



**UNIVERSITY OF NAIROBI**

**TENDER FOR PURCHASE OF HARDWARE INFRASTRUCTURE FOR  
EDMRS**

**TENDER NO. UON/T/24/2020 -2021**

**NOTICE DATE: WEDNESDAY MAY 12, 2021**

**CLOSING DATE: FRIDAY MAY 21, 2021 AT 10.30AM**

**All correspondence to:**

PROCUREMENT MANAGER, UNIVERSITY OF NAIROBI P.O.  
BOX 30197 – 00100 GPO NAIROBI KENYA,  
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**Public Procurement and Asset Disposal Act 2015  
Public Procurement and Disposal Regulations 2020**

**SECTION I - INVITATION TO TENDER**

**NOTICE DATE: WEDNESDAY MAY 12, 2021**

**TENDER NAME: PURCHASE OF HARDWARE INFRASTRUCTURE FOR EDRMS**

The University of Nairobi (UoN) invites sealed tenders from eligible candidates for the purchase of Hardware Infrastructure for EDRMS

A complete set of tender document may must be viewed and downloaded free of charge from the University websites <https://procurement.uonbi.ac.ke>

**Mandatory Requirements;**

- a) **The bidder to fill and sign the Form of Tender.**
- b) **Confidential Business Questionnaire duly filled and signed**
- c) **Certificate of Registration/Incorporation**
- d) **Valid Tax Compliance Certificate**
- e) **Certificate of Confirmation of Directors and Shareholding ( CR12)**
- f) ***Mandatory site visit date will be on May 18, 2021 at ICT Centre, Chiromo Campus at 11.00am.***

Prices quoted should be net inclusive of all taxes and must be in Kenya Shillings and should remain valid for 120 days after date of tender opening.

The Completed Tender document are to be enclosed in plain sealed envelopes marked with Tender reference number, name and be deposited in the in the Tender **box** at the reception, **Administration Block, Main Campus so as to be received on or before FRIDAY MAY 21, 2021 AT 10.30 AM.**

The University of Nairobi reserves the right to accept or reject any tender and may 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.

**MARY KARIUKI**  
**Ag. PROCUREMENT MANAGER**

## BILL OF QUANTITIES

The University of Nairobi would like to implement an Electronic Document and Records Management System (EDRMS) and digitization of existing manual files in order to effectively drive its core business areas (Teaching and Learning, Students' Affairs, and Research, Innovation, and Enterprise) and affiliated support services.

Here under is the list of hardware requirements for this project

No	Item	Unit	Qty	Unit Cost (KSh)	Total Cost (KSh)
1	Server Computer	No	2		
2	Storage Area Network (SAN)	No	1		
3	Storage Area Network Switch	No	1		
4	5KVAUPS	No	1		
5	Medium Duty Scanner	No	3		
6	Light Duty Scanner	No	15		
	<b>Total</b>				

**NB;** i) each copy of the submitted tenders shall be appropriately serially paginated.

ii) The award may be done for per each item

**HARDWARE SPECIFICATIONS FOR ELECTRONIC DOCUMENTS AND  
RECORDS MANAGEMENT SYSTEM**

## **1. BACKGROUND**

The University of Nairobi is a collegiate research university based in Nairobi and the largest university in Kenya with the following portfolio:

- 10 campuses (seven campuses in Nairobi, one each in Kiambu, Kisumu and Mombasa)
- 35 faculties, schools, institutes ,centers
- 15 extramural centers scattered all over Kenya
- 540 academicprogrammes
- 84,000 students
- 6,000staff (academic, administrative & technical)
- Over 240,000alumni

University would like to implement an Electronic Document and Records Management System (EDRMS) and digitization of existing manual files in order to effectively drive its core business areas (Teaching and Learning, Students' Affairs, and Research, Innovation, and Enterprise) and affiliated support services.

### **1.1. Aims and Objectives of the project**

University of Nairobi has embarked on a project to implement a solution for Document and Record Management System. Such a system is envisaged to have the following primary features among others:

- a) Document Capture –the ability to scan physical documents and convert into electronic format.
- b) Document indexing-the ability to assign parameters to a scanned electronic document in such a way that it is possible to manage the document and retrieve it from an electronic storage.
- c) Workflow-the ability for a scanned and indexed document to under go processes that simulate what happen switch physical paper by moving through different persons and stages for review, comment, approvals, noting, etc.
- d) Records Management-the implementation, for electronic records, of such processes as retention, archiving and destruction as would normally happen with physical records. The archival as well as the retrieval of archived documents is as seamless and fast as possible.
- e) Security –the over lay of the defined security processes normally applied to physical documents onto the electronic documents and processes.

The EDRMS will have the following benefits for the University.

- a) Ease of document storage and retrieval for routine use-in many instances in the course of business several people may need to refer to the same document at different times. In a pure paper-based system this is achieved by passing the documents around or making several copies, with the resultant versioning problem. With EDRMS, all users can refer to the latest version of the stored image copy of the document and also access earlier versions as necessary.
- b) Ease of workflow for reviews and approval by electronic routing of the document thus reducing on turn-around times and ensuring the workflow rules are strictly followed.
- c) Audit trailing - Systems integrations - creation of an electronic storage will enable integration of data between various systems and documents (for example, a student joining documents, will be linked to the students account, to all correspondence with that students, etc)thus providing a single view of the customer available to an authorized user.

d) Other benefits of EDRMS include

- i. Reduction or elimination of paper flow and storage throughout the University.
- ii. Quick and easy access to documents and information.
- iii. Optimization of document flow throughout the University.
- iv. Preservation of document confidentiality and integrity.
- v. Minimization of instances of lost or misplaced documents.
- vi. Elimination of duplication in filing documents.
- vii. Maintenance of consistency in filing documents.
- viii. Saving on storage space.
- ix. Improvement of organizational productivity.

The EDRMS will cover all areas of the University with priority being given to paper-intensive environments, including Finance, Human Resources and Personnel, Procurement and Student Management.

**This Document describes the Hardware that will be required for the implementation of the EDRMS**

## 2. HARDWARE REQUIREMENTS

Technical Specifications for the supply of hardware to support the EDRMS including

- a) Application Server
- b) Storage Area Network (SAN)
- c) SAN switch
- d) Solution integration with existing infrastructure
- e) Smart UPS
- f) Heavy duty scanners
- g) Light duty scanners

### 2.1 Specification for Server Computer

The bidder should supply, install and configure two servers with the following minimum specifications;

**QUANTITY REQUIRED: 2 (TWO)**

NO	Item	Item Details	Requirement
1.	Processor	Required Processor Type	Intel Xeon E7 4800 or better
		Processors (sockets)	2 processors
		Processor Cores	16 Core
		Processor Architecture/ Cache	64-bit, Minimum 22MB
2.	Main Memory	Minimum Loaded	256 GB, DDR4 *Provide expansion slots for up to 512 GB
3.	Storage Drives	Supported drive types	Hot plug SFF SAS
		Internal Storage	1.8TB * 16 SAS with minimum 10K rpm
4.	Storage /RAID Controller:	Storage Controller	Support for hardware RAID Internal controllers
5.	Network Controller	Network controller	Integrated Quad Port Gigabit Server Adapter or equivalent
		1G/10G Ethernet ports	Minimum 2 ports
		Fiber Channel over Ethernet (Emulex LPe31002-M6-D Dual Port 16Gb Fibre Channel HBA)	2 x 10Gbe ports Supply with 6 SFPs Supply with 6 pieces 3 meter LC/SC fiber patch cords

NO	Item	Item Details	Requirement
6.	Optical Drive	Optical Drive	1 SATA DVD ROM Optical Drive
NO	Item	ItemDetails	Requirement
7.	Management	Tools	Supplied
8.	PowerSupplies	HotPlugPowerSupplyKit, redundant	Two (2)Required Rack Power Cord2M(two required)
9.	OperatingSystems& VirtualizationSoftw are Support	SupportsVirtualization	NoOperatingSystemSupplied. SupportsCanonical®Ubuntu® LTS Citrix®XenServer®,Microsoft WindowsServer®withHyper-V, RedHat® Enterprise Linux SUSE®LinuxEnterpriseServer Vmware®ESXi
10.	Packaging/Chassis	Rack Mountable	Rack 2Uor4U
11.	RackRails	Rack rails	Asetofrack rails
12.	OtherPorts	Front/Back	Frontports:Video,2xUSB3.0, dedicatedIDRACDirectUSB Back ports:Video,serial,2xUSB 3.0,dedicatediDRACnetwork port
13.	Availability	Availability	Hot-plug hard drives, hot-plug redundant power, hot-plug redundant fans, ECC memory, internaldualSDmodule
14.	Warranty	Warranty	Minimum 2 years warranty

## 2.2. Specifications for Storage Area Network

The bidder should supply, install and configure a Storage Area Network (SAN) solution with the following minimum specifications;



**QUANTITY REQUIRED: 1(ONE)**

No	Item	Item Details
1.	Number of Disk Drives	Should support minimum 60 disk drives in one rack
2.	Capacity	140TB usable capacity
3.	Type	Hybrid storage array
4.	Form factor	Minimum 4U
5.	RAID level	Support RAID levels 1,5,6
6.	RAID controllers	Yes
7.	Cache memory	Minimum 16GB
8.	Shared memory	Minimum 4GB
9.	Bootflash	Minimum 16GB
10.	Host interface	Fiber channel, minimum 4 ports
11.	Input voltage	100 to 240 VAC (50 to 60 Hz)
12.	Battery	Up to 24 hours minimum
13.	Licenses	To be supplied with corresponding enterprise licenses that will enable replication to DR site
14.	Security	Should support drive encryption
15.	Warranty	Minimum 2 years warranty

**2.3. Specification for Storage Area Network Switch**

The bidder should supply, install and configure SAN switch with the following minimum specifications;

**QUANTITY REQUIRED: 1(ONE)**

No	Item	Item Details
1.	Physical	1RU fixed form factor 12 Fibre Channel Ports One USB port for system log file download or firmware upgrades
2.	Performance	Fibre Channel: 2.125 Gbps line speed, full duplex; 4.25 Gbps line speed, full duplex; 8.5 Gbps line speed, full duplex; 14.025 Gbps line speed, full duplex; auto-sensing of 2, 4, 8, and 16 Gbps port speeds
3.	Aggregate Bandwidth	□ 384 Gbps end-to-end full duplex
4.	Classes of service	□ Class 2, Class 3, Class F (inter-switch frames)

No	Item	ItemDetails
5.	Fabricservices	<input type="checkbox"/> <input type="checkbox"/> Capable of monitoringandalerting,flowvision, bottleneckdetection,dynamicpathselection at minimum
6.	Management	<input type="checkbox"/> 10/100Mbps Ethernet(RJ-45),in-band over Fibre Channel,serial port (RJ-45),andoneUSB port <input type="checkbox"/> Managementsoftwareincluded <input type="checkbox"/> Diagnosticscapabilitiesincluded
7.	Inputvoltageand frequency	<input type="checkbox"/> 85Vto 264 V,~5Ato 2.5 A
8.	PowerSupplies	<input type="checkbox"/> 2(two)redundanthotswappablepowersupplies
9.	Accessories	<input type="checkbox"/> 12SFP+ modules <input type="checkbox"/> Twelve (12)OM4 LC/LC fiberOptic patchcords,10 Metres <input type="checkbox"/> Rack mounts
10	Licenses	<input type="checkbox"/> Should besupplied withcorrespondinglicenses
11	Warranty	<input type="checkbox"/> Minimum2years warranty

## 2.4.Specifications for Smart 5KVA 230V UPS

The bidder should supply, install and configure a 5kVA230VUPS to support the SAN solution at the DR site. Below are the minimum specifications;

**QUANTITY REQUIRED: 1(ONE)**

No	Item	Description
1	DeviceType	Smart-UPS5000VA230V Rackmount/Tower UPS- external
2	Power Output Connectors Details	8xpowerIEC320 EN60320C13 2xpowerIEC320 EN60320C19
3	Output Waveform	Sinewave
4	Surge Energy Rating	480 Joules
5	UPSTechnology	Lineinteractive
6	Surge EnergyRating	Minimum 480 Joules
7	TypicalBackupTime atHalfLoad	26.7minutes(2000 Watts)
8	Typical Backup Time at Full Load	9.4 minutes(4000 Watts)
9	Battery Enclosure Type	Internal
10	Input Voltage	AC230 V

No	Item	Description
11	Output Voltage	AC230 V± 5%(50 /60 Hz)
12	PowerProvided	5000 VA
13	Output Connector(s)	4xpowerIEC320 EN60320C13
14	Manufacturer Warranty	2 yearswarranty
15	Battery Form Factor	Internal
16	Manageability	Multifunction LCD status and control console
		Alarm when on battery: distinctive low battery alarm : overload continuous tonealar

## 2.5. Hardware solution integration

The bidder should ensure the supplied hardware (server, storage and SAN switch) are compatible and integrate with the existing hardware at the University of Nairobi Data Center and Disaster Recovery Site. The supplied SAN solution will be installed at the DRsite. The supplier must ensure that the supplied SAN solution is compatible with existing solution and necessary accessories/modules/licences are included in the solution to allow for end to end data backup at SAN level between the Data Center and the DRsite. The DRsite is located within the Main Campus and there is an existing1Gbpsfiber link between the two locations.

Fortheservers,UoNproposesuseoflinuxbasedhypervisorProxmoxVE,whichrunsthe UoNlocalcloudservices.Theserverswill beinstalled attheData Center.

***Site Survey – University of Nairobi will conduct a site survey for the bidders to show the existing infrastructure and clarify on any areas that are not clear. The site visit date will be on May 18, 2021 at ICT Centre, Chiromo Campus.***

## 2.6. Specifications for Medium Duty Scanner

The bidder should supply, install and configure Medium Duty Scanner with the following;

**QUANTITY REQUIRED: 3**

No	Item	ItemDescription
1.	Type	Flatbedcolorimage scannerwithADF
2.	Technology	Charge Coupled Device(CCD)
3.	Light Source	ColdCathode Fluorescent Lamp(CCFL)
4.	ScanResolutions	Hardware: up-to1200x1200dpi Optical:up-to 600 dpi
5.	OutputResolutiondpi	75,100, 150, 200, 240, 300, 400, 500, 600
6.	PixelDepth	Color: 48 bitsinternal/24bitsexternal Grayscale: 256 bits
7.	ScanningSpeed	Upto50ppm/100ipm(letter, color, black and white, grayscale, 200dpi), upto40ppm/80 ipm(black and white, grayscale, 300 dpi), upto 40ppm/66ipm(color, 300 dpi)
8.	ScanInterface	Hi-Speed USB 2.0,Network module (Optional)(RJ-45, 10BASET/100BASETX)
9.	SystemRequirements	Windows10x86, 64 bits Windows7 MacOSX
10.	DailyDuty Cycle	1500 pagesper day
11.	ScanSize(ADF)	Minimum:2.75x 5.8 in(70 x148 mm), Maximum:11.7x34in(300x864 mm)
12.	CapacityADF	200 Sheets
13.	Duplex ADFScanning	YES
14.	Power	Powersupplytype:Built-inuniversalpowersupply Powersupplyrequired:AC100-240 Frequency:50/60 Hz(+/-3%) Powerfeaturesdescription: 100 to 240 VAC, 50/60Hz
		Auto ranging internal power supply Powerconsumption:112wattsmaximum
15.	Warranty	2 years factory warranty

## 2.7. Specifications for Light Duty Scanner

The bidder should supply, install and configure Light Duty Scanners with the following;

**QUANTITY REQUIRED: 15**

No	Item	Item Details
1.	Type	Flatbedcolorimagescanner,ADF
2.	Technology	Ready Scan LED/3-colorLEDtechnology
3.	LightSource	ContactImageSensor (CIS)
4.	ScanResolutions	Hardware:1200x1200dpi Optical:600 dpi
5.	Output	75,100, 150, 200, 240, 300, 400, 500, 600
6.	PixelDepth	Color:30bitsinternal/external Grayscale:8bitsinternal/external
7.	ScanningSpeed	25ppmsimplex,10ipmduplex(300dpi,Black-and- White, Grayscale,Color)
8.	ScanInterface	Hi-Speed USB 2.0,Network module (Optional)(RJ-45, 10BASET/100BASETX)
9.	SystemRequirements	Windows10 x86, 64 bits Windows7 Mac OSX
10.	DailyDuty Cycle	500 pagesper day
11.	ScanSize(ADF)	Max.:8.5"x11.7"duplex/simplex,8.5"x14"simplex Min.:3.5" x 6.7" duplex,3.5" x 5" simplex
12.	CapacityADF	50Sheets
13.	Duplex ADF	YES
14.	Power	RatedVoltage: AC100-240 Operatingmode:11W Readymode:5.8 W Sleepmode:0.8 W Off:0.15W
15.	Warranty	2 years factory warranty

### **3. EVALUATION CRITERIA**

After opening, the bids will be evaluated in 4 stages, namely:

- 1) Determination of Responsiveness.
- 2) Detailed Technical Examination.
- 3) Financial Evaluation (Audited Accounts for three years)
- 4) Post qualification: Due diligence.

#### **3.1. STAGE 1:- Determination of Responsiveness**

This stage of evaluation shall involve examination of the pre-qualification conditions as set out in the Request for Proposal (RFP) and any other conditions stated in the RFP document.

These conditions may include, among other things, the following:

- i. Certificate of Registration/Incorporation.
- ii. Valid Tax Compliance Certificate.
- iii. Certificate of Confirmation of Directors and Shareholding (CR12).
- iv. Any other conditions included in the RFP document.

The University may seek further clarification/confirmation if necessary to confirm authenticity/compliance of any condition of the bid.

The bidders who do not satisfy any of the above requirements shall be considered Non-Responsive and their bids will not be evaluated further.

#### **3.2. STAGE 2:- Detailed Technical Examination**

The bid document shall be examined based on clauses in the RFP document and Functional Requirements in section 2 of this document and may also include

<b>NO</b>	<b>PARAMETER</b>	<b>COMPLIANCE</b>
1	Confidential Business Questionnaire	Yes/No
2	Key personnel	Yes/No
3	Contracts Completed in the last Three (3) years	Yes/No
4	Schedules of on-going projects	Yes/No

***Bidders must have a Yes in all the compliance parameters.***

## Technical Requirements Evaluation

### 3.2.1 Server Computer

NO	Item	Item Details	Minimum Requirement	Bidder's Response	Yes/No
	Make		Not specified		
	Model		Not specified		
	Processor	Type	IntelXeonE74800		
		sockets	2processors		
		Cores	16Core		
		Architecture/Cache	64-bit, Minimum22MB		
	MainMemory	MinimumLoaded	256 GB,DDR4		
		Expansion slots	512 MB		
	StorageDrives	Supporteddrive types	Hotplug SFFSAS		
		InternalStorage	1.8TB 16SASwithminimum 10K rpm	*	
	Storage/RAID Controller:	Storage Controller	Support for hardwareRAID Internalcontrollers		
	NetworkController	Networkcontroller	IntegratedQuadPortGigabit Server Adapterorequivalent		
		1G/10GEthernetports	Minimum2ports		
		FiberChannel over Ethernet(Emulex LPe31002-M6-DDualPort 16GbFiber ChannelHBA)	2x 10Gbeports Supplywith6SFPs Supplywith6pieces 3 meter LC/SC fiberpatchcords		
	OpticalDrive	OpticalDrive	1SATADVD ROM OpticalDrive		
	Management	Tools	Supplied		
	Power Supplies	HotPlug PowerSupplyKit, redundant	Two (2) Required Rack Power Cord2M(two required)		
	OperatingSystems & VirtualizationSoftware Support	SupportsVirtualization	NoOperatingSystemSupplied. SupportsCanonical@Ubuntu® LTS Citrix@XenServer®,Microsoft WindowsServer@withHyp		

NO	Item	Item Details	Minimum Requirement	Bidder's Response	Yes/No
	Packaging/Chassi	Rack Mountable	Rack 2Uor4U		
	RackRails	Rack rails	Asetof rack rails		
	OtherPorts	Front/Back	Frontports:Video,2xUSB 3.0, dedicatedIDRACDirectUSB Back		
	Availability	Availability	Hot-plug hard drives, hot-plug redundant power, hot-plug redundant fans, ECC memory, internal dual SD module		
	Warranty	Warranty	Minimum 2 years warranty		

### 3.2.2 Storage Area Network

No	Item	Requirement	Bidder's Response	Yes/No
	Make	Not specified		
	Model	Not specified		
	Number ofDiskDrives	Minimum 60disk drives in one rack		
	Capacity	140TBuseablecapacity		
	Type	Hybrid storage array		
	Formfactor	Minimum 4U		
	RAIDlevel	Support RAID levels1,5,6		
	RAIDcontrollers	Yes		
	Cachememory	Minimum 16GB		
	Shared memory	Minimum 4GB		
	Bootflash	Minimum 16GB		
	Host interface	Fiber channel, minimum 4ports		
	Inputvoltage (frequency)	100 to 240 VAC(50 to 60 Hz)		
	Battery BackupforCache	Upto 24 hours minimum		
	Licenses	To be supplied with corresponding enterprise licenses that allow replication to DR among others		
	Security	Should support drive encryption		
	Warranty	Minimum 2 years warranty		



### 3.2.3 Storage Area Network Switch

No	Item	Requirement	Bidder's Response	Yes/No
	Make	Not specified		
	Model	Not Specified		
	Physical	1RU fixed form factor 12 Fibre Channel Ports One USB port for system log file downloads or firmware upgrades		
	Performance	Fibre Channel: 2.125 Gbps line speed, full duplex; 4.25 Gbps line speed, full duplex; 8.5 Gbps line speed, full duplex; 14.025 Gbps line speed, full duplex; auto- sensing of 2, 4, 8, and 16 Gbps port speeds		
	AggregateBandwidth	384 Gbps end-to-end full duplex		
	Classesofservice	Class 2, Class 3, Class F (inter-switch frames)		
	Fabricservices	Capable of monitoring and alerting, flow vision, bottleneck detection, dynamic path selection at minimum		
	Management	10/100 Mbps Ethernet (RJ-45), in-band over Fibre Channel, serial port (RJ-45), and one USB port Management software included Diagnostics capabilities included		
	Inputvoltage	85Vto 264 V, ~5Ato 2.5 A		
	PowerSupplies	2(two)redundanthiswappablepowersupplies		
	Accessories	12SFP+ modules Twelve (12)OM4 LC/LC fiber Optic patchcords,10 Metres Rack mounts		
	Licenses	To be supplied with corresponding licenses		
	Warranty	Minimum 2 years warranty		

### 3.2.4 Uninterruptable Power Supply (UPS)

No	Item	Requirement	Bidder's Response	Yes/No
	Make	Not specified		
	Model	Not Specified		
	DeviceType	Smart-UPS5000VA230V Rackmount/Tower UPS- external		
	PowerOutputConnectors Details	8xpowerIEC320 EN60320C13 2xpowerIEC320 EN60320C19		
	Output Waveform	Sinewave		
	Surge EnergyRating	480 Joules		
	UPSTechnology	Lineinteractive		
	Surge EnergyRating	Minimum 480 Joules		
	TypicalBackupTime atHalfLoad	26.7minutes(2000 Watts)		
	TypicalBackupTime atFullLoad	9.4 minutes(4000 Watts)		
	BatteryEnclosureType	Internal		
	Input Voltage	AC230 V		
	Output Voltage	AC230 V± 5%(50/60 Hz)		
	PowerProvided	5000 VA		
	Output Connector(s)	4xpowerIEC320 EN60320C13		
	ManufacturerWarranty	2 years warranty		
	BatteryFormFactor	Internal		
	Manageability	Multifunction LCD status and control console		
		Alarm when on battery: distinctive low battery alarm: overload continuous tonealar		

### 3.2.5 Heavy Duty Scanner

No	Item	Requirement	Bidder's Response	Yes/No
	Make	Not Specified		
M	Model	Not Specified		
	Type	Flatbedcolorimage scannerwithADF		
	Technology	Charge Coupled Device(CCD)		
	Light Source	ColdCathode Fluorescent Lamp(CCFL)		
	ScanResolutions	Hardware: up-to1200x1200dpi Optical:up-to600 dpi		
	OutputResolution dpi	75,100, 150, 200, 240, 300, 400, 500, 600		
	PixelDepth	Color: 48 bitsinternal/24bitsexternal Grayscale: 256 bits		
	ScanningSpeed	Upto50ppm/100ipm(letter, color, black and white, grayscale, 200dpi), upto40ppm/80 ipm(black and white, grayscale, 300 dpi), upto 40ppm/66ipm(color, 300 dpi)		
	ScanInterface	Hi-Speed USB 2.0, Network module (Optional)(RJ-45, 10BASET/100BASETX)		
	SystemRequireme nts	Windows10x86, 64 bit,Windows7 MacOSX		
	DailyDuty Cycle	1500 pagesper day		
	ScanSize(ADF)	Minimum:2.75x 5.8 in(70 x148 mm), Maximum:11.7x34in(300x864 mm)		
	CapacityADF	200 Sheets		
	Duplex ADFScanning	YES		
	Power	Rated Voltage:AC100-240		
	Warranty	2 years factory warranty		

### 3.2.6 Light Duty Scanner

No	Item	Requirement	Bidders Response	Yes/No
	Make	Not Specified		
	Model	Not Specified		
	Type	Flatbedcolorimagescanner,ADF		
	Technology	Ready Scan LED/3-colorLEDtechnology		
	LightSource	ContactImageSensor (CIS)		
	ScanResolutions	Hardware:1200x1200dpi Optical:600 dpi		
	Output Resolutiondpi	75,100, 150, 200, 240, 300, 400, 500, 600		
	PixelDepth	Color:30bitsinternal/external Grayscale:8bitsinternal/external		
	ScanningSpeed	25ppmsimplex,10ipmduplex(300dpi,Black-and- White, Grayscale, Color)		
	ScanInterface	Hi-Speed USB 2.0, Network module (Optional)(RJ-45, 10BASET/100BASETX)		
	SystemRequirements	Windows10 x86, 64 bits Windows7 Mac OSX		
	DailyDuty Cycle	500 pagesper day		
	ScanSize(ADF)	Max.:8.5"x11.7"duplex/simplex,8.5"x14"simplex Min.:3.5" x 6.7" duplex,3.5" x 5" simplex		
	CapacityADF	50Sheets		
	Duplex ADF Scanning	YES		
	Power	Rated Voltage: AC 100-240		
	Warranty	2 years factory warranty		

### 3.3. STAGE3:-Financial Evaluation

Bidders who are successful at preceding stages of evaluation will have their prices compared and award recommended to the lowest evaluated responsive bid.

#### Conversion to a single currency

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

### **3.5.STAGE 4:-Post-Qualification**

The evaluation committee may, after bid evaluation, but prior to the award of the bid, conduct due diligence and present the report in writing to confirm and verify the qualifications of the bidder who submitted the lowest evaluated responsive bid to be awarded the contract in accordance with relevant procurement laws and regulations.

The conduct of due diligence may include obtaining confidential references from persons with whom the bidder has had prior engagement.

To acknowledge that the report is a true reflection of the proceedings held, each member who was part of the due diligence by the evaluation committees shall-

- (a) Initial each page of the report; and
- (b) Append his or her signature as well as their full name and designation.

**SUPPLIER’S SELF DECLARATION FORMS**

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

I.....of P.O Box .....being a resident of  
.....in the Republic of .....do hereby  
Make a statement as follows;

1. That I am the Chief Executive/ Managing Director/ Principal officer/ Director of.....( insert 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 corruptive 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 VII - 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 \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_

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

*[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

<p><i>Part 1 – General:</i>                  Business Name.....                  Location of business premises.....                  Plot No..... Street/Road .....                  Postal Address ..... Tel No..... Fax ..... Email .....                  Nature of Business.....                  Registration Certificate ..... PIN No.....                  Business Permit No..... Business Permit Expiry Date.....                  Tax Compliance Certificate No..... Expiry Date.....                  Maximum value of business which you can handle at any one time – Kshs.....                  Name of your bankers ..... Branch .....                  Maximum Value of business which you can handle at any one time .....                  Ksh.....</p>																					
	<p style="text-align: center;"><b>Part 2 (a) – Sole Proprietor</b></p> Your name in full ..... Age..... Nationality ..... Country of origin ..... <ul style="list-style-type: none"> <li>• Citizenship details</li> </ul>																				
	<p style="text-align: center;"><b>Part 2 (b) Partnership</b></p> Given details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%;">Name</th> <th style="width: 15%;">Shares</th> <th style="width: 15%;">Nationality</th> <th style="width: 20%;">Citizenship</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">Details</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: right;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Shares	Nationality	Citizenship	Details					1.	.....	.....	.....	.....	2.	.....	.....	.....	.....
	Name	Shares	Nationality	Citizenship																	
Details																					
1.	.....	.....	.....	.....																	
2.	.....	.....	.....	.....																	
	<p style="text-align: center;"><b>Part 2 (c ) – Registered Company</b></p> 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
Shares	Details		
1	.....		
2	.....		
Date	Signature of Candidate.....		
<ul style="list-style-type: none"> <li>• If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.</li> </ul>			

### 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 ..... [*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 where of 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 OFFICE



