substitutions shall be accepted. - Attach Certified copies of original.
9.	Power of Attorney OR Litigation History	Attach dully executed power of Attorney for Limited companies OR. dully executed sworn affidavit for Partnership/business names registered in Kenya.
10.	Serialization	- Must be chronologically and sequentially serialized including cover page i.e. 1,2,3,4.....
11.	Tax Compliance Certificate	- -Provide valid tax compliance certificate
12.	Certificate of Incorporation	- Copy of certificate Certified by Commissioner for Oaths

NB: Please note that the authenticity of the above documents provided MAY be verified with the relevant authority and any forgery or false presentation in any one of the above shall lead to automatic disqualification and render the tenderers bid non-responsive.

Bidders must meet all the Mandatory requirements to qualify for Technical Evaluation.

2. TECHNICAL EVALUATION CRITERIA (LOT 4)

Under this criterion responsive bidders from the mandatory evaluation stage shall be evaluated in two stages namely.

2A- Documentation evaluation

Interested bidders are required to provide the following:

- I. **Delivery schedule:** Bidders Must provide a letter addressed to the Head of Procurement Department on delivery period and should be less than 30 days.
- II. Dully filled, signed and stamped **manufacturer authorization form** i.e. bidders MUST attach Manufacturer authorization form from the manufacturer in the manufacturer letterhead **OR** attach a valid dealership Letter/partnership with Local Dealer/distributor for the Quoted LOT.

N/B: Failure to provide the above shall lead to automatic disqualification from further evaluation.

Only bidders who qualify from the above will proceed to part 2B **PRODUCT evaluation.**

2B- Product evaluation

Interested bidders are required to provide the following:

- i. Comprehensive brochure/technical data sheet for the 1 Desktop computer,1 multi-functional printer & accessories and 10 tablets for FGDs recording and reporting clearly indicating the technical specifications of the quoted products. Under this criterion the university shall evaluate the attached brochure/technical data sheet for the 1 Desktop computer,1 multi-functional printer & accessories and 10 tablets against its technical specification to confirm whether the brochure/technical data sheets meet the university specification.

NB Only bids that qualify from the above will proceed to part 3 Financial evaluation stage.

3. FINANCIAL EVALUATION –

Award of the contract shall be done on lot basis.

The firm providing the lowest bid price per Lot **after** meeting all the mandatory requirements (Both Technical and Preliminary) shall be recommended for award.

PRICE SCHEDULE: SUPPLY AND DELIVERY OF LOT 4 (1DESKTOPS COMPUTERS,1 MULTI-FUNCTIONAL PRINTER & ACCESSORIES AND 10 TABLETS FOR FGDs RECORDING AND REPORTING)

							Date: _____	
1	2	3	4	5	6	7	Alternative No: _____ 9	
							Page N° _____ of _____	
Line Item N°	Description of Goods	Country Origin	Delivery Date as defined by Incoterm	Quantity and physical unit	Unit price CIP <i>[insert place of destination]</i> in accordance with ITT 14.8(b)(i)	CIP Price per line item (Col. 5x6)	Price per line item for inland transportation and other services required in Kenya to convey the Goods to their final destination specified in TDS	Total Price per Line (Col. 7+8)
<i>[insert number of the item]</i>	<i>[insert name of good]</i>	<i>[insert country of origin of the Good]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price CIP per unit]</i>	<i>[insert total CIP price per line item]</i>	<i>[insert the corresponding price per line item]</i>	<i>[insert total price of the line item]</i>
1.	Supply and delivery of Desktop computers -LOT 3			1 pc				
2.	Supply and delivery of Printer -LOT 3			1 pc				

3.	Tablets For FGDs Recording and reporting.			10 pcs				
TOTAL PRICE								

Name of tenderer *[insert complete name of tenderer]* Signature of tenderer *[signature of person signing the Tender]* ^{Total Price} Date *[Insert Date]*

TECHNICAL SPECIFICATIONS / DESCRIPTION OF GOODS-LOT 4

As per the attached specifications

FORM OF TENDER – SUPPLY AND DELIVERY OF 1DESKTOPS COMPUTERS,1 MULTI-FUNCTIONAL PRINTER & ACCESSORIES AND 10 TABLETS FOR FGDs RECORDING AND REPORTING)

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 CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER (SD1and SD2) attached to this Form of Tender.*

Date of this Tender submission:.....*[insert date (as day, month and year) of Tender submission]* **Tender Name**

and Identification:.....*[insert identification]* **Alternative**

No:.....*[insert identification No if this is a Tender for an alternative]*

To: *[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 Instructions to tenderers (ITT 7);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3;
- c) **Tender/Proposal-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 3.6;
- d) **Conformity:** We offer to supply in conformity with the Tendering document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods: *[insert a brief description of the Goods and Related Services]*;
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is: Option 1, in case of one lot: Total price is: *[insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies]*;

or

Option 2, in case of multiple lots: (a) Total price of each lot [*insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies*]; and (b) Total price of all lots (sum of all lots) [*insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies*];

- 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 are 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 17.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS 21.1 (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 3.9, other than alternative Tenders submitted in accordance with ITT 12;
 - 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 Procuring Entity. Further, we are not ineligible under the Kenya laws or 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 3.7*];
 - l) **Commissions, gratuities, 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
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(If none has been paid or is to be paid, indicate —none.))

- m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- n) **Procuring Entity Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive; and
- o) **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.
- p) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from _____(specify website) during the procurement process and the execution of any resulting contract.
- 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) 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.
 - d) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

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 the tenderer]

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]

*: In the case of the Tender submitted by a Joint Venture specify the name of the Joint Venture as tenderer.

** : Person signing the Tender shall have the power of attorney given by the tenderer. The power of attorney shall be attached with the Tender Schedules.

2) EU/ONT/FA/17/2021-2022 SUPPLY AND DELIVERY OF OFFICE STATIONERY AND PRINTING SERVICES A TWO YEAR FRAMEWORK AGREEMENT. RESERVED FOR YOUTH/WOMEN/PWD

- I) The tender opening date and time has been changed to **24th November,2021 at 11.00 am (EAT)** and placed in the Tender Box at the Procurement Department, Njoro Campus.
- II) All other terms and conditions remain the same.

3) EU/ONT/20/2021-2022: SUPPLY AND DELIVERY OF BAR SOAP CREAM 800 GMS GRADE 1(RESERVED FOR PWD)

Clarification

One bidder requires the university to wave the technical requirement 2A from evaluation criteria.

Addendum

- i) That Technical requirement for 2A. is therefore deleted and will NOT form part of the technical evaluation.
- ii) That the awarded bidder will be required to provide a valid quality standard from the Kenya bureau of standards (KEBS) for manufacturing of Laundry Soap from the proposed manufacturer before signing the contract.
- iii) The tender opening date and time has been changed to **24th November,2021 at 11.00 am (EAT)** and placed in the Tender Box at the Procurement Department, Njoro Campus.
- iv) All other terms and conditions remain the same.

4) EU/ONT/FA/27/2021-2022Supply and Delivery of Hardware, Plumbing, Masonry and Electrical Materials

- I) The tender opening date and time has been changed to **24th November,2021 at 11.00 am (EAT)** and placed in the Tender Box at the Procurement Department, Njoro Campus.
- II) All other terms and conditions remain the same.

**Head of Procurement Department
FOR VICE CHANCELLOR**