



UNIVERSITY OF NAIROBI

STANDARD TENDER DOCUMENT

**TENDER FOR SUPPLY & INSTALLATION OF A DUAL (EM/RFID)
SYSTEM AT GRADUATE RESEARCH LIBRARY.**

TENDER NO. UON/T/95/2017-2018

NOTICE DATE: THURSDAY JUNE 14, 2018

CLOSING DATE: FRIDAY JUNE 29, 2018 AT 10.30AM

All correspondence to:

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Public Procurement and Asset Disposal Act 2015

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Introduction

- 1.1 This Standard Tender Document has been prepared for use by public entities in Kenya

- 1.2 The following general directions should be observed when using the document.
 - (a) Specific details should be furnished in the Invitation to Tender and in the special conditions of contract. The final documents to be provided to the tenderers should not have blank spaces or give options

 - (b) The Instructions to Tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and the appendix to instructions to tenderers.

- 1.3
 - (a) Information contained in the Invitation to Tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate and shall indicate any important tender requirements.

 - (b) The Invitation to tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following the invitation for expression of interest for which the invitation is issued.

SECTION –I INVITATION FOR TENDERS

NOTICE DATE: THURSDAY JUNE 14, 2018

TENDER NO. UON/T/95 /2017-2018

TENDER NAME: TENDER FOR SUPPLY & INSTALLATION OF A DUAL (EM/RFID) SYSTEM AT GRADUATE RESEARCH LIBRARY

The **University of Nairobi** invites sealed bids from eligible Candidates for **Tender for supply & Installation of (EM/RFID) system at Graduate Research Library.**

1. Interested eligible candidates may obtain further information from and inspect the tender documents at **the Procurement Manager's office, Room 104, Administration Block 1st floor, Main campus**
2. A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fee of **Kshs.1000.00** at Barclays Bank A/C **03-094-8245531** Queensway House Branch and obtain an official receipt at **Income Section Room G4** OR download from <http://supplier.treasury.go.ke/> procurement.uonbi.ac.ke , www.ppoa.go.ke free of charge
3. Bidders who download the tender document **MUST** email their contact details and tender number to manager-procurement@uonbi.ac.ke
4. Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of one hundred and twenty days (120) from the closing date of the tender.
5. Bidders to paginate all the tender documents submitted (from cover to cover)
6. Pre- Mandatory bid Meeting is on Thursday June 21, 2018 at Main Campus Graduate Research Library at 11.00am. (**Contact Person Ag. Deputy Director (Technical) Library & Information Services**)
7. Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and name be deposited in the Tender Box at **The Main Campus, Reception Area, Administration Block or be addressed and posted to Procurement Manager, University of Nairobi, P.O Box 30197-00100, Nairobi, Kenya** so as to be received on or before **FRIDAY JUNE 29, 2018 AT 10.30AM**
8. Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at Council Committee Room

Late bids will be rejected and returned unopened. The University of Nairobi reserves the right to accept or reject a tender in whole or in part. Canvassing will lead to automatic disqualification

MRS. MARY M. KARIUKI

Ag. PROCUREMENT MANAGER

SECTION II - INSTRUCTIONS TO TENDERERS

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SECTION II - INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

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

2.2 Eligible Goods

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

2.3 Cost of Tendering

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

2.4. The Tender Document

- 2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers
 - (i) Invitation to Tender
 - (ii) Instructions to tenderers
 - (iii) General Conditions of Contract
 - (iv) Special Conditions of Contract

- (v) Schedule of requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Tender Security Form
- (ix) Contract Form
- (x) Performance Security Form
- (xi) Bank Guarantee for Advance Payment Form
- (xii) Manufacturer's Authorization Form
- (xiii) Confidential Business Questionnaire

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

2.5 **Clarification of Documents**

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not 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 that have received the tender document.

2.5.2 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.

2.6 **Amendment of Documents**

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

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

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

2.7 **Language of Tender**

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

2.8 Documents Comprising of Tender

- 2.8.1 The tender prepared by the tenderers shall comprise the following components
- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
 - (b) documentary evidence established in accordance with paragraph 2.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
 - (c) documentary evidence established in accordance with paragraph 2.2 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
 - (d) tender security furnished in accordance with paragraph 2.14

2.9 Tender Forms

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

2.10 Tender Prices

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

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

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

- 2.10.4 The validity period of the tender shall be 120 days from the date of opening of the tender.

2.11 Tender Currencies

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

2.12 Tenderers Eligibility and Qualifications

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

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

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

- (a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer

has been duly authorized by the goods' Manufacturer or producer to supply the goods.

- (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;
- (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderers maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

2.13 Goods Eligibility and Conformity to Tender Documents

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

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

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

- (a) a detailed description of the essential technical and performance characteristic of the goods;
- (b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the Procuring entity; and
- (c) a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

2.13.4 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

2.14 Tender Security

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

2.14.2 The tender security is Ksh.100, 000.00

2.14.3 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 2.14.7

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

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

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

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

2.14.8 The tender security may be forfeited:

- (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 2.27
 - or
 - (ii) to furnish performance security in accordance with paragraph 2.28

2.15 **Validity of Tenders**

2.15.1 Tenders shall remain valid for 120 days or as specified in the Invitation to Tender after the 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 non responsive.

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

2.16 **Format and Signing of Tender**

2.16.1 **The 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.**

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

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

2.17 **Sealing and Marking of Tenders**

2.17.1 **The Procuring entity shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.**

2.17.2 The inner and outer envelopes shall:

(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 for Tenders and the words, “DO NOT OPEN BEFORE,” **FRIDAY JUNE 29, 2018 AT 10.30AM** The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

2.17.3 If the outer envelope is not sealed and marked as required by paragraph 2.17.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

2.18 **Deadline for Submission of Tenders**

2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later than **FRIDAY JUNE 29, 2018 AT 10.30AM** The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended

2.19 **Modification and Withdrawal of Tenders**

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

2.19.2 The Tenderers modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A

withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

- 2.19.3 No tender may be modified after the deadline for submission of tenders.
- 2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderers forfeiture of its tender security, pursuant to paragraph 2.14.7
- 2.19.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.19.6 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.

2.20 Opening of Tenders

- 2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **FRIDAY JUNE 29, 2018 AT 10.30AM** at the location specified in the Invitation to Tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 2.20.2 The tenderers names, tender modifications or withdrawals, tender prices, discounts and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening. The Procuring entity will prepare minutes of the tender opening.

2.21 Clarification of Tenders

- 2.21.1 To assist in the examination, evaluation and comparison of tenders 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 of the tender shall be sought, offered, or permitted.
- 2.21.2 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.

2.22 Preliminary Examination

- 2.22.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.22.2 No correction of errors. The tender sum submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.
- 2.22.3 The Procuring entity may waive any minor informality or non-conformity or

irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or effect the relative ranking of any tenderer.

2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tenders responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

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

2.23 Conversion to Single Currency

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

2.24 Evaluation and Comparison of Tenders

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

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

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

2.25 Preference

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

2.26 Contacting the Procuring entity

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

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

2.27 Award of Contract

(a) Post-qualification

2.27.1 In the absence of pre-qualification, 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.

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

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

(b) **Award Criteria**

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

(c) **Procuring entity's Right to Vary quantities**

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

(d) **Procuring entity's Right to Accept or Reject Any or All Tenders**

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

2.28 Notification of Award

2.28.1 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.

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

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

2.29 Signing of Contract

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

parties.

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

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

2.30 Performance Security

2.30.1 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.

2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new tenders.

2.31 Corrupt or Fraudulent Practices

2.31.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;

(i) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;

2.31.2 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.

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

Appendix to Instructions to Tenderers

Notes on the Appendix to the Instruction to Tenderers

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

Appendix to Instructions to Tenderers

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

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1	<i>Open</i>
2.14.1	<i>Tender Security: Ksh.100,000.00</i>
2.18.1	FRIDAY JUNE 29, 2018 AT 10.30AM
2.29.1	<i>As in 2.18.1 above</i>
2.29.1	

SECTION III: GENERAL CONDITIONS OF CONTRACT

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SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

- (a) “The Contract” means the agreement entered into between 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 all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the Procuring entity under the Contract.
- (d) “The Procuring entity” means the organization purchasing the Goods under this Contract.
- (e) “The Tenderer” means the individual or firm supplying the Goods under this Contract.

3.2 Application

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

3.3 Country of Origin

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

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

3.4 Standards

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

3.5 Use of Contract Documents and Information

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

3.5.2 The tenderer shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above

3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the

Procuring entity on completion of the Tenderers performance under the Contract if so required by the Procuring entity

3.6 **Patent Rights**

3.6.1 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 or any part thereof in the Procuring entity's country

3.7 **Performance Security**

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

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

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

3.7.4 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 Tenderers performance obligations under the Contract, including any warranty obligations, under the Contract

3.8 **Inspection and Tests**

3.8.1 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.

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

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

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

3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.9 Packing

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

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

3.10 Delivery and Documents

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

3.11 Insurance

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

3.12 Payment

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

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

3.13 Prices

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

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

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

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

3.14. Assignment

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

3.15 Subcontracts

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

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

3.16 Termination for default

3.16.1 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 deliver 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

3.16.2 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, equipment similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar goods.

3.17 Liquidated Damages

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

3.18 Resolution of Disputes

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

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

3.19 Language and Law

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

3.20 Force Majeure

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

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

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

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

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

SECTION IV- SPECIAL CONDITIONS OF CONTRACT

- 4.1. Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.
42. Special conditions of contract as relates to the GCC

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
3.7.1	<i>2.5% of the contract price</i>
3.12.1	<i>As agreed between procuring entity and the recommended bidder</i>
3.18.1	<i>As agreed between procuring entity and the recommended bidder</i>

SECTION V - TECHNICAL SPECIFICATIONS

5.1 General

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



**TECHNICAL SPECIFICATIONS FOR SUPPLY AND INSTALLATION OF HYBRID
EM/RFID SYSTEM AT GRADUATE RESEARCH LIBRARY (GRL)**

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INTRODUCTION

The University of Nairobi Library is inviting proposals from qualified vendors for supply and installation of Hybrid EM/RFID system at its Graduate Research Library (GRL) in Main Campus.

Interested parties are invited to present specific and creative solutions to the university that are based on industry best practices, that utilize the latest technology, materials and equipment, and that will best meet the needs and operations of the GRL.

While the university has formulated specifications, the university encourages interested bidders to include recommendations that may enhance, improve, or supplement the specifications. The university is currently having its collection secured using tattle-tapes and the proposed solution should work the existing security system due to inter-library loans.

All necessary, appropriate and related work or services should be included in the proposal including, but not limited to procurement, installation, configuration and integration to existing systems, testing, training, support, and warranty service.

SCOPE

This scope will consist of the following components;

- a) Installation, configuration, and testing of the RFID system comprising of;
 - i. Self Service Kiosk EM/RFID (22”) black – two (2) units
 - ii. RFID labels- Two Thousands(2000) units
 - iii. Stock taking device – one (1) unit
 - iv. Single tattle tape security gate with RFIDConversion System (exit) Single Entrance Control gate (entry) – one (1) unit
 - v. Hybrid EM/RFID Staff Circulation station – three (3) units
 - vi. Control and management system with licenses – one (1) unit
 - vii. Book conversion and tagging
- b) Integration of the RFID system with existing V-Smart Library Management System
- c) On-site training of at least three (3) University staff during project implementation

SYSTEM FUNCTIONALITIES

- a) Automated issue/return of books (self service)
- b) Inventory management
- c) Tracking of library materials
- d) Easy book identification for shelving purposes
- e) Easy integration with existing V-Smart library management system

SITE SURVEY INFORMATION

Bidder retains responsibility to determine appropriate materials/ lengths by attending **mandatory site survey on Thursday June 21, 2018 at Graduate Research Library Main Campus**. Any material quantities or lengths provided in these RFPs are estimates.

The University will hold the winning bidder wholly responsible for the successful completion of all activities as specified in this document. The university will not relieve the contractor of any responsibilities due to a miscalculation that resulted from unfamiliarity with the job site.

GENERAL REQUIREMENTS

- a) All equipment and materials must be new. Used, re-conditioned and refurbished equipment and materials are not acceptable.
- b) The contractors must have installed the proposed system in at least two sites. Bidder must provide reference letters or POs
- c) It will be the responsibility of the Contractor for the shipping, handling, and storage of all equipment and materials and to secure and protect it from theft.
- d) Brand names specified are intended to identify a level of quality or a type. Quotations on alternative brands are permitted, but should be specifically identified in the quotation and must be approved. Alternate brands must have at least the same features and performance characteristics as items listed in the specifications.
- e) Contractor shall assume all responsibility to repair or replace fixtures and materials it damages during its work on the site.
- f) All items shall be quoted completely installed and functional as per specifications.
- g) Final Cleanup: Upon completion of the work, the Contractor shall reconnect any utilities, equipment, system furniture panels or trim, or appliances removed in the course of work, and replace all furniture, etc., moved for the performance of the work. Debris and rubbish caused by the work shall be removed from the premises. Site will be left in a clean, neat, and orderly fashion.
- h) Bidder shall provide a high-level project plan. Delivery and implementation period is a key factor in the evaluation process.
- i) Bidder must provide clear and detailed response mention clearly all offered brand names, compliance with required specification, integration with other systems
- j) Bidder must provide within his proposal Datasheets and technical information of all products and parts.
- k) Bidders must provide warranty for each eligible component/solution
- l) Bidders must provide manufacturer authorization letters for the different products of this proposal.

DETAILED SPECIFICATIONS

A. Self Service Kiosk EM/RFID (22”) black with software – two (2) units

Self - Check In/Out Kiosk(s) shall be installed to enable self-borrowing and returning of library materials.

The Self-check In/Out Kiosk(s) shall integrate with the V-Smart library management system and allow patrons to view account information such as loan quota, number of items loaned, and due date of return.

The stations shall operate at 13.5MHz frequency for RFID

The stations shall incorporate the following features;

- a) The kiosk shall be free standing
- b) The kiosk shall have a 22” touch screen
- c) The kiosk shall have an easy accessible, integrated printer
- d) The kiosk shall be able to check in and out library items based on either RFID or tattle tapes attached to the items
- e) It should be accessible for PWDs
- f) An optional payment module for cash (coins & notes) and chip & pin cards can be connected.
- g) The kiosk shall have the possibility to be equipped with an integrated barcode reader for reading library items and a desensitizer for deactivating the associated electromagnetic security strips.

The kiosk shall be installed with a software with the following features;

- a) The software shall enable checking library items in and out based on a SIP2 connection to the V-Smart library management system
- b) The software shall enable patrons to check their account (items borrowed and expiration per item, fees and fines) and to prolong (if the library chooses to allow for it)
- c) When processing library items (checking in-or out) the status of each item shall be displayed incl. the setting of the security bit and type of item
- d) The software shall allow to integrate payment functionality at a later stage (cash (coins & notes) and chip & pin cards, without software charges.
- e) The software shall allow the library to choose between several standard theme designs,
- f) The software shall allow the library to optional chose a customized theme
- g) The screen can display different languages that patrons can chose from for communication
- h) The software allows the patron to switch language whenever he/she wants to – also in the middle of a check-in / check-out session
- i) The software enables a patron to complete all functions (check in, check out, check account, payments) under one login, making the transaction process easy and smooth.
- j) The software shall have a possibility to display/promote Library activities

- k) The software can be configured to continue working in offline mode, when the connection to the LMS has failed. The software shall continue to let patrons borrow and return items to provide a continuous service; then once the connection to the LMS has been restored, all offline transactions shall be automatically uploaded to the LMS ensuring that all transaction history has been updated. If transactions fail to upload correctly, then the staff will be alerted automatically
- l) The software contains a communication link to an intranet-based monitoring system and will cope with the requirements defined for that system.

B. RFID labels- Two Thousands (2000) units

The RFID tags should have the following features;

- a) Standards: ISO 18000–3, ISO 15693, ISO 28560-1, CE,
- b) Between 0.5k - 2.5k bit
- c) IC Write Endurance: 100,000 Operations
- d) Operating Frequency: 13.56 MHz
- e) Delivered in 1,000/2000 units per reel
- f) Aluminium antenna
- g) Data Retention: 50 Years
- h) Operating Temperature: -25 °C to 70 °C
- i) Storage Temperature: 18 °C to 26 °C
- j) Storage humidity: 50 +/-10% rel. non condensing

C. Stock Taking device – one (1) unit

- a) The stock taking device shall be ideal for shelf-reading, re-shelving, searching, weeding and exception-finding
- b) It shall Simultaneously perform shelf-reading, searching and inventory scans
- c) It shall instantly detect materials that cause an alarm
- d) It shall allow librarians to change security status of an item
- e) It shall have a battery life of up to 4 hours read time between recharges
- f) The stock taking device shall have a specific interface to connect to V-Smart library management system

D. Single Aisle tattle tape Security gate with RFID Conversion System (exit) – one (1) unit

The tattle tape security gate shall have the following features;

- a) The gate shall be able to detect existing tattle tapes
- b) The system incorporates visual and audible alarms
- c) The visual alarm may be configured to indicate the individual pedestal that detected the security enabled tag or for all pedestals to light up simultaneously.
- d) The gate shall emit low frequency signal to minimize interference with other library equipment.
- e) The gate shall incorporate a people counter.
- f) The gate shall meet requirements of people with disabilities.

The Tattle-tape RFID Conversion System shall have the following features;

- a) To convert the tattle tape gate to RFID gate
- b) RFID reader shall be integrated into the antenna structure
- c) RFID antenna shall be able to read 3 dimensional
- d) RFID antenna shall not decrease EM performance of the gate
- e) The conversion system shall have a RS232, USB and Ethernet interfaces
- f) The conversion system shall operate in 13.56 MHz Frequency
- g) The conversion system Shall have audible Alarm
- h) The conversion system shall have an enhanced reporting and monitoring with external software

E. Single Aisle Entrance Control gate (entry) – one (1) unit

The Entrance Control gate shall have the following features;

- a) The entrance control gate shall be based on retractable flap gates
- b) It shall have the ability to generate history reports
- c) It shall have an auto-diagnostic function
- d) It shall have the ability integrate with RFID and Biometric

F. Tattle-Tape RFID Staff station – three (3) units

The Tattle-tape RFID Conversion System shall have the following features;

- a) The station shall Combine RFID item identification and Tattle-Tape security into one operation
- b) It shall be able to perform RFID conversions of the library materials.
- c) The station shall performs check-in or checkout of library materials in one step.
- d) The station will enable the security status of the tag to be changed without interaction with V-Smart LMS
- e) It shall have a confirmation light for the presence of Tattle-Tap Security Strip and RFID
- f) The staff station shall have a visible indication should it be non- functional.

G. Control and management system with licenses – one (1) unit

- a) The control system should be web based and shall connect via the library intranet to all RFID-enabled equipment delivered by the supplier
- b) All network communication shall be secured through https connections (SSL security certificate).
- c) The system shall allow for individual configurable access rights. Login takes place with ID and PW. Certified library staff users shall be able to manage different security groups and give access rights
- d) There is no limitation on the number of library staff users that can get access rights.
- e) One shall have the possibility to dedicate certain cluster of branches to certain users or certain types of equipment to certain users
- f) The control system typically give access to a specific library within the library network, a specific device inside that library and specific component inside that device

- g) The control system shall be able to receive event and errors messages from devices, i.e. when a sorting bin is full or not present; a paper roll is almost finished etc.
- h) The control system shall enable users to look at the status of devices and their main components and make diagnostics.
- i) The control system shall provide statistics of utilization, i.e. transactions per time unit, whereby the time intervals can be set. The statics can be exported into various standard formats.
- j) The control system shall enable the certified user to change the configuration of devices - and set the time for concurrent downloading of updated software to all devices within the library network.
- k) The control system shall enable the certified users to monitor the function of sorting systems with the physical installation modelled on the screen
- l) Data shall be cached on all devices before being uploaded to the control system. This allows data to be held indefinitely in the event of a communication failure and then sent when communication can be re-established.
- m) The control system can email or send SMS text alerts to defined users when a device reports a part in a state the user is interested in. This means that users do not need to be constantly logged in for the system to alert them of a problem. Alerts can be instant repeatable or issued once per day
- n) The control system shall allow device configuration to be changed from a single source and then deployed without needing to visit that device to update configuration locally
- o) The control system shall give the feature of combining statistical information from many devices to provide a holistic view of patron interactions with devices within the library.

H. Book conversion and tagging

The bidder quotation should be inclusive of book conversion and RFID labels placement service.

SERVICE LEVEL AGREEMENT/WARRANTY

The vendor shall describe the maintenance, repair, and support options. A minimum one (1) year support and warranty is required. The vendor shall provide a proposed copy of the service level agreement.

DOCUMENTATION REQUIREMENT

All documentation and training materials (both in hard copy as well as a soft copy in pdf format) must be availed. UoN technical team and the successful bidder will review the materials before the licence upgrade. Documentation must be in English.

TESTING ANDACCEPTANCE

The University will test the equipment after the installation to ascertain that all the solution is working as expected. It is the responsibility of the supplier to ensure the requirements defined in the proposal are achieved.

PRICING

Each proposal shall provide a separate section listing for each project component with all associated costs, in KES inclusive VAT and other applicable taxes where necessary.

- a) Each line item on proposal should clearly list the following information:
 - Quantity
 - Description (Name, Manufacturer, Part Number)
 - Unit Price
 - Extended Price
 - Delivery period
- b) Labor pricing for installation of components must be listed separately
- c) Bidder is to specify the manufacturer's warranty provided as an integral part of an eligible component without separately identifiable cost.

PROJECT EXECUTION

The supplier must provide a detailed project schedule/ work plan for executing the project from commencement to completion with the necessary milestones to be observed clearly stated. Project must be completed within the agreed time frame.

EVALUATION

Evaluation Authority

- The bidder must state agreement to their bid being subjected to an evaluation criteria informed by the Public Procurement and Disposal Act 2015 . For ease of evaluation by the procuring entity, the bidder must set out their bid clause by clause in the format of this specification. The bidder must also provide itemized bill of quantities for the items quoted for which all must include unit prices. All documents needed must be provided. This shall be included in the technical proposal and shall not be confused with the pricing in the financial proposal.

Methodology

- Prior to the detailed evaluation, the procuring entity will determine the substantial responsiveness of each bid. A substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents. The Procuring entity's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- Bidders are required to submit a **minimum of three (3) "performance" references from clients** of similar size and scope of service. The reference should include the name of the primary contact, the name of the company, telephone number, email address and a general description of the services provided as well as evidence of work undertaken.
- The bidder must provide manufacturer's warranty
- The bidder must also show commitment to provide after sales support separate from the manufacturer's warranty policy.
- Other necessary information to give evidence that bidder has the capacity to execute the project and **MUST** be given include such as Manufacturer Authorization forms, Site Survey

evidence, project execution schedule details, technical personnel with expertise specific to the project components must be attached.

- **NB:** The bidder must adhere to the technical proposal document for any information detailed there-in for completeness.

Criteria

- A bid determined as substantially non-responsive will be rejected by the Procuring entity and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- The Procuring entity may waive any minor informality or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- All bids will be subjected to the following evaluation criteria categorized as:-

a) Mandatory Requirements (Statutory Documents)	
b) Technical Evaluation	80%
c) Financial Evaluation	20%
d) Post-Qualification Evaluation	
- For the Bids found to be substantially responsive the Procuring entity will first check for mandatory requirements, the technical proposals. On completion of the technical evaluation of the responsive bids, and the allocation of scores, the financial proposals will be evaluated, and the scores of both evaluations combined to obtain the overall bidder score.

Technical evaluation criteria (100 marks)

Proposals will be evaluated to determine the proposal that offers the best value to the University. The evaluation will be based upon the following criteria. Although some factors are weighted more than others, all are considered necessary, and a proposal must be technically acceptable in each area to be eligible for award.

Criteria	Score	Marks Earned
Bidder's overall responsiveness to the requirements of the RFP <ul style="list-style-type: none"> ▪ Understanding of the objectives in the RFP. This should provide a Bidder's broad understanding of the entire proposal. 	10	
Bidder's qualifications and experience in providing these services. <ul style="list-style-type: none"> • This review will be based upon the three (3) customer references provided, certifications and professional affiliations • Recent experience with projects of this size and scope for an organization of similar size • A description of the Bidder's organizational structure. • The number of years the Bidder has been in operation 	20	
Clarity and completeness of technical specifications and BOM Provide: <ul style="list-style-type: none"> • Manufacturers Brochures/specifications for all Items/materials quoted • Complete bill of materials as per the Bidder's Quote. • Relevant Manufacturer's authorization letter/forms 	30	
Methodology and Work Plan for performing the Assignment. <ul style="list-style-type: none"> • A general description of the techniques, approaches and methods to be used in completing the project 	10	
Team Composition and Professional Qualification <ul style="list-style-type: none"> • Credentials of the specific staff (Contractor's Key Personnel) to be assigned to the project and Task Assignments. 	15	
Service Level Agreement (SLA) <ul style="list-style-type: none"> • A detailed SLA showing among other things escalation matrix, items covered under the SLA, response times, Warranty statements etc. 	15	
Total out of 100%	100	
Total out of 80%	80	

SECTION VI- SCHEDULE OF REQUIREMENTS

Number Description Quantity Delivery schedule (shipment) In
Weeks/months from _____

SECTION VII - PRICE SCHEDULE FOR GOODS

Name of tenderer _____ Tender Number _____ Page _____ of _____

1	2	3	4	5	6	7
Item	Description	Country of origin	Quantity	Unit price	Total Price EXW per item (cols. 4x5)	Unit price of other incidental services payable

Signature of tenderer _____

Supplier's Declaration:

I.....of P.O Boxdeclare that;

- 1. I will not engage in any corrupt or fraudulent practice**
- 2. Neither our company nor our subcontractors have been debarred from participating in Public Procurement Proceedings**

SECTION VIII - STANDARD FORMS

Notes on the sample Forms

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

8.1 **FORM OF TENDER**

Date _____
Tender No. _____

To: _____

[name and address of procuring entity]

Gentlemen and/or Ladies:

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

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to _____ percent of the Contract Price for the due performance of the Contract , in the form prescribed by *(Procuring entity)*.

4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

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

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business
 You are advised that it is a serious offence to give false information on this form

Part 1 – General:

Business Name..... Location of business premises. Plot No..... Street/Road Postal Address Tel No. Fax E mail Nature of Business Registration Certificate No. Maximum value of business which you can handle at any one time – Kshs. Name of your bankers Branch

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

	Name	Nationality	Citizenship Details
	<p>Shares</p> <p>1.....</p> <p>2.....</p> <p>Date Signature of Candidate</p> <p>.....</p>		
•	<p>If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.</p>		

8.3 TENDER SECURITY FORM

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

THE CONDITIONS of this obligation are:-

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

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

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

[*signature of the bank*] _____

(Amend accordingly if provided by Insurance Company)

8.4 CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20 _____ between [*name of Procurement entity*] of [*country of Procurement entity*] (hereinafter called “the Procuring entity) of the one part and [*name of tenderer*] of [*city and country of tenderer*] (hereinafter called “the tenderer”) of the other part;

WHEREAS the Procuring entity invited tenders for certain goods] and has accepted a tender by the tenderer for the supply of those goods in the sum of [*contract price in words and figures*] (hereinafter called “the Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to:
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 tender hereby covenants with the Procuring entity to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provisions of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.

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

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

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

(Amend accordingly if provided by Insurance Company)

8.5 PERFORMANCE SECURITY FORM

To
[name of Procuring entity]

WHEREAS [name of tenderer] (hereinafter called “the tenderer”) has undertaken , in pursuance of Contract No. _____ [reference number of the contract] dated _____ 20 _____ to supply [description of goods] (hereinafter called “the Contract”).

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

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

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

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

Signed and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM

To
[*name of Procuring entity*]

[*name of tender*]

Gentlemen and/or Ladies:

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

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

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

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

Yours truly,

Signature and seal of the Guarantors

[*name of bank or financial institution*]

[*address*]

[*date*]

8.7 MANUFACTURER’S AUTHORIZATION FORM

To *[name of the Procuring entity]*

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

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

[signature for and on behalf of manufacturer]

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

8.8 LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

SITE VISIT FORM

TO WHOM IT MAY CONCERN

RE. SITE VISIT FOR TENDER FOR SUPPLY AND INSTALLATION OF EM/RFID SYSTEM AT GRADUATE RESEARCH LIBRARY.

This is to confirm that

Mr./Mrs./Miss.....

..... Of

M/s.....

has visited Main Campus for the purpose of getting details on tender for Supply and Installation of Hybrid EM/RFID Sytem at Graduate Research Library (GRL).

Signature of Tenderer

Representative

FOR THE UNIVERSITY OF NAIROBI

Name:.....

Signature:.....

Date:.....

9. EVALUATION CRITERIA

The University of Nairobi will consider the following three major categories of criteria for evaluating tenders and tenderers,

EVALUATION CRITERIA SUMMARY

EVALUTION CRITERIA	PARTICULARS PROVIDED	SCORE
Mandatory Requirements	Must be Fully Met	Yes/No
Technical Specifications	As per the Technical Evaluation Criteria	80
Financial Capability	As Deduced from the Audited Accounts	20
TOTAL		100

A: MANDATORY REQUIREMENTS

The tenderer must provide the following information and provide copies of documents to support the information given.

Criterion	Particulars Provided	Scores	
		YES	NO
Sealed Original and Copy of the tender in separate envelopes as „Original“ and „Copy“ The envelopes then shall be sealed in an outer envelope	Evidence to be availed is the „Original and „Copy		
Tender Security (Ksh.100,000.00)	Evidence to be availed is the Tender Security		
Bidders must paginate all the tender Documents submitted(from cover to cover)	Evidence to be availed is pagination of tender document		
Incorporation/Registration certificate	Evidence to be availed is the certificate		
Form of Tender Questionnaire – Duly Filled and signed	Evidence to be availed is duly completed and signed form		
Confidential Business Duly Filled and Signed	Evidence to be availed is duly completed and signed form		
Mandatory Pre-bid Meetings	Evidence to be availed is a signed site visit form		
Business Permit	Evidence to be availed is the certificate		
Tax Compliance Certificate	Evidence to be availed is the certificate		
Audited Accounts for the last 3Years ➤ 2017 ➤ 2016 ➤ 2015	Evidence to be availed is certified Audited Accounts		
References of at least 3 Clients Supplied with Similar Equipment	Evidence to be availed is letters from the referees		
Responsive			
Non-Responsive			

C: TECHNICAL CAPABILITY ASSESSMENT

As per the Specifications Submitted.

Technical Specifications Assessment Total Score **80 marks** pass mark **Score 64 marks (80%)**

Criteria	Score	Marks Earned
<p>Bidder's overall responsiveness to the requirements of the RFP</p> <ul style="list-style-type: none"> Understanding of the objectives in the RFP and the proposed approach and method to implementing the Network Infrastructure. This should provide a Bidder's broad understanding of the entire proposal. 	10	
<p>Bidder's qualifications and experience in providing these services.</p> <ul style="list-style-type: none"> This review will be based upon the three (3) customer references provided, certifications and professional affiliations Recent experience with projects of this size and scope for an organization of similar size A description of the Bidder's organizational structure. The number of years the Bidder has been in operation 	20	
<p>Clarity and completeness of devices technical specifications and BOM</p> <p>Provide:</p> <ul style="list-style-type: none"> Manufacturers Brochures/specifications for all Items/materials quoted Complete Bill of materials as per the Bidder's Quote. Warranty statements for each ITEM category Relevant Items/devices/materials Manufacturer's authorization letters 	40	
<p>Methodology and Work Plan for performing the Assignment.</p> <ul style="list-style-type: none"> A general description of the techniques, approaches and methods to be used in completing the project Detailed plan of activities to achieve the Scope of Work as described in this RFP 	15	
<p>Team Composition and Professional Qualification</p> <ul style="list-style-type: none"> Credentials of the specific staff (Contractor's Key Personnel) to be assigned to the project and Task Assignments. Resumes of principal staff to be assigned to this engagement. 	15	
Total out of 100%	100	
Total out of 80%	80	

D: FINANCIAL EVALUATION CRITERIA

As deduced from the audited accounts

The purpose is to evaluate the financial strength of the bidders and the Total Score is 20 **Marks** with a Pass mark of **14 Marks (70%)**

Criterion	Observations Made	Scores	Marks Earned
Audited Accounts (2017,2016,2015)	Yes	Yes	
Working capital		5	
Liquidity Ratio		5	
Gearing ratio		5	
Profitability		5	
Total Score		20	

E: POST – QUALIFICATION

Criterion	Observations Made		
Confirmation of Business Name & Physical Address			
Confirmation Of Originals Of Attached Documents			
Composition Of Staff <ul style="list-style-type: none"> ➤ Management ➤ Technical ➤ Supervisory ➤ Support 			
Name And Qualification Of Key Management & Technical Staff 1: 2:			
Nature of Operations(relevant) to the tender applied for			
Size Of Business <ul style="list-style-type: none"> ➤ Large ➤ Medium ➤ Small 			
Major Principals Represented			
Premises <ul style="list-style-type: none"> ➤ Owned ➤ Leased 			
TOTAL			

10.0 TECHNICAL EVALUATION COMMITTEE'S RECOMMENDATIONS

The evaluation of the tender and the tenderer by the Technical Evaluation Committee will be summarized as follows:

No.	Major Area of concern	Indicators from the evaluation exercise	Aggregated Scores
1	Responsiveness to Tender University/ Public	Mandatory Requirements	Yes/No
2	Responsiveness of Tender to University Technical Specifications and Technical ability of Tenderer to meet the specific performance targets	Conformity to Technical Specifications and Capability Assessment	80
3	Financial Ability of the Tenderer to meet the	Financial Capability	20
	Total score		100
	RECOMMENDATION		

