



UNIVERSITY OF NAIROBI

**UPGRADE/RETROFITTING OF THE ANALOGUE TORSEE
UNIVERSAL TESTING MACHINE**

QUOTATION NUMBER: UON/RT/18/2020-2021

DATE OF NOTICE: WEDNESDAY JUNE 2, 2021

CLOSING DATE: WEDNESDAY JUNE 9, 2021 AT 10.30AM

All correspondence to:
PROCUREMENT MANAGER
P.O. BOX 30197 – 00100 GPO NAIROBI KENYA,
TEL: (020) 1910000 /020 4913082
E-MAIL: manager-procurement@uonbi.ac.ke

Public Procurement and Asset Disposal Act 2015

SECTION: I INVITATION TO QUOTATION

NOTICE DATE: WEDNESDAY JUNE 2, 2021

QUOTATION NO: UON/RT/18/2020 -2021

**TENDER NAME: UPGRADE /RETROFITTING OF THE ANALOGUE
TORSEE UNIVERSAL TESTING MACHINE**

The University of Nairobi invites sealed bids for upgrading/retrofitting of the analogue torsee universal testing machine

- 1) Prices quoted should be net inclusive of all taxes and delivery and must be in Kenya Shillings, and shall remain valid for (120) days from the date of closing the quotations

2) MANDATORY REQUIREMENTS

Bidders MUST provide the following information and provide copies of documents to support the information given

- a) **Certificate of Incorporation/Registration**
- b) **Business Permit**
- c) **Tax Compliance Certificate**
- d) **Form of Tender duly filled and signed**
- e) **Confidential Business Questionnaire duly filled and signed**
- f) **Name of at least 2 Clients Supplied with Similar Works**
- g) **The quotation document must be bound and paginated on every page sequentially (from cover to cover)**

Please note that non submission of any of the mandatory requirements leads to automatic disqualification

- 3) The Completed Quotation are to be enclosed in plain sealed envelopes marked with Quotation reference number, name and be deposited in the in the Tender **box** at the reception, **Administration Block, Main Campus 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 WEDNESDAY JUNE 7, 2021 AT 10.30AM**

The University of Nairobi reserves the right to accept or reject a bid in whole or in part. Canvassing will lead to automatic disqualification.

MARY M. KARIUKI
Ag.PROCUREMENT MANAGER

UPGRADE/RETROFFITING OF THE ANALOGUE TORSEE UNIVERSAL TESTING MACHINE

The Department of Mechanical and Manufacturing Engineering is seeking the services of a software Development Company to upgrade/retrofit one analogue universal testing machine to digital status. A photo of the machine is attached .Other details of the machine are:

Country of Origin - Japan
Operating Principle - Electro-mechanical
Outputs - Force (kgf) and displacement (mm)

SERVICE REQUIRED

Retrofit and digitize the machine. The upgrade should include facilitation so that:

- The analogue outputs are converted to digital format
- Input the readings from the machine to a PC/Laptop
- Configure/Program the PC to use the input data to plot a stress-strain curve
- Store all data for future use.

SECTION I - SCHEDULE OF REQUIREMENTS AND PRICES

Upgrade/retrofitting of the analogue torsee universal testing machine

	DESCRIPTION	UNIT	QTY	RATE	TOTAL AMOUNT
3	Upgrade/retrofitting of the analogue torsee universal testing machine	1			
	TOTAL (INCL VAT)				

NB; The supplier should visit the Department of Mechanical Engineering or viewing of the machine prior to quoting.

SUPPLIER’S SELF DECLARATION:

SELF DECLARATION THAT THE PERSON/ TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I.....of P.O Boxbeing a resident ofin the Republic ofdo hereby Make a statement as follows;

1. That I am the Chief Executive/ Managing Director/ Principal officer/ Director of..... (insert the name of the Company) who is a bidder in respect of Tender No.....for.....(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servant and / or agents/ subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board , Management , Staff and /or employees and/or agents of.....(insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder , its servant and/or agents/subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents(name of the procuring entity)
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

Title:.....Signature.....Date:.....

Bidder’s Official Stamp

SECTION 11 - 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. **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.
4. **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.

4.1 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 Kshs.....
.....
..... *(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 _____

4.2 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

<p><i>Part 1 – General:</i></p> <p>Business Name</p> <p>Location of business premises.</p> <p>Plot No..... Street/Road</p> <p>Postal Address Tel No. Fax E mail</p> <p>Nature of Business.....</p> <p>Registration Certificate No. Pin No.....</p> <p>Business permit No..... Business Permit Expiry Date.....</p> <p>Tax Compliance Certificate No.....</p> <p>Maximum value of business which you can handle at any one time – Kshs. -----</p> <p>Name of your bankers Branch</p>																												
<p>Part 2 (a) – Sole Proprietor</p>																												
<p>Your name in full</p> <p>Nationality</p>		<p>Age</p> <p>Country of origin</p> <p>• Citizenship details.....</p>																										
<p>Part 2 (b) Partnership</p>																												
<p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>					Name	Nationality	Citizenship Details	Shares	1	2	3	4
	Name	Nationality	Citizenship Details	Shares																								
1																								
2																								
3																								
4																								
<p>Part 2 (c) – Registered Company</p>																												
<p>Private or Public</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal Kshs.</p> <p style="padding-left: 20px;">Issued Kshs.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>					Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
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2.																								
3.																								
4.																								
<p>Date</p>		<p>Signature of Candidate</p>																										

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

4.3 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 _____

4.4 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]

4.5 LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Quotation 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

III. EVALUATION CRITERIA

STAGE 1: PRELIMINARY EVALUATION CHECKLIST

The following mandatory preliminary requirements must be met not withstanding other requirements in the tender document.

Criterion	SCORES	
	YES	NO
A Copy of Certificate of Incorporation/Registration		
Must submit Valid Business Permit (attach proof)		
Must Fill the Form of Tender in the format provided.		
Must submit a dully filled Confidential Business Questionnaire in the format provided.		
Must fill Supplier's Declaration form in the format provided		
A Copy of Current /Valid Tax Compliance Certificate/ Exemption Certificate issued by the Kenya Revenue Authority.		
Name of at least 2 Clients Supplied with similar Works		
The quotation document must be bound and paginated on every page sequentially (from cover to cover)		

STAGE 11: TECHNICAL EVALUATION RESPONSE

Bidders will be evaluated on suitability based on the technical specifications provided

NO.	CRITERIA	YES	NO
1.	Indicate the delivery period for the works		
2.	At least attach two (2) recommendation letters from clients		
	Pass Mark	Yes	

NB; Bidders must comply with all the provisions (Yes)

STAGE 3: FINANCIAL EVALUATION

- i) Determination of evaluated price.
- ii) The award shall be based on total prices quoted which must be transferred to form of tender
- iii) There shall be no correction of arithmetic errors as per the provisions of PPADA, 2015

STAGE 4: Due Diligence

The procuring entity prior to award of the tender **MAY** carry out due diligence to verify the accuracy of the information provided and past performance of the lowest evaluated tenderer. Any inconsistencies noted in any of the above requirements and unsatisfactory performance shall lead to automatic disqualification and the second lowest evaluated tender shall be considered for award.