



UNIVERSITY OF NAIROBI

**STANDARD TENDER DOCUMENT FOR
PROCUREMENT OF GOODS**

**SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY
UNDER FRAMEWORK CONTRACT.
(RESERVED FOR YOUTH, WOMEN AND PEOPLE WITH
DISABILITIES)**

TENDER NO. UON/T/01/2020 -2021

NOTICE DATE: TUESDAY OCTOBER 20, 2020

CLOSING DATE: THURSDAY OCTOBER 29, 2020 AT 10.30AM

All correspondence to:

PROCUREMENT MANAGER, UNIVERSITY OF NAIROBI
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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 TO TENDER

DATE OF NOTICE: TUESDAY OCTOBER 20, 2020

TENDER NO: UON/T/01/2020 - 2021

**TENDER NAME: SUPPLY AND DELIVERY OF GENERAL OFFICE
STATIONERY UNDER FRAMEWORK CONTRACTING.**

- 1.1 The University of Nairobi invites sealed bids from eligible candidates for Supply and Delivery of General office Stationery under framework contracting.
- 1.2 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** during normal working hours.
- 1.3 A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of **Khs. 1000.00** at ABSA Bank **A/C 03-094-8245531 Queensway House Branch** and obtain an official receipt from **Income Section Room G4.**
- 1.4 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at the **Reception Area, 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 **THURSDAY OCTOBER 29, 2020 AT 10.30 AM.**
- 1.6 Bidders to paginate the entire tender document submitted (from cover to cover)
- 1.7 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for (120) days from the closing date of the tender.
- 1.8 Tenders will be opened immediately thereafter in the presence of bidders or their Representatives who choose to attend the opening at the **Council Committee Room, Administration Block, 3rd Floor)**

MARY KARIUKI
Ag. PROCUREMENT MANAGER

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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 be 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 Tenderer's 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 There is no tender security for this tender.

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 Tenderer's 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 Tenderer's 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 Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.14 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,” **THURSDAY OCTOBER 29, 2020 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 **THURSDAY OCTOBER 29, 2020 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 tender’s 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 Tenderer’s 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 Tenderer’s 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 tenderer's representatives who choose to attend, on **THURSDAY OCTOBER 29, 2020 AT 10.30AM** at the location specified in the Invitation to Tender. The tenderer's representatives who are present shall sign a register evidencing their attendance.
- 2.20.2 The tenderer's 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 tenderer's 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. The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be 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 affect 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 tender's

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 Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

(b) Award Criteria

2.27.4 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 Tenderer's 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 tenderer's 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
Eligibility	<i>Reserved for Youth, Women and people Living with Disability Enterprises</i>
Tender Security	There is no tender security requirement for this tender however; Tender securing Declaration form provided in the tender document MUST be dully filled.
Deadline and Submission of Tender	Tender closing Date and Opening Date and time (Thursday October 29,2020 at 10.30am
Language of Tender	The Tender shall be prepared and all corresponded to in English
Tender Prices	Prices indicated in the tender price schedule shall include unit prices, all cost including discounts, taxes , insurance and delivery to the premises of the entity.
Tender Currencies	Prices shall be in Kenya Shillings or otherwise stated
Clarification	Bidders with clarification issues must email to manager- procurement@uonbi.ac.ke

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’s” 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 Tenderer's 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 Tenderer's 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 Tenderer's 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
3.12.1	<i>i) Payment for the goods shall be made in Kenya Shillings ii) There is no advance payment under this contract, payment will be made after submission of an invoice or claim by the tenderer.</i>
3.18.1	<i>Disputes to be settled as per Arbitration Laws of Kenya</i>

SECTION V – EVALUATION CRITERIA

STAGE 1: PRELIMINARY EVALUATION CHECKLIST

The following mandatory preliminary requirements **must** be met notwithstanding other requirements in the tender document.

No.	Criterion	Submitted	
		YES	NO
MR 1	The Tender document must be bound and paginated on every page sequentially(from cover to cover)		
MR 2	A Copy of Certificate of Incorporation/Registration		
MR 3	A Copy of Current /Valid Tax Compliance Certificate/ Exemption Certificate issued by the Kenya Revenue Authority (attach proof)		
MR 4	Must Fill the Form of Tender in the format provided.		
MR 5	Must submit a dully filled Confidential Business Questionnaire in the format provided.		
MR 6	Must submit valid certification from the National Treasury (AGPO Certificate)		
MR 7	PWD must submit National Council for Persons with Disabilities Certificate		
MR 8	Must fill the Tender securing declaration form in the format provided.		
MR 9	Must complete suppliers self declaration details in the format provided		
MR 10	Must tender for ONLY ONE (1 NO.) LOT and must belong to the category reserved for the Lot quoted for.		
MR 11	Proven Physical location of the company / Firm (attach evidence of title deed, lease agreement or utility bills)		
MR 12	MUST tender for ALL the items in the Lot of choice		
MR 13	Copy of CR 12 form to confirm directors and shareholding (where applicable)		

Bidder must comply with all the above requirements so as to proceed to the second stage of technical evaluation on capacity to deliver the contract.

STAGE 2: TECHNICAL EVALUATION RESPONSE

Bidders will be evaluated on suitability and awarded marks. Assessment minimum Score is **70 marks out of 80 points**.

NO.	CRITERIA	Maximum Score
1.	Delivery Period. This must be indicated as well as measures to ensure time delivery of goods should be disclosed.(see schedule of requirements) Between 1- 8 days 15 Marks Between 9 to 16days – 10 Marks Beyond 17 days - 5 marks Provision of evidence full marks , no evidence provided 0	15
2.	At least three (3) recommendation letters from clients 3 Recommendation letters - 15 Marks 2 Recommendation letters – 10 Marks 1 Recommendation letters - 5 Marks Provision of evidence full marks , no evidence provided 0	15
3.	Attach Purchase Orders / contracts for similar goods i) 5 and above LPOs/Contracts - 25 Marks ii) 4 LPOs/Contracts - 20 Marks iii) 3 LPOs/ Contracts - 15 Marks iv) 2 LPOs/Contracts - 10 Marks v) 1 LPO/Contracts - 5 Marks Provision of evidence full marks , no evidence provided 0	25
4.	Evidence of financial resources (attach bank statement for the last three months) July, August, September. Provision of evidence full marks , no evidence provided 0 marks	10
5.	Authority to seek references from the tenderer's bankers Provision of evidence full marks , no evidence provided 0	5
6.	A copy of Valid Business Permit (attach proof) Provision of evidence full marks , no evidence provided 0	5
7.	Compliance to technical specifications of the tender i) This involves checking on the completeness of the tender document – 2 Marks ii) Presence of duly filled Price Schedule - 2 marks iii) Award shall be on the lowest evaluated price per item – 1Mark Provision of evidence full marks , no evidence provided 0	5
	Total Score	80

The minimum technical point to proceed to financial evaluation is **70** out of **80** points.
ONLY tenderers who secure the minimum technical score will be financially evaluated.

STAGE 3 : FINANCIAL EVALUATION

Financial evaluation will be conducted as follows;

- i) Determination of evaluated price.
- ii) The tenderer must with the lowest evaluated bid per item in a lot will be considered for award.
- iii) The award shall be based on unit prices quoted and the subtotals in a **LOT MUST** be indicated in the price schedule and **MUST** tally with the form of Tender.
- iv) The Sub Total price per LOT quoted **MUST** be taken to the form of tender failure to which the tender will be disqualified.
- v) There shall be no correction of arithmetic errors as per the provisions of PPADA. Any discrepancy between price schedule and form of tender will lead to automatic disqualification.

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.

SECTION VI- PRICE SCHEDULE

- a) A bidder shall be awarded the items in which they are the lowest evaluated bidder in the lot tendered.
- b) The lowest evaluated bidder shall be determined by the unit prices per item in the Lot tendered.
- c) Orders shall be on “as and when required” basis depending on the available budget.

LOTS	ITEM DESCRIPTION	UNIT OF MEASURE	QTY	UNIT COST	DELIVERY SCHEDULE
	PRODUCT SPECIFICATIONS		“ as and when required”		
LOT 1 YOUTH	Diaries A4 1day page	each	“ as and when required”		
	Diaries A5 1day page	E ach	“ as and when required”		
	Diaries A5 2day page	each	“ as and when required”		
	Ball Strings	each	“ as and when required”		
	Bank Paper 50g 61x86 cm Assorted colours	each	“ as and when required”		
	Bantex folder	each	“ as and when required”		
	Bantex Pocket files No.1300	each	“ as and when required”		
	Bantex Pocket files No.3420	Pcs	“ as and when required”		
	Bic ball point pens crystal clear printed University of Nairobi	Pcs	“ as and when required”		
	Binding Glue	Rolls	“ as and when required”		

	Binding Transparencies	Reams of 500's	" as and when required"		
	Black board dusters	Pc	" as and when required"		
	Black carbon papers pelikan	Pcs	" as and when required"		
	Blue carbon papers pelikan	Pcs	" as and when required"		
	Bond papers coloured 70g A4 size	pc	" as and when required"		
	Bond papers white 70g A4 size	Tins	" as and when required"		
	PVC Box files 3"	pcs	" as and when required"		
	Cartridge paper A3 Booklet	Pcs	" as and when required"		
	Cartridge paper A4 booklet	Pkts of 100's	" as and when required"		
	Cartridge paper A5 booklet	Pkts of 100's	" as and when required"		
	Cartridge paper A5 Booklet	Pkts of 100's	" as and when required"		
	Cartridge paper white	Pkts of 100's	" as and when required"		
	Cash books	Reams	" as and when required"		
	Cellotape 1/2 50mm	Reams of 500's	" as and when required"		
	Cellotape 1" 50mm	Reams of 500's	" as and when required"		
	Clip Boards	PCS	" as and when required"		
	Coloured Bank Paper 70g 61x86cms	Pad	" as and when required"		

		required”		
Coloured Dustless chalks Omega	Pad	“ as and when required”		
Coloured photocopying papers A4 80g	Pad	“ as and when required”		
Computer binders PVC 15.5 x 11	Pad	“ as and when required”		
Computer binders PVC 9.5 x 11	Reams of 500’s	“ as and when required”		
Computer papers NCR line flow ½’ blue screen 14.5 x 11 60g 2 part	PCS	“ as and when required”		
Computer papers NCR line flow ½’ blue screen 14.5 x 11 60g 1part	Rolls	“ as and when required”		
Cotton twine 100g	Rolls	“ as and when required”		
Counter books 2Q	PCS	“ as and when required”		
Counter books 3Q	Reams	“ as and when required”		
Counter books 4Q	Pkts of 12’s	“ as and when required”		
Counter Books 6Q	Reams of 500’s	“ as and when required”		
Delivery books A5 printed University of Nairobi	Pkts of 25’s	“ as and when required”		
Desk top Office Organiser	Pkts of 25’s	“ as and when required”		
Desk top pencil sharpener	Boxes of 1000’s	“ as and when required”		
Document Wallet Manilla	Box of 500's	“ as and when required”		
Document Wallet PVC	Balls	“ as and when required”		

Envelopes B4 manilla	Pcs	“ as and when required”		
Envelopes B5 manilla	Pcs	“ as and when required”		
Envelopes C3 manilla	Pcs	“ as and when required”		
Envelopes C4 manilla	Pcs	“ as and when required”		
Envelopes DL banker 220mm x 110mm Airmail	Pcs	“ as and when required”		
Envelopes DL banker 220mm x 110mm manilla	Pcs	“ as and when required”		
Envelopes HD craft paper B4 458mm x 368mm printed School of Dental Sciences with logo	Pcs	“ as and when required”		
Envelopes HD craft paper B4 458mm x 368mm printed UON Examinations Section	PCS	“ as and when required”		
Envelopes HD craft paper C3 458mm x 368mm printed UON Examinations Section	PCS	“ as and when required”		
Executive felt pens Pentel R50 (brown) and R510 (blue & black)	pcs	“ as and when required”		
Flimsy paper-coloured 60g A4	Bundles	“ as and when required”		
Flimsy paper-white 60g A4	Bundles	“ as and when required”		
Flip charts A2 size	Packs	“ as and when required”		
Foolscap papers A4 green ruled 50g	Reams	“ as and when required”		
Lateral Suspension Files	Pcs	“ as and when required”		
Lateral Suspension Files rectangular	pc	“ as and when required”		

			required”		
	GlobeLid box files	Pcs	“ as and when required”		
	Heavy duty stapler Rexel	Pcs	“ as and when required”		
	Letter Head Paper (high white) 80g 43x61cms	Pcs	“ as and when required”		
	Loose leaf pads green ruled A4 size	pcs	“ as and when required”		
	Loose leaf pads green ruled A4 size printed University Of Nairobi with logo	PCS	“ as and when required”		
	PAYMENT VOUCHER BOOKS	Boxes	“ as and when required”		
	Lot 1 Sub Total				
LOT 2 (PWD)	Manilla Paper 240g A4	PKT	“ as and when required”		
	Manilla Paper A1 240g 51x86cm	Bundle	“ as and when required”		
	Masking tape ½”	Rolls	“ as and when required”		
	Masking tape 1” 48 mm	Rolls	“ as and when required”		
	Metal file fasteners 8cms	Reams of 500’s	“ as and when required”		
	MG cover paper 100g 61x86cms	Reams of 500’s	“ as and when required”		
	Office glue gel 160mls Five Star	Pads of 50’s	“ as and when required”		
	Office organizer plastic assorted colours	Reams of 500’s	“ as and when required”		
	office pins	ptks	“ as and when required”		

	Paper clips 3mm	pcs	“ as and when required”		
	Paper clips 5mm	pcs	“ as and when required”		
	Paper punch heavy duty Kangaroo DP 900	Pcs	“ as and when required”		
	Paper punch kangaroo medium DP 700	Pcs	“ as and when required”		
	Paper punch small Kangaroo DP 540	pcs	“ as and when required”		
	Pelican rubber BR 40	pcs	“ as and when required”		
	Permanent marker pens Pelikan refillable	Pcs	“ as and when required”		
	Permanent marker pens refillable Staedler	Pcs	“ as and when required”		
	Permanent marker pens snowman	pcs	“ as and when required”		
	Spring files Manilla	pcs	“ as and when required”		
	Stamp ink Pelikan	Reams of 500’s	“ as and when required”		
	Stamp pad Pelikan	pcs	“ as and when required”		
	Sisal twine 1000gms	Pcs	“ as and when required”		
	Spring files PVC	pcs	“ as and when required”		
	Rubber bands large	Pkts of 100’s	“ as and when required”		
	Lot 2 Sub Total				
LOT 3	Photocopying papers 80g A4 size Rotatrim	pkt of 100	“ as and when required”		

WOMEN	Photocopying papers 80g A4 size Xerox	Reams	“ as and when required”		
	Photocopying Papers A3	Reams	“ as and when required”		
	Plain folders 224g printed University of Nairobi	Bundles	“ as and when required”		
	Plastic rulers	pcs	“ as and when required”		
	Printing/Photocopy papers Premium white Xerox A380g	Reams	“ as and when required”		
	Printing/Photocopy papers Premium white Xerox A3 80g Rotatrim,Copyrex, 1-Plus	Reams	“ as and when required”		
	Printing/Photocopy papers Premium white Xerox A4 80g	Reams	“ as and when required”		
	Pritt paper glue 160mls	Bts	“ as and when required”		
	Pritt super stick glue 10g	Bts	“ as and when required”		
	Pritt super stick glue 40g	Bts	“ as and when required”		
	PVC folders printed University of Nairobi	Pcs	“ as and when required”		
	Rapid 2 classic stapler assorted colours	Pkts of 100's	“ as and when required”		
	Rapid Lateral suspension files	pcs	“ as and when required”		
	Self adhesive paper vellum 701x100cms	Pkts of 100's	“ as and when required”		
	Lot 3 Sub Total				
LOT 4 PWD	Staedler pencils HB 110	Reams of 500's	“ as and when required”		
	Shorthand notebooks with metal spiral	Pcs	“ as and when required”		

			required”		
	Staples No. 24/6 for rapid 2 stapler	pkts	“ as and when required”		
	Staples No. 66/11 for Giant Stapler	pkts	“ as and when required”		
	Staples remover	pcs	“ as and when required”		
	Straw boards 1200 g	Pcs	“ as and when required”		
	Straw boards 1800 g	Pcs	“ as and when required”		
	Straw board 1400g	Pcs	“ as and when required”		
	Student Files printed University of Nairobi with logo General	Pcs	“ as and when required”		
	Subject File Folders	Pkts of 100’s	“ as and when required”		
	Uniball pens	pcs	“ as and when required”		
	Pental pens	Pkts of 125's	“ as and when required”		
	Text highlighter (marker) pens Pelikan	pcs	“ as and when required”		
	Text highlighter (marker) pens Staedler	pcs	“ as and when required”		
	Thumb tucks metal	pkts	“ as and when required”		
	Flag Post	Pkts of 100’s	“ as and when required”		
	Transparency papers for overhead projector/ laser photocopying A4	Pkts of 100’s	“ as and when required”		
	Treasury tags 300mm polyester fibre	Pkts of 100’s	“ as and when required”		

	Typing Papers White Flimsy 60g A4	Pkts of 100's	" as and when required"		
	Typing Papers White Flimsy 60g A4 500's	Pkts of 100's	" as and when required"		
	Office Tray Plastic	Pcs	" as and when required"		
	Urgent/Very urgent stickers	Pkts of 100's	" as and when required"		
	White board dusters	Pkts of 100's	" as and when required"		
	White board marker pens refillable Staedler	Pkts of 100's	" as and when required"		
	White dustless chalks Omega	Pc	" as and when required"		
	White Embossed Paper	Pc	" as and when required"		
	White Board Refilling Ink	Pc	" as and when required"		
	Flag Post	Pcs	" as and when required"		
	white board marker pens artline	Pcs	" as and when required"		
	document separator	Pcs	" as and when required"		
	Wite out 20mls Retype	Pcs	" as and when required"		
	Xerox transparencies	Pkts of 1000's	" as and when required"		
	Yellow sticky note pads 76x76mm	Pkts of 1000's	" as and when required"		
	Lot 4 Sub Total				
	CLEANING MATERIALS				

LOT 5 WOMEN	Air Freshener 300MLS	Pcs	“ as and when required”		
	Doom	Pcs	“ as and when required”		
	Bactericidal Hand Washing Cream 500mls	Pcs	“ as and when required”		
	Bar soaps 800g	pcs	“ as and when required”		
	Carpet brush coconut fibre	Pcs	“ as and when required”		
	Cob web remover with long handle	Pcs	“ as and when required”		
	Concentrated heavy duty liquid detergent 20 Lts	Pc	“ as and when required”		
	Concentrated jik solution 1 Lt	Pc	“ as and when required”		
	Concentrated jik solution 5 Lts	Pkts of 50's	“ as and when required”		
	Concentrated multi-purpose disinfectant 5 Lts	Pkt	“ as and when required”		
	Concentrated multi-purpose disinfectant 20 Lts	Pkts of 100's	“ as and when required”		
	Concentrated toilet cleaning solution	Pkts of 100's	“ as and when required”		
	Concentrated toilet cleaning solution perfumed 1 litre	Pcs	“ as and when required”		
	Dettol handwashing soap 100g	Pcs 500's	“ as and when required”		
	Dettol solution 500ml	Pcs	“ as and when required”		
	Dispenser tissues 100 mtrs	Pkts	“ as and when required”		
	Disposal bins with flip cover 70 ltrs	Pcs	“ as and when required”		

	Disposal cups 25's	Pcs	“ as and when required”		
	Door mats pvc large size	Pcs	“ as and when required”		
	Door mats sisal fibre large size	Pcs	“ as and when required”		
	Floor duster	Pcs	“ as and when required”		
	Hand gloves pvc elbow length	pc	“ as and when required”		
	Hand gloves light duty	Pkts of 12's	“ as and when required”		
	Hand tissues servettes 100's	Pkts	“ as and when required”		
	Hand towels 216mm-300mm	Pcs	“ as and when required”		
	Hand towels 100 mtrs jumbo junior	Pcs	“ as and when required”		
	Hand washing cream 1 ltr	Bts	“ as and when required”		
	Hard brooms nylon fibre	Pcs	“ as and when required”		
	Hard brooms nylon fibre with short nylon fibre	Pkt	“ as and when required”		
	Light duty gloves as per sample	Pkt	“ as and when required”		
	Machine scrubbing pads 16" rough surface	Pad	“ as and when required”		
	Machine scrubbing pads 16" smooth surface	Pcs	“ as and when required”		
	Medicated soap 100g	Pcs	“ as and when required”		
	Methylated spirit 1 litre	Pcs	“ as and when required”		

	Methylated spirit 5 litre	Pcs	“ as and when required”		
	Mop heads	Pcs	“ as and when required”		
	Mop heads extra large	Pcs	“ as and when required”		
	Mop large with handle	Pcs	“ as and when required”		
	Plastic dust pans	Pcs	“ as and when required”		
	Plastic mop buckets	Pcs	“ as and when required”		
	Plastic washing basins heavy duty medium	Pcs	“ as and when required”		
	Plastic washing buckets + cover 25lts	Tins	“ as and when required”		
	Protective masks cone-shaped 50’s	Jars	“ as and when required”		
	Scouring pads large size	Pcs	“ as and when required”		
	Dispensable dettol liquid hand wash 5 Litre	Pcs	“ as and when required”		
	Dispensable dettol liquid hand wash 1 Litre	Pcs	“ as and when required”		
	Car tissues	Pkts	“ as and when required”		
	Absorbent hand towels	Pkts	“ as and when required”		
	Hand towels	Pkts	“ as and when required”		
	Door carpet	Pcs	“ as and when required”		
	Mosquito repellent	Pcs	“ as and when required”		

	Scouring pads large size	Pcs	“ as and when required”		
	Scouring powder 500g	Pcs	“ as and when required”		
	Scouring powder bulk pack 20kgs	Bags	“ as and when required”		
	Scrubbing brush	Pcs	“ as and when required”		
	Soft broom coconut fibre	Pcs	“ as and when required”		
	Soft broom nylon	Rolls	“ as and when required”		
	Stainoff cleaning solution for terazzo/ceramics 5lts	Pcs	“ as and when required”		
	Steel wool 750 g	Pkt	“ as and when required”		
	Steel wool 250 g	Pcs	“ as and when required”		
	Strong absorbent all purpose towels	Pcs	“ as and when required”		
	Supa brite	Pcs	“ as and when required”		
	Tissue papers 2-ply 200 sheets	Pcs	“ as and when required”		
	Toilet brushes nylon	Pcs	“ as and when required”		
	Toilet brushes nylon with container	Pcs	“ as and when required”		
	Toilet cleaning solution (harpic)	Pcs	“ as and when required”		
	Toilet force pump with handles	Pcs	“ as and when required”		
	Toilet moth balls	Pcs	“ as and when required”		

	Vim 500g	Pkts	“ as and when required”		
	Waste paper baskets plastic	Pcs	“ as and when required”		
	Waste paper baskets straw	Pcs	“ as and when required”		
	Harpic	Pcs	“ as and when required”		
	Water squeezers standard	Pcs	“ as and when required”		
	Water squeezers small	Pcs	“ as and when required”		
	Water squeezers large	Pcs	“ as and when required”		
	Window cleaning solution 100mls	Pcs	“ as and when required”		
	Wooden handles machine finish	Pcs	“ as and when required”		
	Yellow dusting cloth			Pcs	
LOT 6 YOUTH	HP LASERJET PRINTERS TONERS				
	HP C7115A	Pcs	“ as and when required”		
	HP Q6000A	Pcs	“ as and when required”		
	HP Q6001A	Pcs	“ as and when required”		
	HP Q6002A	Pcs	“ as and when required”		
	HP Q6003A	Pcs	“ as and when required”		
	HP Q7553A	Pcs	“ as and when required”		
	HP C8061X	Pcs	“ as and when		

			required”		
	HP Q5949A	Pcs	“ as and when required”		
	HP C530A	Pcs	“ as and when required”		
	HP C531A	Pcs	“ as and when required”		
	HP C532A	Pcs	“ as and when required”		
	HP C533A	Pcs	“ as and when required”		
	HP CE505A	Pcs	“ as and when required”		
	HP 283A	Pcs	“ as and when required”		
	HP C436A	Pcs	“ as and when required”		
	HP Toner CB540A	Pcs	“ as and when required”		
	HP Toner CB541A	Pcs	“ as and when required”		
	HP Toner CB542A	Pcs	“ as and when required”		
	HP CF 226A	Pcs	“ as and when required”		
	HP Toner CB543A	Pcs	“ as and when required”		
	HP CF 410A ,CF411A,CF412A,CF413A	Pcs	“ as and when required”		
	HP CE 410A,CE 411A,CE412A,CE413A	Pcs	“ as and when required”		
	HP CF210A,CF211A,CF212A,CF413A	Pcs	“ as and when required”		

	HP CF280A	Pcs	“ as and when required”		
	HP 278A	Pcs	“ as and when required”		
	HP 285A	Pcs	“ as and when required”		
	HP 49A	Pcs	“ as and when required”		
	HP 55A	Pcs	“ as and when required”		
	HP 26A	Pcs	“ as and when required”		
	Lot 6 Sub Total				
LOT 7 WOMEN	MP 7500	Pcs	“ as and when required”		
	HP CE505A	Pcs	“ as and when required”		
	T-1640: E-Studio 163/165/203/205	Pcs	“ as and when required”		
	T-4530D	Pcs	“ as and when required”		
	T-1640D	Pcs	“ as and when required”		
	T-2340: E-STUDIO 232/282	Pcs	“ as and when required”		
	T-1810D	Pcs	“ as and when required”		
	T-3520: E-STUDIO 350/450/452	Pcs	“ as and when required”		
	DSM 615	Pcs	“ as and when required”		
	DSM 616	Pcs	“ as and when required”		
	DSM 618	Pcs	“ as and when required”		

			required”		
	DSM618D	Pcs	“ as and when required”		
	MP7500	Pcs	“ as and when required”		
	DP 430 MASTERS	Pcs	“ as and when required”		
	DP 430 INKS 24D	Pcs	“ as and when required”		
	KM 2030	Pcs	“ as and when required”		
	KM 2035 TK 410	Pcs	“ as and when required”		
	TK 665	Pcs	“ as and when required”		
	KM 1020D TK18	Pcs	“ as and when required”		
	TK 130	Pcs	“ as and when required”		
	TK170	Pcs	“ as and when required”		
	TK665	Pcs	“ as and when required”		
	TK685	Pcs	“ as and when required”		
	TK475	Pcs	“ as and when required”		
	KM 1030D TK 120	Pcs	“ as and when required”		
	TK 6305	Pcs	“ as and when required”		
	TK 6705	Pcs	“ as and when required”		
	EP 22	Pcs	“ as and when		

			required”		
	FX 10	Pcs	“ as and when required”		
	EP 27	Pcs	“ as and when required”		
	Tally Gencom Printers Ribbons	Pkts	“ as and when required”		
	GENCOM E/60 CODE 21807	Pkts	“ as and when required”		
	LX 350 Ribbon	Pcs	“ as and when required”		
	LX 300 Ribbon	Pcs	“ as and when required”		
	CF410A	Pcs	“ as and when required”		
	HP 26A	Pcs	“ as and when required”		
	HP 380A	Pcs	“ as and when required”		
	381 A	Pcs	“ as and when required”		
	382A	Pcs	“ as and when required”		
	383A	Pcs	“ as and when required”		
	Lot 7 Sub Total				

NB: This a three year contract with a possibility of revising prices yearly on prevailing Central Bank’s monthly rate of inflation or the consumer price index of the Kenya National Bureau of statistics.

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 of
.....in 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

TENDER-SECURING DECLARATION FORM

The Bidder shall complete in this Form in accordance with the instructions indicated

Date: ----- (as day, month and year) of Bid

Submission] Tender No. ----- [insert number of bidding process]

To: -----[insert complete name of Purchaser]

We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of -----[insert number of months or years]starting on -----[insert date],if we are in breach of our obligation(s) under the bid conditions, because we -
 - (a) have withdrawn our tender during the period of bid validity specified by us in the Tendering Data Sheet; or
 - (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,
 - (i) fail or refuse to execute the Contract, if required, or
 - (ii) Fail or refuse to furnish the Performance Security, in accordance with the ITT.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of:
 - (i) our receipt of a copy of your notification of the name of the successful Tenderer; or
 - (ii) Thirty days after the expiration of our Tender.
4. I/We understand that if I am/ we are in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:

Capacity title [director or partner or sole proprietor, etc]

Name: [insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of

Tenderer].....

Dated on day of,..... [Insert date of signing]

Seal or Stamp.

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 _____

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

<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.....			
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
	Shares		
	1.....		
	2.		
	3.		
	Date		Signature of Candidate.....
•	If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth,		
	Naturalization or registration.		

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)

8.6 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.

